Senate Meeting   November 29, 2019
Alice Egan Hagen (Rosaria) Boardroom   2 p.m.

MINUTES

Present: J. McMullin, (Meeting Chair), P. Barry-Mercer, G. Boulet, P. Cantelo, A. Card,
D. Cox, P. Crouse, C. Dawson, R. Farmer, T. Findlay, D. Fisher, T. Harriott, T. Harrison,
E. Henderson, N. Kayhani, K. Kienapple, G. MacDonald, J. MacLeod, M. Nadeem, S. Perrott,
D. Piccitto, D. Plumb, K. Ritchie, S. Seager, J. Sharpe, D. Shiner, C. Slumkoski, R. Zuk

Regrets: K. Allan, M. Bluechardt, P. Cormier-MacBurnie, J. Crowther, C. Matta

Observers: T. McAdam

*The meeting was called to order at 2:01 p.m. and the attendance of observer, T. McAdam, was
acknowledged. New Senator, D. Cox, replacing D. Séguin, was welcomed to her first meeting;
C. Matta and J. Sharpe, Senators completing their terms, were thanked for their service.*

1. Indigenous Land Recognition
    J. McMullin 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
    A new item—Equity, Diversity, Inclusion and Accessibility (EDIA) World Café—was
    added to New Business, and item 7.3.1 Mathematics and Education (New Course
    Proposal) was removed; the agenda was renumbered accordingly.

    Moved by T. Harrison, seconded by D. Fisher, to approve the agenda as amended.
    CARRIED

    During the meeting, the following motion was made to move agenda item 7.4 to
    immediately follow agenda item 7.1 to facilitate G. MacDonald's early departure from
    the meeting.

    Moved by D. Piccitto, seconded by P. Cantelo, that agenda item 7.4 Research and
    Publications (Research Excellence Award) be moved to immediately follow agenda
    item 7.1 Academic Policy and Planning (Staffing Principles and Criteria). CARRIED

3. Approval of Minutes of October 25, 2019
    Moved by G. Boulet, seconded by D. Plumb, to approve the meeting minutes of
    October 25, 2019, as circulated. CARRIED with two abstentions

4. Business Arising from the Minutes
    4.1. Parking Fines
        M. Nadeem provided clarification on the question raised at the last meeting about the ticketing process at the Mount. He spoke to the deputizing of a small number of Mount employees who are then authorized to ticket vehicles on behalf of the Halifax Police Department (HPD). HPD tickets are issued only after a series of Mount tickets (2-3) have been issued; to date this term, 790 Mount tickets and 182 HPD tickets have been issued. Brief discussions were held on the issuing of warning tickets, cross-referencing of tickets, and handling of unpaid MSVU tickets. M. Nadeem will further investigate how unpaid parking tickets are addressed. (M. Nadeem, C. Slumkoski, S. Perrott)

    4.2. Connector Road between Clayton Park and Former Motherhouse
        M. Nadeem outlined discussions held at a recent meeting with Southwest Properties on the development of the former Motherhouse property. At this time, Southwest Properties is working to satisfy the requirements for permits. A timeline on the completion of the connector road is not currently available; however, it is expected that the road will be completed early in the property development. Southwest Properties was asked to provide a construction plan.

        A question arose about the ability, given the lack of development at this time, of walking through the property. It was agreed that if there is no signage stating otherwise, crossing the property would likely be permitted. Senators were reminded that the property is still considered a construction zone and caution should be exercised when crossing the property; parking on that side of Seton Road is discouraged. (S. Seager, M. Nadeem)

        As well, a question arose about the participation of vested stakeholders at meetings between Southwest Properties and city Council; the suggestion was made that MSVU management stay involved with the meetings to ensure that the Mount is represented and that information on the development is current. (K. Ritchie, M. Nadeem)

    4.3. In-Course Merit-Based Scholarships
        P. Cantelo referenced the question raised at the September Senate meeting regarding in-course merit-based scholarships and the distribution of these scholarships by program, department, and faculty for at least the past five years. Using a handout circulated at the meeting, he explained the difference between, and eligibility requirements for, the renewable entrance scholarship and the in-course merit-based scholarship programs; outlined sources of scholarship funding and the criteria used in determining student eligibility (full-time and part-time) for the in-course scholarships; and noted challenges experienced in the delivery of the scholarship program. S. Seager was recognized for her assistance in reviewing the statistics.

