

Senate Minutes

June 5, 2020
MS Teams

The Chair, M. Mkandawire, called the meeting to order at 12:00 pm.

He 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.

He then welcomed the 2020/2021 CBU Student's Union executive members who officially took office on May 1st: Amrinder Singh, President, Tom Joseph Scaria, Executive Vice President, Ryan Magee, VP Finance & Operations, and Haeley Langlois, VP Promotions and their newly appointed Student Senators: Emma Drohan (for a second term), Harsha Sai Bandari, Manini Sethi, and Makayla Townsend.

1. Roll Call and Declaration of Quorum

Present:

Amar Anwar, Catherine Arseneau, Stephen Augustine, Tanya Brann-Barrett, Debbie Brennick, David Dingwall, Mary Beth Doucette, Emma Drohan, Karen Foss, Jim Gerrie, Stephanie Gilbert, Jasmine Hoover, David Johnson, George Karaphillis, Mary Keating, Carolin Kreber, Janet Kuhnke, Geoff Lee-Dadswell, Brendan MacDonald, Gordon MacInnis, Judy MacInnis, Richard MacKinnon, Bernie MacLennan, Emily MacLeod, John MacMillan, Ryan Magee, Martin Mkandawire, Mary Jane Morrison, Andy Parnaby, Rick Pierrynowski, Bill Robinson, Scott Rodney, Harsha Sai Bandari, Tom Joseph Scaria, Manini Sethi, Amrinder Singh, Éric Thériault, Tom Urbaniak, Audrey Walsh, Richard Watuwa, John Mayich, Terry MacDonald

Regrets:

Patrick DeLamirande, Makayla Townsend, Pat Bates, Joe Parish, Dena Richardson, Ann Sylliboy

M. Mkandawire noted that the Executive Committee accepted a request to alter the agenda in that the reports of the Students' Union, the President and VP Academic be moved to the front end of the agenda.

It was moved by M. Keating, seconded by R. MacKinnon, that these reports be moved as requested and to grant speaking privileges for Ms. Patti Merrigan. **Motion carried.**

2. Report of the Students' Union

The new Students' Union President, Mr. Amrinder Singh, reported that the food bank has refunded \$16780 to 839 students to date. Coordinators have been hired for many of the Centre's and they will begin work on September 1st and during the summer will explore best practices to provide these services virtually. The Union continues to lobby all levels of Government for financial assistance for international students. Along with CBU, the Union is working on a survey for students to gather information on issues they may be facing with the move to online learning.

3. Reports of the President and Vice-President, Academic (Provost)

Dr. Richard MacKinnon reported that progress with regard to the Academic Plan has been posted to the website. With regard to the move to online offerings, Dr. Rod Nicholls was appointed as Academic Director for the Centre for Teaching and Learning (CTL) and **it was moved** by R. MacKinnon, seconded by B. MacLennan, to allow Dr. Nicholls speaking privileges to provide an update on his work. **Motion carried.** Dr. Nicholls noted that the Office of Research and Graduate Studies is now providing the CTL with project management and communications supports. He drew attention to a new teaching program developed by the CTL, to begin on June 22nd, that will assist teaching faculty with online learning; more detailed information on this program will be circulated in the coming days. He also noted that a faculty development group is working to ensure all efforts are being made to assist faculty in providing good quality online offerings. On the comment with regard to ICA email address, R. Nicholls noted this is one of the issues the development group is working on. In response to concerns raised on the expectations for faculty for online teaching, software platforms and class sizes, it was noted that these items are being discussed and addressed, and although not ready today, communications will be circulated in the very near future.

President Dingwall thanked Senate for approving the adjustment to the agenda. Still working under the order of the Province and the Chief Medical Officer, the University continues to adjust to their mandates. He noted that he continues to work closely with Universities Canada to be innovated with regard to programs and assistance from Government for the post-secondary system. He referred to the June 4, 2020 announcement from the AUS which advised of a full suspension of competitions until January 2021. He noted that CONSUP continues to meet to engage with Provincial officials as it related to the COVID-19 situation, however, at this point, no commitments have been received. To date, along with CBU, he noted that Mt. St. Vincent, Dalhousie, McGill, Kings, and St. Mary's have move to online learning for the fall.

