



608TH MEETING OF SENATE

FRIDAY, JANUARY 31, 2020

2:30 P.M.

MINUTES

Chair: Principal Michael Goldbloom

Present: Dr. Hafid Agourram, Dr. Darren Bardati, Dr. Jim Benson, Ms. Aunika Braun, Dr. Gregory Brophy, Ms. Norah Exume, Mr. Mark Gandey, Dr. Claire Grogan, Dr. Corinne Haigh, Ms. Isabella Janušonis, Ms. Cassandra Johnson-Desnoyer, Ms. Melina Krallis, Ms. Catherine Lavallée-Welch, Dr. Elizabeth Prusak, Dr. Jessica Riddell, Mr. Hans Rouleau, Dr. Miles Turnbull, Dr. Marianne Vigneault, Dr. Brad Willms

Remotely: Ms. Reena Atanasiadis, Mr. Philippe Gravel (from 4:19 p.m.)

Regrets: Mr. Yotam Baum, Mr. Bill Robson, Dr. Michael Teed, Dr. David Webster, Dr. Dawn Wiseman

Guests: Dr. Nicole Riley

Secretary: Dr. Trygve Ugland

The Chair called the 608th meeting to order at 2:38 p.m.

ITEM 608/1 APPROVAL OF AGENDA

The Dean of the Williams School of Business, Ms. Reena Atanasiadis, requested that item 8.1 be withdrawn from the agenda. Approval of the modified agenda was unanimous.

ITEM 608/2 APPROVAL OF MINUTES – 607TH MEETING OF SENATE

Approval of the minutes of the 607th meeting of Senate as presented was proposed.

Moved by: Claire Grogan

Seconded by: Jessica Riddell

Motion carried.

ITEM 608/3 COMMUNICATIONS FROM THE CHAIR

The Principal welcomed Dr. Darren Bardati back to Senate as representative of the Division of Social Sciences.

The next Donald Lecture will be given by distinguished physicist, Dr. Victoria Kaspi on Wednesday, February 5th, in Bandeen Hall. Dr. Kaspi's lecture is entitled "The fast radio sky", a discussion on radio bursts reaching Earth and what they might mean.

The women's hockey team will join the RSEQ (*Réseau du sport étudiant du Québec*) as of the 2020-21 season. The team will be funded exclusively by philanthropy of which \$1.3M has already been raised towards the estimated \$2M operating costs for the next ten years. Other Quebec teams in the league include McGill, Université de Montréal, Concordia, Carleton and the University of Ottawa.

From February 7th to February 9th, the Eastern Canadian Championships in cross-country skiing will be held at the Old Lennoxville Golf Club. The event is a collaboration between Bishop's University and the *Club de ski de fond de Mont Orford*. Approximately 500 skiers from across Canada are expected over the three days. Local municipal, provincial and federal politicians will be present on February 8th. The competition is open to the public and University faculty, staff and students are encouraged to attend or volunteer.

The Principal said that the coronavirus situation is being monitored. As of the Senate meeting date, there have been no confirmed cases of the virus in Quebec.

ITEM 608/4 BUSINESS ARISING

There was no business arising.

ITEM 608/5 COMMITTEE ITEMS

5.1 SENATE PLANNING COMMITTEE

The Chair of the Committee, Dr. Miles Turnbull, presented the Senate Planning Committee's recommendation of an additional 192.5 part-time courses for a total of 253.5 part-time courses for 2020-21. The Committee has met twice monthly since September 2019. Dr. Turnbull

explained the process of allocating courses to departments and proposed four motions on behalf of the Committee.

Motion 1:

On behalf of the Senate Planning Committee, Dr. Turnbull moved approval of the allocation of 253.5 part-time courses for the 2020-21 Academic year.

Moved by: Miles Turnbull

Seconded by: Jessica Riddell

Motion carried.

