

**SENATE MEETING MINUTES  
December 16, 2022**

The 639<sup>th</sup> meeting of the Senate of Saint Mary's University was held on Friday, December 16, 2022, at 2:00 PM, in CLARI, Atrium room 340. Dr Grandy, Chaired.

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

**GUESTS:** Novella Nichitta, Rosemary Matsell, Katherine Macdonald, Dr Chantelle Hervieux. Dr Margaret McKee.

**REGRETS:** Dr Bhabra, Dr Sanderson, Dr Stinson,

The meeting was called to order at 2:01 pm. Dr Grandy chaired and provided a territorial acknowledgement.

**23043**

**REPORT OF AGENDA COMMITTEE**

The Agenda Committee report was accepted.

Key Discussion Points:

- Eleven items on the agenda today were either revised/updated during the past week, or not posted in advance as per the Senate Bylaws.
- Notification was circulated within the Bylaw Timelines that due to the Curriculum Committee meeting schedule; the curriculum materials would not be available or posted until after their meeting on Monday. In addition, as per the request of the Senate, revisions to the November Senate minutes were submitted and applied prior to our meeting. Additional information became available and the VPAR's report was updated and reposted.
- A Senate member may request that discussion on any late posted agenda items be postponed to the next Senate meeting.

**23044**

**PRESIDENT'S REPORT**

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

**Key Discussion Points:**

The President referred to the report included with meeting materials and highlighted the following:

- Saint Mary's will maintain its current protocol of requiring masks be worn in all indoor public spaces on campus for the Winter 2023 Term.
- The President's report is posted for those wishing complete details. The following items from that report were highlighted.

**Discovery and Innovation in a Learning-Centered Environment**

- The President provided opening remarks at the celebration of the 45-year partnership with Halifax Public Libraries.

- Research excellence at Saint Mary's was celebrated at the 2022 Discover Awards on November 23. Saint Mary's was the cohost and Dr van Proosdij was one of the award nominees. Currently, there are a number of significant research partnerships.

### **Intercultural Learning**

- The President's Standing Committee on the Prevention of Racism continues its work and is currently considering questions around Indigenous identity and self-identification and what forms the university should be taking on this. Also, under consideration are further components of the Scarborough Charter, and crown-treaty relationships in relation to flag protocols.

### **Institutional Sustainability**

- The President remains in discussion at the deputy minister level regarding the university's operating grant and potential for further provincial government investment in SMU.
- Advancement, philanthropy, and alumni relations work continues, including successful discussion of major gifts and a well-attended Alumni Awards event and meetings with key donors.
- The President attended two events with the federal Deputy Minister of Immigration, Refugees and Citizenship Canada requesting improvements in study permit processing times and seeking information on comparative application success rates for Atlantic Canada's universities in relation to success rates in other parts of Canada.
- Soon a public summary of key points of discussion at each Board meeting will be generated to increase the transparency of the Board's work.

23045

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

Posted as **Appendix B 1-3** for this meeting (10 min).

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

- One of the revised Senate documents was the VPAR's report. The document was updated with the winter enrolment data because data presented to Senate should be as current as possible.
- We are a little above last year's figures. Unfortunately, it is not sufficient to meet budgetary requirements. The 10-year enrolment data tables requested for this meeting were posted online for the Town Hall meeting and are posted as Appendix B2 for this meeting.
- The guidelines for department/program enrolment planning and digital learning strategy are also posted as B3 for this meeting. The hope is that these become part of the institutional framework. It is not compulsory, but consistency of our base priorities is necessary.
- The SMUPlus program has been terminated because it was not financially sustainable.

23046

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

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

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

- The advocacy week report link is included at the bottom of the report. SMU's advocacy week was Nov 13-18 and CASA's advocacy week was Nov 21-25 in Ottawa.
- There was good news from the government concerning a one-time grant of \$550 for students receiving NS student assistance during 2022-23 to address cost-of-living increases.
- Students expressed their concern about the lack of quiet study spaces on campus during the weeks leading up to exams.

