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SENATE MEETING MINUTES October 14, 2016

The 578th Meeting of the Senate of Saint Mary's University was held on Friday, October 14, 2016, at 2:30 PM, in the Secunda Marine Boardroom. Dr D. Naulls, Chairperson, presided.

PRESENT: Dr Summerby-Murray, Dr Enns, Dr Dixon, Dr Bradshaw, Dr MacDonald, Dr

Singfield, Dr Vessey, Dr Naulls, Dr Campbell, Dr Conrad, Dr Grandy, Dr Grek-Martin, Dr Hall, Dr Henry, Dr Hlongwane, Dr McCallum, Dr Peckmann, Dr Rahaman, Dr Stinson, Dr VanderPlaat, Dr Warner, Mr Brophy, Mr Michael, Ms Jones, Mr Rice, Ms Bhaskar, Mr Alanazi, Dr. Power, Mr Sisk, Ms Murphy, Mr

Rajnis, Mr. Beckett and Ms Bell, Secretary to the Office of Senate.

REGRETS: Dr Takseva, Ms DeYoung and Mr Rahman

Meeting commenced at 2:36 P.M.

16013 REPORT OF THE AGENDA COMMITTEE

The report was accepted as circulated.

16014 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting of September 23, 2016, were *circulated* as *Appendix A*. Moved by McCallum, and seconded, "that the minutes of the meeting of September 23, 2016 are approved as posted." Motion carried.

16015 PROFESSOR EMERITUS RECOMMENDATION

Documents circulated as Appendix B

Key discussion points:

• Dr Morrison's career includes significant contributions as a researcher, teacher, and administrator. He has an extensive publication record, which includes important work on oral history. He is an exemplary teacher who is highly appreciated by students and colleagues alike. He has also been a major contributor to interdisciplinary programs at the University.

Moved by Summerby-Murray and seconded, "that the Senate approves the recommendation to award Dr Jim Morrison, Department of History with Professor Emeritus and will forward the recommendation to the Board of Governors for awarding." Motion carried.

16016 REPORTS OF STANDING COMMITTEES

.01 Academic Planning Committee

a) 2015-2016 Annual report, Appendix C

There being no objection, the 2015-2016 annual report of the Academic Planning Committee was accepted into the Senate record.

- b) Accounting Program Review documentation circulated as: *Appendix D* Recommendation-Comparison summary, *Appendix E* Self Study Report, *Appendix F* Self Study appendices (1-6), *Appendix G* Dean's Response to Self Study, *Appendix H* External Review Committee's (ERC) Final Report, *Appendix I* Department Response to ERC Report, *Appendix J*-Dean's Response to ERC report. Dr Power attended to respond to questions. **Key discussion points:**
 - The site visit was November 2-3, 2015. The ERC report was dated December 22nd, 2015. The Program did not respond until June 7 and the Dean's response was on August 18, 2016. Question: Are these dates accurate? If so, what was the reason for this delay? This will be checked. *Further note:* The dates were correct. APC sent the Accounting Department Chair a letter on May 5th regarding the extended delay in their submission of a response and providing deadlines for submission.
 - Appendix D2 is a summary of all the recommendations and responses at the various levels.
 - The Sobey School of Business has a research advancement committee. Perhaps the Department could collaborate with that group.
 - **Recommendation 1** APC concurs with the response of the Program and the Dean.
 - Recommendation 2 APC concurs with the response of the Program and the Dean, that at this time it is not advisable to significantly increase class sizes. APC recommends continued review and monitoring of the impact of the new policy on marker/graders within the Sobey School.
 - Responses and commends the Program for their response to this recommendation. The program is asked to be mindful of the University's longstanding commitment to liberal education as highlighted in the Academic Plan and also reinforced within the AACSB requirements. This recommendation asks the program to be mindful of the University's long standing commitment to liberal education. Question: What is meant by mindfulness? Answer: APC was acknowledging the program inclusion of non-commerce and free electives and enhancing the idea that the liberal education component was important. While there is a significant non-commerce component within the program, there is no direction in regard to a liberal arts component.

