

**SENATE OF BISHOP'S UNIVERSITY
537th SENATE MEETING**

Date: Monday, September 26th, 2011
Time: 7:00 p.m.
Place: Tomlinson Hall, McGreer # 100

AGENDA

- 537/ 1 Approval of Agenda
- 537/ 2 Approval of Minutes –
536th Senate Meeting
- 537/ 3 Communications from the Chair
- 537/ 4 Business Arising
- 537/ 5 Committee Items
 - 5.1 SPARC report – M. Childs
 - 5.2 Research Ethics Board report / S. Harvey
 - 5.3 Senate Nominating Committee / G. Gagné
- 537/ 6 Other Matters
 - 6.1 Divisional approvals for new instructors / B.-A. Bacon
 - 6.2 Multi-Centre Research Ethics Reviews of minimal risk research: agreement between Quebec Universities / S. Harvey
 - 6.3 Implications of the move to a new SIS / M. Childs
- 537/ 7 Recommendations
 - 7.1 Williams School of Business / S. Harvey
 - 7.2 Arts and Science
 - 7.2.1 Division of Humanities / B.-A. Bacon
 - 7.2.2 Division of Natural Sciences and Mathematics / B.-A. Bacon
 - 7.2.3 Division of Social Sciences / B.-A. Bacon

7.3 School of Education / C. Beauchamp

7.4 Continuing Education

537/ 8 Brief Information

8.1 Arts and Science Chair Workshop / B.A. Bacon

8.2 Arts and Science new Faculty Orientation / B.A. Bacon

C. Doucet
22 Sept. 2011



**MINUTES OF THE 537TH MEETING OF THE SENATE
OF BISHOP'S UNIVERSITY**

The 537th meeting of Senate took place on Monday, September 26th, 2011, at 7:00 p.m., in McGreer 100.

Chair: Principal Michael Goldbloom

Present: Dr. Benoit-Antoine Bacon, Ms Stephanie Battistin, Dr. Catherine Beauchamp, Dr. Claude Charpentier, Dr. Michael Childs, Dr. Gilbert Gagné, Mr. Bruno Gnassi, Dr. Trevor Gulliver, Dr. Rebecca Harries, Dr. Steve Harvey, Mr. James Laing, Mr. Justin McCarthy, Dr. Daniel Miller, Dr. Darren Millington, Mr. Dale Miner, Dr. Ross Osmun, Mr. Alexander Rossignol, Mr. Hans Rouleau, Dr. Cranmer Rutihinda, Mr. Dan Taggart-Hodge, Dr. Lourdes Zubieta.

Regrets: Dr. Madjid Allili, Prof. Chad Gibbs, Ms Jordan Morneau, Dr. Elizabeth Prusak.

Secretary: Ms Victoria Meikle

ITEM 537/1: APPROVAL OF AGENDA

Mr. Hans Rouleau, Registrar, asked that the agenda be amended to add an Information item 8.3, the list of students who had been added to, or removed from, the graduation list, or whose degree designation had been modified, between Senate approval of the list and Convocation Day.

The Agenda was adopted as modified.

ITEM 537/2 APPROVAL OF MINUTES OF THE 535TH MEETING OF SENATE

Dr. Daniel Miller moved approval of the minutes of the 535th meeting of Senate; Mr. Dale Miner seconded.

The minutes were approved as circulated.

ITEM 537/3 COMMUNICATIONS FROM THE CHAIR

Fall 2011 enrolment

The Principal announced the largest enrolment in Bishop's history: 2262 full-time undergraduates and seven full-time graduate students. There were increases in enrolment in areas where the University has capacity, notably an increase of 33% in the Sciences and of 7% in the Humanities. He noted that the larger number of students registering at Bishop's creates pressures, including pressure for additional space to accommodate the students and the faculty needed to teach them.

Orientation

Overall, Orientation Week had gone well. Despite some issues in relation to student behaviour, there had been improvements in this area. Among the goals going forward is to increase attendance at academic orientation.

The Council

The Statutes of Bishop's University that came into force in the fall of 2010 mandate the formation of a Council, a group of people with a range of backgrounds all having a connection to Bishop's, who may serve as ambassadors for the University and who can be called on for advice from time to time. The only actual decision-making authority of the Council is that of recommending a Chancellor to the Board of Governors.

The Council has been formed, and the first meeting held on September 24th, 2011. The Principal reported that the response to requests to serve on the Council had been very positive, and that the first meeting had gone well. Members of the Council had shown a willingness to contribute.

ITEM 537/4 BUSINESS ARISING

There was no business arising.

ITEM 537/5 COMMITTEE ITEMS

5.1 Senate Program Academic Review Committee Report - M. Childs

The Vice-Principal Academic introduced a report on the Biology and Economics Programs, and on the John Bassett Memorial Library, all reviewed during the winter term of 2011. He reminded Senators that the process involves an external review, a departmental response to the external review, the reviewers' response, and consideration by the Senate Program Academic Review Committee. A year after the SPARC report, the responsible Dean is expected to update Senate on progress in the implementation of recommendations made by external reviewers.

