

**SENATE MEETING MINUTES  
September 17, 2021**

The 628<sup>th</sup> meeting of the Senate of Saint Mary's University was held on Friday, September 17, 2021, at 2:00 PM, via Zoom. Dr Takseva Chairperson, presided.

**PRESENT:** Dr Summerby-Murray, Dr Bhabra, Dr Francis, Dr VanderPlaat, Dr Sarty, Dr Austin, Dr Bannerjee, Dr Brosseau, Dr Crocker, Dr Grandy, Dr Grek-Martin, Dr Higgins, Dr O'Brien, Dr Panasian, Dr Sanderson, Dr Stinson, Dr Takseva, Dr Zhyznomirska, Mr Brophy, Ms Killam, Mr Southwell, Ms Cadeau, Dr Smith, Dr Fridell, Dr Gallo, Dr Gilin, Mr Kay, Ms Milton, Ms Sergeant-Greenwood, and Ms Bell, Secretary to the Office of Senate.

**REGRETS:** Dr Butler, Dr Fan, Ms van den Hoogen, Ms Mihika, Mr Sydney, and Mr Tumusiime.

The meeting was called to order at 2:03 pm with the territorial acknowledgement. Dr Takseva was chairing.

**22001 REPORT OF AGENDA COMMITTEE**

The Agenda Committee report was accepted.

It was noted that there was an item related to team teaching that should have been included under business arising. **Action Item: Bell** to place item on October agenda.

**22002 ELECTION OF PARLIAMENTARIAN**

This role does not take any more time than your general attendance except for a review of Roberts Rules of Order.

- There were no volunteers. This decision is deferred to October to allow for discussion/recruitment effort to occur.

**22003 APPOINTMENT OF SECRETARY OF SENATE**

Senate is in the process of restructuring. More information on this will be provided at the October Senate meeting. This restructuring will have some impact on this role.

Moved by Stinson and seconded, **'that Barb Bell is re-appointed as Secretary of Senate for the 2021-2022 Senate year.'** Motion carried.

**22004 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 the statistical data for the Fall Convocation.
- Convocation is next week and is being held both in-person and virtually.

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

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

22005

### **PRESIDENT’S REPORT**

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

- Conditions as we begin the fall term are very different and far from the previous normal. It is important to continue the quarterly forecasting process in budget development through the remainder of this financial year to identify cost reductions and ensure sustainability for FY2023 and beyond.
- As per the budget discussion in the Spring, we will not return to pre-pandemic revenues in FY 2022 and will likely not until FY2024. It will take at least two years to recover in terms of overall revenues. We all need to keep our eye on our institutional sustainability.
- Saint Mary’s continues to monitor the public health situation and the impact on our teaching and research. Currently, approximately 60% of course registrations are online; 30% fully in person, and 10% delivered in a hybrid format. This mix will be a transition toward a more fully in-person winter term.
- We are now reporting daily vaccination rates drawn from the daily check-in data. As of yesterday, faculty were 98% fully vaccinated, staff were 97% fully vaccinated and students were 91% vaccinated, for an overall total of 94% fully vaccinated.

#### **Discovery and Innovation in a Learning-centred environment**

- The Sobey Scholars Network Summer Connections virtual event drew cohorts of Sobey Scholars together. We are grateful for the Sobey gift that has made this possible.
- We continue to engage in the Veteran-Friendly Campus initiative, with colleagues across Canada and through the international consortium involving Canada, the US, UK, Australia, and New Zealand and will present elements of this work to the Association of Atlantic Universities next week.

