



One University. One World. Yours.

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

## SENATE MEETING MINUTES April 12, 2019

The 601<sup>st</sup> Meeting of the Senate of Saint Mary's University was held on Friday, April 12, 2019, at 2:00 PM, in the Secunda Marine Boardroom. Dr VanderPlaat, Chairperson, presided.

**PRESENT:** Dr Summerby-Murray, Dr Smith, Dr Francis, Dr Doucet, Dr Grandy, Dr Grek-Martin, Dr Hall, Dr Khokhar, Dr Loughlin, Dr Power, Dr Rahaman, Dr Stinson, Dr Twohig, Dr VanderPlaat, Dr Warner, Ms van den Hoogen, Mr Brophy, Mr Nasrallah, Mr Mahmudur Rahman Shovon, Ms Navas, Mr Southwell, Ms Sargeant-Greenwood, Ms Milton, and Dr Stanivukovic.

**REGRETS:** Dr Butler, Dr MacDonald, Dr Bhabra, Dr Sarty, Dr Kehoe, Dr McCallum, Dr Takseva, Mr Archibald, and Mr Oshobu.

Meeting commenced at 2:08 P.M.

**18075**      **REPORT OF THE AGENDA COMMITTEE**  
The report of the Agenda Committee was accepted.

**18076**      **PRESIDENT'S REPORT** posted as *Appendix A* (10 min)  
Summerby-Murray advised members of the following:

- Report on racism – Co-chairs prepared an implementation plan, which has been received by the President. The chairs will present that plan to Senate at the meeting in May. The implementation plan is extensive.
- Saint Mary's University and the Sobey School of Business were the recipients of the single largest donation in our history, when on March 21; the Sobey Family announced a gift of \$18 million.
- Chancellor-elect, Dr. Michael Durland spent a full day on campus last week in an effort to develop a more fulsome understanding of Saint Mary's, and in particular of the research work that is undertaken here
- Participated in the delegation to Africa led by Governor General of Canada - Her Excellency the Right Honourable Julie Payette. In addition to building relationships, participation as a delegate allowed for the enhancement of the reputation of Saint Mary's as a leading international university. The University of Quebec at Trois Rivières is doing a project in Rwanda that fits with our research. We have research connections through this part of the world but this trip has increased those.
- Discussions continue among members of CONSUP and the provincial government as we work to finalize our MOU for 2019-20. The Government

has allocated a 1% increase in the operating grant to universities for the year ahead and a one-time 1% grant to assist universities with deferred maintenance issues. The last two items were worked into our budget. The multi-year commitment is not substantive enough to ensure sustainability. We are continuing to negotiate to ensure sustainability in the years ahead.

- It has been an incredibly positive few weeks for the university.

**18077**      **VICE-PRESIDENT ACADEMIC RESEARCH'S REPORT**, *Appendix B* (10 min)

Dr Butler was unable to attend due to another national meeting commitment.

**18078**      **SMUSA PRESIDENT'S REPORT** posted as *Appendix U* (5 min)

Academic focus:

- Creation of Academic Committee – 2 reps from each faculty and a student-at-large
- Avoiding Academic Mistakes – Welcome week, school year
- Targeted consultations with Engineering, Indigenous & Grad students – issues passed on to respective departments on campus
- Successful student panel in New Faculty Orientation
- Academic Advocacy webpage on the SMU website
- Tutoring database – Nearly 100 tutors – nearly double last year
- SELF Fund – 20,000 given out to nearly 150 students
- Academic Regulations: Highest grade now counted for repeated courses, improvements in students' academic standing assessments, suspensions now 1 term, suspension appeals committee formalization, 15% of grade given back to students 5 working days before final drop date for courses, clarifications of regulations in general.
- Student voice in the accessibility & racism committees
- Library hours extended until 1am right after fall break
- OER awareness event – partnership with library
- Funding to increase lab equipment and improve accessibility in new budget – resulting, through consultation, from asks of engineering students.
- The first BComm Dean's List ceremony was held in November as a result of our advocacy. Other faculties have always had ceremonies to celebrate their students' success.
- Government adopted our recommendations and invested \$600,000 into on campus e-mental health resources and \$470,000 for post-secondary sexual violence prevention.
- Launched the new 5<sup>th</sup> floor space during the first week of December.

