

SENATE MEETING MINUTES
May 12, 2006

The 495th Meeting of the Senate of Saint Mary's University was held on Friday, May 12, 2006, at 2:30 PM, in the Secunda Marine Boardroom. Dr. D. Naulls, Chairperson, presided.

PRESENT: Dr. Murphy, Dr. Dixon, Dr. Enns, Dr. Richardson, Dr. Naulls, Dr. Bjornson, Dr. Dawson, Mr. Hotchkiss, Dr. Konopasky, Dr. Linney, Dr. MacKinnon, Dr. Power, Dr. Russell, Dr. Stinson, Ms. Lefebvre, Dr. Cameron, Dr. Crooks, Mr. Churchill, Miss Lopez, Mr. Gillingwater, and Ms. Bell, Secretary to the Office of Senate.

REGRETS: Dr. Dodds, Dr. Wicks, Dr. Vessey, Dr. McCalla, Dr. Stretton, Dr. Bernard, Dr. Pye, Dr. Pendse, Dr. Dostal,

06025 **CALL TO ORDER**

Dr. Naulls, Chairperson, called the meeting to order at 2:38 PM

06026 **REPORT OF THE AGENDA COMMITTEE**

The report of the Agenda Committee was accepted.

06027 **SPRING GRADUATES**

- .01** Documentation was circulated at the meeting as ***Appendix A***
Members were advised of the following:
- The number of graduates is down by about 130 from last year. The key area of reduction is in the MBA Program.
 - Dr. Stinson advised of a spelling correction in the name of one of the Psychology graduates.

- .02** Inter-university Women's Studies Graduate Program graduates circulated as ***Appendix B***. Degree is granted jointly and presented at Mount Saint Vincent University's Convocation in May, 2006.

Moved by Dr. Dixon, second by Mr. Churchill, "**that academic credentials be bestowed on the candidates for Spring Convocation as recorded in the official graduation list, presented as *Appendix A* and as presented in *Appendix B*.**"
The affirmative vote was unanimous. Motion carried.

Moved by Dr. Dixon, second by Dr. Konopasky, **“that Senate enables the Registrar to add such graduates to the official graduation list as may be identified after this meeting and before Convocation.”**
The affirmative vote was unanimous. Motion carried.

06028 **MINUTES OF THE PREVIOUS MEETING**

Minutes of March 10, 2006 meeting were circulated as **Appendix C**.

Moved by Dr. Konopasky, second by Dr. Linney, **“that Senate approves the minutes of the meeting of March 10, 2006 as circulated,”**
Motion carried.

06029 **BUSINESS ARISING FROM THE MINUTES**

None.

06030 **OUTSTANDING ITEMS FROM PREVIOUS AGENDA**

.01 **Academic Planning**

.0101 Canadian Centre for Ethics in Public Affairs (CCEPA) – Bylaw changes circulated as **Appendix D**.

- Dr. Murphy presented background information on the development of CCEPA. A clear description of the specific changes is provided in the memo from Eric Schibler.
- Question: What is the reason for the size and composition of the CCEPA Board? Response: There was a fairly strong desire to have diversity in representation.
- The Centre is located in what used to be the President’s residence at the Atlantic School of Theology (AST).

Moved by Dr. Murphy, second by Dr. Bjornson, **“that Senate approves the amendments to the Bylaws of the Canadian Centre for Ethics in Public Affairs.”** Motion carried.

.0102 Senate Nomination to CCEPA Board circulated as **Appendix E**.

- Dr. Murphy advised that as stipulated in the Bylaws, there is a position on this Board for a Senate Representative. Dr. Bowlby has been serving in this capacity and is willing to serve another term.

Moved by Dr. Murphy, second by Dr. Konopasky, **“that Senate approves the appointment of Dr. P. Bowlby to the Board of the Canadian Centre for Ethics in Public Affairs.”** Motion carried.

06031 **RECOMMENDATION FOR AWARDING PROFESSOR EMERITUS STATUS**

Documentation circulated as **Appendix F** for Dr. George Mitchell (Astronomy).

- Dr. Murphy spoke for the candidate and submitted that this individual was a very strong and suitable candidate for Professor Emeritus status.

Moved by Dr. Murphy, second by Dr. Richardson, **“that Senate approves the recommendation of Dr. George Mitchell for Professor**

Emeritus status and will forward the recommendation to the Board of Governors for awarding.” The affirmative vote was unanimous. Motion carried.

