

A meeting of the Senate of Acadia University occurred on Wednesday, 6 May 2009 beginning at 9:03 a.m. with Chair Ian Wilks presiding and 49 present.

1) Minutes of the Meeting of
13 April 2009

It was moved by R. Raeside and seconded by R. Perrins *that the minutes of Monday, 13 April 2009 be approved as distributed.*

J. Richard noted that her name was miss-spelt throughout the minutes.

P. Corkum made the following amendment to these minutes via email: page 3, Item 2)d) should read: "P. Corkum announced that the Faculty of Arts had passed revisions to their By-Laws and the Senate By-Laws Committee would review and hopefully bring **any resulting recommendations to the Faculty of Arts Council** in May."

MOTION AS AMENDED WAS CARRIED.

2) Announcements and
Communications

a) From the Chair

-re Regrets

I. Wilks noted regrets from P. Corkum, A. Irving, and R. Lehr.

-re Agenda

The following items were added to the agenda: 4)b) Nominating Committee Report as per previous minutes with an addition as circulated electronically; 4)c) Academic Integrity Committee and wording on academic integrity for the university calendar for information/discussion as circulated electronically; 4)d) Scholarship, Prizes and Awards Committee communication on proposed bursary guidelines as circulated electronically; 5)c) AA2.0 Committee report for discussion. The Chair noted that 4)a) should be amended to read "Library Committee – **Notice of Motion to Amend By-Laws**". As well many Senate committee annual reports had been received and were distributed for consideration under 5)b).

-re Senate Membership

I. Wilks acknowledged Senators whose term would end this year: M. Dennis, P. Doerr, R. Sparkman, R. Lehr, S. Markham-Starr, D. Symons, D. Julien, K. Steele, E. Cullen, R. Bishop, T. Hansen, M. Keaveny, S. Barron and B. Scott. G. Ness is retiring from the University.

-re Guests

He welcomed guests J. Richard, P. Rippeyoung, R. Evans, C. Killacky, M. Keaveny, J. Cottreau and L. Davidson.

-re Senate Executive Meeting

I. Wilks reported that the Senate Executive met on Monday, May 4th and discussion, led by R. Raeside, was held regarding the curriculum reform process, in particular when it involved multi-disciplinary proposals. Most curriculum proposals emanate from an academic unit, go to the appropriate faculty council, the Senate Curriculum Committee and finally to the Senate. The first two steps do not work well for multi-disciplinary program proposals because they span over a number of units and possibly more than one faculty. As a result it was felt that the Senate Curriculum Committee involvement from the beginning steps would be beneficial. This issue would be brought to Senate in the Fall.

b) From the President
& Vice-Chancellor

R. Ivany announced that Acadia University was successful in receiving monies through the Federal/Provincial Infrastructure Program to renovate Patterson Hall. He acknowledged the work of T. Herman and N. Carruthers in leading this initiative. Whether there would be any impact because of this summer's provincial election was yet to be clarified.

He reported on the AUCC meeting held in Charlottetown last month and said conversations took place with presidents from other small universities in Canada regarding research cuts and forming a "united small institution voice".

c) From the Vice-President
(Academic)
-re Initiative with Parks Canada

T. Herman announced a pilot program sponsored by Parks Canada as a cooperative study unit and Scientist for Parks Canada, Stephen Flemming, who would be hosted on campus for two years. This program was designed to integrate communities and citizen groups interested in the conservation agenda of National Parks as well as to engage communities in education and outreach and in the sustainable management of their communities. He said that students played a central role in the engagement process and were the agents of change both in the parks and the communities. Many of these students came from Acadia University programs in natural and social sciences.

He gave an update on the program proposal through Environmental & Sustainability Studies which had come back from MPHEC with positive and constructive comments and Acadia had responded. It is hoped that MPHEC will complete their deliberations before their summer break.

3) Approval of List of
Graduates for the Convocation
of May 2008 (089-78-CON)

It was moved by T. Herman and seconded by R. Raeside *that the List of Graduates for the Convocation of May 2009 (APPENDIX A) 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. L. Davidson noted that there were two additions to the list.

It was noted under Master in Education, that the new degree name change did not apply as those listed who began with and are still under the former degree.

MOTION WAS CARRIED.

It was moved by T. Herman and seconded by D. Seamone *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
Minutes
a) Library Committee –
Notice of Motion to Amend
Senate By-Laws (089-79-LIB)

A. Quéma introduced this notice of motion, as attached to today's agenda, for

proposed changes to the Senate Constitution & By-Laws as it related to the Senate Library Committee. It would come before Senate at its next meeting to allow for the required thirty-day notice.

b) Nominating Committee
Report – Nominations For
2009-2010 **(089-74-NOM)**

It was moved by S. Markham-Starr and seconded by A. Quéma *that the Senate Nominating Committee Report as presented at the previous meeting and additions as circulated electronically prior to this meeting (APPENDIX B), containing Senate nominations for various positions on Senate for the 2009-2010 academic year, as follows, be accepted:*

- Chair – I. Wilks (1 year)
- Deputy-Chair – D. Seamone (1 year)
- Lay person – Wendy Elliott (3 years)
- Faculty Elections Officer – Y. Zhang (1 year)
- Senate Executive Committee
 - G. Whitehall-Arts (1 year)
 - R. Murphy-Professional Studies (1 year)
 - M. Snyder-Pure & Applied Science (1 year)
- Pure & Applied Science Senator on By-Laws Committee – L. Lusby (3 years)
- Arts Senator on Students With Disabilities That Affect Learning Committee – P. Rigg (3 years)
- Pure & Applied Science Senator on Students With Disabilities That Affect Learning Committee – D. Holmberg (3 years)
- Senate Representative & Chair of Tenure-Track Teaching Complement Allocation Committee – D. Holmberg (1 year)
- Senate Representative on Learning Commons Steering Committee – S. Markham-Starr (3 years)

The Chair called for further nominations three times. Hearing none he declared nominations to be closed.

MOTION WAS CARRIED

c) Academic Integrity Committee
– Proposed Policy for U
University Calendar
(089-81-INT)

Committee members J. Richard, P. Rippeyoung, R. Evans and R. Jotcham were in attendance. J. Richard outlined a draft document containing revisions to the Academic Integrity Policy (**APPENDIX C**).

Much discussion was held with the following points made:

- ▶ It is possible for an individual to give permission or direct access to their hard drive, thus sharing files (music, assignments, papers, etc). This practice should be cited in a “best practices” document when developed. It should be clear that students who open their documents for sharing are equally guilty of academic dishonesty and this must be communicated to students in clear language.
- ▶ To cover all points of the policy with examples in the calendar may be too lengthy.
- ▶ The preamble should state why such a policy as this is important: that academic integrity is the core of the institution. Citing materials and recognizing the scholarship of others is at the core of the institution and without this the institution fails. G. Whitehall offered to send to the committee, appropriate wording for the preamble in this regard.
- ▶ There was discussion around the word “may” in the first bullet under procedures. The force of the law behind such a policy should be written as “will”, while still recognizing that there may be leniency.