- With the ever-increasing cost of living, students are looking for ways to reduce costs and barriers to their educational programs. Open Educational Resources (OERs) can provide global access to educational materials while reducing the costs of textbooks dramatically.
- Students would like to acknowledge the Fred Smithers Center for the excellent support that was provided through the recent closure of the Student Center.

23047

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

**Key Discussion Points:**

- Question: In regard to the Department/Program Enrolment Planning and Digital Learning Strategy – there seems to be no guidelines on deliverables and timing. Answer: A date of August 1, 2023, was given for timing. Unfortunately, an older version was accidentally posted for this meeting. That will be corrected.
- Question: Is it expected that these Department/Program Enrolment Planning and Digital Learning Strategy Plans will be from a faculty perspective? Answer: Yes, that is the intention.
- Question: Can we have more background on the Student Centre situation and the potential impact to the winter term? Answer: There was significant water damage on multiple floors. Remediation creates multiple health issues and must be done right before full service can be reinitiated. There is no completion date available at this time. Brophy advised that the company 'First On Site' has begun the work. There will be sections of the building opening on Monday (Student Centre). The Health Center will open at a future date to be determined.
- A senator requested that all future documentation for Senate meetings be received by the posted deadline and posted as required in the Senate Bylaws, and that anything received late be moved to the following Senate meeting.
- A senator questioned the approach being taken for the department/program enrolment planning and digital learning strategy. The proposal appears to engage in bottom-up planning for something that is top-down planning in nature. Questions: What would happen if two departments made strong and well-balanced appeals to consume all of the budgeting for a Faculty? Is this approach going to become part of the normal process for Department Chairs and Program Coordinators? If that is the case, where is the information/training coming from to advise them how they are going to operationalize this approach? Answer: The underlying philosophy is not to impose the practicalities of a strategic plan on the units that are going to have to operate within that plan. We want feedback from the units related to what they need and that will be used to develop a plan and the supports to meet those needs. We are also asking the Deans where they can save money, increase enrolment, etc. We are hoping for a form of consultation process that originates with the faculty.
- There is a small bylaw change later in the meeting that requires the Deans in the composition of a committee. Question: Do we have a Dean of Education or a Faculty of Education? There were to be some discussions and a report that was to come to the Senate on this. Where do we stand on this? Answer: The website is currently accurate, and we do still have a Faculty of Education. A number of years ago, when our ability to offer an Education Degree was removed, the government left our Faculty of Education in place. We have no undergraduate programs, but we do have graduate programs. We also have an Acting Dean.
- Question: Can we have a commitment to a resolution for this? Answer: Members were advised that the previous VPAR reported that the review of the Faculty of Education was not complete and would be passed to the new VPAR when that

person assumed the position. The University is currently looking at other models for delivery of programs in education.

23048

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

Minutes of the meeting of November 18, 2022, were *circulated* as **Appendix D**.

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

- 23032 Agenda committee – Correct to read “our Federal Government Champion, Carolyn Xavier, formerly Associate Deputy Minister of Immigration, Refugees and Citizenship and is currently Chief, of the Communications Security Establishment (CSE)”

There being no further revisions, the minutes of the Senate meeting of November 18, 2022, were accepted as revised.

23049

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

- None.

23050

### **REPORTS OF STANDING COMMITTEES**

.01 Academic Planning Committee (Dr Madine VanderPlaat)

a) Women & Gender Studies, MA program

**Appendix E** – APC Notice of Motion, **Appendix F** - Recommendation-Comparison summary, **Appendix G** - Self Study Report, **Appendix H** - Self Study appendices (H1-H6), **Appendix I** – Dean’s Response to Self Study, **Appendix J** - External Program Review Committee’s (PRC) Final Report, (**NOTE: see APP F**) - Program Response to PRC Report *and* Dean’s Response to PRC Report.[June 2022 APC mtg]

