

A meeting of the Senate of Acadia University occurred on Wednesday, **11 May 2005**, beginning at 10:12 a.m. with Chair Ian Wilks presiding and 34 members present.

1) Minutes of the Meeting of
25 April 2005

It was moved by B. Matthews and seconded by J. Sumarah *that the minutes of the Special Meeting on "Liberal Education at Acadia University" held Monday, 25 April 2005, be approved.*

It was agreed to add the following comments on page 3 as the 5th and 6th bullets under 3)a):

- Physical education (or health and wellness) should also be part of a liberal education.
- The study of the Bible as literature can also be part of a liberal education.

It was agreed to amend page 2, the statement which opened discussion to "*The following are some of the points brought forward by individual Senators:*" This would result in the removal of "One Senator felt" from the 7th bullet on this page.

It was agreed to amend page 3, 1st bullet to read "It was noted that"

MOTION WAS CARRIED AS AMENDED.

2) Announcements and
Communications

a) From the Chair

-re Regrets

Regrets were received from G. Bissix, P. Cook, A. Irving, D. Kruisselbrink, P. Lauzon, L. McDonald, R. Perrins, J. Tillotson, and G. Vaughan.

-re Membership

The Chair acknowledged the following retiring Senators: R. Cunningham, D. Duke, P. Lauzon, G. Hepburn, R. Gossage, B. Latta, L. Oliver, J. Dewolfe, M. Murphy, A. Buote, P. LeGay, and E. Nahm. Also newly appointed or returning for another term Senators: P. Erikson (Student VP-(A)), R. Wilson, J. Eustace, H. Wyile, R. Perrins, R. Raeside, S. Barkanova, A. Banks, M. Masters, P. Vanelli, and Jennie White (Lay Person) . Guest S. Donovan was acknowledged. It was noted that G. Daborn would be in attendance next year to report to Senate on the progress of the Academy of the Environment. I. Wilks thanked S. Markham-Starr for accepting a position on the Senate Nominating Committee.

On behalf of all Senators, P. Corkum thanked I. Wilks for his service to Senate. She noted that the Chair position is a one-year appointment.

-re Agenda

The Chair indicated handouts available for today's meeting. Additions to the agenda: under item 5) New Business - c) Annual Reports an additional six reports have been received; 6) Other Business - a) Notice of Motion from the By-Laws Committee on Name Change (Provost); b) Notice of Motion from the By-Laws Committee on Faculty Elections Officer. It was agreed to add these items to the agenda.

b) From the President

G. Dinter-Gottlieb thanked all Senators for their service to the University through their teaching as well as through Senate; especially, around such questions as "liberal education at Acadia University"

c) From the Vice-President
(Academic)

R. Nilson thanked I. Wilks for his service to Senate as well as for his support in getting Senators more involved and ensuring that Senate is recognized as the critical body in terms of the centrality of the academic mission of this university. It is the faculty and the strength of the faculty through Senate, which will determine what this institution, is all about. He expressed disappointment that the Faculty Council did not have a quorum at their last meeting.

3) Approval of List of
Graduates for the

It was moved by N. Van Wagoner and seconded by A. Quéma *that the List of Graduates for the Convocation of May 2005 as handed out at this meeting be approved.*

This list was reviewed by Faculty and changes noted by the Registrar.

MOTION WAS CARRIED AS AMENDED.

of May 2005

It was moved by R. Nilson and seconded by W. McLeod *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 CARRIED.

4) Business Arising from the

Minutes

a) By-Laws Committee-
Senator Orientation as
Attached to March agenda
(045-35-LAW)

It was moved by P. Corkum and seconded by A. Quéma *that The Constitution and By-Laws of the Senate of Acadia University be amended to insert the following:*

Article III. TERMS AND DUTIES OF MEMBERSHIP

6. (c) It shall be the responsibility of the Chairperson 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. This meeting should occur prior to the first Fall meeting of Senate.

P. Corkum spoke to this motion. She confirmed that this orientation session would be open to any interested University community members.

