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Halifax, Nova Scotia, Canada  
B3H 3C3  
Senate Office  
Tel: 902-420-5412  
Web: www.stmarys.ca

## SENATE MEETING MINUTES March 15, 2019

The 600<sup>th</sup> Meeting of the Senate of Saint Mary's University was held on Friday, March 15, 2019, at 2:00 PM, in the Secunda Marine Boardroom. Dr VanderPlaat, Chairperson, presided.

**PRESENT:** Dr Summerby-Murray, Dr Butler, Dr Smith, Dr Bhabra, Dr Francis, Dr MacDonald, Dr Sarty, Dr Doucet, Dr Grandy, Dr Grek-Martin, Dr Hall, Dr Loughlin, Dr Power, Dr Stinson, Dr Takseva, Dr Twohig, Dr VanderPlaat, Ms van den Hoogen, Mr Brophy, Mr Nasrallah, Mr Mahmudur Rahman Shovon, Mr Archibald, and Mr Oshobu, Dr Ó Siadhail, Dr Krishnamurti, Dr Will Kay, Ms Morrison, and Mr Rooney.

**REGRETS:** Dr Kehoe, Dr Khokhar, Dr McCallum, Dr Rahaman, Mr Southwell and Dr Warner.

Meeting commenced at 2:05 P.M.

**18064**      **REPORT OF THE AGENDA COMMITTEE**  
The report of the Agenda Committee was accepted as revised.

**18065**      **UNIVERSITY BUDGET PRESENTATION**  
D. Rooney and G. Morrison presented the details of the budget.  
**Key Discussion Points:**

- This is a status quo budget with a focus on compliance requirements, cost neutral initiatives and select strategic initiatives.
- The Budget Advisory Committee will continue to work throughout the year to review strategic targeted reallocations and advise the University related to risk management.

**18066**      **PRESIDENT'S REPORT** posted as *Appendix A* (10 min)  
Summerby-Murray advised members of the following:

- MOU – Provincial Budget Day is scheduled on March 26. A decision will be shared at that time relative to the other areas of funding.
- Appointment of Dr Michael Durland as Chancellor, CEO of Melancthon Capital (Venture Capital Co). He is a business leader and has a PhD from Queens where he occasionally lectures. He will be installed during the May 2019 convocation ceremonies, probably on the morning of May 15.
- A formal agreement is signed on the SMUFU Collective Agreement.

- Work continues on the Entrepreneurship and Innovation Hub. We are continuing our lobbying and work with the Provincial and Federal Governments. We continue to look for more funding from that area.
- There will be an important announcement next Thursday. This will be a red-letter day for SSB and SMU. We will be accepting a transformative gift.

18067

**VICE-PRESIDENT ACADEMIC RESEARCH'S REPORT** posted as *Appendix B* (10 min)

Dr Butler advised members of the following:

- There has been a reorganization of Enrolment Management. This will include searches for both the AVP and Registrar separately. Job descriptions are being finalized. This will require extending the acting role until the end of the summer to allow for the searches and hires to conclude.
- Office reorganizations have been structured to meet student needs.
- Recruitment is being separated from Admissions and grouped with Registrations under the Registrar. There will be a better focus on supporting the information and technology tools needed by students and faculty.
- The team is aware of the process and job descriptions are being rewritten. A Search Committee will be struck over the summer.
- Continuing funds have been identified to hire an African Nova Scotian Student Advisor. Brophy is collaborating with the CEO of the Delmore (Buddy) Daye Learning Centre to develop the role and help with the search.
- Continuing funds have been identified to hire a Grant Facilitator to support our SSHRC researchers with their efforts. The Facilitator will also play a key role in helping identify and support interdisciplinary collaborative opportunities across campus.
- The Academic Plan Renewal process is ongoing. April 5 is the Town Hall at 3 pm. Feedback will be presented and further consultation will be requested.
- Students have provided valuable input to the Academic Plan Renewal process. That feedback is consistent with that received from the faculty.
- Members were advised that the Dean of Arts would not be renewing. A search committee will be struck immediately.
- A number of faculty have been identified as willing to work on indigenization on campus as per the task set by Senate. This group will undertake a broad consultative process that will include indigenous leaders and students and the body of faculty beyond the working group with interests and commitment to this. The VPAR is also meeting with the Indigenous Student Advisory Committee in the near future to discuss with them how to move forward from their last report.