#### **Key Discussion Items:**

- The reviewer recommendations were around supporting students. The ERC saw the SMU part of this program as very strong.
- **Recommendation 4.1:** APC concurs with the Deans and encourages the program to establish a permanent Interinstitutional Oversight Committee and a separate Executive Committee as suggested. At the first meeting of the Interinstitutional Oversight Committee, APC recommends that the committee establish terms of reference for this committee with a formal committee structure.
- **Recommendation 4.2:** APC concurs with the Deans’ response and recommends the joint program make the Development of this MOU a priority for the Interinstitutional Oversight Committee.
- **Recommendation 4.3 I:** This recommendation relates to the two preceding it. APC concurs with the Deans and recommends that during the MOU renewal process, both institutions clearly articulate their required processes and clearly define a collaborative, synchronous decision-making process between the two institutions.
- **Recommendation 4.3 II:** This is a collective agreement issue and beyond the purview of APC and the Senate. APC recommends this be assigned to the new Executive Committee as a task and include the consideration of Directed Reading courses and alternatives.
- **Recommendation 4.3 III:** This is a collective agreement issue and beyond the purview of APC and the Senate. APC recommends that the new Executive

Committee work with the Deans and consult with departments/programs in each institution that are potential sources of cross-appointed faculty, to address this recommendation in the best way possible.

- **Recommendation 4.3 IV:** APC concurs with the Deans response.
- **Recommendation 4.4:** This is linked to Recommendation 4.1 and 4.5. APC concurs with the Deans response.
- **Recommendation 4.5:** This is related to Recommendations 4.1, 4.3 II and III, and 4.4. APC concurs with the Deans response.
- **Recommendation 4.6:** This is related to Recommendations 4.1, 4.3 II and III, 4.4 and 4.5. APC concurs with the Deans response.
- **Recommendation 4.7:** APC concurs with the Deans response.
- **Recommendation 4.8:** This is related to recommendation 4.3 IV. APC concurs with the Dean's response and encourages collaboration between the institutions.
- **Recommendation 4.9:** APC concurs with the Deans response and encourages the program to organize the recommended retreat (to include a representative from the library) as soon as possible after the establishment of the recommended committees. APC looks forward to the outcome.
- **Recommendation 4.10:** This recommendation is outside of the purview of APC and the Senate. APC acknowledges this resource requirement and recommends that the program work with their respective Deans to prepare a 3-year growth proposal, which includes the hiring of one full-time faculty, for consideration during the budget process.
- **Question:** Was the MSVU component reviewed separately? Answer: No. This was a parallel process. We were waiting for them to finish before we brought it to Senate.

*Moved by VanderPlaat and seconded,*

**“that Senate supports the recommendations from the APC arising from the Women & Gender Studies MA program review as listed above.” Motion carried.**

*Moved as an omnibus motion by VanderPlaat and seconded,  
and*

**“that the Women & Gender Studies MA program submit an Action Plan, that is based on the preceding recommendations, to the Academic Planning Committee in time for the March 2023 meeting of the APC”.**

*and*

**“that one year after the approval of the Action Plan, the Women & Gender Studies MA program submit a one-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary's University”.**

and

***“that two years after the approval of the one-year report, the Women & Gender Studies MA program submit a three-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary’s University”.***

**Motions carried.**

- b) MSc Computing & Data Analytics FGSR Program Review (Dr Pawan Lingras) **Appendix K** – APC Notice of Motion, **Appendix L** – Recommendation-Comparison summary, **Appendix M** – Self Study Report, **Appendix N** - Self Study appendices (N1-N8), **Appendix O** – Dean’s Response to Self Study, **Appendix P** - External Program Review Committee’s (PRC) Final Report, (**Note:** see the **APP L for the following two items**) – Program Response to PRC Report., and Dean’s response to PRC Report.

