

## SENATE MEETING MINUTES October 9, 2009

The 520th Meeting of the Senate of Saint Mary's University was held on Friday, October 9, 2009, at 2:30 PM, in the Secunda Marine Boardroom. Dr. D. Naulls, Chairperson, presided.

**PRESENT:** Dr. Dodds, Dr. Murphy, Dr. Dixon, Dr. Butler, Dr. Enns, Dr. Wicks, Dr. Vessey, Dr. Naulls, Dr. Barr, Dr. Beaulé, Dr. Bjornson, Dr. Charles, Dr. Dawson, Dr. McCalla, Dr. Neatby, Dr. Pendse, Dr. Russell, Dr. Stanivukovic, Ms. Marie DeYoung, Mr. Hotchkiss, Ms. MacDonald, Mr. Anderson, Miss. Dix, Mr. Gomez, Mr. Hirtle, Mr. Mitchell, Peter Webster, and Ms. Bell, Secretary to the Office of Senate.

**REGRETS:** Dr. Crocker, Dr. Stinson, Dr. Kimery, Dr. Sun, and (D. Crocker late – 3 PM)

Meeting commenced at 2:35 P.M.

The new faculty members were introduced. Dr. Neatby, G Stanvicovik, M Barr.

**09011**      **REPORT OF THE AGENDA COMMITTEE**

- The report of the Agenda Committee was accepted as circulated.

**09012**      **MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting of September 18, 2009, were *circulated as Appendix A.*

The following amendments were noted:

In **09009,0102** - Proposal to create a Standing Committee of Senate on sustainability, in the first bullet change Dixon to Dix.

Moved by Dix, and seconded, **“that the minutes of the meeting of September 18, 2009 are approved as amended.”**

**Motion carried.**

**09013**      **BUSINESS ARISING FROM THE MINUTES**

None

**09014**      **FALL GRADUATION LIST**

Documentation circulated at meeting by the Registrar as **Appendix B**

**Key Points:**

Moved by Dr. Dixon, and seconded, “**to confer degrees and distinctions on those represented on the list (circulated as Appendix B) at the Fall Convocation**”.  
**Motion carried unanimously.**

Moved by Dr. Dixon, and seconded, “**to enable the Registrar to add such graduates to this list as may be identified subsequent to this meeting.**”  
**Motion carried unanimously.**

**09015            MEMBERSHIP ON SENATE COMMITTEES FOR 2009-2010**

**.01            SECTION A – circulated as *Appendix C*.**

Members were advised that nominees were listed in bold in Appendix C

**.0101 APPEALS**

- **Dr. Pierre Jutras, Geology (FGSR Rep)**

**.0102 CONTINUING EDUCATION**

- **TBA (Part-time student).**
- **TBA (Part-time student – OPTAMUS rep)**

*Director of Continuing Education to nominate outstanding position at earliest opportunity.*

**.0103 QUALITY OF TEACHING**

- **TBA (Part-time student – OPTAMUS rep)**

**.0104 STUDENT SUCCESS**

- **Mr. Matthew Anderson (Student rep appt'd by SA to April/10)**
- **Mr. Alwyn Gomez replaces Caitlin Dix (Student rep appt'd by SA to April/10)**

**.0105 SUSTAINABILITY**

- **Miss Caitlin Dix (Student rep appt'd by SA to April/10)**
- **Miss Samantha Higgins (Student rep appt'd by SA to April/10)**
- **Dr. Esther Enns (Arts) (One Dean or Associated Dean of Faculty)**

Outstanding member nominations to be provided as indicated, and ratified at the Senate meeting of November 13, 2009.

There being no objections the Membership on Senate Committees listing was approved as amended.

**09016            REPORTS OF STANDING COMMITTEES**

**.01            Agenda Committee**

Annual report to Senate circulated as ***Appendix D***

**Key Discussion Points:**

- There being no objections or questions, the report was accepted into the record.

**.02 Academic Appeals**

Annual report to Senate circulated as **Appendix E**

**Key Discussion Points:**

- There being no objections or questions, the report was accepted into the record.
- Senators requested a further breakdown by faculty of those appeals upheld or denied on future reports.

