

**SENATE MEETING MINUTES**  
**September 18, 2020**

The 616<sup>th</sup> Meeting of the Senate of Saint Mary's University was held on Friday, September 18, 2020, at 2:00 PM, via Zoom. Dr Takseva, Chairperson presided.

**PRESENT:** Dr Summerby-Murray, Dr Butler, Dr Bhabra, Dr Francis, Dr VanderPlaat, Dr Sarty, Dr Austin, Dr Bannerjee, Dr Brosseau, Dr Collins, Dr Grandy, Dr Grek-Martin, Dr Hanley, Dr Hart, Dr O'Brien, Dr Panasian, Dr Power, Dr Stinson, Dr Takseva, Dr Twohig, Ms Killam, Ms van den Hoogen, Mr de Chastelain, Ms Winters, Ms Nankani, Mr Tumusiime, Mr Zokari Dr Smith, Ms Sargeant-Greenwood, Dr Heather Sanderson, Ms Cindy Harrigan, and Ms Bell, Secretary to the Office of Senate.

**REGRETS:** Dr De Fuentes, and Mr Brophy.

Meeting commenced at 2:02 P.M with the territorial acknowledgement.

**21001**      **REPORT OF AGENDA COMMITTEE**

The Senate Agenda was approved.

**21002**      **ELECTION OF SECRETARY AND PARLIAMENTARIAN**

**.01**      Moved by Butler and seconded, **'that Barb Bell is re-elected as Secretary of Senate for the 2020-2021 Senate year.'** Motion carried.

**.02**      Moved by Twohig, and seconded, **'that Dr Grandy is elected as Parliamentarian for the 2020-2021 Senate year.'** Motion carried.

**21003**      **FALL GRADUATION LIST**

Distributed as *Appendix A* for this meeting.

**Key Discussion Points:**

- 387 credentials are being granted to 375 graduates. 12 graduates are receiving more than one credential. 27 distinctions are being awarded during the Fall Convocation.

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.

**21004**      **PROFESSOR EMERITUS RECOMMENDATIONS**

Recommendations for the awarding of Professor Emeritus, *APP L1 & APP L2*

1. Recommendation for Dr Jean Helms Mills, MGMT, attached as *APP L1a, b and c*.

**Key Discussion Points:**

- Dr. Jean Mills has served the university with distinction as a true Santamarian. Her research output and its impact, her service to the professional and university communities, and her commitment to her students' success have been exemplary.
- Question: Does the University adopt the status emerita as opposed to emeritus? Answer: The general term would be emeritus but if referring to a female individually, we would use emerita.

Moved by Summerby-Murray and seconded, **“that the recommendation of Dr Jean Helms Mills of the Department of Management for the awarding of Professor Emerita is approved for forwarding to the Board of Governors.” Motion carried.**

2. Recommendation for Dr Albert Mills, MGMT, attached as *APP L2 a, b and c*

**Key Discussion Points:**

- Dr. Albert Mills' contributions have been extensive and impactful in scholarship, teaching and service to the university and academic communities. His work has clearly had a significant impact in building the profile and reputation of the Sobey School of Business as a leading business school in the country.
- Question: Are both retiring from full-time active academic work? Answer: They took a voluntary separation as of August 31, 2020 for retirement. They are eligible for consideration.

Moved by Summerby-Murray and seconded, **“that the recommendation of Dr Albert Mills of the Department of Management for the awarding of Professor Emeritus is approved for forwarding to the Board of Governors.” Motion carried.**

21005

**PRESIDENT’S REPORT Appendix B (10 min)**

**Key Discussion Points:**

The report is focused on government relations, international student recruitment and the national context. Some highlight are:

- **Discovery and Innovation in a Learning-centred environment**
  - Thanks to Senators, all faculty, and staff for the very successful beginning to Fall 2020 in these challenging circumstances.
  - SMUSA and Student Services and Affairs have been working diligently to provide the best experience and to build a sense of community for our students.
  - The President’s Standing Committee on the Prevention of Racism continues its work on the implementation of recommendations from the earlier ad hoc committee’s report. Following the success of the two ‘listening circles’ during the summer, the committee will shortly release dates for a series of panel sessions through the fall term.
  - The dates for the National Dialogues for Action on Inclusive Higher Education and Communities conference operated out of the University of Toronto have been confirmed for October 1 and 2. Our President will be part of the advisory committee and will report to Senate. The Dialogues will focus on addressing anti-Black racism and Black inclusion in Canadian higher education and are open to everyone to attend virtually.