06032

REPORTS OF STANDING COMMITTEES

.01

Academic Regulations – Regulation 19 – Academic Integrity

- Dr. Dixon spoke to the process followed by the committee in developing this amendment to Regulation 19. He presented the following information:
 - The committee is proposing the creation of two new Senate Committees: 1) The Academic Discipline Committee and 2) The Academic Discipline Appeals Committee. Dr. Dixon briefly outlined the operation and interaction of the committees and advised that the university lawyer was consulted in this development.
 - The lawyer advised that the process as submitted will stand up to challenge.
 - The communication of these changes may be included in the registration booklet or may be circulated by means of a separate mail out. Details will also be posted on the University website.
 - For the 2007-2008 Academic Calendar, the committee would like to remove the material on Academic Integrity and Student Code of Conduct and create a section in the calendar preceding Regulations in which this information would be presented and, thereby, given more prominence.
- Question: Why is “submitting the same work for credit in more than one course without the permission of the instructors involved;” under “Plagiarism” when it more appropriately belongs under “Cheating”. The consensus was to move this item to “Cheating”.
- The following amendments were also noted:
 - The last word under Cheating “blackberries, etc” capital B in the word “Blackberries”.
 - Question: First bullet item, last sentence under Informal Resolution: “The Form requires the signatures of the instructor and student.” What happens if either one refuses to sign? Response: It proceeds to formal resolution. Suggested change to this item follows: “Informal Resolution requires the signature of the instructor and the student on the form.”
 - Question: At this time of year it is very difficult to contact a student. What happens if you can not contact the student? Response: The case would be escalated to the Academic Discipline Committee.
 - Members were advised that for the system to withstand challenge, the student must have an opportunity to respond to an accusation.
 - Under falsification, fifth bullet point – “misrepresentation of knowledge of a language by providing inaccurate or incomplete information about their linguistic educational history;” Change the word “their” to “one’s”.
 - The last paragraph, last sentence under the heading Information Resolution to be changed to read; “by the evidence as determined by the Academic Discipline Appeal Board, shall be destroyed.”
 - Discussion on the heading Procedures for Formal Complaints, established the following:

Item 10

- The University Lawyer advised that the exclusion of legal representation in this process would leave it open to challenge. It is the Committee's responsibility to establish rules and procedures for the participation of legal representatives. It was acknowledged that training for committee members may be required.
- "If a party intends to be represented or assisted by a lawyer or other person, they must inform the Chair at least two working days prior to the Hearing and the Chair will inform the opposing party and allow them time to arrange representation if desired." Replace "they" with "he/she".

Item 8

- The opinion was that the following sentence was needed revision. "The Chair shall supply copies of all submissions received to both parties to the Complaint." The use of commas was suggested. Members were advised the wording was suggested by the university lawyers. No revision was made.

Moved by Dr. Dixon, seconded by Dr. Enns, **"that Senate approves the proposed revisions to Regulation 19, Academic Responsibility as amended. The affirmative vote was unanimous. Motion carried.**

.02 Senate Elections Committee

Document circulated as Appendix H (for information purposes only).

- Members were advised of election results for faculty representatives to Senate as follows:

ELECTED TO AUGUST, 2009
Dr. Deborah Kennedy (English)
Dr. Donald Naulls (Political Science)
Dr. Georgia Pe-Piper (Geology)
Dr. Danika van Proosdij (Geography)
Dr. Thomas Rand (Biology)

- SMUSA President Zach Churchill advised that the remaining two SRC student representatives have been appointed to serve on the Senate. They are Michael Steelworthy and Rhys MacDonald. Contact information was requested.

.03 Senate Executive Committee

Senate Executive Committee Minutes of September 9, 2005 were circulated for information as **Appendix I.**

06033 REPORT OF AD-HOC COMMITTEES

.01 Bylaws Committee

Bylaws Committee Report and updated Senate Bylaws document circulated as **Appendix J.**

- Dr. MacKinnon presented some background on the committee and the changes that have been submitted.
- The Bylaws Committee Chair, Dr. MacKinnon, acknowledged the significant research and diligence of the Senate secretary Barb Bell, in updating this document.
- The following amendments were noted:

- Where the words “the librarian” appear throughout the document, change that to read “the University Librarian” (page 15 and 19).
- It was noted that in section 4.2.5 on page 11 - The degrees to be granted by the University need to be brought into line with those on Page 37 of the 2006-2007 Academic Calendar.
- Changes to the composition of the Convocation Committee (5.4.2.3) to be confirmed by the Registrar.
- It was noted that in 2.5 – Senate Order of Business, Report of Standing Committees, d) Admissions and n) Faculty Councils – It has not been the practice for Faculty Councils to present an annual report to Senate. It was also noted that the Admissions Committee has been inactive for an extended period of time.