Dr. Tanya Brann Barrett provided an overview of the steps Cape Breton University has taken to deliver an online semester. She provided information on the four working groups developed and their mandate: a) Faculty Development, chaired by Rod Nicholls, b) Student Readiness, chaired by John Mayich and Andy Parnaby, c) Recruitment and Marketing, chaired by Becky Chisholm, and d) University Operations Post-COVID, chaired by Gordon MacInnis.

Ms. Patti Merrigan, CBU's Director of Human Resources, provided an update on the efforts being pursued by HR. Following the orders of the Province and the Chief Medical Officer which closed all Nova Scotia universities to the public, CBU has been in the process of ensuring faculty, students, and staff have the required tools and resources to effectively work remotely. In line with the budget process, HR has been working with the various union and non-union groups to reduce personnel costs. To date, almost 60 term contracts have not been renewed and planned new hires have been postponed. Cost reducing strategies are also being pursued with the union and non-union groups to reduce the vacation liability. There will be no annual or step wage increases for the non-union group and those with a salary of \$110,000 or more will be subject to a wage roll back of one to ten percent. A voluntary temporary lay-off program has also been rolled out where employees could voluntary opt for a lay-off from June 8th to August 28th. Discussions with each of the union groups have also begun with the hopes of developing a memorandum of understanding that will address temporary lay-off program, wage freezing or roll back and vacation utilization. The development of these MOUs will determine if any further actions will be required.

Mr. MacInnis highlighted the financial implications of the situation CBU now faces. He advised that, worst case scenario, CBU is approximately \$45.1 million at risk. When planning began at the onset of the

pandemic, deliberations began with an approximate \$30.7 revenue short fall with the assumptions of reduced enrolment for spring/summer, no new international students on campus for September, 50% of international students able to return will do so, and no slippage in the domestic market. Measures taken to off-set the revenue shortfall are to deplete the \$6 million operating reserves, eliminating all \$6 million in contingency plans, a commitment to a monthly recalibration of the operating budget which presently stands at a \$7.5 million shortfall. This shortfall includes the goods and services savings and the human resource efforts noted by Ms. Merrigan. He noted that a deficit budget will be presented to the Board of Governors during their late June meeting with the commitment of an examination of the budget on a monthly basis.

Following the reports, comments and questions were responded to on various items:

- An assessment of capital projects has taken place and all non-mandatory projects have been cancelled and those in progress pre-COVID, for the most part, will continue.
- The term positions noted in the report from Ms. Merrigan, do not include any teaching positions.
- Enrolment revenues for spring/summer were down slightly less than expected: \$2 million. The Federal Government has aided students with regard to employment and is considering assistance with various proposals before them, but require engagement with provincial levels to move forward.
- The proposed wage roll-back should be the same dollar amount, \$110,000, for all union and non-union groups.

In conclusion, President Dingwall, acknowledge comments on the need for a commitment from CBU to ensure a high-quality online delivery. He noted that investments have been made and expects more will also be needed. He shared with Senate that some universities have received, under a special arrangement, their full operating budget for the year; nine universities have not (CBU is on that has not).

4. Consent Agenda

It was moved by M. Keating, seconded by T. Urbaniak, to adopt the items from the Consent Agenda as follows:

4.1 Academic Committee

Items for Information:

- Course change: MUSI 2601, Music Theory for Popular Movement, is renumbered at
- Course change: MUSI 3605, Advanced Music Theory
- Course change: COMS 1100, 2103, 2105, 2100, 3100, 4100
- Course change: SPAL 1104, 1105
- Course change: FINC 5401 Finance
- Course change: FINC 4101 Public Finance
- Course change: FINC 4103 International Economics
- Program change: BBA Economics Concentration
- Articulation Agreement: CBU and NBCC