**18079**      **QUESTION PERIOD** (length at the discretion of chair based on business volume)

- Question: We have heard that Beijing Normal University will be terminating the BNUZ program (Zhuhai campus) in 2024. What does this mean for our program and our recently signed ten-year contract? Answer: We do not have enough detail to respond at this time. BNUZ was a spin-off to provide a foothold for Zhuhai in the region. There has been continuing revision of the relationship between the Beijing Normal University and the campus at Zhuhai. There is space on one of the campuses for an expansion. We are trying to discover what this means in terms of our agreement with BNUZ.

- Question: The information regarding the coming change was public knowledge for the last two years. Why was this not addressed during the signing of the 10-year contract? Answer: It is not clear how we will be affected. There may not be much change at all. We need a better understanding of this and we need more clarification.
- Question: The Course Evaluations for the 201910 term are late. When will they be available? Answer: They were delayed because the ICE program developed an error and it would not generate the reports. When the reports were finally generated, that coincided with the start of the 201920 term course evaluation process and there was not time for the Senate Office to process those reports and envelopes. They are now processed and department secretaries are picking up the department's complement of envelopes.
- Question: Do we have any assurance that the current semester will not also be delayed? Answer: The Senate Office advised that there is no guarantee delays will not occur in the future. This is an in-house program. Once the database is generated for a semester and the reports are printed, it has been our experience that if, for any reason, that database must be reopened to add or revise information, there is a risk of program errors developing and then showing up in the next report generation.

18080

**MINUTES OF THE PREVIOUS MEETING**

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

- Question: A member asked if Senate minutes would contain names of Honorary Degree Recommendations in the published form. Answer: No. Names are removed prior to publishing

Moved by Warner, and seconded, **“that the minutes of the meeting of February 15, 2019 are approved as circulated.” Motion carried.**

Minutes of the meeting of March 15, 2019, *Appendix D*.

- 18065 page 3 – under the MOU 2021, 2<sup>nd</sup> bullet point – has ???. Answer: The presenter's speech speed made efforts to capture this information unsuccessful. The information was not accessible after the meeting.
- 18068 page seven third bullet point –The on-campus meeting of the Indigenous panel was student led and student organized. The question of the size of their space came from the students involved in that meeting.
- A discussion followed on the issues with the Senate web pages as it applies to posting of Senate minutes. 2014 was the last time minutes were published. This situation is unacceptable and must be addressed immediately. It was noted that the Web Steering Committee has known of this issue since 2015. Ms Sergeant-Greenwood advised that she had contacted Alex Beckett and tasked him with resolving the situation.

Moved by Grek Martin, and seconded, **“that the minutes of the meeting of March 15, 2019 are approved as revised.” Motion carried.**

18081

**REPORTS OF STANDING COMMITTEES**

.01 Academic Planning Committee.

- i. Marketing Program Review (Dr Grandy)  
*Appendix E* – APC Notice of Motion, *Appendix F* - Recommendation-Comparison summary, *Appendix G* - Self Study Report, *Appendix H*- Self

Study appendices (1-3), **Appendix I** – Dean’s Response to Self Study, **Appendix J**- External Review Committee’s (ERC) Final Report, **Appendix K** - Department Response to ERC Report, **Appendix L** - Dean’s Response to ERC report.

**Key discussion points:**

- There were a number of recommendations that were beyond the control of the department.

**Recommendation 1:** Senate appreciates the forthcoming COMM review as underpinning future development, and looks forward to the results as they relate to first year MKTG course offerings. Senate refers the item of exit interviews to offices on campus concerned with those (e.g. Enrolment Management).

**Recommendation 2:** Senate commends the hard work of the current teaching team and endorses the viewpoints of the Department of the Dean.

