

## 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. De Molitor, S. Drain, F.X. Eygün, M. Forrest, Z. Gallant, M.J. Harkins, T. Harrison, J. Hollett, B. Jessop, N. Kayhani, K. Kienapple, S. King, B. MacInnes, J. MacLeod, P. Mombourquette, J. Sawler, A. Solhi, B. Taylor, S. Walsh, P. Watts, M. Whalen, R. Zuk

Regrets: J. Fraser-Arsenault, L. Mann, I. Pottie,

R. Lumpkin welcomed and introduced the new student senator, Stacey de Molitor, representing Arts and Science.

### 1. Approval of Agenda

**Moved** by S. Brigham, seconded by I. Blum, to approve the agenda as amended. CARRIED

### 2. Approval of Minutes of September 30, 2013

**Moved** by P. Mombourquette, seconded by K. Kienapple, to approve the minutes of September 30, 2013 as amended. CARRIED

### 3. Business Arising from the Minutes

#### 3.1. Senate Self-Evaluation: further discussion of Senate meeting time

R. Lumpkin introduced the item and opened the floor for discussion.

J. Sawler asked if courses are offered on Friday afternoons; S. Drain responded that labs are still running. S. Walsh noted that Education Faculty involved in Education cohorts might find a conflict with the proposed meeting time (Friday afternoons). P. Mombourquette and M. Forrest noted that Monday evenings are also a teaching time. Z. Gallant noted that the proposed change would be problematic for Student Senators enrolled in Co-op, Practicum and Education.

R. Lumpkin then asked for a show of hands; as a result, Senate Executive will bring a notice of motion change the by-laws regarding the regular meeting time of Senate, to take effect in 2014-2015.

#### 3.2. Parking

B. Jessop circulated a parking report in response to the Senate discussion of September 30, 2013 regarding parking availability. An assessment of campus parking indicated an average availability during peak periods (Wednesday 10-2) of forty spots mostly at the steam plant.

In response to a question from N. Kayhani, B. Jessop offered to confirm the number of parking permits sold and report back to Senate.

The difficulties of getting to other buildings from the Steam Plant were noted. Security will pick up those with mobility issues, but they are often busy and therefore delayed. Several senators remarked that designated parking spots do not, in their experience, alleviate faculty parking woes.

### 3.3. Change to By-laws

**Moved** by P. Crouse, seconded by M. J. Harkins, that Senate approve the proposed changes to the Senate Bylaws including the Terms of Reference of the Senate Nominations Committee. CARRIED

## 4. President's Announcements

R. Lumpkin thanked all Senators who attended the Board of Governors reception on Friday night. She also thanked S. Drain who presented an overview of Senate's work to the Board. She then reported on the recent change of provincial government and the immediate plan to work with the new government moving forward. She mentioned that experienced MLA Kelly Regan had been appointed Minister of Labour and Advanced Education, and noted that the new Government's platform contained \$3.7 million to new graduate scholarships (2014-2015). She also noted that the new government is committed to reopening the memorandum of understanding before it expires in 2015. She also mentioned Alex Usher's recent presentations on campus, especially his comment that Nova Scotia's Universities had suffered the worst cuts in government funding in the country over the last three years. She reviewed the known challenges and noted that Nova Scotia Universities would continue to advocate for increased support.

M. Forrest expressed some concern whether R. Lumpkin's serving on the transition team for the new Liberal government would be perceived as party politics. R. Lumpkin responded that she had been assured that they were looking for non-partisan individuals to represent the citizenry and key sectors within the province, and that she had agreed to serve after consulting the chair of the Board of Governors. R. Zuk noted that administrations at other universities have worked with previous governments and with the opposition in the past.

In response to questions from P. Mombourquette, R. Lumpkin noted that the 100 million dollar shortfall she had mentioned is the government's projection (a result of various factors, including decreased enrollment, a tuition cap, and inflationary costs in the system), and that this figure does not include infrastructure cost. The Universities' combined projections are slightly lower at \$75-\$80 million. J. Sawler commented that \$100 million represents 1% of the provincial government's budget. P. Mombourquette asked whether current faculty salary costs were factored into these projections, noting that with many upcoming retirements he fails to see how this expenditure line would continue to increase. R. Lumpkin responded that this is a difficult number to project with compression of faculty salary scales and no mandatory retirement – she noted that an average salary projection was used.