Recommendations:

1. New Course Proposal HIST 2XXX Environmental History
2. New Course Proposal PHIL 3XXX Minds Nat & Artificial
3. New Course Proposal ECON 2XXX Strategy and Game Theory
4. New Course Proposal ECON 2XXX Health Economics

4.2 The report of the Planning and Review was moved to the regular reports of the Committees.

Motion carried. Abstention(s): 1

5. Confidential Business

6. Closed Session

It was moved by M. Keating, seconded by É. Thériault, **to move in to Closed Session** for the purpose of conducting confidential business. **Motion carried.**

7. Matters Forwarded for Information

7.1 Changes to the Graduation List

7.2 Appeals Committee Report

Discussion on these items took place in the closed session. Following a confidential session, **it was moved** by M. Keating, seconded by É. Thériault, **to move back to Open Session. Motion carried.**

8. Take-Note Discussion – Preparing for the Fall Semester

Referring to the message sent to Senators in preparation for this meeting, T. Urbaniak explained this addition to the agenda as an opportunity for Senators to share questions and suggestions as CBU adjusts to the new situation and tries to meet these challenges. To facilitate the conversation, he posed that in light of major changes affecting almost every course and every aspect of the University, how can Senate best ensure a quality academic experience for students and faculty in the coming academic year? What are ways to maintain “university life” and a sense of community, despite physical separation and other obstacles and challenges? He noted that the points, comments, questions will be detailed in order to ensure follow-up, if necessary, is actioned.

COMMENTS/QUESTIONS/SUGGESTIONS

G. Lee-Dadswell

As noted in the report of TLEC, he advised that the University Teaching Practice (UTP) running this summer will be in a different format than previous years. This year's UTP will be online and will focus on online teaching, and will have significant asynchronous components and will likely run over a one- to two-week period. He also noted a survey being circulated to collect feedback from faculty about the emergency move to online course delivery in the winter 2020 semester, and to find out what faculty feel is needed to help with implementing online delivery for the whole fall semester.

MB Doucette

Suggested that regular reports from Stephen Augustine with respect to Unama'ki College and the priority of the Academic Plan to Indigenize the L'Nu Way be added to each agenda. A retirement has occurred in the Mi'kmaw Resource Centre (MRC), is this being addressed? Is there a plan for accommodating students studying in-community programming?

S. Augustine reported that they are unable to move forward with a replacement for the retirement in MRC at this time and will explore this toward the end of the summer. He also replied, that Dean Parnaby and S. MacCormick are working on establishing safe boundaries, connectivity issues, and where in-community courses will be delivered in accordance with guidelines set out by the Province.

D. Johnson/M. Keating

Questioned the comparative advantages of MS Teams and Zoom and are they suitable for online teaching. MJ Morrison provided her perspectives on the pros and cons of using MS Teams for online teaching and noted that CBU students would have access to the MS Office 365 suite and would therefore, have access to MS Teams. An advantage of Teams is that CBU already has names/accounts of every student and faculty because of the Microsoft Office integration is more convenient in the set-up of meetings/classes. T. MacDonald noted that Zoom is a video-conferencing tool and introduces some aspects of classroom management/break-out rooms but many of these aspects can be accomplished through Teams. He strongly noted that the free version of Zoom does have some security issues and advised that if using it that the licensed version be used. In a follow up reply, he noted that a limited number of Zoom licenses are available and can be requested through the IT department and that Debbie Rudderham is exploring an institutional license as well.

M. Mkandawire/S. Rodney

Is it possible to be provided with technology with whiteboard capabilities? What resources and technical supports will be available to faculty? Secure platforms, tools like tablets and audio recording instruments, caps on class sizes? G. Lee-Dadswell showed a piece of technology call a Bamboo tablet with this capability that he suggested would be invaluable. R. MacKinnon referred to a Digital Consortium formed, which CBU is part of, to identify common digital materials that can be used to assist with online learning. T. Brann-Barrett also noted that the Faculty Development committee is also looking at technology faculty may need.