- **Recommendation 4** While this item is budgetary and outside of the purview of APC and the Senate, the APC supports the Sobey School of Business implementation of an undergraduate student career's fee and their participation in conversations with Career Services about how to use these funds to enhance co-op and career services for students in the Accounting and other majors.
- Recommendation 5 APC concurs with the responses of the Program and the Dean, and encourages the program to consider formalizing a more structured departmental approach in the near future.
- **Recommendation 6** APC concurs with the responses of the Program and the Dean, and looks forward to the result of the current search for tenure-track faculty, focused on hiring candidates with strong research records or potential.
- **Recommendation 7** APC concurs with the responses of the Program and the Dean. APC commends the program response to this recommendation. These topics are now part of the fourth year seminar class required of all Accounting majors. Opportunities for inclusion earlier in the program are also being investigated.
- **Recommendation 8** APC concurs with the response of the Dean and encourages the program to keep this in mind while monitoring the new MBA (CPA stream) program.
- Recommendation 9 APC concurs with the responses of the Program and the Dean. The program is encouraged to monitor the response to the 2015-2016 revision of the major requirements to identify if there is an increase in demand in the certificate program. The ERC noted the low subscription to the Certificate in Financial Instrument Analysis. Question: If there is not enough demand for it, and there is a stress on department resources, why continue to offer it? Answer: We believe there is future possibility for this certificate but we are continuing to monitor the situation and will take this recommendation under advisement.
- Recommendation 10 APC concurs with the responses of the Program and the Dean in terms of what kind of information to provide to students. Students are advised of the demanding nature of the program. An initiative will be attempted within the upcoming capital campaign, to build up the scholarship funds to support students.
- **Recommendation 11** APC concurs with the responses of the Program and the Dean and notes that a common syllabus, common final exams, and a full-time faculty member assigned as course coordinator are already in place.
- **Recommendation 12** This item is budgetary and outside of the purview of APC and the Senate. It is referred back to the program and Dean for consideration during the budgetary process.

- Recommendation 13 APC concurs with the responses of the Program and the Dean. It should be noted that a Senate Academic Discipline process and Academic Regulations on Academic Integrity currently exist. Question: Was there any reason why academic dishonesty was flagged by the reviewers? Answer: No. The department is very diligent about reporting incidents and following the University guidelines. In addition, business ethics is a required course for all accounting students. The second sentence states that accounting students should be held to a higher standard and that is a challenge. We already have a very high standard and that should be expected of all students.
- **Recommendation 14** No recommendation given. APC concurs with the Dean's response.
- **Recommendation 15** APC concurs with the responses of the Program and the Dean and encourages the program to continue to provide regular and rewarding group activities for students.
- **Recommendation 16** APC concurs with the responses of the Program and the Dean and encourages the program to investigate ways to more systematically integrate international and domestic students in the program.
- **Recommendation 17** APC concurs with the responses of the Program and the Dean and encourages the program to investigate ways to more systematically integrate the students.
- **Recommendation 18** APC concurs with the responses of the Program and the Dean and encourages the program to ensure all students feel welcomed.
- **Recommendation 19** APC commends the program for considering this recommendation during the program revisions in the fall of 2015. The program is encouraged to continue their work on continuous program improvement and innovation.

Moved by Enns and seconded, "that the Accounting Program submit an action plan to Academic Planning Committee in January, 2017 based on the responses above." Motion carried." Motion carried.

Moved by Enns and seconded, "that in October, 2017, the Accounting 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.

.02 Academic Appeals Committee 2015-2016 Annual Report, attached as *Appendix L* (info only).

There being no objection, the 2015-2016 annual report of the Academic Appeals Committee was accepted into the Senate record.

.03 Agenda Committee 2015-2016 Annual Report attached as *Appendix N* (info only).

There being no objection, the Agenda Committee 2015-2016 Annual Report was accepted into the Senate record.

.04 Bylaws Committee 2015-2016 Annual Report attached as *Appendix O* (info only).

There being no objection, the Bylaws Committee 2015-2016 Annual Report was accepted into the Senate record.

.05 Curriculum Committee 2015-2016 Annual Report attached as *Appendix P* (info only).

There being no objection, the Curriculum Committee 2015-2016 Annual Report was accepted into the Senate record

.06 Elections Committee 2015-2016 Annual Report attached as Appendix Q (info only).

There being no objection, the Elections Committee 2015-2016 Annual Report was accepted into the Senate record.

.07 Executive Committee 2015-2016 Annual Report attached as *Appendix R* (info only).