- Our President was appointed also to the Education Committee of the Black North Initiative – and, related, this week participated in a roundtable discussion with the Parliamentary Black Caucus in Ottawa. This proved to be a frank exchange on Anti-Black Racism and universities.
- **Discovery and Innovation in a Learning-centred environment**
  - The President, along with many colleagues in university presidencies across Canada, continue to work with federal and provincial governments to address challenges, including those around access to our country for international students. We are working closely, as usual, with CBIE and Universities Canada on these issues (including in a recent Advocacy Update on International Students).

21006

**VICE-PRESIDENT ACADEMIC AND RESEARCH REPORT Appendix C**

(10 min)

**Key Discussion Points:**

**Registration Update**

- Registrations appear to be holding for the fall term. We would normally see a drop in registrations now due to drop/add, but with our extension this has not yet happened for fall 2020, causing a slight shift and offset in the comparisons.
- We are seeing extraordinary things in the Science enrolments. Domestically, a lot of credit likely goes to the long-term reputation building they have been doing with schools and community through outreach – something Arts has also been doing more recently and likely helping their position.
- A presentation was given on the FCE fall and Winter Registrations.
- Overall, the decline in new international student registrations will be an issue persisting with the University through the next few years.

**Recognition for the Saint Mary’s University Entrepreneurship Centre**

- On Wednesday, SMUEC was the recipient of the Catalyst Award at the second annual Ecosystem Impact Awards hosted by Volta. The Catalyst Award recognizes an organization that has helped create cohesion and growth in the Atlantic Canadian start-up ecosystem. This can be exhibited through inter-organizational relationship building, helping with the growth of the start-up community reducing or removing barriers for start-ups to succeed, and more. Congratulations to Michael Sanderson and the great team at the SMUEC!

21007

**SMUSA PRESIDENT’S REPORT Appendix D (5 min)**

**Key Discussion Points:**

- Write to SMU Campaign
  - During August, SMUSA gathered student feedback and concerns around affordability, transparency, and the quality of education. While some of these concerns were addressed, more progress is needed.
- International Students
  - SMUSA received a petition from Advocacy for International Students outlining some challenges regarding the International Centre’s proactive and reactive response to COVID-19. SMUSA supports the petitions request for an external review to determine next steps.
- Online Learning – Winter Term Announcement
  - Winter Term Plan – SMUSA encourages SMU to announce plans ASAP.

- Course Concerns with Online Learning – Problems with communication, accessing course material, and general issues with online learning are being received in the fall term. SMUSA asks SMU for a timely address for these as they arise.
- Testing Concerns – Test “Back Tracking” – Online testing software limitations are exacerbated. Students are stressed with not being able to review questions/answers after progressing past a question. SMUSA asked SMU to investigate providing free navigation through a test or quiz.
- Affordability
  - Tuition Model – Predictable Tuition – Students need predictable tuition models to help facilitate degree planning.
  - Campus Book Store and Textbook Accessibility Concerns – E-textbooks and Accessibility.
  - Because students are studying across the globe, access to textbooks can be difficult or impossible. SMUSA asks the bookstore to work with publishers and the Library, to bridge this gap to provide students with the needed resources.
  - International Students – Financial Aid – CSSG money will be reallocated to low-income funding, but that leaves international students severely impacted. In addition to increased tuition (7%), this is a continuing concern.

21008

**QUESTION PERIOD**

**Key Discussion Points:**

- Variability of approaches to course delivery has been discussed. Additional work will be done on this subject and advice will be provided. De Chastelain was advised to discuss issues with SCoLT (Bannerjee and De Fuentes).
- Question: We should be reviewing all parts of the University on a systematic basis to ensure they are delivering the services they are supposed to be delivering. Have we reviewed the International Office? Answer: We are aware of the petition from Advocacy for International Students. There are less than 100 signatures on that petition, and it does not give any details concerning what the issues are, or specific examples that could be addressed by reviewers. SMU has no issue concerning doing a review. The Center is currently going through a standards review.
- It was suggested that if SMU were to follow a process like that used in the review of academic units, it would be a useful thing for these individual non-academic units. Senators were advised that there is work being done concerning the review of non-academic units. **Action Item: de Chastelain** will attempt to provide specific information on the issues resulting in the petition.
- It would be beneficial if faculty had one place where they could find guidance and best practices for setting up online assessments. It seems that the information is scattered on the sites of the Studio, in Brightspace, SAS, and SCOTL. The guidance varies depending on the source. Response: This information funnels through the Studio. Faculty are encouraged to reach out for guidance. The general advice to faculty is to contact the SAS Group for this type of information.