The process used in determining eligibility and distribution of the in-course scholarship awards was outlined. The impact of students who frequently change programs on the ability to determine distribution of scholarships, the process used to determine these students' primary area of study each year, and justification for requiring part-time students to submit a scholarship application were noted. The statistics for the past five years were reviewed and discussed.

A question was raised, and a discussion held, on the higher percentage of scholarships awarded to Professional Studies versus Arts and Science students. While the program is administered in accordance with the Academic Calendar and the requirements of the Undergraduate Admissions, Scholarships and Awards Committee (UASAC), it was suggested that different criteria (possibly the use of two separate formulas) be considered to address the weighting of students' GPA in determining award eligibility. An overview of discussions held over time at CAPP and UASAC on how to ensure fair distribution of the awards was provided, and Senators were encouraged to make suggestions to improve the process. (D. Piccitto, N. Kayhani, P. Cantelo)

Historical changes made to increase faculty weightings and participation in the process were highlighted, and the lower number of nominations from the Arts and Science faculty was questioned. Relocating the nomination tick-box on the WebAdvisor grading form, adding an electronic reminder, and assigning an equal number of the scholarships to both faculties were suggested; this feedback will be brought back to UASAC. The possible replacement of WebAdvisor with a new platform in the near future was noted; the technical aspect of the software regarding the tick-box is being reviewed. As well, the concept that "merit scholarships" are based solely on academic standing, possible inequities that can result from discrepancies in marking strategies between the disciplines, and the impact of moving from numerical to letter grades were discussed. (S. Seager, D. Piccitto, R. Zuk, P. Cantelo, N. Kayhani, J. McMullin)

4.4. Diversity Hires

An update on the CAPP review of the diversity hiring program was provided. Positive feedback to CAPP from four departments that had made diverse hires, or were awarded a positon, was noted. These departments agree with the current requirement for submission of a plan that would support and retain diverse faculty and suggested follow-up to ensure the plan is carried through. A decision to consider diversity hire proposals and the other proposals as a whole, with the caveat that at least one diversity hire proposal be supported, was noted.

Questions were raised about whether CAPP considered two separate hiring streams (Indigenous and Other Diversity) and about increasing the overall number of faculty hires. Brief discussions were held on the three recent hires (one of which was Indigenous), indigenization as a key component of future post-secondary education, and the importance of two separate streams to

acknowledge the difference between indigenization and diversification. The letter of understanding within the Collective Agreement on attraction and retention of Indigenous scholars was noted; a committee is being established to consider what best processes are needed for that purpose. As well, Senators were reminded that within the criteria of the Dimensions (Equity, Diversity and Inclusion) Program, in which the Mount is a pilot, "Indigenous" is listed as a separate category; the individual categories were listed and an overview of the Mount's EDIA committee and its initiatives were highlighted. (J. McMullin, D. Piccitto, T. Findlay, C. Slumkoski, G. MacDonald)

4.5. Search for Director of Teaching and Learning
J. McMullin spoke to research she conducted following the last Senate meeting on the external reviewers' report on the Distance Learning and Continuing Education (DLCE) unit in 2017 and responses to the review report from the unit itself, the Vice-President Academic and Provost, and CAPP. She further spoke to the review (conducted during a snowstorm) that required teleconference consultation, the change in reporting of the Teaching and Learning Centre (TLC) from the DLCE Director to the Vice-President Academic, the merging of the two units, and the 17 recommendations from CAPP to support the new structure, many of which focused on online learning.

Following review of the documents and consultation with D. Plumb, she suggests that an external review, incorporating community feedback, be conducted in the spring to assess whether the current structure is the appropriate one for the Mount. The review would also help determine the characteristics and skills required of the new Director; given the review timeline, it may be necessary to put an Acting Director in place. Appreciation was expressed for the review that will include a more consultative approach. (G. Boulet)

5. Administration Updates
5.1. President
The President was not in attendance; there was no update provided.

5.2. Vice-President Academic and Provost
J. McMullin provided Senators with an update on hiring proposals received by CAPP, including 20 in the regular stream, and 4 in the diversity stream. She referred to submissions and presentations received, strategies outlined by departments for the recruitment and retention of candidates from equity seeking groups, and issues related to the current hiring procedures and practices.