## 5. Question Period

P. Crouse questioned if the observance of Eid al-Adha would be ongoing, noting that it would affect the planning of course outlines. E. Church suggested that she would circulate a list of religious holidays prior to the start of term for consultation when preparing course outlines and

she also noted a policy regarding religious observances will be drafted at CAPP and brought to Senate for discussion.

J. Sawler asked whether the issue of slow start-up times for classroom computers is being addressed. E. Church responded that IT&S wishes to be contacted regarding computers that take more than four minutes to start up; P. Crouse added that IT&S also wishes to know which rooms and which times of day present most problems. K. Blotnick noted that student presentations are also seriously affected. A. Solhi commented that computers in the Student Lounge (Crow's Nest) are also in serious need of upgrade. P. Crouse confirmed that she will bring these concerns back to SCOITS.

In response to a comment from P. Mombourquette regarding Moodle and distance education, P. Watts responded that DLCE and IT&S are certainly aware of these issues and actively working to resolve them. She added that the possibility of having the software hosted off campus is being considered.

## 6. Committee Reports (Standing and Ad Hoc)

### 6.1. Senate Executive

#### 6.1.1. Notice of Motion: Deletion of By-Laws 9.3 and 9.4

R. Lumpkin brought forward the notice of motion.

### 6.2. Academic Appeals

N. Kayhani reported on a recent Academic Appeals which had been decided in favour of the student and had resulted in a change of grade.

### 6.3. Graduate Studies Program and Policy

#### 6.3.1. Revision to Admission Requirements, Educational Foundations

**Moved** by K. Kienapple, seconded by M. Forrest, that Senate approve the revision to Admission Requirements, Educational Foundations. **CARRIED**

### 6.4. Undergraduate Curriculum

#### 6.4.1. Curriculum proposals for approval

##### 6.4.1.1. Communication Studies: changes to existing program BSc (Science Communication)

**Moved** by S. Badali, seconded by I. Blum, that Senate approve the changes in program requirements to the existing program BSc (Science Communication) proposed by the Department of Communication Studies. **CARRIED**

##### 6.4.1.2. English: addition of a calendar statement

**Moved** by S. Badali, seconded by R. Zuk, that Senate approve the addition of a calendar statement as proposed by the Department of English. **CARRIED**

##### 6.4.1.3. Information Technology

###### 6.4.1.3.1. Calendar Deletions

**Moved** by S. Badali, seconded by K. Kienapple, that Senate approve the calendar deletions as outlined in items 6.4.1.3.1.1 – 6.4.1.3.1.5 **CARRIED (2 Opposed, 4 Abstentions)**

###### 6.4.1.3.1.1. Certificate in Information Technology

###### 6.4.1.3.1.2. Diploma in Information Technology

- 6.4.1.3.1.3. Diploma in Information Technology and Computer Science
- 6.4.1.3.1.4. Bachelor of Applied Arts (Information Technology)
- 6.4.1.3.1.5. Bachelor of Arts Co-operative Education Route with Integrated Major (History/Information Technology)

6.4.1.3.2. Minor in Information Technology: new calendar text and change in requirements

**Moved** by S. Badali, seconded by P. Crouse, that Senate approve the new calendar text and change in requirements to the Minor in Information Technology as proposed by the Department of Information Technology. CARRIED

6.4.1.3.3. Information Technology Courses: change in calendar text  
**Moved** by S. Badali, seconded by P. Crouse, that Senate approve the change in calendar text for the minor in Information Technology proposed by the Department of Information Technology.

