

## BISHOP'S UNIVERSITY

### MINUTES OF THE 461<sup>ST</sup> MEETING OF SENATE

The 461<sup>st</sup> meeting of Senate took place on Monday 26 January and Tuesday 27 January 2004, at 7:00 p.m. in Tomlinson Hall, McGreer 100.

**Present:** Mrs. J. Hodder, in the Chair; Prof. P. Cunningham, Dr. A. de Man, Prof. R. Drolet, Ms. C. Dubois, Mr. E. Favelle, Dr. C. Grogan, Ms. L. Kane, Mr. C. Léveillé, Dr. K. McLean, Ms. A. Montgomery, Mr. C. Quinn, Dr. M. Richardson, Prof. B. Robson, Dr. C. Rose, Dr. M. Scarlete, Prof. S. Sheeran, Mr. G. Stephens, Dr. A. Stritch, Ms. C. Viens, Ms. S-L. Ward, Dr. B. Willms, Dr. R. Yeats

**Absent:** Mr. G. Dempsey, Dr. A. Drumheller, Mrs. W. Durrant, Dr. J. Norman, Dr. J. Rittenhouse, Prof. J. Wilson

**Guest:** Mr. K. Maharaj, Director of IT Services

Mrs. Hodder welcomed Dr. Claire Grogan, newly appointed as Senator by the Humanities Division.

#### 1/461 AGENDA

6/461/vii add: equivalencies for CEGEP courses (Dr. Stritch)

8/461/i delete: Dr. designation for D. Rittenhouse and G. Evans

Moved (Stritch/Sheeran) that the agenda be approved as amended. **Motion carried.**

#### 2/461 MINUTES

The minutes of the 460<sup>th</sup> meeting, held on 11 December 2003, were approved.

#### 3/461 COMMUNICATIONS FROM THE CHAIR

The Principal apologized to Senators for her absence from Senate meetings during the fall semester, citing a heavy schedule of fundraising and alumni engagements.

She referred to the documents concerning the Parliamentary Commission on Education, which is to hold hearings beginning in two weeks. This Commission arises from promises made by the government during the last election, but it is not likely that it will lead to additional revenue for the universities in 2004-05. It is, however, an opportunity for us to make our case for future increases, possibly beginning in 2005-06.

Mrs. Hodder indicated that she had written a letter to the Ministry in December, outlining issues of particular concern to Bishop's, and she has scheduled a meeting with the Minister on 9 February to follow up on this.

The outlook for the 2004-05 budget is not very positive at this point. The Finance Committee will meet this week to consider financial planning parameters for next year, which will be tabled but not voted on at the January Executive Committee meeting. This will allow consultation with different constituencies in the University before a vote is taken in February.

#### 4/461 BUSINESS ARISING

i) It was moved (Léveillé/Viens) to lift from the table the motion 6/460/i regarding scheduling of mid-term examinations. **Motion carried.**

Mr. Léveillé presented a new draft of the text, and moved, seconded by Ms. Dubois, that the text on page 30 of the 2003-04 Academic Calendar, under the heading "Examinations", item 4, be changed to read: "Examinations (other than final examinations) and tests can only be set during the normal **class time slot for a particular class.** Any other arrangements will require the signatures of all students registered in the course."

Some faculty Senators said that it was useful to be able to change time slot in order to move to a larger room for the mid-term, or to permit all sections of a course to write the exam at the same time. It was noted that the schedule for mid-terms should be included in all course outlines, so conflicts could be identified and resolved in advance. After further discussion, it was moved (Rose/Cunningham) that this motion be tabled until a satisfactory wording can be agreed on by the Deans and the Vice-President Academic of the SRC. **Motion carried.**

ii) It was moved by Prof. Sheeran, seconded by Prof. Robson, that the Principal's Advisory Committee on Classroom Design, set up in November 2003, be designated as a committee of Senate with a mandate to recommend the schedule of renovation and/or design of all academic space, including labs, studios, practice rooms, etc. **Motion carried.**

Mrs. Hodder noted that much of the work of this committee would be done during the summer months, and that members had already been named to it by the different constituencies, for a mandate of two years. It was agreed that the membership would carry over to the new committee, and that new or replacement members would be named by the Senate Nominating Committee.

iii) It was moved (Rose/Cunningham) that the Nominating Committee proceed immediately to name two faculty members to the Search Committee for a Registrar and Secretary General, and that it inform Senate of the nominations at the next meeting.

