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SENATE MEETING MINUTES November 16, 2012

The 545th Meeting of the Senate of Saint Mary's University was held on Friday, November 16, 2012, at 2:30 PM, in the Secunda Marine Boardroom. Dr. D. Naulls, Chairperson, presided.

PRESENT: Dr. Dodds, Dr. Gauthier, Dr. Dixon, Dr. Smith, Dr. Naulls, Dr. Austin, Dr. Bjornson, Dr. Russell, Dr. Barclay, Dr. Pendse, Dr. Power, Dr. Secord, Dr. Sewell, Dr. Street, Dr. van Proosdij, Dr. Wang, Ms. Marie DeYoung, Mr. Hotchkiss, Mr. Gordon Michael, Mr. Perry, Mr. MacDonell, Ms. Chimhanda, Mr. Gorba Bhandari, Mr. Coady, Dr. Kevin Kelloway (re MAHSR), and Ms. Bell, Secretary to the Office of Senate Jim Cameron

REGRETS: Dr. Bradshaw, Dr. Vessey, Dr. Enns, Dr. Smith, Dr. Ivanoff and Dr. Stinson.

Meeting commenced at 2:34 P.M.

12024 **REPORT OF THE AGENDA COMMITTEE**
The report of the Agenda Committee was accepted.

12025 **HONORARY DEGREE RECOMMENDATIONS**
Documents circulated at meeting as **Appendix G**
Key Discussion Points:
➤ The Honorary Degrees Committee submitted two recommendations.

Moved as an omnibus motion by Dodds, and seconded, **‘that the Senate approves the recommendations for Honorary Degrees as submitted in Appendix G.’ Motion carried.**

12026 **MINUTES OF THE PREVIOUS MEETING**
Minutes of the meeting of October 5, 2012, were *circulated* as **Appendix A**.

Moved by Hotchkiss, and seconded, **‘that the minutes of the meeting of October 5, 2012 are approved as circulated.’ Motion carried.**

12027 **BUSINESS ARISING FROM THE MINUTES**
None

12028 **REPORTS OF STANDING COMMITTEES**
.01 Academic Planning

- a) Master of Applied Health Services Research (MAHSR) MPHEC proposal circulated as **Appendix C** (Dr Kevin Kelloway)

Key Discussion Points:

- This program has been offered as a joint program since 2002. One of the partners terminated their participation. NSHRF approached SMU to be a contributing partner. Saint Mary's would be responsible for the instruction of one or two of the on-line courses annually. There is funding to initiate the program. All the Senates of the participating institutions must approve these modifications before MPHEC will consider the proposal to modify the program.
- This is a unique proposal in that it is the first Masters to be offered by a Centre and not an academic unit.
- Question: Will there be any fundamental changes to the proposal before it goes to MPHEC? Answer: No. This is an established program.
- Question: Are these the courses we would teach? Answer: We would teach some of the Research Methods courses.
- Question: Will our courses be developed utilizing our resources? Answer: Courses have been offered through MUN using the illuminate program.
- Question: Resource issue on page 11- is there a chance that all three courses will be offered at SMU? Answer: No! The courses are rotated between the institutions. Suggestion: That should be noted in the schedule.
- Section 4.1.2 mentions that an administrative support person would be necessary (page 13). It is not in the budget.
- It was noted that Table 2 does not reflect the proper number of articles attributed to each individual and needs updating.
- Question: Where is this housed? Answer: This program is housed within the medical program at MUN.
- Members were advised that Appendix B is not a list of the individuals that would teach in the program but only those that indicated interest and might teach in it.
- It was noted that the Psychology Department is currently going through a program review and this potential involvement should be noted in the self-study.
- Students applying to this program would be admitted by Saint Mary's and pay tuition to SMU. Their degree would come from SMU.
- Question: Does the management committee have a final say over admission? Answer: They may make recommendations only. Students would be admitted by SMU standards.
- It was noted that the structure of this program is similar to our agreement with the Atlantic School of Theology which has worked very well.
- Question: Currently the MOU does not mention SMU. Does a new MOU need to be drafted? Answer: No. This is just an amendment to the MPHEC approved program.