MOTION WAS CARRIED

b) Honorary Degrees
Committee-Criteria &
Procedures for Appointment
of Professor Emeritus as
attached to March Agenda
(045-36-HOD)

It was moved by S. Enman and seconded by S. Markham-Starr *that proposed changes to the Criteria and Procedures for Appointment of Professor Emeritus, as attached to the 14 March 2005 agenda, be accepted.*

S. Lochhead requested that consideration be given to including a librarian; i.e. Librarian Emeritus.

D. Brodeur had the following concerns regarding this issue: 1) Would this proposal include retired faculty from institutions other than Acadia University? 2) Suggested the Dean should consult with the department/school concerned, when making a nomination for Professor Emeritus. As well, any nomination from a department/school should go through the Dean. 3) Was it necessary to have a two-year statute of limitation? 4) Was it necessary to have criteria "beyond" full professor status?

It was moved by D. Brodeur and seconded by A. Franceschet *that this motion to accept these proposals be referred back to the Honorary Degrees Committee to consider 1) the possibility of Librarians Emeriti; 2) the possibility of granting Professor Emeritus status to non-Acadia University retirees; 3) the appropriateness of Deans consulting Departments/Schools in the nominating process; 4) the appropriateness of extending the normally two-year statute of limitations; and 5) the appropriateness of the proposed criteria to be employed by the Honorary Degrees Committee.*

G. Dinter-Gottlieb requested that the University Librarian supply the committee with guidelines for recommendation of Librarian Emeritus status.

It was suggested that the proposed changes come back to Senate as one document, rather than one of the current policy and procedures and a second of the proposed changes.

MOTION WAS CARRIED.

c) Nominating Committee-
Senate Vacancies
(045-41-NOM)

It was moved by P. Corkum and seconded by A. Quéma *that the Nominating Committee report as presented at the April 2005 meeting with the following addition "h) Chair of Senate Library Committee - Heather Hemming for a three-year term (2005-2008)" be accepted.*

The Chair called for further nominations three times and hearing none, declared those named accepted.

MOTION WAS CARRIED.

d) Strategic Planning & the
Atlantic Baptist Convention

H. Hopkins asked if there might be an update to a previous request, for the Atlantic Baptist Convention to have input to the current Strategic Planning Process at Acadia. R. Nilson confirmed that a meeting with the Executive Pastor has taken place. At this meeting, the planning process was outlined and questions rose on both sides. He noted that the Atlantic Baptist Convention has representatives on the Board of Governors, but there has been no formal communication with the University since early 1960's. The VP felt this meeting was interesting, enjoyable, and worthwhile. R. Nilson also felt this opportunity, which was given to the ABC, was appreciated.

5) New Business

a) Timetable, Instruction
Hours, & Examination
Committee-Teaching Hours
Guideline Report
(045-44-TIE)

Much discussion was held regarding this report.

P. Abela spoke to the report from the Timetable, Instruction Hours, & Examination Committee on teaching hours guidelines as attached to today's agenda. He gave a history of the development of this report. It was drafted as a result of a query for the TIE Committee to look at the disparity between hours courses taught in intersession as compared to fall and winter terms. It was hoped that this investigation would equal the teaching hours for all terms. He felt this report did not do that.

N. Van Wagoner agreed that the hours in Spring and Summer sessions are greater to allow for flexibility. She confirmed that the minimum teaching hours was 36 hours. This meant that the instructor had the right to not use all hours in the three-week period if it resulted in more than the required minimum. Holidays, exam days, and study days would be factored in this. She confirmed that this policy would in future be communicated in the relevant course calendars as well as to all Spring and Summer instructors.

