



Senate Meeting
MPR; MS Teams

September 23, 2022
2 p.m.

MINUTES

Present: J. Dickinson (Chair), K. Allan, K. Blotnicky, S. Brigham, N. Buchanan, A. Card, G. Chan, P. Crouse, C. Dawson, G. Durepos, T. Findlay, T. Franz-Odendaal, J. Fraser Arsenault, G. Fraser, J. Gahagan, M. Gillis, S. Goswami, S. Hale, C. Hardy, T. Harrison, E. Henderson, K. Jones, J. MacLeod, S. MacMillan, M. McGonnell, G. Morrison, M. Ralston, J. Roberts, C. Schneider, C. Slumkoski, L. Steele, B. Taylor, A. Thurlow, S. Trenholm, J. Valcke, A. Xia, R. Zuk

Regrets: C. Cameron, M. Gonick

Observers: J. Lamb, K. Gallant

The meeting was called to order at 2:16 p.m. J. Dickinson introduced herself as the new Chair of Senate.

1. Indigenous Land Recognition

J. Dickinson provided an acknowledgement that the Mount is built on traditional, unceded Mi'kmaq territory and paid respect to the Indigenous peoples of the land on which Senate meets.

2. Approval of Agenda

P. Crouse proposed the following amendments to the agenda:

- Add Question Period in after 6.3. – Vice-President Administration Update
- Discussion around the September 19th holiday to take place as 9.4 Fall Academic Dates Review
- Remove 7.2.4.

Procedures to be used during the meeting and while voting on motions were outlined.

Moved by K. Blotnicky, seconded by S. Hale, to approve the agenda as amended. CARRIED

J. Dickinson welcomed new and returning faculty Senators—K. Blotnicky, M. Gonick, M. McGonnell, C. Schneider, C. Slumkoski, L. Steele, and A. Xia—and ex-officio members S. Brigham, K. Jones, S. MacMillan, and G. Morrison. Observers were welcomed.

P. Crouse welcomed J. Dickinson as the new Chair to Senate.

3. Conduct Statement

In accordance with Senate Rule of Order 15.2, J. Dickinson read the conduct statement.

4. Approval of Minutes

4.1. May 25, 2022

Moved by G. Fraser, seconded by S. Brigham, to approve the minutes of May 25, 2022. CARRIED

5. Business Arising from the Minutes

5.1. Status of Joint Board/Senate Liaison Committee

K. Allan introduced the motions for Senate to assume joint ownership of the Joint Board/Senate Liaison Committee and amend the Senate Bylaws upon approval.

Concern was expressed that the current wording did not specify that the members elected by Senate would be faculty Senators. P. Crouse clarified that currently the Senate Nominations Committee includes faculty nominations for the JBSL on the slate brought to Senate, a process intended to continue.

A. Thurlow, a member of the JBSL, and K. Allan both emphasized that, currently, revisions to the Terms of Reference can only be made by the Board and without Senate's knowledge or approval, but if joint ownership is approved, both the Board and Senate would be involved in future Terms of Reference revisions.

Moved by K. Allan, seconded by L. Steele, that Senate approve sharing ownership of the Board of Governors committee, the Joint Board/Senate Liaison Committee. CARRIED

A friendly amendment was proposed and accepted to define the Senate members as faculty.

Moved by K. Allan, seconded by A. Thurlow, that a new Bylaw 15, "Joint Standing Committee of the Senate and the Board," be inserted to include the Committee's Terms of Reference (Bylaw 15.1) with the proposed changes that all references to the current Bylaw 15 be changed to 16. CARRIED.

P. Crouse will inform the University Governance Secretary of Senate's decisions and will confirm next steps.

5.2. Revisions to Senate Bylaws and Rule of Order 15.4

R. Zuk brought forward the revisions to several Senate Bylaws and Rule of Order 15.4. T. Harrison requested a friendly amendment, which was accepted, to remove the word 'all' from 3.2h to recognize that the University Archives is the final deposit of Senate documents after ten years (Rule of Order 15.5.6).

