

A meeting of the Senate of Acadia University occurred on Tuesday, 11 October 2011 beginning at 4:00 p.m. with Chair Donna Seamone presiding and 40 present.

- 1) Approval of Agenda  

Item 5) a) Approval of the List of Potential Graduates for October 2011 to be discussed prior to item 4).

It was moved by B. Anderson and seconded by J. Eustace *that the agenda be approved as amended.*

MOTION CARRIED.
- 2) Minutes of the Meeting of 12 September 2011  

It was moved by J. Wentzell and seconded by B. Fawcett *that the minutes of Monday, 12 September 2011 be approved as distributed.*

The following amendment was proposed:  
Page 3, second motion to read: “...*that the Professores and Librarian Emeriti Guidelines be referred back to the Honorary Degrees Committee to clarify what the criteria for excellence will be for each and every case.*”

Amendment denied as the language of a motion cannot be changed.

MOTION CARRIED.
- 3) Announcements
  - a) From the Chair of Senate  

Regrets were received from R. Cunningham, H. Gardner, D. Holmberg, B. Latta, S. MacDougall, R. Murphy, M. Snyder, and A. Vibert.

The Chair called for a moment of silence in remembrance of the tragic sudden death of a student on 6 October 2011.
  - b) From the President and Vice-Chancellor  

President Ivany reported that the MOU process is moving at a slower pace than expected and it will be a challenge to meet the initial timelines. The sub-committees will be submitting reports to the CONSUP MOU Negotiating Team and Government on 19 October 2011.
  - c) From the Vice President Academic  

T. Herman reported that the Quality Working Group, one of the sub-committees of the MOU Negotiating Committee, met a number of times. The group is trying to identify elements of quality and quality assessment, and will be making recommendations as to what should be done going forward around assessment of quality.

AAU statistics on enrolment will be announced on October 14, 2011.

T. Herman represented Acadia at the grand opening of Brigadoon Village on 1 October 2011. Brigadoon is an extraordinary facility for children and youth living with a chronic illness. Acadia signed an MOU with Brigadoon, which will allow Acadia faculty and students to be engaged with that facility.

Acadia has recently received positive coverage on its partnership with the Nova Scotia Nature Trust to preserve natural habitat for research purposes at Bon Portage Island. This is the first university property in Canada to be preserved through a conservation easement. T. Herman thanked members of the Biology Department for their work.

d) Tenure-Track Teaching  
Complement Allocation

On behalf of D. Kruisselbrink, H. Hemming presented a report containing a list of rankings, as well as a description of the process. The Committee will present its annual report in January.

5) a) Approval of the List of  
Potential Graduates for  
October 2011

It was moved by T. Herman and seconded by D. MacKinnon *that the list of potential graduates for October 2011 be approved as presented.*

The list was reviewed with the Registrar and two changes were made pertaining to a location and the spelling of a name.

MOTION AS AMENDED WAS CARRIED.

All graduates will receive their diplomas in the mail along with a letter of congratulations from the President extending an invitation to attend the Convocation ceremony in May.

4) Brought Forward from  
September 12, 2011

a) Senate Committee Annual  
Reports

It was moved by T. Herman and seconded by J. Eustace *that Senate receive the annual reports of its standing committees for the academic year 2010-2011 as received at this meeting.*

i. Academic Discipline  
Appeals

**(APPENDIX A)** No comments.

ii. Academic Program  
Review

**(APPENDIX B)** Amendments:

History & Classics was inadvertently omitted from the report. The review is scheduled for 2012/13 and will be added to the report.

Women's and Gender Studies: a comprehensive review has not yet taken place. Therefore, the note "*Review completed*" and the paragraph referring to the facilitated self-study will be deleted. A review date will be determined at the next meeting of the Academic Program Review Committee.

iii. Admission & Academic  
Standing (Appeals)

**(APPENDIX C)** No comments.

iv. Admission & Academic  
Standing (Policy)

**(APPENDIX D)** R. Jotcham noted that the Committee passed the motion to move to numeric grades, and that further motions to Senate will be forthcoming.

v. Open Acadia

**(APPENDIX E)** No comments.

vi. Library Committee

**(APPENDIX F)** Amendment: The support from the Department of Sociology mentioned under "The Human Library Project and the Vaughan Library" will be revised to "support from various departments and programs". It was suggested that, rather than moving from VHS to DVD, moving to streaming could be considered.

vii. Timetable, Instruction  
Hours, and Examination

**(APPENDIX G)** The possibility of a Fall Break, to be implemented in the next academic year, will be brought to Senate at the December 2011 or January 2012 meeting.

MOTION, WITH THE AMENDMENTS TO THE ACADEMIC PROGRAM REVIEW REPORT AND THE LIBRARY REPORT, WAS CARRIED.

b) Academic Program Review  
Committee - Prioritized  
Recommendations

T. Herman noted that the APRC's prioritization of recommendations incorporated consideration of Acadia's current fiscal climate. He pointed out that, although program reviews take place only every five years, there is a mechanism in place to do a follow-up, normally after two years.

i. School of Nutrition and  
Dietetics

**(APPENDIX H)** It was moved by T. Herman and seconded by B. Anderson *that the prioritized recommendations for the School of Nutrition and Dietetics from the winter 2008 review be approved.*

MOTION CARRIED.

ii. Department of Sociology

**(APPENDIX I)** It was moved by T. Herman and seconded by H. Kitchen *that the prioritized recommendations for the Department of Sociology from the winter 2009 review be approved.*

MOTION CARRIED.

iii. Ivan Curry School of  
Engineering

It was moved by T. Herman and seconded by P. Williams *that the prioritized recommendations for the Ivan Curry School of Engineering from the winter 2009 review be approved.*

Discussion surrounded the sentence under Priority 1: "The APRC recognizes the importance of the optional third year in the BASC/CAS program but would not encourage expansion of the three year program." T. Herman explained that it was the Committee's intent to encourage the exploration of a 4-year program, not to diminish the 3-year program.

