

**BISHOP'S UNIVERSITY**  
**MINUTES**  
**OF THE 419th MEETING OF SENATE**

The 419th meeting of Senate took place on Tuesday 12 October 1999, at 7:00 p.m. in the Conference Room, McGreer Hall.

**Members present:** Mrs. J. Hodder, in the Chair; Dr. J. Crooks, Ms. S. Curran, Dr. A. Dean, Mrs. W. Durrant, Mr. E. Favelle, Dr. N. Ferguson, Dr. L-G. Harvey, Ms. K. Hughes, Dr. N. Khouzam, Mr. A. Lacas, Ms. E. Leath, Dr. M. Lustigman, Dr. K. McLean, Ms. A. Montgomery, Ms. A. Murphy, Dr. J. Rittenhouse, Prof. B. Robson, Dr. A. Stritch, Dr. R. Van Hulst, Dr. L. Zubieta

**Absent:** Mrs. M. Bandrauk, Dr. A. Drumheller, Dr. A. Johnson, Dr. N. Jones, Prof. F. Siddiqui

Mrs. Hodder opened the meeting with a welcome to two new Senators: Dr. Nicole Ferguson and Dr. Andrea Drumheller. She indicated that she would be obliged to leave at 8:00 p.m. to meet with a delegation from Taiwan, and that Dr. Lustigman, as senior faculty member present, would take the Chair at that time.

1/419 AGENDA

5/419 ii f: The text of this recommendation should read "that the Divisional Major in Natural Sciences and Mathematics not be evaluated".

6/419 i: This item was deleted.

8/419 vi: Add a sabbatical report from Dr. Lorne Nelson, which is available in the University Secretary's office.

It was moved by Prof. Robson, seconded by Dr. Van Hulst, that the agenda be approved as amended.

**Motion carried.**

2/419 MINUTES

It was moved by Prof. Robson, seconded by Dr. Stritch, that the minutes of the 418th meeting of Senate be approved. Two corrections were noted: Ms. Leath's name had been incorrectly spelled, and M. Jacques Babin is Assistant Deputy Minister of Education.

**Motion carried.**

3/419 COMMUNICATIONS FROM THE CHAIR

Mrs. Hodder drew Senators' attention to copies of a submission made by Bishop's to the Minister of Education, in response to an invitation to all the universities to indicate how increases in funding could be used. Though the Ministry has made public its intention to provide new funding to universities, the exact amount has not been revealed. The Bishop's submission asks for a total of \$4.7 million in new funds, roughly our proportion of the cuts to the system over the past several years.

The Principal reported that the Executive Committee had approved the motion referred from Senate to convert the five one-year positions to tenure-track immediately, so advertising for these posts can begin. The Executive also approved a set of planning guidelines for the 2000-2001 budget, copies of which will be provided to Senators. As part of these guidelines, the Executive invites Senate (through the Senate Planning Committee) to review its three-year plan for faculty complement, taking into account the new information regarding student enrollments and approved faculty positions.

A Search Committee for a Vice-Principal is almost constituted; advertisements for the position will appear soon.

Mrs. Hodder asked Senate to choose a faculty representative to the committee formed to name an Ombudsman; Dr. L-G. Harvey volunteered to participate in this.

4/419 BUSINESS ARISING

There was none.

5/419 COMMITTEE ITEMSi) Senate Research Committee

a) Animal Care Committee. Dr. Rittenhouse presented a document outlining proposed terms of reference for this committee, noting that formal approval is needed to meet the requirements of the Canadian Council of Animal Care. The present proposal is a complete revision of Bishop's former guidelines, and its adoption will also lead to changes in the mandate and standard operating procedures of the Animal Care Committee, as well as an amendment to the Senate Research Committee Guidelines. In compliance with CCAC rules, the committee reports directly to the Principal.

It was moved by Dr. Rittenhouse, seconded by Ms. Murphy, that the revised terms of reference for the Animal Care Committee be approved.

**Motion carried.**

It was moved by Dr. Rittenhouse, seconded by Prof. Robson, that the proposed operating procedures for the Animal Care Committee be approved.

**Motion carried.**

It was moved by Dr. Rittenhouse, seconded by Dr. Zubieta, that Senate approve the revised mandate of the Animal Care Committee.

**Motion carried.**

It was moved by Dr. Rittenhouse, seconded by Prof. Robson, that the guidelines of the Senate Planning Committee be amended by the addition of Article 2.3 “Research proposals involving the use of animals must simultaneously be sent on to the Animal Care Committee which will evaluate and approve the proposal in accordance with Senate-authorized procedures and the terms of reference and guidelines of the Canadian Council on Animal Care.”