Moved by R. Zuk, seconded by G. Fraser, that Senate approve the proposed changes to Senate Bylaws and Rule of Order 15.4 effective immediately. CARRIED

5.3. Revisions to Terms of Reference, Bylaw 14.13

J. Gahagan brought forward revisions to the UREB Terms of Reference.

J. MacLeod requested that the committee function at the top of p. 70 which uses “and/or” be changed to “and” so the statement reads, “To review and recommend on the university’s ethics review policy and alert Senate and the Associate Vice-President Research to any ethics issues that may affect the Mount community at large.” This change was accepted as a friendly amendment as were typos previously shared with P. Crouse and J. Gahagan.

P. Crouse questioned in the membership section an added reference to a UREB Standard Operating Procedure regarding composition of the board. She noted that the Senate Nominations Committee follows the Terms of Reference when making nominations but that this change would require that the SNC refer to a Standard Operating Procedure as well and that the two documents do not match. As well, she expressed concern that Standard Operating Procedures go to Senate for information and can be changed without Senate knowledge, but changes to Terms of Reference must be approved by a two-thirds majority vote of Senate. J. Gahagan and T. Harrison agreed that the sentence can be removed as a friendly amendment.

Moved by J. Gahagan, seconded by T. Harrison, that Senate approve the proposed changes to the Terms of Reference for the University Research Ethics Board, effective immediately. CARRIED

5.4. Merit Scholarships

R. Zuk asked for an update on the revisions to the merit scholarship system. S. Hale reported that IT&S is working on it and that changes may be ready by the end of the fall term, dependent on approvals by UASAC and CAPP. She offered to update Senators at the next Senate meeting.

5.5. Scarborough Charter

S. Brigham asked for an update on inviting the EDIA Advisor to Senate to discuss the Scarborough Charter Symposium attended by B. Taylor and the EDIA Advisor.

B. Taylor shared that the major focus over the summer was the Dimensions application which overlaps many of the elements of the Scarborough Charter.

6. Administration Updates

6.1. President

J. Dickinson shared that she has met with a number of students, staff and some faculty since beginning in her position on July 1 and that she hopes to meet with more faculty and get to know their work.

J. Dickinson thanked the Senate Secretary and Senate Parliamentarian for their assistance and training.

J. Dickinson spoke about the work on the Dimensions application, an EDIA based application. The initiative focused on areas across the institution and has 15 major areas of action, with a focus on three themes: Research Community, Administration Supporting the Research Community, and Research Excellence. She congratulated the team on the work they did for the application: T. Franz-Odendaal, J. Gahagan, T. Zimmerman, and S. MacLean. She also thanked those who provided feedback and data.

J. Dickinson acknowledged that work has begun to find replacements for the interim Vice-President Academic and Provost and interim Vice-President Administration, highlighting that an RFP was issued for a search firm, a contract has been awarded to the successful firm and steps are underway to fill the internal search committees.

J. Dickinson hopes to have the roles filled by July 1, 2023.

J. Dickinson concluded her update by describing the establishment of a pilot equity office, an area for those working in EDIA to make their resources more visible and track data on questions and resources required. She noted that T. Harrison has offered a room in the library to be used as the office and that she hopes to involve more students and faculty in this initiative.

6.2. Vice-President Academic and Provost

B. Taylor noted that a significant amount of effort was put into the Dimensions submission and thanked everyone for their contributions over the summer: T. Franz-Odendaal, J. Gahagan, T. Zimmerman, S. MacLean, P. Small Legs-Nagge and D. Bernard.

B. Taylor shared that the Accessibility Advisory Committee Action Plan final draft has been completed and is being circulated for review and that the Committee hopes to start acting on plans, including the Scarborough Charter. He noted that the Vice-Presidents Academics Council will be meeting to divide up the work from the Dimensions action plan.

B. Taylor announced that the Strategic Enrollment Management Committee has hired an academic consultant to assist in forming an enrollment management plan as no in-house expertise was available for some elements. He noted that data collection, meetings and consultations will begin for the Academic Plan so this information will be ready for the new VP Academic & Provost who will write the plan.

