Senate Meeting   September 30, 2013
Rosaria Boardroom   7:30 p.m.

MINUTES

Present: R. Lumpkin (Chair), S. Badali, J. Beaton, I. Blum, K. Blotnicky, M. Bowen, S. Brigham, E. Church, A. Cole, J. Corcoran, P. Crouse, N. Deal, S. Drain, F-X Eygun, M. Forrest, J. Fraser-Arsenault, Z. Gallant, M.J. Harkins, T. Harrison, B. Jessop, N. Kayhani, K. Kienapple, S. King, B. MacInnes, J. MacLeod, L. Mann, P. Mombourquette, I. Pottie, J. Sawler, A. Solhi, B. Taylor, P. Watts, M. Whalen, R. Zuk

Regrets: J. Hollett, S. Walsh

R. Lumpkin welcomed and introduced newly elected and returning Senators. She then reminded Senators to use the audio microphones when addressing Senate.

1. Approval of Agenda
Moved by L. Mann, seconded by B. Jessop, to approve the agenda as amended. CARRIED

2. Approval of Minutes of April 29, 2013 and May 6, 2013
Moved by K. Blotnicky, seconded by K. Kienapple, to approve the meeting minutes of April 29, 2013 as presented. CARRIED

Moved by L. Mann, seconded by P. Crouse, to approve the meeting minutes of May 6, 2013 as amended. CARRIED

3. Business Arising from the Minutes

    3.1. Non-Academic Discipline Policy: timeline
    R. Lumpkin presented the Non-Academic Discipline Policy: Timeline, for information.

4. President's Announcements

    4.1.   Conduct at Senate Meetings
    R. Lumpkin read the statement on conduct as provided in the Senate Rules of Order.

    R. Lumpkin gave an update on Government relations. She spoke briefly of the partnership for excellence and commented on the increased importance of bilateral agreements, noting that the Mount had its meeting to discuss a bilateral agreement earlier that day. She encouraged Senators to attend a meet and greet with the Board of Governors scheduled for Friday, October 25th, 2013 from 5-7PM. She then noted that the deadline for Honorary Doctorate nominations is November 1, 2013.

5. Question Period
    R. Zuk asked if R. Lumpkin would care to comment on the scandal that arose at Saint Mary's University during orientation week.
    R. Lumpkin commented briefly on the issue.
    Z. Gallant noted that that MSVU Student Union has offered support to the SMU Student Union team as they move forward.
    K. Blotnicky questioned if there is any interaction between Senior Administration and the Student Union when planning events such as the Mount's student orientation.

Z. Gallant responded yes, and also added a brief explanation of the student leaders' orientation training process.

N. Kayhani asked a question regarding the lack of available parking spots on campus. She wondered if specific parking dedicated to faculty could be an option.
B. Jessop commented that studies show designated parking spaces reduce the overall parking availability. He noted that several other measures, such as bus passes, bicycle parking, as well as a car pool site have been created to help lessen the parking problem.
N. Kayhani noted that designated parking spots seem to be the answer at other universities.
M. Forrest questioned why there are any designated parking spots on campus.
B. Jessop responded by saying he would investigate these issues and report back to Senate.

6. Committee Reports (Standing and Ad Hoc)
   6.1.   Appointment, Promotion and Tenure or Permanence for Academic Administrators
          (CAPTPAA)
       6.1.1. Nomination for Professor Emeritus **(Confidential Business)**
Moved by E. Church, seconded by S. Brigham, to move *in camera*. CARRIED
Moved by K. Blotnicky, seconded by P. Watts, to move from *in camera*. CARRIED
Moved by E. Church, seconded by P. Crouse, to move *in camera*. CARRIED
The positive result of the vote by secret ballot was reported.
Moved by B. Jessop, seconded by J. Corcoran, to move from *in camera*. CARRIED