MOTION DEFEATED.

It was moved by J. Banks and seconded by C. Stanley *that the prioritized recommendations for the Ivan Curry School of Engineering from the winter 2009 review be tabled and referred to the Senate Executive Committee to provide more clarity regarding Priority 1.*

MOTION CARRIED.

iv. Department of Physics

**(APPENDIX J)** It was moved by T. Herman and seconded by J. Banks *that the prioritized recommendations for the Department of Physics from the winter 2009 review be approved.*

Discussion surrounded the statement under Priority 1 "that with the end of Dr. Robertson's current CRC term, his position in the department will effectively increase complement by nearly one FTE." T. Herman clarified that it is the teaching complement that will be increased.

MOTION CARRIED.

- c) Faculty of Pure and Applied Science Council Constitution **(APPENDIX K)** It was moved by P. Williams and seconded by B. Anderson *that Senate approve the indicated amendments to the Constitution of the Faculty of Pure and Applied Science Council.*

MOTION CARRIED.

5) New Business

- b) Senate Committee Annual Reports It was moved by D. MacKinnon and seconded by T. Herman *that Senate receive the annual reports of its standing committees for the academic year 2010-2011 as received at this meeting.*

- i. Academic Integrity **(APPENDIX L)** No comments.

MOTION CARRIED.

- ii. Curriculum Tabled.

- c) Notice of Motion from Dr. Daniel Silver, Director of the School of Computer Science Tabled.

- 6) Adjournment On motion of P. Doerr and seconded by P. Williams, the meeting adjourned at 6:35 pm.

**ORIGINAL SIGNED**

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J. Postema, Recording Secretary

APPENDIX A

**ACADEMIC DISCIPLINE APPEALS COMMITTEE**

**Annual Report to Senate for 2010-2011**

June 3, 2011

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

**Membership:**

H. Kapoor  
E. Curry  
M. Dennis  
A. Margeson  
E. Smith

Chair: Not Applicable to this Committee

**Meetings:**

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'T. Herman', followed by a long horizontal flourish.

Tom Herman  
Vice-President Academic

## APPENDIX B

## ACADEMIC PROGRAM REVIEW COMMITTEE

### Annual Report to Senate for 2010-2011

August 30, 2011

#### **Committee Members 2010-2011**

Dr. Tom Herman, Vice-President Academic (Chair)  
 Ms. Rosemary Jotcham, Registrar (Secretary)  
 Dr. Heather Kitchin  
 Dr. David Piper  
 Dr. Sherri McFarland  
 Rev. Bryan Hagerman  
 Deans of academic unit under review

#### **Purpose of Committee:**

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

#### **Meeting Dates:**

November 9, 2010  
 November 22, 2010  
 December 16, 2010  
 May 31, 2011

Department	Status	Report to Senate
Biology	Date of review to be determined after APRC updates the schedule for upcoming reviews – Tentative review slated for 2011-12	
E&ES	Accreditation Review of Environmental Science successfully completed in Fall of 2010 – unit to meet with APRC; Earth Sciences to be scheduled after APRC updates schedule for upcoming reviews.	
History & Classics	Date of review to be determined after APRC updates the schedule for upcoming reviews – Tentative review slated for 2012-13	
Math & Stats	Review completed in 2010-11; unit to meet with APRC	
Physics	APRC Recommendations sent to Senate	Oct 2011
Psychology		
School of Computer Sci.	Review/Accreditation successfully completed; Unit to meet with APRC.	
School of Engineering	APRC Recommendations sent to Senate	Oct 2011
School of Nutrition & Dietetics	APRC Recommendations sent to Senate	Oct 2011
Economics	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentative review slated for 2011-12.	
English & Theatre	Review completed; unit to meet with APRC	
Languages & Literatures	Review completed; unit to meet with APRC	
Philosophy	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentative review slated for 2011-12.	
Political Science	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentative review slated for 2011-12.	
Sociology	APRC Recommendations sent to Senate	Oct 2011

Department	Status	Report to Senate
School of Business	Unit has met with APRC; APRC to prepare recommendations for Senate	
School of Education	Date of review to be determined after APRC updates the schedule for upcoming reviews – tentatively slated for 2011-12.	
SRMK	Review completed; Unit to meet with the APRC	
OPEN Acadia	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Divinity College	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Library	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Research & Graduate Studies	Date of review to be determined after APRC updates the schedule for upcoming reviews.	
Women's and Gender Studies	Date of review to be determined after APRC updates the schedule for upcoming reviews.	

Outstanding: Update of Senate-approved guidelines for Academic Program Review – Senate Executive recommended that the key priorities among the program review recommendations be addressed and this step should be incorporated into the guidelines for the Academic Program Review Committee's consideration.