B. Taylor concluded his update by announcing that Scott MacMillan has been named the Director of Teaching and Learning after having served as interim for several months.

Moved by K. Blotnicky, seconded by S. Hale, to extend Administration Updates by 5 minutes. CARRIED

6.3. Vice-President Administration

G. Morrison reported that she has been learning how things work at the Mount over the past month.

She announced a pilot project to improve documentation processing commencing October 3 for Graduate admissions, which will later move to Education admissions. She referred to the summer rollout of multi-factor authentication, the upgraded Assisi exterior staircase, and emergency response processes that are in place and working well. She concluded by encouraging everyone to download the MountAlert app.

7. Question Period

S. Brigham reflected on how emotional and hard hitting the Scarborough Charter Symposium was and asked for an update on what was learned and contributed by the two MSVU attendees. B. Taylor agreed it was a memorable meeting and commits to building on it, especially with the Dimensions project. J. Dickinson agreed to invite B. Taylor and D. Bernard to do a presentation at Senate.

J. Roberts asked G. Morrison about discussions or considerations regarding the gender pay gap and living wage gap as they were previously discussed at Senate meetings. G. Morrison indicated she is aware of a commitment to look at the issue, and J. Dickinson stated that this topic is in an action proposed in the Dimensions application and is a priority.

C. Schneider thanked G. Morrison for the update on the digitized admissions process. She then raised questions about the time taken to fill vacant staff positions and the delay in posting job openings. She also pointed out that a number of valuable positions are only awarded term contracts, which affects wellness and EDIA on campus overall. J. Dickinson responded that hiring has been difficult, with unsuccessful searches resulting in staffing delays and the Human Resources Department being overwhelmed; she will bring an update back to Senate. R. Zuk thanked C. Schneider for bringing up the issue of vacant positions and needing to bring back retired staff, noting that the important work of staff members is often overlooked.

J. Roberts asked B. Taylor if proctoring of off-site exams will be possible for the winter, noting that he has no way of verifying who is doing the work. B. Taylor indicated that proctoring for the winter is looking encouraging as one more institution, NBCC, has committed to proctor exams. He noted that a group is looking at ways of improving online

proctoring, one option being Safe Browser in Moodle, and is also considering the international students who are at a distance and how to find proctoring for them. He reminded Senators that J. Dickinson has not been able to declare the ‘Significant Disruption’ over as the exam policy cannot yet be fully in effect.

C. Schneider asked S. MacMillan if it would be possible to do an accessibility review of the online platform for teaching and learning, noting that Collaborate doesn’t have a live captioning function and those who are visually impaired find it hard to navigate. S. MacMillan will investigate and bring a report to the next meeting.

M. Gillis shared that construction began outside of residence on September 1 but no communication regarding this had been received, despite a previous commitment to do so. K. Jones was not aware the construction had begun and will consult with T. Strapps to make sure there is clear communication. K. Gallant indicated that they had a commitment from the development group to receive updates and she, too, will follow up to make sure there is communication.

8. Committee Reports (Standing and Ad Hoc)

8.1. Senate Executive

8.1.1. Ratification of Senate Parliamentarian

Moved by E. Henderson, seconded by L. Steele, that Senate ratify Dr. Gabie Durepos as Parliamentarian for the term September 23, 2022, to June 30, 2023. CARRIED

8.1.2. Ratification of Senate Executive Motion for SNC Nominations

Committee	Nominee	Term Begins	Term Ends
Senate Executive	Dr. Corey Slumkoski	1 July 2022	30 June 2025
Joint Board-Senate Liaison	Dr. Gabrielle Durepos	1 January 2023	30 June 2025
	Dr. Jeffrey MacLeod	1 July 2022	30 June 2025

Moved by R. Zuk, seconded by S. Brigham, that Senate ratify Senate Executive’s acceptance of the June 13, 2022, slate of nominations from the Senate Nominations Committee. CARRIED

8.1.3. Ratification of Senate Executive Motion re Search Committee for Registrar

Moved by C. Slumkoski, seconded by K. Blotnicky, that Senate ratify Senate Executive’s approval of the Senate Nominations Committee nomination for Dr. Melissa McGonnell to serve as the Senator on the Search Committee for the Registrar. CARRIED