**Key Discussion Points:**

- **Question:** Are there other programs without a thesis option? **Answer:** This is not the only one at the university without a thesis option. This was the first review since this program was launched.
- **Recommendation 1:** APC supports the responses of the program and the Dean.
- **Recommendation 2:** APC supports the decision not to proceed with the proposed zero-credit courses.
- **Recommendation 3:** APC concurs with the response of the Deans and asks the program to seriously consider this recommendation as they are investigating this issue.
- **Recommendation 4:** APC considers diversity as a strategic priority of Saint Mary’s University. APC concurs with the response of the Deans.
- **Recommendation 5:** APC concurs with the Program and Deans responses and encourages the program to collaborate with the Studio’s Office of Global Learning and Intercultural Support to capitalize on the agreements with the affiliated institutions to Saint Mary’s.
- **Recommendation 6:** APC asks the program to develop a clearly articulated succession plan that complies with the Collective Agreement(s).
- **Recommendation 7:** The program is encouraged to work with the Curriculum Committees to respond to the Deans concerns to identify and evaluate multiple options for incorporating a unifying capstone project into the curriculum with attention to curriculum integrity, student experience, student workload, faculty workload, and program expenses.
- **Recommendation 8:** APC concurs with the responses of the program and the Deans and encourages the program to consider input from the broader industry as well as the alumni.
- **Recommendation 9:** APC concurs with the Deans response.
- **Recommendation 10:** APC concurs with the Deans response and encourages the program to consider this feedback as part of their action planning and curriculum development in the coming year.

- **Recommendation 11:** APC concurs with the response of the Deans.
- **Recommendation 12:** APC supports the program and Deans responses to this recommendation.
- **Recommendation 13:** APC concurs with the Deans and encourages the Program to consider clarifying the options for students during the second half of the program.
- **Recommendation 14:** This recommendation is linked to recommendation 13. APC concurs with the Deans response.
- **Recommendation 15:** This recommendation is linked with those for 13 and 14. APC supports the Deans response.
- **Recommendation 16:** This recommendation has budgetary implications and is beyond the scope of APC and Senate. It is referred back to the Program and the Deans for consideration during the annual budgetary process.
- **Recommendation 17:** This recommendation is beyond the scope of APC and Senate. It is referred back to the Program and the Dean for further consideration.
- **Recommendation 18:** This recommendation is beyond the scope of APC and Senate. It is referred for further consideration to the Dean and the VPAR.
- **Recommendation 19:** APC concurs with the Deans response.
- **Recommendation 20:** APC concurs with the Deans responses and acknowledge that senior undergraduate courses may be collocated with graduate courses.
- **Recommendation 21:** APC strongly agrees concurs with the Deans response.

*Moved by VanderPlaat and seconded,*

**“that Senate supports the recommendations from the APC arising from the MSc Computing & Data Analytics program review as listed above.” Motion carried.**

*Moved as an omnibus motion by Dr VanderPlaat and seconded,*

**“that the MSc Computing & Data Analytics program submit an Action Plan, that is based on the preceding recommendations, to the Academic Planning Committee in time for the March 2023 meeting of the APC”.**

*and*

**“that one year after the approval of the Action Plan, the MSc Computing & Data Analytics program submit a one-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary’s University”.**

*and*

**“that two years after the approval of the one-year report, the MSc Computing & Data Analytics program submit a three-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary’s University”.**

**Motions carried.**

**.02 Academic Regulations Committee**

- i. 2023-2024 Academic Calendar of Events, **Appendix Q1** – Notice of Motion, **Appendix Q2** – 2023-2024 Academic Calendar of Events.