- ▶ As the University Calendar is limited in space, it was suggested that a more extensive document be made available elsewhere and a reference in the calendar to its location.
- ▶ This policy still asks the faculty member to determine whether the student is guilty of the alleged attempt. If a faculty member makes the charge, someone else should conduct an investigation to determine whether there is substance to the charge. Tracking by the registrar's office is important.
- ▶ In response to a question from the floor regarding a procedure to notify the faculty member involved of the results of any investigation, J. Richard said that the draft document provides for notification on a case-by-case basis.
- ▶ This policy should be stated in every course outline distributed at Acadia.
- ▶ Consultation between instructor and department head/director is important.
- ▶ It is important that instructors report infractions
- ▶ There is value to making scholarly work available to others. And as instructors we encourage students to make their work available. Problem when others take it and use it as their own.
- ▶ Need to determine if a paper has been plagiarized and if student guilty should be determined by other than the instructor.
- ▶ Organized workshops on this topic would be beneficial. These could perhaps be organized through the Senate Academic Integrity Committee and the Learning Commons.
- ▶ The policy talks about 1st, 2nd and 3rd offences and does not mention minor and major offences. The wording of policy misses this point.
- ▶ Academic freedom important; however, this statement defining academic dishonesty. Material taken from other sources is often encouraged; however if no credit given it is dishonest. .
- ▶ Academic institutions have overlapping authority; therefore consulting important and necessary.
- ▶ The policy must be right from the first step otherwise students would feel they had not been dealt with appropriately from that first step and this feeling continues through whole process.
- ▶ Steps should be: the faculty member discusses the matter with student, the faculty member consults with the head/director, and then head/director takes the case to the registrar's office if it is warranted. The word "after" in first line of first bullet under Procedures should be removed.
- ▶ A central registry is a benefit in deciding penalty. The whole process should 1) be consultative and 2) involve tracking incidents through a central registry.
- ▶ We should hold sessions on plagiarism and its consequences. Students must be aware of process and this process needs to be consistent and transparent across campus.
- ▶ Some levels of penalty, such as losing a course or a program, should require authority above the instructor.
- ▶ When students are let off for cheating, it is discouraging and frustrating for other students. It should not be allowed. We need clear language and clear process. The process must be fair.
- ▶ A solid process needed. We should go to the level above the instructor for judgement.
- ▶ A head may decide in student's favour and thus an incident is not reported to the registrar's central registry. This means multiple offences are not recorded. A central database or registry must reflect a student's record on cheating. We need definite policy/procedure.
- ▶ There may be a problem of trust between an instructor and a head/director on this issue.
- ▶ If some students allowed to cheat, honest students are losers.
- ▶ A balance between instructor and head/director is needed on this issue.

I. Wilks thanked members of this committee for their time and effort. He

noted that bringing draft documents to Senate for discussion prior to moving their approval in final form represents a very positive improvement on standard procedure.

d) Scholarships, Prizes and Awards Committee –
Bursary Review (089-83-SPA)

M. MacVicar outlined a report dated 1 May 2009 from the Senate Scholarships, Prizes and Awards Committee (**APPENDIX D**) as distributed at this meeting. This report contained four motions as a result of proposals made by the Senate *ad hoc* Bursary Review Committee at the Senate meeting of 14 April 2008.

There was no objection to waive notice of motion for this report.

It was moved by A. Mitchell and seconded by R. Perrins *that Senate accept this report which moves:*

- 1.) *that there be no merger of the two bursary programs (ASAP and Endowment) and the criteria for the ASAP bursary program be changed from first undergraduate degree to an undergraduate degree;*
- 2.) *that Acadia continue the policy of including all full-time Acadia students as eligible for consideration;*
- 3.) *that Acadia continue the policy of including all students receiving government funding from their home country/ state/ province, etc.;*
- 4.) *that the current Bursary and Loan Committee structure for reviewing applications be maintained; and*
- 5.) *that bursaries fall under the umbrella of the Senate Scholarships, Prizes and Awards Committee as per the motion passed at the 14 April 2008 meeting of the Senate.*

In reply to a question from the floor, M. MacVicar said some monies were received during the Capital Campaign for scholarships, but less for bursaries. Any money specified for a named bursary went directly to that fund and not included in the Capital Campaign total. She said she would report to Senate when she found out what the Capital Campaign support for scholarships would be. The bursary amount was in the operating budget and had been maintained.

MOTION WAS CARRIED.

I Wilks expressed appreciation to the members of the Senate Scholarships, Prizes & Awards Committee and the Senate *ad hoc* Bursary Committee, in bringing these recommendations forward.

5) New Business
a) Research & Graduate Studies –
Research at Acadia and
Implications of the 2008 Federal
Budget (089-80-RGS)

I. Wilks noted that this item, as attached to today's agenda, was brought forward as an information/discussion item by the Dean of Research & Graduate Studies.

D. MacKinnon outlined the report and said it was brought forward by himself in the Dean's position rather than the Senate Research Committee as indicated on the agenda - although this information had been shared with members of that committee for comment.

As stated on page 2, an institutional response to the Federal Government is being prepared which outlines the likely consequences of the cuts on basic research at Acadia. The information in this report is a result of direct communication with presidents of the three councils. A meeting was held

April 29th with deans and VPs of research in Atlantic Canada, and through discussion it was discovered that no other institutions in the Atlantic Provinces had submitted a formal response to the Federal Government on the impact of the budget. D. MacKinnon believed that a joint response from small universities is desirable, as there are very real concerns about the proposed research cuts for small universities. He said there was so far only moderate support for the idea of doing a joint response.

Discussion included the following points:

- ▶ The effects of the budget cuts may be devastating in attracting students and faculty. We must work at lobbying government and expressing concern.
- ▶ The Canadian Association of Research Libraries had already sent a letter of concern to government as reduction of research grants results in lack of funding for journals (both on the shelves and electronic).
- ▶ Alumni may be helpful in this effort.
- ▶ Larger institutions receiving research monies while smaller universities struggle.
- ▶ Larger institutions should be reminded where their many of their graduate students come from. The research tradition at small universities has produced a disproportionate number of graduate research students across North America. He said there was certainly appetite in Acadia's senior administration to support a strong message about our concern both to other institutions and to Federal granting agencies.
- ▶ The possibility of a scholarship campaign had been discussed and more information would be available in the Fall.
- ▶ We need the support of the institution as a whole, not just individuals.
- ▶ The Association of Universities' Research Administrators are located in Ottawa and would also be lobbied.

As there was no objection to waive seven-day notice of motion, the Chair accepted the following:

It was moved by D. MacKinnon and seconded by G. Ness *that Senate register its alarm regarding the severe and extensive ramifications of recent funding changes and reductions to the tri-council agencies and their programs, and the additional impact on small universities. Senate encourages members of the Acadia University community and the institution as whole to make use of every opportunity to register our concern and further asks Dr. D. MacKinnon to coordinate the responses.*

D. MacKinnon said he would assemble responses on this issue and bring them together for a common response submission.

MOTION WAS CARRIED UNANIMOUSLY

b) Senate Committee Annual
Reports for 2008-2009
(089-82-REP)

It was moved by J. White and seconded by W. Brackney *that Senate receive the annual reports of its standing committees for the academic year 2008-2009 as received at this meeting.*

i) Academic Integrity

(APPENDIX E) No Comment

ii) Executive

(APPENDIX F) I. Wilks spoke to this report and expressed appreciation for the support of Dr. Herman and the Deans on this committee.

iii) Timetable, Instruction
Hours & Examination

(APPENDIX G) No Comment

- iv) By-Laws (APPENDIX H) No Comment
- v) Archives (APPENDIX I) No Comment
- vi) Faculty Development (APPENDIX J) I. Wilks noted that this committee was dealing with the issue of endowed chairs and it had been referred to the BOG. M. MacVicar noted that communication from the School of Engineering regarding a Chair was also being reviewed.

