

Senate Minutes

June 8, 2018
Senate Chamber CE-339

Chair, D. Hayes, called the meeting to order at 1:30 pm.

The Chair declared quorum and began with the acknowledgement that Cape Breton University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) people first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

1. Roll Call and Declaration of Quorum

Present:

Nagy Abdou, Pat Bates, Tanya Brann-Barrett, Geoff Carre, Cathy Chisholm, David Dingwall, Bhreagh Gillis, Barb Glassey, Derrick Hayes, Stephanie Inglis, George Karaphillis, Mary Keating, Allison Keough, Dale Keefe, Carolin Kreber, Nat Leach, Jane Lewis, Brendan MacDonald, Gordon MacInnis, Bernie MacLennan, Emily MacLennan, Erna MacLeod, Elaine MacNeil, Martin Mkandawire, Mary Jane Morrison, Martin Moy, Andy Parnaby, Rick Pierrynowski, Chester Pyne, Vicky Salazar, Tom Urbaniak, Wendy Wadden, Audrey Walsh

Regrets:

Amar Anwar, Stephen Augustine, Parteek Brar, Ian Brodie, Dannie Brown, Ed Davis, Odette Griscti, John Hudec, Pierre Jean, Angela Keylor, Katie Unsworth, Shawn Bethke, Terry MacDonald

Absent:

Ankear Ainiwear, Debbie Brennick, Brooklyn Galbraith, Stewart McCann, Amera Mohamed

It was moved by W. Wadden, seconded by B. MacLennann to accept the agenda as circulated. **Motion carried.**

2. Consent Agenda

2.1 Academic Committee

It was moved by W. Wadden, seconded by MJ Morrison, to accept items from the consent agenda as follows:

1. New Course Proposal – MIKM 3X2X – L'Nu Treaty Rights
2. New Course Proposal – MIKM 3X2X – L'Nu Traditional Governance
3. New Course Proposal – BUSS 4XXX – Business Internship III
4. New Course Proposal – SASC 4XXX – BA/BACS Coop Workterm III
5. Program Modification – BBA Coop Option
6. Program Modification – BA Coop Option

7. Program Modification – BACS Coop Option
8. Program Modification – Bachelor of Emergency Management
9. New Course Proposal – BOMN 5103 – Statistical Application in Management
10. New Course Proposal – BOMN 5104 – Organizational Behaviour & Structure
11. New Course Proposal – BOMN 5106 – Marketing
12. New Course Proposal – BOMN 5108 – Economics for Managers
13. New Course Proposal – BOMN 5109 – Accounting for Management
14. New Course Proposal – BOMN 5204 – Human Resource Management
15. New Course Proposal – BOMN 5205 – Information Systems
16. New Course Proposal – BOMN 5206 – Managerial Finance
17. New Course Proposal – BOMN 5207 – Operations Management
18. New Course Proposal – BOMN 5208 – Strategic Management

Motion carried.

3. Confidential Business – N/A

4. Matters to be Considered in Closed Session

It was moved by W. Wadden, seconded by P. Bates, to move in to closed sessions for the purposes of conducting confidential business. **Motion carried.**

Following a closed session, **it was moved** by W. Wadden seconded by C. Pyne to move back in to open session. **Motion carried.**

5. Matters Forwarded for Information

5.1 Changes to the Graduation List

B. MacDonald referred to the circulated memo detailing the additions, changes, and deletions to the May 2018 graduation list after approval during the May meeting of Senate.

5.2 Appeals Committee Report

R. Pierrynowski referred to the Appeals Committee report circulated during the meeting. He detailed the purpose and composition of the Committee. He noted that two appeals were received since January 2018 and both have been addressed. On the question of the appeals process, and how it is communicated to students, B. MacDonald noted a review of the process is underway. It was confirmed that a hearing is available should the Committee feel it necessary and that the review should address this option as being available to the student.