**Key Discussion Points:**

- Appendix Q2 has a slight difference in CourseLeaf. Remove the words teaching day in the CourseLeaf version of this document.
- Patronal Feast Day is a teaching day but not a working day for administration which is a lack of support issue for teaching faculty.
- In the first term there is an alternative day for the date of Truth and Reconciliation Day (Friday), but this is not a statutory holiday. There is also only one day after the Labour Day holiday before students start classes. Do we want to do this? Answer: With regard to the Sept 29 alternative day for the Truth and Reconciliation Day, we are required our collective agreements to allow for this because it is a Provincially declared day.
- Question: Is there a standard way to end the calendar on Wednesday? Answer: Senators were advised that the Academic Calendar of Events is created to ensure there are 24 Monday/Wednesday and Tuesday/Thursday classes. Where the term ends, is predicated by the holidays, breaks, and or other disruptions in the term. We just went through a term where there were other disruptions. Unfortunately, we lost teaching days. A lot of the first term issues this year were due to the late start in September and the new Fall Break. We have a Senate approved policy that requires that we provide twenty-four teaching days.
- Students are concerned about leaving after evening exams. Question: Can we increase campus security? Answer: We are currently at the lowest number of evening exam day that we can manage. As we reduce the number of exam days, we increase the number of evening exams needed to facilitate the full exam schedule. The resolution would be to increase lighting and security on campus. Students advised that if exams could end earlier (by 8 pm) it would be perceived as safer by the students. There is also better bus service access in the early evenings.

Moved by VanderPlaat and seconded that, **“Senate approves the 2023-2024 Academic Calendar of Events for inclusion in the 2023-2024 Academic Calendar.” Motion carried.**

- ii. Senate Bylaw revision to sub-article 5.2.5.2 Constitution, **Appendix R**  
**Key Discussion Points:**

- **Question:** How does Scholarships fit into Mr Dunn’s role? Entrance scholarships are also listed as a part of other people’s roles. There are also departmental scholarships that are awarded. Answer: This is a just a correction to a title that has been in place for some time.



- A Senator noted that submission did not come through Bylaws. Members were advised that this submission is procedurally correct. It is the responsibility of each Senate Committee to annually review their terms of reference and submit appropriate revisions to Senate for approval before being submitted to the Bylaws Committee for insertion.
- Concern was expressed regarding the language of the line indicating participating Deans. The original stipulation was for three Deans (Arts, Science and Commerce) and now it just states 'Deans.' This should not be accepted without clarification of the status of Education.
- Concern was expressed regarding the line: One representative: Library. Amended to read "The University Librarian (or their designate)."
- Concern was expressed regarding the lines: One representative, Enrolment Services. Amended to read "One representative from the Registrar's Office, appointed by the Registrar."
- Concern was expressed regarding the lines: One representative, Advisor's Unit. Amended to read "One representative from the Academic Advising Units, as elected by the units (observer, non-voting),"

Moved by Power and seconded, **"that this item be referred back to the committee for the above revisions."** Motion carried.

- iii. Academic Regulation Revisions, **Appendix S1** – ARC Notice of Motion, **Appendix S2** – Academic Regulation Revisions  
**Key Discussion Points:**

- Correct the spelling mistake in Appendix S2 AR 24 – spelling of concentration.

Moved by VanderPlaat and seconded, **"that Senate approve the revisions to Academic Regulations 20 Letter of Permission, 24 Second Undergraduate Degree, and 25 Certificate of Honours Equivalency as submitted in Appendix S2 with the noted revision to AR 24"** Motion carried.

### .03 Curriculum Committee

- i. Faculty of Arts, Faculty of Commerce, and FGSR Curriculum Submissions **Appendix T1** - Notice of Motion – **Appendix T2** - How to Review Instructions, **Appendix T3**, Science Program Submissions – **Appendix T4** – Arts Curriculum Submissions, **Appendix T5** – Commerce Curriculum Submissions, **Appendix T6** - FGSR Curriculum Submissions, **Appendix T7** – Faculty of Education, and **Appendix T8** – Glossary revision.

**Key Discussion Points:**

- There was a request to discuss Appendix T7 separately.
- Although timely notification was provided to members concerning this item being late due to meeting scheduling issues, a complaint was received that the posting of these items did not comply with the Senate Bylaws.

Moved by Power and seconded **"that the Curriculum Committee submission be deferred to the January Senate meeting."** Motion carried.