   6.2.   Senate Executive
       6.2.1.   Parliamentarian
                Moved by P. Mombourquette seconded by B. Jessop, that J. MacLeod be ratified as
                Senate Parliamentarian. CARRIED
       6.2.2.   Report of Senate Self-Evaluation
                I. Pottie reported on the Senate Self-Evaluation survey noting that there was a 66%
                response rate. He briefly reviewed all points on the survey, highlighting that the
                Senate meeting time seemed to be a contentious issue. I. Pottie opened the floor for
                a discussion on Senate meeting times. Discussion focused on either maintaining the
                current time or moving the meeting to the afternoon of the fourth Friday of each
                month.
                Z. Gallant as well as other student Senators expressed concern that student
                participation would be less on Friday.
                J. Sawler asked for a breakdown of constituencies in upcoming surveys.
       6.2.3.   Ratification of Nomination to UCC
                Moved by M.J. Harkins, seconded by N. Kayhani, that Senate ratify Senate
                Executive's approval of the election of Dr. Mary Delaney to the Undergraduate
                Curriculum Committee for the indicated term. CARRIED

Committee	Nominee	Term Begins	Term Ends
Undergraduate Curriculum	Dr. Mary Delaney	July 1, 2013	June 30, 2016

       6.2.4.   Ratification of Pilot Project on Electronic Communication—*page 31*
                Moved by P. Crouse, seconded by R. Zuk, that that Senate ratify Senate Executive's approval
                of the Pilot Project on Electronic Communication. CARRIED 1 opposed.

6.3.   Academic Appeals
        N.Kayhani gave an oral report noting that three Academic Appeals cases had been reviewed, two of which were dismissed and one of which was going forward to a hearing.
6.4.   Academic Policy and Planning (E. Church)
        E. Church reported on the progress of the new academic plan. Upon discussion it was determined that Senate would allot time during an existing Senate meeting (with the option to hold a special meeting) to review and give input on the plan document.
6.5.   Nominations
        6.5.1.Correction of date in slate approved May 6, 2013
               Moved by P. Crouse, seconded by M. Forrest, that Senate approve the correction of Dr. Macmillan's start date to January 1, 2014 on the Information Technology and Services Committee. CARRIED
        6.5.2.Notice of Motion: Changes to By-Laws re: Senate Nominations
               P. Crouse presented the notice of motion that Senate approve changes to the Senate Bylaws including the Terms of Reference of the Senate Nominations Committee.
        6.5.3.Nominations to Standing Committees
               Moved by P. Crouse, seconded by K. Blotnicky, that Senate elect the following faculty members to the respective committees for the indicated terms. CARRIED

Committee	Nominee	Term Begins	Term Ends
Graduate Studies Program & Policy	Dr. Jim Sharpe	When Elected	June 30, 2016
Library	Dr. Alla Kushniryk	When Elected	June 30, 2016
Teaching and Learning	Mr. Stan Orlov	When Elected	June 30, 2016
University Research Ethics Board	Prof. Ned Kelleher	When Elected	June 30, 2016

6.6.   Research and Publications
        6.6.1.Revised forms **(for information)**
        A. Cole submitted the following revised forms for information.
               6.6.1.1.   Standard Internal Grant (CRP Form 001)
               6.6.1.2.   Aid to Scholarly Publications Grant (CRP Form 002)
               6.6.1.3.   Salary-based Grant (CRP Form 003)
               6.6.1.4.   New Scholars Grant (CRP Form 004)
               6.6.1.5.   Community Connections and Creative Research Communications Grant (CRP Form 005)
               6.6.1.6.   Residual Funds Grant (CRP Form 006)
               6.6.1.7.   Internal Grant Final Report (CRP Form 007)
               6.6.1.8.   Assistance to Prepare Large-scale Collaborative Grant (CRP Form 008)
6.7.   Teaching and Learning (P. Mombourquette)
        P. Mombourquette gave a brief report on the teaching and learning plan – he noted that this document has been circulated on campus and the deadline to submit feedback is October 15, 2013. He went on to report on the success of the 'Celebration of Teaching and Learning Conference' and the 'Teaching as a way of knowing' professional development workshops. He thanked all who helped with these two important events, noting the hard work of D. Plumb

on the PD Workshops. He briefly spoke of an upcoming series and an award from the President's Lecture fund.

