

**SENATE MEETING MINUTES
October 14, 2022**

The 637th meeting of the Senate of Saint Mary's University was held on Friday, October 14, 2022, at 2:00 PM, in CLARI meeting room Atrium 340. Dr Grandy, Chairperson, presided.

PRESENT: Dr Summerby-Murray, Dr VanderPlaat, Dr Francis, Dr Ingraham, Dr Sarty, Dr Austin, Dr Barclay, Dr Fan, Dr Grandy, Dr Hare, Dr Irving, Dr Kocum, Dr O'Brien, Dr Power, Dr Sanderson, Dr Stinson, Dr Ylijoki, Dr Al Zaman, Dr Zhyznomirska, Mr Brophy, Mr Peters, Ms van den Hoogen, Ms Tyler, Ms Meyers, Mr Wilson, Ms Milton, Dr Kay, Dr Edgar, and Ms Bell, Secretary of Senate.

REGRETS: Dr Brosseau, Dr Bhabra, Ms Mihika, and Mr Sogy.

Dr Grandy chaired. The meeting was called to order at 2:03 pm and a territorial acknowledgement was provided.

23020 **REPORT OF AGENDA COMMITTEE**
The Agenda Committee report was accepted.

23021 **PRESIDENT'S REPORT**
Posted for this meeting as **Appendix A** (10 min).
Key Discussion Points:
The President referred to the report included with meeting materials and highlighted the following:

Discovery and Innovation in a Learning-Centered Environment

- Congrats to SMUSA for a successful Society and Partners expo on Oct 4.
- Congrats to organizers of the Atlantic Provinces Political Sciences Associated for a full and innovative program at SMU bringing colleagues together from across Canada.
- The Association of Atlantic Universities Teaching Showcase begins at SMU on October 15 and celebrates teaching excellence and best practice across our region.

Intercultural Learning

- On Sept 15 the EMG approved (in principle) the new Sexual Violence and Harassment Policy. This policy is now under consideration by the Senior Management Group.
- There were many interesting events on campus during the September 30 National Day for Truth and Reconciliation. Going forward this needs to be an active day of focus on the issues.
- Employee Engagement Survey results will be presented at the Town Hall later this month.

Institutional Sustainability

- Registration numbers have stabilized for the Fall and Winter term. We remain below our forecasted targets for this term. The financial situation will be addressed during

the upcoming Town Hall and will include comparative data from other Atlantic universities.

- Stephen Moore, Director of Government Relations, has accepted a position outside of the University. This position will be posted soon.

23022

VICE-PRESIDENT ACADEMIC AND RESEARCH REPORT

Posted as **Appendix B1** for this meeting (10 min).

2021-2022 Annual Report, Animal Care Committee, **Appendix B2**

2021-2022 Annual Report, Research Ethics Board, **Appendix B3**

Key Discussion Points:

- The annual reports of the Animal Care Committee and the REB have been provided for information purposes in accordance with a motion in Senate a few years ago that removed these groups as standing committees of Senate.
- The comparison enrolment numbers for the fall and winter 2021-2022 and 2022-2023 were presented.
- Members were advised that after the cancellation of the fall Convocation, the graduates were advised that they would be added to the winter convocation ceremony. The Registrar's Office was commended for their quick response to this situation.
- The fall exam schedule is posted, and no exams are scheduled on a Sunday.
- Conferences on campus have resumed.
- The confirmation button and Auto Accept/average have gone live, and the functionality of Waitlist is pending. We hope this will help with stabilizing enrolment numbers sooner.

23023

SMUSA PRESIDENT'S REPORT (Academic focus)

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

Key Discussion Points:

- Online Learning - The Student's Technology Advisory Committee plans to engage students to gain feedback on the SMU Digital Learning Strategy, hybrid learning supports, annual student technology survey and more.
- The Senate is advised that some instructors instructing web classes have changed their approach and are having exams on campus. This poses challenges for some students.
- Academic Integrity Week – Due to Hurricane Fiona and the campus closure, Academic Integrity Week was postponed to the week of Oct 17.
- Tutoring Services – A new and improved tutor database is now accessible directly through the SMUSA website. Students can search for a tutor by subject or by tutor profile. Improvements were made to security and safety related to tutors. Congratulations to Emily and Megan for this work.