#### **Intercultural Learning**

- We continue to work on the National Dialogues advisory committee developing the Scarborough Charter. The Charter is now in its final form and will be coming to Senate in the coming months.
- The President is Co-Chair of the province’s Social Equity Working Group established through the Innovation Tables at the (former) Department of Labour and Advanced Education.
- The President’s Advisory Council on Indigenous Affairs met in early August and will meet again later this month. Key topics of discussion include development of an Indigenous-led conflict resolution process, self-identification of status for First Nations and Metis students and developing further pathways between the university and the Mi’kmaq Native Friendship Centre (building from our current MOU).
- The National Day for Truth and Reconciliation is on September 30th. As the federal government has declared a statutory holiday, the university will be closed on that day with classes cancelled. We hope to have the library open with reduced hours and a focus on learning about reconciliation. The University Librarian will provide details to the community as appropriate. The university will host a Truth and Reconciliation event late afternoon/early evening of September 29th. Details will be available shortly. You are encouraged to attend this event, to use September 30th as a day of reflection, and to attend the various events of Treaty Day and Mi’kmaq History Month beginning October 1<sup>st</sup>.

- Over the past weeks, two significant gifts to the university were received: one from Board member, and Diggstown producer, Floyd Kane (a graduation scholarship for a student beginning their career in creative writing); and another from Scott McCain and Leslie McLean (renewable entrance scholarships for Indigenous students and students of African descent in Atlantic Canada).

### **Institutional Sustainability**

- Work continues on the new strategic plan following various consultations over the past months. Senate should expect to hear further as the Fall unfolds.
- A World Without Limits – the Campaign for Saint Mary’s University continues its good work, reflected by the philanthropic gifts previously noted, increased donors, increased number of significant proposals, and increased engagement with alumni, university community and other benefactors.
- Consultations continue on the flexible workplace model. This program is on target to launch in October.
- The recent provincial election and change of government has resulted in a heightened engagement for those of us who work closely in government relations. The President and the Director of Government Relations Stephen Moore reached out directly to the Premier, various ministers, deputy ministers, and executive directors in the new provincial government. We also work closely with CONSUP, the AAU and Universities Canada on changes in provincial and federal politics and policies – with a view of creating alignment and financial support for the university. Senators were reminded that Saint Mary’s receives less than 30% of its operating budget from the Province of Nova Scotia. Federal support is primarily through research grants to faculty members and occasional infrastructure support.
- The Inspiration Complex is rapidly progressing. The new building, Loyola renovation and student commons is a \$42 million project and is well underway.

### **Faculty Appointments**

- Welcome and congratulate the following individuals on their appointments:
  - Dean of the Faculty of Arts – Dr. Mary Ingraham, commencing October 1, 2021. Dr. Ingraham joins us from the University of Lethbridge. Our thanks also to Dr. Madine VanderPlaat for her considerable service as acting dean of the faculty.
  - Dean of the Faculty of Science – Dr. Lori Francis, commencing September 1, 2021. Similarly. We thank Dr. Francis for her tremendous service in an acting dean role – and welcome and congratulate her on her permanent appointment.

**22006**

### **VICE-PRESIDENT ACADEMIC AND RESEARCH REPORT**

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

#### **Key Discussion Points:**

- The VPAR was not in attendance. The President spoke to this report which is posted on SMUport.
- SMU has experienced strong enrolment for the fall. The growth is in both domestic and international students.
- Consultations on the Academic Plan will restart soon. Progress will be made on the Santamarian Chairs and Professorships.
- There will be a report in October on the review of the Department of Education.
- The Dean of Arts and Science Search processes are complete.
- The Master of Business Analytics is in the MPHEC Stage 2 review process. We are optimistic that approval will soon be received.