6.4.1.3.4. Deletion of Courses (half-unit unless otherwise designated)  
**Moved** by S. Badali seconded by K. Kienapple, that Senate approve all items listed under 6.4.1.3.4. CARRIED (**4 abstentions**)

- 6.4.1.3.4.1. INTE 1135: Document Design and Preparation
- 6.4.1.3.4.2. INTE 1164: Introductory Business Communication
- 6.4.1.3.4.3. INTE 1188: Co-op Term I (one unit)
- 6.4.1.3.4.4. INTE 2235: Computer System Management
- 6.4.1.3.4.5. INTE 2237: Introduction to Information Management
- 6.4.1.3.4.6. INTE 2264: Advanced Business Communication
- 6.4.1.3.4.7. INTE 2288: Co-op Term II (one unit)
- 6.4.1.3.4.8. INTE 3337: Advanced Topics in Information Management
- 6.4.1.3.4.9. INTE 3364: Managerial Communication
- 6.4.1.3.4.10. INTE 3370: Network System Management
- 6.4.1.3.4.11. INTE 3388: Co-op Term III (one unit)
- 6.4.1.3.4.12. INTE 3390: Office Environment Planning
- 6.4.1.3.4.13. INTE 4425: Management of Information Technology
- 6.4.1.3.4.14. INTE 4490: Instructional Methodologies for the Electronic Workplace
- 6.4.1.3.4.15. INTE 3340/CMPS 3340: Information System Analysis and Design
- 6.4.1.3.4.16. INTE 3375/CMPS 3375: Advanced Applications Development
- 6.4.1.3.4.17. INTE 4475/CMPS 4475: Client/Server Applications
- 6.4.1.3.4.18. INTE 4402: Special Topics in Information Management

6.4.1.3.5. Addition of New Courses (all half unit)

**Moved** by S. Badali, seconded by P. Crouse, that Senate approve the addition of the new courses listed under 6.4.1.3.5. CARRIED

- 6.4.1.3.5.1. INTE 2285: Introduction to Information Security
- 6.4.1.3.5.2. INTE 2295: Digital Media Management
- 6.4.1.3.5.3. INTE 3385: Topics in Information Security
- 6.4.1.3.5.4. INTE 3302: Special Topics in Information Management

6.4.1.4. Mathematics

**Moved** by S. Badali, seconded by I. Blum, that Senate approve the items listed under 6.4.1.4. CARRIED.

- 6.4.1.4.1. New course CMPS 1161/INTE 1161 Introduction to Media Computing
- 6.4.1.4.2. Changes in requirements, Concentration in Mathematics
- 6.4.2. Curriculum proposals for information
  - S. Badali presented the curriculum proposals listed under 6.4.2. for information.
  - 6.4.2.1. Business and Tourism
    - 6.4.2.1.1. BUSI 4400: Business Policy (new prerequisites)
    - 6.4.2.1.2. BUSI 4410/THMT 4410: Small Business Consultancy (new description)
    - 6.4.2.1.3. THMT 3312: Research Methods for Tourism and Hospitality (new title, prerequisites, description)
    - 6.4.2.1.4. THMT 4405: Destination Planning (new prerequisites)
  - 6.4.2.2. Communication Studies
    - 6.4.2.2.1. PBRL 3014: Managing Organizational Public Relations (new prerequisites)
    - 6.4.2.2.2. COMM 4500 Science Communication and the Media; Issues, Risks and Crises (new prerequisites, description)
  - 6.4.2.3. Information Technology
    - 6.4.2.3.1. INTE 2263/CMPS 2263 Introduction to Web Design and Development (new prerequisites, description)
    - 6.4.2.3.2. INTE 3363/CMPS 3363: Advanced Web Design and Development (new prerequisites, description)
    - 6.4.2.3.3. INTE 2245/CMPS 2245: Spreadsheet Applications (new prerequisites)
  - 6.4.2.4. Mathematics and Computer Science
    - 6.4.2.4.1. MATH 4411: Complex Analysis I (new prerequisites)
  - 6.4.2.5. Psychology
    - 6.4.2.5.1. PSYC 4405 and PSYC 4406 Honours Seminar (new prerequisites)

## 6.5. Information Technology and Services

P. Crouse reported on the PC Evergreen Refresh schedule, noting that the lab PCs were the first step and the project would now address staff and faculty with Lenovo PCs. She also mentioned the generic instructor logins which should decrease login wait times for classroom PCs. She noted that students can now print MS Office files and pdfs from their personal mobile devices in the Library and CRC. She went on to mention eControl (a new platform for changing passwords), upcoming training modules for Office 2013, Student E-Mail accounts and WiFi on campus.

