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SENATE MEETING MINUTES May 14, 2010

The 525th Meeting of the Senate of Saint Mary's University was held on Friday, May 14, 2010, at 2:30 PM, in the Secunda Marine Boardroom. Dr. Naulls, Chairperson, presided.

PRESENT: Dr. Dodds, Dr. Murphy, Dr. Dixon, Dr. Butler, Dr. Enns, Dr. Vessey, Dr. Naulls, Dr. Beaulé, Dr. Bjornson, Dr. Charles, Dr. Crocker, Dr. Dawson, Dr. McCalla, Dr. Russell, Dr. Stinson, Mr. Hotchkiss, Mr. Anderson, Miss. Dix, Miss. Mashoodh, Mr. Hall, Mr. Zhang Xiaoning (guest from the Registrar's Office of Jinan University, Guangzhou, China), and Ms. Bell, Secretary to the Office of Senate.

REGRETS: Dr. Barr, Dr. Kimery, Dr. Neatby, Dr. Pendse, Dr. Stanivukovic, Dr. Sun, Dr. Wicks, Ms. Marie DeYoung, Ms. MacDonald, and Mr. Gomez.

Meeting commenced at 2:39 PM.

09062 **REPORT OF THE AGENDA COMMITTEE**

Report of the Agenda Committee was accepted as circulated.
The new student senators were in attendance and introduced themselves - BJ (Brian) Hall and Ayesha Mashoodh.

09063 **SPRING GRADUATES**

Documentation to be circulated at the meeting as **Appendix A**.

Discussion covered the following key points:

- It was suggested that in keeping with the sustainability practices being promoted on-campus, that the Registrar use the screen to present this document in future meetings. Hard copies to be printed for and provided to the Senate Office file and the Deans only.
- A sheet with graduation statistics was circulated for discussion.
- The Registrar advised members that although it appears that the grad list is shrinking, there are a couple of reasons for that: demographic and the new option of January graduation.
- Another change is that there are not many dual degrees.
- Conversely, there are a couple of new programs that are graduating their first students this year.
- The ceremony has been restructured so that science students graduate first. We have also returned to the practice of a combined graduation of graduate students and undergraduate students within their faculties.

- Dean Vessey asked for the program to recognize the Faculty of Graduate Studies and Research as the graduating body. The Registrar advised there is no mention of the faculty in the program but there is in the invitation. This will be corrected going forward.

Moved by Dixon and seconded, **“to confer degrees and distinctions on those represented on the list (circulated as Appendix A) at the Spring 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.

09064 **MINUTES OF THE PREVIOUS MEETING**

.01 Minutes of the meeting of March 12, 2010, attached as **Appendix A**.

Moved by Vessey, and seconded, **“that the minutes of the meeting of March 12, 2010 be approved as circulated”**.

Motion carried.

09065 **BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

09066 **REPORTS OF STANDING COMMITTEES**

.01 **Academic Planning**

.0101 Senate Policy on the Review of Graduate Programs, attached as **Appendix C**.

Discussion covered the following key points:

- Murphy advised the members that subsequent to the assessment done by MPHEC in the spring of 2008, the decision was made to produce a closely linked sequence of documents to cover program reviews. This is the one specific to graduate programs. This document is consistent in content to the undergrad process and focuses on the student experience and improving and maintaining the best possible service to students.
- Question: Does this policy include such situations as the Faculty of Education in relation to courses that are offered through Faculties and that are not covered under a program? Answer: No. APC will undertake to address this.
- Question: Most departments/programs do not track students after graduation. In Framework for Reviewing Graduate Programs - 6.6 Student Characteristics d), who would take the responsibility of tracking our graduates? Answer: We would rely on improved alumni databases. We already rely to some extent on the instructor's knowledge of their graduate students. We are never going to have a complete and expansive database. Members were advised that universities such as Queens are very good at tracking down their

graduates but they also have a dedicated researcher doing this work.

- Question: This is a significant amount of work in regard to the reviews and the increased schedule. Where are the resources going to come from to dedicate to this activity?
Answer: IA is going to do some of the work, CAID will do some. Volunteers will also be recruited.
- The Chair of Senate advised that at the Senate level, this activity already uses up significant time.

Moved by Murphy, and seconded, **“that the Senate Policy on the Review of Graduate Programs be approved for use as a companion document to the one for Review of Undergraduate Programs”**.
Motion carried unanimously.

.0102 Proposal and draft constitution from the Center for the Study of Sport and Health attached as **Appendix D & E**.