**.03 Academic Discipline**

Annual report to Senate circulated as **Appendix F**

**Key Discussion Points:**

- There being no objections or questions, the report was accepted into the record.
- The following recommendation was made by the committee

It is the recommendation of the committee that the composition of this committee within the By-laws of Senate be revised as per the following:

5.2.3.2 The composition of this committee shall be as follows:

1. **Nine (9)** representatives of the faculty elected by Senate, one of whom shall chair the committee. No more than **three (3)** representatives from each of the Faculties of Arts, Commerce and Science shall be elected, with no two (2) faculty representatives from the same Department.
2. **Three (3)** representatives of the student body appointed by the Students' Association.

Moved by McCalla and seconded, **“that the composition of the committee be revised as per the recommendation of the Committee on Academic Discipline.” Motion carried.** This will be forwarded to the Bylaws Committee for implementation.

It is the recommendation of the committee that Academic Regulation 19 be amended as follows:

16. The Chair of the Hearing Panel shall forward the decision of the Hearing Panel to the **Chair of the Academic Discipline Committee. The Chair will record the decision and forward the Hearing Panel's decision to the Registrar.** The Registrar shall then notify the parties to the Hearing of the decision and will also inform the individuals identified in paragraph 2.

Moved by McCalla and seconded, **“that Academic Regulation 19 be amended as per the recommendation of the Committee on Academic Discipline.” Motion carried.**

**.04 Academic Discipline Appeal Board**

Annual report to Senate circulated as **Appendix G**

**Key Discussion Points:**

- There being no objections or questions, the report was accepted into the record.

## **.05 Academic Planning**

.0101 Report of Modern Languages and Classics Program Review circulated as **Appendix H, I & J**. Dr. Beaulé, Chair of Modern Languages and Classics represented the department to answer questions

### **Key Discussion Points:**

Murphy advised the following:

- The recommendations from the Academic Planning Committee arise from an extensive process of consultation and review.
- The department submitted a proposal for a program in intercultural studies prior to the program review being initiated. The external program review committee was taken with the program and suggested it as an alternative, but not to the detriment of the existing programs.
- The Department was clear that they did not want to abandon any of their existing programs. There was a suggestion that they reform the discreet programs to move towards the notion of intercultural studies.
- French, Spanish, and Classics proposed modifications that appeared sustainable. However, the German Major is supported by only a single faculty member and was that was considered not to be viable. It is not possible to provide all the courses the students need with just one instructor and supplementing the program with part time instructors. Students have to go to Dalhousie to get the courses they need. The recommendation is to discontinue the German major but continue with the vibrant German minor.
- The Academic Planning Committee was unanimous on all the points that have been brought forward to Senate. It was the recommendation of the Academic Planning Committee that the department come back to the Senate in 2012 with a review of progress made and a reassessment of the situation.
- Question: How did the department view this process? Answer: The Department found the process interesting in the sense that it brought the department together to discuss future plans. The Department is pleased with the recommendations of the Academic Planning Committee, with exception of the loss of the German Major. The program review process was long but necessary.
- Question: Is the department better off because of this review? Answer: Yes. It stimulated program changes in both Classics and Spanish. However, department faculty members agreed that the German Major should not be discontinued.
- Question: Is there a large discrepancy between the enrollment in the Major in German versus Spanish and French? Answer: No
- Question: What is the reason the German Major is being discontinued? Answer: Murphy advised that the recommendation was predicated by the limited faculty

resources and the plan for future development of the program. Saint Mary's has no resources to meet that growth.

- The department representative advised that the enrolment in German improved 75% in the last few years to 21 students. In terms of growth, the program is working well. The section has been able to offer the program and to continue to grow it. The Department felt that it was important to support the intercultural program. They feel that with careful rotation they can support a German major.
- There was extensive discussion within the Academic Planning Committee about the sustainability of the German major with only one full time faculty position. The committee was unanimous that the major could not be sustained.
- A member suggested that the outcome of this review seems to involve adding more programs and courses but makes no business case as to how that would work. There is a worrisome dichotomy between the approach being taken and the recommendations of the External Review Committee.
- Murphy acknowledged the discrepancy between what the Academic Planning Committee came forward with and the recommendations from the External Review Committee. It became obvious that the department was not going to accept some of the recommendations of the review committee and a viable way forward had to be found.
- Question: Has the Academic Planning Committee looked at the resource requirements for the new programs being proposed? There should be at least 3 or 4 teaching resources supporting a major. How does the committee view a new proposal in an area such as intercultural studies in relation to resource requirements? Answer: The MPHEC proposal for a new program provides a section covering resource requirements.
- The department representative advised that, with only one faculty member, the German program was able to prove that with good teaching and good rotation, the program was able to be delivered and the increased enrollment was managed.