23024

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

Key Discussion Points:

- Question: The President Academic Cabinet is not mentioned on the website. What is it? Is it possible to have an organizational chart of the University administration with all the positions posted on the SMU Website? Answer: The Presidential Academic Cabinet is an informal group comprised of the Deans, University Librarian, and the AVPs associated with academic programs to inform the President on issues. An organizational chart can be posted on the SMU website. The President will undertake to get this done.
- Question: Has the President Academic Cabinet discussed the enrolment situation? Answer: Recently they had a presentation from the Director Recruitment and Marketing

on what recruitment would look like in 2022-2023. We are seeking the insights of the Deans and Directors on the strategies to follow.

- Question: How quickly can we pull something together for funding? Answer: Dr Sarty will send out another email next week regarding the process to follow to send funding requests for on-campus conferences to Dr. Sarty's Office.
- Question: To provide clarification on SMUSA's question about in-person exams for web courses, years ago it was common for on-line courses to have in-person exams. In fact, it was the preferred method for academic integrity reasons. It was noted that after the pandemic there may still be students in other countries that would be unable to come to campus to write an exam. The existing process of finding an invigilator acceptable to the institution remains. It would be important to know what was in the course outline for each instance of this occurring.
- Question: It is unclear whether the provost model is being dropped or if it is just that Saint Mary's University could not afford to hire someone in that role because of the current financial situation? What is the timeline for an alternate plan? Answer: The decision was based on the model. Within the next few months, we will be developing a plan to move into a full Provost model. Within the next year we will be doing a full review to identify if we can do that next academic year.
- Question: Can we have an update on the status of the search for the AVP Strategic Enrolment Management? Answer: Moffat is hoping to post that position next week.
- Question: What is the cost of the provost model versus the current VPAR position? Answer: The salaries are in the \$150,000 range. In addition, there are support positions that would need to be filled.
- Question: Will the posting be internal or external? Answer: External.
- Question: How are the grad programs doing in terms of enrolment? Answer: The numbers were not available for this meeting. The enrolment trend is not the same for all of the grad programs. It is not a direct line from enrolment in grad programs to the bottom line of the university because of the cost recovery model. The research graduate program enrolments are very strong because of the funding available. They are very popular.
- Question: Saint Mary's University spent 6.5 million more on salaries this year. There have not been significant new faculty positions added. Where are those monies going? Answer: An analysis will be done and presented to Senate. A significant percentage of this increase was in step increases.
- Question: The move towards the provost model was arrived at with great care taking into consideration many issues. Who is going to be reconsidering this initiative? Answer: The review will be initiated by the President's Office in consultation with the community (including Senate and the Board).
- Question: Senate was not consulted regarding the provost model. Answer: A presentation concerning the provost model was made to the Senate on November 19, 2021.
- Question: Because the AVP Enrolment position is empty, who is predicting the future enrolments? Answer: The enrolment projections will be generated by Institutional Analysis, in consultation with the Deans and Financial Services. The challenge will be the increase in enrolment needed to make the budget. We have no serious control over the enrolment numbers. They are set to support the budget. 75 percent of our budget is salaries and benefits. The budget is set first and then the enrolment numbers are set. The Budget Committee decides on what the realistic enrolment goals might be, and then makes the adjustments accordingly. It is combination of many things that are considered when arriving at the forecasts.

Minutes of the meeting of September 16, 2022, were *circulated* as **Appendix D**.

