

# Senate Minutes

May 3, 2013  
Senate Chamber CE-339

Chair, D. Johnson, called the meeting to order at 1:37 pm and welcomed the new Students' Union representatives, Matt Latimer-SU President, Brennan Boudreau-SU VP, Patricia McCann-SU Director of Finance and Operations, Andrew Skinner, SU Director of Communications and newly appointed representatives Amin Al-Turkistani, Dennis Curry, Cyril MacDonald, Ben McNutt and Julie-Anne Wroblewski.

## 1. Roll Call and Declaration of Quorum

### **Present:**

Amin Al-Turkistani, Eleanor Anderson, Robert Bailey, Judy Bailey, Ed Barre, Brennan Boudreau, Robert Campbell, George Chen, Jane Connell, Dennis Curry, Godwin D'Cunha, Nicole Dixon, Maureen Finlayson, Barb Glassey, Louis Guimond, Derrick Hayes, Patrick Howard, Rany Ibrahim, David Johnson, Mary Keating, Matt Latimer, Doug Lionais, Cyril MacDonald, Gordon MacInnis, Alexis Manley, Patricia McCann, David McCorquodale, Ben McNutt, Rod Nicholls, Joe Parish, James Preen, Andrew Skinner, Scott Stewart, Mike Tanchak, David Wheeler, Julie-Anne Wroblewski, Shawn Bethke

### **Regrets:**

Keith Brown, Dannie Brown, Margaret Dechman, Diane Janes, Dale Keefe, John MacKinnon, Scott Moir, Carl Mercer, Sheila Profit, Joanne Pyke, Eileen Smith-Piovesan

### **Absent:**

Stephen Augustine

## 2. Matters to be Considered in Closed Session

### **MOTION:**

**It was moved** by M. Tanchak, seconded by A. Manley, to move into Closed Session for the purpose of approving the Spring graduands. **Motion carried.** Any observers or visitors were asked to leave the room.

Following the discussions in Closed Session, it was moved by M. Tanchak, seconded by D. Curry, to move back into open session.

## 3. Matters Forwarded for Information – N/A

## 4. Special Presentations/Updates – N/A

## **5. Report of the President and Vice-President Academic & Professional Studies (Provost)**

### **5.1 Report of the President**

President and Vice-Chancellor, Dr. David Wheeler addressed Senate for the first time following his appointment and installation with the following highlights:

- Acknowledgements were given to the process of approving the Graduation List and its importance.
- Many thanks were offered to the very well organized installation process and to all those who organized it and took time to participate.
- The operation budget was endorsed by the Board of Governors at the April 19<sup>th</sup> meeting. The budget reported positively but also highlights a strong need for continued vigilance with regard to finances.
- Under President Wheeler's leadership, the senior team will remain unchanged with minor changes to roles and responsibilities as detailed in recently circulated communications.
- Effective May 1<sup>st</sup>, the Senior Management Group (SMG) will be replaced by the University Leadership Team (ULT). This group will be charged with contributing to and shaping strategy in connection with the Executive Team and will be responsible for executing strategy, monitoring, and reporting progress monthly/annually. Also, the President Vice-Presidents (PVP) will be replaced by the University Executive Team (UET) comprising the four VPs and President Wheeler. The UET will oversee and promote the resilience and growth of the University, both academically and fiscally.
- The induction of Mr. Joe Shannon to the Canadian Business Hall of Fame was held recently in Toronto where Cape Breton was impressively represented.
- An event celebrating the life of Rita MacNeil will be held on May 6<sup>th</sup> and all funds will go toward a CBU scholarship.
- A review of the academic programs will begin with President Wheeler and Dr. Bailey meeting with all schools to discuss the status of their offerings to see if there are areas that can be built on or revamped.

### **5.2 Vice-President Academic & Professional Studies (Provost)**

Robert Bailey provided a verbal report with the following highlights:

- Nomination of Dr. Marcia Ostaszewski as a Tier II Canada Research Chair in Culture and Communities has been accepted.
- Nomination of Dr. Ashlee Cunsolo-Wilcox as a Tier II Canada Research Chair in Determinants of Healthy Communities has also been accepted.
- Funeral services will be held on Saturday, May 4<sup>th</sup> for the founder of Cape Breton University, Dr. Rev. Donald Campbell and anyone wishing to participate in the Academic Procession is encouraged to do so.
- Decanal Search Committee preparations continue. Consultations with various stakeholder groups have been held to develop a profile of the candidates being sought for the two Dean positions. The process is expected to begin in mid May with a targeted completion date of late summer.
- Dean Nicholls, Dean McCorquodale, Gordon MacInnis, Robert Bailey and Donnie MacIsaac met to discuss the planned renovation activity. Dean Nicholls and Dean McCorquodale will meet with the relevant individuals to detail the timelines involved.

