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SENATE MEETING MINUTES February 8, 2008

The 508th Meeting of the Senate of Saint Mary's University was held on Friday, February 8, 2008, at 2:30 PM, in the Secunda Marine Boardroom. Dr. Naulls, Chairperson, presided.

PRESENT: Dr. Dodds, Dr. Murphy, Dr. Butler, Dr. Charles, Dr. Crocker, Dr. Enns, Dr. Kennedy, Dr. Kimery, Dr. MacKinnon, Dr. McCalla, Dr. Naulls, Dr. Pendse, Dr. Pe-Piper, Dr. Power, Dr. Van Proosdij, Dr. Vessey, Dr. Wicks, Mr. Hotchkiss, Ms. MacDonald, Mr. Webster, Mr. Gillingwater, Miss Schaller, Mr. Risser, Mr. Dong, Miss. Cunningham, and Ms. Bell, Secretary to the Office of Senate.

REGRETS: Dr. Dixon, Dr. Dawson, Dr. Konopasky, Dr. Rand, and Dr. Stinson.

Meeting commenced at 2:37 PM

07051 **REPORT OF THE AGENDA COMMITTEE**

The report of the Agenda Committee was accepted.

07052 **MINUTES OF THE PREVIOUS MEETING**

.01 Minutes of the meeting of January 18, 2008 were circulated as ***Appendix A.***

The following amendments were noted:

- Page 3 – In the second question on recommendation one – 350 – 400 applicants per year is a bit high. After checking with the registrar's office, the actual figure is 150 new applicants per year. This is to be corrected.
- It was noted that the motion to approve Professor Emeritus status for Dr. Katz was unanimous.

Moved by Butler, and seconded, **“that the minutes of the meeting of January 18, 2008 be approved as amended”**.
Motion carried unanimously.

07053 **BUSINESS ARISING FROM THE MINUTES**

None

.01 Academic Planning**.0101 MPHEC Proposal for a CERTIFICATE IN FINANCIAL INSTRUMENT ANALYSIS attached as *Appendix B***

Key Discussion points

- This proposal is a result of responding to emerging social opportunities. In this region, over 1000 well paid jobs will be created in the next few years. This is a proactive move by the Sobey School of Business.
- Murphy advised that the Senate Committee on Academic Planning approved this proposal at their last meeting and recommends that Senate approve it for forwarding to MPHEC.
- Strong endorsements for this program have been received from the business community.
- Question: Are three fourth level courses being introduced in the 2008-2009 academic year? Answer: No. Two of the courses are currently being offered as special topics courses. These and the other two will be submitted in new course proposal format for the next calendar (09-10).
- Question: At the top of page 5, the third sentence states “New course approvals will be sought to have these permanently added to the offerings of the Sobey School of Business as of September 2008.” This should be changed to 2009. This change was accepted as a friendly amendment and it was suggested that it should be mentioned that the topics are currently offered as special topics courses and they will be submitted as new course proposals. Dr. Wicks will amend the proposal to reflect this change.
- The same issue comes up on page 7, in the first paragraph “Six (6) credit hours of courses are being offered in the current year as special topics courses, requiring only three (3) additional credit hours of courses to be offered in the 2008-2009 academic year when the Certificate is first offered.” Dr. Wicks to amend this. It was noted that this was a slightly different issue. 6 credit hours are currently being offered. Three additional credit hours will be offered next year as a special topics course.
- A member expressed concern about the adequacy of resources and quoted the following from page 7, “No additional human resources are needed for the delivery of this Certificate until such a time that enrollment numbers exceed existing capacity.” And “Administration of the program will require no additional resources.” Wicks responded that initial response will be low and will increase as the program is promoted.” Resource issues will be addressed at that time.
- Question: Will these new courses be taught as overload? Answer: Wicks – We have the latitude to offer the three new courses. Some will be in the regular teaching load and some will be handled as part-time overload. Demand will be from the existing B.Comm students and they will take these courses instead of others that are currently offered. Over time these courses will become of interest to other sectors but currently we can handle the anticipated demand.

- A member noted the tendency in recent MPHEC proposals to state that additional programs can be offered within current resources. It was suggested that the additional courses will require expansions of budgets in the near future and that should be in the proposal. In this way we will be less likely to overload our teaching resources.
- Question: Is there any sense that Dalhousie has anticipated this developing market. Is this a race to MPHEC? Answer: Wicks – Yes and no. Dalhousie is not looking at this sector or developments within it at this time. This is a highly competitive area and we would like to get the proposal through MPHEC to be able to announce it for the Fall.
- A member noted that in 4.2.1 it states “No additional costs are foreseen during the first five years of the program.” Such a statement suggesting that there are no costs to three new courses should raise a red flag. The explanation of the Dean that existing students will be taking this instead of other courses for a simple reallocation of resources is reasonable and should be added. Wicks will amend this section prior to submission to MPHEC.
- A member noted that in 2.3 Admission Requirements and Standards it states, “must have completed forty-five (45) credit hours of undergraduate study, and possess a minimum GPA of 2.0 (the normal requirement to declare a major in the B. Comm. program). To complete the Certificate, students must attain a GPA of at least 2.2 (the normal requirement for graduation with a major in the B.Comm. program).” This is a higher standard than is required from people coming in from outside, for example, mature students. Existing students would need to meet higher standards. Answer: Wicks – this coincides with the requirements for a major. Existing students would be doing this in conjunction with a major. Dr. Wicks will clarify this in the proposal.
- Question: Are the three courses open or restricted enrolment? Answer: Wicks – All are open.
- A member noted that the course listing on page 5 is similar to the minor in business. Answer: There are a lot of similarities but not a direct overlap. A BA with a minor in business would possibly have to take additional courses. Wicks – These are the requirements for this program. It is open to anyone whether they are a student of the Sobey School of Business or not as long as they meet the stated requirements.
- On page 7, first paragraph it states; “If enrolments grow to a sufficiently high number, faculty allotments will be increased during the process of annually reviewing enrollments and instructional resources.” - It was noted that ‘faculty allotments’ means the number of faculty assigned to a department and is used improperly here. A suggested amendment was: “Faculty teaching assignments will be increased”. It was also suggested that ‘allocation of teaching resources’ is what was intended .