There being no objection, the Executive Committee 2015-2016 Annual Report was accepted into the Senate record.

- .08 Literacy Strategy Committee motion to revise Terms of Reference attached as *Appendix Q1* Notice of Motion, *Appendix Q2* Revision to TOR Key discussion points:
 - The following correction to 5.2.15.2 was noted: To this end, the Committee shall coordinate with the Faculty Councils to review the Department activities and recommendations in relation to academic literacy.
 - It was noted that the Director of Student Academic Learning Services is from the Writing Centre.

Moved Peckmann and seconded, "that the Literacy Strategy Committee revised Terms of Reference are approved for forwarding to the Bylaws Committee for implementation." Motion carried.

- **.09** Library Committee
 - a) 2015-2016 Annual Report attached as *Appendix R* (info only).

There being no objection, the Library Committee 2015-2016 Annual Report was accepted into the Senate record.

Motion to revise Library Committee Terms of Reference attached as
 Appendix S1 - Notice of Motion, Appendix S2 - Revision to TOR

Key discussion points:

- It was noted that D space is the storage for theses. This electronic repository is under the library.
- Senators were advised that the cataloging of theses is not consistent in the repository. There are various ways of cataloguing depending on the department. This makes it hard for students to find relevant theses.
- Action Item: Bell will add this item to the next Senate Agenda.

Moved by Hall and seconded, "that the Library Committee 2015-2016 revised Library Committee Terms of Reference are approved for forwarding to the Bylaws Committee for implementation." Motion carried.

16017 REPORT OF JOINT COMMITTEES

Honorary Degrees Committee

a) Criteria for awarding Honorary Degrees; review and construct a terms of reference; and definition for the various honorary degrees awarded, circulated as *Appendix T*

Key discussion points:

• Circulated for information only. There was no discussion.

16018 OUTSTANDING ITEMS FROM PREVIOUS AGENDAS

.01 SAINT MARY'S UNIVERSITY WEB STEERING COMMITTEE

Presentation: Perry Sisk, Margaret Murphy, Alex Beckett, and Paul Dixon (update on progress subsequent to the report of the Senate Ad Hoc Committee on the Website).

Key discussion points:

Good progress has been made.

• On-line Academic Calendar

- The undergraduate calendar is almost ready to launch. This will allow for better searching and updating on the web. This should take away the need for all departments to type in all the program courses into their department websites. Departments will be able to link into the content within the current academic calendar. In this way, everything on the website will remain up to date all of the time.
- The strategy is to create a situation where all locations on the Saint Mary's web site that require course details will reference the on-line academic calendar.
- The new process has been demonstrated to the Faculty Communications Officers and they will take it up with their individual Faculties and Departments.

Program and Departmental Pages

- The Department and Program pages are being titled to reflect content and purpose.
- All of the information for a Department and Program will be structured so that confusion will be avoided.

Success Map

 This is almost ready to launch, and will be integrated with the Academic Calendar, Program Pages, and other relevant areas of the SMU website.

• Faculty 180

o External Affairs has been working with faculty on a new format of CV output. We are encouraging faculty to populate the site called Biosketch.

- The information in Biosketch plus contact information will be the default information that will appear on the faculty pages.
- o The Faculty 180 has a number of fields that can be filled in. The formatting is being worked on at the moment.
- o ITSS has resolved the search issue to allow content to give results in Google and our site search.

• Web Governance

 A site is in the early stages of development to detail the web governance, site structure, and Content Management System (CMS).

• Web Policy

o The Web Policy is being updated.

• Easier use of video

o A new template has been created for easy integration with YouTube.

• Imbedding Equations into pages

- o There is still no solution as it is a limitation of Terminal4.
- The work around is to post as a photo or a graphic that is generated by another application.

• Events Calendar

- New events calendar has been developed. On-going development will continue over the next number of months. We are encouraging departments to submit their events for inclusion.
- The new events calendar allows for distributed event entry and selective display of events.

Training

 We are working with 'The Studio' to provide training; both ad hoc and scheduled.

