

Senate Meeting  
Rosaria Boardroom

March 28, 2011  
7:30 p.m.

## MINUTES

Present: R. Lumpkin (Chair), R. Bérard, D. Bourne-Tyson, E. Church, A. Cole, K. Dewar, S. Drain, R. Farmer, C. French, P. Glenister, L. Herrington, E. Hicks, J. Hollett, B. Jessop, K. Kienapple, B. MacInnes, R. MacKay, M. MacMillan, L. Mann, G. McGovern, P. Mombourquette, D. Norris, S. Perrott, R. Richards, C. Schneider, J. Sharpe, L. Steele, C. Stewart, A. Thurlow, J. Tucker-Johnston, P. Watts, R. Zuk

Regrets: A. MacGillivray, L. Neilsen, J. Sawler, B. Taylor

Guest: Daniel McKenna, Kelly Gallant

1. Approval of Agenda

**Moved** by J. Hollett, seconded by G. McGovern to approve the agenda as circulated. CARRIED

2. Approval of Minutes of March 7, 2011

**Moved** by L. Mann, seconded by S. Drain that Senate approve the minutes of March 7, 2011 with the following corrections: Item 4, line 5 – the addition of the 35<sup>th</sup> Anniversary of Atlantis; Item 6.1.3, page 3, line 14 from bottom – change Director of Co-op” to “Cooperative Education Manager” and on page 4 the first paragraph should read: “M. MacMillan noted that the final bullet on page 7 that the self-study outline the process for ongoing program development and, after review, that this is not an appealing requirement, especially since some departments participate in as many as three programs. CARRIED

3. Business Arising from the Minutes

3.1 Revision of Award for Research Excellence Call for Nominations

A. Cole reported that the committee will deal with this item at its next meeting.

3.2 Task Force for Revision of the Student Judicial Code and Handbook

J. Hollett reported that the committee is meeting tomorrow and is waiting for the Students' Union to nominate a candidate after their elections.

3.3 Revitalization of the Institute for the Study of Women (ISW) Charter

**Moved** by D. Bourne-Tyson, seconded by R. Zuk that Senate approve the objectives and organization of the Institute for Women, Gender and Social Justice as distributed. CARRIED as AMENDED

M. MacMillan noted that the new submission had omitted the statement that the Institute be required to give a yearly report to Senate at the end of each academic year. D. Bourne-Tyson noted that this was inadvertently omitted and could be put back into the document. R. Lumpkin

suggested substituting the word “Senate” for “President” in the second last sentence. M. MacMillan agreed that would be sufficient.

3.4 Revised Policy and Procedures for Reviews of Academic Programs  
**Moved** by E. Church, seconded by K. Dewar that Senate approve the revised Policy and Procedures for Reviews of Academic Programs. CARRIED

E. Church outlined changes made to the policy on the suggestion of Senators.  
S. Drain noted that the Director of Co-op and Internship Program should be Manager of Co-op and Internship Program.

4. President’s Announcements

R. Lumpkin discussed meetings that have taken place with MLAs and Ministers who were all graduates of the Mount. She reported that there is no new information on the MOU to date. There have been “thank you” events this month for the Building Tomorrow Together campaign. She referred to the recent announcement of Dr. Jamie Metsala as the new Learning Disabilities Chair. She mentioned the \$250,000 gift in honour of former Dean Susan Clark and noted the memorial service for Mary Sparling that was recently held on campus.

5. Question Period

L. Mann asked about the status of term appointments. E. Church noted that decisions about term positions have been made and an announcement will be forthcoming

6. Committee Reports (Standing and Ad Hoc)

6.1 Senate Executive

**Moved** by B. Jessop, seconded by J. Hollet to move *in camera*. CARRIED

**Moved** by C. Stewart, seconded by R. Richards to move from *in camera*. CARRIED

6.2 Academic Policy and Planning (CAPP)

6.2.1 Course Outline Policy

**Moved** by E. Church, seconded by C. Stewart that Senate approve the Course Outline Policy. CARRIED as AMENDED

P. Mombourquette indicated that the number of course outlines that need to be reviewed would make it difficult to review and respond in a timely manner. E. Church responded that guidelines can be set by departments.

