

**BISHOP'S UNIVERSITY
MINUTES
OF THE 398th MEETING OF SENATE**

The 398th meeting of Senate was held on Monday 22 September 1997, at 7:00 p.m., in the Conference Room of McGreer Hall.

Present: Mrs. Bandrauk, Dean Barlow, Prof. Benson, Dr. Black, Mr. Cameron, Prof. Carman, Dean A. Johnson, Ms. H. Johnson, Dr. Clark-Jones, Dr. Cook, Prof. Cunningham, Dean A. Dean, Mrs. Durrant, Dean Forrest, Dr. S. Harvey, Dr. McLean, Ms. Montgomery, Dr. Nelson, Mr. Roche, Dr. Rose, Mr. Smith-Windsor, Dr. Sproule, Dr. Van Hulst, Ms. Wallace. Mrs. Hodder was in the Chair.

Absent: Mr. Sawyer, Dr. Taseen

The Principal welcomed Senators to the beginning of a new academic year, and introduced the new Senators.

1/398 APPROVAL OF THE AGENDA

Mrs. Hodder added to the agenda a report from the Executive Committee, to appear as item 5/398 i; other items in 5/398 were re-numbered accordingly.

At Dr. Black's request, item 6/398 iv University Statistics was added.

Dean Barlow deleted item 7/398 7.1 ii.

With these amendments, the agenda was approved.

2/398 MINUTES

It was moved and seconded that the minutes of the 395th, 396th and 397th meetings of Senate be approved.

Motion carried.

3/398 COMMUNICATIONS FROM THE CHAIR

The Principal informed Senators that as of Friday 19 September enrollment stood at 1777 full-time students and 541 part-time, somewhat short of the target of 1800 on which budget planning had been based. However she noted that the decrease of 3.2% in full-time students was not as great as had been feared, and commended the recruitment team for their efforts last year. Mrs. Hodder outlined procedures to be followed at Senate

meetings: Roberts Rules of Order will be used to guide the debates; a second speaker on any motion will not be recognized until all those wishing to speak for the first time have had a turn; only two interventions from the same speaker will be permitted on any motion; normally a motion will be required before any debate can take place, but if a more open discussion is required Senate can move into Committee of the Whole. Meetings will usually be held on Monday evenings between 7:00 and 9:00 p.m., with additional meetings scheduled if needed to complete the agenda.

Dean Forrest gave notice of motion for the October Senate meeting, asking that consideration be given to holding meetings on Friday afternoons.

The Principal indicated that she was considering the pros and cons of continuing to tape Senate meetings; several Senators said they felt that the tapes served a useful purpose.

The Principal spoke briefly about the planning process for next year. She said that a series of recommendations prepared following her meetings with the Divisions had been adopted by the Executive Committee; Senate will be asked to consider them later in the meeting. A projected budget cut of \$1.5 million over two years will require intensive planning and some hard decisions about faculty complement and the structure of programmes and departments on the academic side, with equally difficult decisions to be made about administrative and support services.

Finally, Mrs. Hodder offered her thanks to all students and faculty who had taken part in the very successful new-format Orientation Week.

4/398 BUSINESS ARISING

i) 4/392/ii: Deans' Report on a Third Semester. Dr. Cook reported that the new Deans had agreed to examine this question and bring their ideas to the December meeting of Senate.

ii) 1/394/i: Dean of Student Affairs on Senate Committees.

a) Academic Standing/Admissions Policy. The Registrar reported that this committee has not yet considered the question; an answer will be brought to the October meeting.

4/398 b) Special Needs Committee. It was moved by Dr. Cook, seconded by Prof. Carman, that the Dean of Student Affairs continue to be a member of the Committee on Students with

Special Needs.**Motion carried.**

c) Student Appeals. The Dean of Student Affairs is not a member of this Committee under its new terms of reference.

iii) 4/394/i: Norms for Field Courses. Moved by Dr. Cook, seconded by Prof. Carman, that the Deans of Social Sciences and Natural Sciences and Mathematics be asked to examine the credit value for the intensive field courses in Geography and Biology, and to report back to Senate before the end of this semester.