Department of Biology

In relation to the Department of Biology, the Vice-Principal noted that Senate Program Academic Review Committee had accepted the Department's responses to the recommendations of the external reviewers. He highlighted the collegiality of the review process, as well as recommendations to the effect that the University develop a means of maintaining program complement, that the Department work more closely with the Recruitment Office, and that additional space be created for students.

Senate Planning Committee is addressing the first of these, and the University is now building space for students into its space planning going forward. The Vice-Principal noted that increased registrations in fall 2011 will put added pressure on departmental resources.

Department of Economics

Reviewers made two recommendations, for the creation of new joint programs and for the appointment of an additional full-time lecturer to be hired for three years. The Deans have undertaken a review of Academic Standing and Admissions Policy to determine whether it ought to be modified to implement the recommendation for joint programs.

During the course of discussion, Senators canvassed the relationship between the Department of Economics and the Williams School of Business, for which the Department provides a number of service courses. While there is a continuing relationship with the Williams School of Business, in that a number of B.B.A. students complete a minor or major in Economics, registrations within the Department itself are growing. It is expected that the Department will develop a stronger identity of its own as they continue to grow.

John Bassett Memorial Library

The Vice-Principal noted that, while the Library is not formally subject to the SPARC process, the review has been a useful exercise. University Librarian Bruno Gnassi will consider recommendations on staffing and information technology.

Département d'Études françaises et québécoises

The Vice-Principal moved approval of the reviewers and alternates for the *Département d'Études françaises et québécoises*, scheduled for the Winter term of 2012. Dr. Lourdes Zubieta seconded the motion:

Reviewers:

- ♦ François-Emmanuel Boucher, Chair, *Département d'études françaises*, Royal Military College

- ♦ Romira Worvill, Chair, Department of Languages and Literatures, Acadia University

Alternates:

- ♦ Monika Boehringer, French Programme Advisor, French Studies, Mount Allison University
- ♦ Daniel Long, *Directeur du Département d'études françaises, Université Ste-Anne*

The motion carried.

5.2 Annual Report of the Research Ethics Board for 2010-11 – S. Harvey

Senate received the annual report of the Research Ethics Board, presented by the Associate Vice-Principal Research, Dr. Steve Harvey. The Board reviewed 22 research projects during the 2010-11 academic year, and 32 student projects had been approved within the relevant departments.

5.3 Report of Senate Nominating Committee – G. Gagné

Dr. Gilbert Gagné, chair of Senate Nominating Committee, introduced the report of the Committee. He moved the following appointments to Senate Committees, and Dr. Ross Osmun seconded the motions. **All motions carried.**

1. Senate Nominating Committee

Moved that Senate approve the following senators as representatives:

- ♦ Dr. Darren Millington – School of Education
- ♦ Mr. Justin McCarthy – Full-time Student

2. Committee on Continuing Education and the Committee on Graduate Studies

Moved that Senate approve the nomination of Dr. Avril Aitken (Education) for a third term.

3. The Ad Hoc Committee on Liberal Education

Moved that Senate approve the appointment of the following Faculty representatives on:

- ♦ Prof. Bill Robson (Business)
- ♦ Dr. Anthony Di Mascio (Education)
- ♦ Dr. Bruce Gilbert (Humanities)
- ♦ Dr. Ariel Edery (Natural Sciences)
- ♦ Dr. Andrea Drumheller (Social Sciences)

4. The Research and Publications Committee

Moved that Senate approve the appointment of the following representatives:

- ♦ Mr. Gary McCormick (Library)
- ♦ Dr. Lisa Taylor (Education)
- ♦ Dr. Trygve Ugland (Social Sciences)

5. *the Library Committee*

Moved that Senate approve the appointment of the following representatives:

- ♦ Mrs. Karen Thorneloe (Library)
- ♦ Dr. Sunny Man Chu Lau (Education)

6. *The Committee on Continuing Education*

Moved that Senate approve the appointment of Dr. Marianne Vigneault as the Social Sciences representative.

7. *The Committee on Graduate Studies*

Moved that Senate approve the appointment of Dr. Madjid Allili as the Natural Sciences representative.

8. *The Program Academic Review Committee*

Moved that Senate approve the appointment of Dr. Andrea Drumheller as the Social Sciences representative.

9. *The Research Ethics Board*

Moved that Senate approve the appointment of Dr. Heather McKeen-Edwards.

10. *The Statistics Committee*

Moved that Senate approve the appointment of Dr. Scosha Merovitz as the Natural Sciences representative.