8.1.4. Ratification of Senate Executive Motion Regarding Fall 2022 Examinations

Moved by C. Slumkoski, seconded by S. Hale, that Senate ratify Senate Executive's decision to endorse the following procedures for examinations scheduled for the Fall 2022 academic term:

- Courses with only on-campus sections may have on-campus or online examinations.
- Courses with only online sections have online examinations.
- In the interest of fairness and consistency in assessing all students, Departments with courses that have both online and on-campus sections consider offering an online examination for all sections.
- The due date for take-home final examinations be scheduled in the Final Examination Schedule. CARRIED

8.1.5. Report on Senate Self-Evaluation

E. Henderson presented data from the 2021-2022 Senate Annual Evaluation. She noted a low participation rate of 40% but an increase in evaluation results with 88% of the results being positive. Overall, respondents felt Senate was effective and promotes transparency. Some felt Senate was not up to date on budget challenges and felt discussions weren't comprehensive.

Most of the comments from the survey related to adversarial issues such as tone used during meetings; some Senators were not comfortable with the passion brought forward with issues. R. Zuk addressed this by saying that a university is a space of free inquiry and vigorous debate should be expected.

J. Dickinson expressed that she values the input from this survey and will be reflecting on it. She encouraged any other feedback to be sent to herself or P. Crouse.

Moved by K. Jones, seconded by C. Schneider, that Senate break for 10 minutes. CARRIED

Moved by K. Blotnick, seconded by J. Valcke, that agenda items 9.1 – 9.3 (annual reports) be moved to the next Senate meeting. CARRIED

Discussion of the annual reports will occur at that time.

8.2. Academic Policy and Planning

8.2.1. Revised Exam Policy

B. Taylor brought forward the revisions to the exam policy.

R. Zuk suggested the line, "an exam will normally be required for every course taught at the university," should be revised as it is inaccurate since an

entire Faculty and another Department do not require exams. J. MacLeod suggested it be taken back to CAPP and revised to reflect current practice. S. Hale explained this line was left in the policy because Department Chairs approve whether faculty will be holding exams. B. Taylor clarified this policy is not coming into immediate effect. P. Crouse noted that this line is not new in the policy so the policy revisions could be approved and then CAPP could discuss the line. B. Taylor said that CAPP can revisit this statement and bring back to another Senate meeting.

R. Zuk raised concern over there not being a specific number of days required for students to give notice of exam conflicts in the summer terms. S. Hale noted that, while a requirement exists for the fall and winter semesters, many summer courses run on a condensed schedule so specifying a number of days would be difficult.

G. Durepos suggested that the term 'unavoidable work conflict' be clarified. B. Taylor agreed this, too, will be discussed at CAPP.

Moved by B. Taylor, seconded by S. Hale, that Senate approve the revised Exam Policy, to be effective immediately where feasible with the remaining regulations to take effect when the Significant Disruption of Operations is lifted. CARRIED

- 8.2.2. Review of Department of Mathematics and Statistics (*for Information*)
- 8.2.3. Review of Cultural Studies Program (*for Information*)

Both reviews were provided for information; no questions were raised.

8.3. Nominations

- 8.3.1. Election of Senator to Search Committees: Academic Vice President and Provost & Vice President Administration

J. Fraser Arsenault stated that Dr. Graham Fraser and Dr. Meredith Ralston are willing to stand for election for the search committee for Academic Vice President and Provost. Following three calls for nominations from the floor and a secret ballot vote, Dr. Meredith Ralston was elected.

J. Fraser Arsenault stated that Dr. Cornelia Schneider is willing to stand for election for the search committee for Vice President Administration. Following three calls for nominations from the floor, she declared Dr. Cornelia Schneider elected.

8.4. Research and Publications

8.4.1. Revisions to Research Excellence Award

Moved by J. Gahagan, seconded by B. Taylor, that Senate approve the revisions to the Research Excellence Award to be effective once approved by Senate. CARRIED

8.4.2. Revisions to Standard Operating Procedures

The following items were presented for information; no questions were raised.