Motion carried.

iv) 6/396/iv: Notice of motion re: release of student grades. There was no mover or seconder for this motion.

v) 6/396: Changes to the Graduation List. The Registrar read a list of changes which had been made to the graduation list following its approval last May; the list is attached to these minutes.

vi, viii) 3/392: Commission de vérification. Dr. Cook reminded Senators that the Commission de vérification de l'évaluation des programmes had visited Bishop's last year as part of the CREPUQ process of assessment of universities' programme review procedures. Their final report has now been received, translated, and distributed for the information of Senators. Some issues arising from this report appear later on tonight's agenda.

5/398 COMMITTEE ITEMSi) Recommendations from the Executive Committee

Mrs. Hodder presented to Senate a series of planning guidelines for 1998-99 and 1999-2000, which had been adopted by the Executive Committee on September 19th. She reviewed the financial context within which the guidelines had been developed, and directed Senators' attention in particular to Recommendation #3:

- 5/398 i that Senate prepare and submit a plan to reduce the overall costs of delivering the academic programmes by \$1 million between the 1997-98 budget and the 1999-2000 budget, such a plan to include a reduction of at least \$500,000 in the

1998-99 budget year (these costs in the 1997-98 budget year total \$10,726,000, and the goal is to reduce them to \$10,226,000 in the 1998-99 budget year and to \$9,726,000 in 1999-2000).

It was moved by Dr. Cook, seconded by Dr. Rose, that this recommendation be referred to the Senate Planning Committee for consideration, and that an interim report be brought to Senate for the December 8th meeting.

Motion carried.

ii) SPARC

a) 5/392/ii: SPARC Mandate and Procedures. Dr. Cook referred again to the CREPUQ review of Bishop's programme evaluation procedure, noting that two particular recommendations made in that review were to be considered by SPARC with a view to bringing proposals to Senate in November. These recommendations concern critical self-evaluation of programmes, and internal peer review.

Dr. Cook noted that the CREPUQ review also suggested more involvement of students in the evaluation process.

b) 5/396/i: Dean's follow-up for Geography. Dean Johnson presented a summary prepared by Dr. Rose of the disposition of recommendations made during the SPARC review in 1995. Dr. Rose pointed out that the context in which the Geography Department finds itself has changed significantly since the review, making some of the recommendations impossible to implement.

c) Reviews of Philosophy and Business/Economics. It was moved by Dr. Cook, seconded by Dean Forrest, that Senate accept the list of external reviewers and alternates proposed by the SPARC Committee.

Motion carried.

d) Political Studies. Dr. Cook presented the text of the SPARC review of Political Studies, together with the comments of the Department and the reviewers' response.

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e) Summaries of Recommendations. Dr. Cook circulated summaries of the recommendations produced in the SPARC reviews of the Departments of Music, Political Studies, and Sociology/Anthropology, indicating to whom they had been referred for action.

f) Update. Dr. Cook noted that reviews of Chemistry and Biochemistry done last semester were still in the "response" stage. Reviews of Français and Fine Arts are to be undertaken this semester. This leaves Mathematics and History still to be evaluated, as well as the multidisciplinary programmes, Divisional majors, Education and Continuing Education programmes. Dr. Cook indicated that departments where major changes have occurred since their review could be reviewed a second time.

iii) 5/395 iii: Combined English Language/English Writing Committee. Dean Forrest undertook to bring a proposal to the next Senate meeting.

iv) 5/396/vii: Teaching Evaluation Committee. In the absence of Dr. Taseen this item was not dealt with.

v) Nominating Committee. The Principal noted that there were vacancies on Nominating Committee which should be filled immediately so that other committees could be named and begin their work. The following Divisional representatives were proposed by their Deans, and accepted the nomination: Dr. S. Harvey (Business/Economics), Dr. K. McLean (Humanities), Dr. C. Rose (Social Sciences), Prof. C. Carman (Natural Sciences/Mathematics). Ian Smith-Windsor was nominated by Mr. Roche to represent the SRC. Mrs. W. Durrant represents the librarians. Mrs. Bandrauk undertook to determine who the representative of the Council of Part-time Students would be.