Respectfully submitted,



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

## **ADMISSION & ACADEMIC STANDING COMMITTEE (Appeals)**

### **Annual Report for 2010-2011**

August 29, 2011

#### **Committee Members 2010-2011**

T. Herman, Vice-President Academic  
R. Jotcham, Registrar  
R. Seale, Arts  
S. Ahern, Arts  
T. Weatherbee, Professional Studies  
J. Guiney Yallop, Professional Studies  
N. Clarke, Science  
Y. Zhang, Science  
H. Gardner, Theology  
K. Power, Vice-President Academic (ASU)

#### **Purpose of Committee:**

- (1) To hear appeals against academic regulations or the interpretation of such regulations that have not been resolved at the Departmental, School, or Faculty level or through the Registrar's Office.

#### **Business:**

The Committee heard 45 cases for academic dismissal since the last report to Senate.

Thirty-three of these were permitted to return to Acadia in a reduced course load (4 courses per semester) and were, in most cases, required to take the Academic Support Program.

The Committee also considered, and permitted one appeal for credit limit while on probation.

Respectfully submitted by the Chair,



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



## **ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)**

### **Annual Report to Senate for 2010-2011**

August 30, 2011

#### **Committee Members 2010-2011**

Tom Herman (Chair)  
Rosemary Jotcham (Secretary)  
Peter Williams  
Bob Perrins  
Heather Hemming  
Gary Hepburn  
Patricia Rigg  
Leigh Whaley  
Ian Hutchinson  
David Piper  
Barbara Anderson  
Paul Arnold  
Christopher Killacky  
Gail Noel  
Kyle Power

#### **Purpose of Committee:**

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.

#### **Meeting:**

A meeting of the committee was held on December 10, 2010. A number of issues were discussed.

#### *Proposal to Raise TOEFL Score Requirement for Admission:*

The committee discussed the pros and cons of raising the minimum requirement of the TOEFL test. Open Acadia and the Admissions Office have been requested to initiate a more comprehensive review and to come back to the committee with a suite of recommendations before the number is changed.

#### *Policy for admitting independent undecided applicants directly from high school:*

The Admissions Office is encountering incoming applicants who wish to enter without declaring a degree program. Although other institutions permit this, our present structure prevents it. One short-term solution is to admit “undecided” applicants and provide them with appropriate and timely academic advising. Peter Williams, Leigh Whaley, Bob Perrins and Kyle Power agreed to work with the Admissions Office to identify faculty who could assist with this.

*Move to numeric grades:*

Due to the imprecision of GPA's, the Committee discussed the value of converting to a purely numeric grading system, and passed the following motion "that Acadia University move to numeric grades at a pace which can be supported by technology".

Respectfully submitted by the Chair,

A handwritten signature in blue ink, appearing to read "T. Herman", followed by a long horizontal line.

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

**Board of Open Acadia  
Annual Report to Senate for 2010-11**

August 30, 2011

Board Members for 2010-2011:

Dr. Tom Herman, Vice-President Academic, Chair  
Dr. Robert Perrins, Dean of Arts  
Dr. Peter Williams, Acting Dean of Pure and Applied Science  
Dr. Heather Hemming, Dean of Professional Studies  
Ms. Rosemary Jotcham, Registrar  
Ms. Mary MacVicar, Associate Vice-President Finance and Treasurer  
Ms. Rachel C. Weldrick, Student Representative  
Dr. Jeffrey Banks, Acting Director of Open Acadia

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The Board of Open Acadia met once over the 2010-11 academic year in April of 2011. At that meeting the following items were discussed:

- 1- A full report on the activities of Open Acadia, including enrolments, programming, staffing and upcoming initiatives.
- 2- Open Acadia was scheduled for an Academic Program Review but was bumped from the Schedule.
- 3- Open Acadia does not currently have a Mission Statement or a Strategic Plan.

1. Enrolments were up considerably for Undergraduate Online courses and EAP while down marginally for Intersession and the M.Ed. program. Overall Net Revenue was better than projected (by 7.4%). Continued growth is projected for Online programs. Although EAP has seen explosive growth over the past year this was due to an influx from one geographic region. OA is now working closely with Enrolment Services to stabilize and diversify EAP enrolments. OA continues to work closely with Schools and Departments to offer flexibility to our students via innovative programming options. Open Acadia has undergone some staffing changes and as a result has had to reorganize some of its processes. As well, the new collective agreement resulted in the development of new processes to streamline the hiring process for credit programs offered through Open Acadia. Several new initiatives are in the works.

2 and 3. Open Acadia has never undergone an Academic Program Review. Its precursor (The Division of Continuing and Distance Education) was last reviewed in 2001. Open Acadia must undergo an academic program review in the near future. This will be important to develop a strategic plan and define a clear mandate for the unit.

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In addition to the activities of the Board of OA, the following activities of OA should be of interest to Senators:

- The Department of Fisheries and Oceans awarded Open Acadia a contract to deliver the Physical Education program at the Canadian Coast Guard College in Sydney, NS. Classes began in August.

- The first M.Ed. cohort for health professionals is scheduled to graduate in the fall of 2011. This was a partnership between Open Acadia, the Acadia School of Education and the Dalhousie Continuing Medical Education Division. Feedback from this program was very positive and OA is currently working with these partners for a new cohort.
- Open Acadia is working with the School of Education and the Nova Scotia Department of Education (along with other Academic Units within Acadia) on new Certificate Programs for NS Teachers.
- Online Learning continues to grow and Open Acadia is working with its Academic partners to develop innovative delivery methods.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'T. Herman', followed by a long horizontal flourish.