- Question: With the current focus on Business Ethics there does not appear to be a particular course dedicated to ethics. Why? Answer: Wicks – There is a requirement in the B. Comm but there is nothing specific in this program. It is integral to the finance and accounting courses but not identified as a specific core learning for this certificate program.

Moved by Murphy, and seconded, “**that the CERTIFICATE IN FINANCIAL INSTRUMENT ANALYSIS be approved with the incorporated amendments as discussed above.**”
Motion carried unanimously.

.0102 The Institute for Computational Astrophysics (ICA) annual report - attached for information as **Appendix C.**

Key Discussion points

- Question: Explain the picture on the cover page. Answer: Butler – The Data Cave in operation is pictured on the front cover of this report. The picture is representative of people standing in a cave. The demo is demonstrating turbulence.
- Surprise was expressed that there was no financial summary or comment on an operational budget included in the report. There is also nothing on the structure of the ICA. The information in the annual report could be reviewed in better context with that additional information.
- For future reporting purposes, the Senate Chair offered to send a letter to the ICA forwarding these comments to the Director.
- Question: Do all centres and institutes report to the Senate? Answer: Yes. According to the By-Laws Governing the Institutes and Centres at Saint Mary’s, an annual report and a plan of operation is referred to the Academic Planning Committee for recommendation to Senate and the Board of Governors for approval..
- Question: Is there a standard for reporting? Answer: There is no standard because the various centres/institutes produce such reports for different uses. We can pursue this concept with them.

There being no objections the report was accepted into record.

.0103 Writing Help Online – November 30/07 final report, attached for information as **Appendix D**

There being no objections the report was accepted into record.

07055 **REPORT OF AD-HOC COMMITTEES**
None

07056 **REPORT OF JOINT COMMITTEES**
None

07057 **REPORT OF PRESIDENTIAL COMMITTEES**
None

07058

NEW BUSINESS FROM

.01 **Floor (Not involving notice of motion)**

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

.03 **Chair**

.0301 – In an effort to be sustainable SMUSA has requested that the Senate distribute all materials via email and allow Senators to print off the documents they need during the meeting.

Discussion covered the following points:

- It was suggested that Senate have a briefing on the SMUSA Sustainability Policy. March 3rd is Saint Mary's University and SMUSA's first 'sustainability day'.
- It was proposed to form an Ad Hoc Committee to look at the SMUSA Policy to see how Senate could emulate it.
- For the immediate future a 25% reduction of paper is a possible goal for Senate.
- Reports and other confidential documents could be on a password protected website that Senators could access for their review.
- Discussion established that members were split in relation to whether the suggestion of electronic circulation of Senate materials would result in savings. If everyone printed their materials on less efficient equipment any savings would be offset. It would also be a time commitment for Senators.
- Senators could be provided with a two page executive summary.
- 50% savings would be realized immediately just by copying everything double sided. This will be implemented immediately.
- A suggestion was to post materials on Senate website.
- Formation of a Task Force was suggested. The task force will review the current process and identify areas for improvement. The group will report back to Senate. The Task Force will consist of Naulls, Bell, Risser, Gillingwater and Charles.
- Concern was expressed relative to security and confidentiality issues.
- A member advised that perhaps something could be set up by ITSS that operated like the course tools used by faculty on the SMUPort. (both faculty and students have access to this).

07059

PRESIDENT'S REPORT

Key points

- The following update was given on the MOU Negotiations
 - There was a Finance Committee meeting of the Board just prior to this Senate Meeting to discuss the negotiations.
 - The Provincial Negotiating Committee met last week and their second meeting is next week. A proposal has been tabled by that committee. The Government's counter proposal will be tabled on the 14th.
 - There are lots of demands for operating funding. This is a key issue.
 - The plan is to change funding formula; not the weights but to take the existing formula and apply that costs. The result would be significantly different. This needs to be reviewed in the context of a three year term because of the potential impact.
 - Dodds expressed optimism regarding the outcome for SMU.

07060

QUESTION PERIOD

Key points

- Question: If the funding formula was applied based on enrollments would SMU come up on the positive side? Answer: Dodds – yes it would. The proposal that was put in had transitional funding which allowed those with reduced funding some time to adjust (3 years). There is a lot at stake here. More information to come.

07061

ADJOURNMENT

The meeting adjourned at 4:00 p.m.

Barb Bell,
Secretary to the Office of Senate