At the recommendation of Senators, the Chair asked the Registrar to take this report back to the TIE Committee. Suitable language was requested of the TIE Committee, for Senate to enact and create permanent direction to its structures in intersession courses in relation to statutory holidays and any extra hours which may be used at the discretion of the instructor.

b) Research & Graduate
Studies Committee-
Research Ethics Board
Membership as distributed
at regular April meeting
(045-46-RGS)

It was moved by W. Bedingfield and seconded by D. Duke *that the following nominations, be accepted by Senate. The Senate Committee on Research and Graduate Studies nominates Susan Potter, Department of Psychology, as Science Representative on the REB (replacing Shanthi Johnson); it also nominates Jonathon Fowles, SRMK, as Professional Studies representative on the REB (replacing Darren Kruisselbrink). Both positions are for a term of three years beginning 1 July 2005.*

The Chair called for further nominations three times and hearing none, declared those named accepted.

MOTION WAS CARRIED.

c) 2004-2005 Annual Reports
from Senate Committees
(045-46-REP)

The Chair reminded Senators that Senate is basically a collection of standing committees. Therefore, an annual report from these of these committees is very important.

It was moved by R. Nilson and seconded by W. Bedingfield *that the ten Annual Committee Reports for 2004-2005 as distributed for this meeting be received.*

i) Archives

S. Markham-Starr reminded committee members that a motion was passed in February 2004, requiring all Senate Committees to provide copies of their records to the University Archives. This includes Annual Reports, meeting agendas, minutes, and any attachments. The rationale for this motion was to provide a record of how decisions are made, rather than simply a record of what decisions

were made.

ii) Research Ethics Board

D. Duke, of this committee, expressed appreciation and thanks to the service given by Chair, Stephen Maitzen who will continue in this role during his sabbatical.

iii) Research and Graduate Studies

No Comment.

iv) Honours

No Comment.

v) By-Laws

No Comment. (**APPENDIX A**)

vi) Nominating

No Comment. (**APPENDIX B**)

vii) Board of Continuing & Distance Education

Error of dates on this report was corrected. (**APPENDIX C**)

viii) Academic Program Review

R. Nilson spoke on this report and noted that activities of this committee included drafting a program review document. As well, a matrix listing the programs identified for review on a 10-year cycle is being developed. Input from Senators before September would be beneficial. He noted that cluster reviews will not be continued. (**APPENDIX D**)

ix) Admission & Academic Standing (Policy)

No Comment. (**APPENDIX E**)

x) Admission & Academic Standing (Appeals)

No Comment. (**APPENDIX F**)

MOTION WAS CARRIED AS AMENDED.

d) Research & Graduate Studies-Guidelines for Adjunct Professor Status (**045-47-RGS**)

It was moved by W. Bedingfield and seconded by P. Cabilio *that the guidelines for adjunct professor status at Acadia University as attached to today's agenda be approved.*

W. Bedingfield spoke to this motion. She expressed urgency in establishing guidelines as the deadline to be met is June 2005. The research granting councils do not recognize terminology other than "adjunct professor" and so the kinds of collaborations which our faculty is engaged in now, in terms of applications for research grants, would be more easily managed if this status was available at Acadia.

W. Bedingfield amended or agreed to amend this document as

follows:

- Add to first paragraph - "Adjunct professors may not represent themselves as employees of Acadia University."
- Throughout report - change "the tenure and tenure track faculty" to "eligible faculty".
- Under "Criteria for Appointment: - delete #2 completely.
- Under "Conditions of Participation in Research Activities": - delete #2 completely.
- Under "Procedure for Initial Appointment: " - move that in parentheses in #4 to follow the newly inserted word "illegible" in second sentence.
- Under "Responsibilities of the Appointee:" - remove #4 completely.
- Under " Procedure for Reappointment:" - remove parentheses and text within.
- Under "Conditions of Participation in Research Activities:" - first sentence to read "Adjunct Professors may serve as co-supervisors in the supervision of undergraduate, honours, or graduate students and must do so in collaboration with an illegible member of the department/school."

It was clarified that these guidelines would replace previous letters.

MOTION WAS CARRIED AS AMENDED.

This document will now go out for nominations after a broad announcement.

- e) Registrar-Inactive Courses
in Last Three Years
(045-48-REG)

This item was deferred.