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

## SENATE LIBRARY COMMITTEE REPORT JUNE 3, 2011

Committee membership: Kendra Carmichael, Patricia Gallant (secretary), J. Ghoshdastidar, Sarah Lochhead, C. Meuhlberger, David Piper, Gillian Poulter (acting chair), Peir Pufahl, Anne Quéma (chair), M. Tango, Kerry Vincent, Leigh Whaley, G. Wooden.

Please note that Gillian Poulter was acting chair of the Committee while Anne Quéma was on sabbatical during the fall term of 2010. This document reports on activities that took place under Gillian Poulter's chairing.

### **Vaughan Library Staff Reduction**

The Committee members discussed the Library complement in the context of the Senate Library Curriculum's mandate as stated in the Senate By-Laws. The mandate includes the following: VIII e) ii. b. "To advocate for necessary and appropriate resources for the academic functions of the library." Although the Senate Library Committee does not have the authority or the power to affect budgetary allocations to the Library sector, committee members nevertheless deemed it necessary to convey the following concerns to Senate.

On the one hand, the Library has experienced a reduction in staffing. While the full complement stands at 8, the current number of filled position is 5 (2 positions remain unfilled, and one librarian is on sabbatical). There has also been a reduction among the Library support staff. The Library has coped with those reductions by dividing and reassigning responsibilities among currently employed librarians. On the other hand, under the current Collective Agreement, the possibility of filling in the two complement positions remains thin. For information's sake, it should be noted that there is a distinction between the library complement and the faculty complement, as hiring decisions are made on the basis of two separate budgets.

### **Flow of Information between the Senate Library committee and Faculties**

The mandate of the Committee includes the following: VIII e) ii. "On the Senate Library Committee, the University Librarian, liaison Librarian, students and faculty members work collaboratively.

a. To consult actively with their constituents, to offer another conduit through which constituents convey their academic concerns regarding the library and to address these concerns by various means, including the formulation of policies."

In this context, it is the responsibility of the Library to ensure faculty members are advised about librarian assignments. To ensure communication, departments typically select one of their members to act as liaison with the Library. To enhance communication and transmission of information, committee members agreed to send a letter to departments, encouraging them to invite librarians to at least one departmental meeting to discuss the needs of faculty and students as well as changing expectations for library services in the current period of staff reduction.

### **Bill C-32 and Implications of the Copyright Modernization Act**

Erin Patterson briefed the Committee on Bill C-32 whose purpose is to revise and modernize the existing Copyright Act. Although Bill C-32 had a first reading in Parliament, the second reading was delayed by the federal election. So the Copyright Modernization Act has yet to pass. Among the proposed changes are:

- The language on fair dealing for research and private study will also include education.
- It is not an infringement of copyright for an educational institution to reproduce a work or do any other necessary act to display it. However, this provision would not apply if the item were commercially available.
- Language is proposed concerning formats which either are obsolete or in the process of becoming so. This applies for instance to VHS tapes and players, which are becoming unavailable.
- Language is also proposed concerning digital rights management or locks embedded in a product. Under the proposed legislation, access to certain items may be restricted despite the fact that they might still be legislated by the Copyrights Act.

### **The Human Library Project and the Vaughan Library**

Pamela Maher presented a report on the Human Library. This project derives from the activism of a Danish group (“Stop the Violence”) which was created in 1993 after their friend was attacked. Their chief objective is to fight social prejudices. The Human Library project was initiated in 2000 (see link: <http://humanlibrary.org/>). For the first time, the Human Library was held in Wolfville on October 22 and 23 in three sessions, two at the Vaughan Library and one at the Wolfville Public Library. The purpose of the event was twofold: address issues of prejudice and connect university students with the community. The event also allowed for collaboration between the Public Library and the Vaughan Library (with support from various departments and programs) and has been reported as a major success among students.

### **VHS and VCR**

The members of the Committee discussed issues surrounding the use of VHS recordings at the University. At present, several classroom VCRs have broken down and have not been repaired or replaced. This situation has two potential consequences. Faculty members who wish to use VHS in class may no longer be able to do so; further, while the Vaughan Library has a large collection of VHS tapes, many of which had been purchased with Public Performance Rights, places where these tapes can be accessed are becoming fewer. At present, the Library has a VCR which can be used in the group study rooms. Technology Services has equipment which will transfer VHS to DVD, but there may be security codes to prevent copying. To address these problems, replacements might have to be purchased for key titles.

Anne Quéma  
Chair of Senate Library Committee

**Timetable, Instruction Hours, and Examination Committee****Report to Senate for 2010/2011 Academic Year**Membership

Registrar or Delegate	Lisa Davidson
Senior Director Student Affairs:	James Sanford
Faculty of Arts	Anna Saroli
Faculty of Professional Studies	Scott Landry
Faculty of Pure & Applied Science	Frederick Giles
Student representative	Kyle Power
Student representative	Emma Smith

The TIE Committee met electronically between October and December to discuss Calendar Dates which were generated by Lisa Davidson, Assistant Registrar, Academic Services. Once feedback was received by the Committee, the dates were sent to several departments on campus for input on specific dates concerning their departments. Dates were edited and re-sent to the Committee. The dates received approval, by Senate, at the December meeting on December 13<sup>th</sup>, 2010. There were no other issues brought to the TIE Committee during the 2009/2010 Academic Year.