**Motion carried.**

#### 5/461 COMMITTEE ITEMS

i) SPARC

In the absence of Dr. Rittenhouse, Prof. Robson tabled a report on the recent SPARC review of the programmes in Economics, noting that the recommendations made by the reviewers had been referred as appropriate.

ii) Senate Planning Committee

Dr. Rose presented this report on behalf of the Committee. He indicated that this was an interim report, representing a consensus in the Committee, and said that they hoped to have a final report for Senate in March, which would include allocations for sessional and part-time appointments. The SPC holds to its target of 105 tenure stream positions in 2004-05, and to its longer-term goal of 120 tenure stream faculty, to ensure programme coherence and flexibility, to provide greater variety to students, and to facilitate programme collaboration and the development of research.

Dr. Rose moved, seconded by Prof. Drolet, that Senate recommend the authorization of tenure-stream replacements for 1 July 2004 in the departments of Biology, Economics and History, where tenure-stream faculty will retire in June 2004.

There was a general expression of concern at the small number of positions being recommended at this time, as many departments are in the precarious position of having insufficient full-time faculty to serve increasing student numbers, or to maintain a desirable level of research. The SPC acknowledged these situations, but was reluctant to bring forward additional recommendations while the level of available funding for 04-05 is not known.

Following a move to Committee of the Whole, and a straw vote, the question was called and the **motion carried** (14 in favour, 6 abstentions).

iii) Student Academic Appeals Committee

Dr. Willms brought forward a proposal for changes to the committee structure and procedures for student appeals against academic decisions, noting that the Ombudsman, Dr. Rose, had been urging this for a number of years. The present proposal is largely his work, and has been reviewed by legal counsel.

It is recommended that the present Student Academic Appeals Committee become two separate committees: the Academic Review Committee (ARC), which would hear complaints from students against academic decisions taken by a faculty member, Department chair, Dean, or the Vice-Principal, and would adjudicate infractions of University policy; and the Academic Appeals Committee (ACC), which would hear appeals against decisions of the ARC.

It was moved by Dr. Willms, seconded by Mr. Quinn, that Senate adopt the new policy for academic review and appeals for inclusion in the 2004-05 Academic Calendar.

Senators made several suggestions for minor changes to the document. Three major changes were proposed and accepted: in section I (ii), that the “appropriate” Dean should be the Dean of the faculty member rather than of the student; that in section II (ii), a provision should be added that any Senator who is a party to the case must recuse him- or herself from the discussion at Senate; and in Appendix I (v), that student members on either committee must “be in good academic standing in their programme” to be eligible for election.

The **motion carried.** Senators expressed their thanks to Dr. Rose for his persistence and hard work in bringing about this policy change, and to Dr. Willms’ committee for the final stages of its development.

## 6/461 OTHER MATTERS

### i) Proposed policy regarding electronic mail

Mr. Kent Maharaj, Director of Information Technology Services, presented a proposal from the IT Policy Committee of Corporation, asking for feedback from Senators. The main thrust of the proposed policy is that electronic mail is recognized as a legitimate means of communication in the University, and that the Bishop’s e-mail address should be used as the “official” e-mail address in any communications between the University (faculty and administration) and students. It was noted that the Academic Standing/Admissions Policy Committee has adopted the principle that the Bishop’s e-mail address will be the “official” one, and that students must arrange to receive messages sent to that address. Some faculty Senators said they already required their students to use it, and student Senators agreed that it was reasonable to move in this direction.