Discussion covered the following key points:

- Murphy advised that this Center has existed for some time. In the spirit of good citizenship they have decided to conform to the Senate policy.
- Question: Are there no other centers within Gorsebrook?
Answer: No, there are no additional groups within the Gorsebrook that are similarly structured.
- Question: **Appendix D** under the sub-title **Purposes and Functions** in the third paragraph it states that the center – will report annually to the VP Academic and Research. It should say through the VP A & R to the Academic Planning Committee and the Senate. This was considered to be a friendly amendment. In the same section it mentions “honorary advisory board. What is this? Is it the National and International Advisory Board of 12-15? Answer: ‘International Advisory Board’ (drop ‘National and’).
- Question: **Appendix E**, under the sub-title **Relationship to Saint Mary’s University** (page 2) it states that the Centre will report on an annual basis through the VP Academic and Research to the Board of Governors and Senate. Centers report through the Academic Planning Committee to the Senate only. This was also considered to be a friendly amendment.
- Question: **Appendix E**, under the sub-title **Advisory Board** - There is vague reference to a twelve to fifteen member International Advisory Board but it is not specific in regard to meetings or membership criteria. This should be clearly stated here. Under Governance it refers to this committee as a larger national and international advisory board. The last sentence in this section states: “Appointments to the Advisory Board will be made with the approval of the Executive Committee and the Vice-President Academic and Research.” It was noted that it was strange that appointments to the advisory board requires double approval but the local group does not require the approval of anyone. Answer: Local group = executive committee. Academic Director will forward

recommendations for the executive committee positions to the VP A & R for decision.

- Question: **Appendix E**, under the sub-title **Amendment** it states that the constitution may be altered only upon the recommendation of the executive committee but what is the function of the Advisory Board in this regard? Does it only give advice when asked? Answer: The advisory board gives advice on programs and recruiting of high profile speakers and not on governance issues.
- Question: **Appendix E**, under the sub-title **Governance**: There is no direct reference to the composition of the executive committee. In the Governance section it states that an Academic Director operating in consultation with a three-person local executive committee.... The second sentence under the sub-title **Advisory Board** states: **<<A Executive Committee made up the Executive Director of the Gorsebrook Research Institute (or designate) and two other persons with research interests in the field of sport and health studies will advise the Academic Director.>>**. Suggested text: **<<The Executive Committee will be comprised of the local executive committee plus the ED of the Gorsebrook who will act in an advisory capacity to the Academic Director.>>** This sentence should be shifted to appear under the sub-title Governance.
 - They are inter-changing the terms local executive committee and local advisory committee.
 - Question: Is the executive committee two or three members plus the Academic Director? Answer: ED Gorsebrook, two persons with research interests in the field and the AD.
 - Question: How are the two members of the executive committee chosen? Answer: AD recommends candidates to the VP A & R for decision.
- It was noted that the Dean of Graduate Studies and Research should be included on the membership committee because of the research component and not just be advised of the outcome of the process.

Moved by Murphy, and seconded, **“that the proposal to establish the Centre for the Study of Sport and Health under the purview of the Senate is approved as amended”**.

Motion carried.

Moved by Murphy, and seconded, **“that the draft constitution from the Center for the Study of Sport and Health be approved in principle subject to the revisions/clarifications as noted above as submitted.”**

Motion carried.

0103 Revised MPHEC Proposal from the Faculty of Arts for a new Minor/Concentration in Latin American Studies attached as **Appendix F**.

Discussion covered the following key points:

- MPHEC approved this proposal with the condition that Senate approve the recommended revisions. The Faculty of Arts made the recommended revisions to the document circulated as Appendix F for this meeting.

Moved by Murphy, and seconded, **“that the MPHEC Proposal from the Faculty of Arts for a new Minor/Concentration in Latin American Studies be approved as revised.” Motion carried unanimously.**

.02 Research Ethics Board

.0201 Revised Senate Policy on Ethical Conduct for Research Involving humans, attached as **Appendix G**; Revised Committee Terms of Reference document attached as **Appendix H**; and REB Terms of Reference insert for Senate By-laws attached as **Appendix I**.

Discussion covered the following key points:

- Question: What is the difference between the three documents? Answer: Appendix G is an existing policy that needed revision to be consistent with the current Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS). This is just housekeeping. Appendix H is a comprehensive Terms of Reference (TOR) for the REB. Appendix I is an abbreviated version for insertion into the Senate By-Laws.
- Regarding Appendix G, Members were advised that the existing senate policy dated back to 1999. Subsequent to an audit from the Tri-Council it became clear that a revision was necessary to be consistent with recent changes in the TCPS. The TOR document was also made consistent with the TCPS. The policy document is a draft only. The format of the final version will conform to the University policy template.
- Question: Section 3.01 a) - If we had a minimum of five members on the REB as stated in the document, it is possible that one would be a community member, up to three could be graduate students and then there would be only one faculty member engaged in the process. This would not be workable. Answer: The TOR states that for each area of research covered by the REB, at least two members must have broad expertise in the methods and/or area of research. The TCPS identifies that the Board must reflect the research going on within the University. Because of the diversity of research at Saint Mary's University, this eventuality is highly unlikely.
- Appendix G - Page 3 – bullets j and k appear to belong within one bulleted point. This was considered to be a friendly amendment.