It was moved by Dr. Cook, seconded by Dean Johnson, that nominations be closed, and that those named above be approved as members of the Nominating Committee.

Motion carried.

It was moved by Dr. Rose, seconded by Dr. Sproule, that the Nominating Committee meet immediately to elect its Chair, and within one week name members to the Senate Planning Committee (waiving the usual notice rule in this instance). These nominations are to be ratified by the Senate in October. Dr. Rose undertook to call the first meeting.

Motion carried.

5/398 vi: Student Appeals Committee.

a) (5/394/i) Quorum: To correct an inconsistency in the

quorum rules for the committee, it was moved by Dean Johnson, seconded by Dr. Black, that the quorum for the Student Appeals Committee be 2 student members, 2 faculty members, and one Dean or his alternate.

Motion carried.

b) The Principal invited the Committee to consider the question of alternate members during the summer.

c) Dean Johnson deposited the report of a decision taken by the Student Appeals Committee during the past summer, for information.

Dr. Black raised a question concerning the choice of faculty members to sit on this committee; this was referred to the committee for consideration.

6/398 OTHER MATTERS

i) Registration procedures. It was moved by Dr. Harvey, seconded by Prof. Benson, that an Ad Hoc Committee on Registration and Timetabling be created to consider ways in which these two functions might be improved; this committee to be named by the Nominating Committee, taking into account the present membership of the standing Timetable Committee, and to include the Registrar.

Motion carried.

ii) Plagiarism rules. It was moved by Dr. Black, seconded by Dr. Clark-Jones, that Senate establish an Ad-Hoc Committee to review its regulations concerning plagiarism, to consult with the University community on this matter, and to make recommendations to Senate.

Motion carried.

iii) Library allocations. It was moved by Dean Forrest, seconded by Dr. Clark-Jones, that the Senate Library Committee review library allocations, with particular reference to periodical purchases, and prepare recommendations for the consideration of Senate.

Motion carried.

6/398 iv) University statistics. Dr. Black gave notice of the following motion to be brought forward at the next meeting:

that the Registrar provide Senators no later than the next meeting of Senate with the information specified in the motion 5/359/iv (17 January 1994), for the fall term 1996-97 and 1997-98, and take steps to ensure that this information will be provided for all subsequent fall and winter sessions in a timely manner.

7/398 RECOMMENDATIONS

7.1 Business and Economics

- i) Moved by Dean Barlow, seconded by Prof. Cunningham, that the course BCS 114 be removed from the core BBA programme.

Motion carried.

ii) This item was deleted.

7.2 Humanities

- i) Moved by Dean Forrest, seconded by Prof. Benson, that John Dinning be approved as instructor of DRA 160.

Motion carried.

ii) Moved by Dean Forrest, seconded by Dean Barlow, that Senate approve two new courses in History: HIS 209 - The Canadian Frontier, 1500 to present; HIS 268 - Quebec: An Economic History.

Motion carried.

iii) Moved by Dean Forrest, seconded by Dr. Cook, that the name of the certificate programme in Foreign Languages be changed to Certificate in Modern Languages. (It was noted that this modification already appears in the Calendar.)

Motion carried.

7.3 Natural Sciences and Mathematics

- i) Moved by Dr. Dean, seconded by Dr. Van Hulst, that Senate approve a new course in Biology: BIO 220 - History of Biology.

Motion carried.

7.4 Social Sciences

i) Moved by Dean Johnson, seconded by Dr. Black, that Senate approve a new course in Psychology: PSY 222 - Art Therapy. It was noted that this course would be offered through Continuing Education.

Motion carried.

7.5 Graduate School of Education

i) 7/396: Dr. Cook indicated that discussion of these documents would be deferred until the next Senate meeting.

7.6 Continuing Education

There were no recommendations.

8/398 BRIEF INFORMATION

The Principal drew Senate's attention to a number of information items, including the schedule of meeting dates for the fall and winter semester.

The meeting adjourned at 9:15 p.m.

Janyne M. Hodder, Chair

Ann Montgomery, Secretary