Mr. Maharaj also referred to the need to preserve and file print copies of e-mail messages dealing with University business matters, as well as with information needed for the official student file.

ii) Parliamentary Commission on Education

In view of the lateness of the hour, Senators agreed to meet again the next day to discuss the proposed submission in detail.

Dr. Stritch protested at the lack of time allowed by the Ministry of Education for institutions to respond to the consultation document, which had been released in French only in December, and in English a few days ago. Others agreed that this was a very short deadline, but as CREPUQ and the other institutions are presenting briefs we must also do what we can to get our issues on the table.

Mrs. Hodder said that her goals for this brief, and the hearing, were to attain increased funding at least for 2005-06, possibly through the grants to small universities envelope, to recoup the tuition fees of international students, and to increase public awareness of the funding shortfall in Québec compared to other provinces. She asked for guidance from Senate as to which other issues were most important for Bishop's to address in our presentation.

It was agreed that this meeting would continue on Tuesday 27 January at 7:00 p.m., to discuss first the recommendations from Divisions and the School of Education for course and programme changes, and then the submission for the Parliamentary Commission.

Items 6/461/iii to 6/461/vii were put forward to the February meeting of Senate.

The meeting adjourned at 10:15 p.m. on 26 January, and reconvened at 7:00 p.m. on 27 January.

**Present:** Mrs. J. Hodder, in the Chair; Prof. P. Cunningham, Dr. A. de Man, Mr. G. Dempsey, Prof. R. Drolet, Ms. C. Dubois, Mrs. W. Durrant, Mr. E. Favelle, Dr. C. Grogan, Ms. L. Kane, Dr. J. Norman, Dr. M. Richardson, Dr. J. Rittenhouse, Prof. B. Robson, Dr. M. Scarlete, Prof. S. Sheeran, Dr. A. Stritch, Prof. C. Viens, Prof. S-L. Ward, Dr. B. Willms, Dr. R. Yeats

**Absent:** Mr. C. Léveillé, Ms. A. Montgomery, Mr. C. Quinn

Dr. C. Rose kindly agreed to act as Recording Secretary.

On a motion (Cunningham/Drolet) the agenda was re-ordered to deal with 7/461 first, followed by 6/461/ii.

## 7/461 RECOMMENDATIONS

### 7.1 Williams School of Business and Economics

i) a) It was moved (Robson/Cunningham) that the Major in Business and Economics (BEC) be deleted from the Academic Calendar. **Motion carried.**

b) It was moved (Robson/Rittenhouse) that Senate approve changes to the course descriptions of the following courses in Economics:

ECO 204 Labour Economics

ECO 212 Intermediate Macroeconomics I

ECO 213 Intermediate Macroeconomics II

ECO 317 Pure Theory of International Trade

ECO 318 International Monetary Economics

ECO 342 Advanced Macroeconomics

ECO 343 Advanced Microeconomics

ECO 351 History of Economic Thought

EMA 261 Econometrics I

EMA 361 Econometrics II

**Motion carried.**

ii) It was moved (Robson/Cunningham) that Senate approve the appointment of Ms. Caroline Talbot as instructor for BAC 121 Purposes of Accounting. **Motion carried.**

iii) It was moved (Robson/Drolet) that Senate approve changes to the following courses in Marketing:

BMK 112 Consumer Behaviour I

BMK 312 Consumer Behaviour II

BMR 323 Marketing Communication

BMK 340 Product Strategy and Innovation

BMK XXX Industrial Marketing Strategy I

BMK 372 International Marketing Strategy

**Motion carried.**

### 7.2 Division of Humanities

i) It was moved (Sheeran/de Man) that Senate approve the appointment of Mr. Allen Keith Turnbull, B.A., as instructor and production director for DRA 234 Acting IV. **Motion carried.** (The name of Mme Emilie Painchaud was not put forward.)

ii) It was moved (Sheeran/Viens) that Senate approve a new course in English ENG 287 Image and Communication. **Motion carried.**

iii) a) It was moved (Sheeran/Robson) that Senate approve the Calendar changes and revised programme requirements in History. **Motion carried.**