Moved by Murphy and seconded, **“that the Modern Languages and Classics Program:**

- **maintain the Major in French. The department is encouraged to consider introducing courses on culture, particularly culture courses taught in English**
- **proceed with the timely implementation of their plan for the introduction of a major in Classical Studies alongside the Classics major and with the exploration of an interdisciplinary program in Archaeology**
- **proceed with the timely implementation of the plan of the Spanish Program to focus on Latin American language and culture, restricting Spanish language studies to the 1000-3000 levels, and adding new courses on Latin**

**American culture taught in English and that the program also seriously consider introducing at least one introductory course in Latin American Culture, to be delivered in English**

**Motion carried.**

Moved by Murphy and seconded,

- **that Senate recognizes German as an important world language/culture that has a meaningful place in the Saint Mary's**
- **That the German Major be discontinued effective as of the 2010-11 academic year, with the understanding that suitable arrangements will be made for students currently enrolled in the program.**

**Motion carried**

Moved by Murphy and seconded:

- **That by January 31, 2012 the Department of Modern Languages and Classics be required to report to the APC, for consideration by Senate, the impact on enrolments of the curriculum changes in the Classics, Spanish and German programs.**
- **That by January 31, 2012 the Department of Modern Languages and Classics bring forward a curriculum planning report that includes a proposal, with conceptual framework and rationale, for incorporating intercultural studies into Department's offerings.**

**Motion carried**

Further discussion covered the following key points:

- Question: Is there a single body which looks at our offerings and resources as a whole, so that if there is to be a new course or program proposed, it is rationalized with the available resources. Answer: No one has done this. Some guidelines would be helpful but each program and department has it's own context. We would not want to be too restrictive.
- We should have some broad guidelines that could be used. We should not continue to approve new offerings without rationalizing this perspective.
- The Academic Planning Committee requires program resource requirements to be stated within the MPHEC proposal. The proposal should address that within the context of the institution. It would be nice to have some summary document that would show those issues.
- Murphy advised that the program review policy and procedures are being revised and this suggestion can be taken back to that sub-committee.

.0102 Academic Planning Committee Annual Report to Senate circulated as **Appendix K.**

**Key Discussion Points:**

- Question: Why was the MPHEC proposal for the Child Learning and Development Certificate program withdrawn?  
Answer: If you let the process play out and a proposal is rejected, there is a two year waiting period before you can submit again. When the peer response was significantly negative, we made the decision to withdraw in order to be able to submit a revised proposal sooner.
- Question: What is the schedule for annual reporting of Centres and Institutes? Answer: This varies depending on when they were initiated and the varied reporting requirements.
- There being no objections or questions; the report was accepted into the record

- .06** Academic Regulations  
Annual report to Senate circulated as **Appendix L.**  
**Key Discussion Points:**
- There being no objections or questions, the report was accepted into the record
- .07** Curriculum  
Annual report to Senate circulated as **Appendix M.**  
**Key Discussion Points:**
- There being no objections or questions, the report was accepted into the record
- .08** Elections  
Annual report to Senate circulated as **Appendix N.**  
**Key Discussion Points:**
- There being no objections or questions, the report was accepted into the record
- .09** Library  
Annual report to Senate circulated as **Appendix O.**  
**Key Discussion Points:**
- Question: In the 2008 report – point #6 it states that the acquisitions budget decreased for the first time. In the report for the previous year it says the same thing. One of these is an error that should be addressed. Answer: The error occurred in editing. The acquisitions budget has consistently gone up until just recently.
  - There being no objections or questions, the report was accepted into the record

**09017**      **REPORT OF JOINT COMMITTEES**

- .01** Honorary Degrees  
Annual report to Senate circulated as **Appendix P.**  
**Key Discussion Points:**
- There being no objections or questions, the report was accepted into the record

**09018**      **NEW BUSINESS FROM**

- .01 Floor (not involving notice of motion)  
**Committee on Academic Materials** – Report on findings and recommendations – Peter Webster.