6.8. Writing Initiatives (P. Watts)

P. Watts spoke to the upcoming Celebrating Publishing Week, October 15-17, 2013, noting that session ideas were encouraged and welcomed (contact Brent King). She also mentioned the Writing Initiatives Conference on Publishing (in partnership with the English Department) on Wednesday, October 16th.

A. Cole added that for this year's Research Remixed has partnered with the Writing Initiatives committee for various events.

6.9. University Research Ethics Board

6.9.1. New Policy: Research Ethics Training Requirement: Course on Research Ethics (CORE) (REB.POL.004)

Moved by A. Cole, seconded B. Jessop, by that Senate approve the Research Ethics Training Requirement: Course on Research Ethics (CORE)

L. Mann asked whether this requirement would affect part-time instructors or be an additional requirement for hiring part-time instructors.

A. Cole responded that those part-time instructors conducting research involving human participants would be required to complete CORE. She added that the tutorial is offered online and is not overly time consuming.

K. Kienapple noted that a number of adjunct faculty supervise theses and they should not need to duplicate the training requirement.

A. Cole noted that CORE certificates from other institutions will be honoured.

K. Kienapple noted that some Graduate Studies documents will need updating.

6.9.2. Revisions to Application Form and Standard Operating Guidelines and Procedures (SOP) **(for information)**

A. Cole brought forward the revisions to Application Form and Standard Operating Guidelines and Procedures (SOP)

It was noted that the reference to FIPPA should be amended to FOIPOP on REB.FORM.001.

6.9.2.1. Standard Application (REB.FORM.001)

6.9.2.2. Revisions to SOP for Student Research Ethics Submission Process (REB.SOP.147)

6.9.2.3. Revisions to SOP for Full Committee Review Process (REB. SOP.144)

6.9.2.4. New SOP for Faculty/Staff Research Ethics Submission Process (REB.SOP.148)

6.9.2.5. New SOP for Submission of Revisions/Clarifications Prior to Ethics Clearance (REB.SOP.149)

7. Other Reports

7.1. Board of Governors

L. Mann reported that the Board of Governors met September 26, 2013. She noted that R. Lumpkin gave a report on the Strategic Plan Goals. She also noted that she (L. Mann) presented, on behalf of the Faculty Association, a report on the decline of tenure-track and permanent faculty members.

7.2. Students' Union

Z. Gallant gave an update on Students' Union activities over the past few months. He mentioned a successful orientation week and Shinearama campaign with fundraising currently at $11,000. Other notable items included the Inclusion Advancement Liaison position (working with a CYS Practicum Student), the upcoming Haunted House, proceeds from which will go towards the casual work program – odd jobs for students. He reported on the recent Students' Union by-elections; polling stations on campus for the upcoming provincial election;

a train-the-trainer program on bystander intervention for sexual violence and assault; and the 'Sleep Out for Change' event, raising money for the homeless.

7.3. Mount 2017: Making a Difference
R. Lumpkin reported on Mount 2017: Making a Difference. She noted that an implementation plan (which will include timelines and bench marks) will be circulated for the October Senate meeting.

8. New Business

8.1. Graduation Lists for Spring Convocations **(confidential business)**
Moved by E. Church, seconded by P. Mombourquette, to move *in camera*. CARRIED

Senate approved the following degrees, diplomas, and certificates as follows:

Faculty of Arts and Science
Certificate of Proficiency in French	B. Taylor/K. Blotnicky
Certificate of Proficiency in French (Advanced)	B. Taylor/B. Jessop
Degree of Bachelor of Arts	B. Taylor/R. Zuk
Advanced Major Certificate in Arts	B. Taylor/K. Blotnicky
Degree of Bachelor of Arts (Honours)	B. Taylor/K. Blotnicky
Honours Certificate in Arts	B. Taylor/R. Zuk
Degree of Bachelor of Science	B. Taylor/I. Pottie
Degree of Bachelor of Science (Honours)	B. Taylor/I. Pottie