**Recommendation 3:** Senate endorses the responses of the Dean and the Department. Senate supports and encourages new course development with careful consideration of the overall resource implications.

**Recommendation 4:** Senate fully supports the Department’s response to this recommendation.

**Recommendation 5:** Senate notes that the recommendation on ESL is a broader consideration than just in this program. It has pedagogical impact and not just with student capacity. Senate does not feel the interview is a reasonable and practical approach. **Action Item:** This will be referred to the Senate Committee on Learning and Teaching for further discussion.

**Recommendation 6:** Senate recognizes the resource constraint within the existing course structure, but first encourages discussion between the program, the Studio and the Faculties Arts and Commerce to investigate other ways of approaching this issue.

**Recommendation 7:** Senate notes that this recommendation is speculative. As a part of the annual review process, APC will note this recommendation related to resource issues, and will take it under advisement.

**Recommendation 8:** Senate always encourages programs and faculties to communicate effectively with students. We encourage the program to look deeper into this issue before taking action.

**Recommendation 9:** Senate supports the response of the Dean and Department and encourages a review of additional ways the Commerce Society can address this issue

**Recommendation 10:** Senate supports the responses of the Dean and the Department and encourages the development of interdisciplinary streams in other areas.

**Recommendation 11:** Senate suggests that the Ad Hoc Committee

on the Program Review Process take this recommendation under advisement. **Action Item.**

Moved by Smith and seconded, **“that the Marketing Program submit an action plan to APC in July 2019 based on the preceding responses”.** Motion carried.

and

Moved by Smith and seconded, **“that in April 2020, the Marketing 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.

ii. British Studies Minor Proposal, Appendix M1 – M3 (Dr G Stanivukovic)

**Key discussion points:**

- Objective: to encourage inter-disciplinary study at the university.
- A way to recognize a thematic minor for students that have developed an interest in this area.
- No new courses were created for this minor.
- The English Department canvased students about this minor and the response indicated that interest was very high.
- Question: Is this a specialization? Answer: Yes. It is an attempt to give students a sense of specializing in this area of interest.
- There is a lot of enthusiasm for this program in the Faculty of Arts.
- Question: Are all the courses available on a regular basis. Answer: Yes, they are in rotation.

Moved by Smith and seconded, **“that the British Studies Minor Proposal is approved.”** Motion carried.

iii. APC Terms of Reference, Appendix N1 and N2.

**Key discussion points:**

- APC reviewed their terms of reference as per the Senate Bylaws.
- A member spoke against the motion. There are at least two spots where there is a very distinct reduction of the role of APC. For example, a member objected to the removal of the following text ~~“assess the University’s resources and constraints and~~ establish short and long term goals, policies and procedures, both general and specific, relating to the viability, quality, expansion or contraction of its academic programs.” The viability of a program cannot be discussed without discussing the resources and constraints.
- A member advised that one of the struggles the APC has is that they do not have a role in regard to allocating resources to programs. The APC members do not feel comfortable with making recommendations about what the resources should be. Senate bodies do not make suggestions regarding the budget.
- A member suggested that the APC needs to look at a wide variety of areas when they do academic planning.
- It was suggested that APC could recommend to Senate that some recommendations be implemented subject to the resources being available.

Moved by Smith and seconded, **“that the revisions to the APC Terms of Reference are approved and forwarded to the Bylaws Committee for implementation.”**

The question was called with the following result: 10 for 6 against and 3 abstentions. Since this is a revision to the Bylaws document, which requires a 2/3<sup>rd</sup> vote to approve, **the motion is defeated.**

- iv. MPHEC Modification Proposal – Certificate in Mathematical Science for Education, Appendix O1- O6. (Dr Francis)

**Key discussion points:**

- The change is to move to an on-line delivery approach.
- One of the challenges the program faces, is that the cohorts happen remotely. A substantive cohort cannot be achieved in any singular place to be able to have a physical offering. An on-line offering would allow for a wide reach across the province.
- Question: Was the NS Bursary applicable? Answer: The University receives the bursary and that is what we should consider when budgeting.
- Testing procedures would follow the established processes.
- Question: Can we do this given the state of the University’s website? Can we rely on the technological resources to do this? Answer: Yes. It is done entirely on-line using Brightspace and it works very well.
- Any faculty members can use Brightspace. Students have come to expect everything to be done in Brightspace.
- The student representatives stated that they had no issues with working in Brightspace.