P. Mombourquette suggested removing the sentence that reads: “It is the responsibility of the Chair, Director, or Coordinator to ensure that course outlines are consistent with this policy, as well as department policy.” K. Dewar wondered if there was an issue with the timeline of reviewing course outlines before the first day of classes. P. Mombourquette responded that there needs to be a date that comes before the week before classes start. E. Church responded that leaving the date open allows Chairs to set their own date within Departmental policies.

C. Schneider indicated that the electronic version could be run through a program to ensure that specific content was included in the course outlines. R. Bérard noted that the Faculty of Education sends out a course outline template with part-time contracts.

R. Lumpkin wondered if it would be advantageous for departments to set up a template for faculty to make it easier for Chairs to review the outlines. She also noted that the Chair could set a date for outlines to be submitted prior to the first week of classes.

P. Mombourquette noted that he does not feel that the Chair has the authority to mandate the structure of a faculty member’s course outline.

L. Mann noted that she has sometimes brought a draft course outline to the first class enabling students to have input into the course outline.

E. Church indicated that the course outline policy was sent to all departments for feedback.

L. Herrington asked how outlines for students in distance courses would be affected and if an instructor was teaching for a number of years and made significant changes would the course outline need the Chair's review. P. Watts responded that the Moodle sites are set up before the first day of classes.

L. Steele suggested the first sentence of the third paragraph be worded: "It is the responsibility of the Chair, Director, or Coordinator to ensure, in as timely a manner as possible, that course outlines are consistent with this policy, as well as department policy."

S. Drain wondered if the policy would inhibit instructors from giving students extensions on papers and assignments. K. Kienapple noted that this wording was to address drastic changes to the deadlines.

M. MacMillan noted that the policy seems to be removing the flexibility of instructors and students. J. Tucker-Johnston noted that it should be a case of professional judgment. K. Dewar indicated that there needs to be some form of discretionary judgment.

J. Hollett noted that the issues this policy is trying to address are a real concern for students on campus.

R. Bérard noted that changes approved by students would need unanimous agreement. C. Stewart noted that she hears weekly from students who are concerned with changes to course outlines.

J. Hollett suggested that a date be set that was within the first week of classes.

L. Mann wondered if the policy would lead students to believe that instructors need to accommodate students who request extensions. E. Church responded that there is no intention that instructors would need to accommodate.

J. Sharpe indicated that the policy allows for the process of discussion to be included in the course outline, allowing for flexibility.

S. Drain proposed the following friendly amendment to the fourth bullet of the fourth paragraph: "Statement that students requesting special consideration as a result of a conflict with a deadline for an assignment or an examination must do so in advance of the relevant deadline".

P. Mombourquette noted that at times the vocal majority can become the voice of the class.

**Moved** by M. MacMillan, seconded by P. Mombourquette to amend the wording of the second sentence of the second paragraph to read: "After the deadline to register/add a course, any significant changes to the timing, number and weighting of assignment and examination need the approval of the Dean. DEFEATED

#### 6.2.2 Policy and procedures Regarding Final examinations

**Moved** by E. Church, seconded by C. Stewart that Senate approve the policy and procedures regarding final examinations. WITHDRAWN

R. Zuk questioned having the exam go to the Registrar's Office rather than the Print Shop and also questioned why exams have to be submitted one week in advance. B. MacInnes responded that examinations are now coordinated in the Registrar's Office and that there is time needed to organize exams before sending them to the Print Shop. She also indicated that there have been instances where exams were not received in time for the examination to take place.

S. Drain noted that the policy does not cover take home exams or other forms of exams that are not held formally on campus.

P. Watts suggested inserting the word "proctored" after "NO" in the first paragraph.

R. MacKay discussed that usually exams are not created until the end of the course.

R. Farmer noted that email is not a secure form of transmission. He also noted that not all exams are sent to the Registrar's Office and that some exams are created, printed and brought to the exam room by the faculty member.