21009

**MINUTES OF THE PREVIOUS MEETING**

.01 Minutes of previous meeting of August 21, 2020, *Appendix E*.

One revision was noted.

Moved by Grek-Martin and seconded, “that the minutes of the meeting of August 21, 2020 are approved as revised.” Motion carried.

**21010**      **BUSINESS ARISING**

None.

**21011**      **OUTSTANDING ITEMS FROM PREVIOUS AGENDAS**

None.

**21012**      **MEMBERSHIP ON SENATE COMMITTEES FOR 2020-2021**

The following documents will be posted and circulated to members subsequent to the Senate Executive meeting on September 16:

- Senate Executive Memo - *Appendix F1*, and Nominations for Senate Committees for 2020 – 2021 Section A - *Appendix F2* and Section B - *Appendix F3*.

**Key Discussion Points:**

**0101 APPEALS**

- Dr Jim Cameron (PSYC/Science)
- Dr Tatjana Takseva (Senate Chairperson)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**.0102 ACADEMIC DISCIPLINE**

- Dr Tatjana Takseva (Senate Chairperson)
- Dr Sara Malton (ENGL/Arts)
- Dr Randolph Corney (GEOL/Science)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**.0103 ACADEMIC DISCIPLINE APPEAL BOARD**

- Dr Tatjana Takseva (Senate Chairperson)
- Ms Sophie Slessor (Graduate Student rep appt'd by SA to April/21 – grad appeals only)
- Ms Samantha Graham *(student rep appt'd by SA to Apr/21)*
- Mr Bryn de Chastelain *(student rep appt'd by SA to Apr/21)*

**.0104 ACADEMIC PLANNING**

- Dr Gugu Hlongwane (ENGL/Arts)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**.0105 ACADEMIC REGULATIONS**

- Dr Augie Westhaver (SOCI/Arts)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**.0106 ACCESSIBILITY**

- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*
- Ms Samantha Graham *(student rep appt'd by SA to Apr/21)*

**.0107 CURRICULUM**

- Dr Leslie Digdon (HIST/Arts)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**.0108 LIBRARY**

- Dr Shyamala Sivakumar (CISY/Bus)
- Dr Michelle MacCarthy (ANTH/Arts)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*
- Ms Sophie Slessor (Graduate Student rep appt'd by SA to Apr/21)

**.0109 ACADEMIC LITERACY STRATEGY**

- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**.0110 STUDENT DISCIPLINE**

- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*
- Mr Bryn de Chastelain *(student rep appt'd by SA to Apr/21)*

Moved by O'Brien and seconded, **“that the nominations for Section A of the Membership on Senate Committees 2020-2021 (circulated as Appendix F2 and as revised above), are approved.” Motion carried.**

**.02 SECTION B – NOMINATED BY SENATE FROM THE FLOOR OF SENATE**  
circulated as *Appendix F3*.

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

- Dr Rachael Collins
- Mr Bryn de Chastelain (student rep appt'd by SA to Apr/21)

**.0202 BYLAWS**

- Dr James O'Brien
- Mr Bryn de Chastelain *(student rep appt'd by SA to Apr/21)*
- Dr Karen Grandy Parliamentarian (appointed annually by Senate)

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

- Dr Roby Austin (elected member of Senate)
- Dr Peter Twohig (elected member of Senate)

**.0204 EXECUTIVE**

- Dr Tatjana Takseva (Chair)
- Dr Rohini Bannerjee (Vice-Chair)
- Dr Veronica Stinson (elected member of Senate)
- Dr Jason Grek-Martin (elected alternative member of Senate)
- Dr Jeff Power (elected alternative member of Senate)
- Mr Bryn de Chastelain *(student rep appt'd by SA to Apr/21)*

**.0205 LEARNING AND TEACHING**

- Dr Rohini Bannerjee (ML&C/Arts) (Co-Chair)
- Dr Claudia de Fuentes (Co-Chair)
- Up to four additional members recommended by committee
  - **TBA** – Dr David Sable was suggested to the committee.
  - **TBA**
  - **TBA**
  - **TBA** (Part-time faculty member nominated by committee)
- Ms Abigayle Winters *(student rep appt'd by SA to Apr/21)*

**AD-HOC COMMITTEES**

.0207 COMMITTEE TO REVIEW THE INSTRUCTOR COURSE EVALUATION PROCESS

- TBA (Science)
- Dr Ashley Carver (CRIM/Arts)
- Ms Abigayle Winters (*student rep appt'd by SA to Apr/21*)

**JOINT COMMITTEES**

.0209 HONORARY DEGREES (2 members appointed by Senate) meets around three times per year.