• Consistency Navigation Between Sections of Web Site

- This was discussed with Communications Officers, and we will continue to work with them towards the necessary improvements.
- o There are inconsistencies between one page and the next. Work is being done to make this more consistent.
- Question: Where is the web policy? Answer: This is available on the website. It states who the content owners are and what the structure is in regard to control of the site.
- Question: Further to the issue of avoiding confusion between program and department pages, there is a concern about the relationship between the two, especially regarding the updating of the program pages. Answer: The program pages are owned by Recruiting and are specifically targeted at recruiting high school students. The language there is brief and specific to the questions that those potential students might have. Past issues were on course materials being out of date. This should be resolved by the on-line calendar once it goes live on the website. If something on the program page is in error, we can go back to Recruitment to have that corrected. The titles (English Department, English Program, English Requirements) will identify where the content is coming from.
- Question: Why isn't the Academic Calendar organization done underneath the Department? Answer: Organization by Department requires intimate knowledge of the way Saint Mary's is structured. If a student wanted information on Classics courses they would never find it unless they knew that it was included within the Department of Modern Language and Classics. That is why we structured the calendar under disciplines. We

- deliver programs. The calendar and the website were organized to reflect that structure.
- It was noted that there is a lot of confusion on our website around the difference between undergraduate and graduate programs.
- Question: One issue is the availability of someone in the department or
 program with the skills required to maintain the website. The feeling is that
 assistance is not available. Answer: Help is available. If you have the
 content available, Predrag and the team can help you get that onto the
 website.
- Suggestion: Perhaps if there were a question such as: Are you interested in x? The website could have an answer and a link for that content. Response: Currently the two pages (department vs program) look very similar and are easily confused. The program pages are being changed to have a message that is more recruitment oriented.
- Question: Are there going to be changes to the website governance? Answer: We have not done that at this point.
- Question: Why are none of the Communication Officers or faculty involved on the Website Committee? Answer: The Communication Officers are new since the governance was designed. Both Alex and Predrag meet with them regularly and provide a link for feedback.
- Question: Are you considering making changes in the future? Answer: It is a sub-committee of the EMG and that would be a decision for the EMG.
- Question: Are the landing pages going to be coordinated? Answer: The landing pages are being updated, and when this is done it will pull information out of Faculty 180. This has not happened yet. An online resource is being developed to clarify who and where to go for training or assistance with these related issues.
- The landing page is the program page and the assumption is that this is for prospective students. If you are looking for a department page, it is not always easy to find. Could the landing page have links to these other locations? We have many users accessing our webpage and they may not know that the landing page is meant for high school prospective students. Response: We are considering how to approach this. External Affairs is looking at how to address the various targeted audiences.
- It was suggested that what is being lost is the research focus of the university.
- Concern was expressed in regard to structuring our website based on the academic calendar. There is a tremendous level of dissatisfaction with this structure. Response: We are having to factor in that faculty are not the prime user of the website. We are attempting to deliver the information to the audience in the most efficient way. There are also some programs that do not fit within a department. If you were to structure everything within a department, where would those (interdisciplinary) programs be placed? If you structure by programs, then how do you find the department? It is a complex issue and consultation. A significant amount of research went into the existing structure.
- Question: Is our website as secure as we would like it to be? Recent cases of
 hacking are concerning. Answer: We are very aware of what happened in
 Calgary. We have had direct contact with them in regard to what happened.
 We do have an IT specialist on staff who is mandated to make sure we are

- secure. There are a lot of different sections to our website. It may look seamless but each area has its own security.
- Question: Some of the faculty have individual websites. Is there a policy about that? Answer: We do not have a policy in regard to individual websites and we have not required all information to be in Faculty 180. It looks better if the branding is consistent. The general policy is to use Faculty 180 but we are encouraging faculty that have their own sites, to link those to Faculty 180. We want the official university profile to come from Faculty 180 for a consistent brand identity, but each faculty can link those sites to their personal site.
- Question: A web presence for Research Projects was not available a number of years back. Is there any sense that things like this could be included? Answer: It is possible. We attempt to support these initiatives and we have a number of them currently hosted on our server. We can talk about options.
- In the Feb 11 meeting minutes it states that SMU provides minimal space for faculty personal websites. Campbell advised that she worked with Predrag to do something similar.

.02 Election of Senate Secretary

Key discussion points:

• For a number of years this position has been vacant. Members were advised that the job description of the Secretary to the Senate Office (Bell) was revised in a number of years ago to match the responsibilities of the Secretary of Senate.