Key Discussion Points:

- Strike out the reference to Hurricane Fiona.
- **Referred to the Agenda Committee:** The President's report was extensive but only the items that are brought to the floor should be recorded in the minutes.
- Dr VanderPlaat is performing functions that are incorrectly reported - the position is interim VPAR and Acting AVP Enrolment. She is also serving as ADO. Dave Peters is the Acting Registrar.
- Page 4 – In the usage of the term “Great engagement”, it is not clear what is intended. Delete this statement.
- Correct the spelling of Dr Balmater's name.
- Senators were reminded that documents are posted a week in advance of meetings. To save time during the meeting, senators were asked to identify any needed revisions to the minutes prior to the meeting (send to senate@smu.ca). Senators advised they would submit suggested revisions to Bell after this meeting.
- **The following discussion item was referred to the Agenda Committee:** Consider using transcription service which might also serve an accessibility function. A transcription would be a record of what was said. It was suggested that before any decision was made concerning the use of transcription services, that the privacy office needed to be consulted. It was also suggested that the Senate would benefit from consultation related to what should be included in the minutes. The current minutes are more like transcriptions than minutes.
- From an accessibility standpoint and looking ahead, Kocum offered to advise regarding anonymizing minutes.
- Approval of the September minutes was deferred to the November Senate meeting.

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BUSINESS ARISING FROM PREVIOUS MINUTES

None.

23027

MEMBERSHIP ON SENATE COMMITTEES FOR 2022-2023

.01 Nominations for Senate Committees for 2022 - 2023 Section A, B & C - **Appendix E**
SECTION A – As per September Senate minutes, further nominations from the Deans.

ACADEMIC APPEALS

TBA (Business)

ACADEMIC INTEGRITY

Mark Barr (Oct-Jan/Arts.)

Augie Westhaver (SOCl/Arts Jan2022-2025)

TBA (FGSR)

ACADEMIC INTEGRITY APPEAL BOARD

Dr Firat Sayin (Faculty member appt'd by Dean FGSR – grad appeals only)

Mr Nirmallya Addy (Graduate Student rep appointed to April 2023).

ACCESSIBILITY COMMITTEE

TBA, (FGSR)

Ms Kate McHugh, One representative from the Fred Smithers Centre

LIBRARY COMMITTEE

Ms. Brandi Duke (Graduate Student rep approved to April 2023)

STUDENT CONDUCT

Mr Kyle Cook SMUSA Alternate Student rep appointed to April 2023

.02 **SECTION B** - To be nominated by Senate from the floor of Senate – **Appendix F3**

.0201 AGENDA (3 members of Senate, one of whom shall chair)

- **Dr Heather Sanderson**
- **Dr John Irving**
- **Ms Isobel Tyler** (student rep appt'd by SA to Apr/23)

Key Discussion Points:

- This group generally meets virtually, and the service is not onerous.

.0202 BYLAWS

- **Dr Lucie Kocum** (elected academic staff member of Senate)
- **Ms Isobel Tyler** (student rep appt'd by SA to Apr/23)

Key Discussion Points:

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

.0203 ELECTIONS (5 elected members of Senate)

- **Dr Alison Barclay**

.0204 EXECUTIVE

- **Dr Lyubov Zhyznomirska** (elected alternative member of Senate)
- **Ms Isobel Tyler** (student rep appt'd by SA to Apr/23)

SECTION C – Ad Hoc, Joint and Presidential Committees

AD-HOC COMMITTEES

.0207 COMMITTEE TO REVIEW THE INSTRUCTOR COURSE EVALUATION PROCESS

- **Dr Ashraf Al Zaman** (one member of Senate)
- **Dr Esther Enns** Associate Vice-President Teaching and Learning
- **Ms Tracey MacDonald**, Director, Institutional Data Analysis & Planning
- **Ms Emily Meyers** (student rep appt'd by SA to Apr/23)

Key Discussion Points:

- Work on this committee is being restarted with the direction as articulated in the Senate meeting of September 16.
- There is concern about the location of this process within Institutional Analysis.
- Faculty are concerned about the low response rates. Senators were advised that there are several approaches that can be initiated to address this issue.
- It was suggested that the chair of this committee needs to be an academic and not an administrative representative.

JOINT COMMITTEES

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

This group meets approximately three times per year.

- **Dr Jeff Power**

PRESIDENTIAL COMMITTEES

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

- **Dr Rahman Khokhar (FINA/Bus)**
- **Dr Andrew Hare (MATH/Sci)**
- **TBA** (alternate)

- TBA (alternate)

Key Discussion Points:

- Over the last three 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 outstanding representatives for the committees of Section A and B will be provided by the Deans for the November Senate meeting.

