

Office of the Senate Secretariat

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A meeting of the Senate of Acadia University was held on Wednesday June 16, 2010 beginning at 9:05 am with Chair Ian Wilks presiding and 24 members present.

As quorum had not yet been achieved, it was agreed that Senate would address information items until quorum is reached.

- 2) Announcements and Communications
 - a) From the Chair
 - Re regrets

Regrets were received from President R. Ivany, B. Anderson, J. Eustace, B. Hagerman, H. Kitchen, B. Latta, S. Lochhead, D. MacKinnon, A. Margeson, C. Shields, A. Smith, E. Smith, R. Sparkman, R. Wehrell, and J. White.

The Chair acknowledged those Senators whose terms have ended: Ms. Mary MacLeod, Dr. Paul Hobson, Dr. Patricia Rigg, Dr. Donna Seamone, Dr. Chris Shields, Dr. Jeffrey Banks, Dr. Nancy Clarke, Mr. Tim Hergett and Chancellor A. Irving.

Re: Comments

The Chair provided a review of the two committees on which the Chair of Senate is an ex-officio member.

The Board of Governors *ad hoc* Academic Resources Committee is intended to provide the Board with information about the academic sector. The Board receives details about academic activities (i.e. facts, figures, achievements); the Committee is exploring ways to supplement this data with presentations to provide a deeper understanding about the culture of the sector.

The University Budget Advisory Committee has allowed faculty and staff the opportunity to comment on budget priorities, providing the Acadia community with greater transparency in the budgetary process. The tough decisions were made in fairness and with consideration for the integrity of the academic sector. The Chair commended the administration for their goal of maintaining full functionality of the institution in a cost effective fashion.

- b) From the Vice-President Academic T. Herman thanked the outgoing Senators for their contributions over the past year and on behalf of all Senators expressed appreciation to I. Wilks for his leadership as Chair.
- 3) e) Information – Changes to the Membership of the Executive Committee of Senate P. Corkum informed Senate that Article 12. (10A) of the Act of Incorporation (http://board.acadiau.ca/Act_of_Incorporation.html) outlines the process to revise the composition of the Senate Executive Committee.
- I. Wilks noted that this information was provided in response to Agenda item 5 b) from the May 12, 2010 meeting of Senate where discussion surrounded the possibility of the Deputy Chair of Senate and a student representative being members of the Senate Executive. I. Wilks suggested that the Senate Executive may wish to bring forward such a motion in the Fall.
- f) External Reading for Honours Theses – Mechanism for Senate-sponsored forum D. Holmberg reported that as a result of the discussion at the May 12, 2010 meeting of Senate, an *ad hoc* committee consisting of D. MacKinnon (Honours Committee), representatives from each faculty, G. Whitehall (Arts), C. Shields (Professional Studies), D. Holmberg (Pure & Applied Science) and a student representative (K. Power) met to discuss the mechanism for a Senate-sponsored forum on Honours theses. Their discussions concerned not only the external reader process but also the procedures within different faculties and possible best practices.
- G. Whitehall noted that preparatory work, including consultations with faculty would be required before the forum.
- K. Power recommended that recent graduates be consulted for their perspectives.
- I. Wilks noted that Senate approval is not required for the community to discuss an academic issue. The Honours Committee could use the ideas generated from such a forum to bring forward to Senate a motion concerning the Honours theses.

Quorum was reached at 9:35 am.

- 1) Minutes of the meeting of
May 12, 2010

It was moved by T. Herman, seconded by G. Whitehall that the minutes of the meeting of Wednesday May 12, 2010 be approved as distributed.

The following addition to the minutes was made:

5) f) *Notice of Motion – Faculty Elections Officer.*

P. Corkum presented the motion, the purpose of which is to add certain elections to the duties of the Faculty Election Officer.

MOTION AS AMENDED WAS CARRIED

- 3) Business arising from the
Minutes
a) Motion regarding Certain
Duties of the Chair
and Deputy Chair

It was moved by P. Corkum and seconded by W. Brackney that

the Senate Constitution and By-laws be amended to state:

III. TERMS AND DUTIES OF MEMBERSHIP

6.

(c) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair to implement an annual orientation meeting for incoming Senators so as to familiarize them with the activities of Senate and the duties and responsibilities of Senators and other such meetings as may from time to time be deemed necessary for the instruction of Senators.

(d) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair to facilitate an annual meeting for all involved in the nominations and elections processes so as to ensure open, timely, and efficient nomination and election procedures.

P. Corkum spoke to the motion on behalf of the By-Laws Committee stating that its purpose is to increase the awareness of the nomination and election processes by holding an annual meeting for those involved and to allow for the delegation of certain duties by the Chair of Senate to the Deputy Chair.