**Motion carried.**

5/419 i

b) Research Ethics Board. Dr. Rittenhouse explained that the establishment of a Research Ethics Board is required by the Tri-Council’s Code of Ethical Conduct for Research Involving Humans. It does not judge the merits of a proposed project, but evaluates the ethical justification in light of potential risks to human subjects. The Board reports directly to the Principal, and follows guidelines set out in the Code, a copy of which is available in the Library.

It was moved by Dr. Rittenhouse, seconded by Prof. Robson, that Senate approve the proposed mandate for a Research Ethics Board.

**Motion carried.**

It was moved by Dr. Rittenhouse, seconded by Prof. Robson, that the guidelines of the Senate Research Committee be amended by the addition of Article 2.4 “Research proposals involving research on humans must simultaneously be sent on to the Research Ethics Board which will ensure that the proposed research does not violate any ethical principles as laid out in the Tri-Council’s Code of Ethical Conduct for Research Involving Humans.”

**Motion carried.**

Dr. McLean inquired whether any of these committees could be combined with similar ones already established; it was pointed out that their purpose and membership were quite different, and that they reported to the Principal rather than to Senate.

5/419 ii) SPARC

a) Dr. Rittenhouse deposited the SPARC report of the History programme, including the programme review, the Department's response, the reviewers' comments on the response, and the SPARC committee's comments and recommendations. It was moved by Dr. Harvey, seconded by Ms. Murphy, that the SPARC guidelines be revised to include the Department's self-evaluation among the reports deposited at Senate.

**Motion carried.**

The question of broader dissemination of SPARC reviews was raised by the Principal. It was moved by Dr. Harvey, seconded by Dr. Stritch, that the SPARC review of History be put up on the Bishop's web site. Upon Dr. Rittenhouse's undertaking that the SPARC guidelines on dissemination of the reports would be reviewed, this motion was **tabled**.

Dr. Rittenhouse drew Senate's attention to the recommendations prepared by the SPARC committee in response to the conclusions of the external review committee, noting that in some cases the recommendations had already been implemented. With regard to Recommendation No. 3, however, Dr. Rittenhouse pointed out that the University at present had no policy with regard to gender and/or diversity balance within the academic departments, and proposed on behalf of SPARC that Senate should consider this issue.

It was moved by Dr. Harvey, seconded by Ms. Murphy, that Senate strike an ad-hoc committee to look into the issue of gender and diversity balance within the University, and to make a recommendation to Senate.

Some Senators felt that the fact of establishing such a committee could lead to the conclusion that merit was not to be the most important criterion in faculty hiring. Others mentioned the provisions against any form of discrimination laid out in the Labour Code.

Some felt that this was a major issue which had been addressed by other universities, and that Senate should look at it, even if the final recommendation did not lead to any change in our practices.

**Motion carried.**

It was moved by Ms. Murphy, seconded by Dr. Harvey, that the Senate Nominating Committee propose a membership for the ad-hoc committee of one representative from each Division and Education, one full-time and one part-time student, and one member of the senior administration.

**Motion carried.**

It was moved by Dr. Khouzam, seconded by Dr. Crooks, that the advertisements to be

placed for tenure-track positions specify that Bishop's encourages applications from qualified women, members of visible minority groups, aboriginals, etc., according to a formula of words commonly used in such ads.

Some Senators said that passing such a motion now would undermine the work of the ad-hoc committee just set up.

**Motion defeated.**

At this point Mrs. Hodder left the meeting, and Dr. Lustigman took the Chair.

5/419 ii

b) It was moved by Dr. Rittenhouse, seconded by Prof. Robson, that Senate approve the proposed list of reviewers and alternates, as well as the local coordinator, for the Canadian Studies programme.

**Motion carried.**

c) It was moved by Dr. Rittenhouse, seconded by Ms. Hughes, that Senate approve the proposed list of reviewers and alternates, as well as the local coordinator, for the Women's Studies programme.

**Motion carried.**

d) It was moved by Dr. Rittenhouse, seconded by Ms. Hughes, that Senate approve the proposed list of reviewers and alternates, as well as the local coordinator, for the Fine Arts programme.

**Motion carried.**

e) Dr. Rittenhouse proposed a motion, seconded by Dr. Zubieta, concerning an amendment to the guidelines for appointing SPARC reviewers (point 7). After further discussion, the motion was **tabled**. The SPARC committee was asked to review the whole section and come back with new wording that more closely reflects the reality of the process.

f) It was moved by Dr. Rittenhouse, seconded by Dr. Dean, that the Divisional Major in Natural Sciences not be evaluated. Dr. Dean explained that the current version of the DNS major would become an entry-level programme, while the new DNS major in Science Teaching, which will be subject to evaluation, as yet has no students.