She noted that CAPP has reviewed and revised the existing Staffing Principles and Criteria document (to be presented to Senate as a part of Agenda item 7.1.1), reviewed the diversity hiring stream and decided to consider all proposals in a single pool, thus making it possible to support more than one diversity hire in the current round, and discussed the need for better and longer term hiring planning.

This discussion will continue toward the goal of a multiyear planning model. She also noted that 6 positions were approved for the 2020 hiring process in addition to the 2 positions (Education) that are currently posted; this number was determined in consultation with the Vice-President Administration and based on retirements and resignations of the past academic year.

She then shared the list of 6 approved positions, including 3 designated to diversity; noted that filling the 8 positions (6 plus 2 posted for Education) represents a first step in the process of faculty renewal; and advised that she will be working with the Vice-President Administration, Deans, CAPP, Department Chairs and Program Directors over the next couple of years to better realize academic staffing needs. As well, she advised of her recent review of areas that rely on a significant amount of part-time instruction—Education, Business, Psychology, and Biology. After consultation with Chairs, Directors, and their Deans, an additional 3 full-time positions (Business, Psychology, and a lab instructor in Biology) will be added to the Faculty Complement by converting part-time budget to full-time faculty positions; additional time is required to determine whether this will work in Education. As well, a prior commitment for an accounting professor will also be honoured. Of the 22 total requests, 9 will be supported in this cycle.

Questions and comments on the update thus far included clarification on the Board of Governors' role in faculty hiring (the Board has no role); the process used in determining how many positions are feasible; the commitment of CAPP and administration in ensuring faculty hires; appreciation for a more transparent faculty hiring process; the hiring guidelines to be discussed later in the agenda that will be the first step in a deep look at the process; the need to look at full-time and part-time faculty hiring and the overload in relation to the curricula; and the suggestion that the budget surplus be used for faculty hiring and resources. (G. Boulet, J. McMullin, K. Ritchie, J. MacLeod)

As well, brief discussions were held on how the additional three hires (part-time converted to full-time) will be completed; CAPP's review and approval of the three additional hires; the need for additional faculty in the face of the Board's requirement for a balanced budget; a possible consideration of a multi-year planning approach to budgeting; structural deficits versus annual budget deficits; the right level of enrollment to support faculty needs (and vice-versa); and the forming of an enrollment management committee. (C. Slumkoski, T. Findlay, N. Kayhani, J. McMullin)

During discussions, the following motion was made to extend the Administrative Updates by ten additional minutes:

Moved by R. Zuk, seconded by D. Piccitto, that Administration Updates be extended by 10 minutes. CARRIED

5.3. Vice-President Administration

M. Nadeem spoke to the first meeting of the Safety and Security Working Group, highlighting committee representation (including two members of the Halifax Regional Police (HRP)) and providing highlights of the committee's focus on crime prevention. All recommendations resulting from a walkabout Campus with the HRP during a 2018 Crime Prevention Through Design Audit have been acted upon. A second walkabout Campus is scheduled for December 3rd; faculty, students and staff are invited. Following the walkabout, HRP will provide a follow-up report that will be shared with the Campus community.

He noted other discussions held at the Working Group including staffing the Seton Information desk with security after hours; hosting a safety social to promote engagement and increase dialogue between students and security members; launching a security app for the Working Group; and devising a campaign (possibly during Orientation) to promote regular and consistent check-in with members of the Campus meant to increase visibility, communication and engagement with Security. The Working Group will continue to meet regularly to develop concepts around safety and security as a framework.

As well, other updates included the forming of a Parking Working Group to review parking on Campus and a Board of Governors' IT Steering Committee to address IT&S and cybersecurity.

In conclusion, he highlighted meetings with the Vice-President Academic and Provost to discuss opportunities and challenges including the budget process and how it ties into operations, moving toward a culture of planning (including 3–5 year planning), balancing competing interests, and building a budget model. It is their goal to make the budgeting process less onerous, more transparent, with more accountability, and with a view toward arriving at decisions in a more collaborative and collegial manner. Senators will receive a budget presentation at a future Senate meeting; at that time, information will be shared on how the budget came together, with a goal to the next budget being developed under the new model.