Moved by Smith and seconded, **“that the MPHEC Modification Proposal for the Certificate in Mathematical Science for Education is approved for submission to MPHEC.” Motion carried.**

- .02 Academic Regulations Committee (Dr Smith)

- i. Subsequent to the significant revision of Academic Regulation 19, these proposed revisions pertain to Senate Bylaws section 5.2.2 Academic Discipline Committee and 5.2.3 Academic Discipline Appeals Board, **Appendix P1-P2.**

5.2.2 Academic Discipline Committee

5.2.2.1 The Academic Discipline Committee shall:

1. Coordinate adjudication training for the Academic Integrity Officers, Academic Discipline Officer and members of the Academic Discipline Appeal Board once a year at minimum.
2. Monitor academic disciplinary process and outcomes
3. Review Academic Regulation #19 annually and submit policy recommendations to Senate.

5.2.2.2 The composition of this committee shall be as follows:

1. The Chairperson of Senate or designate (who shall chair);
2. The Academic Integrity Officers;
3. The Academic Discipline Officer;
4. One representative from the Academic Discipline Appeal Board;

5. One representative from the Registrar's Office;
6. One representative of the student body appointed by the Students' Association.

### 5.2.3. Academic Discipline Appeal Board

#### 5.2.3.1 The Academic Discipline Appeal Board shall:

1. Hear appeals from decisions of the Academic Integrity Officers (AIO), Academic Discipline Officer (ADO) and Senate Executive on the following grounds:
  2. A failure to follow the "rules of natural justice";
  3. A failure to follow University rules, regulations or policies.
  4. Compelling new evidence not considered by the AIO, ADO or Senate Executive, which may have, in the opinion of the Chair of the Board, altered an earlier decision(s).
5. Have the responsibility to ensure the execution of its decisions.

#### 5.2.3.2 The composition of the Academic Discipline Appeal Board shall be as follows:

1. Six (6) representatives of the Faculty elected by Senate. No more than two (2) representatives from each of the Faculties of Arts, Business and Science shall be elected, with no two (2) Faculty representatives from the same Department;
2. Two (2) representatives of the student body appointed by the Students' Association.
3. In cases involving a graduate student, a faculty representative appointed by the Dean of Graduate Studies.
4. In cases involving a graduate student, a graduate student representative, appointed by the Students' Association
5. The Chair of Senate will chair the Board.

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

- Question: There are some errors:
  - Reference 5.2.2.1.1 - Replace 'Appeals Committee' with 'Appeals Board'.
  - Reference 5.2.2.2.4 - Replace last word 'Committee' with 'Board'.
  - Reference 5.2.3.1.4 - Replace word 'Committee' with 'Board'.
  - Reference 5.2.3.2.5 – Replace last word 'Committee' with 'Board'.
- Question: When will this happen? Answer: The handbook is being created. We are meeting with the Deans to set this in motion. We expect training to be completed by the end of summer. We are hoping to have this in place before the beginning of the fall term.
- Question: Would students in the summer sessions be working under the old regulations? Answer Yes.

Moved by Smith and seconded, **“that the revisions to Senate Bylaws 5.2.2 and 5.2.3 are approved as submitted and forwarded to the Senate Bylaws Committee for implementation.” Motion carried.**

- ii. Revision of Academic Regulation 27 e. Degrees granted by the University (list), *Appendix Q1 & Q2*.

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

- Add MAHSR, IMTE, Cert.F.Sc., Cert HWSS and PBCAE.
- Remove Diploma in Forensic Science DIP.F.Sc.