L. Steele suggested the following wording for the first sentence of the fifth paragraph:

"Instructors of fall and winter term courses, who wish to have their courses overseen by the Registrar's Office, must submit an electronic copy, in PDF format, of their examination three days before the end of classes." E. Church responded that the Registrar needs to ensure that the exam is available for students.

G. McGovern noted the difficulties posed by the scheduling of exams on Saturdays. E. Church responded that this issue is being discussed at CAPP.

M. MacMillan reiterated that having a deadline one week before the end of classes is not sufficient time for the creation of the exam and suggested a deadline of three days as is the practice at St. F.X. B. MacInnes noted that the deadline is to provide assurance to students that the exam is going to be available.

B. Jessop suggested that faculty that are printing and distributing their own exams send an email to the Registrar indicating that they will take full responsibility for the exams.

C. Schneider indicated that perhaps there needs to be a discussion regarding professionalism.

C. Stewart suggested that faculty members who choose to print and distribute their own exam still be responsible for sending a copy to the Registrar's Office.

B. MacInnes responded that contingencies occur and that having the exam sent to the Registrar's Office is good practice.

There were suggestions of a number of alternative timelines to have the exam sent to the Registrar prior to printing.

R. Lumpkin suggested that the policy be sent back to CAPP to make changes in consultation with the Print Shop.

R. Zuk asked for clarification on the wording "unavoidable work conflict" in the first paragraph under "Deferred Examinations". E. Church responded that the wording is for students who would lose their job if they miss work; students would have to provide something in writing.

### 6.2.3 Policy for Accommodating Students with Disabilities

**Moved** by J. Hollett, seconded by L. Steele that Senate approve the Policy for Accommodating Students with Disabilities replacing the former Students with Disabilities Policy. CARRIED

J. Hollett gave background on the development of the policy.

C. Schneider wondered why assistive technology in the classroom is restricted to pedagogical purposes. J. Hollett responded that this is to ensure that confidential recordings will not be abused.

C. Schneider wondered if it was a legal requirement to use the definition under Appendix A from the NS Human Rights Code, or if another definition could be used. J. Hollett responded that anything that occurs under the NS Human Rights Act is appealable.

C. Schneider wondered why the use of Braille or sign language is not included under Appendix C in the document. J. Hollett responded that the line "but are not limited to" covers this, but he noted that Braille and sign language can be added.

R. Bérard noted that information regarding the disability should be made available to the department chair as well as the instructor.

S. Drain noted that under Item 4, the following statement was deleted from the original Policy: "Variations from generally approved accommodations may be considered with approval from the Vice-President (Academic) and the Registrar". She wondered why this statement was removed.

J. Hollett responded that the Committee opted for an alternative to the approval of variations and this responsibility is now given to the Fair Treatment Officer.

S. Drain noted that under Item 5, the last statement "Students are expected to self-identify ... as well as to advocate for their own needs" is a significant change from the old policy. E. Church responded that this was to indicate a shared responsibility between the University and the student.

J. Hollett responded that students should be responsible to disclose their disability and ask for assistance before they are faced with academic failure.

S. Drain asked if the final sentence before the appendices "The Advisory Committee will, on an annual basis, review the policy and make recommendations when required to the Associate Vice President of Student Experience" would mean that changes would yearly come to Senate for approval. J. Hollett noted that as Chair of the Student Experience Committee he would be responsible for bringing changes to Senate.

S. Drain suggested the final clause conclude "... recommendations for changes to the policy will be brought to Senate for approval".

6.2.4 Letters of understanding between MSVU and Jomo Kenyatta University of Agriculture and Technology, Kenyatta University, and University of Nairobi

E. Church indicated that these letters of understanding have come to Senate for information. R. Farmer wondered if there was a corresponding faculty or area of interest at the Mount with Jomo Kenyatta University of Agriculture and Technology. E. Church responded that this University offers a number of professional programs and there will be further discussion regarding specific arrangements.