**Motion carried.**

g) It was moved by Dr. Rittenhouse, seconded by Dr. Ferguson, that the programmes of the School of Education be evaluated in the Fall of 2000.

**Motion carried.**

iii) This item was struck.

iv) Nominating Committee.

Dr. Stritch presented a report from the Nominating Committee. He briefly described the process by which committee membership opportunities were made known to faculty. He noted that Dr. Rittenhouse had been added to the Continuing Education committee, and that a Humanities representative was still missing for the Programme Quality Committee.

Dr. Ferguson indicated that the student member on the Advisory Committee for the School of Education was to be elected by the students in the programme.

It was moved by Dr. Stritch, seconded by Mrs. Durrant, that Senate accept the recommendations of the Nominating Committee for committee memberships for the academic year 1999-2000, with the changes noted above.

**Motion carried.**

It was suggested that the Advisory Committee for the School of Education should review its mandate and membership, in view of the changes in the programmes since the committee was set up.

It was moved by Dr. Stritch, seconded by Dr. Harvey, that the ad-hoc committee on Audio Visual and Computer Needs and the ad-hoc committee on Plagiarism be disbanded.

**Motion carried.**

#### 6/419 OTHER MATTERS

i) This item was withdrawn.

ii) It was moved by Ms. Murphy, seconded by Mr. Lacas, that those invigilating examinations be required to verify the ID of students writing the exams.

**Motion carried.**

#### 7/419 RECOMMENDATIONS

7.1 Williams School of Business and Economics

It was moved by Prof. Robson, seconded by Mr. Lacas, that Senate approve a new course BCS 314 Advanced Visual Basic. It was pointed out that the pre-requisite course should read BCS 215, not 214.

**Motion carried.**

It was moved by Prof. Robson, seconded by Mr. Lacas, that Senate approve a new course BMK 324 Services Marketing.

**Motion carried.**

7.2 Division of Humanities

i) It was moved by Dr. Rittenhouse, seconded by Dr. Harvey, that Senate approve a new course SPA 313 Mexico: Civilization and Culture.

**Motion carried.**

ii) It was moved by Dr. Rittenhouse, seconded by Dr. McLean, that Senate approve the teaching of four courses (FIN 182, FIN 281/382, SPA 313 and SPA 101) in a four-week format in Guadalajara, Mexico, in the Spring of 2000. At the Chair's invitation, Mr. David Sorenson explained the changes that had been made to this programme to meet the objections expressed by Senate last year, noting that each course now consisted of 72 contact hours. He explained that the programme was intended to be self-funding, and that all the instructors would be approved by Senate.

**Motion carried.**

iii) Dr. Rittenhouse informed Senate that the programme in Arts Administration would be managed as an option in the Divisional Major in Humanities.

7.3 Division of Natural Sciences and Mathematics

There were none.

7.4 Division of Social Sciences

Reporting for the Division in the absence of Dr. Johnson, Dr. Stritch moved, seconded by Ms. Hughes, that students be allowed to count the same course as evidence of competency in two or more programmes without restriction (i.e. that double-counting is fully permissible) unless otherwise specified by programme descriptions in the Calendar.

After a brief discussion, it was moved by Dr. Stritch, seconded by Dr. Harvey, that the motion be tabled and referred to the other Divisions for their consideration.

**Motion carried.**

7.5 School of Education

i) It was moved by Dr. Dean, seconded by Prof. Robson, that Senate authorize the present tenure-track position in Education, which will be vacant on 1 July 2000, to be continued as a tenure-track position.

Some Senators felt that it would be wrong to deviate from the established procedures for approval of such position, even given the urgency of the situation, and that the request should be submitted to the Senate Planning Committee. A change in the wording of the motion was proposed: that Senate authorize the tenure-track position in Education to be advertised with the notation “subject to budgetary approval”.

**Motion carried as amended.**

ii) It was moved by Dr. Ferguson, seconded by Dr. Dean, that Senate approve a new course EDU 415 Methods in the Teaching of the Creative Arts: Secondary.

**Motion carried.**

8/419 BRIEF INFORMATION

The Chair drew Senators’ attention to the items listed under Brief Information.

The meeting adjourned at 9:30 p.m.

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Janyne M. Hodder, Chair

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Ann Montgomery, Secretary