S. Markham-Starr expressed concern that this committee had not met for over a year. I. Wilks noted that in order for a committee to work it must have items referred to it or must have recurring items of business to deal with.
- vii) Research Ethics Board (APPENDIX K) No Comment
- viii) Library (APPENDIX L) No Comment
- ix) Curriculum (APPENDIX M) No Comment
- x) Nominating (APPENDIX N) No Comment
- xi) Graduate Studies (APPENDIX O) No Comment
- xii) Tenure-Track Teaching Complement Allocation (APPENDIX P) I. Wilks expressed thanks for the members of this newly created committee for coming together and establishing procedure for this committee.
- xiii) Research (APPENDIX Q) No Comment
- xiv) Admission & Academic Standing (Policy) (APPENDIX R) No Comment
- xv) Academic Discipline Appeals (APPENDIX S) No Comment
- xvi) Honorary Degrees (APPENDIX T) No Comment
- xvii) Academic Program Review (APPENDIX U) T. Herman noted that this committee reports to Senate monthly. He said a draft update for Senate's consideration would come forward in the Fall.

MOTION WAS CARRIED.

c) AA2.0 Committee Report
- Technology Changes
(089-84-AAP)

As Senate representative on the University Acadia Advantage 2.0 Committee, D. Silver spoke to a report (APPENDIX V) as circulated electronically prior to this meeting. This report was a discussion item which had been taken to the faculty council. He noted that this committee recommended that Senate establish a mechanism for faculty input into technology changes that have an impact on the teaching and learning environment at Acadia University (i.e. an Academic Computer Committee).

Discussion resulted with the following points made:

- As computing policy is a money-driven issue, it does not come entirely under Senate; nonetheless, this issue is important to academic sector. Perhaps

there needs to be a committee of Senate which covers this area.

- ▶ Faculty and staff should have the opportunity to provide annual feedback on the technology side of the Acadia Advantage.
- ▶ A useful tool would be a calendar of events concerning technology services (i.e. for laptops).
- ▶ I. Wilks reminded Senators that Senate struck an *ad hoc* committee to look at the Acadia Advantage from the perspective of those who had lived it for a long time. This committee was not regarded as having achieved its purpose.
- ▶ The Learning Commons Committee was not a Senate committee but discussion proved that Senate should have some involvement in the Learning Commons.
- ▶ Senate does not want direct involvement in technical computing issues; however, computers in the classrooms have academic implications and the faculty needs some way to provide input to set standards for particular academic programs.
- ▶ T. Herman felt there was some urgency to this issue and said that it would be appropriate for the Senate Executive to meet and deal with this matter. Some changes have taken place in the relationship between technology services and the Learning Commons.
- ▶ The Director of Technology Services position was in the process of being filled and hopefully would help with problems identified. It was important to make concerns heard before problems resulted. Faculty needs a means of communicating problems to those making decisions.
- ▶ The Learning Commons Committee meets next week and some of these concerns should be taken to that meeting by the Senate representatives, with feedback given to the Executive.

It was agreed to meet on Monday, 8 June 2009 in KCIC Auditorium beginning at 9:00 a.m. Executive would meet prior to this date (TBA).

6) Other Business

I. Wilks noted the importance of staying to the end of each meeting to ensure a quorum is maintained.

I. Wilks noted that the Incoming Deputy Chair of Senate, D. Seamone, would represent this body at the Spring Convocation.

I. Wilks expressed appreciation to the Senate Secretariat for all the work this past academic year.

b) CAUT Censure

In reply to a query from the floor, T. Herman said the CAUT Censure had been deferred, by CAUT, until their November council meeting.

7) Adjournment

R. Murphy moved this meeting be adjourned. It was 12:15 p.m.

ORIGINAL SIGNED

D. Murphy, Recording Secretary

AVAILABLE ON REQUEST

Nominating Committee Report to Senate
May 6, 2009

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

- Senate Representative & Chair of Tenure-Track Teaching Complement Allocation Committee: Diane Holmberg, 2009-2010 (1 year)
- Senate Representative on Learning Commons Steering Committee: Susan Markham-Starr, 2009-2012 (3 years)

Submitted by the Senate Nominating Committee:

S. Markham-Starr, Chair

K. Bowen

P. Callaghan

R. Ivany

J. Peng

A. Quéma

D. Symons

Current wording from the Calendar:

Academic Integrity

Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek in advance the advice of the instructor involved.

- Cheating is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.
- Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.
- Self plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.
- A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.
- Penalties are levied in relation to the degree of the relevant infraction. They range from requiring the student to re-do the piece of work, through failure on that piece of work, to failure in the course, and to dismissal from the university.

Procedures concerning infractions of academic integrity

- Faculty members, after informing their director/head and contacting the student involved, shall attempt to determine the personal responsibility of the student and impose penalties where appropriate.
- The student can appeal the faculty member's decision to the department director/head and, if still not satisfied, to the dean.
- The student can appeal the dean's decision to the Vice-President Academic who shall inform the student of his/her decision as to the student's personal responsibility and the penalty imposed.
- A student has the right to appeal the decision of the Vice-President Academic to the Senate Committee on Academic Discipline. Students have the right to have legal counsel when appearing before this committee.
- Technology Services and the Vaughan Memorial Library publish policies for the use of university computer facilities, both hardware and software and the use of the university library and its resources. Violation of these policies, or other abuse of university computer facilities, will be dealt with in the same manner as other forms of cheating or as a non-academic offence. For the dedicated purpose of inter-institutional loan and document delivery services, patron records may be stored on a remote database. Some violations may also lead to criminal prosecution. It is the students' responsibility to familiarize themselves with the Technology Services policies.

New revisions proposed by the Senate Academic Integrity Committee:

Academic Integrity

Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek in advance the advice of the instructor involved.

- Cheating is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.
 - Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.
 - Self plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.

- A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.

Procedures concerning infractions of academic integrity

- Faculty members, after **consulting with** their director/head and contacting the student involved, **may** report the offense to the registrar's office. The registrar's office will contact the director/head **and faculty member regarding** the appropriate penalty based on whether it is a first, second or third offense. **When reported to the registrar's office the penalties are are: first reported offense: failure of the piece of work in question, second reported offense: failure of the course, third reported offense: dismissal from the university.**
 - The student can appeal **the decision** to the dean.
 - The student can appeal the dean's decision to the Vice-President Academic who shall inform the student of his/her decision as to the student's personal responsibility and the penalty imposed.
 - A student has the right to appeal the decision of the Vice-President Academic to the Senate Committee on Academic Discipline. Students have the right to have legal counsel when appearing before this committee.
 - Technology Services and the Vaughan Memorial Library publish policies for the use of university computer facilities, both hardware and software and the use of the university library and its resources. Violation of these policies, or other abuse of university computer facilities, will be dealt with in the same manner as other forms of cheating or as a non-academic offence. For the dedicated purpose of inter-institutional loan and document delivery services, patron records may be stored on a remote database. Some violations may also lead to criminal prosecution. It is the students' responsibility to familiarize themselves with the Technology Services policies
 - **The Registrar will keep a record of offenses and include statistics in the Academic Integrity Committee's annual report to Senate.**

Note: In addition to the above changes, the committee will consult faculty members in order to create a Best Practices for Dealing with Academic Dishonesty at Acadia to encourage consistent treatment of all students. This document will be distributed to heads/directors for distribution to their faculty members.