8.4.2.1. Scope of Committee

8.4.2.2. Faculty Eligibility

8.4.2.3. Budget Management

8.4.2.4. NSERC USRAs

8.4.2.5. Appeals

8.4.2.6. Allegation Procedures

8.5. University Research Ethics Board

8.5.1. New Guides and Standard Operating Procedures

The following items were presented for information; no questions were raised.

8.5.1.1. Application of US Regulations

8.5.1.2. Category of Review by Application

8.5.1.3. Undergraduate Student Submission Process

8.5.1.4. Management of the Board

8.5.1.5. Duties of REB Members

8.5.1.6. REB Office Personnel Serving as REB Members

8.5.1.7. REB Submission Requirements and Document Review

8.5.1.8. REB Meeting Administration

8.5.1.9. REB Review Decisions

8.5.1.10. Continuing Review

8.5.1.11. Completion of Research

8.5.1.12. Suspension or Termination of REB Clearance

8.5.1.13. Communication – Researcher

8.5.1.14. Communication - Research Participants

8.5.1.15. Free and Informed Consent

8.5.1.16. Consent Updates and Ongoing Consent

8.5.1.17. Researcher Qualifications and Responsibilities

8.5.1.18. Quality Assurance Inspections

8.5.1.19. External Inspections or Audits

8.5.1.20. Non-Compliance

8.5.2. Revisions to Guides, Standard Operating Procedures, Template (*for Information*)

The following items were presented for information; no questions were raised.

- 8.5.2.1. Visitors to REB Meetings
- 8.5.2.2. Faculty and Staff Submission Process
- 8.5.2.3. Graduate Student Submission Process
- 8.5.2.4. Ongoing Review Guidance
- 8.5.2.5. Modification Request
- 8.5.2.6. Revisions and Clarifications
- 8.5.2.7. F2F Research Resumption
- 8.5.2.8. Researcher Procedures for F2F Research
- 8.5.2.9. Sensitive Data
- 8.5.2.10. Online Surveys
- 8.5.2.11. Use of Bonus Points as Incentives
- 8.5.2.12. Composition of the Board
- 8.5.2.13. Conflicts of Interest - REB Members and REB Office Personnel
- 8.5.2.14. Conflicts of Interest – Researcher
- 8.5.2.15. Signatory Authority
- 8.5.2.16. Document Management
- 8.5.2.17. SOP Maintenance
- 8.5.2.18. Management of REB Membership
- 8.5.2.19. Delegated Review
- 8.5.2.20. Initial Review – Criteria for Clearance
- 8.5.2.21. Ongoing REB Review
- 8.5.2.22. Full Board Review
- 8.5.2.23. Multi-Jurisdictional Research
- 8.5.2.24. Reconsideration and Appeals
- 8.5.2.25. REB Review During Publicly Declared Emergencies
- 8.5.2.26. Resumption of F2F Research
- 8.5.2.27. Scholarly Review
- 8.5.2.28. COVID Information Letter

9. Other Reports

9.1. FA President’s Report on Board of Governors’ Meeting

S. Brigham reported that a special Board of Governors’ meeting was held on August 17 to make the announcement that Gabe Morrison would be starting as the interim Vice President Administration on August 22. An announcement was made to the University on August 18.

9.2. Students’ Union

K. Allan shared that the Students’ Union prepared storm prep kits ahead of Hurricane Fiona, the funds for which were not pre-allocated so monetary donations to cover the cost would be welcomed.

She reported on the food bank and soup kitchen, which are operating well and are working towards more open hours; opening of the Fountain Play Centre with extended hours and ages; opening of the Wellness and Parental lounge; and the start of the Nimbus Tutoring program. She encouraged faculty to direct students to the program for tutoring or to be a tutor.

She concluded by noting an increased SU presence on campus during orientation and changes to their communications plan—a biweekly newsletter, a new website to be launched soon and an increased presence on social media.