- No Vacancies

.0210 JOINT ACADEMIC COMMITTEE OF THE ATLANTIC SCHOOL OF THEOLOGY AND SAINT MARY'S UNIVERSITY

- No Vacancies

**PRESIDENTIAL COMMITTEES**

.0211 BUDGET (2 members of the faculty appointed annually by Senate)

- Dr Jeff Power
- Dr Veronica Stinson
- Dr Randle Hart (alternate)
- TBA (alternate)

The outstanding representatives will be presented for the October Senate meeting.

Moved by Grandy and seconded, **“that the nominees for Section B of the Membership on Senate Committees 2020-2021 (circulated at Appendix F3 and revised above), are approved.” Motion carried.**

21013

**PROPOSED DATES FOR SENATE MEETINGS**

The following documents will be posted and circulated to members subsequent to the Senate Executive meeting on September 16:

**Key Discussion Points:**

- The Senate meeting in February is scheduled during winter break. This was revised to February 12.

Moved by Twohig, and seconded, **“that the proposed dates for Senate meetings of 2020-2021 are approved as submitted in Appendix G2 with the revision above”.** Motion carried.

**REPORTS OF STANDING COMMITTEES**

a) Academic Planning Committee

MPHEC Quality Assurance Monitoring Process QAM Final Report, *Appendix N1, N2, and N3.*

**Key Discussion Points:**

- This is the report of the external review process by MPHEC. This was a very positive report. The reviewers were pleased with the engagement of faculty and staff in the process.
- We are required to prepare an Action Plan in response to this report. This will be submitted to Senate in October or November prior to being submitted to MPHEC.

- Members were advised that the positive outcome is related to all the work that Kay, Bell and others have put into this process. Thanks and gratitude was expressed to all who made this possible.
- Recommendation 1 – A request was made for APC to follow up on this recommendation for the next meeting of Senate.

- b) Academic Regulations Committee  
2019-2020 Annual Report, *Appendix H* (for information)  
**Key Discussion Points:**
- No discussion.

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

- c) Agenda Committee  
2019-2020 Annual Report, *Appendix I* (for information)  
**Key Discussion Points:**
- No discussion.

In the absence of objections or revisions, the Agenda Committee annual report was accepted into the record of Senate.

- d) Bylaws Committee  
2019-2020 Annual Report, *Appendix J* (for information)  
**Key Discussion Points:**
- No discussion.

In the absence of objections or revisions, the Bylaws Committee annual report was accepted into the record of Senate.

- e) Curriculum Committee  
2019-2020 Annual Report, *Appendix K* (for information)  
**Key Discussion Points:**
- The Curriculum Committee Chair expressed thanks to Bell for assistance provided through her first year as chair of this committee.
  - In 2020-2021, a new curriculum process is being implemented.

In the absence of objections or revisions, the Curriculum Committee annual report was accepted into the record of Senate.

**21014**      **FACULTY COUNCILS**  
None.

**21015**      **REPORTS FROM AD-HOC COMMITTEES AND JOINT COMMITTEES**  
None.

**21016**      **REPORTS FROM JOINT COMMITTEES**  
None.

**21017**      **REPORTS FROM PRESIDENTIAL COMMITTEES**  
None.

**21018**      **NEW BUSINESS FROM**

a. Floor (not involving notice of motion)

Discussion items concerning:

1. Discussion - winter course delivery (10-15)

**Key Discussion Points:**

- **Action Item: Butler** will provide the Senate Office with the presentation for posting after the meeting.
- Priorities remain the same for the winter term as in the fall
  - Protect the health and safety of our campus and local community;
  - Guarantee academic continuity for students; sustain academic quality;
  - Retain and recruit students;
  - Continue research and scholarship;
  - Support activities that provide revenue; and,
  - Ensure financial stability and sustainability.
- Decisions and Actions
  - True to mission and values;
  - Collegial and consistent with governance model;
  - In the best interests of the long-term future of the university; and,
  - Fact based.
- Assumptions, Context, Information:
  - Benefit and value of clarity and certainty;
  - Managing density of people on campus;
  - Meet and exceed provincial public health and safety directives;
  - Commitment to equity and inclusion;
  - Availability and deployment of human and financial resources;
  - Enrolment declines result in revenue loss;
  - Cost containment is important as we manage financial implications; and,
  - The situation, public response and perspectives are evolving; we have growing experience but should not assume that each term's challenges will be the same or that students will continue to respond in the same way.
  - Clarity and certainty in the short term:
    - Students, faculty and staff seek clarity and direction,
    - We need to be nuanced in our approach, but also mindful of the risks and impacts of a 'second wave,
    - A decision is required now; clear direction serves faculty by allowing sufficient time and notice, and,
    - Students and parents want/need to know how courses will be delivered to inform decision and actions for the Winter Term.
  - Focus on Impact:
    - Community-building,
    - Student retention,
    - Prioritize where possible the weight of first and final-year students, and,
    - Opportunities for peer-to-peer interactions and learning.
  - Safety:
    - Current public health restrictions likely to still be in place,
    - International travel restrictions will likely still be in place, including the 14-day isolation requirement,
    - Domestic travel may be restricted, and isolation periods could also apply,

- Preparation required for risk of second, third, or fourth waves; and,
    - “Policing” of social distancing on campus will create anxiety, a potential threat to our culture and sense of place.
  - We are committed to equity and inclusion for all students, faculty and staff:
    - International students can access online education, if they cannot travel here, and,
    - Domestic and international students who do not want to be on campus or take on the risk of a term disruption need online access so that they do not have to defer education.
  - Availability and deployment of resources:
    - We have learnt a lot from preparations for fall and return to research, and,
    - We will use those lessons here.
- Winter 2021 Decision for Consultation
  - For the winter 2021 term, Saint Mary’s will deliver a blended model of in-person and online courses:
    - Undergraduate lectures will be delivered online primarily for first, second, and third-year courses,
    - We will strive to ensure that every discipline has opportunities for on-campus experiences, including small class discussion groups, experiential courses, labs (including language), seminars and tutorials, and,
    - Online options will be available for student unable to access these campus-based learning experiences, but our primary goal is one of blended or mixed delivery.
- Specifics:
 

All courses need to deliver some part of their material online:

  - We will afford campus access for meaningful learning opportunities focused on particular populations of students,
  - There will be particular focus on first-year/new, graduating, and graduate student access to campus,
  - Where possible, fourth-year courses will have on-campus activities, and,
  - Graduate courses can be offered on campus if the size of such classes and room allows for social distancing.
- Issues:
  - Any plan may require lecture capture and/or live streaming, along with other supports, to be available throughout the winter term to make the lectures available online,
  - In proposals to run components of courses on-campus, priority will be given for courses that are “core” to programs and where students must take the course at a specific point in their program (e.g. prerequisites), and,
  - Where space and logistical considerations permit, smaller group classes such as seminars, labs, recitations, and tutorial sections for second through fourth year students can be held in person.
- The goal of this is to allow the discussions to take place within the programs and departments.
- Question: What is Banner’s ability to indicate to students what they are signing up for (whether there is something going on that they could be involved in on-campus etc.)? Answer: Whether a course is

remote or on-site is already indicated on Banner. The challenge is to identify activities that are to be held on campus and the logistical issues related to that activity. The sooner we can identify this the better. Other universities have not indicated this to students until they see their syllabi. We are attempting to identify the commitment early on.