May 1, 2009

Dr. Ian Wilks
Chair
Acadia Senate
Acadia University

Dear Ian

At the April 23, 2009 meeting of the Scholarships, Prizes, and Awards Committee, the Senate Bursary Review Committee report was reviewed.

The Committees response to the 5 recommendations is below.

SPAC recommendations re the report of the Senate Bursary Review Committee (Senate ad hoc Committee):

1. Merge the two programs to be used in unison through the same processes, policies and procedures of awarding bursaries – SPAC moves “*that there be no merger of the two programs and the criteria for the ASAP bursary program be changed from first undergraduate degree to an undergraduate degree*”. As the ASAP bursary program criteria includes a GPA requirement, merging the two programs would prevent some students with lower GPA’s from being able to apply for bursary consideration. A common application is used for the two programs.
2. Include all full-time Acadia students as eligible for consideration – SPAC moves “*continuing the policy of including all full-time Acadia students as eligible for consideration*”. If a student is not eligible for consideration under the ASAP bursary program, (s)he is then considered under the Acadia bursary program.
3. Include all students receiving government funding from their home country/state/province, etc – SPAC moves “*continuing the policy of including all students receiving government funding from their home country/state/province, etc*”.
4. Maintain the current Bursary and Loan Committee structure for reviewing applications – SPAC moves “*that the current Bursary and Loan Committee structure for reviewing applications be maintained*”.
5. Investigate the possibility of bursaries falling under the umbrella of the Scholarships, Prizes, and Awards Committee – as per the April 14, 2008 Senate motion:

It was moved by A. Mitchell and seconded by R. Perrins: *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.

MOTION WAS CARRIED

Sincerely,

ORIGINAL SIGNED

Thomas Voss
Chair of Scholarships, Prizes, and Awards Committee

Pam D’Entremont
Secretary of Scholarships, Prizes, and Awards Committee

Academic Integrity Annual Report for 2008-09

Committee Members 2008-09:

Rosemary Jotcham (Registrar) ex-officio
Phyllis Rippeyoung (Arts)
Robert Pitter (Professional Studies)
Rodger Evans (Pure and Applied Science)
Jennifer Richard (Library)
Steve Barron (Student)

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 2008-09:

September
November
February
April

Summary of Activities:

The committee revised the draft of the Conflict of Interest (COI) Policy and presented it to Senate in October 2008. The committee further revised the draft COI policy based on feedback from Senate and presented it again at November 2008 meeting. A motion to accept the policy was passed at that meeting. In February, the Senate Bylaws Committee recommended an alternative proposal to create a broader ad hoc committee to create a comprehensive COI policy for all members of the university. The bylaws committee's proposal was supported by this committee.

At the February and April committee meetings the committee revised the "Academic Integrity" section of the university calendar based on a request from Peter Williams at the October Senate Meeting. The proposed changes were discussed at the April Senate meeting and further proposed changes were made to the calendar which will be presented to Senate in May. The committee will be working on a Best Practices for Dealing Academic Dishonesty at Acadia document in coming year.

Respectfully,

Jennifer Richard

Senate Executive Annual Report for 2008-09

Committee Members 2008-09:

H. Gardner
H. Hemming
T. Herman
R. Ivany
R. Jotcham
R. Lehr

D. MacKinnon
R. Perrins
R. Raeside
D. Seamone
I. Wilks
P. Williams

Duties:

“The duties of the Executive Committee shall be as follows: between meetings of Senate, to consider matters that in its judgment call for senatorial action or that by statute law may require senatorial action; to consider matters referred to it by Senate” (*Constitution and By-Laws VII*).

Meetings in 2008-09:

September 29, January 26 and May 5.

Summary of Activities:

The Executive continued its usual activity of receiving agendas for comment via e-mail prior to Senate meetings. In addition it held three meetings, called for the purposes of discussing current and future agenda items. The main focus of these discussions was how and when these items should be brought to the floor of Senate.

The September meeting began by reviewing several items of business left over from the previous year: the possibility of re-activating the Endowed Chairs, guidelines for memoranda of agreement, recommendations for policy on bursaries, and a conflict of interest policy. All of these issues continue to be pending, but the latter two will likely appear on the May agenda of Senate.

The January meeting was mainly taken up with a discussion of about the Scholarships, Prizes and Awards Committee, and how its policies and practices can be made subject to a greater degree of scrutiny from Senate. We also discussed the future of the Senate Secretariat, given the imminent retirement of the current Recording Secretary.

The May meeting mainly dealt with procedure for developing Inter-disciplinary program proposals; since these proposals do not usually originate from a particular academic unit, or even from a particular faculty, they circumvent some of the usual procedure. Discussion focused on whether a role could be created for the Senate Curriculum Committee to rectify this omission. This matter will come before Senate in the coming academic year.

Respectfully Submitted by the Chair,

Ian Wilks

Senate Timetable, Instruction Hours and Examination Committee

Annual Report to Senate for May 6th, 2009

The TIE Committee met electronically between November and January to discuss Calendar Dates. The dates received approval, by Senate, at the January meeting on January 12th, 2009. There were no other issues brought to the TIE Committee during the 2009/2010 Academic Year.

Submitted by
Lisa Davidson

*By-laws Committee
Annual Report to Senate
May 6, 2009*

The Committee met several times over the 2008/2009 academic year to deal with matters referred to it by Senate.

Conflict of Interest Policy

At the November meeting, Senate passed a motion establishing a Policy on Conflict of Interest as presented by the Academic Integrity Committee (089-11-INT).

At that time, Senate requested that the By-laws Committee propose an expansion to the Academic Integrity Committee's mandate to accommodate an appeals process under this new policy.

The By-laws Committee responded with the following motions (including any friendly amendments) that were passed by Senate at its March, 2009 meeting (089-64-LAW).

MOTION 1

that the Conflict of Interest Policy approved at the November 2008 meeting of Senate (089-11-INT) be withdrawn.

MOTION 2

that an ad hoc university-wide committee structure be proposed by the Vice-President (Academic) by the April 2009 meeting of Senate to produce a thorough and specific conflict of interest policy affecting areas as diverse as research activities, financial contracts, business interests and personal relationships;
· this university-wide committee include Senate representatives and other stakeholders from different fields, to address the variety of conflicts of interest;
· the policy be submitted to Senate for its approval.

Review of the By-laws of Faculty Councils

Included in the mandate of the Senate By-laws Committee is the following:

-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 necessary, and
-to conduct periodic reviews of the By-laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary.

Arts Faculty Council Constitution

On March 30, 2009, the Arts Faculty Council approved changes to its constitution. The Senate By-laws Committee is currently in the process of reviewing their constitution along with these changes.

By late May, the Committee will respond to the Arts Faculty Council for its consideration of any recommendations for changes or additions. At some point subsequent to this the Arts Faculty Council will bring their revised constitution to Senate for its approval.

Faculty of Pure and Applied Science Constitution

On April 21, the Faculty of Pure and Applied Science Council approved changes to its constitution. The Senate By-laws Committee expects by late May to commence its review of their constitution along with these changes.