**Key Discussion Points:**

- The Committee was formed in March 2009 to advise on the use of academic course materials. The Committee met several times early in 2009 and will meet again this fall.
- Tribute was paid to Adam Harris who initiated the inquiry into this area and actively participated on the committee.
- Students have been concerned for some time about the significant financial impact of texts and related materials. Specific concerns were:
  1. Students objected to being required to purchase texts which are then too little used in their course of study.
  2. The introduction of new editions of texts which contain little course related new material.
  3. Nonessential online supplemental materials sold as a bundle with new texts (preclude cost savings from the reuse of texts).
  4. Another concern is the discrepancy of textbook use and costs over different sections of the same courses. The suggestion was to harmonize textbook use in multiple sections of the same course. Issues of academic freedom were voices in this regard.
- The University Bookstore shares the students' concerns and has worked with the Student's Association to raise awareness.
- There is a broad consensus on campus in regard to the list of objectives that has been agreed upon and is being presented.
  1. When texts and course materials are selected, costs to students should be one important consideration.

In the future there are some policy issues that will need to be looked at in regard to how these decisions are made at the various levels. Making faculty aware of the cost implications of various issues related to this area would help. Good communication links with faculty are very important in this regard. With better information, faculty can take cost into consideration when making decisions on course related materials. Also, the earlier materials can be identified the better planning the library can provide.
  2. Students should only be required to purchase texts when a substantial portion of the text will be used in their course instruction.
  3. Alternative, low cost approaches should be made available to students. We should be looking at what textbooks are available on line. For right now we are focused on using textbooks as much as possible.
  4. Students should be able to realize cost savings by purchasing used texts, as much as possible.

It was noted that there is no way to know how many students have access to a used textbook. Members were advised that the bookstore needs to be able to plan the buyback if the faculty are going to continue to use the previous text. This is where communication link fits in.

There is also an issue with higher level course textbooks that are only to be found in some higher level professional libraries and



are generally kept as reference texts. Supply of used texts in these cases would not be high enough to base a policy on. Answer: There are such cases. What is needed is a common definition of what constitutes a text and what is required. A suggestion would be to define a text in that a substantial portion of the text is being used in the course.

5. Frequent, unwarranted changes to new editions of texts should be avoided. The unnecessary use of online supplemental course materials should also be avoided.

Members were advised that a previous version of the text may be able to suffice except where instructors are using assignments from the newer edition of the text. If these issues can be identified ahead of time, there are things that can be done about these issues.

Question; Sometimes course packages are only available outside of the bookstore. In the interest in reducing costs is this an acceptable practice? Answer: The largest single cost related to course materials is the payment of royalties. Some faculty members may forego this, but that is a violation of copyright issues.

6. Different sections of the same course should not pay widely different costs for course texts.

- The Registrar advised that we try to be transparent about the costs related to registrations for new students. However, admissions and the registrar's office are not able to address the area of textbooks. They did take three sample programs and priced the texts. Significant variations were discovered across the courses and faculty programs. It might be useful to provide Chairs and Deans with the cost of texts and other materials for their courses and programs. Most faculty are not aware of these costs, nor are they able to compare that with what other course texts cost. If this information was available it may provoke faculty to reconsider this area.
- Question: What are the outcomes from this report? Is it to advise the community? Are there guidelines coming out? Answer: We advised the bookstore including the Academic Vice President on this issue. Our first step is to communicate with the faculty and proceed with the informing piece of this initiative.
- Question: Has there been any research on materials other than in the area of textbooks? Answer: We looked at this. For example one term access to supplemental material is often bundled with a new text purchase, at minimal cost. Access to those materials without a new text is prohibitively expensive. Some publishers are also using clicker accounts to secure their revenue streams. The book store does work on revalidating clickers and look at clickers that can be reused on the same system. Unfortunately the publishers are likely to move more towards this approach in order to maximize their revenue stream.
- A member advised that there are a large number of good texts that have been assigned to the public domain by the authors. This would be the area to look at as an idea to provide support to students.
- Student Senators voiced an objection to clickers being used primarily as a tool to confirm attendance with no real academic application. This is an additional cost to students. Answer: If they are used

properly data shows a significant benefit to learning. If they are not used properly, this shows up very quickly.

