

Senate Minutes

June 16, 2023
CE-339 / MS Teams

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

The Chair 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 the 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, Declaration of Quorum and Land Acknowledgement

Present:

Catherine Arseneau, Sahand Ashtab, Carol Beaton, Tanya Brann-Barrett, Colton Burke, Sean Campbell, Geoff Carre, Ayse Ersoy, Jan Hancock, Samantha Hodder, Harkanwal Kaur, Mary Keating, Karen Kennedy, Janet Kuhnke, Carolin Kreber, Kimberley Lamarche, Brandi Jean Lind, Doug Lionais, Jason Loxton, Gordon MacInnis, Richard MacKinnon, John Mayich, John Nadeau, Felix Odartey-Wellington, Folorunsho Oduloye, Marcia Ostashewski Gideon Otoibhi, Andy Parnaby, Rick Pierrynowski, Michelle Prendergast, Erin Robertson, Karen Rowe, Laurianne Sylvester, Éric Thériault, Jamie Tunnicliff, Viviana Paz Contreras Venegas, Bilynda Whiting

Regrets:

Danielle Boudreau, Sahilpreet Singh Chatha, David Dingwall, Mary Beth Doucette, Philip Eappen, Michael Henick, Jasmine Hoover, Patrick Howard, Terry MacDonald, Ann Sylliboy, Tom Urbaniak

2. Consent Agenda – n/a

3. Reports and Items for Information

3a. President

On behalf of the President, R. MacKinnon reported on the following:

- On June 20, 2023, CBU will host the second annual CBU Healthcare Awards of Distinction and appreciation evening. These awards recognize the recipient's great contributions to the medical community and also celebrates and thanks Cape Breton healthcare professionals.

The 2023 recipients are:

Dr. Robert Bailey
Dr. Yolanda D'Intino
Ms. Elizabeth MacDonald
Mr. John Malcom
Dr. Robert Martel
Dr. Paul Murphy

- He reminded all about the Grand Meeting taking place on August 22 at the Membertou Trade and Convention Centre. An important day in the University calendar as it brings together all faculty and staff for a day to collaborate and celebrate. He Encouraged all to ensure colleagues and staff have this date in their calendars and strongly recommend they attend.

3b. Vice President Academic and Provost

R. MacKinnon provided updates on the following:

- The Healthcare Award Selection Committee
- He attended Research Awards on May 1, 2023
- A Leadership Excellence session was held on May 2, 2023
- He attended various meetings on CBU/Acadia Nursing Program
- He attended meetings for search for SST and SEH DEAN
- He attended a Caubo Conference in Toronto the week ending May 12th, 2023
- CBU Spring Convocation at C200 May 18th and 19th
- He attending a meeting at the Gaelic College
- Interviews were held for the new Dean of School of Education and Health
- He received a medal for Marius Barbeau Medal
- He met with Francoise Pierrot (Université de Montpellier)
- CBU Alumni Awards were held on June 1, 2023
- He attending lunch with Student Union Executives June 5, 2023
- He attended several meetings with Tenure Track candidates
- He met with Seno Thepa, Head of Client Relations on June 6, 2023
- Attended the unveiling of the restored Chapel Point Battery Command Post located within the Atlantic Memorial Park June 6, 2023
- NSCC Convocation was held on June 9, 2023
- He attending a meeting regarding the Coast Guard & CBU MOU on June 13, 2023
- He noted that he would be attending the Educator Appreciation Evening at the Pit Lounge that same evening

R. MacKinnon introduced the following Quality Assurance Review Reports for approval.

i. VPA Response to Emergency Management Quality Assurance Review

It was moved by R. MacKinnon, seconded by C. Kreber, to approve the final report of the Emergency Management Quality Assurance Review.

Motion carried.

ii. VPA Response to Office of the Registrar & Admissions Quality Assurance Review

It was moved by R. MacKinnon, seconded by J. Nadeau, to approve the final report of Office of the Registrar and Admissions Quality Assurance Review.