MOTION CARRIED

- b) Motion regarding the
Nominating
Committee

It was moved by P. Corkum and seconded by W. Brackney that

the description of the Nominating Committee be changed to the following:

VIII. (b) NOMINATING COMMITTEE

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

*a. To nominate for the April meeting of Senate the Chairperson and Deputy Chair of Senate, for election by Senate **in May**, to take office the following ~~July~~ **September**;*

*b. To nominate for the **May** meeting of Senate, to be elected by Senate **and take office in July***

- candidates to fill the non-ex officio positions on the Executive Committee of Senate;*
- candidates to fill annual vacancies designated for the Senate on ad hoc and standing committees of Senate;*
- the Chairperson of the Senate Library Committee.*
- lay persons to be members of Senate*
- a person to fill the office of Faculty Elections Officer;*

c. To act upon such other matters as may from time-to-time be referred to it by Senate.

(see Appendix A for other Senate By-Law Sections affected and Appendix B for the current description of the Senate Nominating Committee).

P. Corkum spoke to the motion on behalf of the By-Laws Committee stating that its purpose is to reclassify the duties of the Nominating Committee so that they correspond to the dates when the duties are to be performed and to reorganize aspects of the By-Laws so that the duties are outlined in a more meaningful manner.

MOTION CARRIED.

c) Motion regarding the Faculty Elections Officer

It was moved by P. Corkum and seconded by R. Raeside that the By-Laws of Senate be revised as follows:

VIII. (g) FACULTY ELECTIONS OFFICER

*i. The Faculty Elections Officer at large shall be elected annually by Senate on nomination by the Nominating Committee of Senate. This position is to be distinguished from the Faculty Election Officers within each Faculty. ***

*ii. The duties of the Faculty Elections Officer shall be *:*

d. To conduct elections each May for the Chair, Vice-Chair and Secretary of Faculty Council to serve for the next

academic year.

d. e. To conduct other elections as may from time to time be referred to the Faculty Elections Officer.

P. Corkum spoke to the motion on behalf of the By-Laws Committee stating that its purpose is to update the duties of the Faculty Election Officer so they correspond to those outlined in the revised Faculty Council Constitution approved by Senate in 2005.

MOTION CARRIED.

d) Motion regarding the
Membership on Senate
Graduate Studies
Committee

It was moved by P. Corkum and seconded by T. Herman that

the wording in the Constitution and By-Law be amended to accommodate the additions as indicated in bold:

i. The membership of the Graduate Studies Committee shall be as follows:

The graduate coordinator of each graduate program within each of the four Faculties

One graduate student from each of the Faculties of Arts, Professional Studies and Pure and Applied Science elected by the Graduate Student Association

One graduate student from the Faculty of Theology elected by the Acadia Divinity College Student Association

The Dean of Research and Graduate Studies

The Chair of the Senate Curriculum Committee (to serve as a non-voting member, and only for the purpose of ensuring coordination where undergraduate courses are also offered as graduate courses)

P. Corkum spoke to the motion on behalf of the By-Laws Committee stating that its purpose is to accommodate the addition of the Chair of the Senate Curriculum Committee on the Graduate Studies Committee, as approved at the May 12, 2010 meeting of Senate.

MOTION CARRIED.

g) Senate Committee
Annual Reports

As quorum was lost, the Senate Committee annual reports will be received and discussed at the September meeting of Senate.

4. New Business

a) Curriculum Committee
Notice of Information -
Curriculum Form for
New Program
Proposals

A. Quema spoke on behalf of the Curriculum Committee explaining that currently two forms are used when new programs are proposed, an internal form and one that is submitted to the Maritime Provinces Higher Education Commission (MPHEC). The Curriculum Committee felt that it would be more efficient to use one form and have integrated elements of the MPHEC form into the internal form. The revised form is presented to Senate as an information item.

In response to a question from J. Hennessy, the Registrar clarified that a new major or specialization must be submitted to the MPHEC for approval.

P. Williams noted that a submission to the MPHEC entails a great deal of work and questioned the advisability of requiring this amount of detail for a program proposal that may not be approved by Senate. He suggested that a brief proposal be submitted to Senate for their input prior to completing the full form.

D. Seamone, R. Raeside, and J. Hennessy expressed similar suggestions.

T. Herman noted that the more formal approach suggested by the Curriculum Committee would result in fewer unsuccessful proposals coming to Senate.

G. Whitehall noted that program proposals come before Senate at the final stage prior to submission to the MPHEC. It is difficult for Senate to have a meaningful discussion about Acadia's academic programs at this juncture.

A. Quema noted that the Curriculum Committee is trying to assist in the preparation of proposals so that they can be brought before Senate for discussion.

