

**SENATE MEETING MINUTES
September 16, 2022**

The 636th meeting of the Senate of Saint Mary's University was held on Friday, September 16, 2022, at 2:00 PM, in CLARI meeting room At 340. Dr Grandy, Chairperson, presided.

PRESENT: Dr Summerby-Murray, Dr VanderPlaat, Dr Bhabra, Dr Francis, Dr Ingraham, Dr Sarty, Dr Austin, Dr Barclay, Dr Brosseau, Dr Grandy, Dr Hare, Dr Irving, Dr Kocum, Dr Power, Dr Sanderson, Dr Stinson, Dr Ylijoki, Dr Al Zaman, Dr Zhyznomirska, Mr Brophy, Mr Peters Ms van den Hoogen, Ms Tyler, Ms Meyers, Ms Mihika, Mr Sogy, Mr Wilson, Ms Milton, and Ms Sergeant-Greenwood.

REGRETS: Dr Fan, Dr O'Brien and Ms Bell, Secretary of Senate

The Chair called the meeting to order at 2:03 pm and provided a territorial acknowledgement. In the absence of the Secretary of Senate, Ms Milton acted as Recording Secretary.

23001 REPORT OF AGENDA COMMITTEE

The Agenda Committee report was accepted followed by self-introductions of Senate members.

23002 ELECTION OF PARLIAMENTARIAN

Dr. Roby Austin was nominated as Parliamentarian 2022-2023. There being no other nominations, Dr Austin was acclaimed as Parliamentarian 2022-2023.

22003 FALL GRADUATE LISTING

Documentation circulated at meeting by the Registrar. Hard copies to the Deans and Senate file only, **Appendix A**

Key Discussion Points:

- The Registrar advised that 367 credentials are being granted to 361 graduates. 6 graduates are receiving more than one credential. 39 distinctions are being awarded during the Fall Convocation.
- Convocation is next week (Sept 23 & 24) and is being held both in-person and virtually. Senators were encouraged to participate.

Moved by Peters, and seconded, **“to confer degrees and distinctions on those represented on the list (circulated as Appendix A) at the Fall 2022 Convocation”.** Motion carried.

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

PRESIDENT'S REPORT

Posted as **Appendix B** for this meeting (10 min).

Key Discussion Points:

- The President referred to the report included with meeting materials and highlighted the following:

Discovery and Innovation in a Learning-Centered Environment

- The summer has been a time of tremendous research productivity. Here are some brief highlights:
 - Federal funding announcement of support for the Atlantic Water Network and partnership with colleagues at Dalhousie (including through the work of an incoming Fulbright Scholar)
 - Renewal of the Atlantic Aboriginal Economic Development Integrated Research agreement with the Atlantic Policy Congress of First Nations Chiefs
 - Announcement of Royal Society of Canada memberships, including to Dr. Danika van Proosdij
 - The 50th anniversary celebration of the Burke-Gaffney Observatory
 - Renewal of a CRC in the Sobey School of Business
- The President noted his support of research continues in his role on the Research Nova Scotia board of Directors, as a member of the international advisory board for The Round Table: The Commonwealth Journal of International Affairs, and as a member of a doctoral committee at Dalhousie University.
- The President was pleased to welcome new students to our International Master of Teaching English and to continue lobbying work with Veterans Affairs Canada, Universities Canada and within the Association of Atlantic Universities to establish military-veteran friendly campus models in our region (including drawing on insights from the International Veterans' Education committee within the 'Five Eyes' network).
- The President shared current registration data for the term, to show the breakdown of on-campus and online courses over the Spring and Summer terms, along with the Fall and estimates for the Winter:

Spring 2022

- 46% on campus
- 53% online
- 1% dual/hybrid

Summer 2022

- 37% on campus
- 61% online
- 2% dual/hybrid

Fall 2022

- 78% on campus
- 18% online
- 4% dual/hybrid

Winter 2023

- 83% on campus
- 14% online
- 3% dual/hybrid

Intercultural Learning

The President noted:

- He continues to co-chair the Social Equity Working Group of the NS government's 'Innovation Tables' for post-secondary education.
- The National Advisory Committee on the Scarborough Charter has continued to meet through the Summer. He noted that faculty colleagues at Saint Mary's, Concordia and Mount Saint Vincent have commissioned a special issue of a journal focused on the Scarborough Charter.
- Saint Mary's will observe the National Day for Truth and Reconciliation on September 30th. Announcements of events related to that day are forthcoming – including a keynote address by Pam Palmater, the keynote speaker for the Atlantic Provinces Political Science Association Annual Conference (entitled "Emergent-cies: Politics Today and Tomorrow and hosted by the Department of Political Science).
- During the Summer, he was elected to the Board of EduNova, as a representative of the Council of Nova Scotia University Presidents.
- He supported the 2022 Strategic Plan Process for the Canadian Bureau for International Education in Ottawa.
- He attended the African Nova Scotian Road to Economic Prosperity entrepreneurship event.
- Along with Brady Paul, Indigenous and Mi'kmaq Student Advisor, he attended the Council of Ministers of Education of Canada symposium on Indigenous Education.

Institutional Sustainability

The President reported as follows:

- Senators will be aware from the most recent University Town Hall that we face a very challenging financial situation this year. Course registrations were down during Spring/Summer and are below forecast for the Fall term due to several factors, ranging from students reducing their course loads, intervening opportunities in the local employment market, and the delayed processing of study permits for international students. He thanked Senators and all members of our university community for the cost containment measures put in place and encouraged engagement on creative ways of ensuring recovery as the year progresses.
- The president gave a brief summary of revenue and expenses at the of August. More detail will be provided as registration for the Fall term stabilizes.
- Dr. Madine VanderPlaat was appointed as Interim Vice-President Academic and Research for a two-year term. Mr. Dave Peters is extended in his current role of Acting Registrar. Dr VanderPlaat will also perform the function of the Associate Vice-President Enrolment Management until we complete a further search. We will announce details of that process shortly.

- A key component of institutional sustainability is Government Relations. Over the past months, we have continued our work on the following key items:
 - Infrastructure spending, including working with both provincial and federal governments.
 - Addressing the student housing crisis.
 - Study permit processing issues.
 - Meetings with the embassies and consulates of France, US, and the Peoples Republic of China.
- Advancement and Philanthropy: We are looking forward to making several announcements in the coming months and reporting significant progress on the themes identified in our campaign for Saint Mary's, World without Limits.

23005

VICE-PRESIDENT ACADEMIC AND RESEARCH REPORT

Posted as ***Appendix C*** for this meeting (10 min).

Key Discussion Points:

- VanderPlaat referred to her report in the meeting materials. She noted that enrolments are down in both students and FCEs, which is obviously impacting budget results.
- The Q&A session planned for September 23, has a purpose to listen to concerns and issues, and to outline her approach for next two years. She will develop a communication plan with the help of Deans. VanderPlaat stated that she will focus on implementing a process for departments and faculties to participate in strategic initiatives and strategic enrollment management.
- VanderPlaat noted articulation agreements in development with NSCC and others, including Holland College, and an exploration of Caribbean opportunities.
- Strategic Enrolment Management - an annual report will be available soon and will report on a reassessment of activities and outcomes. A data team is developing a predictive model to guide enrolment targets. They will be conducting demos for the university community.

23006

SMUSA PRESIDENT'S REPORT

Posted as ***Appendix D*** for this meeting (5 min).

Key Discussion Points:

- The report posted for this meeting was referenced.
 - Welcome Back to Campus program – Student engagement was good during the two-weeks of Welcome Week. Students are excited to be back in person and glad to have many events. The SMUSA VP Academic is working on Academic Integrity Week scheduled for Sept 26 to 29 and is helping to organize a week of workshops and events.
 - Student housing and affordability (Advocacy focus) - Students have to defer studies because of lack of housing (vacancy and affordability). Students like the accessibility of online learning. They need a delivery standard for online and the ability to engage in online pedagogy. There are now student representatives on the Technology Advisory Committee.