**22007**

### **SMUSA PRESIDENT’S REPORT** (Academic focus)

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

**Key Discussion Points:**

- Facilitated summer workshops were organized to create the SMUSA 2021-2022 academic year plan. This process is in the final stages.
- Elections: SMUSA was very active in many aspects of the provincial and federal elections. SMUSA partnered with Sobey School of Business and with Dalhousie for this activity
- Internal –
  - Community Organizing and Tenancy rights - housing options – Workshops were conducted on these topics. SMUSA is partnering with Student Services to provide services for students.
  - A new Graduate Advisory Committee was formed to improve relationships with the Graduate Student group.
  - Sexual Violence Committee and Advisor – We are continuing policy work started by last year's team. SMUSA is participating on the hiring panel conducting interviews for the advisor position.
  - Pride Centre Coordinator – There is a pride centre on the fifth floor of the Student Union Building and a coordinator position is pending.
  - Residence Committee – SMUSA is working on relationship building with the residence group, with the goal of working collaboratively on issues in residence.
  - Indigenous students – work continues to improve relations with and support for this student group.
  - Hiring – Several new positions have been filled and others are in progress.
- Events
  - Pride month – Some events have been organized and more are being planned.
  - Welcome week – This was accomplished in partnership with Student Services. Events have been well intended.
  - Black Mental Health – SMUSA is working with the Counselling Centre and the Nova Scotia Brotherhood to facilitate conversations on the issues.
- Academic Appeals – SMUSA continues to support students with appeals.
- Tutor Database – This is now operational, and students are utilizing the service.
- Student Concerns – Students have expressed concerns on AI issues and timely communication with instructors.
- Accessibility Week 2022 – The SMUSA VP Academic is participating on this committee.

**22008**

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

**Key Discussion Points:**

- Question: With the change of government, is there impact in relation to the intended revision for the SMU Act? Answer: The Minister of Education has been asked to review the Universities Act as a whole. This review is likely to delay that submission even further.

**22009**

**MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting of June 11, 2021, were *circulated* as **Appendix D**.

**Key Discussion Points:**

- It was noted that under Business Arising from Previous Minutes item #2 Team Teaching - there is a statement that it should come forward in the fall. It belongs on this agenda.

- **Action Item: Dr Lyubov Zhyznomirska to supply Bell** with the revisions to clarify the language in this section of the June minutes. Dr Zhyznomirska's research included data collected in a one-year study on course offerings since 1990.

In the absence of any further revisions or objections, the minutes of the meeting of June 11, 2021, are approved with revisions.

**22010 BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

**22011 OUTSTANDING ITEMS FROM PREVIOUS AGENDAS**

None.

**22012 MEMBERSHIP ON SENATE COMMITTEES FOR 2021-2022**

.01 Section A of the Membership list was posted and circulated to members after the Senate Executive meeting on September 15:

Senate Executive Memo - **Appendix F1**, Nominations for Senate Committees for 2021 - 2022 Section A - **Appendix F2**

**SECTION A**

**ACADEMIC APPEALS**

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**ACADEMIC INTEGRITY**

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**ACADEMIC INTEGRITY APPEAL BOARD**

**Dr Michael Zhang** (MGSC/Bus)

**Dr Jamie Livingstone** (CRIM/Arts)

**Dr Wendy Finbow-Singh** (MATH/Science)

**Mr Ali Gohari** (Graduate Student rep appointed to April 2022) this is still pending.

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**Mr Franklyn Southwell**, SMUSA Student rep appointed to April 2022

**ACADEMIC LITERACY STRATEGY**

**Dr Ariel Watson** (ENGL/Arts)

**Dr Maryanne Fisher** (PSYC/Science)

**Mr Adrian White**, SMUSA Student rep appointed to April 2022

**ACADEMIC PLANNING COMMITTEE**

**TBA** (Science)

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**ACADEMIC REGULATIONS COMMITTEE**

**Dr Mary Ingraham** (Dean of Arts)

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**ACCESSIBILITY COMMITTEE**

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**Ms Franklyn Southwell**, SMUSA Student rep appointed to April 2022

**Ms Jennifer Green**, Fred Smithers Centre

**CURRICULUM COMMITTEE**

**Mr Kyle Cook**, SMUSA Student rep appointed to April 2022

## **LEARNING AND TEACHING**

**Dr Ramesh Venkat** (MGTG/FGSR/BUS)

**TBA** (one part-time faculty member nominated by Committee)

**Mr Adrian White**, SMUSA Student rep appointed to April 2022

## **LIBRARY COMMITTEE**

**Mr Adrian White**, SMUSA Student rep appointed to April 2022

**Mr Ali Gohari** (Graduate Student rep approved to April 2022)

## **STUDENT CONDUCT**

**Dr Augie Westhaver** (SOCL/Arts)

**Ms Amanda Cadeau**, SMUSA Student rep appointed to April 2022

**Ms Franklyn Southwell**, SMUSA Student rep appointed to April 2022

### **Key Discussion Points:**

- The outstanding two nominations will be deferred to the October meeting.