An item brought to the Committee was a possible “Fall Break”, so this along with the Calendar Dates for 2012/2013 will be on the agenda for October 2011.

Respectfully submitted,

Lisa Davidson  
Assistant Registrar

**Academic Program Review Committee  
Prioritized Recommendations for Senate 2011  
School of Nutrition & Dietetics**

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The Academic Program Review Committee has reviewed both the recommendations outlined by the Review Panel Report for the School of Nutrition & Dietetics and the School's Response to the Review Panel's Report.

The APRC's prioritization of recommendations incorporates consideration of Acadia's current fiscal climate. Recommendations of the Review Panel that have already been addressed in whole or large part are included after the prioritized list, with annotations. As a general comment, the APRC found that the review of NUFS and the response of the unit to the review were commendable and serve as a model for the process.

The following are presented in order of priority:

**Priority 1:**

**Provide increased support for faculty to help establish their research program, including a formal mentoring program for new/junior faculty, improved University support, and the school is encouraged to explore collaborations with units outside of NUFS and within the local community.**

Working with the Division of Research and Graduate Studies, the Department should continue to explore ways to meet this priority.

**Priority 2:**

**Enhance language services for international students to improve their English language communication skills.**

The APRC recognizes this as a campus-wide requirement. The majority of international students for whom English is a second language presently come through our EAP program, which has recently been revised to improve levels of preparation of those students.

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**Additional recommendations already addressed in whole or in part:**

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1. Modify the curriculum. This may provide:
  - a. More flexibility for students and faculty through the deletion/revision of courses;
  - b. Opportunities for students to explore other career options through the provision of more electives;
  - c. Opportunities to address faculty workload issues and support the development of research agendas.



The School has undergone an extensive review and responded to these recommendations of the review/accreditation panel.

2. Provide dedicated human resources to expand the IDI to meet the needs of many more students and consider rescheduling the IDI to form a 5<sup>th</sup> year of the program.

This recommendation has been met. We would encourage the school to continue to find ways to continue to expand dietetic placement opportunities for students in the IDI.

3. Hire faculty to fill vacant positions. An external search for the Director of the School has been approved. In addition, tenure-stream replacements for the two most recent resignations in the area of food science are essential if the School is to be able to continue to offer its programs.

The new Director is in place, with a positive impact on the School, and a new tenure-track hire, who is President-elect of the Dietitians of Canada, has just been finalized. We have been able to maintain the minimum staffing levels required for accreditation.

In recognition that staffing levels are still critical, NUFS is encouraged to continue to explore ways to collaborate with other units to meet program needs.

4. Increase the number of students in the honours program. Promotion of the honours program will give students a way to explore their interests in practice-based research or graduate study, and will provide faculty members with a means of moving forward their research agendas.

NUFS has made a substantial effort to promote the honours program, as apparent in the number of graduates in 2011, and is encouraged to continue to do so.

**Academic Program Review Committee  
Prioritized Recommendations for Senate 2011  
Department of Sociology**

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The Academic Program Review Committee has reviewed both the recommendations outlined by the Review Panel Report for the Department of Sociology and the Department's Response to the Review Panel's Report.

The APRC's prioritization of recommendations incorporates consideration of Acadia's current fiscal climate. Recommendations of the Review Panel that have already been addressed in whole or large part are included after the prioritized list, with annotations.

The following are presented in order of priority:

For Faculty

Priority 1:

The Department should continue to review its areas of strength (e.g. programs and course offerings) with the aim of ensuring that they reflect the strengths of current faculty in the department and it should work to develop a multi-year plan in the major streams that it offers.

We recognize that the Department has begun to do this, and would encourage continued activity on this front.

Priority 2:

Working with the Division of Research and Graduate Studies, the Department should consider more ways by which to mentor new and established faculty, especially with grant applications.

The Dean of Research and Graduate Studies has identified this as a key priority for his unit going forward.

Priority 3:

All categories of faculty in the Department are encouraged to engage with the wider community to insure accessibility of its programs and availability as a community resource.

**Additional recommendations already addressed in whole or in part:**

- The Department should establish a committee, with members from faculty and the university, to establish a 3-year hiring plan for CLT and part-timers. The plan can be renewed each year and will, by its existence, provide some employment predictability and stability to the CLT and part-timers.

Although budget uncertainties confound detailed 3-year planning for part-time hires, the change in status of the CLT Position held by Barb Moore to a protected CLT has increased stability in the unit.

### **For Undergraduate Programs**

**Priority 1:**

The Department should review its curriculum specifically with regard to its methods and theory course streams, and should devise strategies and changes in order to reduce the overall number of courses and to increase the focus and direction of each stream.

In the delivery of its courses, the Department is encouraged to collaborate with other units who share similar expertise in methodology. The APRC finds the addition of a lab component to methods courses intriguing but encourages exploration with other units to offer them.

**Priority 2:**

The Department is encouraged to explore the possibilities of establishing a co-operative component.

This would enhance the connection of the Department to the wider community, enhancing its ability to serve as a community resource.

**Priority 3:**

The Department should continue to offer a colloquium each year to celebrate the work of Honours students.

### **For Honours and Graduate Programs**

**Priority 1:**

Given the success of the newly established Social and Political Thought program, the department should continue to forge relationships with other units offering graduate courses and through them, to explore the possibility of offering additional graduate courses across program boundaries.

