

Senate Minutes

April 28, 2023
CE339 / MS Teams

The Chair, E. Robertson, called the meeting to order at 1:30 pm.

1. Roll Call and Declaration of Quorum and Land Acknowledgement

The Chair began with the acknowledgement that Cape Breton University is located in Mi'kmaq, 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.

Present:

Catherine Arseneau, Sahand Ashtab, Carol Beaton, Danielle Boudreau, Tanya Brann-Barrett, Geoff Carre, David Dingwall, Mary Beth Doucette, Philip Eappen, Ayse Ersoy, Jan Hancock, Michael Henick, Samantha Hodder, Jasmine Hoover, Patrick Howard, Harkanwal Kaur, Himali Kadam, Mary Keating, Karen Kennedy, Carolin Kreber, Kimberley Lamarche, Doug Lionais, Jason Loxton, Gordon MacInnis, Richard MacKinnon, John MacMillan, Mandy Nguyen, Felix Odaty-Wellington, Marcia Ostashewski, Peter Oyedijo, Andy Parnaby, Rick Pierrynowski, Michelle Prendergast, Erin Robertson, Karen Rowe, Chloe Stewart, Éric Thériault, Jamie Tunnicliff, Tom Urbaniak, Bilynda Whiting, John Mayich

Regrets:

Nofisat Banjo-Saibu, David Gerbasi, Janet Kuhnke, Hannah Lewis, John Nadeau, Natalia Parsons, Damanpreet Singh, Samarjeet Singh, Ann Sylliboy, Laurianne Sylvester, Terry MacDonald

2. Consent Agenda

2.1 Academic Committee

New Courses:

EDUC 4xxx: Teaching Elementary Visual Art
EDUC 4xxx: Secondary Family Studies I
EDUC 4xxx: Secondary Family Studies II
ANTH 1xxx: Global Language Revitalization
AN/S 3xxx: Demography
ENGI2xxx Introduction to Python Programming
AN/S2xxx: Qualitative Research Design
AN/S 2xxx: Quantitative Research Design

AN/S 3xxx Applied Qualitative Research
AN/S 3xxx Applied Social Statistics
AN/S 32xx Queer(y)ing Identities
AN/S 32xx Constructed/ing Gender(s)

2.2 Research Committee

Adoption of the following minor change to the President's Award for a Rising Researcher. This is simply to include Librarian I and II into the wording of the award (see below and attached). Nominations are solicited for the President's Award for a Rising Researcher at the Assistant or Associate Professor ranks, Instructor I or Instructor II or Senior Instructor I levels, **Librarian I or II ranks** who shows significant development toward research excellence relative to others at the same rank/level in a particular field of research. This award is to recognize those with such significant development toward, but have not yet reached, the standard of excellence exhibited by those awarded the President's Award for Excellence in Research.

With no comments or questions, the Academic Committee and Research Committee items were approved.

3. Reports and Items for Information

3.1 President

President Dingwall provided updates on the following:

- The Bachelor of Social Work has received 167 applications and 73 applications have been completed. Sixty applicants will be interviewed, with dedicated seats for an African Nova Scotian and 15 indigenous individuals. He applauded Andy Parnaby, Tanya Andrews, and Katie Ivey for their amazing work throughout the process. Through the community engagement processes, the feedback from community of social workers and managers has been very positive
- Efforts are underway to make the CBU graduate attributes more visible and better embedded in the student experience.
- Plans for the CDI are continuing as planned, and he advised that research labs will be co-located with teaching spaces. The Marshall Institute will also be housed in the building. The draft design plan is expected to be completed soon and will be shared with Senate once finalized.
- With regard to capital investments to the campus expected over the next number of years, there is a likelihood of pressures on students, faculty and staff with regard to various items such as construction zones, parking etc. He also identified other expected pressures that may be the supply chain issues and delays the entire world is experiencing due to COVID.
- He suggested that if a private sector entity could be engaged, CBU could explore the possibility of partnering on the teaching hotel for the Bachelor of Hospitality and Tourism program.
 - He also noted that with regard to risk management and the planned construction and renovations to the campus over the next number of months and years that CBU should give serious consideration to having an individual who will monitor these activities from all aspects but especially in the event of emergencies.

In reply to the question of the consultations with Perkins and Wills and their statement that the CDI will be a new academic building, President Dingwall referred to his earlier point that the building will include research labs co-located with teaching spaces.

On the question of the programs being offered at the Cineplex location and the preparation for the 2025 return to campus, President Dingwall advised there is no one specific item to report at this time but that many aspects are in progress.