23007

QUESTION PERIOD (length at discretion of chair based on business volume)

Key Discussion Points:

- Question: What recruitment strategy are we using to address the drop in enrolment in the Faculty of Arts and how do we approach local recruitment? Does our strategy cover the interests of all Faculties? Answer: SMU is reassessing SEM to include departments and faculties in developing recruitment strategy. The faculty direction in recruitment strategy is to be included in the planning activities.
- Students are finding challenges in taking a full course load while having to work. They are reducing course loads as a result.
- Request that instead of reporting the number of FCEs, that information be replaced with the number of courses per student.
- Concern was expressed about the failed search for a VPAR/Provost and the workload of the current VPAR.
- Question: When can we have more people to do the work? Answer: The community was advised that the role of AVP Enrolment Management would be filled "as soon as possible", while other roles would be filled at a later date. SMU requires the financial resources to support those positions. We are currently focusing on program innovation and cost containment. The acting AVP Enrolment Management is moving ahead with planning in this area.

23008 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting of May 13, 2022, were *circulated* as **Appendix E**.

Key Discussion Points:

- Reverse the paragraphs that introduced newly elected executives of the Student Union and their representatives to the Senate.

There being no other revisions or objections, the minutes of the Senate meeting of May 13, 2022, are approved as revised.

23009 BUSINESS ARISING FROM PREVIOUS MINUTES

None.

23010 OUTSTANDING ITEMS FROM PREVIOUS AGENDAS

None.

23011 MEMBERSHIP ON SENATE COMMITTEES FOR 2022-2023

- .01 Section A of the Membership list was posted and circulated to members after the Senate Executive meeting on September 14:
Senate Executive Memo - **Appendix F1**, Nominations for Senate Committees for 2022 - 2023 Section A - **Appendix F2**

SECTION A

ACADEMIC APPEALS

TBA (Business)

Ms Isobel Tyler, SMUSA Student rep appointed to April 2023

ACADEMIC INTEGRITY

TBA (/ARTS)

Dr Andrew Hare (MATH/Science)

TBA (FGSR)
Mrs Dorcas Seun-Salami (Representative Secretariat)
Ms Emily Meyers, SMUSA Student rep appointed to April 2023

ACADEMIC INTEGRITY APPEAL BOARD

Dr Karen Grandy, Chairperson of Senate (who shall chair)
TBA (Faculty mbr appt'd by Dean FGSR – grad appeals only)
TBA (Graduate Student rep appointed to April 2023) this is still pending.
Mr Kyle Cook, SMUSA Student rep appointed to April 2023
Ms Isobel Tyler, SMUSA Student rep appointed to April 2023

ACADEMIC LITERACY STRATEGY

Dr Daphne Rixon (ACCT/Bus)
Ms Emily Meyers, SMUSA Student rep appointed to April 2023

ACADEMIC PLANNING COMMITTEE

Mr Kyle Cook, SMUSA Student rep appointed to April 2023

ACADEMIC REGULATIONS COMMITTEE

Dr Mei-Ling Wei (MKTG/Bus)
Dr Patrick Carolan (PSYC/Science)
Mr Kyle Cook, SMUSA Student rep appointed to April 2023

ACCESSIBILITY COMMITTEE

Dr Christa Brousseau
Dr Rachel Zellars (SJCS/Arts)
Dr Jason Clyburn (CHEM/Science)
TBA, (FGSR)
Ms Isobel Tyler, SMUSA Student rep appointed to April 2023
Ms Emily Meyers, SMUSA Student rep appointed to April 2023
TBA, One representative, Fred Smithers Centre

CURRICULUM COMMITTEE

Dr Bahareh Mansouri (MGSR/Bus)
Ms Emily Meyers, SMUSA Student rep appointed to April 2023
Mr Hansel Cook, One representative, Library

LEARNING AND TEACHING

Ms Emily Meyers, SMUSA Student rep appointed to April 2023

LIBRARY COMMITTEE

Mr Toky Tazwar, SMUSA Student rep appointed to April 2023
TBA (Graduate Student rep approved to April 2023)

STUDENT CONDUCT

Ms Isobel Tyler, SMUSA Student rep appointed to April 2023
TBA (Student rep appt'd by SA to Apr/23)

Key Discussion Points:

Moved by Austin and seconded, **‘that the nominees for Section A of the Membership on Senate Committees 2022-2023 (circulated as Appendix F2 and revised above), are approved.’ Motion carried.**

.02 **SECTION B** of the Membership list (Ad-Hoc, Joint and Presidential Committees) – ***Appendix F3***

.0201 AGENDA (3 members of Senate, one of whom shall chair)

Key Discussion Points:

- This group meets virtually and does not take a lot of time. This is a valuable way to serve Senate and the university community.
- **Dr Heather Sanderson**
- **Dr John Irving**
- **Ms Isobel Tyler** (student rep appt'd by SA to Apr/23)

.0202 BYLAWS

Key Discussion Points:

- Work on this committee helps participants to better understand the workings of Senate.
- **TBA** (elected academic staff member of Senate who shall chair)
- **Dr Lucie Kocum** (elected academic staff member of Senate)
- **Ms Isobel Tyler** (student rep appt'd by SA to Apr/23)
- **Dr Roby Austin**, Parliamentarian (elected annually by Senate)

.0203 ELECTIONS (5 elected members of Senate)

- **Alison Barclay**

.0204 EXECUTIVE

- **Dr Karen Grandy** (Chair of Senate who shall chair.)
- **Dr Lyubov Zhyznomirska** (elected alternative member of Senate)
- **Ms Isobel Tyler** (student rep appt'd by SA to Apr/23)

AD-HOC COMMITTEES

.0207 COMMITTEE TO REVIEW THE INSTRUCTOR COURSE EVALUATION PROCESS

- **Ms Tracey MacDonald**, Director, Institutional Data Analysis & Planning.
- **Ms Emily Meyers** (*student rep appt'd by SA to Apr/23*)
- **Elected member of senate – put out a call to add a member to this committee**

JOINT COMMITTEES

.0208 HONORARY DEGREES (2 members of faculty appointed by Senate)

This group meets approximately three times per year.

- **Dr Jeff Power**

PRESIDENTIAL COMMITTEES

.0210 BUDGET ADVISORY COMMITTEE (2 members of the faculty and two alternatives appointed annually by Senate)

Key Discussion Points:

- Over the last three years this committee has been meeting throughout the process. It typically meets from 1-3 on Friday but not on the Senate meeting dates.
- **TBA**
- **TBA**
- **TBA** (alternate)
- **TBA** (alternate)

The outstanding representatives for the committees of Section A and B will be submitted at the October Senate meeting.

Motion to approve the nominees for Section B of the Membership on Senate Committees 2022-2023 (circulated at Appendix F2 and revised above), is deferred to the October meeting.

23012 PROPOSED DATES FOR SENATE MEETINGS – 2022-2023

Posted after the Senate Executive meeting of September 14, 2022, as **Appendix H1** – Memo, and **Appendix H2** Meeting Schedule.

Key Discussion Points:

Moved by Ingraham, and seconded, “**that the proposed dates for Senate meetings of 2022-2023 are approved as submitted in Appendix H2**”. Motion carried.

23013 REPORTS OF STANDING COMMITTEES

.01 Academic Planning Committee (Dr Madine VanderPlaat)

a) Certificate in Forensic Sciences program review documentation (Dr Tim Frasier – not attending).

Appendix I – Recommendation-Comparison summary, **Appendix J** – Self Study Report, **Appendix K** - Self Study appendices (K1-K6), **Appendix L**– Dean’s Response to Self Study, **Appendix M** - External Program Review Committee’s (PRC) Final Report, (**Note:** see the **APP I for the following two items**) – Program Response to PRC Report., and Dean’s response to PRC Report.

Key Discussion Points:

- **Recommendation 1:** The Program redefine and clarify its mission statement, goals, and objectives.
* APC encourages the program to reflect on the reviewers' feedback during their retreat including consideration of the program's goals, scope, admissions process, and enrolment.
- **Recommendation 2:** The program track individual student success post-graduation.
*APC concurs with the Dean’s response.
- **Recommendation 3:** The contract position for teaching the 1st year courses become a permanent position, and that dedicated space and teaching assistance be assigned to the 1st year courses.
* APC encourages the program to take the Dean up on her offer to work with them to address this recommendation.

- **Recommendation 4:** The program begin a process of curriculum mapping to determine the student graduate skills currently being built, those industry skills that should be emphasized, and any gaps to be filled. It is vital that skills not simply be introduced, but some must be reinforced in subsequent courses and ideally, allow for some mastery of skills through the years.
*APC encourages the program to proceed with plans for a retreat to consider this recommendation
- The Dean of Science explained that the extension to the normal timeline for the submission of an Action Plan (Dec 2023) is necessary due to the small size of the Department and the absence of one critical faculty member who is on leave this year.