18068

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

- A member expressed appreciation in relation to the quick response of the university on the issue of indigenization.
- Question: Is there a time-line on the hiring of the Grants Facilitation Officer? Answer: The VPAR provided some sample job descriptions and hopes that will help to have someone in place by the summer.
- Question: Last week, there was a student lead and organized meeting on campus of the Indigenous panel. An issue raised during the meeting was the size of their space. A larger and more accommodating space is required.

Answer: There may be some possibilities down the road but we are currently looking for a short-term fix.

- Question: Do we know where the extra funding in the MOU will be allocated if we get it? Answer: We can only expect 1% on the Operating Grant. The remaining components are more uncertain. Some funding in targeted areas has been suggested. We suggested up to 2% over the five years of the MOU. It may be a smaller amount, one-time, and it may be targeted. The budget has been built with this in mind.

18069

#### **MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting of February 15, 2019, were circulated as *Appendix C*.

- It was suggested that the Senate minutes do not follow best practice for a governance group.
- The opinion was expressed that the Senate minutes also do not follow the Senate Bylaws.
- Senate Bylaws Section 2.7.3 was quoted: “The minutes of Senate shall record motions, results of motions and any statement or vote made by a senate member who wishes what he/she said to be placed on record.”
- Members were advised that at the Senate meeting of September 2004, Senate members opted for minutes that are more detailed.
- It was suggested that the minutes should record actions versus what is said during meetings. Minutes should recording what is said only when a Senator requests that action.
- For a variety of reasons, we have moved to a record of discussion versus a record of decisions. Senate members were asked to consider restructuring the minutes as per the Senate By-Laws.
- Concern was expressed that when important issues come up, if there is no discussion recorded, the record disappears related to how Senate arrived at their decision.

Moved by Takseva and seconded, **“that Senate defer the approval of the minutes until the next Senate meeting to allow for due consideration of the question.” Motion carried.**

18070

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) Senate Ad-Hoc Committee to Review Accessibility in an Academic Environment (Dr Krishnamurti)

i. Proposal to create a Senate Standing Committee on Accessibility (Terms of Reference and Membership), *Appendix D*

##### **Key discussion points:**

- These proposals are a result of a consultation meeting with the President held after the last Senate meeting.
- Members were advised that some of the participants on the Ad Hoc Committee have expressed interest in participating on these committees.
- It was suggested and accepted to add to the membership of the University Committee, a representative from Student Services.

Moved by Krishnamurti and seconded, **“that the Senate establish a Senate Standing Committee on Accessibility with the following proposed membership and terms of reference:**

**a) Membership**

1. The committee's chair will also sit on the proposed University Committee
2. At least one member will be an elected member of Senate
3. The committee should include representation from all faculties
4. One Student Senator
5. One student appointed by the Student Association
6. A representative from the Studio for Teaching and Learning
7. A representative from the Library
8. A representative from the Fred Smithers Centre

**b) Terms of Reference**

- The primary mandate of the committee is the development and implementation of a Senate Policy governing student accessibility and accommodations as outlined in the Senate Ad-Hoc Committee's report.
- The committee will liaise with the university committee on issues relevant to teaching and learning
- This committee will also:
  - Identify and prioritize issues of accessibility with regard to all aspects of teaching and learning.
  - Through regular liaising with the university committee, maintain Senate's awareness of developments and timelines for compliance with provincial and federal legislation.
  - Collect and share resources pertaining to accessibility, accommodations, and inclusive teaching; this will be part of the committee's regular reports to Senate.
- Senate committee should meet with the university committee at least once a term

**Motion carried.**

- ii. Proposal to create a University Committee on Accessibility led by the President (Terms of Reference and Membership), *Appendix E*

**Key discussion points:**

- We will not be able to move in lock step with everything that is listed in the Terms of Reference. This is because we are governed by, and must comply with the Legislation.
- Support was expressed for this development.