Moved by Smith and seconded, **“that Senate approves the revisions to Academic Regulation 27 e are approved as submitted.” Motion carried.**

iii. Revision of Academic Regulation 32. Students’ Academic Records and Transcripts, *Appendix R1 & R2.*

32. **Students’ Academic Records and Transcripts**

- a. Students’ academic records, including their official University files, are the property of Saint Mary’s University. Access and disclosure of student academic ~~to those records and release of information from them~~ will be is governed by the University’s policies, as well as ~~and by the laws of the Province (Nova Scotia’s Freedom of Information and Protection of Privacy (FOIPOP) Act, S.N.S. 1993, chapter 5) and the federal country (Personal Information Protection and Electronic Documents Act (PIPEDA).~~ As the University is committed to the integrity of its student records, students are required to provide, on their Application for Admission, their complete legal name. Any requests to change that name, by means of alteration, deletion, substitution or addition, must be made in writing to the Associate Vice President, Academic & Enrolment Management and accompanied by appropriate supporting documentation. For further information, contact the Associate Vice President, Academic & Enrolment Management.

In addition to the internal policies, procedures, and practices of the University and the requirements of the provincial FOIPOP legislation and the national PIPEDA legislation, the University, as a public institution, is mandated to collect and report annually to Statistics Canada through the Maritime Provinces Higher Education Commission (MPHEC). The types of information collected in this Postsecondary Student Information System (P.S.I.S.) project; the uses to which this data is put; and the opting-out mechanism for those students who do not wish this material about them to be used in any fashion are available on request from Statistics’ Canada’s web site: [www.statcan.ca](http://www.statcan.ca) or by writing to

Institutional Surveys Section Centre for Education  
Statistics  
Statistics Canada  
100 Tunney’s Pasture Driveway  
R.H. Coats Building, Floor 13 G  
Ottawa (ON) K1A 0T6

Via e-mail: [statcan.PSIS-SIEP.statcan@canada.ca](mailto:statcan.PSIS-SIEP.statcan@canada.ca)

- b. Students' transcripts and academic records are privileged information and to that end will not be released by the Associate Vice President, Academic & Enrolment Management to any individual outside the University without the prior written permission of the students. As required by their appointment, academic administrators within the University have access to students' complete academic records.
- c. Details on ordering transcripts can be found at <http://www.smu.ca/academics/ar-transcripts.html>

Transcripts include the following information:

- (i) Faculty, program, major, area of concentration, minor, and/or honours;
  - (ii) advanced standing and/or transfer credit hours;
  - (iii) grades (failing as well as passing) in respect of all academic work attempted while registered at Saint Mary's.
- d. Where appropriate, reference is also made to:
    - (i) placement and continuance on, and removal of, academic probation;
    - (ii) requirement to withdraw for academic weakness, or for non-academic (i.e., disciplinary) reasons;
    - (iii) distinctions and scholarships, including placement on the Dean's List.

**NOTE:** All transcripts carry only the student's birth month and day, not the birth year.

- e. While the University takes every reasonable precaution to ensure the confidentiality of student records, students should be aware that the University is connected to a number of external electronic systems, and a number of academic and administrative offices have access, at least on a display basis, to the Student Information System. Effective 23 November 2000, all post-secondary institutions in Nova Scotia are governed by the Freedom of Information and Protection of Privacy legislation (FOIPOP).

**Key discussion points:**

- Approved by APC at the request of the University Librarian.
- The University Librarian was asked to look at the policy for privacy and ensure that it was consistent with other documents on campus including the Academic Regulations.

Moved by Smith and seconded, **“that Senate approves the revisions to Academic Regulation 32 are approved as submitted.” Motion carried.**

18082

**EMERITUS RECOMMENDATIONS**

Professor emeritus recommendations for:

- Dr V Catano, Department of Psychology, *Appendix S1*

**Key discussion points:**

- Smith advised that Catano was an incredible mentor throughout his tenure at SMU. Francis advised that he promoted science everywhere.
- Members were advised that Dr Catano is a recent winner of the Society for Industrial and Organizational Psychology (SIOP) Scientist-Practitioner Presidential Recognition medal. This honour is awarded to the SIOP member who truly embodies the scientist-practitioner model.