On the question of the new and redefined ULT and UET groups, President Wheeler clarified that Deans are expected to be part of the ULT group and would be very similar to the previous SMG group with the possible addition of more individuals. This will be a core committee to meet regularly throughout the year. With regard to UET, President Wheeler advised this group will be smaller than the previous PVP, and will be accountable to the Board of Governors for delivering the University's strategy.

## **6. Question Period – N/A**

## **7. Approval of Minutes**

**7.1 It was moved** by S. Stewart, seconded by D. Lionais, the approval of the minutes from the April 5, 2013 meeting. With minor noted amendments to be made, **motion carried.** Abstentions: 11

## **8. Business Arising from the Minutes**

As noted in the Executive Committee report, the Bylaws Committee reviewed the process for following up on decisions made at Senate in terms of procedures and communications. Suggestions were brought to Senate Executive and approved as follows:

- Communication of Decision: Working with committee Chairs, the Recording Secretary of Senate will email the appropriate individuals on behalf of the Secretary of Senate to formally notify of the decisions of Senate.
- Document Changes: Working with committee Chairs, the Recording Secretary of Senate will ensure documents are updated with any changes made during Senate. The approved version will be kept on file and sent to the Committee Chair. Appropriate individuals will also be notified by the Recording Secretary on behalf of the Secretary of Senate, of any decisions made by Senate.

On the question of communication for a new course proposal being approved, it was noted that a process is in place for the Recording Secretary to send this information to the Registrar's Office. It was also noted that the Department Chair is responsible for submitting updates to the Academic Calendar. It was suggested that the Department Chair also be reminded in the notification being sent, to initiate the Academic Calendar update.

## **9. Report of the Executive Committee**

Vice Chair, D. Lionais reported that the Executive Committee met on April 19<sup>th</sup>. Highlights of the meeting and topics of discussion were as follows:

- R. Bailey met with the Executive to gain their perspective of the profile of a Dean.
- The agenda was set for this meeting of Senate.
- Communication follow up issues were discussed and a process developed.



## 10. Students' Union Report

New Students' Union President, M. Latimer, provided a brief verbal report with this being only their third day in office:

- Many thanks were offered to Senate for their warm welcome noting they look forward to full participation in the process of Senate and serving on all committees.
- President Wheeler was offered commendations on his installation.
- The passing of Fr. Donald Campbell was noted and he was recognized as the founder of CBU.

## 11. Reports of Other Committees

- (a) **Research** – Chair, J. Preen, referred to the report circulated with the meeting package. This report detailed 26 research proposals judged fundable by the Research Assistance Committee.

A concern was voiced with regard to the distribution of resources among the Schools. The increase from \$7,000 to \$8,000 and what seemed to be the elimination of the SSRA (Spring\Summer Research Award) caused some schools to question the unequal distribution of funds. Research Committee Chair J. Preen detailed that the SSRA system has not been eliminated and is just included in these numbers with the RP system. With regard to an unbalanced distribution, it was noted that there were more science applications received and this accounts for the high number of granted proposals. R. Bailey suggested that if it was felt necessary, he would task Dale Keefe with presenting a report to Senate with the details of the applications. This report could include who applied, what School they are from, and who received funding. A report of this nature could address any concerns Senate or Schools have with the process and distribution. With respect to representation on the committee it was suggested that a member from the Library be included going forward.

- (b) **Academic** – Chair, S. Stewart, referred to the documents circulated with the meeting package.

### Items for Information:

Changes to Courses forms:

- SPHK 3105 Exercise and Personal Fitness
- SPHK 1101 Introduction to Outdoor Leadership
- SPHK 2101 Adventure Programming for Sport and Recreation
- SPHK 1100 Introduction to Sports and Human Kinetics
- SPHK 3103 Human Public Relations in Sport/Recreation

J. Connell detailed the updates as allowing for a higher quality program, with three informal streams, and a further intention to move, as appropriate, to 3 credit courses.