Respectfully submitted:
Patricia Corkum, Chair
William Brackney
Linda Lusby
Anne Quéma

Senate Archives Committee
Annual Report 2008-2009

The Senate Archives Committee has the following membership:

- Three members from the Faculty of Arts: Brian Vanblarcom, Paul Doerr, Stephen Henderson;
- One member from the Faculty of Pure and Applied Science: Jianan Peng;
- One member from the Faculty of Professional Studies: Susan Markham-Starr;
- One member from the Faculty of Theology: Robert Wilson;
- A representative appointed by the Acadia Students' Union: Borden Scott;
- A representative of the Alumni Association: Geoff Irvine;
- A representative of the Convention of Atlantic Baptist Churches: Hugh McNally;
- One member appointed by the President: Leigh Whaley;
- The University Librarian: Sara Lochhead;
- The University Archivist: Pat Townsend;
- The Deputy University Archivist: Wendy Robicheau.

The Committee Chair is Leigh Whaley, and the Committee Secretary is Wendy Robicheau.

The Committee met three times in the 2008-2009 academic year. The main topics of discussion were:

- Digitization Policy, brought forward by Wendy Robicheau, Deputy University Archivist.
- Revised by-laws for the Committee, brought forward by Wendy Robicheau, Deputy University Archivist.

The Committee has forwarded its recommendations regarding the Archives Committee By-laws to the Senate By-laws Committee.

Report prepared and forwarded to Senate on 28 April 2009 by Leigh Whaley, Committee Chair.

Senate Faculty Development Committee Annual Report for 2008-09

Committee Members 2008-09:

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 2008-09:

The Committee last met on April 1st, 2008.

Summary of Activities:

The only matter before the Committee is 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 was 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

To: Acadia University Senate
From: S. Maitzen, Chair, Research Ethics Board
Date: 30 April 2009
Re: **Annual Report of the Research Ethics Board**

I report on the activities of the Acadia University Research Ethics Board (REB) for the period 1 May 2008 to 30 April 2009. The REB's mandate is to ensure that all research on living human subjects involving any member of the Acadia community complies with the Tri-Council Policy Statement *Ethical Conduct for Research Involving Humans*. The REB reports to Senate through the Acting Dean of Research and Graduate Studies.

REB members

Dr. Richard Cunningham, Faculty Representative, Arts, from 1 July 2008
Dr. David F. Duke, Faculty Representative, Arts, to 30 June 2008
Mr. David R. Greener, Community Member, to 31 March 2009
Dr. Thomas B. Herman, Vice-President Academic (*ex officio*, non-voting), to 31 July 2008
Ms. Anita Hudak, Community Member, from 1 April 2009
Dr. Darren Kruisselbrink, Faculty Representative, Professional Studies, to 30 June 2008
Dr. David MacKinnon, Acting Dean, Research and Graduate Studies (*ex officio*, non-voting), from 1 August 2008
Dr. Stephen Maitzen, Chair
Ms. Krista Myles, Community Member, to 30 April 2009
Dr. Susan Potter, Faculty Representative, Pure and Applied Science
Ms. Renée Richardson, Graduate Student Representative (non-voting), to 30 June 2008
Dr. Christopher Shields, Faculty Representative, Professional Studies, from 1 July 2009
Ms. Naomi Stright, Graduate Student Representative (non-voting), from 1 July 2008

Applications and meetings

During the reporting period, the REB reviewed 77 new formal applications for ethics approval, as well as numerous formal requests from researchers to approve changes to previously approved research. The REB met on 11 occasions during this period.

Other activities

The REB's Chair and Faculty Representatives also responded to numerous informal inquiries from student and faculty researchers at Acadia and elsewhere. The Chair serves as the University's liaison to the national Secretariat for Research Ethics, prepares and distributes the agendas for meetings, records the minutes at meetings and distributes them for approval, writes letters of ethics approval or rejection, performs all filing and maintenance of records, follows up on unapproved research, reviews annual reports from department-level ethics committees, publicizes the role and requirements of the REB, maintains the REB website, and reports to Senate and other bodies concerning the business of the REB.

Electronic application submission and review

On 1 January 2009, in order to increase its efficiency and help reduce the paper used at Acadia, the REB began accepting only electronic applications. All documents associated with the review and approval of applications are now stored in digital form on a secure server.

Report from the Senate Library Committee (2008-09)

Members:

Kendra Carmichael; Emma Cullen; Leo Elshof; Margaret Keaveny; Sara Lochhead; Lachlan McWilliams; Anthony Pash; Peir Pufahl; Anne Quéma; Beert Verstraete; Kerry Vincent; Xiaoran Wan; Glenn Wooden

This year the members of the SLC addressed four major issues:

1. The Institutional Repository Initiative

Sara Lochhead and Anthony Pash presented the Institutional Repository Initiative to the members of the Committee. Acadia's Institutional Repository revolves around three major digital projects, best described by quoting from the Library's website:

"Acadia's Digital Collections is a repository for digital collections that contain and reflect the intellectual and creative output of Acadia University. It is intended to provide:

- long term access to selected collections from the Esther Clark Wright Archives;
 - long term preservation and access to the intellectual and creative output of the University's research centres and departments and
 - long term preservation and access to faculty and student research and creative output"
- <http://library.acadiau.ca/ContentDM/>

2. The Open Access and the Electronic Journal Publishing Initiative

This initiative corresponds to the second and third items of the Institutional Repository described above. The SLC's objective is to introduce this project to the University community and to engage discussion and consultation at the different levels of governance (departments, faculty Council, and Senate). In preparation for this process of consultation, the Committee members received information and engaged in preliminary discussions.

In particular, the Open Access initiative was the object of two major meetings on October 21, 2008 and November 18, 2008. Jennifer Richard presented on a particular journal project, *Partnership*, a digital, peer-reviewed journal of which she is the editor. Steve MacNeil explained that, through the Open Journal Software, faculty and librarians as well as students have now the technological capacity to develop electronic journal publishing.

On the basis of this presentation, members of the committee discussed the pros and cons of digital publishing. The details of the discussion are available in the minutes of the meetings, but the highlights include the impact of digital publishing on copyrights issues; faculty career development; the quality and recognition of publication venues; the economic sustainability of digital publishing; the growth of digital publishing in different parts of the world; the relation between publishers and Open access; and the advantages of broad exposure of scholarship through the internet.

3. Etheses

Prior to the motion submitted at the October 14, 2008 Senate meeting by the Research and Graduate Studies Committee, the SLC discussed the pros and cons of the electronic submission of Honours and Graduate theses. It was agreed that access to paper copies of theses remains crucial.

4. Description of the duties of the Senate Library Committee in the Senate By-Laws

The SLC discussed section VIII) e. ii of the Senate's By-Laws with a view to revising the terms of description of the Committee's duties and responsibilities. The revisions to the terms of reference were discussed at length on February 11, 2009 and unanimously approved by the members of the Committee. A notice of motion for approval of the amendments by Senate was submitted on April 18, 2009.

Anne Quéma (chair)
May 1, 2009

Annual Report of the Senate Curriculum Committee (2008-09)

Members

Emma Cullen
Eva Curry
Ian Feltmate
Rick Giles
Rosemary Jotcham
Sara Lochhead
Anne Quéma
Patricia Rigg
Borden Scott
Roxanne Seaman

The Senate Curriculum Committee met on October 29, November 7, and December 3, 2008. It also held electronic discussions and deliberations during weekdays and over weekends. During these sessions, Committee members thoroughly analyzed submissions from the three Faculties of Acadia University. Particular mention should be made of the student representatives' diligent work and participation. The Committee worked as a cohesive and dedicated group.