Moved by Dr. MacKinnon, second by Dr. Murphy, “**that Senate approves the updated Senate Bylaws to include the amendments above.**” **Motion carried.**

.02 SEEQ Implementation Committee

Report of the Student Evaluation of Teaching (SET) Pilot Committee (Pilot Study March 27 – 31, 2006) circulated as **Appendix K**.

- The pilot study was approved at the Senate meeting of January 14, 2005 (see 04255 - PROPOSED ADOPTION OF STUDENT’S EVALUATION OF EDUCATIONAL QUALITY (SEEQ)).
- Drs. Crooks and Cameron joined the meeting at 3:30 PM.
- Dr. Crooks advised that the feedback from all participants in the pilot project was very positive. Members were advised that 17 out of a possible 22 participated in the pilot. The report was prepared based on 16 of 22 faculty participants who completed their feedback forms prior to the writing of this report.
- Question: Was analysis done on these results compared with those using the current form? Response: The survey asked participating faculty to do this comparison. Faculty feedback was positive.
- It was noted that once implemented, an annual summary report will identify for faculty, the average response benchmark for the faculty. This will be broken down by course level (1000 – Graduate).
- The Registrar asked whether the Committee considered making this a web-based process. Response: The reason this was not proposed is that the feedback from faculty was that students don’t do it unless it is physically presented in the classroom. Withholding marks until the form was submitted was suggested.
- It was suggested that the instructor’s summative report include more of the questions. It would be more useful to have all of the results reported.
- Question on the pick-up/drop-off process - Appendix L- Instructor\Course Evaluation Procedure under Directions for the Instructor – item #2 Instructors may pick-up the envelope up to 24 hours prior to the evaluation and under Directions for the SEA – item 4 (a) seal the envelope. An opinion was expressed that the new tool should be rigorous. Members were advised that the original process was more rigorous in this area. Feedback from faculty was that the impact to teaching time was considered significant. The process was amended as a result.

- Question: Did the Committee consider training? The interpretation of this information needs to be standardized. Response: The committee felt that training would be necessary for both faculty and administration.
- Attention was drawn to the following two committee recommendations on page 6 of the report.
 - The SET Committee recommends the adoption of the SET administrative procedures (Appendix L) and the reporting documents (Appendices G, H and M) as amended.
 - The Committee further recommends that Senate approve full implementation of the new evaluation instrument and procedures at Saint Mary's University beginning in the fall term, 2006.

Moved by Dr. Murphy, second by Ms. Madeleine Lefebvre, **“that the Senate approve the two recommendations as presented in the Report of the Student Evaluation of Teaching (SET) Pilot Committee.” Motion carried.**

Moved by Dr. Konopasky, second by Dr. Murphy, **“that the Office of the Vice-President, Academic and Research, set and determine training for committee members and administrators who will use the SEEQ to make decisions.” The affirmative vote was unanimous. Motion carried.**

Dr. Murphy suggested that Senate express appreciation to all Committee Members both past and present in the development of this process. The Senate Chair acknowledged the contribution of Barb Bell to development of the current process and administration of the pilot.

06034

REPORT OF JOINT COMMITTEES

.01 CONVOCATION

- Members were advised that everything was proceeding well but that more faculty and especially Senators needed to attend Convocation.
- It was suggested that the Dean's offices and the library should receive the Convocation Booklet and that it include a form for faculty who will be attending.
- Dr. Dixon encouraged any faculty that attended to mingle with the graduates and offer their congratulations prior to the processional.
- Question: Why is there a separate Graduate Studies convocation? Response: Due to the significant numbers, Saint Mary's separated Convocation into two sections: Arts/Graduate Studies and Commerce/Science. A new approach will be considered.
- Concern was expressed over the confidentiality of the circulated list. The Registrar advised that as soon as Senate approved the list, it was posted on the web and outside of the Registrar's office. Because of changes in process and with the implementation of Banner; this information is now public knowledge and confidentiality is not an issue.

06035 **REPORT OF PRESIDENTIAL COMMITTEES**
There were no reports from Presidential Committees.

06036 **NEW BUSINESS FROM**
There was no new business.

06037 **PRESIDENT'S REPORT**
Dr. Murphy advised members of the following:

- Early information on the enrollment trend for 2006-07, indicates a dramatic reduction in numbers. Enrollments are down by 800. The main area of impact is from outside of the Halifax area (Nova Scotia and the rest of Canada). International enrollment and the number of Graduate Students are also down.
- No specific cause has been identified.
- Other institutions are also falling short of their targets.

06038 **ADJOURNMENT**
The meeting adjourned at 3:52 P.M.

Barb Bell,
Secretary to the Office of Senate