P. Crouse assured Senators that she would take their concerns back to SCOITS, in particular the following: the computers in the Crow's Nest (A. Solhi) which are the only computers available for students after library hours, and computer resources for part-time faculty in Evaristus and Seton (I. Blum and M. Bowen). B. Taylor added that he had met recently with K. Smyth regarding the faculty resource offices, and that these computers (there should be four in each office) are on the current refresh cycle.

In response to a question from P. Mombourquette, P. Crouse noted that G. Pretty is currently in process of checking classroom computers.

N. Kayhani asked for the information about the generic instructor logins to be circulated as many people did not know of it. E. Church will look into the matter.

In response to a question from J. Sawler about Wi-Fi access from faculty offices, P. Crouse responded that Wi-Fi access points have been moved resulting in better reception in some areas of campus and poor reception in others.

S. Drain wondered if the on-going problems with Moodle are affecting staffing and resources in IT&S and whether the move from the more expensive WebCT to Moodle had been a false economy. P. Watts responded that at the time the open source model appeared to be a more effective route. However, if a hosted solution was found to offer savings it would be seriously considered. She added that the individual working on Moodle is a special assignment and is not taking away from the regular IT staffing complement.

#### 6.6. Library

T. Harrison reported on the upcoming Library review, noting that the self-study report is now in progress. She mentioned the Student Creative Writing Contest noting that each year the Library sponsors the \$100 prize for the annual contest. She thanked all students who participated as well as the members of the adjudication committee. The winner of the 2013 Student Creative Writing Contest was Mount English student Nolan Pike for his short fiction piece entitled "Grandfather" which will be uploaded to the Mount E-Commons. She then reported on Library staffing changes and the reconfiguration of the Learning Commons. She reviewed the Nova Scotia Central Repository for Shared Library Services. She reported that the American Chemical Society had granted a two-year status-quo deal while subscription fee negotiations continue; she also mentioned another national consortial deal coming up for renewal, the Wiley Online Library collection. She concluded with a report on the Library's involvement in Mi'kmaq History Month highlighted by a collaboration with the Mount Art Gallery, a subscription to the Mi'kmaq-Maliseet Nation News and the creation of an Aboriginal Resource Guide.

#### 6.7. Nominations Committee

P. Crouse spoke to the email that was circulated earlier in the day that noting that one Senator had been nominated to serve on the Presidential Review Committee. No further nominations had been received.

**Moved** by P. Crouse, seconded by M. Forrest, that R. Zuk be elected to the Presidential Review Committee. CARRIED

#### 6.8. Teaching and Learning (P. Mombourquette)

P. Mombourquette noted that SCOTL will be meeting this week to finalize the Teaching and Learning Plan to bring to Senate. He also mentioned that SCOTL is also reviewing grading policies and round table discussions are planned in hopes to develop best practices surrounding this issue. He also commented on the continuation of the Professional Development workshops and the celebration of teaching and learning event scheduled for 2014.

In response to a question from J. Sawler, P. Mombourquette responded that the new scheduled would provide alternate times and days for PD workshops.

E. Church commented SCOTL is currently reviewing what the new teaching and learning centre will look like; naming a faculty member as coordinator is one of the models currently being looked at.

6.9. Writing Initiatives Committee

P. Watts reported on the success of Celebrating Publishing Week and the Publishing Conference held October 15-17. She thanked the event's co-sponsors and noted that a full review of the events will be undertaken shortly.

6.10. University Research Ethics Board

6.10.1. Revisions to Standard Operating Procedures

A.Cole brought forward the revisions to standard operation procedures for information.