Moved by Summerby-Murray and seconded, **“that Senate approves the recommendation for the honorary rank of Professor Emeritus for Dr V Catano, Department of Psychology. This recommendation is forwarded to the Board of Governors for awarding.” Motion carried.**

- Dr B Hartnell, Department of Mathematics, *Appendix S2 & S3*

**Key discussion points:**

- Francis advised that this instructor has been quietly remarkable. He held continuous NSERC research funding from 1977 to 2015 and has published over 100 articles and other publications.
- Smith advised that he was very good at explaining what he did in a very understandable way. He was also an extraordinary administrator.

Moved by Summerby-Murray and seconded, **“that Senate approves the recommendation for the honorary rank of Professor Emeritus for Dr B Hartnell, Department of Mathematics. This recommendation is forwarded to the Board of Governors for awarding.” Motion carried.**

18083

**NEW BUSINESS FROM**

a) Floor (not involving notice of motion)

SMUSA Report - Mr Nasrallah advised members of the following:

**Key discussion points:**

- The SMUSA Executive are proud of the work that has been done over the past two years and of the relationships that have been built in that time.
- The 2018-2019 year has been successful.
- Welcome week 2018-2019 was very successful. We are planning to increase the attendance at this year’s events.
- The bridge between students and the University has been reestablished.
- SMUSA worked with the Faculty Union and the University to make sure that the student voice was heard during collective bargaining negotiations. Our stance on the matter was neutral, with emphasis to uphold the best interest of the students.
- The fifth floor of the Student Services Centre was renovated, which provided new spaces for students.
- We were able to renew the UPass and summer pass agreements for another two years.

- We focused on the Wellness, Consent, and Pride weeks to engage students in many ways.
- We established a tutoring database with nearly 100 tutors – nearly double that of last year.
- We worked with Academic Regulations and the Senate to initiate a number of regulation changes.
- We did a number of surveys during the year and change resulted from that feedback. An example of this was the week break during the fall. We shared the positive feedback on this break that was received from students with the Senate.
- We are working on the food services agreements and are now participating in those decisions.
- SMUSA representatives sit on the Budget Advisory Committee. We had the first ever SMUSA presentation on the budget. The increase of student fees was discussed thoroughly. Now students will be able to know what the fees will be for the four year of their program and they will be able to budget for their full program.
- SMUSA was pleased that the Government adopted the students' recommendations to invest \$600,000 in on-campus e-mental health resources and \$470,000 for post-secondary sexual violence prevention.
- The students were disappointed in the Provincial Budget. They were especially disappointed by the minimal funding for universities and changes to Nova Scotia Student Assistance, and in the 1% the Universities received for their Operational Budgets and deferred maintenance. We support the reticence of the President's to sign the multi-year MOU.
- The Provincial Budget caused some losses for Students. If students leave the province, the Province takes away some of their funding. We were also lobbying for an upfront grant for students to access university.
- We were active in relation to the federal budget. We were lobbying for various sectors.
- We were working with elections Canada to have space set up in the library for students to vote in the upcoming federal election.
- We worked a lot with the Academic Regulations Committee to implement changes to improve student experience and success. We are very happy with the results this year.
- We also worked with the library to have extended hours starting from the fall break and not just around exam time.
- Mary Navas from Honduras was introduced as the incoming President. Mary is doing a Bachelor of Commerce. The incoming SMUSA executive has many representatives from the Arts, which has not been the case for a long time.
- The students thanks Senate for their support. It has been a pleasure to serve on the Senate.
- Senate expressed thanks to SMUSA President and VP Academic. It has been a pleasure to work with the SMUSA executive this year.
- The SMUSA VP Academic circulated documentation that detailed some of the future areas of interest that SMUSA would like to work collaboratively with the Senate to address.
- List of wishes

