

SENATE MEETING MINUTES

December 12, 2008

The 513th Meeting of the Senate of Saint Mary's University was held on Friday, December 12, 2008, at 2:30 PM, in the Secunda Marine Boardroom. Dr. D. Naulls, Chairperson, presided.

PRESENT: Dr Dodds, Dr Dixon, Dr Enns, Dr Wicks, Dr Naulls, Dr Beaulé, Dr Charles, Dr Kennedy, Dr Kimery, Dr McCalla, Dr Pendse, Dr Pe-Piper, Dr van Proosdij, M. DeYoung, K. Hotchkiss, B. MacDonald, S. Cunningham, A. Dong, A. Harris, C. MacDougall, and B. Bell, Secretary to the Office of Senate.

REGRETS: Dr Murphy, Dr Bjornson, Dr Dawson, Dr Crocker, Dr Stinson, Dr Rand, Dr Butler, Dr Vessey, Dr Russell, and Y. Hanna.

Meeting commenced at 2:38 P.M.

08029 **REPORT OF THE AGENDA COMMITTEE**

The report of the Agenda Committee was accepted as circulated.

08030 **MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting of October 17, 2008, were circulated as ***Appendix A.***

Moved by Dixon, and seconded, **'that the minutes of the meeting of October 17, 2008 are approved as circulated.'**
Motion carried.

08031 **BUSINESS ARISING FROM THE MINUTES**

The report on recruiting and student enrollment is item 08033 on the agenda for this meeting.

Question: On page 5 of the minutes at 08021.03 it states: As a Senate we need to have a discussion on what approach might be taken in cases where a department is intractable regarding the recommendations of the program review report. Why was this not on this agenda? Answer: The agenda was full for this session. The Agenda Committee will be asked to ensure this is on the next agenda.

08032 **RECOMMENDATION FOR PROFESSOR EMERITUS**

Recommendation for Dr. Colin Howell, Department of History and supporting documentation circulated at the meeting as Appendix B.

Moved by Dodds, and seconded by Enns, “**that the recommendation of Dr. Colin Howell for the distinction of Professor Emeritus is approved and will be forwarded to the next Board of Governor’s meeting for awarding.**”

Motion carried unanimously.

08033

RECRUITMENT AND ENROLMENT REPORT – P. DIXON

Key Discussion Points:

- Given the length of today’s agenda, members were asked if this presentation could be reordered to the end of the agenda. There being no objection, this item was moved to the end of the agenda.
- Fall 2008 demographic distribution of students is as follows: HRM - 629, Rural NS - 285, Atlantic Provinces - 101, Balance of Canada - 98, International HS - 180, Domestic Transfers - 385, and Intr’l Transfers – 118. Other students: Mature - 33, Visiting – 219, and Upgrading - 104.
- Enrollment in the various programs is as follows: Arts - 952, Business - 764, Science - 189 and Engineering - 56
- (2006) University Applicant Survey results were presented. The respondents are high school students surveyed on how they perceive the different institutions.
 - **How students perceive SMU:** Business, Football, Catholic, and Robie High.
 - **Our competitors:** Dalhousie, St. FX, MSVU, Memorial, Acadia, McGill, Mt. Alison, Western, and Queen’s.
 - **Opportunities/Threats:** The survey noted that SMU was: well positioned for growth in the area of non-traditional students, more vulnerable to financial pressures, the website was important and needed attention, and we were less effective in high school liaison that St. FX or Mount Alison.
 - **How do they (students) make their decision:** A website is the best source of information, followed by recommendations of friends, viewbooks, email, family, Tours/Open House, Guidance Counselors, School Presentations, and MacLean’s.
 - **What are they looking for:** Students are looking at institutions from the perspective of career and professional development. Students are driven by family and society expectations. Some students are internally motivated/altruistic and others are drifters (no motivation). 68% of new SMU students are studying for job related reasons versus 57% at Dalhousie. Only 21% of SMU students selected “academic” reasons as the most important reason for choosing SMU, versus 36% at Dalhousie.
 - **Identify main areas of study:** 36% of new SMU students cannot identify their broad area of major (humanities versus social science, or biology versus physical science), whereas only 7% of new Dalhousie students were undecided.
- Based on past data we can say that our attrition rate is 23%. We are attempting to identify this group to find a resolution. This year we had about 500 students that registered in the summer and failed to appear in the fall.
- Media used:
 - 25,000 domestic viewbooks (all are used)