Motion carried.

iii. VPA Response to Student Affairs Quality Assurance Review

It was moved by R. MacKinnon, seconded by M. Keating, to approve the final report of the Student Affairs Quality Assurance Review.

Motion carried.

It was suggested and agreed that a report be brought back as follow up for the Quality assurance process.

3c. Unama'ki College

L. Sylvester provided updates on the following:

- New Hires for the positions of Indigenous Events and Projects Coordinator, Community Liaison, and Indigenous Counselling Therapist
- Naming Ceremony for the Murdena Marshall room at Unama'ki College will take place on June 20th at 11:30-1:00 at Campus Center
- June 21st is Indigenous Peoples Day
- Finalizing recruitment for the North American Indigenous Games (NAIG) in Halifax
- Tobique First Nation will be celebrating the completion of their program in early July. The community will host a small celebration and the CBU team will send gifts for the students.
- The first Bachelor of Science cohort are in their final courses with a new cohort starting in September
- One student was hired to work with the L'nu Health Chair for the summer to work on research. One student was hired to work with the In-Business Manager.
- The viewbook is available online.
- 50th Year celebrations- We continue to gather names of CBU Alumni in preparation of the Gala in 2024.
- Discussions are ongoing about design, services, and overall function for the Donald Marshall Place

- Med Campus-On going consultation with Indigenous Health Professionals on design and incorporating Indigenous perspective.

3d. Students' Union

G. Otoibhi introduced himself as the new Students' Union Executive Vice President and advised that he also holds the position of Policy Committee Chair at Students Nova Scotia. He then reported on the following:

- During their first month in office, the team met with various University departments to assist in shaping their vision for the year ahead and contribute to an exceptional student experience at CBU.
- The team had lunch with President David Dingwall, where after introductions they discussed their priorities, and shared their strategic plans for the year. Their emphasis was on enhancing student engagement, advocating for key issues like U-PASS (transit) and MSI, and highlighting the Drive Home program.
- The Executive held a Strategic Planning Retreat, and collaborated to establish four overarching goals for the year. The following is what was decided upon; to enhance student engagement by organizing more events both on Cineplex and Main Campus, advocating for students' best interests encompassing areas such as Open Educational Resources (OERs), the U-Pass (Transit), MSI, and Housing, implementing the Drive Home initiative, promoting campus diversity.
- Important positions for the upcoming academic year have been successfully filled aligning with their commitment to inclusivity and student support. Additionally, they have introduced a new executive role, that of Vice President Student Service.
- A meeting with CBRM Mayor and transit managers was held to advocate for students and also seek avenues of collaboration from the Students' Union and CBRM Transit with the U-PASS and other related concerns of students.
- Members of the Executive attended the 2023 Student Summit Conference organized by COCA in Vancouver, British Columbia.
- The Students Union has been organizing numerous exciting events for the Week of Welcome (WOW) in September, aiming to enhance the overall student life and experience at CBU.

3e. Board of Governors

E. Robertson advised that the Board of Governors has not met since the April 28th meeting and the next report would be provided in the fall.

Prior to moving on with the agenda, she acknowledged Carol Beaton who is finishing her term as representative of the Board of Governors on Senate and thanked her for her time and service.

3f. Senate SEM Advisory Working Group

E. Robertson thanked those who worked with her and supported her on the Committee, she then provided updates on the following:

- A joint committee was formed on the first-year experience with this Senate which considered how students first year experience can vary widely from one student to another and the different types of programs students are entering. This group is working on creating recommendations for specific strategies for undergraduate Baccalaureate and graduate programs. The different intakes of first year students across the three semesters is also being considered.
- They also have a subcommittee on advising, one of the goals is to discuss some actions on advising with Department Chairs. A second goal of this subcommittee is to seek input from students on current advising practices and changes related to some actions.
- The Working Group are also connecting with the Provost Group on broader academic advising matters.