Moved by Stinson, and seconded, **“that the Senate consider an omnibus motion to approve, the Revised Senate Policy on Ethical Conduct for Research Involving Humans, the Revised Committee Terms of Reference (TOR) document, and the REB TOR insert for Senate By-laws as amended”.** Motion carried.

09067

.01

NEW BUSINESS FROM:

Floor (not involving notice of motion)

.0101 Nomination of a Senate representative to JOINT ACADEMIC COMMITTEE OF THE ATLANTIC SCHOOL OF THEOLOGY AND SAINT MARY'S UNIVERSITY.

Discussion covered the following key points:

- A vacancy as developed on the joint committee of the Atlantic School of Theology and Saint Mary's University due to the resignation of Dr. Crooks, tendered for work related issues.
- Murphy submitted a nomination for Dr. Edna Keeble to serve a three-year term as Senate representative member on this joint committee. There being no further nominations, Dr. Keeble was acclaimed as the Senate representative.

09068

PRESIDENT'S REPORT

Discussion covered the following key points:

- Dodds stressed the importance of a good faculty presence at the graduation ceremonies and asked everyone to make every effort to attend. Dr. Dodds thanked Dixon and his staff for all their hard work on the spring convocation.
- The speaker at the morning ceremony will be Claude Mongeau, President and Chief Executive Officer of CN Canada. The speaker in the afternoon is Mike Durland, Group Head, Global Capital Markets and Co-CEO, Scotia Capital.
- There is no further market intelligence on the O'Neil report. There was a collective meeting with all the University Presidents a week ago to discuss the potential impacts. The report is to go to the premier tomorrow and is to be released to the public in mid June. The presidents have tentatively scheduled a meeting for June 14 to review the outcome.
- Renewal update:
 - The McNally roof is currently being done.
 - A week Monday, the big dig in the front of McNally will commence to replace the window wells.
 - Next week, there will be no access to McNally Main at night.
 - In order to qualify for funding support from the Knowledge Infrastructure Plan (KIP), costs must be incurred by March 31, 2011, because program funding does not exist beyond that date.
 - There are other parts of the projects planned on-campus that are not funded by KIP. That work will be done over the summer next year.
 - The entrance to the Atrium Complex fronting on Inglis Street is nearing completion and looks quite nice now.

09069

QUESTION PERIOD

Discussion covered the following key points:

- Dr. McCalla advised that he is stepping down from the Senate due to sabbatical leave and at least until September 2011. He thanked Senate for their forbearance with his questions.
- Dr. McCalla was commended for his contributions to the Senate over the years and for the work he has done mentoring new senators.

- Members were advised that (Canadian) student applications are up in all faculties with the biggest number being in Science. HRM applications are also up. Visiting student and re-admission numbers are down.
- The recruiting/advising programs within the high schools are working well. Dalhousie has begun to copy this initiative.
- Recruiting in Ontario and NB remains a challenge and is down this year. We targeted the Ottawa area and the area west of Toronto. We never have achieved a critical mass from any individual school.
- A new Associate Registrar, Student Recruitment & Admissions, Ms Marie Braswell has been hired. She has significant background and contacts in Ontario. We also have the budget funds to add another recruiter who will focus on Ontario.
- Dodds advised that we did well in Burlington last year, and every student that came to SMU had been seen by Jennifer Munn. Those that we can get direct access to are actually coming to SMU.
- Dodd's colleges advised that applications are up at a number of Maritime institutions.
- It was noted that math registrations in summer school have been up over the past few years. The Registrar advised that his office will be running stats after today. Most of the growth seen in the last two years, has been in business. Almost all of that is attributed to international students who are remaining here because of the travel expense to go home. Members were advised that the number of early registrations have not changed in the Faculties of Arts and Science.
- Members were advised that the *Baccalaureate* Service is scheduled to take place on Thursday, May 20 at 1:00 p.m. in the McNally Main Theatre Auditorium.
- Members were also advised that we have tentatively scheduled a Senate meeting for June 11 to deal with significant curriculum proposals.

09070

ADJOURNMENT

The meeting adjourned at 4:30 PM.

Barb Bell,
Secretary to the Office of Senate