- Question: Guidance is needed on how the discussion will take place at the department and program levels. This is a potentially a divisive discussion. Although we speak of collegial governance and decision-making, some guidance in this regard is necessary. Response: The winter planning group will continue to meet collectively to address this. It may be difficult to manage the dynamics within departments/programs. Identification of where the appetite is for this is key before we can work out the details. There is another meeting of the winter planning group on Monday. They will be discussing this further.
- Within the context that the baseline will be online, no faculty member will be told they cannot have on-campus experiences as long as all guidelines for public health and safety can be observed.
- Question: Does this also apply to the small graduate courses? Answer: Yes.
- Question: Faculty could "have class" off campus (e.g., small graduate course - 5 students at an off-campus coffee shop). If so, is this approach desirable to reduce #s on campus? Is there a risk (optics from the public, for example)? Answer: Doing this in a systematic way would be problematic. This model is not advised. If there were an outbreak of COVID this would potentially be a liability risk.
- To be able to offer a course entirely on campus, there will be equity and accessibility issues. There would still have to be online access through live streaming, etc.
- Question: Will a "detailed plan" be provided? Answer: We want to put out a guideline for discussion purposes versus stipulating what will or will not be done.
- Members were asked to indicate if they would be prepared to consider a motion at this time to the effect "that Senate endorses this blended model as outlined in the report for the Winter Term." A majority of Senators indicated they were prepared to consider a motion.
- Moved by Butler, and seconded "**that Senate is in support of a blended model that includes on-line and in-person delivery of courses at Saint Mary's University with the priorities in the Winter Term as presented at Senate.**" Motion carried.

## 2. Discussion – 2019-2020 ICE Evaluation Reports

### Key Discussion Points:

- Senate has not been able to release any of the 2019-2020 ICE reports back to faculty. The process and challenges were explained.
- Senate was asked to consider a proposal for distribution of the outstanding hard copy ICE reports.
- SAS has advised that to return all reports to faculty, the following tasks will be necessary:

- SAS staff need to break out the reports by faculty member (this will be the most time-consuming portion)
- Each faculty member will have a OneDrive folder created by the SAS; only the faculty member and SAS can access this folder.
- All of the individual faculty member's reports – Summative + Instructor's, as well as open ended question and supplemental reports for each course they taught (variable by faculty member), in all completed 2019-2020 terms (202010, 202020, 202030, 202040/50) will be placed OneDrive in that OneDrive folder
- Once all reports are sorted, faculty will then have a link to their folder emailed to them. That email will note a timeframe for them to access the files before we remove the folders (weeks if not months).
- Question: What will happen in terms of the Senate files for the backlog of reports that are to be circulated electronically? Answer: Once the campus reopens and the Print Centre is operational, the reports will be printed and filed in the Senate files as per the established process. It was noted that a better way to archive the ICE reports and provide faculty access was needed.
- **Action Item: Bell** - A request was made to add van den Hoogen to the Ad Hoc Committee for the review of the ICE process.
- Senate was asked to consider this as an interim approach to clear the backlog of the 2019-2020 ICE reports.
- Members were asked to indicate if they would be prepared to consider a motion concerning an interim distribution approach to distribution of the 2019-2020 ICE reports. A majority of Senators indicated they were prepared to consider a motion.
- Question: Is the privacy concern addressed with this approach? Answer: The OneDrive is stored in Canada and is unique to one faculty member only. It complies with the legislation.
- Question: Is this going to be the method of distribution going forward? Answer: No. Ideally, there will be a tool that would allow faculty access to their reports at any time. This is just an interim measure.
- Question: How long will the OneDrive be available? Answer: Weeks. A specific timeline will be stipulated (one month).
- Question: How secure are the new reports? Answer: SAS has guidelines concerning how this information is to be handles to ensure confidentiality.
- Question: Do we need a motion to approve this? Answer: Yes. Senate approved a standard practice for the whole Instruction Course Evaluation Process. This included a process for circulation back to faculty. If we are going to deviate from this established Senate approved practice, we need to approve that action.

Moved by Butler and seconded, **“that Senate supports the release of the ICE reports for 2019-2020 academic year via the process outlined by SAS utilizing a one-drive folder.” Motion carried.**

Moved by van den Hoogen and seconded, **“that the Senate meeting be extended for 15 minutes.” Motion carried.**