Moved by Krishnamurti and seconded, **“that the Senate approve the proposal that the President establish a University Committee, to develop and oversee an Accessibility Framework for the institution as a whole, with the following proposed membership and terms of reference:**

**a) Membership**

This committee should include representation from across campus. We propose the following standing membership in this committee:

1. University President

2. Faculty Representative from Arts
3. Faculty Representative from Science
4. Faculty Representative from Sobey
5. Faculty Representative from FGSR
6. Chair of the Senate Standing Committee
7. Student representative to be determined by Student Association
8. Representative from ITSS
9. Representative from HR
10. Representative from Facilities Management
11. Representative from the Student Services
12. University Librarian
13. Fred Smithers Director
14. Studio Director, Educational Development and Technology
15. Inclusive and accessible educational developer (new Studio position to be hired)
16. Representative from Website steering committee
17. Representative from External Affairs

**b) Terms of Reference**

- The primary objective of the University Committee is the development, implementation, and ongoing oversight of a university-wide Accessibility Framework
- As a first step, the committee will seek external training/advising on accessibility and accommodation for its members (e.g. through the Nova Scotia Accessibility Directorate)
- As part of its ongoing work, the committee should:
  - identify benchmarks and timelines for implementation of changes necessary for ongoing compliance with provincial and federal legislation.
  - liaise with other universities and relevant bodies in the province and Canada on issues of legislation and policy
  - collect and manage information about previous and current changes/renovations to campus
  - work with a qualified consultant specializing in inclusive and accessible design to conduct a full Accessibility Audit of all aspects of campus space as outlined in the Senate Ad-Hoc Committee's report
- The committee will make information regarding its recommendations and plans available to the university community in plain language and in accessible form.
- As part of its operational oversight of the Accessibility Framework, the committee should consider the creation of a University Accessibility Office/Accessibility Officer position.
- Given the short time frame for the university to prepare a plan as per impending legislation, we recommend that the committee establish a schedule of regular meetings as soon as possible.

**Motion carried.**

iii. Discharge

**Key discussion points:**

- The Senate expressed their sincere thanks and gratitude for the work of this committee.

Moved by Krishnamurti and seconded, **“that the tasks assigned by Senate to the Ad-Hoc Committee to Review Accessibility in an Academic Environment, are completed. The Committee is hereby disbanded” Motion carried.**

b) Senate Bylaw Committee

Notice of Motion, *Appendix N1* and revised By-laws document, *Appendix N2* (Jason Grek-Martin).

**Key discussion points:**

- Under Section 1.10.2 – Delete section 1.10.3 redundancy of the responsibility for changes of address and telephone number.
- It was noted that there was no term limit on the Vice-Chair position.
- Delete section 3.4.3 under Archivist. There has never been a Senate Handbook.
- Page 22 under TOR in the Learning and Teaching Committee – see the approved Terms of Reference in Oct, 2018 Senate meeting and correct By-laws accordingly in 5.2.11.2 ‘governance and oversight’ versus ‘champion’. Revert to the previous text.
- In 5.1.8, which is now 5.1.9 – “5.1.9 Senate shall insofar as possible, appoint a member of Senate to serve as Chairperson of each committee.” Concern was expressed that this practice is not followed. The lack of connection back to Senate is a worry.
- It was noted that for a number of years the Secretary of Senate as noted in the election process and the recording secretary have been the same individual. Historically these were two different positions covered by two different individuals. The recording secretary should be called the “Clark of Senate” to avoid confusion with the title of Secretary of Senate. Members were asked to consider this situation as one that possibly needs to be rectified in the near future.
- It was noted that the new Senate Standing Committee on Accessibility needs to be added to the Bylaws.
- A typo was noted on page 24 Literacy Strategy – Remove the “’s” on Council’s and Department’s. Question: Does the committee review departmental activities related to Literacy? Answer: At this time, the committee is not doing this. **Action Item: Bell and van den Hoogen** will meet on April 1 to discuss the history and terms of reference for this committee.
- A member advised that the degrees listing in the By-laws needs to be updated (also impacts AR 27e). **Action Item: Bell** will consult Kay & Smith on this.
- It was noted that a definition of “Department” was necessary (e.g. Academic Department). It was also noted that according to the Bylaws, Standing Committees of Senate are required to review their terms of reference annually.

- Question: Why was the REB and Animal Care Committees removed?  
Answer: Senate removed them as Standing Committees of Senate because they are regulated by, and answer to outside certifying bodies. These two bodies report to the Senate through the VPAR. The others committees that were deleted were stagnant and / or their TOR overlapped with other initiatives on campus.