Moved by Al Zaman and seconded,” that **the nominees for Section A, B and C of the Membership on Senate Committees 2022-2023 (circulated at Appendix F1-3 and revised above) are approved as recorded above.” Motion carried.**

23028

REPORTS OF STANDING COMMITTEES

- .01 Academic Appeals 2021-2022 Annual Report to Senate, **Appendix F**
- .02 Academic Integrity 2021-2022 Annual Report to Senate, **Appendix G**
- .03 Academic Integrity Appeals Board 2021-2022 Annual Report to Senate, **Appendix H**
- .05 Academic Regulations Committee 2021-2022 Annual Report to Senate, **Appendix M.**
- .07 Agenda Committee 2021-2022 Annual Report to Senate, **Appendix O**
- .08 Bylaws Committee 2021-2022 Annual Report to Senate, **Appendix P**
- .09 Curriculum Committee 2021-2022 Annual Report to Senate, **Appendix Q**
- .10 Elections Committee 2021-2022 Annual Report to Senate, **Appendix R**
- .11 Executive Committee 2021-2022 Annual Report to Senate, **Appendix S**
- .12 Learning & Teaching Committee 2021-2022 Annual Report to Senate, **Appendix T**
- .13 Library Committee 2021-2022 Annual Report to Senate, **Appendix U**
- .14 Academic Literacy Strategy Committee 2021-2022 Annual Report to Senate, **Appendix V**
- .15 Student Conduct Committee 2021-2022 Annual Report to Senate, **Appendix W**

An omnibus motion was moved by Power and seconded, “**that Senate accept the 2021-2022 Annual Reports in appendices F through H, and M through W (excluding N-Accessibility Com) into the record of Senate.” Motion carried.**

- .04 Academic Planning Committee (Dr Madine VanderPlaat)

- a) Revised 2021-2022 APC Annual Report to Senate, **Appendix I1 & I2**

Key Discussion Points:

- It was discovered that due to an oversight, there was information omitted from the version of the APC annual report submitted in September. A revised version is being submitted.
- Question: Reference page 6 of the report – What is the progress we are making on online learning? Post COVID we are offering some online courses. There seems to be some confusion about requirements related to offering web courses. How are we meeting MPHEC deadline (Jan 2026) for having an online strategy in place? How are we going to respond to those requirements in the next term? Answer: There is a framework for each institution that is due in three years. We are looking at what that looks like at a department level. During the pandemic we did emergency online teaching. Now we need to say we have trained instructors engaged in this activity and have a departmental plan. Faculties must take ownership of this plan. We also need to know what kind of resources those courses need so that we can plan for those courses.

- MPHEC is allowing a continuation of the previous approach. They are concerned but going forward when we develop an online program, we will have to address all the new requirements. Once we have a framework that MPHEC validates, it will be under our purview as an institution. We are allowed to offer 20% of courses online for accessibility purposes. We are not offering a program online but have online components of programs.
 - Question: Please share the MPHEC document stating this position.
 - **Action Item: Senate** was asked to identify a process for putting forward online course. Senate was asked to monitor this topic and schedule a presentation on this for members.
 - There being no discussion, objections, or revisions, the revised APC 2021-2022 Annual Report was accepted into the Senate record.
- b) MPHEC New Program Proposal (PHIL) Major in Law and Ethics (Dr Scott Edgar - Virtual), APC Notice of Motion, **Appendix J1**, Proposal, **Appendix J2**.
- Key Discussion Points:**
- This is a very exciting program. The reason this program was developed is that SMU students are oddly resistant to thinking of Philosophy as having application to future careers and especially if they are looking at going into Law. This program addresses this area of study for students' interest in law. There are courses on the philosophical approaches to ethics as it applies to the environmental, business, healthcare, politics, family and more. The program can be rolled out using existing resources.
 - Members voiced support for this proposal.
 - Question: There are three new courses listed in the proposal. Of the listed philosophy courses that are allowed, at least half of those courses were not offered this year. Is this going to create an issue in terms of faculty resources? Are students going to have problems finishing their programs within the normal timeframe? Answer: Scheduling courses in philosophy will get more complicated. The courses will be offered on a rolling two-year basis. There will be cohorts of students that will take these courses at different times to make the scheduling work. If one of the instructors dedicated to this program were on leave an LTA would need to be hired.
 - Question: There is a large number of courses listed in other departments. All departments were not consulted. Why? Answer: Extensive consultation was done, and a couple of courses were included that may not have been followed up with consultation. They were included because they fit but they are elective and we did not have the opportunity to consult with those instructors.