11. *Student Representatives on Senate Committees*

Moved that Senate approve the following students as representatives on the various Senate Committees:

Academic Appeals Committee:

- ♦ Sandy Rossignol
- ♦ Daniel Taggart-Hodge (alternate)

Academic Integrity Committee

- ♦ Stephanie Battistin
- ♦ Jordan Morneau

Academic Review Committee

- ♦ James Laing
- ♦ Daniel Taggart-Hodge
- ♦ Sandy Rossignol (alternate)

Academic Standing Committee

- ♦ Justin McCarthy

Experiential Learning Committee

- ♦ Daniel Taggart-Hodge

Library Committee

- ♦ Stephanie Battistin

Prizes Committee

- ♦ James Laing

Statistics Committee

- ♦ Jordan Morneau

Senate Planning Committee

- ♦ Justin McCarthy

Teaching Evaluation Committee

- ♦ Sandy Rossignol

Timetable Committee

- ♦ Daniel Taggart-Hodge

*Ad Hoc Committee on the Liberal
Education*

- ♦ Stephanie Battistin
- ♦ Justin McCarthy
- ♦ Dale Miner
- ♦ Sandy Rossignol
- ♦ Daniel Taggart-Hodge

ITEM 537/6 OTHER MATTERS

6.1 Divisional approvals for new instructors – B.-A. Bacon

Dean Benoit-Antoine Bacon indicated that there was considerable confusion around both the source of the requirement for Divisional approval for instructors and the process for obtaining such approval. In addition, it was unclear how a process for Divisional approval would lead to better decisions in relation to the hiring of contract faculty.

During the course of discussion, a consensus was reached that Divisional approval is superfluous in most cases: in relation to the hiring of contract faculty, the Department makes a recommendation to hire to the Dean, who makes the final decision; in relation to tenured or tenure-stream faculty, the Department makes a recommendation to the Principal, who makes the final decision.

It was suggested that there are two instances in which the approval of another Department (not the Division) might be appropriate, should they arise: where an Instructor is hired to teach a cross-listed or a cognate course.

Dr. Bacon moved that Senate direct the Divisions to abandon the practice of seeking approval for the hiring of part-time Instructors, provided that said Instructor holds the minimum qualification of a Master's degree in the subject he or she is hired to teach. In the case of Instructors who do not possess the minimum qualification of a Master's degree in the relevant subject he or she is required to teach, Senate authorises Departmental Chairs to approve a proposed hire on behalf of the Division. Dr. Miller seconded the amendment.

The motion carried, none opposed, no abstentions.

6.2 Policy for the Review of multi-centre research involving minimal risk – S. Harvey

The Associate Vice-Principal Research introduced the *Entente* among Quebec universities to delegate the research ethics approval of multi-centred research projects involving minimal risk where certain conditions are met. In order for delegation to be possible, the Principal Investigator must be located at a Québec university which is a party to the *Entente*. Each university retains the responsibility to review research proposals for compliance with ethics policies where the risk is deemed not to be greater than minimal.

Dr. Harvey moved that Senate authorise the signature of the *Entente* by Bishop's University, and Dr. Bacon seconded the motion.

The motion carried.

In order to implement the *Entente*, amendments are required to Bishop's Research Ethics Policy. These are proposed in Annex A to Document 537/6.2. The Research Ethics Board of Bishop's University considered the proposed amendments at their meeting of September 9th, 2011, and endorsed them.

Dr. Harvey moved approval of the amendments to the Research Ethics Policy set out in Annex A to Document 537/6.2; Dr. Bacon seconded the motion.

The motion carried.

6.3 Implications of the move to a new Student Information System

The Vice-Principal Academic advised Senators that the implementation of our new Student Information System will require changes to the Academic Admission Policy. After giving a brief overview of these changes, he indicated that they would be brought forward to the October Senate meeting for approval. The Vice-Principal also noted that the implementation of the new System provides an opportunity for a thorough review of Bishop's Calendar.

ITEM 537/7 RECOMMENDATIONS FROM THE DEANS

7.1 *Williams School of Business*

Dean Harvey had no recommendations from the School of Business.

7.2 *Faculty of Arts and Science*

7.2.1 *Division of Humanities*

Dean Benoit-Antoine Bacon had no recommendations from the Division of Humanities.

7.2.3 *Division of Natural Sciences*

Dean Bacon had no recommendations from the Division of Natural Sciences.

7.2.3 *Division of Social Sciences*

Dean Bacon had no recommendations from the Division of Social Sciences.

7.3 *School of Education*

Dean Catherine Beauchamp had no recommendations from the School of Education.

ITEM 537/8 INFORMATION

8.1 *School of Education*

8.1 Arts and Science Chair Workshop / B.A. Bacon

Dean Bacon reported that the first workshop for Departmental Chairs had taken place on August 29th, with a number of members of the University administration invited to participate. The workshop had been a success, and he intended to make it an annual event.

8.2 New Faculty Orientation, Arts and Science / B.A. Bacon

Dean Bacon reported that an orientation session for new faculty in Arts and Science had been held on September 6th.

8.3 Additions to, and deletions from, the Convocation list

Following approval of the list of graduating students at the May 18th, 2011 meeting of Senate, there were three additions to the list, degree combinations for six students had been modified, and one student had been deleted from the list. The changes to the list are appended to these minutes.

There being no further business, the 537th meeting of Senate adjourned at 8:26 p.m.

Michael Goldbloom, Chair

Victoria Meikle, Secretary