3.2 Vice President Academic

R. MacKinnon provided updates on the following:

- The search for the Dean of Education continues.
- An internal search for the Dean of Science & Technology has been initiated.
- The MPHEC is working on improving its assessment standards and information requirements for new program development.
- The external reviewers for the MPHEC were on-site to perform their assessment of CBU's quality assurance processes.

He referred to the circulated report of the Bachelor of Engineering Technology and Cultural Resources Quality Assurance Reviews. He provided an overview of the process and self-studies.

It was moved by R. MacKinnon, seconded by M. Henick, to approve the VPA's recommendations in response to the Bachelor of Engineering Technology Quality Assurance Review as circulated.

In reply to the question on the recommendation that committees be formed for each of the reviews, and the idea of course relief for those committee members, R. MacKinnon replied this is certainly something that can be explored. He also added that a full-time Quality Assurance officer added to his office will be assisting with these committees.

Referring to the document, which detailed timelines for items to be addressed/implemented, it was suggested this document be presented to Senate as a progress report, to which R. MacKinnon agreed.

Motion carried

It was moved by R. MacKinnon, seconded by C. Arseneau, to approve the VPA's recommendations in response to the Cultural Resources Quality Assurance Review as circulated.

C. Arseneau noted this was the first QA review of the Cultural Resources and acknowledged the work of Jane Arnold and Greg Davies in the extensive process for the Beaton Institute and the Art Gallery and all others that were involved in the process.

Motion carried.

3.3 Students' Union

P. Oyedijo introduced Gideon Otoibhi, the incoming Executive Vice President, in attendance as an observer. He then thanked Senators for their support during their tenure as the 2022-23 Students' Union executive and then provided an overview of the Students' Union's activities over the past year. *{ The full report will be attached to the minutes of the meeting }*

The Chair thanked and congratulated all Students' Union Senators for their contributions to Senate and noted that their work exemplifies their perseverance, in particular, their contribution to the Forever CBU Campaign.

On the question of the comparison of the food bank offerings to other universities in the province, H. Kadam responded that food security has been a rising issue for most universities in Nova Scotia. She also noted that the Union has been actively promoting education on the use of food banks to ensure students know this is not a service for free food but rather a service for students who are struggling financially.

3.4 Executive Committee

J. Hoover reported that the Executive Committee met on April 14th to set the agenda for this meeting. She noted that the EDI plan was discussed at length and identified areas where Senate is mentioned, and it was decided to focus on certain items as noted in the meeting package. The Chair provided an update on the SEM planning process she and B. Whiting are involved with. The Committee also discussed the transition of the Students' Union members. She also advised that J. MacMillan has assumed a role outside faculty, and in his place, G. Carre will assume the role of Chair of the Planning and Review Committee. J. MacMillan was thanked for his work as the Chair of this committee.

To accommodate the change in School names, the following motions were presented:

It was moved, by J. Hoover, seconded by H. Kadam, to modify the terms of reference for Standing Committees of Senate (to account for School of Nursing and the School of Education and Health) by changing the relevant membership sections (18, 25,28,32 and 56) to the same language as currently seen in the Bylaws committee membership section (22) which says *There shall be at least one faculty member from each School.*

For clarity, she provided the following example from the Quality Assurance Committee:

28. *Voting members*: The committee shall have not fewer than six and not more than ten members, including:
 - i. Vice President (Academic and Provost);
 - ii. one staff member from Student Services who shall be appointed by the Registrar;
 - iii. Faculty member from the Shannon School of Business;
 - iv. Faculty member from the School of Arts and Social Sciences;
 - v. Faculty member from the School of Science and Technology;
 - vi. Faculty member from the School of Professional Studies;

At least half of the members of the committee shall be faculty members (CBUFA or NSGEU). Not fewer than two members shall be senators, at least one of whom shall be faculty members (CBUFA or NSGEU). Not fewer than one member shall be a student. There shall be at least one faculty member from each School.

The list of schools will be replaced with iii. *There shall be at least one faculty member from each school.*

Motion carried.

It was moved, by J. Hoover, seconded by D. Lionais, to change the requirement of 'Not fewer than two members shall be senators' to 'three senators' for all committees. She explained this is to formalize the practice of having a majority of Senators on the committees.

Motion carried.

3.5 Board of Governors

C. Beaton reported that the Board of Governors met earlier in the day. She noted that reports were provided by the Students Union and the President. Mr. Macinnis presented the financial statements reporting as of February 28, 2023. The Board was also provided presentations from Mr. Donnie McIsaac and Ms. Amy Campbell on the CBU Campus Precinct Plan and University Counsel, Ms. Stephanie Myles, on an overview of the CBU Foundation, LearnCorp and the CBU Business Trust Inc. She noted the next meeting of the Board of Governors will be off-site, possibly in the community of Baddeck, with an opportunity for a community engagement event.