Faculty of Education
Degree of Bachelor of Education	S. Badali/Z. Gallant
Degree of Master of Education	S. Badali/S. Brigham
Degree of Master of Education in Curriculum Studies: Teaching English as a Second Language in Association with Saint Mary's University	S. Badali/M.J. Harkins
Degree of Master of Arts in Education	S. Badali/S. Brigham
Degree of Master of Arts in Education (Research)	S. Badali/J. Beaton
Degree of Master of Arts in School Psychology	S. Badali/M. Bowen

Faculty of Professional Studies
Certificate in Accounting	K. Kienapple/K. Blotnicky
Certificate in Business Administration	K. Kienapple/J. Corcoran
Certificate in Marketing	K. Kienapple/K. Blotnicky
Diploma in Business Administration	K. Kienapple/P. Mombourquette
Degree of Bachelor of Arts (Child and Youth Study)	K. Kienapple/L. Mann
Degree of Bachelor of Business Administration	K. Kienapple/P. Mombourquette
Degree of Bachelor of Business Administration in Association with Bermuda College	K. Kienapple/M. Whalen
Degree of Bachelor of Public Relations (Co-operative Education Route)	K. Kienapple/Z. Gallant
Degree of Bachelor of Science (Science Communication)	K. Kienapple/I. Pottie
Degree of Bachelor of Science Applied Human Nutrition	K. Kienapple/L. Mann
Degree of Bachelor of Tourism and Hospitality Management	K. Kienapple/K. Blotnicky
Degree of Master of Applied Human Nutrition	K. Kienapple/L. Mann
Degree of Master of Public Relations	K. Kienapple/P. Crouse

Degree of Master of Science Applied
Human Nutrition   K. Kienapple/J. Fraser-Arsenault

Moved by K. Kienapple, seconded by B. Jessop, that Senate permit the Registrar to add an individual's name if the requirements are completed prior to the Convocation ceremony and, further, to adjust any student's distinction status if so warranted. CARRIED

Moved by B. Jessop seconded by S. Brigham, to move from *in camera*. CARRIED

8.2. Annual Reports of Senate Committees **(for information)***
   R. Lumpkin brought forward the following Annual Reports of Senate Committees (for information).
   8.2.1.   Academic Appeals
   8.2.2.   Academic Policy and Planning
   8.2.3.   Appointment, Promotion and Tenure or Permanence for Academic Administrators
   8.2.4.   Graduate Studies Program and Policy
   8.2.5.   Graduate Scholarships, Assistantships and Awards
   8.2.6.   Information Technology and Services
   8.2.7.   Library
   8.2.8.   Nominations
   8.2.9.   Research and Publications
   8.2.10. Senate Executive
   8.2.11. Student Experience
   8.2.12. Student Judicial
   8.2.13. Student Discipline Appeals
   8.2.14. Teaching and Learning
   8.2.15. Writing Initiatives
   8.2.16. Undergraduate Admissions and Scholarships
   8.2.17. Undergraduate Curriculum
   8.2.18. University Research Ethics Board
8.3. Annual Report of Nancy's Chair Committee **(for information)**
R. Lumpkin brought forward the Annual Report of Nancy's Chair Committee (for information).

9. Items for Communication
   Senate approved:
   - A nomination for professor emeritus
   - Graduation list for Convocation November 2013
   - Nominations of new members to four committees
   - New policy from UREB re: Research ethics training requirement
   Senate ratified:
   - Two decisions by Senate Executive since the previous meeting regarding a committee appointment and a pilot project for Senate Nominations elections
   - Jeff MacLeod as Parliamentarian
   Senate received for information:
   - A timeline for the Non-Academic Discipline Policy
   - Revised forms from the CRP and from UREB
   - Annual Reports from its standing committees and others

10. Adjournment
Moved by B. Taylor, seconded by J. MacLeod, that the meeting be adjourned.