6. Question Period
Budgeting Process
The hope was expressed that when it comes to the plan for long-term budgeting, where possible, in addition to transparency, there is space for participatory budgeting. (K. Ritchie)

Board IT&S Committee
A question was raised on the difference between the proposed Board of Governors Committee on IT&S and that of the current Senate Committee on IT&S (SCOITS). It is expected that the new Board committee would be responsible for global University

issues related to risk management, enterprise systems, cybersecurity, investment in ever greening, etc. for which the Board is responsible; SCOITS would continue in its mandate. Once drafted, the Terms of Reference for the Board committee will be shared and feedback sought; at that time there will be an opportunity for discussion on possible synergies and how the two committees will intersect. (G. Boulet, M. Nadeem)

Students' Union
A question arose and discussion was held on the recent resignation of members of the Students' Union Executive and staff, and what (if anything) the University can do to address the current situation without interfering with the autonomy of the unit. The Office of Student Experience has been working with various members of the Students' Union; counselling and other health services are being utilized; and an external governance review, resourcing of which would be provided by the University, has been offered. It was agreed that given its ongoing problems over the years, a structural review may help. A question arose and clarification was provided about the role the General Manager position plays in managing and/or training SU staff; this position reports to and takes direction from the SU Executive. (T. Finlay, J. McMullin, D. Piccitto, P. Barry-Mercer)

Water Quality Testing
Given recent media coverage regarding water within the HRM having tested positive for lead, the regularity of water quality testing and the last water testing date on campus were questioned. As well, a question was raised about the possibility of lead piping from the Bedford Highway that the Mount is responsible for. While the Mount is in compliance with HRM water testing requirements, when the water testing was last completed, and whether the Mount completes its own testing in addition to the HRM testing will be investigated and reported back at the next meeting. It was noted that drinking fountains on Campus are highly filtered and should be considered safe. (N. Kayhani, D. Shiner, M. Nadeem, G. MacDonald)

Safety When Walking
A concern was expressed for those who wear earbuds walking throughout the parking lots. (G. MacDonald)

Research Announcements
In response to a question raised, Senators were made aware of, and invited to, a research celebration of faculty research and achievements scheduled for December 11 (noon). Attendance and submissions are welcome. (T. Findlay, G. MacDonald)

Faculty Access to Student Records
A question arose regarding full-time faculty access to student records in Colleague, whether access is consistent across departments—all full-time faculty versus only the Department Chair and Administrative Assistant. The Registrar will investigate and confirm this at the next meeting. (R. Zuk, P. Cantelo)

7. Committee Reports (Standing and Ad Hoc)
    7.1. Academic Policy and Planning
        7.1.1. Staffing Principles and Criteria
            J. McMullin explained CAPP's revision of the hiring processes as a first step in having a fulsome understanding of hiring. The following motion was made:

            Moved by C. Dawson, seconded by D. Fisher, that Senate approve the revised Staffing Principles and Criteria, effective immediately.

            Brief discussions were held on the revisions to Section C, Data, and the significant number of deletions; CAPP's efforts to retain what is most relevant and to standardize staffing requests received; the impact and consequences of filling/not filling positions; the inability to express some elements of staffing needs in comparable and quantifiable terms; the consideration of the number of programs administered by a Department; and the possible need for open meetings and full discussion around hiring to better understand the process. J. McMullin will bring this feedback to CAPP and will contact K. Ritchie for clarification on items requiring further information. (R. Farmer, C. Dawson, K. Ritchie, T. Findlay, D. Piccitto, D. Fisher, J. McMullin)

            Over the course of discussions, the following friendly amendments were proposed:
- capitalization of "principles" (last sentence of the Preamble)
- global change of "should" to "shall"
- addition of "addressing and" at the beginning of the third bullet of Section A, Principles
- change of "Departments making a staffing request" to "Departments/Faculties making a staffing request" (Section B, Criteria)
- change of wording within"3rd Week Jun" of the timeline to read: "Department Chairs, Directors, and Coordinators send advertisement text to their Deans for approval; University Librarian sends advertisement text to the Vice-President Academic and Provost for approval (c. Manager of Academic Relations and Vice-President Academic and Provost)
- addition of a fourth bullet in Section A, Principles: "the importance of tenure-stream appointments to the University."