3.6 Senate SEM Advisory Working Group

E. Roberson reported on the SEM advisory working group. The Committee formed a new subcommittee with the student success team and will focus on the First Year Experience. Alyssa McDonald is leading this group with B. Whiting, co-chair of the Senate SEM, and the goal is to enhance the work on the academic component of the First Year Experience, including First Year Advising. The SEM committee is making progress, with the second small subcommittee focusing on academic advising for students entering their second year and above. Meetings have taken place with Department Chairs to explain some actions related to student advising, including making advising more efficient and ensuring transfer students receive advising from faculty no later than two weeks after transfer credits have been assessed. A list of questions has been

prepared, and the Committee is gathering information on current advising practices, trends and challenges and how this may change next year when the timetable is released early in the winter term. Meetings with chairs are in progress, and they will continue to take place over the next few weeks.

4. Take-Note Debate – EDID and Senate Structure

E. Robertson noted the EDID Plan was included with the meeting package, which was circulated to the University community on April 5, 2023. During the last Senate Executive Committee meeting, MB Doucette joined the meeting to discuss the plans for today's Take-Note-Debate (TND). It was agreed that because of the many actionable items of the Plan, that Senate would focus on specific items today. This TND will identify short and long-term strategies to improve issues identified by the working group.

It was moved by C. Arseneau, seconded by P. Oyedijo, to give Dr. Marie Battiste speaking privileges to participate in the TND. **Motion carried.**

An overview of the TND was then presented by MB. Doucette, Dr. Battiste and T. Urbaniak detailed the following:

A focus on big (Strategic) issues that are related to succession planning and EDID. The things that are within the existing scope of Senate in order of priority are:

1. Processes of training and onboarding of new Senators (e.g. getting people up to speed on senate procedures, committees, etc.)
 2. The processes through which Senators are recruited. (e.g. Department, School and unit-specific nomination/appointment processes).
 3. The need/desire to review Senate structure, Committee mandates, and deconilization communication to create a solid foundation that will carry us through the next 20 years.
- She noted for each of the three items, a brief discussion around the expectations and short-term versus long-term goals (6 months – 3 years) will occur.

Item No. 1: Training and on-boarding of new senators

The following items were identified as items of concern:

- Assign or hire a person to compile resources and build an asynchronous set of senator training module(s) to be put online for future reference and timely review, re: Robert's Rules of order; Hierarchy and structures of CBU; Equity, Diversity, Inclusion, and
- Decolonization; Strategic Academic Priorities of CBU;
- Pilot a training module with support of CBU administrative units (e.g. the Centre for teaching and learning) Resources to support EDI must be provided, including Anti-racism and anti-bias training alongside equity and decolonization.

It was suggested that training modules could be put online for future reference, consistent review and would include Robert's Rules of Order, hierarchy and structures, CBU information about backgrounds on equity, diversity, inclusion, decolonization and justice in the academy, as well as the strategic academic priorities of CBU.

It was suggested that the University Records Officer be involved in the process. This individual would be a constant to the ever-changing membership of Senators and would provide a continuous record of the Senate activities and its records retentions schedule.

From a prosperity perspective, it was suggested that a quick video from experienced Senators would be beneficial. These videos could provide, not from a Roberts Rules lense, but rather and institutional knowledge of the many evolutions of Senate.

Additional training for Senators was applauded, but it was suggested this should also be extended to Department Chairs. A clear definition of what is expected of a Senator should be developed and communicated.

In addition to the training suggested it was noted that anti-racism training should also be included.

Item No. 2: Senator recruitment for Academic Year 2024-2025.

- Develop a nominations committee from Senate to devise guidelines for consistent recruitment of Senators each year (timeline, number of Senators, turnover to keep some institutional memory, equity considerations for Senators' work, etc.)
- Provide training opportunities for faculty and staff to learn more about equity, diversity, inclusion and decolonization.

It was suggested that a one-pager be provided to each School during their annual meeting to provide all faculty members with an overview of the workings of Senate, which, in turn, may encourage or spark the interest of service on Senate for faculty members. E. Robertson noted that J. Hoover developed such a document and suggested it be circulated.

It was suggested that the committee structures do allow for non-Senators, and this may be an avenue to recruit future Senators, and that a course-relief could be reviewed for those that chair committees or the Senate.