6.3 Graduate Studies Program and Policy Committee

6.3.1 Applied Human Nutrition

6.3.1.1 Revised program requirements for the Master of Applied Human Nutrition

**Moved** by K. Kienapple, seconded by A. Thurlow that Senate approve the revised program requirements for the Master of Applied Human Nutrition. CARRIED

6.3.1.2 Revised program requirements for the Master of Science Applied Human Nutrition

**Moved** by K. Kienapple, seconded by D. Norris that Senate approve the revised program requirements for the Master of Science Applied Human Nutrition. CARRIED

6.3.2 Public Relations (for information)

6.3.2.1 New prerequisites for GPRL 6101, Quantitative & Qualitative Research in Public Relations; GPRL 6103, Advanced Study in Communication Theory; GPRL 6105, Media, Culture and Society; GPRL 6220, Project Seminar

6.4 Undergraduate Curriculum

6.4.1 Biology changes to existing programs

6.4.1.1 Change to required courses for Honours

6.4.1.2 Changes to Combined Major

6.4.1.3 Changes to Biology Major

**Moved** by J. Sharpe, seconded by R. MacKay that Senate approve the changes to existing programs in Biology. CARRIED

6.4.2 Business and Tourism course additions

6.4.2.1 BUSI 4413, Strategic Compensation

6.4.2.2 BUSI 4418, Strategic Human Resource Development

**Moved** by J. Sharpe, seconded by E. Hicks that Senate approve the Business and Tourism course additions. CARRIED

6.4.3 History change to existing course

6.4.3.1 HIST 1100/CANA 1100, Canadian Culture and Society

**Moved** by J. Sharpe, seconded by K. Dewar to remove the cross-listing of HIST 1100/CANA 1100. CARRIED with three abstentions.

M. MacMillan asked for the rationale of the Committee to bring this change forward to Senate as there is no articulated policy in place for these types of decisions. J. Sharpe responded that, while there is not yet a policy in place, the Undergraduate Curriculum Committee is discussing bringing a policy forward for approval.

M. MacMillan noted that the Department of Political and Canadian Studies was opposed to this change and had left the decision to UCC.

**Moved** by L. Steele, seconded by B. Jessop to extend the Senate meeting by one half hour to 11:00 pm. CARRIED

6.4.4 Modern Languages course addition

6.4.4.1 FREN 3399, Special Topics in French

**Moved** by J. Sharpe, seconded by L. Steele that Senate approve the addition of FREN 3399, Special Topics in French. CARRIED

6.4.5 Political/Canadian Studies changes to Combined Major

**Moved** by J. Sharpe, seconded by M. MacMillan that Senate approve the Combined Major in Political/Canadian Studies. CARRIED

6.5 Committee on Appointment, Promotion and Tenure or Permanence for Academic Administrators (CAPTPAA)

**Moved** by E. Church, seconded by D. Bourne-Tyson to move *in camera*. CARRIED

**Moved** by L. Herrington, seconded by C. Stewart to move from *in camera*. CARRIED

6.6 Committee on Information Technology and Services

R. Farmer reported that the Committee met and had received an update on the student portal from IT&S and have also received an update on the installation of SmartBoards on campus from the AV Office.

6.7 Nominations

R. Bérard reported that a ballot for several Senate elections should be in mailboxes in the next couple of days.

6.8 Committee on Teaching and Learning

P. Watts reported that the committee met last week and individual groups working on the Teaching and Learning plan have been carrying on their activities. A survey will be sent out to faculty by mid-April.

J. Hollett asked what is happening with getting feedback from students.

P. Watts responded that students are feeling overwhelmed by surveys at this time of year, but that the students are being asked in face-to-face interviews for feedback.

7. Other Reports

7.1 Students' Union

L. Herrington reported that there will be a new executive in place for the next meeting of Senate.

R. Richards has been re-elected as the Education representative and G. McGovern as the Professional Studies representative. She also reported that B. Jessop and B. MacNeil have received the Exceptional Service to Students Award.

7.2 Destination 2012

R. Farmer reported that the Destination 2012 documents are being updated and will soon be circulated.

7. New Business

There was no new business.

8. Items for Communication

The following items will be communicated to the campus community:

Revitalization of the Institute for the Study of Women Charter

Course outline policy

Policy for Accommodating Students with Disabilities

GAHN changes

Curriculum course and program changes

10. Adjournment

The meeting adjourned at 10: 48 pm.

Respectfully submitted,

Cynthia Black