**.02** Floor (involving notice of motion)

Suspension of Academic Regulation 10 b for Semester One, circulated at meeting as **Appendix Q**

- Faculty received a memo from the Academic Vice-President alerting them to a potential problem with H1N1. The medical community is advising everyone to stay home and isolate themselves for 7 days if they suspect they may have the virus. Our current regulations under 10b state that a medical certificate is required. We are asking that this requirement be suspended initially for the fall term with the option to extend that over the winter term if necessary.
- Question: Would this trigger the requirement for a special exam? Answer: Yes it would. Faculty should already have this alternative built into their course outlines.
- Members were advised that other Maritime Universities have taken this step as well.
- Question: Has the university made arrangements for accommodating these special examinations? Answer: A special exam is scheduled as a matter of course to deal with this issue.
- It was noted that the proposed temporary revision stressed the immediacy of notification to faculty. That is very a important point in this motion.
- Concern was expressed related to abuse of this issue. Dixon tried to poll registrars across Canada and most are not addressing this. U of T had to address this in relation to the SARs outbreak. They have guidelines as to course design so that if the course is disrupted in any way, the integrity of the course is maintained. The Registrar's Office can provide this material to anyone that is interested.

Moved by Dixon and seconded, **“that for the first semester of the 2009/2010 academic year, section 10 b of the Academic Regulations, requiring a medical certificate due to illness, be suspended for those individuals experiencing influenza-like symptoms. In all cases, students are required to immediately advise their instructors of an absence due to influenza-like symptoms. A Senate determination will be made by December 11, 2009 on whether to extend this modified regulation into the 2009/2010 winter term.”**  
**Motion Carried.**

Dixon advised Senators that the Fall Convocation will be held at the World Trade and Convention Centre on Sunday, October 18, 2009. All Senators were encouraged to attend.

**09019**

**PRESIDENT'S REPORT**

**Key Discussion Points:**

- Members were advised of the death of faculty member, Dr. John Chamard.
- There will be a partial opening of Atrium October 20<sup>th</sup> at noon. The entrance to the library is now open. The formal opening of the Atrium Complex will be in January or February

- Enrolment is up for international students and down for domestic students. Transfer student enrolments are up significantly. The Faculty of Arts has experienced a decline in enrolments but enrolments in the Sobey School of Business are up. There is an overall drop in actual course registrations. In spite of this, we should meet budget this year.
- The University views student success/learning as extremely important in countering this trend.
- The work in the McNally Building has relocated faculty and whole departments. Three floors in the north wing are currently being renovated. This project should be finished by the summer of 2011. Twenty-six million dollars has been allocated to this project which is funded in part by the federal government's Knowledge Infrastructure Program. In terms of the timing of this project, we did not imagine that we would get the federal government to fund the project, but we did. The funding depended on the project being 'shovel ready'. The province did not match the funds received from the federal government and we had to borrow to initiate this project.

**09020**

**QUESTION PERIOD**

**Key Discussion Points:**

- Question: Where is enrolment centre going to be? Answer: We expect that it will be located in the McNally Building but that is not determined yet.
- Question: Has there been any accommodation for student study space that has been allocated for alternate locations for faculty? Answer: We had two choices in regard to this. We could use alternate space or bring portable trailers to accommodate faculty. The opening of the Atrium will help in this regard. The logistics and magnitude of this project are so complex and we do not have any spring space options.
- Members were advised that the library has taken the former reserve and reading room and made a fairly large 9 unit team area to increase teamwork capacity. The FGSR Offices in Burke are going to be opened up to make a hallway into Atrium and there will be team rooms made there to supplement space. This area will be open by the end of the semester. A suggestion was to use The Journal to advise students of these arrangements.

**09021**

**ADJOURNMENT**

The meeting adjourned at 4:19 P.M.

Barb Bell,  
Secretary to the Office of Senate