3g. Executive Committee

M. Keating provided updates on the following:

- The Executive has decided to move back to in-person meetings for Senate to facilitate easier discussion. Under exceptional circumstances like health concerns or travel, senators will be able to send a personal request to Angela Ross, to receive a link to the meeting.
- Meeting dates for next year are being finalized.
- Mandate letters for each committee were reviewed and what items are still to do.
- For smoother transition to committees, each committee chair will need to write a transition document for the new chairs by June 30. That does not apply to those committees that actually went into a co-chair scenario where they did the transitioning throughout the year, because that's already been done.
- Tom Urbaniak has been acting as a University Parliamentarian for the last three years and although his term at senate is coming to an end, he would be willing to continue with this assignment and to write an annual report for Senate in this role.
- Senate executive discussed the possibility of the Chair of Senate receiving a six-credit course release given the heavy workload and responsibility of the position. It was agreed by the VPA to consult with the necessary union representatives.
- The EDI Action Plan was discussed in the take note review.

It was moved by M. Keating, seconded by É. Thériault, to endorse the EDI Action Plan noting that action 2.3 as stated in the EDI plan circulated on April 3 2023 does not fall under Senate's Purview.

Motion carried.

It was moved by M. Keating, seconded by K. Lamarche, to approve the list of Senate Committee members for 2023/24, noting that Tom Urbaniak's position at as the University Parliamentarian is once again on the list.

Motion carried.

M. Keating advised that a Letter of appreciation was written on behalf of both the Senate and the Senate Executive, to express sincere gratitude and appreciation for E. Robertson's exceptional leadership and dedication as the Senate Chair at CBU.

E. Robertson then thanked and acknowledged Jasmine Hoover, outgoing secretary and Mary Keating, outgoing Vice-Chair for everything they have done for Senate, Senate Executive and CBU as a whole.

3h. Changes to the Graduation List

B. Whiting noted that a memo was circulated earlier with some amendments to the Spring 2023 Graduation list which does not need to be voted on but is for information only.

It was agreed that Bilynda would also present the Calendar of Events for 2024 2025 at this point in the meeting.

Calendar of Events

B. Whiting presented the Calendar of Events for 2024-2025 and provided updates on the following:

- Starting classes on the Tuesday after Labor Day was discussed but it was decided to keep the Tuesday as a transition day for students returning to the academic year and to continue to start on the Wednesday at least for the next two fall starts.
- Due to the weather conditions three makeup days were added to the end of the term to help alleviate any kind of pressures from weather events.
- Due to the number of graduates and the work involved, the convocations will be moved out to the last week in May and adding a third day. It is possible that there may be a time that a winter conferral be considered.
- There are only 10 Mondays in the fall of 2024, therefore December 4, will be used as the 11th Monday.

3i. University Parliamentarian

E. Robertson referred to the Report circulated with the meeting material and noted that Tom Urbaniak welcomed any comments or questions via email. She then advised that Tom is another faculty member who is stepping down from Senate after six consecutive years of dedicated service. She acknowledged his leadership as past Chair of Senate, University Parliamentarian, and member of the Special Advisory Panel on Senate structure and succession as having an enormous impact on Senate.

4. Election of Senate Officers for 2023-2024

4a. Chair

R. MacKinnon advised that Carolin Kreber has put her name forward for the 2023-2024 Chair of Senate. He called for any further nominations and with none, Carolin Kreber was appointed as the Chair of Senate 2023-2024.

4b. Vice-Chair

R. MacKinnon advised that Erin Robertson has agreed to allow her name to stand for the Vice-Chair of Senate for 2023-2024. He called for any further nominations and with none, Erin Robertson was appointed as Vice-Chair of Senate for 2023-2024.

4c. Secretary

R. MacKinnon advised that Éric Thériault has put his name forward for the Secretary of Senate for 2023-2024. He called for any further nominations and with none, Éric Thériault was appointed as Secretary of Senate for 2023-24.

5. Question Period – CBU Executive Committee on EDI Action Plan

The Chair advised that the Associate VP Academic and Research, Dr. Tanya Brann-Barrett and University Counsel Stephanie Myles, are presenting on behalf of the President.

It was Moved by J. Nadeau, seconded by É. Thériault, that Stephanie Myles be provided speaking privileges during the question period.