6.10.1.1. REB.SOP.114 (Procedures for an Adverse Event)

6.10.1.2. REB.SOP.115 (Procedures for an Unanticipated Research Event)

7. Other Reports

7.1. Board of Governors

R. Lumpkin gave a brief report of the Board of Governors meeting. She commented again on the Alex Usher presentation to the campus and to the Board during the retreat. It was noted that the Board responded to this rather sobering presentation with a sense of advocacy for supporting our university during this difficult time.

S. Brigham commented that she appreciated the opportunity to meet the Board during the reception on Friday evening.

B. Taylor commented that although financial sustainability is a key factor, government regulation of accountability has implications that are more than just financial.

7.2. Students' Union

Z. Gallant reported on the success of the annual Student Union haunted house, noting that approximately \$1800 in funds were raised for the student odd-jobs program. He also commented on the upcoming Movember Campaign events, the Mental Health Conference and participation in a government round table on mental health early in November. He mentioned website updates (creating a mobile friendly application), SRC representation, on-going by-law and policy changes, and the services offered through the SU wellness committee. He concluded by saying he and J. Corcoran would be attending the upcoming Canadian Federation of Students (CFS) Conference.

7.3. Mount 2017: Making a Difference

R. Lumpkin advised Senators that the implementation plan will be circulated prior to November's Senate meeting and that her reports to the Board would also be made available to Senators.

8. New Business

8.1. Report on Enrolment

J. Hollett presented a report on Enrolment. Despite increases in summer session undergraduate enrolment, total enrolments are down by 2.5% overall. International student enrollment and full-time graduate student enrollment did increase. The report included a comparison with previous years and with other institutions' reported numbers. The ensuing discussion touched on a number of points.

P. Mombourquette asked why some programs have capped enrolments and how these decisions are made. J. Hollett responded that he was not in a position to answer what he considered a staffing question. R. Zuk and E. Church identified accreditation requirements in professional programs as having an effect on faculty/student ratios. K. Kienapple added that other factors in determining caps are faculty capacity within the program and the availability of lab space; course and program caps are determined in consultation with the Dean. Another issue arises when students accept places in limited-enrolment programs but do not take them up; the Department of Communication Studies is experimenting with giving the vacant seats in January to qualified applicants who had been turned away for September admission.

P. Mombourquette wondered whether the decrease of high school students entering the Mount could be attributed to the current media campaign. J. Hollett and R. Lumpkin noted that the campaign is only one factor in recruitment.

In response to a question from S. Brigham regarding support for faculty recruitment efforts, S. Badali noted the issue of internal incentives will be addressed at the next Faculty of Education meeting. E. Church added that the position of Graduate Recruitment officer has been approved. J. Hollett noted that more work needs to be done, specifically in the student retention program, in extending international and on-line student growth to more areas within the university, in reconfiguring the scholarship program, and in managing the admission process and waitlists. S. Badali added that we could reach more students by offering more blended learning courses.

B. MacInnes noted that a survey is being developed to find out why students apply but then decline offers of places.

M. Forrest commented that enrolments in the MEd program have been affected by changes in the system of professional upgrading for teachers.

A. Solhi voiced his concern that anxiety over student numbers not obscure the fact that student satisfaction, quality of education and proper resources are key factors for recruiting and retaining students.

In response to a question from S. Brigham, J. Hollett noted that the numbers of students of African ancestry and of students with disabilities, like the number of aboriginal students, have increased, although it is unclear whether the increase is in actual numbers or in the number of those self-reporting.

## 9. Items for Communication

Senate approved the following:

- The minutes of the September 30, 2013 meeting
- Revisions to the By-Laws passim relating to nominations and elections.
- Revisions to the Admission Requirements for Educational Foundations.
- Curriculum proposals and calendar entries regarding Communication Studies, English, Information Technology, Mathematics and Computer Science.
- The election of Dr. Rhoda Zuk to the Presidential Review Committee

Senate received for information

- Curriculum changes in Business and Tourism, Public Relations and Communication Studies, Information Technology, Mathematics, and Psychology.
- Changes from the University Research Ethics Board to the Standard Operating Procedures

10. Adjournment

**Moved** by P. Mombourquette, seconded by K. Blotnick, that the meeting be adjourned.