Moved by Grandy and seconded, **‘that the nominees for Section A of the Membership on Senate Committees 2021-2022 (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)

○ **Dr Diane Crocker** (CRIM/Arts)

○ **Mr Franklyn Southwell** (student rep appt'd by SA to Apr/22)

### **Key Discussion Points:**

- This group meets virtually. The service is not onerous. This is a valuable way to serve Senate and the university community.

**.0202 BYLAWS**

○ **Mr Franklyn Southwell** (student rep appt'd by SA to Apr/22)

○ **TBA**, Parliamentarian (elected annually by Senate)

### **Key Discussion Points:**

- Work on this committee helps participants to understand the workings of Senate.

**.0203 ELECTIONS** (5 elected members of Senate)

○ **Dr Lyubov Zhyznomirska** (POLI/Arts)

○ **Dr Heather Sanderson** (Library)

○ **Dr Christa Brosseau** (CHEM/Science)

**.0204 EXECUTIVE**

○ **Dr Roby Austin** (PHYS/Science) (elected alternative member of Senate)

○ **Mr Franklyn Southwell** (student rep appt'd by SA to Apr/22)

### **Key Discussion Points:**

- Concern was expressed about the Wednesday 10 am time slot for faculty members who teach at the time. Members were advised that the day and time for this meeting is just historical tradition. There is no requirement for meetings to be on a specific date with the exception that the schedules of the executive members must be planned quite far in advance to ensure their availability for these time slots.

### **AD-HOC COMMITTEES**

#### **.0207 COMMITTEE TO REVIEW THE INSTRUCTOR COURSE EVALUATION PROCESS**

- Dr Xiaoyu Liu (MGMT/Bus)
- TBA (Director, Academic Learning Services)
- Mr Adrian White (student rep appt'd by SA to Apr/22)

### **JOINT COMMITTEES**

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

This group meets approximately three times per year.

- Dr Rylan Higgins (ANTH/Arts)

#### **.0209 JOINT ACADEMIC COMMITTEE OF THE ATLANTIC SCHOOL OF THEOLOGY AND SAINT MARY'S UNIVERSITY**

- Dr Mary Hale (RELS)

##### **Key Discussion Points:**

- This committee has not been active in recent years. The Senate chair met with the chair and there was a discussion relative to the sustainability of this structure and activity. It was suggested that the committee should be maintained to facilitate discussions with AST. **Action Item: Dr Summerby-Murray and Dr Sarty** will work with the head of AST to resolve this issue.

### **PRESIDENTIAL COMMITTEES**

#### **.0210 BUDGET ADVISORY COMMITTEE** (2 members of the faculty appointed annually by Senate)

- Dr Christine Panasian (FINA/Bus)
- Dr Lyubov Zhyznomirska (POLI/Arts)
- TBA (alternate)
- TBA (alternate)

##### **Key Discussion Points:**

- Over the last two years this committee has been meeting throughout the process. It typically meets from 1-3 on Friday but not on the Senate meeting dates. The meetings have started already.

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

Moved by Zhyznomirska and seconded, **“that the nominees for Section B of the Membership on Senate Committees 2020-2021 (circulated at Appendix G and revised above), are approved.” Motion carried.**

#### **22013 PROPOSED DATES FOR SENATE MEETINGS – 2021-2022**

Posted after the Senate Executive meeting of September 15, 2021, as **Appendix H1** – Memo, and **Appendix H2** Meeting Schedule.

Moved by Grandy, and seconded, **“that the proposed dates for Senate meetings of 2021-2022 are approved as submitted in Appendix H2”.** Motion carried.