23051

### **NEW BUSINESS FROM**

- a) Floor (not involving notice of motion)
- i. Experiential Learning Working Group (Chantal Hervieux & Katherine MacDonald 10-15min, and Q&A). (~20 min)]
- Key Discussion Points:**

- There were a lot of experiential activities happening that were not being recorded. There were also barriers to experiential learning that were being experienced by the students. This resulted in the idea of creating a Micro-Experiential Activities Identification Pilot Project.
- It was decided that high-level and low-level experiential involvement was needed to provide an increase of this type of learning within a course.
- A platform was built. In the 2022 spring semester the first pilot was run. Senators were advised that there are budgetary constraints that impact this program.
- A video was shared that provided an overview of the platform built to manage these opportunities.
- There is a link that takes individuals to the Curriculum 360 webpage. Any completed opportunities can be added to a student's record. The SMU Entrepreneurship Centre reviews and approved these once they are completed.
- There is a student evaluation at the end of the process.
- If the student has any questions, they can schedule a meeting with Katherine Macdonald.
- Once the platform is completed, it will facilitate this activity for students.
- Question: If the definition of experiential learning does not include laboratories, Isn't that a narrow definition? Answer: The definition does include labs. The definition used is very broad in terms of what is included.
- Senators expressed support for this platform and process.
- The more faculty that sign-on to the platform, the more examples there will be.
- Question: Is Senate being asked for help for a pilot? Answer: No. We are hoping to spread the word about this platform.
- During this meeting, Senate was asked to approve a revision to the definition of Course-based Service Learning. The previous text included reference to vulnerable persons, criminal records checks, etc. These important issues were not included in the revised text. Question: Why is this? Response – The change to the course-based service-learning definition is more appropriately addressed by Brophy. All the other aspects are moved elsewhere. It is important to include service learning within SMU courses.
- Question: What is the connection between this presentation and the submission for the glossary? Answer: They are related but separate items on the Senate Agenda.
- Question: Labs are a part of experiential learning. When would these ever need to be recorded in a micro-credentialling situation? Answer: We have not said that. This is a tool to facilitate this type of situation.
- Question: Can anyone take it? Answer: No. An instructor can build it within their course or open it up to others. It is their choice. You can go into the inventory of other choices, and you can search other activities that relate to your interests. Rather than developing the only activities you have access to, you can find other partners to collaborate with to allow a mix for student learning. People can also share material. The community can share things that can be evaluated and used.

- Question: How does this presentation fit in with three credit hour courses. If faculty can build up and provide opportunities for students to select, there is the concern that faculty could develop activities outside of class hours that they can then mandate as a part of the course evaluation. These would have to be managed very carefully in regard to the contract with students. Answer: This is intended to be a free for all, and it is definitely embedded within the course. It is a choice for the student to do and is not graded. When it is part of the course contract it will be handled as such. There is an issue of identifying service-learning courses at registration. There are things within the system that need to be changed to make it clear to the student prior to registering in the course.
  
- ii. 2020 Report on Positive Action to Improve the Employment of Women, Aboriginal Peoples, Visible minorities, and People with Disabilities at Saint Mary's University, **Appendix U.**  
**Key Discussion Points:**
  - This report was not available. The delay with the 10.4 report this year is due to the vacant labour position.
  - The Director, Employee Engagement prepares the report with input from departments.
  
- iii. Senate members requested that the Bylaws Committee be tasked to examine a revision to the Senate Bylaws related to the posting and circulation of Senate materials.
  - a. Documents that miss the one-week deadline will automatically be deferred to the next Senate meeting.
  - b. CourseLeaf is a program that was purchased to facilitate review of curriculum committee materials. The current approved material has been posted in CourseLeaf for weeks. Question: When does Senate move away from paper and move to online submissions.

Moved by Kocum, and seconded, **“that this question is referred to the Bylaws Committee.” Motion carried.**

23052

**ADJOURNMENT**

The meeting adjourned at 4:20 P.M.