J. Hoover/M. Keating/K. Foss

Is it possible to gather data from students on the types of technology they have, or do not have? Students must be made aware of what they will require. Many students do not have laptops and if we end up getting lockdown browser for example (its records students taking tests) they cannot use an iPad or a phone. Students should know before starting what hardware is required. G. Karaphillis noted that a survey was circulated earlier to determine the technology available to them. Will there be a duty to accommodate students who do not have access to high speed internet? Some students may need extra time to complete exams. T. MacDonald also noted that these discussions have taken place and are currently being looked at by IT.

J. Gerrie/ S. Rodney

The asynchronous versus "live"-time and "board work" specific delivery divide is a key discussion we need to consider. Especially, in regard to the possibility that some students with low bandwidth might find it difficult to handle non-asynchronous delivery. Live lectures will be problematic for students in other time zones, therefore, asynchronous teaching may be the only practical option. T. Brann-Barrett noted again, this too is being looked at by the Faculty Development committee.

9. Question Period

Although not included on the agenda, the following question/comment was posed: Faculty are extremely concerned with the delivery of our courses online. There is a lot of research concerning class sizes and effective online delivery. In terms of base line planning for delivering courses, it is generally understood

that class sizes must shrink to ensure the ability to assess, and understand student learning outcomes.

R. MacKinnon advised that there is no intention to increase class sizes and every effort is being made to ensure a qualitative experience. M. Keating suggested that with moving to mandatory online teaching, course caps must be recognized to maintain the quality of the learning and experience for the student. G. MacInnis noted that investments have been, and will be made, to ensure quality offerings are maintained. Actual numbers are not being presented at this time as the final enrolment numbers are not available until later in the summer.

10. Approval of the Minutes

10.1 It was moved by, É. Thériault, seconded by D. Johnson, the **approval of the minutes from the April 30, 2020. Motion carried.**

11. Business Arising from the Minutes – N/A

12. Report of the Executive Committee

D. Johnson reported that the Executive Committee met on May 22nd to set the agenda for this Senate meeting and the development of the Committee Membership list. He noted that some memberships have yet to be confirmed and has therefore resulted in some vacancies on this list.

12.1 2020-2021 Senate Membership

Referring to the membership list circulated in advance of the meeting, D. Johnson reiterated that some faculty positions from Schools have not yet been confirmed and that reminders have been sent to the Deans to have these vacancies filled.

12.2 2020-2021 Standing Committees of Senate – Membership

D. Johnson referred to the committee membership circulated in advance of the meeting, noting there are a few vacancies yet to be filled and drew attention to the ad hoc position of the University Parliamentarian. **It was moved** by D. Johnson, seconded by S. Rodney, **to accept the 2020-2021 List of Standing Committee of Senate as presented**, including the new position of University Parliamentarian **motion carried.**

12.3 Election of Officers

For the purposed of this election, the Secretary handed Chair responsibility to the Vice President Academic (Provost).

R. MacKinnon advised that Martin Mkandawire has allowed his name to stand for the Chair of Senate for 2020-2021. He called for any further nominations and with none, Martin Mkandawire was re-appointed Chair of Senate for 2020-2021.

R. MacKinnon advised that Tom Urbaniak has agreed to allowed his name to stand for the Vice Chair of Senate for 2020-2021. He called for any further nominations and with none, Tom Urbaniak was re-appointed Vice Chair of Senate for 2020-2021.

R. MacKinnon advised that Debbie Brennick has agreed to allowed her name to stand for the Secretary of

Senate for 2020-2021. He called for any further nominations and with none, Debbie Brennick was appointed Secretary of Senate for 2020-21.

12.4 2020-2021 Senate Meeting Dates

D. Johnson noted that for returning Senators, the proposed meeting schedule was included with the meeting package. In addition to these dates, he advised of two special meetings will be held on July 10th and August 14th for the purposes of being provided and update from the President and others on the situation as it stands at that time.