Moved by VanderPlaat and seconded, **“that Senate approves the MPHEC proposal for a New Major in Law & Ethics for submission to MPHEC.” Motion carried.**

- c) MPHEC New Program Proposal (HIST) Major in Public Humanities and Heritage (Dr Ingraham), APC Notice of Motion, **Appendix K1**, Proposal, **Appendix K2**.
- Key Discussion Points:**
- Ingraham advised that this is an exciting interdisciplinary program.
 - Question – From an administrative approach, how do you ensure the students have the right advisors? Answer: Arts has several stand-alone programs that are administrated by program coordinators. There are experienced advisors for these situations.

Moved by VanderPlaat and seconded, “that Senate approve the MPHEC proposal for a New Major in Public Humanities and Heritage for submission to MPHEC.” Motion carried.

- d) 8-1015 Senate Policy on the Review of Programs at Saint Mary’s University (Dr Kay) - APC Notice of Motion, **Appendix L1**, Policy, **Appendix L2**.

Key Discussion Points:

- Kay advised that the revision was to begin to address inclusivity, diversity, and accessibility in program review. Minor edits were done. The timing between the action plan and the subsequent reports was adjusted to ensure there was enough developmental time to make appropriate progress.
- Question: On page 6 in program description, it includes language on Universal Design for Learning (UDL). We have discussed this before. Will there be opportunities for faculty to learn how to do this? Will this be a barrier for programs going forward? Answer: There needs to be more consultation that takes place between the Studio, faculty, and students but the next step is to do a deeper review and define what it means within the SMU environment.
- Concern was expressed regarding how we are going to do this.
- Page 19-22 of the accessibility plan addresses Teaching, Learning and Research. We are not that far away from the provincial directorate regarding standards in the accessibility legislation. We do not have a choice in this regard, we must do this. The accessibility plan outlines what work we must do and how we are planning to do that.
- Concern was expressed that departments must respond now to these requirements before training, or definitions / standards are in place for SMU.
- It was suggested that the university needs to analyze how close we are to doing this and how we are going to address the gaps. We need the policy to reflect a high bar for the university.

Moved by VanderPlaat and seconded, “that Senate approve the revised 8-1015 Senate Policy on the Review of Programs at Saint Mary’s University.” Motion carried.

.06 Accessibility Committee

- a) 2021-2022 Annual Report to Senate, **Appendix N**.

Key Discussion Points:

- Deferred to the November Senate meeting.

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REPORTS FROM JOINT COMMITTEES

- a) Honorary Degrees Committee

- i. 2021-2022 Annual Report, **Appendix X1**

Key Discussion Points:

- There being no discussion, objections, or revisions, the report was accepted into the Senate record.
- An error was noted on page 2 under approved and accepted
 - 1) revise from Doctor of Science to Doctor of Letters, Honoris Causa
 - KO - Doctor of Commerce, Honoris Causa

Moved by Summerby-Murray and seconded, “that the Honorary Degrees Committee 2021-2022 Annual report is approved as revised above.” Motion carried.

- ii. Honorary Degree Recommendations, **Appendix X2**

Moved by Summerby-Murray and seconded, **“that Senate supports the recommendation to award a Doctor of Commerce (honoris causa) as submitted in Appendix X2 and forwards this recommendation to the Board of Governors for awarding.”** Motion carried.

23030 **NEW BUSINESS FROM**
None

23031 **ADJOURNMENT**
The meeting adjourned at 4:00 P.M.