Moved by VanderPlaat, and seconded as an omnibus motion,

“that Senate supports APC ‘s responses above to recommendations arising from the Certificate in Forensic Sciences program review for submission to Senate.”

and

“that the Certificate in Forensic Sciences program submit an Action Plan, that is based on the preceding recommendations, to the Academic Planning Committee in time for the December 2023 meeting of the APC”.

and

“that one year after the approval of the Action Plan, the Certificate in Forensic Sciences program submit a one-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary’s University”.

and

“that two years after the approval of the one-year report, the Certificate in Forensic Sciences program submit a three-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary’s University”.

CARRIED

- b) 2021-2022 Academic Planning Committee Annual Report, **Appendix N1 & N2.**

Key Discussion Points:

- The chair thanked all the committee participants for their work.

In the absence of objections or revisions, the 2021-2022 Academic Planning Committee annual report was accepted into the record of Senate

c) APC Terms of Reference (composition), **Appendix O.**

Key Discussion Points:

- APC is proposing to add the Manager, Academic Program Development and Review to the membership of this committee. This will formalize his participation during APC meetings and facilitate the flow of information concerning MPHEC proposals, Quality Assurance Initiatives / Practices, and program reviews as per the mandate of this committee.

Moved by VanderPlaat and seconded, **“that Senate approves the revision to the Composition of the APC as submitted in Appendix O.” Motion carried.**

.02 Senate Executive Committee

Proposal concerning the Senate Ad Hoc Committee to Review the Instructor Course Evaluation Process, **Appendix P1.**

Key Discussion Points:

- This item came up at the Senate Executive meeting on September 14 and as such is being brought forward without notice. For the sake of expediency and getting the Senate Committees all underway, Senate is asked if they would consider a motion related to this item.
- It was noted that there is a body of research on bias in course evaluations. Question: Will there be a voice on Committee who is tasked with making sure that the literature is shared and taken into account?
- Discussion on mandate of committee was the means by which ICE was administered. We are behind other institutions in regard to evaluations. We need benchmarking.
- Further discussion deferred to the next meeting.

23014 REPORTS FROM FACULTY COUNCILS

None.

23015 REPORTS FROM AD-HOC COMMITTEES

None

23016 REPORTS FROM JOINT COMMITTEES

None

23017 REPORTS FROM PRESIDENTIAL COMMITTEES

None

23018 NEW BUSINESS FROM

Floor (not involving notice of motion)

1. Instructor Course Evaluation (ICE) - continue with on-line process, or revert back to paper submissions – (Madine VanderPlaat & Tracey MacDonald).

Key Discussion Points:

- The committee is charged with reviewing all the issues and making recommendations to the Senate. Accessibility is also a concern. Inclusivity and diversity also need to be considered.

2 Senate Policy on the Conferral of the Title Emeritus / Emerita or Retired with Honour, **Appendix Q.**

Key Discussion Points:

- This policy was submitted without notice of motion as an item for Senate discussion.
- A thorough environmental scan was done to identify best case examples of emeritus policies from a wide range of Canadian Universities as well as some from high-profile international institutions.
- Over the years, Senate members noted that SMU awarded Chancellor, President, and Registrar Emeritus awards without having a policy in place.
- In April 2022, the Senate discussed inclusive language, and the desire to avoid gender importation and binary categorization in our policies, that issue was addressed within the proposed revision.
- Comment: there is a high bar for the Professor Emeritus award, and the requirements for the administrator Emeritus positions seem low, by comparison.
- Suggestion: Clarify the criteria regarding administrative awards.
- Associate Deans have limited terms so would likely not be in long enough to warrant an award.
- Concern was expressed about the scope of policy. We would be going from degendered to a broader scope without consultation. This needs to be rethought.
- Questions: Should there be two separate policies – one for admin and one for academics? Why are we adding all the ranks?
- Gendered language – We need to fix that, and then decide whether the whole policy needs to be rewritten. How does it get to Senate floor without a mandate?
- (Point of clarification) It was noted that the Agenda Committee approves the agenda for Senate.
- Why are we spending time on a policy that Senate did not request?
- Suggestion: Amend the existing policies to add the three options of Professor Emeritus, Emerita and With Honours.

23019

ADJOURNMENT

The meeting adjourned at 4:28 P.M.