Motion Carried.

Dr. Tanya Brann-Barrett provided responses to the questions from Senate regarding the EDI Action Plan as outlined in the Report included with the Meeting Material package. After the responses were provided, she clarified that year one started when the Action Plan was launched in April of this year. She also explained the responsibility of the position of Communication Specialist.

6. Approval of Minutes from April 28 and May 8, 2023

It was moved by É. Thériault, seconded by R. MacKinnon, to approve the minutes of April 28, 2023.

Motion carried.

It was moved by M. Keating, seconded by C. Arseneau, to approve the minutes of May 8, 2023.

Motion carried. Abstention (1)

It was moved by C. Arseneau, seconded by C. Kreber, approval to move into closed session for confidential business.

Motion carried.

It was moved by C. Arseneau, seconded by É. Thériault, to approve the confidential minutes of May 8, 2023.

Motion carried. Abstention (1)

7. Business Arising from Minutes N/A

It was moved by C. Arseneau, seconded by É. Thériault, approval to move back into open session.

Motion carried. Abstention (1)

8. Reports from Senate Committees

a. Planning and Review

G. Carre reviewed the Post Budget Report by summarizing the 13 pre-budget recommendations that were approved by Senate and the Planning Review Committee's response and commentary on whether the 13 recommendations align with next year's budget as outlined in the Report in the Meeting Package.

G. MacInnis advised that CBU's Operating Budget for 23/24 increased by 24.3% which is probably unprecedented in the history the institution and suggested probably among the very few times that it's happened in the region. He advised that they are working to scale the organization and manage growth in a deliberate way and that they are also working hard on space which may be a 2-year journey, but that 75 percent of the \$200 M Capital program is already in place. He then shared his support for the motions outlined in the Report in the Meeting Package noting the following:

- Commissioning a review of all of CBU equipment in the science and technology space
- Renovations in the Library
- Accessibility Plan
- Invest in tools and equipment

- New digital lending platform or options to enhance and expand the existing digital lending platforms used in the library
- Commit resources for revising existing processes to provide access and additional opportunities for scholarships and bursaries for international students.
- Cape Breton University's commitment to funding an Online Invigilation Coordinator for programs that deliver online and dual mode courses.
- Principle of sustainability - resources will be added to this mandate and will be part of a new structure and certainly is on the agenda.
- Differing views in terms of how funding an Online Invigilation Coordinator should be handled

J. Loxton advised that the Teaching and Learning Evaluation Committee of the Senate is not only tasked with looking at exam policy, but is actively looking at clarifying the policy on distance examinations which may require additional resources. At present, there is no policy nor specific recommendation but that is being worked on.

In response to questions, G. MacInnis advised the following:

- Regarding the amount for Knowledge Holders – he advised that there is provisioning in the budget for Knowledge Holders, however he believes it was underutilized due lack of communication.
- Regarding the current space issues on Campus and the topic of new buildings – he advised that it may take three or four years to have everyone back on Campus but that it's starting to come coming together. He advised that there is a 99% chance the Marconi will be owned by CBU along with a wing for the new Medical Centre, new CDI building as well as replacement of the Marvin Harvey building

b. Teaching, Learning, and Evaluation

J. Loxton referred to the TLEC Report included in the Meeting Package and advised that at the April meeting, a series of working ideas were presented. He noted that following Senator feedback and concerns raised within the Committee and elsewhere, the Committee outlined the actions they are taking forward right now. A policy to encourage faculty to use the library's course material reserve, he explained that following feedback, all but one was in support of the policy in principle and in light of concerns about the mandate aspect of the of the policy and the inability to receive explicit feedback from CBUFA members, the language of the policy has been changed to move from a mandate to encouragement. The language regarding copyrights deals with concerns that arose from some of the librarians were clarified. He noted that the Students Union library provided written support for some action to encourage faculty uptake in the reserve and that the current uptake of the reserve is very low at present with no more than 50% of courses where data is available and where a textbook is required, provide a current addition to the library.