Motion 2:

On behalf of the Senate Planning Committee, Dr. Turnbull moved approval of six 10-month sessional positions to replace the following University leaders: all three academic Deans, the Vice-Principal Academic, the Dean of Student Affairs, and the Secretary General and Vice-Principal Government Relations and Planning.

Moved by: Miles Turnbull

Seconded by: Jim Benson

Motion carried.

Motion 3:

On behalf of the Senate Planning Committee, Dr. Turnbull moved approval of a 10-month sessional position in Arts Administration for the 2020-21 Academic year.

Moved by: Miles Turnbull

Seconded by: Kassandra Johnson-Desnoyer

Motion carried.

Motion 4:

On behalf of the Senate Planning Committee, Dr. Turnbull moved that academic departments and programs be required to make a formal request to SPC for approval of conversion of seven part-time courses from this allotment to a 10-month sessional position on a yearly basis. Should departments or programs request a 12-month sessional, the academic unit would be required to cash in the actual cost of a 12-month sessional.

Moved by: Miles Turnbull

Seconded by: Isabella Janušonis

Motion carried.

5.2 SENATE PROGRAM ACADEMIC REVIEW COMMITTEE

The Chair of the Committee, Dr. Turnbull, gave an update on the status of ongoing SPARC reviews. He also presented the SPARC Committee's proposed revision of the SPARC procedures and the proposed timeline of future SPARC reviews. Senators discussed the addition of internal reviewers to the review process and requested that the Committee further elucidate the process of identifying and approving internal reviewers.

Motion 1

On behalf of the Senate Program Academic Review Committee, Dr. Turnbull proposed that Senate approve the updated SPARC policy (Document 608/5.2). The changes will become effective for the 2020-21 academic year.

Moved by: Miles Turnbull
Seconded by: Hafid Agourram

Motion carried.

Motion 2

On behalf of the Senate Program Academic Review Committee, Dr. Turnbull proposed that Senate approve the timeline for SPARC reviews for the 2020-21 and 2021-22 academic years (Document 608/5.2).

Moved by: Miles Turnbull
Seconded by: Isabella Janušonis

Motion carried.

5.3 SENATE GRADUATE STUDIES COMMITTEE

The Chair of the Committee, Dr. Turnbull, presented the main concerns of the committee and proposed that the University Statutes be revised to include greater representation of graduate students on Senate.

Motion

On behalf of the Senate Graduate Studies Committee, Dr. Turnbull recommended that the University Statutes be revised by the Board of Governors to include a graduate student representative on Senate. The new graduate student representative would replace the current part-time student representative.

Moved by: Miles Turnbull
Seconded by: Aunika Braun

Motion carried.

5.4 AD HOC SENATE COMMITTEE ON ENGLISH WRITING PROFICIENCY

The Chair of the Committee, Ms. Catherine Lavallée-Welch, presented the main findings of the report. She proposed two motions for Senate approval.

Motion 1

On behalf of the Ad Hoc Senate Committee on English Writing Proficiency, Ms. Lavallée-Welch proposed that Senate approve the identification of Writing Intensive courses with the defining characteristics outlined in the report (Document 608/5.4).

Moved by: Catherine Lavallée-Welch
Seconded by: Norah Exume

Motion carried.

Motion 2

On behalf of the Ad Hoc Senate Committee on English Writing Proficiency, Ms. Lavallée-Welch proposed that Senate approve that the current Ad-hoc Committee proceed to inform faculty of Writing Intensive (WI) course requirements, call for the submission of courses to be considered as WI, and assess whether the submitted courses fit the criteria.

Moved by: Catherine Lavallée-Welch

Seconded by: Kassandra Johnson-Desnoyer

Motion carried.

5.5 SENATE TIMETABLE COMMITTEE

The Chair of the Committee, Dr. Turnbull informed Senate that the Timetable Committee had discussed whether it should advise the University on classroom design and redesign. The Committee members were unanimously of the view that this topic was outside the current mandate of the Timetable Committee and recommended that the mandates of the Research Space Committee and the Academic Space Committee could be combined and expanded to include consultations with faculty about classroom design and redesign. Dr. Jessica Riddell requested that the Teaching and Learning Centre be consulted and included in discussions on designing and redesigning classrooms. Dr. Turnbull said that the suggestion would be forwarded to the Senate ad-hoc Bylaw Committee for consideration.