            The following motion was proposed to accept the friendly amendments above and to approve the initial motion.

Moved by T. Findlay, seconded by D. Fisher, that Senate approve the motion with the amendments that have been discussed and are indicated in purple in the document.

R. Farmer suggested that a motion first be made to approve the amendments before considering a motion to approve the document.

Moved by T. Findlay, seconded by D. Fisher, that Senate approve the amendments to the document that were discussed and highlighted. Carried with one abstention

The original motion was then reconsidered:

Moved by C. Dawson, seconded by D. Fisher, that Senate approve the revised Staffing Principles and Criteria, effective immediately. CARRIED

7.2. Research and Publications
    7.2.1. Research Excellence Award
        A summary of proposed changes was provided. Brief discussions were held on the original approval date (2016), length of the review period, and the recusing of committee members who may be in conflict.
        (D. Piccitto, G. MacDonald)

        Moved by G. MacDonald, seconded by D. Shiner, that Senate approve the proposed changes to the Research Excellence Award, to be effective once approved by Senate. CARRIED

7.3. Graduate Studies Program and Policy
    7.3.1. Communication Studies
        7.3.1.1. Changes to Existing Program
            7.3.1.1.1. Master of Public Relations Admission and Program Requirements

                K. Kienapple proposed a friendly amendment to the first sentence within Admission Requirements to change wording from "must have completed" to "must provide evidence of" (page 26, marked up version; page 28, clean version). This friendly amendment was accepted.

                K. Ritchie proposed a second friendly amendment to change pronouns "he/she"; the phrase "the applicant" was accepted and will be applied.

A brief discussion was held and clarification provided on the requirement of a minimum of 3.0 GPA in the last two years of graduate study.
(D. Fisher, K. Kienapple)

Moved by K. Kienapple, seconded by P. Cantelo, that Senate approve the changes to the Master of Public Relations Admission and Program Requirements. CARRIED

 7.3.2. Family Studies and Gerontology
   7.3.2.1. New Prerequisites for GFSG 6680: Seminar in Family Studies and Gerontology
    The new prerequisites for GFSG 6680 were provided for information.

7.4. Undergraduate Curriculum
 7.4.1. Mathematics
   7.4.1.1. New Course Proposal
    7.4.1.1.1. MATH 4498: Honours Project in Statistics

Moved by C. Dawson, seconded by D. Cox, that Senate approve the proposal from the Department of Mathematics to add a new course, MATH 4498: Honours Project in Statistics. CARRIED

   7.4.1.2. Changes to Existing Program
    7.4.1.2.1. Requirements for Bachelor of Arts (Honours) - Mathematics
    7.4.1.2.2. Requirements for Bachelor of Science (Honours) – Mathematics

Moved by C. Dawson, seconded by P. Cantelo, that Senate approve the proposals from the Department of Mathematics to amend the Bachelor of Arts (Honours) and Bachelor of Science (Honours) requirements to reflect the addition of MATH 4498. CARRIED

 7.4.2. Business and Tourism
   7.4.2.1. Changes to Existing Program
    7.4.2.1.1. Requirements for Bachelor of Business Administration with a Major in Nonprofit Leadership

> **Moved** by C. Dawson, seconded by D. Shiner, that Senate approve the proposal from the Department of Business and Tourism to change the requirements for the Major in Nonprofit Leadership. CARRIED

7.4.2.2.   New Articulation Agreement with Bermuda College

> **Moved** by C. Dawson, seconded by D. Shiner, that Senate approve the proposal pertaining to a new Articulation Agreement between Bermuda College and the Bachelor of Tourism and Hospitality Management degree program, to take effect once signed by each institution. CARRIED

7.4.3. Changes
7.4.3.1.   Communication Studies
7.4.3.1.1. New Course Name and Description for COMM/WRIT 3512
7.4.3.2.   Mathematics
7.4.3.2.1. New Prerequisite for MATH 3307
7.4.3.2.2. New Prerequisite for MATH 4407
7.4.3.2.3. New Course Name, Prerequisites and Description for MATH 4499

> Changes to Communication Studies and Mathematics were provided to Senate for information only.