It was moved by J. Loxton, seconded by L. Sylvester, that CBU Senate adopt the proposed Learning Materials Library Reserve Policy as outlined in the Meeting Package as presented.
Motion Carried. Abstention (1)

Following a recommendation by M. Keating to have the librarians send out communication and to provide guidance to faculty regarding the Policy, C. Arsenault advised that they do have a reserves technician on staff who will be the receiving technician and will facilitate the reserve. She also advised that it will probably mean three intakes for the three separate terms and that about 50% of the coursework courses are now submitted.

In response to a question concerning the medium to long-term impact of the Policy on the Campus book store, Jason advised that only 35% of students interact with the book store which is run by a for profit corporation and not CBU. The concern of students, and their capacity to be able to do well in the courses, regardless of financial means, is most important.

In regards to managing the number of students who want access to textbooks and the issue of how to deal with photocopies; J. Loxton advised that the goal is to provide minimum access and a bottom tier you can't fall to below and to ensure a minimum level of access to specifically only required textbooks. He advised that this policy does not provide equivalent access to a textbook that buying would have.

C. Arseneau commented on the issue of copyrighting and explained that there is a technician in the Library with copyright as part of her portfolio. She reiterated that copyright is law and they are exploring what needs to be done in order to provide an insert on responsible use regarding books on reserve that will require students to acknowledge their rights not to break copyright laws.

J. Loxton reviewed the proposed changes within the Course Syllabus Policy as outlined in the report in the Meeting Package and advised that the changes are designed to ensure that students have a complete picture of course costs at the beginning of a course, as well as ensuring that sufficient details are provided to allow students to explore affordable options when purchasing textbooks, e.g., locating used copies through online stores. He noted that a link to the grade appeal policy is also included, to ensure that students have knowledge of their rights, as well as their responsibilities.

It was moved by J. Loxton, seconded by C. Kreber, to approve the CBU Senate make the changes to the Course Syllabus Policy as presented.

Motion carried.

M. Keating brought up a point in regards to the evaluation scheme. She advised that if it was to be changed, permission must be received of all the class because all syllabi have legal status. She thought that it would be a good idea to look at the particular changes that have a significant impact on the student evaluation scheme, and in the case of fees, would be categorized as significant and maybe we do need to say those changes cannot be made after a certain point.

J. Loxton advised that while he respects the points made, the authority isn't within the classroom and may become very contentious. He noted that he would take the recommendations under advisement, however there are issues that come up with any significant restrictions.

M. Keating suggested checking with University Counsel as there have been cases that rested on changes to the syllabus that have gotten that have been tried in courts of law in Canada.

J. Loxton advised that a recommendation has been on the books since 2007, which mandates the endorsement of one particular student response system that is used by CBU. This is a policy which is dramatically outdated now given the advent of subscription-based program platforms, as well as many free platforms. He suggested that the recommendation be rescinded.

It was moved by J. Loxton, seconded by Éric Thériault, that CBU Senate rescind the June 14, 2007, approval of “iclicker” as CBU’s supported audience response system.

Motion carried.

J. Loxton noted that the CTL is actively in the process of exploring, buying at least a limited number of licenses for some of this software, with the ultimate goal of potentially adopting either a sitewide license or some licenses that will be available for you to use to faculty.

c. Academic

C. Kreber advised that that Academic Committee has been working in collaboration with planning and review and had extensive discussions on the Policy on External Academic Agreements to bring forth today, but decided that more discussion is needed with more work being done, and therefore it will be forthcoming at a future meeting.

C. Kreber reminded members that the recently approved new Graduate Diploma in Positive School Health had all courses for this program coded at the 5000 level. She advised that it was realized in retrospect that these graduate (master level) courses should have been coded at the 6000 level, to distinguish them from post-baccalaureate-level courses (the latter to be coded at the 5000 level). She emphasized that the learning outcomes as outlined in the proposal for the Graduate Diploma in Positive School Health were all consistent with expectations for the 6000 (graduate) level.