In the second part of his report Dr. Turnbull reported that the University had acquired new Course Scheduling software. Paradox, the current scheduling software, is run on a Windows 2003 server that, as of January 1, 2020, is no longer supported by Microsoft and could be vulnerable to viruses. The Registrar's Office and ITS evaluated several options and the one chosen, Infosilem, was deemed to provide the greatest power and flexibility for the University's current context.

Dr. Turnbull said that the motion brought forward by the Committee would require Department Chairs to continue to use the current methodology of specifying time-slots to produce a timetable that would be used for Fall 2020 and, in parallel, would also require Department Chairs to use the new methodology to create a test or pilot timetable for Fall 2020.

Motion

On behalf of the Senate Timetable Committee, Dr. Miles Turnbull moved that notwithstanding the implementation of the new scheduling system, departments continue, for the academic year 2020-21, to specify courses with specific time slots. The Registrar's Office may ask for revision explaining the reasons for changes required.

Moved by: Miles Turnbull

Seconded by: Hafid Agourram

After the motion had been seconded, the Associate Registrar - Student Records, Dr. Nicole Riley, was invited to speak to the reason the current scheduling program Paradox needed to be

replaced, the process undertaken to chose the new scheduling software Infosilem and to present a brief overview of the new software and methodology.

According to Dr. Riley, a major advantage of Infosilem is its ability to carry over scheduling data from one semester to another which will make the transition for new Department Chairs easier. Currently, Department Chairs have to build the timetable for their department every semester accounting for professor availabilities, conflict-free course scheduling groups and pedagogical needs. In the new system, the information entered in previous semesters will be "rolled over" so Department Chairs will only need to review and modify the information rather than start from scratch each semester.

Infosilem allows Department Chairs to set specific scheduling requirements such as conflict-free scheduling, block off department meeting times, restrict faculty teaching hours, specify classroom requirements or even request a specific class/lab room for a course as approved in the Senate Scheduling Policy.

With the new methodology, Department Chairs would enter classroom requirements (e.g., blackboard, number of seats, technology, etc.), professor availability (e.g., not before or after a certain time, etc.), as well as information to avoid course conflicts. The Registrar's Office has already entered each classroom's attributes into the database. When all Department Chairs have submitted their department's scheduling data, Infosilem produces a timetable that meets the course requirements and constraints entered.

The timetable is validated by Department Chairs who can request changes to the parameters until they are satisfied with their department's schedule.

Dr. Hafid Agourram left the meeting at 4:10 p.m.

Dr. Riley said that with Infosilem, the management of waitlists will be improved. The maximum acceptable class size will be collected and stored in Infosilem for each course so when the Registrar's Office reviews waitlists, they will know when a Department Chair does not want a course to be moved to a larger room. Additionally, the requested room characteristics entered by Department Chairs will be stored in Infosilem so the course will not be moved to a room without those characteristics.

Dr. Marianne Vigneault left the meeting at 4:14 p.m.

Dr. Riley said that the most frequent concern expressed during the fall workshops of the new system and methodology was that an optimized timetable produced by Infosilem would prioritize classroom allocation over pedagogical needs. Dr. Riley said that this will not happen

because Department Chairs will have the ability to enter pedagogical needs into the database. Infosilem will accommodate the pedagogical needs before scheduling the course and prior to optimization of classroom allocation, and the Department Chairs will review the schedule and modify constraints as required. This will be an iterative process until all significant issues are resolved.

The Registrar's Office is confident that it can produce an optimized timetable that reflects pedagogical needs of the departments and professor scheduling requests and can be used for Fall 2020 without having to rely on the old methodology.

Mr. Philippe Gravel joined the meeting via videoconference at 4:19 p.m.