Moved by Grek-Martin and seconded, **“that the Senate approves the revisions to the By-laws document as presented in Appendix N2 with revisions as discussed at this meeting.” Motion carried.**

**18071**

**OUTSTANDING ITEMS FROM PREVIOUS AGENDAS**

Update on President’s Committee on Racism (President)

**Key discussion points:**

- Work on the Ad-Hoc Committee of the Senate – commissioned in fall of 2017.
- A campus survey was undertaken in fall in 2018 (targeted survey on racism issues on campus).
- In early Dec, in January and in March reports were received by the President’s Office.
- The work of this committee was supported by the office of Brophy. The committee was thanked for their all their hard work.
- The survey of students, faculty and staff was a pre-identified survey. It had four main areas: Training and Knowledge (lack of awareness of non-European areas), Representation (lack of administrators, faculty and staff - deficiencies in reporting on diversity and equity at the university - it was noted that the existing annual report is too high level) and Retention, and Safety.
- Highlight recommendations (some recommendation are listed below)
  - Establish a President’s committee on eliminating racism
  - Provide opportunities for faculty staff and students,
  - Foster relationships
  - Identify targeted recruitment
  - Hire a senior indigenous scholar
  - Retention strategy
  - Revise code of conduct to address racism on campus
  - Develop clear and responsive policies to identify, report, investigate, and respond on issues.
- The next step is to develop an implementation plan. Some of these recommendations have already been acted on. The report and implementation plan may be ready for submission to the next meeting of the Senate.
- Question: Does the summary of the implementation plan address targeted recruitment? Answer: Yes and changes to our hiring processes as well.
- Members were advised that this was a challenging topic for the committee to address.

**18072**

**REPORTS OF STANDING COMMITTEES**

- .01 Academic Planning Committee.
  - i. Irish Studies Program Review (Dr Ó Siadhail)

*Appendix F* – APC Notice of Motion, *Appendix G* - Recommendation-Comparison summary, *Appendix H* - Self Study Report, *Appendix I*- Self Study appendices (1-4), *Appendix J* – Dean’s Response to Self Study, *Appendix K*- External Review Committee’s (ERC) Final Report, *Appendix L* - Department Response to ERC Report, *Appendix M* - Dean’s Response to ERC report.

**Key discussion points:**

- There are eight recommendations on which the program, The Dean and APC have provided feedback.
- A key challenge is the replacement of the Chair and the interdisciplinary issues such as the structures to promote stability of interdisciplinary programs at SMU. The IRST program states that they continue to operate on the goodwill of departments and individuals as they occur.
- It was suggested that one solution to the structure might be a reduced teaching load for the endowed Chair. This could be a way going forward to meet several of the priorities. This would allow the Chairholder to work more closely with external bodies. Serious consideration is needed to the situation of the Darcy McGee Chair.
- A member questioned why the one-year follow-up report on the action plan was due 9 months from submission of the action plan. That gives the program 9 months and not 12 to work on the action plan. The explanation was given that the one-year follow up report is required one year after the approval of the program review documentation in Senate. It is only a report of progress on the work the program has done on the recommendations of the Senate. That work does not have to be complete.
- Ó Siadhail stated that a five-year plan is an impossibility for this program at this time. The ICUF partnership has greatly helped the program, and each year the VPAR’s office has generously supported the program, co-funding the teaching position and offering three Irish language scholarships. The issue is that this commitment is on a year-to-year basis meaning that it is not possible to plan in any meaningful way. Any five-year plan the program submitted would be a work of fiction. **Action Item: Butler, the Dean and Ó Siadhail** will meet to discuss that.
- When O’Saidhail retires in 2022, there has been no indication from the University how that will be addressed. Dr. Ó Siadhail’s standard teaching load is 2.5 FCE. This leaves 1.0 FCE or 1.5 FCE on alternate years for part-time instructors. That is an issue.
- **Recommendation #1**- Senate supports the Dean’s response and recommends that the program use the creation of a five-year plan to strengthen their opportunities in addressing this recommendation.
- **Recommendation #2** - Senate encourages the discussion on the replacement hire for chair by the program and Dean, and encourages the program to consider creating a five-year plan to tackle the challenges mentioned around language instruction.
- **Recommendation #3** - Senate agrees with the Dean’s response and asks the department to look at the program specific action items



from the reviewers around the major, minor, and the liaison with supporting units in the interdisciplinary program.

- **Recommendation #4** - Senate supports the Dean's response and encourages the program to explore opportunities for service teaching to the broader community.
- **Recommendation #5** - This recommendation is beyond the purview of APC and Senate. As a part of the annual review process, APC will note this recommendation related to resource issues during the end of the year review.
- **Recommendation #6** - Senate supports the Dean's response and encourages the program to take on the recommendations of the reviewers as suggested by the Dean.
- **Recommendation #7** - Senate supports the Dean's response and encourages them to pursue the funding and research opportunities suggested by the reviewers and note that these could also be beneficial in recruiting students to the program.
- **Recommendation #8** - While outside of the scope of this program review, Senate supports the Dean and the program response and encourages the suggested discussions in this regard.