- 6) Other Business
a) By-Laws Committee-
Membership Name Change
(045-49-LAW)

Notice of motion:

As a result, of the position title of Provost to Vice-President Student Affairs, the By-Laws Committee recommends that within Section II. MEMBERSHIP, "Provost (non-voting)" should be replaced with "Vice-President Student Affairs (non-voting)".

- b) By-Laws Committee-
Faculty Elections Officer
(045-50-LAW)

Notice of Motion:

To distinguish the Faculty Elections Officer - as appointed by Senate for the Acadia Faculty at large - from the Faculty Elections Officer, specific to each Faculty (Arts, Professional Studies, Science, and Theology), the By-Laws Committee recommends *that Section VII. (q) be revised to read: " i - the Faculty Elections Officer of Acadia's Faculty 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".

c) Extra Meeting of Senate

It was agreed to have a June meeting of Senate to discuss Academic Program Review as well as other items from today's meeting. This meeting will be held on Monday, 13 June 2005 beginning at 2:00 p.m.

7) Adjournment

N. Van Wagoner moved this meeting be adjourned. It was 12:15 p.m.

D. Murphy, Recording Secretary

*By-Laws Committee
Annual Report to Senate
May 11, 2005*

The Committee met several times over the recent year.

Motions were submitted to Senate *to effect the following changes* to The Constitution and By-laws of the Senate of Acadia University :

February Senate Meeting

Article VII. EXECUTIVE COMMITTEE

To empower the Executive Committee of Senate, in extraordinary circumstances dictated by time constraints, to act on a name(s) submitted by the Nominating Committee to appoint a Senator(s) to specific Senate and/or other University Committees.

The Senator(s) so appointed would then be able to serve on the specific committee prior to the upcoming meeting of Senate where the appointment would be confirmed or modified.

Article VIII. (b) NOMINATING COMMITTEE

To enable the Nominating Committee to make a recommendation to the Executive Committee for those circumstances indicated above.

March Senate Meeting

Article III. TERMS AND DUTIES OF MEMBERSHIP

To establish an annual orientation meeting for incoming Senators so as to familiarize them with the activities of Senate and the duties and responsibilities of Senators.

May Senate Meeting

Article II. MEMBERSHIP

To effect a change from Provost to Vice- President Student Affairs

Article VIII. (q) FACULTY ELECTIONS OFFICER

To distinguish the Faculty Elections Officer-as appointed by Senate for the Acadia Faculty at large- from the Faculty Elections Officer specific to each Faculty (Arts, Professional Studies, Science and Theology).

Respectfully submitted:

Patricia Corkum, Chair

Andrew Mitchell

Anne Quéma

*Nominating Committee
Annual Report to Senate
May 11, 2005*

The Committee- Darlene Brodeur, Pat Corkum, Jan Buley, Gillian Poulter, Anne Quéma, Danny Silver- met several times over the recent year.

Nominations were brought forward to Senate in respect to the following positions:

November 2004 Senate meeting

By-laws Committee

Dr. Anne Quéma to replace Dr. Malcolm Grieve to June 30, 2005.

February 2005 Senate Meeting

The Ad Hoc Committee to Examine the Graduation Ceremony

Senator from each Faculty:

- Antonio Franceschet, Faculty of Arts
- Susan Markham-Starr, Faculty of Professional Studies
- Darlene Brodeur, Faculty of Pure and Applied Science
- Robert Wilson, Faculty of Theology

Student Senators:

- Alysson Nolan
- Erika Nahm

April 2005 Senate meeting

Various Committees and Senate Positions

- Chair of Senate (1 year term 2005-2006): Ian Wilks
- Deputy Chair of Senate (1 year term 2005-2006): Robert Raeside
- Executive of Senate (1 year term 2005-2006):
 - Susan Markham-Starr from the Faculty of Professional Studies
 - Soren Bondrup-Nielson from the Faculty of Pure and Applied Science
 - Paul Abela from the Faculty of Arts
- By-laws Committee (3 year term 2005-2008): Anne Quéma
- Lay person on Senate (3 year term 2005- 2008): Jennie White
- Faculty Elections Officer (1 year term 2005-2006): Jian-An Peng
- Secretary to Faculty (1 year term 2005-2006): Herb Wyle