Item No. 3: Conduct a review of Senate structure, Committee mandates, roles and responsibilities of members and chair; and inter-organizational communication and revise and submit to Senate for approval

- Consider alternative models of senate appointments. E.g. the possibility of having some balance of school/unit representation (proportionality re: Academic field) and representation of other identity intersections (e.g. representation from under-represented populations)
- Senate host a series of sessions, training modules, and/or accessible conversations designed to help Senate revise and refine the bylaws: e.g. standing committees, purpose/mandate, roles and responsibilities, committee composition, selection of the chair, quorum, etc., for each committee.
- Address creatively the composition question of Senate to fill the 55 seats (e.g. reduce representation of seats from each school and leave a block of seats to be filled by election, or other nomination process, including identifying non-voting membership from units to accomplish the 50+1 faculty)

- Host sessions (e.g. retreats) specifically dedicated to issues of EDID within the Senate structure and on senate committees (representation, voice, equity, diversity, inclusion, decolonization).
- Host a senate retreat to explore long-term items in the report (e.g. develop a strategic plan), who would organize it? On-site or off-site?
- Diverse ways of thinking must be included in the conversation, something beyond representation and addresses other aspects of power dynamics, e.g. Indigenous knowledge and self-determination.
- Initiate a review of all committee mandates
- A set of baseline metrics or timed milestones (e.g. progress reporting) this would be part of bylaws review.

It was noted that increasing the size of Senate committees to include non-Senate members could provide more institutional memories.

It was suggested that a resource person be hired to perform research into the various Senate models in small Canadian universities as it would aid in this discussion and best practices for CBU's Senate.

It was strongly suggested that a Senate retreat be held to discuss many of the issues presented and to further the development of the issues being presented today. It was offered that the Recording Secretary be the resource person for organizing this event should it move forward.

Item No. 4 (Parking lot): Recommendations we can/must forward to the Board of Governors? Provost? Or other Working Groups/Departments?

- Appointment of an ombudsperson with experience in EDI. The appointment would be ratified by the Board and Senate
- Strategies to ensure the whole EDI report is prioritized. Recommend an EDI person (or committee) be created with resourcing and leadership. Who would/should they report to?
- Direct line to the President or to the Board of Governors?
- Establish a joint-working group that includes Senate, Board of Governors, and teaching unions (CBUFA and NSGEU).
- Unlock additional resources that would support the work (e.g. a successor to this special advisory panel; an internal appointment that would get course release or an external hire)
- Consider Board of Governors' representatives be non-voting members in Senate (they vote at BOG).

A discussion on the support of Senate led to a possible review of the secretariat department of many other small universities and the possible exploration of what this could look like for CBU.

It was also cautioned that Senate be mindful of the topics they address that might be outside their purview and would be better suited on another platform.

In conclusion, MB Doucette expressed thanks and that if any Senator or non-Senator feels strongly about any of the presented items or those not discussed under Item 4, they reach out.

It was further noted that with regard to records management and retention, the University Records Officer will work with C. Arseneau and the Recording Secretary of Senate.

5. Approval of the Minutes from March 31, 2023

It was moved by P. Oyedijo, seconded by M. Henick, the approval of the minutes of March 31, 2023. **Motion carried. Abstentions: 3**

6. Business Arising from the Minutes

Referring to the bylaws of the FIM Department, D. Lionais, noted that these bylaws were not meant to come at that time due to the restructurings of the departments within the Shannon School of Business. E. Robertson noted this would be further discussed during the report of the Bylaws Committee.

7. Report of Other Committees of Senate:

i) Academic

M. Keating referred to the report circulated with the meeting material and detailed the workings of the Committee since the last meeting of Senate.

Items for Information:

Course changes:

SPAL 2108 and 2103: Change in name and course description to better fit the content of the course.

Items for Approval:

1. Program Proposal - Gaelic Language and Cultural Sustainability

It was moved by M. Keating, seconded by J. Nadeau, to approve the Gaelic Language and Cultural Sustainability program proposal as presented. A. Parnaby provided extensive background on the proposal, and the **motion was carried.**

2. Program change - BET Petroleum

It was moved by M. Keating, seconded by M. Henick, to approve the Program change to BET Petroleum. It was explained this is to reinstate GEOL 3103 as a required course. **Motion carried.**

ii) Bylaws & Procedures

It was noted that during the last meeting of Senate a motion was tabled in an effort to provide further detail. E. Ersoy detailed the proposed changes that would be requested of the Board of Governors' bylaws.