It was moved (Sheeran/Robson) that Senate approve the following course changes:  
deleted course – HIS 495 Honours Project  
new courses – HIS 490 Honours Research Project; HIS 491 Honours Thesis  
restored course – HIS 107 North America Since 1860 **Motion carried.**

iv) It was moved (Sheeran/Robson) that Senate approve the following new courses in Music:

DRA/MUS 265 Musical Theatre  
MUS 153 Chamber Orchestra I  
MUS 253 Chamber Orchestra II  
MUS 353 Chamber Orchestra III **Motion carried.**

### 7.3 Division of Natural Sciences and Mathematics

i) a) It was moved (Willms/Yeats) that Senate approve an alternative stream for students in Honours Computer Science, whereby CSC 407 Honours Dissertation could be replaced by any three 300-level CSC courses, and that in this situation the requirement for free electives would be reduced from 18 to 15 credits. **Motion carried.**

b) It was moved (Willms/Viens) that Senate approve a new course in Computer Science CSC 308 Project II, and that CSC 307 Project be removed from the Academic Calendar. **Motion carried.**

It was noted that an average of 80% on all CSC courses taken will be a pre-requisite for admission to CSC 308.

ii) Dr. Willms presented a proposal from the Division for a change in the credit structure for laboratories, whereby labs meeting 2 hours per week for 10 weeks, or for 4 hours per week for 5 weeks, would carry 1.5 credits, and labs meeting for 4 hours per week for 10 weeks would carry 3 credits. He pointed out that acceptance of this proposal had implications for the workload of full-time and part-time faculty, as laid out in the respective collective agreements.

It was moved (Wilms/Richardson) that Senate approve the proposed change to the credit structure for laboratories in the Division.

After some discussion, it was moved (Grogan/Stritch) that this motion be tabled.  
**Motion to table carried.**

7.4 Division of Social Sciences

i) It was moved (de Man/Viens) that Senate approve a new course in Environmental Studies and Geography, ESG 262 Introduction to Geographic Information Systems.  
**Motion carried.**

ii) It was moved (de Man/Stritch) that Senate approve new course descriptions for the following courses in Environmental Studies and Geography:

ESG 264 Outdoor Recreation

ESG 362 Advanced Geographic Information Systems

ESG 249 Resource Management

and that the proposed programme changes be approved. **Motion carried.**

7.5 School of Education

It was moved (Ward/Rittenhouse) that Senate approve a new course in Education EDU 115 Introduction to Professional Practice, Secondary. **Motion carried.**

6/461 OTHER MATTERS (continuation)

ii) Parliamentary Commission on Education.

The Principal introduced this item, and spoke at length about the purpose of the Parliamentary Commission, the contents of the consultation paper from the Ministry, and our intention to present a submission. A long discussion ensued. Among the points raised were the following:

– The hearings will probably not result in new money being made available to universities for 2004-05, but it is hoped that new money would be available for 2005-06.

– In general the students support our position that tuition fee increases should be tied to inflation. This option is preferred to having the government legislate a ceiling for student service fees.

– Bishop's should receive a share of the special funding available to other small universities in the Québec system; this could represent an increase of about \$2 million.

– We would prefer a definition of "research" that is not directed primarily to technology



and innovation, and marketability of products: one that equally recognizes un-funded research in the social sciences and humanities.

– The section on “Related financial matters” is perhaps more in the jurisdiction of the Executive Committee.

Senators agreed that Professor Sheeran, Dr. Rose and Dr. Rittenhouse would re-work some sections of the document, and that a new Draft 4 would be forwarded to the Executive Committee for their meeting on 30 January.

The meeting adjourned at 9:30 p.m.

---

Janyne M. Hodder, Chair

---

Ann Montgomery, Secretary (26/1/04)  
Dr. Curt Rose, Secretary (27/01/04)

/am  
30/01/04