Some of the proposals under review were minor, while others either presented major and complex revisions to existing programs, or led to the creation of a pilot project, as was the case with the six new courses of the First-Year Alternative project.

Communication between the chair and members of the Committee and 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 12 January 2009, Senate approved curriculum changes to the Faculties of Arts, Professional Studies, and Pure and Applied Science.

Anne Quéma (chair)
May 1, 2009

**Senate Nominating Committee
Annual Report to Senate
May 6, 2009**

Committee Members: K. Bowen, P. Callaghan, T. Herman (to March 31) R. Ivany (April 1 to present), S. Markham-Starr (Chair), J. Peng, A. Quéma, D. Symons

The Committee met three times during the year to prepare nominations for various positions as requested by Senate. Nominations were brought forward to Senate at the following meetings for the positions noted:

September 22, 2008 – Learning Commons Steering Committee.

- Faculty of Arts Replacement on the Learning Commons Steering Committee: Thomas Voss

April 13, 2009 – Various positions as required by Senate

- Chair for the Senate: Ian Wilks, 2009-2010 (1 year)
- Deputy-Chair for the Senate: Donna Seamone, 2009-2010 (1 year)
- Replacement on Senate for lay person: Wendy Elliott, 2009-2012 (3 years)
- Faculty Elections Officer: Ying Zhang, 2009-2010 (1 year)
- Annual replacement on Executive Committee - Three Senators (one from faculties of Arts, Professional Studies, & Science) elected annually by Senate: 2009-2010 (1 year)
 - Faculty of Arts: Geoffrey Whitehall, 2009-2010 (1 year)
 - Faculty of Professional Studies: René Murphy, 2009-2010 (1 year)
 - Faculty of Pure and Applied Science: Marlene Snyder, 2009-2010 (1 year)
- Pure and Applied Science Senator on By-Laws Committee: L. Lusby, 2009-2012 (3 years)
- Arts Senator on Students With Disabilities That Affect Learning Committee: Patricia Rigg, 2009-2012 (3 years)
- Pure and Applied Science Senator on Students With Disabilities That Affect Learning Committee: Diane Holmberg, 2009-2012 (3 years)

May 6, 2009 – Various positions as required by Senate

- Senate Representative & Chair of Tenure-Track Teaching Complement Allocation Committee: Diane Holmberg, 2009-2010 (1 year)
- Senate Representative on Learning Commons Steering Committee: Susan Markham-Starr, 2009-2012 (3 years)

Submitted on behalf of the Senate Nominating Committee
Susan Markham-Starr, Chair

**Senate Committee on Graduate Studies
Annual Report to Senate
May, 2009**

The Senate Committee on Graduate Studies met on five occasions this year: Sept. 11th, Sept. 25th, December 10th, January 21st, and March 26th. The business that came before the Committee this year included the following:

- A submission from the School of Education for a Joint PhD in Educational Studies with Mount Saint Vincent University and St. Francis Xavier University
- The external review process for new graduate programs
- Leaves for graduate students (maternity/parental, illness, employment)
- The submission of electronic theses
- A proposal for part-time graduate studies
- A proposed MA/MSc in Health, Culture, and Sustainability, submitted by the School of Recreation Management and Kinesiology
- The external review process for new graduate programs

As a result of these discussions, the following actions have been taken:

- The joint PhD in Educational Studies was passed at the December meeting of the Committee. It was subsequently approved at the January meeting of Senate. The proposal, once passed by the other institutions, was submitted to MPHEC. At the present time it has been distributed by MPHEC to other regional universities for comment.
- The external review process for new graduate programs was discussed by the Committee. MPHEC requires that all new graduate programs undergo an external review, a component of which must be an on-site visit. A concern raised was that if Senate passed a new program, but it was then changed as a result of an external review process, it possibly would need to be resubmitted to the University's approval process. In an effort to make new graduate submissions to Senate as Senate-ready as possible, it was decided to undertake reviews subsequent to being passed by the Graduate Studies Committee but prior to submission to Senate.
- The issue of leaves for graduate students was approved at the November meeting of Senate.
- The Committee approved the submission of electronic theses. This was approved by Senate at its November meeting.
- The Committee approved part-time studies for those departments/schools wishing to admit students on this basis. This was approved at the April meeting of Senate.
- A proposed new graduate program in Health, Culture, and Sustainability was approved by the Graduate Studies Committee at its January meeting. It was then submitted for external review, with an on-site visit on March 4th and 5th. The School of Recreation Management and Kinesiology has met to respond to the reviewer's recommendations. This is in process.

Submitted by:

David MacKinnon
Acting Dean
Research and Graduate Studies

Annual Report
of the
Tenure-Track Teaching Complement Allocation Committee
May 4, 2009

Membership

The membership of the Committee for the 2008-2009 Academic year was;

- i. Dean of the Faculty Arts, Dr. Bob Perrins
- ii. Dean of the Faculty of Professional Studies, Dr. Heather Hemming
- iii. Acting Dean of the Faculty of Pure & Applied Science, Dr. Rob Raeside
- iv. One tenured faculty member elected by each of the Faculties;
 1. Arts, Dr. Ian Stewart (3 year term),
 2. Professional Studies, Dr. Gary Ness(1 year term), and
 3. Pure & Applied Science, Dr. Jeff Hooper(2-year term),
- v. One Senator elected by the University Senate to serve as the non-voting Chair of the Committee, Dr. Peter Williams (provisionally appointed to a 3-year term)

The initial appointments were staggered in length to avoid a wholesale change of the elected members of the Committee. During the 2008-2009 year, the terms of Dr. Hooper and Dr. Ness were switched in order to optimize continuity on the Committee. Dr. Ness will be leaving the Committee this year and a replacement is needed from Professional Studies.

Activity

For the 2008-2009 hiring season, the Committee began its work in August and completed its ranking in mid-October. In the 2008 round, the Committee received 10 submissions; 5 from Arts, 2 from Professional Studies, and 3 from Science. The compiled ranked list is given in Table 1 below and was reported to Senate at the December 9, 2008 meeting.

It is evident from the list that the decisions were not simply based on a numerical assessment of the data. The correlation co-efficient between FCE/TT Faculty and final ranking was -0.44 while the coefficient between FCE Trend and Ranking was -0.59. However, if we exclude the 10th ranked submission from the list, these coefficients drop to -0.08 and -0.32 respectively. Thus, while there was very weak correlation to the FCE/TT Faculty ratio, there was moderate correlation to the %FCE Trend.

Submission	Faculty Ranking	FCE/TT Faculty	%FCE Trend (x10 ⁻⁴)
Sociology	1	90.6	+6.2
Chemistry	1	79.4**	+9.2
Languages and Literatures – French	2	58.2	-6.6
School of Business	1	83.8*	-5.03
Biology	2	59.4**	+1.14
Economics	3	91.9	+19
Sociology	4	90.6	+6.2
English	5	55.8	-16.8
Business	2	83.8*	-5.03
Computer Science	3	26	-50.3

Table 1 - Ranked campus-wide master-list of open (unfilled) and new tenure-track positions from the Faculties or Arts, Professional Studies, and Pure & Applied Science based on the ranked lists submitted by the Faculties. Those entries marked with * were calculated including previously authorized searches, while those marked ** were calculated including lab FCE and Instructors.