Moved by Peckmann and seconded, "that Barb Bell is elected as Secretary of Senate." Motion carried.

16019 NEW BUSINESS FROM

- Floor (not involving notice of Motion)
- **.01** Update from Student Services on the student orientation & welcome week activities.

Key discussion points:

- Enns advised that welcome week/orientation is taking place under recommendation 5 of the President's Council Report, which called for a redesign of student orientation. This has been going on for a couple of years now. The first week of classes is now considered to be part of a much longer process of transitioning into the university. This week launches this process for these students. There is a committee working on a model that acknowledges multiple participants in this activity. This is the third year of this process and it is continually evolving based on the previous year experience.
- Highlights Tuesday after labour day there were faculty specific sessions. 50% of the incoming class participated. This was followed by the shine-orama which went very well. We ran cultural safety sessions designed to orient and help students to appreciate all the safety issues and programs on campus. These were not attended as well as we hoped. We are looking at how to improve attendance. We had a compelling Santamarian ceremony. We are also looking to improve participation in this event. This is seen as the capstone of the week. One of the elements we have been working on is to integrate more fully the international orientation with the regular

- orientation. All orientation leaders had the same training and worked together. We also introduced an indigenous ceremony that was very well received.
- From the student perspective it was felt that this was a well-functioning welcome week. We are considering the social and organized components. This may have been why there was low participation in some of the structured events. We need to discuss what an appropriate balance is in terms of going forward. We need to look at how the social aspect and building relationships with peers contributes to the student's success at university.
- Enns advised that we are looking at a holistic approach that combines all of these things. The collaboration between the university and SMUSA has been a very positive experience.

.02 Deficiency with Brightspace that affects the integrity of online testing **Kev discussion points:**

- There is a serious problem with Brightspace that impairs the ability to deliver online assessments properly. Brightspace has impoverished test-delivery features that compromise academic integrity (Blackboard was superior in this functionality). There seems to be no clear solution and a resolution is needed immediately. We need to get D2L to fix this problem right away.
- The issue is that tests cannot be randomized and that makes it much easier for students to cheat if they are inclined to do so. Faculty can randomize within folders/sections (e.g., randomly pull 10 questions out of 50 questions from chapter 1, randomly pull 10 questions out of 50 questions from chapter 2). The problem is that those questions will always appear grouped by folder/section. Students will always know that the first chunk are from chapter 1, and the 2nd group are from chapter 2, etc. Brightspace will not scramble all of the questions.
- There is nothing to stop students from gathering in groups and comparing questions/answers as they (likely) come up. Blackboard had one button that went clicked, would fully randomize all the questions in the test. Brightspace does not have this functionality.
- This deficiency poses a significant threat to the integrity of the assessments in both of Stinson's sections of PSYC 1200 (about 200 students). Others who are using Brightspace are probably similarly affected. Concern was expressed in regard to faculty and SMU'S reputation. It is imperative that this defect be corrected immediately.
- Senators were advised that all of the universities that signed on with Brightspace have this same problem. It was suggested that the University Presidents should consult with each other and bring collective pressure to bear on D2L to demand a quick resolution for this issue. D2L is aware of the issue and has advised that they will address this within the next upgrade.
- Sisk advised that D2L is the software development company that owns the program. ITSS at Saint Mary's does not have access to the code. We can only put pressure on them as a customer. Sisk advised that he would contact the software developer to pressure for a resolution. There may also be other products that could be linked into this software that would resolve the issue quicker. ITSS is going to look into this and will work with the faculty to bring this issue forward to a resolution.

- It was suggested that this functionality is something that any reasonable assessment tool should be able to do.
- This has huge implications to faculty considering on-line assessment in January. Question: Can we get a custom fix for this? Answer: I doubt they would do that for us. We will try to get them to build it into the product line or perhaps get them to commit to have it ready by January. If they say they will have it available by next summer, we may have to look at buying a third party program to link with Brightspace and provide that functionality.
- There is also an internal error that students get when they submit an assignment. When they log on to check their grade posting, they system shows zero. At that point the students panic because the error message makes them think that the system did not receive their submission.
- There is also a situation where a student was checking their marks and a submission disappeared, but the students that did not check their marks, did not experience that problem and the information was still there.
- Question: Is anyone compiling user data on these issues? Answer: Shauna McDonald Chiem might have a list. **Action Item: Sisk** will follow-up to identify if there is anything that can be done and report back to Senate.