Moved by Dixon, and seconded, **“that the MPHEC submission for a Master of Applied Health Services Research (MAHSR) submitted by CN Centre for Occupational Health and Safety, and to be**

jointly offered by: Saint Mary's University, University of Prince Edward Island (UPEI), University of New Brunswick (UNB) and Memorial University of Newfoundland (MUN), is approved for forwarding to MPHEC." Motion carried.

- b) Teaching English as a Second Language (TESL) Center annual report circulated as **Appendix B**

Key Discussion Points:

- There being no objection the annual report was accepted into the record as presented.

.02 Curriculum Committee

- a) Senate Policy on Special Topics and Directed Study Courses circulated as **Appendix D**

Key Discussion Points:

- Currently if a program or faculty member wants to introduce a new course there is a process of reviews through the library, department, faculty, curriculum committee, and senate. It is a long process but ensures integrity for the new courses being offered.
- Faculty/departments can respond to opportunities by offering new topics as special topics courses. There currently is no process for reviewing special topics courses.
- The intent is not for special topics courses to be offered repetitively. They are intended to provide an opportunity to test the interest of students by piloting the course or to take advantage of the knowledge of a visiting scholar.

Moved by Dixon and seconded, **"that the Senate Policy on Special Topics and Directed Study Courses is approved." Motion carried.**

- b) Senate Policy on Course Outlines circulated as **Appendix E**

Key Discussion Points:

- Course outlines impact many areas. Students asked for the Academic Regulation on course outlines to be amended.
- The Academic Regulations Committee reviewed the regulation and a decision was made to form a joint working group of the Academic Regulations and Curriculum Committees. Other policies from other institutions were reviewed by the committee. The recommendation was to have a policy statement on what constitutes a course outline and that the appropriate Academic Regulations be reflected within a course outline.
- Concern was expressed and a change suggested for the statement "As well as presumed working knowledge in a particular area".
- Students stated their support for this action.
- The following friendly amendment was accepted: insert "including required courses as well as any specialized skills the students should have prior to registration."
- Question: Why are prerequisites included in the course outline when they are in the Academic Calendar? Answer: So that the course outline and the academic calendar description match.

Moved by Dixon and seconded, **“that the Senate Policy on Course Outlines is approved.” Motion carried.**

c) Senate Policy on Submissions to the Senate Curriculum Committee circulated as **Appendix F**

Key Discussion Points:

- We need a clearly articulated policy statement to cover submissions for the Academic Calendar. This policy reflects what has become the practice of the Curriculum Committee over the past number of years.
- Question: Will we always have a printed calendar? Answer: Over the past couple of years we have reduced the number of Academic Calendars printed. A lot of schools have stopped printing their calendar. Eventually we will too.
- If we are going to be using this policy in January, how will it be distributed and promoted? Answer: We will make special arrangements to do this.

Moved by Dixon and seconded, **“that the Senate Policy on Submissions to the Senate Curriculum Committee is approved.” Motion carried.**

12029

NEW BUSINESS FROM

a. Chair

A recommendation was received from the Accounting Department, Sobey School of Business on behalf of the family of a 4th year accounting student who passed away on 19 Oct 2012 in the final year of their program.

- The Accounting Department has recommended that the student be granted their degree posthumously; to be awarded either at winter or spring convocation.

Moved by Power and seconded, **“that the Senate approves the posthumous award of B.Com Major in Accounting to this student, for awarding at the May Convocation.” Motion carried.**

12030

PRESIDENTS REPORT

- We are still in the middle of the MOU process. The focus of discussion is on bilateral projects for the next five years in areas such as enrolments and financial projections. The work on these areas must be completed by the end of January. The funding formula and quality assurance are still being discussed.

12031

ADJOURNMENT

The meeting adjourned at 4:00 P.M.

Barb Bell,
Secretary to the Office of Senate