Moved by Butler and seconded, **“that the Irish Studies Program submit an action plan to APC in June 2019 based on the preceding responses”**. Motion carried.

and

Moved by Grek-Martin and seconded, **“that in March 2020, the Irish Studies 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”**. Motion carried.

Dr Takseva took over as Acting Chair of Senate

- i. Academic Regulations Committee (Dr Smith)
  - a) Significant revision of Academic Regulation 19, Notice of Motion – **Appendix 01** - Existing regulation - **Appendix 02 and** Proposed revised regulation - **Appendix 03**  
**Key discussion points:**
    - We are addressing AR 19 and AR 11. This is the last part of the task that Senate set for the ARC last fall.
    - VanderPlatt is the chair of the Academic Discipline Committee. It has become obvious that the process need to be addressed. The Type one and Type two designation is a nightmare. The hearing panel construction is problematic as a minimum. We attempted to follow the process last year and we had 72 cases

after the last set of exam. The proposal today is loosely based on the models of Carleton, University of Alberta and Dalhousie. We consulted faculty, students, staff and a number of lawyers in the process of developing this process.

- There will be an Academic Integrity Officer (AIO) appointed by the Dean within each Faculty, which will not be the Associate Dean. There is an Academic Discipline Officer at the VPAR's level to appeal to from the lower level.
- A Senator advised that we did not discuss admin support for these roles. Significant administrative support will be required. It cannot happen with existing staff and offices. Answer: There will be administrative support dedicated within the Service Centre.
- Part of this process will be to develop a handbook.
- A Senator advised that the student and the instructor could initiate an appeal. This would be a revision throughout the process.
- Question: In Option C – ‘another person or panel’ – who is that? Answer: The appeal hearing panel. If the committee does not have the expertise to review the issue, they can send it to another individual for review and it will come back to the panel.
- The student representative noted that the proposed process still allows for failure on the Rules of Natural Justice. They expressed concern about the purchasing of test banks not being included in the list of things that are not allowed. Response: This is included in “anything else that gains any advantage”.
- Question: What authority does the Faculty of Education fall under? Answer: FGSR for the graduate programs. The undergraduate piece is not large enough to deal with in the traditional way. There is no faculty appointed specifically to Education.
- Question: Under Cheating, please clarify the meaning of personal digital assistants. Answer: Watches and calculators. It was suggested to revise ‘assistants’ to ‘devices’.
- Question: Is there any concern about decisions that were previously made by a panel, now being made by one individual? Answer: That person would be trained and there is the expectation of consistent approach and decision-making.
- It was suggested that the handbook should provide an instruction that faculty could use peers to assist.
- A member presented a previous personal experience with a structure like this. Members were informed that the faculty individuals that were in the position of AIO meet regularly to discuss consistency and approach. It is important to have a parallel communication strategy connected to this.
- It was identified that SMUSA should develop a student handbook to outline the impacts.
- Question: What is the plan to make sure faculty members are aware of the changes? Answer: The faculty will all be reminded of the policy/process at the beginning of each term.

- Question: Regarding the wording “or senior administrator” – is the expectation is that this is a faculty member? Answer: No. We are hoping that few will end up at this level.

Moved by Butler and seconded, **“that the Senate meeting be extended by 15 minutes to provide time to complete the business on the agenda.” Motion carried.**

Moved by Smith and seconded, **“that Senate approves the revisions to Academic Regulation 19 for publishing in the 2019-2020 Academic Calendar.” Motion carried.**

b) Revision of Academic Regulation 11, *Appendix P*

**Key discussion points:**

- The Committee Chair expressed appreciation for the work of the Academic Regulations Committee and those that provided feedback related to Academic Regulation revisions.

Moved by and seconded, **“that Senate approves the revisions to Academic Regulation 11 for publishing in the 2019-2020 Academic Calendar.” Motion carried.**

**18073**      **NEW BUSINESS FROM**  
None.

**18074**      **ADJOURNMENT**  
The meeting adjourned at 4:45 P.M.

Barb Bell,  
Secretary to the Office of Senate