**Priority 2:**

Working with the Division of Research and Graduate Studies, the Department should ensure that there are workshops for students on how to apply for graduate school, for scholarships, for research and travel grants and on how to submit journal articles for publication.

**Priority 3:**

Working with the Division of Research and Graduate Studies, the Department should continue to explore ways to attract more graduate students into the program.

### **For Unit Infrastructure and Administration**

**Priority 1:**

The administration should provide a common room/ lounge for the exclusive use by sociology faculty, staff, and students.

This item should be examined by the Space Allocation Committee. The APRC suggests as a possible alternative a common room that is shared among Economics, Languages & Literature and Sociology.

**Additional recommendations already addressed in whole or in part:**

The Administrative assistant should not be solely responsible for all student advising – the Department should consider assigning individual faculty to assist in this role.

The APRC was pleased to learn that the unit has acted on this recommendation, and that the Head is presently assuming this responsibility.

The Department should discuss the desirability of establishing a marks review committee to review marks at term/s/year/s end to determine whether there are any major discrepancies in the median mark for different courses. If major unexplained discrepancies appear, the department should discuss how best to address the problem.

The APRC felt that the review has identified an important issue, but that it should be explored more broadly at a university-wide level, through appropriate Senate mechanisms.

**Academic Program Review Committee  
Prioritized Recommendations for Senate 2011  
Department of Physics**

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The Academic Program Review Committee has reviewed both the recommendations outlined by the Review Panel Report for the Department of Physics and the Department's Response to the Review Panel's Report.

The APRC's prioritization of recommendations incorporates consideration of Acadia's current fiscal climate. Recommendations made in the Review Panel report that have already been addressed are not included.

The following are presented in order of priority:

**PRIORITY 1:**

**A key recommendation of the review panel is the immediate addition of faculty complement to the Department of Physics.**

The APRC acknowledges this need and notes that with the end of Dr. Robertson's current CRC term, his position in the department will effectively increase complement by nearly one FTE. The Department is encouraged to explore collaboration with other units on campus, including possible creation of interdisciplinary programs, in order to best realize its teaching expertise.

**PRIORITY 2:**

**A budget that will allow the Department not only to satisfy its minimal needs for daily operations, but also to maintain its student laboratory equipment, is crucial.**

The APRC recognizes the urgency of committing support to fund non-salary expenses (equipment & supplies), and recommends that the Dean and VP Academic place a high priority on allocating an adequate level of support during the annual budget review process.

**PRIORITY 3:**

**Administrative Support**

The unit should explore ways to ensure that adequate service is provided to both internal and external clients, including more effective coordination of shared resources.

**PRIORITY 4:**

**Technician for the Physics Department**

The APRC recognizes that this is an issue. Although there is strong technical support available through ACMA for most faculty and research students within the Department, there are additional needs within the unit that cannot be addressed by ACMA. Both Physics and Engineering reviews speak to the lack of technical support in the Faculty of Science. The APRC recommends that these units in consultation with the Dean explore possible solutions.

APPENDIX K

**Motion for Senate Consideration - September 12, 2011 Senate Meeting  
Faculty of Pure and Applied Science Council Constitution**

**Preamble:**

An accreditation of the Environmental Science Program was conducted in the Fall of 2010. One of the “binding” recommendations of the review was that the coordinator of the ENVIS program participate in curriculum and budget meetings and in order for that to happen, we had to modify our constitution. Specifically, we added the Environmental Science Program Coordinator as a non-voting member of the Curriculum and Budget Committees.

We also did some minor house-keeping, moving a statement of how nominations are to be made from the elections officer section to the nominating committee section and changing a reference from “Bylaws” to “Constitution”.

In most cases, text that has been deleted appears struck through and new text appears highlighted in yellow. The only exception to this was the re-lettering of a list in the elections officer section. Item (C) of the list was removed (indicated as struck through) and the consequent renumbering this necessitated is indicated in yellow as a change - the old lettering does not appear as struck-through.

**Motion - That Senate approve the indicated amendments to the Constitution of the Faculty of Pure and Applied Science Council.**

**CONSTITUTION**  
**of**  
**The Faculty of Pure and Applied Science Council**  
**of**  
**Acadia University**

Preamble

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report "Into the Fourth Quarter". The latter establishes the Faculty of Pure and Applied Science Council as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendments thereto.

**I      NAME**

The name of the organization shall be the Faculty of Pure and Applied Science Council (referred to herein as "the Council").

**II      OBJECTS**

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Pure and Applied Science.
- (B) The Council may, if it so desires, express opinions on affairs of Acadia University (sometimes referred to herein as "the University").
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty may request it to consider.
- (D) The Council shall not carry on any venture for the purpose of financial gain for its members.

**III      MEMBERSHIP**

- (A) From and after the enactment of this Constitution, all of the Faculty of Acadia University who have an academic appointment in the Faculty of Pure and Applied Science shall be members. For the purposes of this Constitution, a member of Faculty shall be considered to be a person who has an academic appointment at Acadia University. *Professores emeriti*, adjunct faculty members and visiting scholars shall not be voting members. Notwithstanding anything in the foregoing, but for further clarity, the Dean of Pure and Applied Science is a member, as is any of the President of the University, the Vice-President (Academic), or any academic Director who has an academic appointment in the Faculty of Pure and Applied Science. Librarians with liaison appointments to Units within the Faculty of Pure and Applied Science shall be members of the Council. Any questions of or pertaining to the



rights of an individual to membership in the Council shall be decided at the first Council meeting of the fall term of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Pure and Applied Science is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

(B) Representatives from the Faculty of Arts and the Faculty of Professional Studies shall be elected by those respective councils and such representatives shall have the full voting rights and responsibilities of other voting members.