6. Special Presentations/Updates – N/A

7. Report of the President and Vice-President Academic & Research (Provost)

7.1 Report of the President

President Dingwall expressed appreciation to the Working Committee and Steering Committee for their time and efforts on a very successful, and well-attended, Our Roots: Perseverance Will Triumph session on June 1st. He noted that during the June meetings of the Board of Governors, a session is being planned which will focus on the strategic plan. He noted the vacation liability and parking as items that need to be reviewed and addressed. Discussions continue with the Nova Scotia Government and he remains positive that the CBU's cultural assets will not be moving from campus. A committee has been formed to review the orientation sessions for incoming students to ensure sessions are more substantive and welcoming. At this point, approximately 150 Cape Breton students have registered and accepted for September, and a focused welcome will be developed for this cohort. For a future date, President Dingwall suggested that the programming for Aboriginal students be reviewed to ensure what is being offered is what students are receiving.

7.2 Report of the Vice-President Academic & Research (Provost)

Vice-President Academic, D. Keefe, updated Senate on the status and activities of the Strategic Planning process and that student and external community consultations are being organized. He then referred to a document circulated during the meeting in response to questions of transfer credits during the last meeting of Senate. The document provided a summary of transfer credits from January 1, 2012 to May 17, 2018. On the question of the change from three to four course numbers, D. Keefe responded the new and old course numberings will be included in the database being developed.

8. Question Period

TLEC noted that the Student Lab Evaluation, approved at the November 2017 meeting of Senate, was not prioritized for use in the Winter term. The Committee is requesting that an update be given by VP Keefe during the June 8th Senate meeting.

D. Keefe reported that the after the Student Lab Evaluation form was approved, an unexpected implementation issue rose from an IT perspective. The form would demand an extreme amount of coding to implement because its uniqueness from the standard course evaluation. He noted that he will consult with the IT Department to determine if it can be implemented for the Fall term and will provide an update during the September meeting.

9. Approval of Minutes

9.1 It was moved by N. Abdou, seconded by M. Keating, the approval of the minutes from the May 3, 2018 meeting. It was noted the reference to Departmental Bylaws should be removed from 12(f).

Motion carried as amended. Abstentions: 2

10. Business Arising from the Minutes

Referring to the MIKM language courses approved during the May meeting, S. Inglis noted that the Admission Requirements for a Mature Student policy could hinder many of the potential students interested in the MIKM courses. Following a full discussion on the policy, in particular the English requirement, it was agreed that Academic Committee would meet at their earliest convenience to review the policy and provide suggested changes to Senate with an electronic vote circulated to Senate if necessary.

Following the meeting on June 12, 2018, an email with revisions and a motion was circulated to Senate. **It was moved** by MJ Morrison, seconded by W. Wadden, that the following amendments be made to the Admission Requirements for Mature Students (Non-Traditional Learners):

- 1) Remove the requirement for the completion of Grade 12 Academic English.
- 2) Amend the following sentence: "Admission to some programs will require the completion of other required subjects."
- 3) Add the following (Clarifying the policy that is currently in effect): "Students can apply for no formal program, allowing them to register in courses without making application to a specific program."

The current policy is included below with the deletions and additions:

ADMISSION REQUIREMENTS FOR MATURE STUDENTS (NON-TRADITIONAL LEARNERS)

Applicants who do not meet the usual qualifications for admission to Cape Breton University may be considered for admission as a **Mature Student**, provided they meet the following criteria:

- be at least **21 years of age** (by the first day of classes)
- be a **Canadian citizen** or permanent resident
- not be eligible for regular admission
- apply for the first year of an **undergraduate program** that does not require previous university-level study.
- ~~have completed Grade 12 Academic English with a minimum grade of 65.~~ Admission to some programs will require the completion of other required subjects.
- have **not studied** at the university level. Applicants who have studied at the university level must have attempted one year or less of transferable work and been **absent from study** for a minimum of two years. To prepare for university study, some upgrading may be required. It is recommended that applicants speak with an admission advisor to determine if upgrading is required
- Students can apply for no formal program, allowing them to register in courses without making application to a specific program.

Motion carried on June 14, 2018.

For information, Academic Committee also made a commitment to develop the following definitions:

- a) No Formal Program
- b) Conditional Acceptance

11. Report of the Executive Committee

E. MacLeod reported that the Executive Committee met on May 26th to set the agenda for this Senate meeting, to develop a slate of committee membership for the 2018/19 academic year, and to determine

the *pro-temp* committee chairs.