In response to a question from A. Mitchell about the role, if any, of the MPHEC when modifications are made to existing programs, the Registrar confirmed that the MPHEC fills a quality control function by ensuring that the institution has a process in place to monitor the quality of its programs.

In response to a comment from S. Markham-Starr, A. Quema noted that the forms are designed to assist faculty and asked that faculty inform the Committee if the forms are not useful.

D. Holmberg suggested that the internal form could be used to outline an intention to create a new program and submitted to Senate and the Faculty Council for discussion at an early stage in the process.

P. Williams agreed noting that a multi-stage process would engender discussion about a program and solicit feedback before significant effort had been expended to complete the MPHEC form.

In response to a question from M. Snyder, the Registrar noted that the items reflected on the parchment are provided by each department in accordance with MPHEC guidelines and become an official part of the students' academic record.

R. Raeside noted that new degrees, including the honours degrees, new majors, and new specializations are required to be submitted to the MPHEC whereas new "options" are an internal matter and not reviewed by the MPHEC.

G. Whitehall noted that the revised form brings into question the role Senate plays in directing the academic direction of the university.

A. Quema noted that the Curriculum Committee does not judge the program proposals that are brought to the Committee.

Further discussion surrounded the best way to facilitate discussion on the floor of Senate about new programs. I. Wilks observed that discussions at Senate at the idea stage are often the richest.

A. Vibert noted that the PhD in Education is an inter-institutional program that was discussed at Senate more than a decade before it became a reality. She cautioned Senators about putting into place processes that would slow the creation of new programs as the institution must be able to respond to a changing academic environment.

A Quema stated that faculty must be aware of the requirements to create a program but that the large form is not necessary to make internal changes to a program. The Curriculum Committee is available to offer assistance to faculty during the process.

In response to a question from G. Whitehall, T. Herman explained that the mechanism does not currently exist to facilitate discussion about programs that transcend faculties. He suggested that the mandate could be found within an existing Senate committee.

A. Quema reminded faculty to consult the liaison librarians for their input when considering the creation of a new course or program.

5. Other Business

The Registrar reported that subsequent to Senate's approval of the list of graduates at the May meeting, four graduates were added to the list.

The Chair thanked the Senate Secretariat for their work over the past year.

The meeting adjourned at 10:45 am.

ORIGINAL SIGNED

K. Slater Padovani, Recording Secretary

APPENDIX A

OTHER SECTIONS

(Revised to agree with the motion and/or otherwise changed for clarification)

II. MEMBERSHIP

The membership of the Senate of Acadia University shall be as follows: (See Appendix A):

II. MEMBERSHIP

The membership of the Senate of Acadia University shall be as follows: (See Appendix A):

Chair (see Note below)

Note

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

Deputy-Chair (**From the Elected Faculty Members of Senate**)**

IV. MEETINGS

3. At the ~~May~~ ~~April~~ meeting, Senate shall elect a Chairperson **and Deputy Chair** who shall serve for the following year, commencing on the first day of July. ~~Should an *ex officio* member of Senate be chosen as Chairperson, there shall be no adjustment to the composition of Senate; however, should an elected member of Faculty be chosen, then a replacement member shall be elected from the Faculty to which the Chairperson belongs.~~

APPENDIX B

The current wording of the Senate Nominating Committee follows:

VIII. (b) NOMINATING COMMITTEE

i. The membership of the Nominating Committee shall be as follows:

The President (non-voting)

Two members of the Faculty of Arts

Two members of the Faculty of Professional Studies

Two members of the Faculty of Pure and Applied Science

One member of the Faculty of Theology

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

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

a. To nominate annually candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;

b. To nominate candidates to fill annual vacancies designated for the Senate on standing committees of Senate;

c. To nominate candidates for Senate-designated vacancies that may occur on both *ad hoc* and standing committees of Senate;

d. To nominate for election by Senate a person to fill the office of Faculty Elections Officer;

e. To nominate lay persons to be members of Senate;

f. To nominate the Chairperson of Senate each April, for election by Senate, to take office the following September;

g. To nominate the Deputy-Chair of Senate each April, for election by Senate, to take office the following September;

h. To nominate the Chairperson of the Senate Library Committee. **

i. To act upon such other matters as may from time-to-time be referred to it by Senate.

In carrying out its responsibilities, the Nominating Committee shall:

a. Review qualifications for vacant positions and determine potential candidates based on their availability, other committee loads, administrative loads, interests, etc.;

b. Invite candidates to serve until one agrees;

c. Present its nominations to Senate where additional nominations will be invited. Either Senate will confirm the nominations or an election will be held if additional nominations are put forward.

iii. In extraordinary circumstances dictated by time constraints, the Nominating Committee will recommend to the Executive Committee of Senate, the name(s) of a Senator(s) to specific-Senate and/or other University Committees. ***

* Amended