#### **22014 REPORTS OF STANDING COMMITTEES**

.01 Academic Planning Committee (Dr Steve Smith)

a) MPHEC Program Termination Proposal – Certificate in Financial Instrument Analysis, Notice of Motion - **Appendix I1** & Proposal – **Appendix I2.** (Bhabra or Kay)

##### **Key Discussion Points:**

- This program has been inactive since 2018. It also is no longer included in the Academic Calendar.
- The reason stated for termination was lack of enrolment. Question: Is there any known reason for the lack of uptake of this program? Answer: It was anticipated that there would be students interested in completing these two streams but that did not turn out to be the case.

Moved by Smith on behalf of the Academic Planning Committee and seconded, **“that the proposal to terminate the Certificate in Financial Instrument Analysis Program is approved for submission to MPHEC.” Motion carried.**

- b) Astronomy MSc/PhD one-year report, Notice of Motion - **Appendix J1**, One-Year Report - **J2 and J3**. Dr Luigi Gallo attending to answer questions.

**Key Discussion Points:**

- Dr Gallo was congratulated on his recent achievements.
- Dr Gallo thanked Dr Kay for his assistance. He also thanked the Deans of Science and FGSR for their support.

Moved by Smith on behalf of the Academic Planning Committee and seconded, **“that Senate approve the one-year follow-up report of the Astronomy (MSc/PhD) Program as meeting the requirements of Section 5 of the Senate Policy on the Review of Programs at Saint Mary’s.” Motion carried.**

- c) CEARC 2020-2021 annual report, **Appendix K1** – Notice of Motion and **Appendix K2** – Annual Report. (Dr Adam Sarty)

In the absence of objections, the report was accepted into the record of the Senate.

- d) MSc/PhD I/) Psychology Program Review Documentation, **Appendix L** – Comparison Summary, **Appendix M** – Self-Study, **Appendix N** - Self Study appendices (N1-N7), **Appendix O** – Dean’s Response to Self Study, **Appendix P** - External Program Review Committee’s (PRC) Final Report, **Appendix Q** - Program Response to ERC Report, **Appendix R** – Deans Response to ERC Report / Prog Response. (Dr Debra Gilin)

**Key Discussion Points:**

- Dr Gilin thanked Dr Kay and Dr Kotchetova for their assistance and support during this review process. The ERC was particularly diligent, and the program is satisfied with the results.
- A member noted that the response from the reviewers was very positive. In many cases there were comments that the reviewers support the approach taken by the program.
- Question: Recommendation 4 & 5– these recommendations are well made in relation to leveraging resources. Can Senate do anything to shore up this position beyond the statement related to resources? Answer: The ask in recommendation four has resulted in the recommendation for the program to work with the Dean to accomplish this. The Dean of Science advised that she has already received a request to hire a replacement faculty member for this program. That position will hopefully be able to be added this year. The Dean is also working with other faculty to look at other resources that are needed. The discussions are underway and there is optimism about forward progress on these.



- Members were advised the SMU could not take advantage of the opportunity to grow the relationship with the Canadian Armed Forces without additional online resources.

The following was moved as an omnibus motion  
 Moved by Smith on behalf of the Academic Planning Committee and seconded,

- 1) **“that Senate support the recommendations as articulated by the Academic Planning Committee.”**

and

- 2) **“that the Program submit an Action Plan that is based on the recommendations, to the Academic Planning Committee (APC) in time for the December 2021 meeting of the APC”.**

and

- 3) **“that in September 2022, the 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

- 4) **“that in September 2024, the 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”.**

**Motion carried.**

- .02 Academic Regulations Committee (Dr Steve Smith)
  - a) 2020-2021 Academic Regulations Committee Annual Report, **Appendix S**.  
**Key Discussion Points:**
    - The chair thanked all the committee participants for their work.