Moved by J. MacLeod, seconded by J. Valcke, that the meeting be extended.
CARRIED

9.3. Strategic Plan Update

J. Dickinson shared that much progress has been made during covid and turnover and that a new process is in place for tracking updates. K. Jones indicated that the working groups are refocused and that reports and expectations are in place for progress to be made. J. Dickinson recognized that strategic planning was being done at Management Forum level, but moving forward, contributions from anyone who wants to be involved and be more represented on action groups are welcomed.

10. New Business

10.1. Annual Reports of Senate Committees (*for Information and Discussion*)

10.1.1. Academic Appeals (K. Blotnick)

10.1.2. Academic Policy and Planning (B. Taylor)

10.1.3. Appointment, Promotion and Tenure or Permanence for Academic Administrators (B. Taylor)

10.1.4. Executive (P. Crouse)

10.1.5. Graduate Studies Scholarships, Assistantships and Awards (S. Trenholm)

10.1.6. Graduate Studies Program and Policy (S. Trenholm)

10.1.7. Information Technology and Services (J. Valcke)

10.1.8. Library (J. Roberts)

10.1.9. Nominations (J. Fraser Arsenault)

10.1.10. Research and Publications (J. Gahagan)

10.1.11. Student Experience (K. Jones)

10.1.12. Student Judicial

10.1.13. Student Discipline Appeals (J. Fraser Arsenault)

10.1.14. Teaching and Learning (S. MacMillan)

10.1.15. Undergraduate Admissions, Scholarships and Awards (S. Hale)

10.1.16. Undergraduate Curriculum (A. Card)

10.1.17. University Research Ethics Board (J. Gahagan)

10.1.18. Writing Initiatives (J. Valcke)

- 10.2. Annual Report of Nancy's Chair Committee (*for Information and Discussion*) (C. Dawson)
- 10.3. Annual Report of Gail and Stephen Jarislowky Chair in Learning Disabilities (*for Information and Discussion*) (A. Card)

Discussions of 10.1 – 10.3 were moved to the next Senate meeting.

10.4. Fall Academic Dates Review

J. Dickinson requested a discussion around how to move forward after the mandated holiday on September 19. Three options were brought forward by B. Taylor and S. Hale: two options requiring Calendar dates be changed to make up for the missed day and one option to regard it as a one-off day, like a storm day.

C. Schneider expressed that changing Calendar dates would cause more confusion as we already have one Wednesday being treated as a Monday. P. Crouse shared that many faculty find other ways to make up the missed class earlier in the term and that having three designated Mondays in the last week of classes would not be helpful for courses in her Department. E. Henderson shared that she has already made up the class time for her course. K. Allan expressed support for faculty making up the class time as they see fit but doesn't want students to lose the value of their course. No motion was made, but it was agreed that faculty make up the time as they see fit. J. Dickinson asked that Deans relay this information to faculty members.

11. Items for Communication

Senate approved:

- Minutes of May 25, 2022
- Sharing ownership of the Board of Governors Committee, the JBSL
- Adding a new Bylaw to reflect JBSL as a standing committee of Senate
- Revisions to several Bylaws and Rule 15.4
- Revisions to Bylaw 14.13, ToR of UREB
- Ratification of G. Durepos as Senate Parliamentarian
- Ratification of Senate Executive motion for SNC nominations
- Ratification of Senate Executive motion re search committee for Registrar
- Ratification of Senate Executive motion regarding Fall 2022 exams
- Revised exam policy
- Revisions to Research Excellence Award

Senate elected:

- Faculty to serve on two search committees: Dr. C. Schneider on VP Administration & Dr. M. Ralston on VP Academic & Provost

Senate received for information:

- Report on the Senate Self-Evaluation 2022
- Reports on external reviews: Department of Mathematics and Statistics & Cultural Studies
- Revisions to several SoPs of the CRP

- New and revised guides, SoPs & templates of the UREB
- Annual reports of Senate-related committees, with discussion to follow at next meeting

12. Adjournment

Moved by J. MacLeod that the meeting be adjourned. CARRIED

Meeting adjourned at 5:24 p.m.