A brief discussion ensued on whether there was indeed consistency across CBU programs in how graduate courses are distinguished from post-bacc courses by course code, and it was recommended to look into this.

C. Kreber advised that there are two courses that were brought forward by the School of Arts and Social Sciences with prerequisite changes. **ARTT 2100 General Studio** has a new requirement that students need to have taken six credits at the second-year level, prior to taking the course, in addition to the previous prerequisites that were in place. Similarly, for the third-year course in **ENGL 3425 The Graphic Novel**, the prerequisites have changed so that students are now required to have taken six credits of AART courses prior to taking that course, in addition to the already established prerequisites.

C. Kreber advised that the Academic Committee would like to recommend the following for approval which are outlined in the Academic Report in the Meeting Package:

FOLK 2XXX "Canadian Folklore" is proposed at the second-year level and provides an expansion of options that students can take on regional studies.

It was moved by C. Kreber, seconded by M. Keating, to approve the new course proposal for FOLK 2XXX Canadian Folklore.

Motion carried.

HATM 1XXX 'Mi'kmaw Cultural Tourism' this course does not replace any other course. It will be a required core course in the Certificate but can be taken as an elective in the BHTM, BBA, BACS, or BASE.

It was moved by C. Kreber, seconded by R. MacKinnon, to allow Keith Brown to speak on the new course.

Motion Carried.

K. Brown thanked those who helped with the development of the course which included elders, knowledge holders, CBU faculty and staff, and offered to answer any questions regarding the course or the certificate.

It was moved by C. Kreber, seconded by C. Arseneau, to approve the new Course Proposal for HATM 1XXX 'Mi'kmaw Cultural Tourism'.

Motion carried.

Certificate in Mi'kmaw Cultural Tourism

It was moved by C. Kreber, seconded by J. Nadeau, to approve the Certificate in Mi'kmaw Cultural Tourism.

Motion carried.

Include MGMT3613 'Exploring Indigenous Business' into the BBA core

It was moved by C. Kreber, seconded by A. Ersoy, to Include MGMT3613 'Exploring Indigenous Business' into the BBA core.

Motion carried.

E. Robertson thanked C. Kreber for Chairing the Committee.

d. By-Laws and Procedures

A. Ersoy advised that the Bylaws and Procedures Committee have been discussing Senate structure. She shared ideas that were suggested on recruitment and succession and mentioned the potential of a plan to organize a large EDI Retreat.

It was agreed to move the meeting past 4:00 p.m.

e. Quality Assurance

E. Robertson advised that there was no report from Quality Assurance however there was a Report attached from MPHEC external reviewers. She advised that any questions could be directed to Sahand Ashtab via email.

f. Research

É. Thériault reported that the Committee was tasked with looking at the commercialization of Intellectual Property Policy and although not complete, will be passed on and ready to go in September. They are also reviewing policies for next year, as well as presenting a status update of the Strategic Research Plan and looking over some other various policies that focus on research at the university that are dated. He also advised that as mentioned, the Committee has will be Working with the study student this summer who will help do a scan of Senate structures around Canada to assist with Senate function.

g. Appeals

R. Pierrynowski referred to the Report circulated in the Meeting Package. He thanked members of Committee and noted that they looked at the type of appeals received in recent terms which seem to be related towards academic grade appeals not academic integrity issues.

9. Adjournment

E. Robertson thanked Committee members for their hard work as well as members who are retiring from Senate. She noted that the adopted book initiative created by Tom Urbaniak would continue and retiring senators will receive an email over the summer requesting them to name a book of their choice, and it will be donated to the library and their name.

C. Arseneau shared her appreciation on behalf of the library for the activities initiated in the last couple of years to recognize Senator service with a donation of a book to the library. She noted that a nameplate is placed on the inside cover of those donated books so that students, as they take them out, will understand why and how they've come to be part of the library collection.

With no further business, **it was moved by** J. Loxton, seconded by T. Brann-Barrett, to adjourn the meeting at 4:06 pm.

Motion carried.

Jasmine Hoover
Secretary to Senate

DRAFT