(C) There may also be Associate members of Council. Those eligible for Associate membership shall include, but not be limited to, *Professores Emeriti*, Post-doctoral Fellows, and Adjunct Professors. Candidates for Associate membership shall be nominated by a School or Department of the Faculty of Pure and Applied Science, and elected by a simple majority of the Council; Associate membership may also be withdrawn by a simple majority vote. Associate members shall not vote, but have all the other rights and responsibilities of voting members.

(D) A full-time student in the Faculty of Pure and Applied Science, selected under the auspices of the Student Representative Council, shall be a voting member of the Council.

(E) There shall be no membership fee or other dues of the Council, nor shall there be any form of admission fee.

#### IV THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently July 1 to June 30 next.

#### V OFFICERS AND DUTIES

(A) The Dean of the Faculty of Pure and Applied Science shall be ex-officio the Chair of the Council.

(B) The Vice-Chair of the Council shall be elected from members of the Council at the winter meeting of the Council. The Vice-Chair shall serve for the next Council year.

(C) The Secretary of the Council shall be elected from members of the Council at the winter meeting of the Council. The Secretary shall serve for the next Council year.

(D) The Elections Officer of the Council shall be elected from members of the Council at the winter meeting of the Council in each even calendar year. The term of office of the Elections Officer shall be two years.

- (E) It shall be a duty of the Chair to preside over all meetings of the Council as an impartial arbiter over debate.
- (F) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of the Council.
- (G) No two offices of the Council may be held simultaneously by the same person.
- (H) The Council Secretary shall:
  - (1) record, or have recorded, and distributed within seven days after meetings proper minutes of all Council meetings;
  - (2) distribute notices of meetings and all information pertaining thereto;
  - (3) carry out such other duties as may properly be construed to be within the jurisdiction of the office of Secretary, including maintaining an updated version of the Constitution.
- (I) The Council Elections Officer shall conduct all Council elections by secret ballot, as prescribed by this Constitution and as directed by the Council or as directed in the current Collective Agreement. The Elections Officer shall set all necessary dates for elections and perform such other duties as may be necessary, co-opting assistance when required. Electronic ballots are understood to meet the requirements of a secret ballot.

## VI **MEETINGS**

- (A) There shall be at least one scheduled meeting of the Council during each academic term. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the Call of the Vice Chair and the Secretary or whenever fifteen members of the Council, in writing to the Secretary, request that a meeting be called.
- (B) Procedure at all meetings of the Council, and of the Committees of the Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution) shall be distributed to all members of the Council or, in the case of standing committees, to the members of the committee seven days in advance of the meeting.
- (C) The quorum for all meetings of the Council shall be twenty-five per cent of the voting members of the Council, determined for the year as of the date of the first meeting of the fall term and excluding members on leave at that time and part-time members.
- (D) All decisions made by the Council prior to the coming into force of the Constitution and all Sections thereof, shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of the Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

## VII CORPORATE MATTERS

Because of the nature of the Council there shall be no corporate matter other than that the Council's mailing address shall be The Secretary of the Faculty of Pure and Applied Science, 12 University Avenue, Acadia University, Wolfville, Nova Scotia, Canada, B4P 2R6.

## VIII COUNCIL COMMITTEES

- (A) There shall be six Council committees: the Heads, Directors and Dean Committee, the Curriculum Committee, the Budget Committee, the Nominating Committee, the Co-op Committee, and the Scholarships and Awards Committee.
- (B) The Heads, Directors and Dean Committee shall consist of the Dean, who shall chair the committee, and the Director or Head of each School or Department in the Faculty of Pure and Applied Science, and any Assistant Deans in the Faculty. The Administrative Assistant shall be a non-voting *ex officio* member of the Heads and Directors Committee. It shall be the responsibility of the Heads, Directors and Dean Committee to oversee the routine matters of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (C) The Curriculum Committee shall consist of the membership of the Heads, Directors and Dean Committee and the Environmental Science Program Co-ordinator (as a non-voting member). It shall be the responsibility of the Curriculum Committee to review and approve all curriculum proposals generated from the Faculty and to forward the proposals to Faculty Council. The Dean shall report the activities of the HDD committee annually.
- (D) The Budget Committee shall consist of the membership of the Heads, Directors and Dean Committee and the Environmental Science Program Co-ordinator (as a non-voting member). Duties of the Budget Committee shall be to advise the Dean in the management of the finances of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (E) The Nominating Committee shall consist of three members of the Council to be elected by Council. The Faculty Elections Officer shall conduct an election for one member of the Nominating Committee each year after nominations from the floor are obtained at the fall meeting of the Council. The term of duty on the Nominating Committee will normally be for three years, one member retiring each year, the most senior member acting as chair. The term of office shall normally be from 1 July following election to 30 June.