3. Verifying students' identity via some form of photo ID in an online environment, *APP M*

**Key Discussion Points:**

- The Banner system has incomplete photos listed for students, which is exacerbated by the Library's inability to make student IDs this fall but to pandemic restrictions. In addition, many students may not be in the province for the fall. Of particular concern to faculty is the need to verify students are whom they say they are in online classes and when taking tests, etc. There is also the issue that student pictures in Banner have not always matched the actual student taking the course, which raises academic integrity problems.
- Currently, the student's `Confirmation of Enrollment Letter` is being used as proof of Saint Mary's University student status. Confirmation of Enrollment Letters may also be requested online and students may be asked to show government-issued photo ID as additional proof of identity. As of September 8, the Library will resume Student ID production. If the campus closes again, ID production will discontinue. See notice here: <https://smu.ca/academics/id-card-application.html>.
- At present, the only way to validate photo IDs is through in-person pickup and verification of government-issued ID. The Library has long identified the challenges of the current ID software and are exploring alternative products and potential solutions.
- Note: The current ID system was not designed to provide 100% of student images in Banner. There are a number of reasons why student images may not appear in Banner. For example, students who do not request a student ID will not have their image available. The ID system has never been able to provide 100% of images.
- Concerning faculty requesting (or not requiring) photo IDs to identify students registered in a course, this may be a question for University Administration or the University Registrar.
- Since the spring, students have been asked to show government-issued photo ID as additional proof of identity to access services.
- We currently do not have software that interfaces with Banner. We still need to identify the student in person to confirm the validity of the photo.
- Concern was expressed concerning students uploading a photo in Brightspace. That photo would be overridden every time Brightspace updates.
- Concern was also expressed concerning uploading to a faculty member a passport picture or drivers' license. Showing these documents is sufficient.
- Question: If we make it voluntary, what does this tell you about the students that do not do this? Answer: There was no answer. This is a larger discussion that needs to take place. A review of software that would allow photos to be uploaded into Banner might be an approach. Emailed images/ID would be extremely insecure - very easily intercepted and extracted. Perhaps we need to ask a few questions of colleagues elsewhere. This can be addressed next week.
- **Action Item: Killam** will reach out to Registrar colleagues to identify what they are doing in this area.

4. Status - The academic integrity sessions developed by the Library for first year students. (Presentation by H Sanderson & C Harrigan)

**Key Discussion Points:**

- The idea is that every student is required to take this course.
- Students have to complete the course in sequence. They can go backward in the course but they cannot move forward without completing the work in the current module.
- There is a pass/fail at the end of the course. We are having this tested now and it will be implemented soon.
- The modules take 45 minutes per unit.
- APA is being used because it is the most common approach used across disciplines at Saint Mary's.
- It is the hope that the Registrar's Office will administer the course and track completion and grades. If the library is tasked to administer this course, additional support will be needed.
- The course is broken down into five modules. Each module contains multiple sections that have to be completed in order because one module builds upon the previous one.
- Module one is an introduction to Academic Integrity.
- Module two is recognizing and understanding plagiarism.
- Module three is citing sources.
- Module four is using research in assignments.
- Module five is strategies for recognizing and avoiding plagiarism.
- These modules are followed by the tests.
- Within the modules, students are given example scenarios along with the correct responses to exemplify the types of situations that may occur. Students are given examples of the correct and incorrect ways in which to cite and paraphrase. A section on understanding assignment instructions is also included.
- Senators were advised that Memorial University have a similar course (Integrity 1000: required, non-credit online). This course is managed by their Library that creates content, revises, and maintains it. They handle trouble shooting, answering students' questions, and managing reminders. Their library also monitors students assigned the course as part of a penalty for academic misconduct.
- The Registrar's Office at Memorial manages the enrollment and grades part of the process. Students must pass the course (80%) in their first semester in order to be allowed to register for the second semester. A pass is recorded on the student transcript. This is a fully automated process between Brightspace and Banner.
- The Library is recommending the following for the AIF:
  - Students required to complete in the first term of their first year.
  - Pass/fail set at 80% on final test.
  - Students automatically enrolled in Banner
    - Non-credit, no fee, shows up in Brightspace course.
  - Registrar keeps track of grades.
  - Library maintains and updates content; responds to student inquiries, sends scheduled reminders to complete. (Additional library support staff may be required to help administer.)
- The Library was congratulated on this development.
- Question: Are there collective agreement issues related to offering this course? **Action Item: Butler** will consult on this. There have

been courses like this offered in other contexts. There could be a link from this to Banner to deal with grades.

- **Action Item: van de Hoogen** will consult with Twohig and Butler to clarify any concerns related to the CA and will bring this back to the October Senate meeting for further discussion.

5. Discussion on COVID testing on campus and academic implications for students and faculty.

**Key Discussion Points:**

- No discussion due to time restrictions.

6. Concern related to the direction from the President on the balance of work/life and after-hours email. Was this a recommendation or policy?

**Key Discussion Points:**

- No discussion due to time restrictions.

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**ADJOURNMENT**

The meeting adjourned at 5:00 P.M.

Barb Bell,  
Secretary of Senate