- Of 2,400 Atlantic prospects there were 650 applicants but only 360 registrants.
- In 2008, there were 1,054 applicants from HRM, but only 629 enrolled. We had 558 applicants from outside HRM, with only 285 enrolling
- The conversion rate is high in NS (57%) vs. Ontario (26%)
- Admission standards have been largely unchanged since 1990 and are defined in Calendar
- Entrance Scholarships: Saint Mary's University guarantees a minimum total scholarship offer to any high school graduate with a Scholarship Average of 80% and higher. These scholarships can range from \$500 – \$3,500 per year.
- The recruitment team larger this year and is accessed a lot more than previously. More parent evenings were planned this year, including some in the fall.
- The plan is based on: awareness, contact and engagement.
- The general media messages focus on accessibility, affordability, and flexibility. T-Shirts with appropriate messages have been a very cost effective promotional tool.
- Advertising in Atlantic Canada has been done through the web, Empire Theatres (video), etc.
- In Nova Scotia we started at the high school level by visiting the Guidance Counselors armed with timbits and coffee. We visited all schools with a traveling road show, we visited the NSCC campuses and we held two open houses.
- We are changing the “Open House” concept this year from a generalized one to Faculty focused events. The dates for these will be available next week.
- In terms of engagement, we do that through email and mail follow-up. Some admissions have been done on the spot, and we have attempted to maintain a 2 day turnaround of admission/scholarship decisions. We call immediately after the admission/scholarship decision is made and we follow-up with the parent.
- Suggestion – use existing tools such as Facebook. Dixon advised that while the team monitors the discussions on these sites, the team has been advised not to become involved in discussions.

08034

REPORTS OF STANDING COMMITTEES

.01

Academic Planning

.0101 Name change proposal from the Sobey School of Business for the Major in Small Business & Entrepreneurship attached as *Appendix C*.

Key Discussion Points:

- Members were advised there was no change in the content of the program and that a simple memo should be all that is required. The program name change submitted last year to change the Women's Studies Program to Women and Gender Studies was accomplished with just a memo.

Moved by Wicks and seconded, **“that the name change proposal from the Sobey School of Business for the name change of the**

**Major in Small Business & Entrepreneurship to the Major in Entrepreneurship is approved as submitted.”
Motion carried.**

.02 Academic Regulations

.0201 Revisions to Academic Regulations, attached as *Appendix D*

Key Discussion Points:

➤ Dixon advised that page two is a summary list of the regulation changes.

- **Academic Regulation #1** – Remove reference to graduate programs in the undergrad calendar since there is now a graduate calendar.
- **Academic Regulation #3** – Remove redundant paragraphs II and IV
- **Academic Regulation #4** - Require instructors to advise students and to accommodate student schedules when scheduling exams outside of scheduled exam periods.
Question: Charles – in the language where it states: “Instructors must inform students in writing...”, is there also clarification or instruction that electronic postings and notices are the electronic equivalent to handing out written material? Has the committee considered this? Answer: No it has not. Regulation 4 b. says the grading system must be provided to students in writing on the first day of class in any course. It also states that any subsequent changes must also be provided in writing. We have approved that the use of the SMU email address is equivalent for purposes of communication. Members felt that more was needed to clarify this issue. Referred to the committee for additional revision.
- **Academic Regulations #5, 6, & 7** - These changes are simple housekeeping and to remove reference to graduate programs.
- **Academic Regulation #8** - Adding paragraph C subsection 4 to deal with the issue of lab exams - the Dean will approve these. Suggested amendment: “Before the start of the course the Dean of the faculty may authorize a lab exam.” The regulation will be amended to read as follows:
(iv) Prior to the first class date, the Dean of the Faculty may authorize a lab examination worth more than 10% of the final grade within the last 14 days preceding the end of classes. A lab examination requires the use of lab resources.