It was moved by A. Ersoy, seconded by F. Odarety-Wellington, to request that the CBU Board of Governors revise their bylaws to include the word Academic be included to 11.3.b and 11.3.c to their bylaws. It was explained that this would preclude any non-academic vice presidents of Cape Breton University as non-ex-officio members of Senate. **Motion carried.**

Referring to the circulated revised bylaws for the Department of the School of Education and Health, **it was moved** by, A. Ersoy, seconded by F. Odarety-Wellington, the approval of the revised bylaws of the School of Education and Health. **Motion carried.**

As noted earlier in the meeting, the FIM bylaws will be brought back at a future meeting once the restructuring of the Shannon School of Business is complete.

iii) Planning & Review

J. MacMillan reported this would be his last report as the committee chair and that G. Carre will be assuming the role for the remainder of the term. During the June Senate meeting, the Committee is expected to present the post-budget report. Many expressions of gratitude were extended to John MacMillan for his leadership on not only the Planning Review Committee but on the SEM committee as well.

iv) Quality Assurance

S. Ashtab reported that the committee has been very active with the many QA reviews in progress, as evident in the earlier report of the Vice President Academic. Senate should expect more QA Reviews for the June meeting.

v) Teaching, Learning & Evaluation

J. Loxton referred to the report circulated with the meeting material. He provided information on TLEC's continued focus on items in their mandate, as well as the motion regarding classroom fees referred on January 20, 2023. That motion asked TLEC to investigate policy with the goal of:

1. ensuring that students know the full cost of courses before the start of the semester (including textbooks and ancillary fees);
2. ensuring that students who cannot afford instructor-required ancillary fees/materials are not penalized academically for an inability to pay;
3. exploring ways to encourage and support faculty in reducing ancillary fees and textbook costs in courses.

He noted this motion was motivated by feedback that the CBUSU received from students regarding the impact on learning and well-being of the high cost of ancillary fees, including an online survey created by former CBUSU President Gunny Brar, which received 346 responses (87% indicating impact from fees). It is also in keeping with CBUSU-championed efforts, supported by Senate, to fund and promote Open Educational Resources. Following referral, TLEC began investigating options for a policy that addressed the root affordability issue, without unduly reducing faculty freedom to choose resources that best meet the learning goals of their students. TLEC has determined that some solutions are sufficiently complex that they cannot be dealt with immediately; others, however, can potentially be addressed before the beginning of the 2023-2024 academic year. In order to keep Senate informed and to facilitate feedback,

TLEC has prepared a breakdown of items under consideration below, with the goal of a formal policy proposal. The board policy components that TLEC is considering were described as:

- Requiring that a copy or copies of all mandatory textbooks—or possibly those above a certain price point—is provided by the instructor to the library for student use;
- Guidance encouraging faculty to consider affordability in assigning ancillary materials;
- Requiring that faculty consult with the CTL to see if alternative tools exist that can accomplish a goal before requiring students subscribe to or purchase learning supports beyond textbooks/course packs;
- Requiring that software bundled with a textbook that is used for assessment be purchasable separately from the textbook (so that students are not required to buy a textbook that they already have access to just to gain access to supporting software);
- Some form of regulations on how and when faculty may require students to pay fees for access to materials or software directly used in assessment, e.g., Clickers or access to online quizzes. [Possible regulations might include limiting the total grade value of assessments that impose a fee; limiting the maximum cost that can be charged per course;
- Requiring alternative assessments be offered under certain circumstances or banning the charging of fees to access assessment entirely.]

During their March 8th meeting, TLEC discussed barriers to accessibility services for international students that had—until then—been unknown to the committee. In order to learn more, TLEC requested the Executive invite a representative from the Jennifer Keeping Centre for Accessible Learning to make a presentation at the March 24th Senate meeting. This presentation confirmed that gaps exist in the provision of key accessibility services, which create a real or very likely impact on student learning. Following this presentation, TLEC proposed a motion, which was forwarded to the Executive on April 12th. This was amended by TLEC, based on recommendations from the Executive, on April 19th to the text below. Note: While the motion has potential budgetary implications, and the pre-budget recommendation period has ended, TLEC strongly believes that the issue is of sufficient urgency and that it shouldn't wait until the next budgetary cycle.

It was moved by J. Loxton, seconded by D. Singh, that CBU Senate recommend that the CBU administration ensure that the Jennifer Keeping Centre has sufficient resources to provide core accessibility services to international students, including tutoring and note-taking and that CBU lobbies make representation to the provincial government to ensure that provincial funding for accessibility services is extended to all registered post-secondary students in Nova Scotia.

A friendly amendment was accepted to change the word "lobbies" to "make representation" was accepted. **Motion carried.**

11. Adjournment

With no further business, **it was moved by**, D. Lionais, seconded by M Henick, to adjourn the meeting at 3:50 pm. **Motion carried.**

Jasmine Hoover
Secretary to Senate