11.1 2018-2019 Senate Membership

M. Mkandawire referred to the 2018-19 Senate membership circulated with the meeting material. He advised that all Senate positions have been filled.

11.2 2018-2019 Standing Committee of Senate – Membership

M. Mkandawire referred to the 2018-2019 Standing Committee of Senate membership list circulated during the meeting. He noted that most positions have been filled and pending requests and noted corrections will be followed up on and adjusted. A consensus from Senate was reached to accept the list as circulated and amended.

11.3 Election of Officers

D. Hayes called for nominations for the Chair. E. MacLeod nominated Martin Mkandawire for Chair and with no further nominations, Martin Mkandawire was appointed Chair of Senate for 2018-2019 by acclamation.

M. Mkandawire then called for nominations for a Vice-Chair. M. Mkandawire nominated Tom Urbaniak for the position of Vice-Chair, and with no further nominations Tom Urbaniak was appointed Vice-Chair of Senate for 2018-2019 by acclamation.

Nominations for Secretary were then accepted. M. Mkandawire nominated David Johnson for the position of Secretary, and with no further nominations David Johnson was appointed Secretary of Senate for 2018-2019 by acclamation.

D. Hayes also noted that the Executive Committee appointed the Deans as *pro-temp* Chairs to the Committees of Senate during their meeting on May 26th. They will be responsible for calling the first meeting when a Chair should be elected.

11.4 Board of Governors' Representation

D. Hayes recommended that, contrary to the June end date for Senator's terms, those serving as members of the Board of Governor's membership be extended until the September meeting of Senate when new representatives will be elected. **It was moved** by M. Keating, seconded by T. Brann-Barrett, to accept this recommendation. **Motion carried.**

12. Students' Union Report

On behalf of the Student's Union President, N. Abdou reported that they attended a round-table discussion with DLAE, they have begun planning for their annual Capers Helping Capers fundraising, and they continue to work with Cape Breton Transit to improve availability of public transit for students; an agreement has been reached to have the service increased from every hour to every half hour.

13. Reports of Other Committees

(a) Bylaws – T. Urbaniak referred to report circulated with the meeting material. He noted the suggested update is to codify process for Senate to generate candidates when addressing mid-year vacancies. **It was moved** by T. Urbaniak, seconded by B. MacLennan, that the following clause be added to Part IX of the Terms of Reference of the Standing Committees of Senate: "If a vacancy

arises for a position filled by a librarian on the Teaching, Learning and Evaluation Committee, the Secretary of Senate shall notify the Dean of the Library. The Dean shall then consult with the librarians and recommend a nominee by forwarding a name to the Secretary of Senate. **Motion carried.**

Again referring to the circulated report, T. Urbanak explained the second recommendation as a way to formalize recent practice. **It was moved** by T. Urbaniak, seconded by C. Pyne, to amend section two of the Senate Composition By-law to add the following position as a non-voting member of Senate (right of voice but not vote): Director of Student Affairs. **Motion carried.**

T. Urbaniak also referred to a supplementary report circulated during the meeting. He requested Senate consider voting on the motion to add the Senior Planning Officer to Academic Committee as a non-voting member. D. Hayes called for a consensus, to which Senate agreed, that the individual would be added to the committee structure and a formal vote be called during the September meeting. T. Urbaniak also noted the committee will review and update the Terms of Reference so Senate Committees.

(b) Academic – Chair, MJ Morrison, referred to the documents included with the meeting material.

Items for Information:

1. Kwitn Program – no changes.
2. Bachelor of Engineering Technology Chemical and Advanced Chemical – no changes; updated to MPHEC format for submission.