In the absence of objections or revisions, the 2020-2021 Academic Regulations Committee annual report was accepted into the record of Senate

- b) Revisions to Academic Regulations: UG5, UG8/G24, UG10/G26, UG11/G31 b&e, UG18/G33, UG20/G13 and G 20 Min/Max Table, G34, & G37, ARC Memo - **Appendix T1**, and Revision submission – **Appendix T2**, Current listing of Holy Days (re UGAR #8-24&10-26) – **Appendix T3**.  
**Key Discussion Points:**
  - UG 5 – this revision has been inserted into the Grading section. Once we have a weblink we will insert it.
  - UG 8-24 The holy days.
    - Question: Is this going to be problematic for the university? Answer: This is about respecting the many groups we have on campus.

- Concern was expressed that many dates that were not previously recognized are going to be. Members were advised that this process defaults to the dates published on the interfaith calendar. This is consistent with what is being done by other universities.
- What does this mean for faculty members? For example, there is a whole week in January for Christian unity. This is problematic in terms of teaching days. Question: Are faculty obliged to accommodate that student? Answer: We need to use this as a guide when accommodating students requests.
- Question: How does a faculty member know that the student's request is legitimate? Answer: One way to deal with this is for faculty to use a statement in their syllabus as follows: ``Persons who have religious or cultural observances that coincide with testing days in this class should let me know in writing (by e-mail for example) by September 30th, 2021, so we can make other arrangements. I strongly encourage you to honour your cultural and religious holidays.``
- Some of the operationalization of this policy will impact processes and that needs to be considered.
- Members were advised that there is the ability to organize exams up to the first week in January if necessary.
- It was suggested that Ms Milton might be able to consult in this regard.
- UG 10-26 – no discussion.
- UG 11-31 b&e – no discussion.
- UG 18 – G33 – This is to address a situation where the decision resulting from the process may not be respected.
- UG 20 – G 13 Transfer Credits – no discussion.
- G 20 is just an editorial addition – no discussion.
- G34 – no discussion.
- G 37 – We changed the language in the undergraduate calendar because of FOIPOP and missed revising the graduate calendar.
- On page 46 the wording has been struck in item C and replaced by a website reference. Question: Can this be checked every year Answer: This is done as a part of the calendar development process.

An omnibus motion was moved by Smith on behalf of the Academic Regulations Committee and seconded, **“that Senate approve the revisions as described in Appendix T2.” Motion carried.**

- c) Procedures related to revisions to UGAR #5 to provide a P/NC grade option, **Appendix U.** (Killam).

**Key Discussion Points:**

- Senate tasked the Academic Regulations Committee to review the Pass/No Credit (P/NC) grade option to see if it could be regularized within the Academic Regulations. This is a mock-up of what would appear on the website to explain the option and process.
- Question: What are some examples of abnormal situations where exceptions would be made to the stated rule that the P/NC option would not be available to students facing an AI decision? Answer: There have been exceptions made because of a serious physical or mental health situation, however the AI report would remain in the student file.

- In the document, the following is stated: “The P/NC option exists to encourage students to explore interdisciplinary learning, and/or to expand possible course choices to areas where they think they have interest but may not be confident about how well they will do. With the P/NC option, course results do not impact the student’s GPA.” Question: Is it clearly stipulated why the option exists? It does matter what the course level is but is there any restriction on which level the student is in relative to the eligibility to apply? Answer: If it is a degree requirement, students are not able to request this. In their fourth year they cannot do this because they would not meet the course requirements for their degree program. One reason for this option is to open opportunities to students to take high risk courses outside of their area of study that they might not attempt otherwise.
  - Question: Is it possible to defer consideration of this process until the language is clarified/revised? Answer: Yes. Additional language can be added to make this clearer.
  - The motion was to approve the framework. The operationalization of the framework is worked out by the Registrar’s Office. This can return to the October Senate meeting.
  - It was noted that the wording of the Academic Regulation is clear. The process is a separate issue from the regulation.
- d) Revisions to 8-1016 Senate Policy on Final Exams, ARC Memo -**Appendix V1**, and Policy – **Appendix V2**.