Multiple exams are no longer being scheduled in the tower and the practice of appointing senior invigilators has been discontinued.

Question: Pe-Piper – In the situation of an exam scheduled after 5 PM, there is no one on campus to take over if something goes wrong with the instructor. What should be

done? Answer: In emergency situations there is an established procedure to follow. Call Security for assistance.

- **Academic Regulation #9** - Posting of grades is legal if written authorization has been given.
- **Academic Regulation #12** – This is a minor change to include courses without a final exam.
- **Academic Regulation #14** – Remove the words “Changes proposed above for Faculty of Arts”. Delete paragraph d – only declaring one minor -
- **Academic Regulation #21** – This constitutes a significant change. In i. and j. we recommend changes in policy. We are removing the restriction related to pursuing a program at two institutions concurrently. We are also changing the 50% rule. In some joint degree programs and in Film Studies students are required to take courses outside of SMU. If it is a joint program it should be treated as a SMU credit. Question: What about the last sentence “and courses taken at C.I.D.E.F.?” The wording throughout refers to credits and programs and then it switches to courses in the French institution. It should be consistent. Amendment The only exceptions to this are exchange programs with which Saint Mary’s University has entered into formal agreements, formal joint programs such as Film Studies and Linguistics, and credits taken at Centre international d’études françaises (C.I.D.E.F.) de l’Université catholique de l’ouest, Angers, France.

Moved by Dixon and seconded, **“that the regulation changes are approved as amended.**

Motion Carried.

.0202 Academic Calendar of Events 2009-2010, attached as **Appendix E**

Key Discussion Points:

- Labour Day is very late in the month. That causes issues with the exam schedule.
- Concerns have been raised about the fall semester always being shorter because of holidays and the dates on which they fall.
- February break week has been moved to the last week in February to sync up with Dalhousie. Question: In the first term there are 23 Mon/Wed teaching days and 25 Tues/Thurs teaching days. The second term balances 24 for each.
- Question: Faculty are scheduled to work on Easter Monday but administrative staff are not. This situation is unfair. In the first term we only have 23 days, why is it an issue to have the same number of teaching days in the second term and have that Monday off? Answer: The Administrative Staff’s Collective

Agreement stipulates this day as a holiday but the SMUFU Collective Agreement treats it as a teaching day. Such a decision is not under the purview of Senate but is an item for collective bargaining.

Moved by McCalla and seconded, **“that the teaching semester end on December 2 in the first semester”**.

Motion Carried.

Moved by Dixon and seconded, **“that the Calendar of Events is approved as amended.”**

Motion Carried.

.03 Curriculum Committee

Semi-annual Report attached as *Appendix F*

Key Discussion Points:

- Members were advised that the changes were substantive and significant time had been invested in creating the report before Senate. There are a large number of new courses replacing other courses. There are also a number of courses that have not been taught in the last number of years and they will be archived. These will be able to be reactivated at some date in the future if desired.
- Omission – page 20 Environmental Studies: year 1 the very last course 1203 has been removed. 2213 has been removed but the new addition does not appear. Geog 1200/replaces 1203 and 2200/1213.
- Page 66 - Correction in the English submission – ENGL 2307.0 Literary Traditions in English is to stay as a full year course and the half courses submitted in replacement (English 2305.1(.2) Literary Traditions in English I and English 2306.1(.2) Literary Traditions in English II) are withdrawn.
- Page 110 – POLI 1205.1/.2 Politics and Sex is supposed to be a third-level course and not a first year course. Correct number to 3205.1(.2)
- Suggestion: Present the curriculum report one faculty at a time at sequential Senate meetings.
- Members were advised that the committee is working on a new set of guidelines for submissions and an attempt will be made to manage the timelines so that material can be ready earlier in the year for the consideration of the Senate.
- Question: Has the committee considered developing guidelines for the submission of curriculum changes, for example, how long a course description should be? Answer: The Committee is developing guidelines that include this issue.