The Committee recognized that it did not complete the 2008 ranking in a timely fashion. For the 2009-2010 hiring cycle, the Committee circulated a call for proposals in late April 2009 and will have completed the ranking by the end of May 2009.

The Committee Procedures and Criteria are outlined in Appendix A and B respectively. New for the 2009-2010 round are a request that each unit submit a “BYDISC2” report from Eden that gives a report on all courses taught by that unit with teaching assignments.

With the May 2009 call for proposals, a FCE Trend analysis was circulated. In addition to looking at the trend line slope, the Committee will also examine the full data set. The need for doing so is illustrated in Figure 1 below.

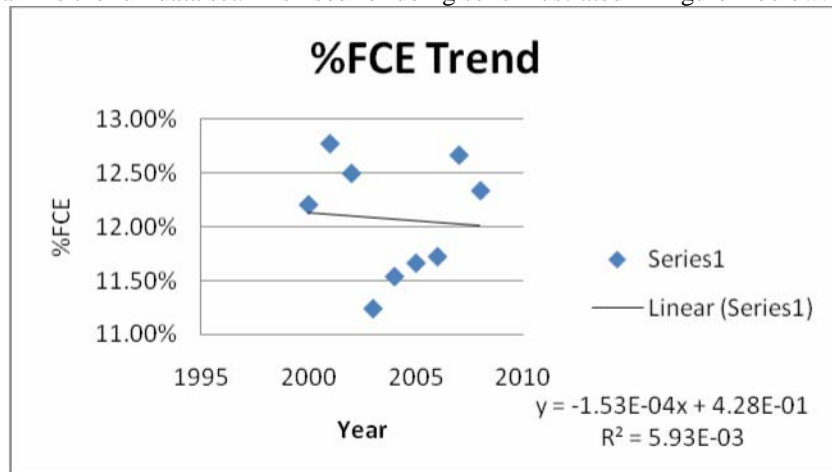


Figure 1 – Example FCE Trend Analysis. FCE expressed as a percent of the total Acadia FCE are plotted versus time and a linear trend line is added to the plot. For consistency, all analyses were done for the 2000-2008 period. However, as the example illustrates, care must be taken in interpreting the trend line as it can be misleading.

Appendix A - Committee Procedures

- a. The Committee will be provided with the list of positions that are required to be converted to tenure stream as per Article 10.09.1.
- b. Positions that have been previously authorized will remain so unless the relevant Faculty requests otherwise
- c. The Committee may not alter the order of ranking as determined by a Faculty – i.e. if a Faculty is assigned N positions, they must go to the top N positions in the list provided by that Faculty.
- d. Voting in the Committee will be by open ballot
- e. At each round of voting, the top unassigned positions from each Faculty will be considered. Each member will cast 3 votes for their 1st choice, 2 for their 2nd and 1 for their 3rd. The position receiving the most ballots will go onto the list and will be replaced in the next round of balloting by the next highest ranked request from the same faculty. I.e., in the first round the Committee would vote on the top-ranked positions from each Faculty. If, after that round, the position from Faculty A received the most votes, in the next round, the

Committee would vote on the top ranked positions from Faculty B and C and the second ranked position from Faculty A.

- f. In the case of a tie, further discussion will be held and a tie-breaking vote will be held if necessary.

Appendix B - Criteria

The general objective of the Committee is to ensure that the academic integrity of the University's programs is preserved and that the resources needed to meet that objective are distributed in as equitable a fashion as possible.

Although quantitative data will be used in arriving at decisions, it is not possible to make decisions in a purely formulaic fashion as there are other factors that must be considered.

The following list of criteria is presented in no particular order.

- 1) Program Viability – if not awarding a position to a unit will make the program offered by that unit non-viable, and the Faculty in question feels that the ability to offer said program is essential to its overall objectives, they may give a position request a high ranking on this basis. Examples of how this might apply could include;
 - a. A small academic unit that does not have particularly high enrolments but a reduction in Faculty complement would make it impossible to continue to offer the major
 - b. Accreditation requirements stipulate a minimum number of faculty and/or courses be offered
- 2) Curriculum delivery – there are numerous factors that need to be considered with respect to delivery of curriculum. Examples include;
 - a. Need for small class sizes in languages and areas where class discussion is an important pedagogical tool
 - b. Ability to offer courses in an appropriate sequence at the appropriate level
 - c. Level of reliance on CLT or part-time instruction
- 3) Full Course Equivalents (FCE) – We will examine these numbers from 2000 to present to detect any trends. In addition to total FCE count, we will also examine the FCE by major and non-major enrollments to assess the relative contributions of core and service courses

- 4) Lab enrolments
- 5) Number of majors, number of combined majors, and number of students enrolled in special programs (e.g. language competency certificates)
- 6) Number of honours theses
- 7) Number of Full time Equivalents (FTE)
- 8) Full-time and part-time graduate enrolments
- 9) Existing staffing levels within the unit by category
- 10) Overall equity – is there a reasonable balance of enrolments and faculty across all disciplines and faculties?
- 11) Special considerations – any recommendations that arise from program review, new initiatives, etc.
- 12) Current staff utilization – are there multiple sections, do faculty teach multiple sections of the same course, is graduate teaching done on load, are there unique circumstances such as research or administrative course releases. New for the 2009-2010 hiring cycle is the inclusion of a BYDISC2 report from Eden that units are requested to explicitly address in their complement report.

Comparisons will be made on a Faculty level, between Faculties, and to the university total.

In order to facilitate the evaluation of trends, parameters that are sensitive to global enrolments will be normalized to totals.

The basic student data will be generated by the Registrar's Office and all units will be provided with the data from the Committee to ensure consistency. Units will be invited to submit a two-page document outlining their rationale for requesting either a replacement or a new position. The submission should not include the data, although it certainly may be referred to.

Submissions within a Faculty will be ranked by the relevant body within each Faculty and the ranked list, with the accompanying unit submissions, will be considered by the Committee.

Departments will be responsible for indicating any special circumstances that impact their teaching capacity, such as any course releases.

**Senate Research Committee
Annual Report to Senate
May, 2009**

The Senate Research Committee met on two occasions this year: November 4, 2008, and February 2, 2009. The work during these two meetings (the latter meeting lacked a quorum) focused on the following:

- Review of Committee mandate and structure
- Discussion of support for new and continuing faculty, especially with regards to grant and contract workshops, as well as possible mentorship programs
- The establishment of an Acadia experts database
- A submission for a Canada Excellence Research Chair
- Discussion of reviewer comments in a CRC application concerning research at a small university

Following from these meetings, the Division of Research and Graduate Studies has undertaken or will be undertaking the following:

- Plans are underway for two workshops in August/September for new and interested continuing faculty focused on (1) Tri-Council grant preparation and (2) contract research with industry, business, and/or government.
- The Acting Dean of Research and Graduate Studies, and the Research and Innovation Coordinator, have been meeting with representatives from the Fountain Learning Commons and the Library to develop an electronic template for research at Acadia. This work is ongoing with an intended completion and implementation date of summer, 2009.
- An application was submitted for a Canada Excellence Research Chair in the fall, entitled Environmental Aspects of Marine Renewable Energy. The application was unsuccessful.
- T. Herman, D. MacKinnon, and P. Taylor met with the Executive Director of the Canada Research Chairs program and two of her officials in Ottawa in February. The purpose of this meeting was to address pejorative comments made by two reviewers in a CRC application, and to demonstrate the quality and quantity of research undertaken at Acadia by faculty and both graduate and undergraduate students.