1. Recommendations for supervisory excellence (handout).  
Supervisory practices can have enormous effects on graduate student wellbeing. We need to build the capacity to support student success at the honours and graduate level to enhance the quality of student research.
- 2. Recommendations for reviewing mandatory items in course outlines. The Curriculum Committee originally created this policy in November of 2012. We would like to see some revisions.
  - a) There are inconsistencies in what instructors include in course outlines.
  - b) Clarity is needed regarding what needs to be included in course outlines. A review of mandatory components is also needed.
  - c) A review of the use of websites such as Turnitin and the implications of their use is needed, including guidelines for providing alternative methods of originality checks.
  - d) We are suggesting including: information on accommodations and the process for requesting them, information on academic dishonesty, use of inclusive methods of measuring participation and a clear rubric for assigning participation grades,
- 3. Open Educational Resources – building institutional capacity.
  - a) Reducing textbook costs would relieve financial burdens on students. Students are told to budget between 800 and 1,000 annually, and often report spending more. Student sometimes have to make decisions between eating or buying texts. This affects students' grades and wellbeing depending on their decision.
- SMUSA hopes that this will be addressed in the next year.
- Mr Mahmudur Rahman Shovon was commended for the incredible leadership and advocacy he has provided for the students.
- b) Twohig moved the following motion:  
That whereas the minutes of Senate are a critical aspect of the governance of the university;  
And whereas minutes of the Academic Senate have not been available to the university community since the meeting of 19 September 2014;

**Be it resolved that the approved minutes of the Academic Senate from October 2014 to the present meeting, and all subsequent meetings, be posted to a functioning part of the Saint Mary's University website so that they are accessible to the university community. That the Vice President Academic and Research, in consultation with the Senate Office and ITSS, be charged with coordinating this effort and ensuring that it is complete before the September 2019 meeting of the Academic Senate. Motion carried.**

- The University Librarian advised that the Library had an Institutional Repository that could act as a place for Senate Minutes and Agendas. Subsequent to the meeting a Library Repository was created within the Library main repository page: <http://library2.smu.ca/>. The direct link to the Senate minutes and agendas community is using this URL: <http://library2.smu.ca/handle/01/28282>.

- On checking the Senate website, additional links were discovered broken. This affected the 2012-2013 academic year. The repository initially will contain the minutes and agendas from the 2012-2013 academic year through to 2017-2018 (six academic years). These documents will be available to the SMU Community within the next two weeks once testing and uploading are completed. Discussions will follow on how the 2018-2019 year in progress will be addressed.

b) Floor (involving notice of motion)

- 1) A member advised that Bylaws 2.5.1 Order of Business needed revision as follows:

- 2.5.1 The Form of Senate Agenda shall be as follows:
  2. Acknowledgement of presence in the territories of the Mi'kmaw People.

- 2) Revision – Bylaw 2.5.1 – Add a SMUSA President’s report with a duration of 5 minutes to the Senate Agenda, following the report of the VPAR, *Appendix T*.

**Key discussion points:**

- It was noted that in appendix T, the revised version of bylaw 2.5.1 has a list of reports of standing committees under item 11 (item 10 in the previous version). The items in this list are labelled (r)-(hh), but they should still be (a)-(q) as in the previous version of the bylaw. This is a common formatting error when dealing with tables. Subsequent to the meeting, this error was corrected and a revised version was posted to SMUport.
- This report would be the voice of students on Senate and would update Senate regarding the actions of SMUSA.
- It was noted that the SMUSA President’s report is a standing item on the Board of Governors meeting agenda.
- Question: Is the intention that this would be a written report?  
Answer: Yes
- Members stipulated that such a report would need to be focused on Academic matters that concern Senate.

Moved by Nasrallah and seconded, **“that the revision to Senate Bylaws 2.5.1 is approved as discussed above with the stipulation that SMUSA reports pertain to Academic matters only. Forwarded to the Senate Bylaws Committee for implementation.” Motion carried.**

18084

**ADJOURNMENT**

The meeting adjourned at 3:50 P.M.

Barb Bell,  
Secretary to the Office of Senate