Mr. Mark Gandey asked whether the optimization of the timetable assumed all courses had the same pedagogical needs. Dr. Riley said that all classroom characteristics (for example, blackboards, whiteboards, capacity, sinks, etc.) would be available in Infosilem, and courses would only be scheduled in classrooms that have the required resources.

Dr. Darren Bardati asked how lab needs would be met. Dr. Riley said that Department Chairs would enter specific lab room numbers for courses that require lab facilities.

Dr. Jessica Riddell thanked Dr. Riley and the Registrar's Office for their hard work in evaluating the needs, in choosing the new software and for the presentation. Dr. Riddell asked for clarification on whether the pilot project is for the full academic year 2020-21 or only Fall 2020. Dr. Riley said that initially the proposal was for the full academic year, but that the current motion is for both the current methodology (Department Chairs specifying the exact time each course is offered) and the new methodology (optimization based on criteria entered into the software by Department Chairs) to be used simultaneously for Fall 2020 with the option to continue the parallel entering of data for Winter 2021.

Dr. Gregory Brophy asked about the pilot project of running both the current methodology and the new methodology in Infosilem in parallel for Fall 2020 and asked which entity would receive the data, the APBU or Senate. He also asked which entity would determine if the timetabling programs would continue to be run in parallel for Winter 2020.

Dr. Riley explained that the Fall 2020 schedule will be finalised by June 2020. Dr. Turnbull said that the Senate Timetable Committee and the Joint Committee would evaluate the new timetabling software and procedure during summer 2020 if the motion is approved.

Dr. Riddell asked about the Joint Committee meeting on October 29, 2019 with regards to the timetabling issues. Dr. Riley said that the Joint Committee commented that the Registrar's Office had made a robust presentation and that no concerns were raised.

Dr. Bardati asked if it would be the Department Chairs' responsibility to communicate with faculty members. Dr. Riley said currently the Department Chairs have to navigate conflicts and this will still be the case in the future.

Interim Dean of Arts and Science, Dr. Claire Grogan, said that the timetabling process relies on a certain degree of collegiality and conversation with realistic restrictions proportional to the courses. The Department Chairs currently lead the discussions with faculty and call on the Deans if required. This would continue.

The Principal asked if there were any other questions or comments. No Senators stepped forward.

Dr. Miles Turnbull said that in his role as Vice Principal Academic and Research he would not be voting in favour of the motion. Dr. Turnbull said that as Vice-Principal Academic and Research, he must analyze the impact of the new system and proposed methodology from a holistic perspective. Optimization of the timetable and classroom utilization will be necessary to enable enrolment growth for the University, which is a priority in the recently approved Strategic Framework. The new methodology will increase the chances that students will encounter fewer timetable conflicts. Pedagogical considerations will remain an important consideration in creating the timetable. Faculty members' time constraints are still considered in the creation of the timetable as well. Overall, the new system timetable and methodology are in the best overall interest of the greatest number of individuals in our community.

Dr. Turnbull said he had confidence in the Registrar's Office's ability to work with Chairs to ensure that a suitable timetable is created.

Dr. Bardati asked how it could be procedurally possible to propose a motion to Senate and then vote against it. Dr. Turnbull said that as Chair of the Senate Timetable Committee it is his role to present the motion to Senate on behalf of the Committee. During Committee meetings, Chairs only vote to break a tie.

Dr. Grogan said that entering scheduling data in two systems would be too great a load for Department Chairs, whose time could be better spent in other ways.

Dr. Bardati asked what the alternative motion would be. The Principal said that he understood that if the current motion is defeated, an alternate motion would be proposed whereby the new methodology would be implemented using Infosilem as of Fall 2020, without there being an obligation to continue using the old methodology.

Dr. Turnbull reiterated that the motion on the floor was to implement Infosilem as of Fall 2020 with Department Chairs being required to use both the old (current) methodology and the new methodology.