Moved by Dixon and seconded, **“that the Curriculum Report is approved as amended for publication in the 2009-2010 Academic Calendar.”**

Motion Carried.

- .04 Literacy Strategy
Annual Report attached as *Appendix G*
- .05 Quality of Teaching
Annual Report attached as *Appendix H*
- .06 Research Ethics Board
Annual Report attached as *Appendix I*

There being no discussion and no objections relating to the three annual reports listed above, those annual reports were accepted into the record.

08035 **REPORT OF JOINT COMMITTEES**

- a. Honorary Degrees, recommendations circulated at *Appendix L*
Mr. Steve Armitage, Doctor of Civil Law, Honoris Causa
Key discussion points:
 - Dr. Dodds briefly outlined the background of the individuals recommended for honorary degrees and advised members that the committee is still working on other recommendation that have been received.
 - Members were advised that if approved, all would not necessarily be awarded at future convocations. Awarding would depend on acceptance, availability and/or scheduling.

Moved by Dr. Dodds, and seconded, **“that the Senate approves the recommendations for Honorary Degrees as presented. “**
Motion carried unanimously.

08036 **REPORT OF PRESIDENTIAL COMMITTEES**
none

08037 **NEW BUSINESS FROM**

Floor (involving notice of motion)

- .01 Revision to Saint Mary's University Policy on Integrity in Research and Scholarship and Procedures for Reporting and Investigating Scholarly Misconduct, attached as *Appendix J*.

Key Discussion Points:

- Representatives were not in attendance to speak to this item.
Deferred to January.

- .02 Recommendations from the National Council on Ethics in Human Research arising from the March, 2008 site visit, attached as *Appendix K*

Key Discussion Points:

- Representatives were not in attendance to speak to this item.
Deferred, to January.

08038 **PRESIDENT'S REPORT**

- Work on the Atrium is progressing well, is on budget, on time, and should be complete by September.
- Nova Scotia received \$25 million from the crown share for infrastructure. We have applied for some of that funding. We are

hoping to use this money to apply to the federal government for matching funds.

- The MOU is in place for this year and next. With the decline in enrolment over the last several years, the current funding formula could mean a significantly reduced share for SMU in the next round of negotiations.
- We are currently in the budget process for completion by the end of March 2009.
- The province has established an advisory committee to the premier on economic policy. Dr. Dodds has been asked to serve and is the only university representative on the 12 member committee. The formation of this committee was reported by the Chronicle Herald on Thursday, December 11th. The committee has yet to meet.

08039

QUESTION PERIOD

- Question: Could we have an update on the University suggestion system? It was reported over a year ago, that it was going well and a report would be forthcoming. Nothing has come forward to date. Answer: Members were advised that there is no report available at this time, but one will be available for the Senate meeting in January.
- On-line it says that the criteria for academic achievement scholarships is currently under review. Specifically, a course load of 5 courses per semester is onerous. Recently there have been a number of Geography majors place under significant stress because of this regulation. Students who do not take five courses per semester are ineligible. Students who attempt to maintain such a course load around working to support their tuition are getting sick. Students have indicated that they would even accept a higher academic standard in order to be eligible. What is the status of the review? What is the procedure to speed up this review? SMUSA Representative Harris advised that SMUSA intended to push this issue forward. Suggestion: This should follow the same requirements for meeting the Dean's list (a minimum grade point average of 3.67, and no "F" grades). Dr. Dodds agreed that this should be changed and will discuss it with Murphy. Santamarian and Presidential Scholarships may be excluded from this (Scholarship average of 95% or above. Recipients determined by their overall placement in relation to other candidates). Another issue for review is that we only give scholarships during the academic year and do not consider summer programs. Issue forwarded to the Senate Scholarship Committee.

08040

ADJOURNMENT

The meeting adjourned at 4:50 P.M.

Barb Bell,
Secretary to the Office of Senate