.03 Accessibility

Accessibility is a very fundamental issue in the university. Campbell
requested a discussion on the issue of Accessibility as an agenda item for the
next Senate meeting. The Fred Smithers Centre supplies services to students
but that does not fully address issues of accessibility. Action Item: Bell to
add to next Senate Agenda

.04 Update on the English 1205 issue.

 An update was request in regard to the Working Group continuing the work resulting from the Report of the English 1205 Ad hoc Committee. Action Item: Bell to add to this item to the next Senate agenda.

16020 PRESIDENT'S REPORT

Key Points:

- The President advised that the Sobey School of Business MBA has been ranked as 11th in the world. Saint Mary's was ranked ahead of Harvard.
- Discovery and Innovation: Student and Learning-Centred
 - The successful CLARI Opening on October 5 was attended by a number of provincial government representatives, and joined by our partner institutions, Mount Saint Vincent University, NSCC, Cape Breton University, Acadia University, St. Francis Xavier University and Université Sainte-Anne. We now look forward to actively working together to structure and utilize our network resources.
 - Delivered remarks at the Canadian Association of Career Educators and Employers Conference – the basis of the conference was "Building your talent pipeline through acquisition, development, and retention of earlystage professionals in Atlantic Canada" – discussion among the approximate 70 employer groups and educators attending the event included presentations and round table discussion related to retention, employment and experiential learning.

- Our 3 Convocation ceremonies held on September 30 and October 1 were successful and celebrated student academic achievement.
- Our Vice President Academic and Research search process continues; and is entering its final stages. The opportunity to join Saint Mary's in this role, has garnered strong interest and a resulting strong candidate pool.
- Saint Mary's has not yet been successful in securing federal funds from the Post-Secondary Strategic Innovation Fund for our proposed EDI Hub.
 We are proceeding, however, to the next phase of design for this innovative project and will continue to seek appropriate funding.

Internationalization and 'intercultural'

- The University welcomed a delegation from Konstanz University of Applied Sciences.
- Our International Students' Thanksgiving Dinner was very successful, with thanks to our International Centre.
- This week, in partnership with our Confucius Institute, we celebrated a number of Chinese cultural art forms – these are a recognition of our long-standing partnerships in China and reflect the importance of intercultural competencies in our Institutional Strategic Plan.
- o Attended and spoke at the Saudi Student program hosted by SMUSA.

• Value and Values

- Attended our roster of Alumni Homecoming events, including last evening's Gala, and in doing so was reminded of the significant work undertaken by our Alumni team in keeping these relationships at the forefront of all that they do – to the ultimate benefit of our Alum and the University community as a whole.
- o Attended a luncheon today with 60 or 70 Golden Grads.
- Met with the recently appointed Executive Director of Students Nova Scotia, Ms. Sophie Helpard. Our initial conversation was of mutual benefit and bodes well for an open and productive working relationship with this organization in the coming year.
- Sports Hall of Fame event tomorrow afternoon.
- Whichever team loses the hockey game next week, the President of that University will have to wear the jersey of the winning team.

• Financial Sustainability

O Progress is being made in the search process for a new Vice President Advancement – again, in its final stages. The imperative for the successful candidate will be to work, in conjunction with our Board, and Faculty, staff and students, on fundraising – which includes campaign development and execution – as well as a renewed focus on constituent engagement.

16021 QUESTION PERIOD

➤ Question: Has the UARB case on the Canadian Martyr's Church property moved forward? Answer: The hearing has not happened. It is scheduled late next week. Saint Mary's has intervener status in the hearing. There is also a community collation with intervener status. The crux is who can develop property zoned U1 and U2. There is an argument that only a university can build on spaces zoned U1 and U2. When it was zoned that way, the issue that the property belonged to the Arch Diocese was not taken into

consideration. We will be arguing that only universities can develop on this property. The next steps may include that the property will come back into the market. The developer may appeal and then it would go into the courts. This would take a very long time. This is a very important precedential case in terms of what a university can do in these situations.

16022 <u>ADJOURNMENT</u>

The meeting adjourned at 4:30 P.M.

Barb Bell, Secretary to the Office of Senate