Dr. Bardati said that either way Fall 2020 would be a pilot timetable as it would be the first time the University is using the Infosilem and new methodology. He indicated that he would be voting against the motion under discussion.

Dr. Brophy said that he was not concerned about the extra workload involved in running both the old and new scheduling methods for Fall 2020. His preoccupation would be ensuring that there is sufficient data to make an informed decision. Dr. Brophy said that he would be voting in favour of the motion.

Mr. Philippe Gravel left the meeting at 4:46 p.m.

The Principal asked if there was any more discussion and when no Senators stepped forward, he called for the vote.

For:	3
Against:	14
Abstain:	0

Motion defeated.

Dr. Turnbull then proposed that Infosilem with the new methodology as described by Dr. Riley in her presentation earlier, be implemented as of Fall 2020.

Motion:

That the Registrar's Office move forward with the implementation of the new course scheduling software, Infosilem, and the proposed methodology for timetable creation, as detailed at the Senate meeting on January 31, 2020, effective Fall 2020.

Moved by: Miles Turnbull

Seconded by: Aunika Braun

Dr. Grogan asked that the training sessions be open to all faculty so that everyone would have the same level of understanding. Dr. Riley said that the Registrar's Office would be creating training videos for Infosilem that would be accessible to all faculty and staff on MyBU.

Dr. Turnbull said that the Registrar's Office will have additional resources available to support the transition to Infosilem.

Dr. Brophy said that he was surprised that no one from the Senate Timetable Committee was present. He asked if the Committee members had been invited to attend this Senate meeting. He also questioned the reversal of a decision brought to Senate by a duly constituted Senate Committee.

The Students' Representative Council Vice-Principal Academic, Ms. Aunika Braun, said that she was a member of the Committee and that the discussions in the Committee were the same as the discussions shared at this meeting of Senate.

The Secretary General said that special invitations are not required for committee members to attend a Senate meeting.

Dr. Grogan said that everyone on the Committee was aware that the issue was contentious and the Committee members were all experienced faculty who knew that they could attend the meeting and could speak if invited to do so.

The Principal called for a vote on the motion.

For: 14

Against: 2

Abstain: 1

Motion carried.

Mr. Mark Gandey left the meeting at 4:55 p.m.

ITEM 608/6 OTHER BUSINESS

6.1 ACADEMIC REPORT

The Vice-Principal Academic and Research presented the Academic Report. The new Director of Research and Graduate Studies, Dr. Amy Svotelis, has been reaching out to the University's research community to understand better their needs. Dr. Turnbull spoke of research highlights and listed the winners of the University's *Worth a thousand Words* photography competition.

ITEM 608/7 INFORMATION ITEMS

There were no information items.

ITEM 608/8 RECOMMENDATIONS

8.1 Williams School of Business - no recommendations

8.2 Arts and Science

8.2.1 Division of Humanities

The Interim Dean of Arts and Science, Dr. Claire Grogan, on the recommendation of the Department of Arts Administration, moved the approval of 8.2.1.

Moved by: Claire Grogan

Seconded by: Jessica Riddell

Motion carried.

8.2.2 Division of Natural Sciences and Mathematics - no recommendations

8.2.3 Division of Social Sciences

Dr. Grogan, on the recommendation of the Department of Politics and International Studies, moved the approval of 8.2.3.

Moved by: Claire Grogan

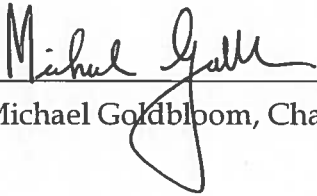
Seconded by: Corinne Haigh

Motion carried.

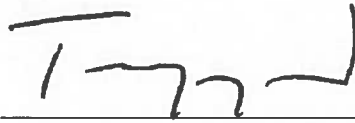
8.3 School of Education - no recommendations

8.4 Continuing Education - no recommendations

There being no additional business, the meeting was adjourned at 5:03 p.m.



Michael Goldbloom, Chair



Trygve Ugland, Secretary General