He also noted that in the fall each committee will receive a mandate letter detailing the responsibility they have to address with regard to the implementation of the Academic Plan.

13. Reports of Other Committees

- i. Academic Committee** – M. Keating referred to the report circulated with the meeting material.

Recommendations:

1. Minor Program changes

It was moved by M. Keating, seconded by MJ Morrison, the approval of the BACS SPAL Program change for Majors and Honours: Electives: 18 credits, must include 3 credits of English (with the exception of ENGL2601, 2604, 2605, 2633, 2625, 3621,3623) or FRNC2205. With the change, students will not be required to take ENGL 1104, 1107, or 1109. FRNC 2205 is a course that focuses on writing in French.

It was moved by M. Keating, seconded by G. Karaphillis, the approval of the BBA – Economics Concentration Program change to simply require 18 credits from the list provided rather than requiring that students complete ECON 2101, 2103 and 2105. **Motion carried.**

2. Program Modification: Bachelor of Education

It was moved by M. Keating, seconded by C. Kreber, the **approval of modification of the Bachelor of Education program, including course changes:** EDUC 4103 Inclusive Education I, EDUC 4107 Assessment for and of Learning , EDUC 4109 Perspectives on Schooling , EDUC 4119 Teaching and Learning in the Complex Classroom Revised Elementary Education courses, EDUC 4111 Curriculum and Instruction of Elementary English Language Arts I, EDUC 4113 Curriculum and Instruction of Elementary Science, EDUC 4115 Curriculum and Instruction of Elementary Social Studies, EDUC 4121 Literacy Across the Curriculum, EDUC 4138 Curriculum and Instruction of Technology I, EDUC 4139 Curriculum and Instruction of Technology II, EDUC 4141 Curriculum and Instruction of Secondary Science I, EDUC 4143 Curriculum and Instruction of Secondary Science II, EDUC 4144 Curriculum and Instruction of Secondary Social Studies I, EDUC 4145 Curriculum and Instruction of Secondary Social Studies II, EDUC 4146 Curriculum and Instruction of Secondary French I, EDUC 4147 Curriculum and Instruction of Secondary French II, EDUC 4148 Curriculum and Instruction of Secondary Fine Arts I, EDUC 4149 Curriculum and Instruction of Secondary Fine Arts II, EDUC 4151 Curriculum and Instruction of Secondary ELA I, EDUC 4153 Curriculum and Instruction of Secondary ELA II, EDUC 4154 Curriculum and Instruction of Secondary Math I, EDUC 4155 Curriculum and Instruction of Secondary Math II, EDUC 4104 Sustainable Well-being and Deep Learning, EDUC 4108 Leveraging Technology for Learning, EDUC 4114 Teaching and Learning for a Sustainable Future, EDUC 4133 Teaching English as a Second Language, EDUC 4136 Teaching and Learning the L'nu Way, EDUC 4213 Teaching Mathematics in Middle Schools, and EDUC 4217 Adolescent Learner, **and all new course proposals:** EDUC 4XXX Inclusive Education II Core, EDUC 4XXX Curriculum and Instruction Elementary English Language Arts II, EDUC 4XXX Curriculum and Instruction in Early Numeracy and Pedagogy, EDUC 4XXX Curriculum and Instruction in Upper Elementary

Numeracy and Pedagogy, EDUC 4XXX Foundations of School Health Education and Wellness, EDUC 4XXX Integrated Curriculum and Instruction, EDUC 4XXX Curriculum and Instruction Mi'kmaw Language I, EDUC 4XXX Curriculum and Instruction Mi'kmaw Language II, EDUC 4XXX Professionalism Series Graduation, EDUC 4XXX Elementary Education Practicum Experience 1, EDUC 4XXX Elementary Education Practicum Experience 2, EDUC 4XXX Elementary Education Practicum Experience 3, EDUC 4XXX Secondary Education Practicum Experience 1, EDUC 4XXX Secondary Education Practicum Experience 2, EDUC 4XXX Secondary Education Practicum Experience 3 EDUC 4XXX Practicum Seminar 1, EDUC 4XXX Practicum Seminar 2, and EDUC 4XXX Practicum Seminar 3. **Motion carried.**