May 2005 Senate meeting

Chair of the Senate Library Committee (2005-2008): Heather Hemming

Respectfully submitted,
Patricia Corkum, Chair
Senate Nominating Committee

**BOARD OF CONTINUING AND DISTANCE EDUCATION
REPORT TO SENATE
May 5, 2005**

Board Members 2004-05:

Dr. Ralph Nilson, VP Academic

Dr. Bruce Matthews, Dean of Arts

Dr. George Iwama, Acting Dean of Science

Dr. Bill McLeod, Acting Dean of Faculty of Professional Studies

Ms. Rosemary Jotcham, Registrar

Mr. Joan Masterson, Vice President, Finance

Mr. Patrick LeGay, ASU Vice President, Academic

Dr. Nancy Van Wagoner, Director, Continuing and Distance Education

The Board met twice during 2003-04 as follows:

April 25, 2005

April 29, 2005

Business Items

1. The Director discussed the structure of Continuing Education with the members of the Board.
2. The Director reviewed the accomplishments for 2004-05, and preliminary financial statement.
3. The Director presented the Directions of the Division for the upcoming year.
4. The Board received a year-end report.
5. The Board agreed to meet once every two months during 2005-06.

Respectfully submitted by the Chair,

ORIGINAL SIGNED

Ralph Nilson

Vice-President (Academic)

Chair, Board of Continuing Education

ACADEMIC PROGRAM REVIEW COMMITTEE

Annual Report for 2004-2005

May 6, 2005

Committee Members 2004-2005

Dr. Ralph Nilson (Chair)

Ms. Rosemary Jotcham (Secretary)

Dr. Lance La Rocque

Dr. Heather Higgins

Dr. Colin Bell

Mr. Daniel Macintosh

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.

Meetings 2004-2005

January 7, 2005

May 6, 2005

Business:

Currently working on a draft program review document which has been given to the Committee to review and develop. A matrix listing the programs identified for review on a 10 year cycle is also being developed.

Respectfully submitted by the Chair,

ORIGINAL SIGNED

Ralph Nilson
Vice-President (Academic)
Chair, Academic Program Review Committee

ADMISSION & ACADEMIC STANDING COMMITTEE (Policy)
Annual Report for 2004-2005
May 5, 2005

Committee Members 2003-2004

Dr. Ralph Nilson (Chair)
Ms. Rosemary Jotcham (Secretary)
Dr. George Iwama
Dr. Bruce Matthews
Dr. Bill McLeod
Dr. Nancy Vanwagoner
Dr. Heather Kitchin
Dr. Andrea Wyle
Dr. Heather Hemming
Dr. Brenda Robertson
Dr. Elizabeth Johnston
Dr. Jianan Peng
Dr. Robert Wilson
Mr. Patrick LeGay

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 2004-2005

No meetings of this committee were held during this period.

Respectfully submitted by the Chair,

Ralph Nilson
Vice-President (Academic)
Chair, Admission and Academic Standing Committee (Policy)

ADMISSION & ACADEMIC STANDING COMMITTEE (Appeals)

Annual Report for 2004-2005

May 5, 2005

Committee Members 2004-2005

Dr. Ralph Nilson (Chair)

Ms. Rosemary Jotcham (Secretary)

Dr. Michael Dennis

Dr. G. Corbeil

Prof. Patrick Lahey

Dr. Edith Callaghan

Dr. Nancy Clarke

Dr. Jeff Hooper

Mr. Patrick D. LeGay

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.

Meetings 2004-2005

January 31, 2005

Business:

Two appeals were discussed – one related to residency requirement and the other for an extension for degree completion.

Respectfully submitted by the Chair,

Ralph Nilson

Vice-President (Academic)

Chair, Admission and Academic Standing Committee (Appeals)