While the Committee has not met since February, they have provided electronic feedback on the submission to Senate (May) on the impact of the federal budget on Tri-Council activity.

Submitted by,

David MacKinnon
Chair, Senate Research Committee

ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)

Annual Report to Senate for 2008-2009

May 6, 2009

Committee Members 2008-2009

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. Gary Ness
Dr. Wilson Lu
Dr. Christopher Killacky
Dr. Gail Noel
Ms. Emma Cullen
Ms. Jenny White

Purpose of Committee:

- (1) 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:

No meetings were held in the 2008-2009 academic year.

Respectfully submitted by the Chair,

ORIGINAL SIGNED

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

ACADEMIC DISCIPLINE APPEALS COMMITTEE

Annual Report to Senate for 2008-2009

May 6, 2009

Type: Standing
Status: Appointed and meets only when necessary.
Duties: to deal with the matter of academic discipline which cannot be resolved by the Vice-President (Academic).

Membership:

Deborah Day
Haiyi Zhang (A. Trudel 1Jul08-30Jun09)
Michael Dennis
Emma Cullen Tim Hansen

Chair: Not Applicable to this Committee

Meetings:

This committee did not meet as no academic discipline appeals were received.

Respectfully submitted,

ORIGINAL SIGNED

Tom Herman
Vice-President Academic

HONORARY DEGREES COMMITTEE

Annual Report for 2008-2009

April 2009

Committee Members 2008-2009

Dr. Tom Herman, Chair
Dr. Chris Killacky, Acadia Divinity College
Dr. John Colton, Professional Studies Representative
Dr. Linda Lusby, Faculty of Science Representative
Dr. Sonia Hewitt, Faculty of Arts Representative
Ms. Emma Cullen, Acadia Student's Union Representative
Mr. Robbie Harrison, Board of Governors
Ms. Patti Davis, Recording Secretary

Purpose of Committee:

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

Meetings 2008-2009

December 12, 2008
January 20, 2009

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 fourteen Honorary Degrees and three Professor Emeritus nominations of which fourteen Honorary Degrees and three Professor Emeritus received approval by Senate.

Respectfully submitted by the Chair,

ORIGINAL SIGNED

Dr. Tom Herman
Interim President
Vice-President Academic

**ACADEMIC PROGRAM REVIEW COMMITTEE
Annual Report to Senate for 2008-2009**

May 6, 2009

Committee Members 2008-2009

Dr. Tom Herman, Vice-President Academic (Chair)
Ms. Rosemary Jotcham, Registrar (Secretary)
Dr. Linda Lusby
Dr. Deborah Day
Dr. Jon Saklofske replacing Dr. Heather Kitchin while on sabbatical;
Dr. Heather Kitchin
Rev. Bryan Hagerman

Purpose of Committee:

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

Meeting Dates:

October 3, 2008; April 3, 2009

Department	Status	Report to Senate
Chemistry	Follow-up Required – 2008/09	
Math & Stats	Self-study in progress; Review pending 2009/10 Winter term	
Physics	Review Completed 2008/09 Winter Term; Report from Reviewers received; unit response to follow	
Psychology	Follow-up Required – 2009/10	
Computer Science	Self-study in progress; Review pending 2009/10 Fall Term	
Engineering	Review Completed 2008/09 Winter Term; Report from Reviewers received; unit response to follow	
Nutrition & Dietetics	Review Completed 2008/09 Fall Term; Report from Reviewers received; unit response to follow	
English & Theatre	Self-study in progress; Review pending 2009/10 Fall Term	
History & Classics	Follow-up Required – 2009/10	
Languages & Literatures	Self-study in progress; Review pending 2009/10 Winter Term	
Music	Follow-up required – 2008/09	
Sociology	Review Completed 2008/09 Fall Term; Report from Reviewers received; unit response to follow	
SRMK	Self-study completed; Review pending Fall Term 2009/10	
Business	Self-study in progress; Review pending Fall Term 2009/10	

Committee will submit a draft update to the Senate-approved guidelines for Academic Program review for consideration by Senate in the Fall Term 2009.

Respectfully submitted,

ORIGINAL SIGNED

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

AA2.0 Committee Report to Senate
May, 2009

The Learning Commons established the Acadia Advantage 2.0 Committee in the summer of 2008. The mandate of the Committee is to document and review the Acadia Advantage on an on-going basis, and to make recommendations regarding educational technology as well as marketing and communication of the Acadia Advantage. The Committee met throughout the fall of 2008 and the winter of 2009.

The Committee solicited and reviewed feedback from faculty, staff, and students on the change to student ownership of laptop computers. Based on that feedback, we made the following recommendations to the President's Advisory Council:

1. That we develop clear and consistent message about the Technology Fee. The following is the language that the committee agreed should be used in any communication regarding the technology fee.

The Acadia University Technology Fee is charged each year to all students. This fee is used to maintain and improve the technology environment which supports a student's learning experience at Acadia. This environment includes things like internet access through a combination of wired and wireless access, email accounts, courseware systems and network printing support.

2. That for the academic year 2009/2010, the models offered for sale by the Technology Store would be the updated models from the same laptop vendors (Dell and Apple) as 2008/2009.
3. We will not have an approved list of laptop brands for students; rather we will let students know the minimum specs for any laptop they purchase.
4. We should continue the Technology Store for the convenience of our students.
5. Technology Services will continue repair and warranty service for laptops that staff and faculty have and models that are in the Technology Store as well as past models with current warranties.
6. While it may be ideal to offer all versions of academic software on both Mac and PC environments, it may be impossible to do so at this time.

With respect to reporting on the Acadia Advantage, the Committee recommended that the university not conduct the Computer Use Survey this year, but that the Learning Commons survey students regarding their experiences with ownership of laptop computers. We recommended that the data that have been collected using the Computer Use Survey for the past 10 years be deposited in the university archives. The Committee also recommended that the Learning Commons write a report on the Acadia Advantage for the academic year 2008/2009, including a summary of teaching innovations, the students' experience with the laptop ownership, and support

for Acadia Advantage. This report is expected to be completed by September 2009.

The Committee concluded that its mandate is too broad, given the Senate-approved definition of Acadia Advantage and, further, that major portions of the mandate of this Committee are redundant with that of the Learning Commons Steering Committee. Thus, the Committee recommended that the AA2.0 Committee dissolve.

The Committee further recommended that Senate establish a mechanism for faculty input into technology changes that have an impact on the teaching and learning environment at Acadia University.

Respectfully submitted,

- Director of the Learning Commons, Sonya Major (Committee chair)
- Coordinator of Academic Technologies, Duane Currie
- Senate Representative, Danny Silver
- Representative of the Faculty of Arts, Jon Saklofske
- Representative of the Faculty of Professional Studies, Terrance Weatherbee (resigned December 2008, replaced by Ian Feltmate)
- Representative of the Faculty of Pure and Applied Science, Andrew Mitchell
- Representative of the Divinity College, William Brackney
- Director of Open Acadia, Gary Hepburn
- University Librarian, Sara Lochhead
- Executive Director, Technology Services, Patti McNeill
- Executive Director, Communications and Marketing, Scott Roberts
- Graduate Student Representative, Pizye Nankamba
- Undergraduate Student Representative, Emma Cullen