**Key Discussion Points:**

- The Academic Regulations Committee was tasked by Senate to review this policy because it assumed only paper exams. We needed to include proctored and distance exams. This policy has been revised to include processes for both situations. Members were advised that the privacy officer also reviewed these revisions.
- Concerns were expressed regarding requiring a proctor when an exam is written online. Response: This is for students taking an online course, but the faculty member has stipulated that the exam is to be in person. Those students that are located more than 100 miles away, must have a proctor to invigilate that exam.
- Question: What about the use of remote cameras during exams? Answer: You cannot force a student to have a camera available or on during an exam.
- It was suggested that this motion be deferred until the October meeting because there are perceived conflicts within the document and the wording of some things is not precise enough. An example was offered: the language around head coverings. It was noted that these days we also have face coverings.
- The following text was identified: “Instructors are required to make best effort to create a secure exam environment that discourages cheating. For example, **for in-person exams:** appropriate spacing of students, multiple versions of the examination with randomized ordering of questions, neighbouring students facing different directions, and alternating students with others writing an exam in a different course. **For virtual exams, there are many approaches faculty can use to ensure academic integrity of the exam. Faculty are encouraged to contact the Studio for Teaching and Learning to identify supports in this area.**” It was suggested that this was not precise enough for text in a policy document. Rationale: The statement “encouraged to contact the Studio” It is the university that is responsible to provide a secure exam environment. It was noted that the Studio is the part of the university that is responsible for supporting faculty in this regard. The university cannot tell faculty how to structure their exams.

- The following text may be problematic: "Students who are writing exams outside of Canada will require a proctor employed with a post-secondary institution." An instructor may not require a proctor (e.g., the exam might be "open book").
- By October 1, Senators were asked to submit to Dr Steve Smith a clearly articulated text to identify the specific items they would like to have revised.

**Moved by Dr Zhyznomirska and seconded, “that we extend the Senate meeting for 15 minutes to complete the agenda item related to the 2022-2023 Academic Calendar.**

- e) 2022-2023 Academic Calendar of Events, ARC Memo – **Appendix W1**, and Calendar of Events, **Appendix W2**.

**Key Discussion Points:**

- It was noted that there is an extra Tuesday-Thursday class date in Fall 2022.  
Response: That was because it was necessary to add an extra Friday teaching day as a consequence of the recognition of the September 30 National Day for Truth and Reconciliation.

Moved by Smith on behalf of the Academic Regulations Committee and seconded, **“that the Academic Calendar of Events for 2022-2023 is approved.” Motion carried.**

- .03 Agenda Committee 2020-2021 Annual Report, **Appendix X**
- Deferred to October due to time restrictions.
- .04 By-Laws Committee 2020-2021 Annual Report, **Appendix Y**
- Deferred to October due to time restrictions.
- .05 Curriculum Committee
- a) 2020-2021 Annual Report, **Appendix Y**
- Deferred to October due to time restrictions.
- b) Revision to Senate Bylaws section 5.2.9.10 – Committee Terms of Reference, Notice of Motion - **Appendix Z1-1**, and revision – **Appendix Z1-2**
- Key Discussion Points:**
- Deferred to October due to time restrictions.
- .06 Election Committee  
2020-2021 Annual Report, **Appendix Z2**
- Deferred to October due to time restrictions.
- .07 Student Conduct Committee  
2020-2021 Annual Report, **Appendix Z3**
- Deferred to October due to time restrictions.

**22014 FACULTY COUNCILS**  
None

**22015 REPORTS FROM AD-HOC COMMITTEES**  
None

**22016**      **REPORTS FROM JOINT COMMITTEES**

None

**22017**      **REPORTS FROM PRESIDENTIAL COMMITTEES**

None

**22018**      **NEW BUSINESS FROM**

Floor (not involving notice of motion)

.01      New federal statutory holiday - National Day for Truth and Reconciliation: September 30.

**Key Discussion Points:**

- Addressed in the President's Report.

.02      Progress report – Accessibility Advisory Committee (Dr Butler)

**Key Discussion Points:**

- This item is deferred due to the absence of Dr Butler.

**22019**      **ADJOURNMENT**

The meeting adjourned at 4:45 P.M.

Barb Bell,  
Secretary of Senate