3. New Program: Health Management Post-Baccalaureate Diploma

It was moved by M. Keating, seconded by G. Karaphillis, **the approval of the new program, Health Management Post-Baccalaureate Diploma including all new course proposals included in the MPHEC application:** COMM 5105 Health Care Workplace Communications, MGSC 5151 Health Care Analytics, PHIL 5115 Legal and Ethical Issues in Health Care, POLS 5221 Health Care Policy, PUBH 5107 Health Care Quality & Project Management, Elective courses: ANTH 5103 Plagues and People, ECON 5104 Health Care Economics, *ENGL5XXX Professional Writing*, MIKM/NRSG 5107 Indigenous Health, NUTR 5501 Nutrition in Public Health Management, PUBH 5106 Epidemiology, PUBH 5117 Health Care Emergency Preparedness, and PUBH 5121 Health Risk Assessment. She noted that English course is pending Committee approval until the vote results from SASS are received. **Motion carried.**

4. Response to MHPEC suggestions regarding the Change to the BA/BACS Area Major

It was moved by M. Keating, seconded by R. MacKinnon, **the proposed name change to the Area Major degree be adjusted from the initially approved "BA/BACS Multidisciplinary Major" to "Multidisciplinary BA/BACS in A, B, and C" AND that the following new calendar language on the capstone project be approved. Calendar language: "The multidisciplinary BA/BACS requires completion of a capstone project that integrates the three areas of study. The project must be completed as part of a 4000-level course or as a 4000-level directed study under the supervision of a faculty member.** She noted these changes are in response to feedback from MPHEC. **Motion carried.**

ii. **Research** – E. Barre referred to the report circulated with the meeting package. **It was moved** by É. Thériault, seconded by T. Brann-Barrett, **the approval of the Strategic Research Plan as presented.** D. Mount, who was granted speaking privileges for the purposes of this presentation, provided an update on the efforts taken since the draft document was shared with Senate on April 30th and the many consultations that have taken place since that date. With respect to research output improvement and impacts, she acknowledges that currently CBU does not have an ideal mechanism tool at this point but will be working to increase responses for the current survey. It was suggested that a one-year review of the document's measures and impacts be implemented. **Motion carried.**

Abstentions: 2

iii. **QA** – Nothing to report.

iv. **Planning & Review** – S. Gilbert reported that the committee plans to present their budget response in September. The Committee is also working with Jasmine Hoover on an Open Access Policy as well as the mandate letters to be provided to the Senate committees on Academic Plan implementation.

1. It was moved by S. Gilbert, seconded by M. Keating, to approve **the retirement the dated course approval procedure and replaced with the Decision Matrix.** On the question of pre-requisite changes being for informational only, M. Keating responded that a pre-requisite policy ought

to be looked at by the Academic Committee in the coming term. **Motion carried.**

2. It was moved by S. Gilbert, seconded by M. Keating, the **approval of the proposed updated language changes to the External Academic Agreements Process.** It was noted the changes are mainly housekeeping items to position titles. **Motion carried.**

v. TLEC – G. Lee-Dadswell referred to the informational report circulated with the meeting package nothing that faculty will soon receive a survey on their online teaching experiences during the winter term and that at the time of the writing of the report, input on the UTP was to be sought but this is no longer the case and this will be removed. He also noted the Committee will be reviewing the Students Involved in Teaching-related Activities policy.

vi. Bylaws – Nothing to report.

15. Board of Governors' Report – N/A

16. Adjournment

Prior to adjournment, M. Mkandawire thanked Senators who are completing their terms with Senate: Dean, Carolin Kreber, Registrar, Brendan MacDonald, SASS representative who has served as the Secretary to Senate, David Johnson and SSOB representative Mary Jane Morrison. There being no further business, the meeting was adjourned at 3:05 pm.

David Johnson
Secretary to Senate