It shall be the responsibility of the Nominating Committee to nominate candidate(s) for

- a) the Vice-chair – each year at the winter meeting of Council,
- b) the Secretary – each year at the winter meeting of Council,
- c) the Elections Officer – each even calendar year at the winter meeting of Council,
- d) all positions on Senate committees, Faculty committees, and any committees arising from the Collective Agreement, and that such a list be available on the website as an Appendix to the Constitution.
- e) to provide slates of nominees for ad hoc committees as from time to time may be required.
- f) and to forward all positions requiring an election to the Elections Officer.

The nomination of any and all candidates must be supported by at least one member of the Council. All candidates must state their willingness to offer and, if elected, to serve. Electronic and/or telephone confirmation is understood to meet the requirements of this nomination process.

- (F) The Faculty Co-op Committee shall comprise the Co-op Liaison for each department with the Co-op Option in the faculty and the Science Co-op Co-ordinator. It shall coordinate Co-op programs, develop consistent policies through the Faculty on Co-op placements, report on developments pertaining to Co-operative Education.
- (G) The Scholarships and Awards Committee shall administer the selection of recipients for the FPAS Scholarships, Prizes and Awards each year and recommend the selections to the University Scholarships, Prizes and Awards Committee for action.
- (H) **GOVERNING PRINCIPLES**
  - (1) Except where the Chair is already determined, the Chair of each committee shall be elected by the members of the committee at their first meeting after July 1;
  - (2) It shall be considered to be the right of any member of the Council to request an appearance before, or make a submission to, any committee of the Council.
  - (3) All committees of the Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. The Council must be informed at the next Council meeting of the establishment of any and all sub-committees.

## **IX AD HOC COMMITTEES**

The Council may, by a majority vote of those present and voting, establish any number of *ad hoc* committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by the Council at the time the Committee is established.

## **X COMMITTEE REPORTS**

At the winter Council meeting of each year all Council committees and all ongoing *ad hoc* committees shall report in writing to the Council on their activities.

## **XI COUNCIL ELECTIONS**

- (A) The Elections Officer shall be responsible for conducting elections for:
  - (i) All positions as directed by Council and/or the Faculty Nominating Committee.
  - (ii) A member of the Nominating Committee after nominations from the floor are obtained at the fall meeting of the Council.
  - (iii) Members to serve on the Committee to allocate research funds as required in the current Collective Agreement.

- (iv) FPAS representatives and alternates on the University Review Committee as required in the current Collective Agreement.
- (B) Council elections shall be by secret ballot, and normally shall be held in March of each year. Electronic ballots are understood to meet the requirements of a secret ballot.
- (C) If a member goes on leave or is otherwise unable to complete a term of office a vacancy shall exist, and an election shall be carried out with the winning candidate serving the duration of the leave, after which the original committee member completes the term.
- (D) Nominations shall not close before one week after the call for nominations has been distributed. Elections shall not close before one week after the ballots have been distributed.
- (E) All members of the Council including representatives from the Faculty of Arts and the Faculty of Professional Studies shall be eligible to vote in all elections.
- (F) Each member of the Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.
- (G) Where there is a single vacancy to be filled, the winning candidate is the one who receives the largest number of votes cast.
  - (1) Where there is only a single nominee, that nominee is elected by acclamation.
  - (2) Where there are two nominees, there shall be a single ballot to determine the winner.
  - (3) Where there are three or more nominees, the person with the most votes after a single vote-tally will be declared the winner of an election.
- (H) Where there are two or more vacancies to be filled and more nominees than vacancies, the winning candidates are the ones who receive the largest number of votes cast from a single election.
- (I) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, but using only one vote per round of balloting.

## **XII SENATE REPRESENTATION OF THE FACULTY OF PURE AND APPLIED SCIENCE**

- (A) There shall be nine senators from the Faculty.
- (B) Each School shall be represented by its director. The other representatives shall be elected by departments in a manner to be determined by each department. In the event that the number of departments differs from the number of seats open on Senate, departments shall agree to a rotation of their Senate representatives.
- (C) The terms of office shall be three years.

## **XIII AMENDMENTS**

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of the Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more

particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIV **INTERPRETATION**

In all articles of this Constitution, the singular shall include the plural and the plural the singular. Whenever reference is made in this Constitution to any statute or section thereof such reference shall be deemed to extend and apply to any amendment to or re-enactment of the said statute or section, as the case may be.

- XV This Constitution, known as the "1987 Constitution of the Faculty of Pure and Applied Science Council", becomes effective on the first day of July, 1987.

Amended, 15 April 1993  
19 April 1995  
21 November 1995  
13 February 1996  
14 November 2000  
20 April 2006  
23 September 2010  
April 2011

## **Academic Integrity Annual Report for 2010-11**

### **Committee Members 2010-2011:**

Rosemary Jotcham (Registrar) ex-officio  
Phyllis Rippeyoung (Arts—Chair, as of February 21, 2011)  
Robert Pitter (Professional Studies)  
Martin Tango (Pure and Applied Science)  
Patricia Gallant (Library)  
Kyle Power (student representative)

### **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 2010-2011:**

March

### **Summary of Activities:**

The committee was without a chair until February, which meant no meetings were held until March. At that meeting, we discussed the “Academic Integrity” section of the university calendar. We decided to survey heads to uncover the ways in which departments deal with issues of academic dishonesty. This was sent to faculty through an email in the Spring and most heads responded. We also created an online survey for faculty, however, this has not yet been carried out. The “Best Practices for Dealing Academic Dishonesty at Acadia” document continues to be a work in progress, and was to be based on the results of the surveys of heads and faculty.

Respectfully,

Phyllis Rippeyoung