8. Other Reports
8.1. Board Report
No Board of Governors' Report was provided; the question was raised and a brief discussion held on whose responsibility it is to prepare and present the Board of Governors' Report to Senate. This will be further discussed and reported back at the next meeting.

8.2. Students' Union
No report was received or presented.

9. New Business
9.1. Enrollment Report (P. Barry)
Senators were directed to the presentation circulated prior to the meeting. For the benefit of new Senators, an explanation was provided on the timing, coverage, and frequency of enrollment presentations. Before reviewing the Association of Atlantic Universities (AAU) October 1, 2019, Snapshot data, a November 2018 - November 2019 comparison of student (domestic and Visa) and unit counts (Education, Undergraduate, and Graduate) was reviewed and discussed.

The AAU Enrollment Snapshot was reviewed, and the University was graphically compared with other Metro universities regarding student count (FT/PT undergraduates, first-year undergraduates, and full-time Visa students). It was noted that numbers are skewed somewhat this year (only) by 71 students enrolled in THMT classes in China through 2+2 agreements.

A five-year comparison of fall enrollment (2015-2019) was reviewed; trends for FT/PT Undergraduate and Graduate, High School and Transfer students over the period were compared and discussed. It was noted that the total full-time, first-year undergraduate student numbers exclude transfer students; this disadvantages the Mount somewhat given the University's high level of transfer students. The increase in self-identified Aboriginal students and students of African descent (2014-2019) was highlighted and discussed.

During the presentation, brief discussions were held on:
- the increase of international students (particularly from India)
- the impact of the removal of a math requirement for specific programs at CBU
- the safety of faculty traveling internationally to teach
- whether faculty participation in international teaching is mandatory
- how the delivery of programs in China is conducted
- whether special conditions in faculty contracts specify that they must teach internationally
- whether writing and language supports are keeping pace with growth in international students
- support provided through the Mount's Bridging Program and the International Education Centre
- percentage of part-time versus full-time faculty travelling internationally
- the importance of understanding and anticipating the complexities and risk level of international travel
- the impact of faculty teaching out of country on the on-campus faculty complement, committee work and student support

(P. Barry-Mercer, J. Sharpe, D. Shiner, N. Kayhani, D. Piccitto, K. Kienapple, R. Zuk, C. Dawson, K. Ritchie)

9.2. Equity, Diversity, Inclusion, and Accessibility (EDIA) World Café
D. Piccitto advised that feedback from fellow faculty indicates that the recent World Café is acknowledged as a good start. Suggestions for better planning of future sessions included Administration participation in faculty feedback sessions, minute taking, sharing of next steps, shorter meetings, multiple time slots, and a wider focus. Questions raised included whether results would be shared with participants, whether participants would have the opportunity to review the results for accuracy, and what the next steps will be.

Brief discussions were held on the World Café as only one of the many discussions being held on EDIA; it is anticipated that the notes and videos related

to the session will be circulated in the next week or so. Next steps include an announcement by Government next week regarding a requirement for post-secondary institutions to create a three-year accessibility plan within the next year, a plan (with timelines) being developed by the Mount's EDIA Committee to support this impending Government requirement, and the investigation of the development of modules to assist faculty in making classes/courses more accessible through funding awarded to a joint MSVU/NSCC proposal by the NS Labour and Advanced Education Innovation Table. The importance of responses to email communications regarding accommodations was expressed. (D. Piccitto, P. Barry-Mercer, J. McMullin, S. Seager)

10. Items for Communication
    Senate approved:
    - The minutes of the October 25, 2019, meeting
    - Revised Staffing Principles and Criteria
    - Changes to the MPR Admission and Program Requirements
    - Several undergraduate curriculum changes
    - An update to the Research Excellence Award
    - An articulation agreement between Bermuda College's Associate of Applied Science, Hospitality Management and the Mount's BTHM

    Senate received for information:
    - Graduate and undergraduate curriculum changes
    - Enrollment report

11. Adjournment
    Moved by P. Barry-Mercer, seconded by J. Sharpe, that the meeting be adjourned. CARRIED

    The meeting was adjourned at 4:43 p.m.