### Recommendation:

#### 1. Approve AN/S 2xxx: Consumption and Consumerism

**It was moved** by S. Stewart, seconded by M. Tanchak to approve AN/S 2xxx: Consumption and Consumerism as presented. It was noted that the Degree Committee vote was unanimous

on September 18, 2012, as was the Academic Committee vote on February 19, 2013. On the question of the move to 6 credits, it was noted that due to the nature of the offerings this move has been delayed but a plan to initiate the change is currently in progress. With the noted additions to the proposal, **motion carried.**

- (c) **By-laws** – Chair, J. Connell referred to the documents circulated with the meeting package. Department and School by-laws currently in progress were detailed with an expectation that most will be ready for presentation to Senate at the June meeting.

### 1. Approve Mathematics, Physics and Geology Department By-laws

**It was moved** by J. Connell, seconded by J. Preen, the approval of the Mathematics, Physics and Geology Department by-laws. With friendly amendment to 5.8 reading " ... newly elected officers to the President through the Dean.", and changing matter to manner in 6.5, **motion carried.**

### 2. Approve History and Culture Department By-laws

**It was moved** by J. Connell, seconded by B. Glassey, the approval of the History and Culture Department by-laws. With substantive suggestions or concerns with the frequency of meetings, clarity of Sub-Department Co-ordinators, student representation being only one and the maximum number of terms for officers, the motion was **withdrawn.** Comments, concerns and suggestions will be brought back to the Department and School by the By-laws Committee for further consideration.

### 3. Approve Community Studies Department By-laws

**It was moved** by J. Connell, seconded by S. Stewart, the approval of the Community Studies Department by-laws. Friendly amendments to the footer; changing 1966 to 1996, and adding " and be considered effective once approved by Senate" to 10.2 were accepted. A concern was also noted with regard to the absence of a Vice-Chair. It was decided that a Department or School would decide if it is necessary to have a Vice-Chair. **Motion carried. Nays: 2 Abstentions: 6**

A suggestion was made that the by-laws review process be updated to include approval by the School prior to presentation to Senate to avoid any communication gaps that have occurred during this review. The Executive Committee will take this suggestion under advisement and review the current process.

- (d) **Planning and Review** - Chair, J. Parish, reported that the committee met on April 26<sup>th</sup> to review the Research Agreements Policy with commentary given to the Dean's office for action. The committee will now focus their attention on the memorandum of agreement and memorandum of understanding process templates. J. Parish referred to the Pre-Budget Report that was presented during the Special Meeting of Senate and circulated with the meeting package. **It was moved**, by J. Parish, seconded by R. Bailey, to approve the Pre-budget Report as presented. **Motion carried. Abstentions: 9**
- (e) **Quality Assurance** – Chair, M. Keating, provided a verbal report advising the QA reviews are ongoing and that the committee is awaiting the revisions from MPHEC on its documents. Marcy MacKinnon will also be providing a list of issues she has identified during the reviews.

(f) **TLEC** –Chair, P. Howard, provided a verbal report detailing the committee plans to meet next week to discuss the Instructional Leadership Award for which the committee received no nominations. The committee will discuss a strategy to enhance the profile of the award, communication efforts, and ways to encourage participation. The committee welcomes any and all suggestions to spark interest. The nomination process for this award was discussed and a suggestion was put forth that the requirements for a nominator be more clearly defined and communicated. It was further suggested that TLEC report monthly on the examples of the innovative and instructional leaders at CBU to assist in the process.

(g) **Nominating** – No report.

## **12. Board of Governors Report**

M. Keating reported that the Board of Governors met on April 19<sup>th</sup> noting the following highlights from the meeting:

- 2013/2014 Proposed Operating Budget was approved.
- President Wheeler addressed the Board for the first time presenting his planned strategies for CBU.
- Treasure's report contained information on the planned renovations, internationalization and branding, a pilot program for ERP using SAP, and that the investment holdings have surpassed \$24 million for the first time.

## **13. Confidential Business – N/A**

## **14. Adjournment**

The next regular meeting of Senate is scheduled for Friday, June 14, 2013.  
The meeting was adjourned at 3:32 pm.

  
Godwin D'Cunha, Secretary