Recommendations:

1. New Program Proposal – Bioethics and Health Certificate

For the purpose of this item, speaking privileges were granted to the proponent, S. Burrow, to address any comments or questions. **It was moved** by MJ Morrison, seconded by B. MacLennan, to approve the Bioethics and Health Certificate as presented. It was noted this is not a stand-alone certificate but rather one that can be attached to any degree offered at CBU. On the question of consultation with other Schools, S. Burrow responded that consultation was sought in accordance with the Decision Matrix. It was further suggested that because the certificate could be attached to any degree at CBU, a full consultation with all schools would be preferred. S. Burrow noted that informal input was requested from the SST and SPS with few responses received. **Motion carried. Nays: 1, Abstentions: 2**

(c) Planning and Review – G. Carre referred to the informational report which included direct responses to the Pre-budget Report submitted during the budget process. The Committee also posed a question that Senate, during their deliberations, should consider the ever changing demographics at CBU, and is Senate doing enough to monitor the impacts of these changes.

It was moved by N. Leach, seconded by S. Inglis to approve the revised process for Emeritus Honorific as presented. It was agreed to accept the following change: current wording of "...nor will he or she use his or her appointment at the University to advance any partisan political position..." to "...nor will he or she use his or her appointment at the University to imply the University's support for any partisan political position..." C. Chisholm noted that the Library services highlighted in this process may be superseded by license agreements or contracts with vendors of the Library. **Motion carried as amended.**

It was moved by N. Leach, seconded by S. Inglis to approve the revised process for Senior Scholar presented. **Motion carried.**

It was moved by N. Leach, seconded by S. Inglis to approve the revised process for Adjunct Professor presented. It was suggested that should the policy be approved, that the Committee should compare it to the language of the various collective agreements. **Motion carried.**

G. Carre explained these revisions were in response to discussions on the Decision Matrix during the May meeting of Senate. Through consultation with Academic Committee and others, the proposed changes are in effort to clarify the process. **It was moved** by G. Carre, seconded by W. Wadden, to approve the revised Decision Matrix as presented. **Motion carried.** In effort to ensure the revised document is widely received, the document will be attached to the email sent to all employees advising of the activities of Senate.

(d) TLEC – On behalf of the committee Chair, C. Kreber referred to the circulated report. In light of and earlier conversation on the student lab evaluation form, **it was moved** by C. Kreber, seconded by B. Gillis, that Senate prioritize the Student Lab Evaluation form so that it can be made available as soon as possible and that the Vice President Academic provide an update on the resourcing of its implementation within the next month. **Motion carried.**

The Committee has been exploring alternative ways of evaluation teaching and they have decided to pilot two of these options. **It was moved** by C. Kreber, seconded by M. Keating, that Senate support the piloting of two additional methods of evaluation to support teaching and learning at Cape Breton University. The pilots would include the incorporation of teaching triangles and a mid-term small group analysis. Both pilots can begin in the fall 2018 term. They will be completely voluntary. TLEC will evaluate both pilots for further consideration. On the question of these evaluations being incorporated in the PPT process, C. Kreber noted this could be included as supplementary information to that process, but would be at the discretion of the faculty member. **Motion carried.**

(e) Research – E. MacLeod referred to the report circulated with the meeting documents. She noted that since the posting of the report, the Research Ethics Board (REB) has decided to remove the suggested change in membership (#2) to allow members time to fully review and consider the implications. She detailed the remainder of the report as efforts to allow the REB to develop a new application form for research involving human subjects. The revised application is intended to provide a user-friendly format, to clarify vague and ambiguous instructions in the previous form (particularly for student applicants), and to better encapsulate TCPS2 requirements. **It was moved** by E. MacLeod, seconded by C. Kreber, that Senate approve the new REB application form with the noted amendment. **Motion carried as amended.**

(f) QA – J. Gerrie referred to the informational report circulated with the meeting documents and noted that they expect to receive the external reviews of ORGS and BACS soon.

14. Board of Governors' Report – N/A

15. Adjournment

Prior to adjournment, the Chair thanked outgoing Senators for their service and dedication during their term: Amar Anwar, Debbie Brennick, Barb Glassey, John Hudec, Nat Leach, Erna MacLeod, and Wendy Wadden. On behalf of Senate, T. Urbaniak thanked the outgoing Chair, Derrick Hayes and Vice Chair, Erna MacLeod, for their professionalism and collegial spirit in leading the Senate deliberations.

D. Hayes thanked Senators for their contributions to Senate during the year and there being no further business, **it was moved** by D. Hayes to adjourn the meeting at 3:44 pm.



M. Mkandawire, Secretary