

NIPISSING UNIVERSITY

MINUTES OF THE ACADEMIC SENATE MEETING

February 13, 2004
2:30 p.m. – Room A246

MEMBERS PRESENT: D. Mock, R. Bergquist, A. Dean, R. Hawkins, D. Lawrence,
B. Nettlefold, L. Stamler, R. Wideman

J. Barker, W. Borody, G. Brophey, R. Brozowski, K. Brozowski,
T. Chase, D. Geden, D. Hemsworth, S. High, L. Janzen,
A. Karassev, S. Kulkarni, B. Lorenzkowski, E. Mattson, D. Murphy,
F. Noël, P. Nosko, T. Parkes, L. Patriquin, G. Phillips, G. Pyle, R. Pyper,
L. Robinson, C. Sarlo, K. Topps, M. Tuncali, A. Weeks, H. Zhu

D. Franks, L. Frost, G. Laronde, J. Long, J. Lundy, Michelann Parr,
Mike Parr, C. Richardson, W. Richardson, O. Ridler, J. Scott

A. Brophey, S. Carmichael, D. McMeekin, M. Ostashewski
R. Molica-Lazzaro; A. Fera, D. Bolger (guests)

ABSENT WITH REGRETS: R. Common
J. Baffoe, P. Chow (sabbatical), M. Denike, A. Graff, D. Hackett,
D. Jowett (sabbatical), L. Kruk, U. Kundra, G. Olsen (sabbatical),
M. Saari, A. Sparkes, D. Walton (sabbatical), G. Williams (sabbatical)

T. Campbell, E. Duncan, C. Harvey (sabbatical), T. Horton, M. Kariuki,
H. Langford (sabbatical), J. McIntosh, B. Olmsted, J. Price, H. Rintoul

T. Jones, S. Kariuki

MEMBERS ABSENT: C. Boterbloem, G. Brown, A. Clendinning, P. Cook, T. Dokis, D. Flynn,
D. Hall, P. Kelly, J. Knox, J. Kovacs, S. Lawlor, J. LeClair,
C. McFarlane, S. Muhlberger, B. Riome, D. Rowbotham, J. Ryan,
K. Stange, V. Valov, W. Young

J. Barnett, D. Berry, W. Blair, R. Bowness, D. Brackenreed,
M. Cantilini-Williams, K. Clausen, P. Joong, A. Le Sage, M. McCabe,
G. McEwen, J. Mroczkowski, K. Noël, S. Reid, C. Ricci, T. Ryan,
C. Shields, G. Swanson, H. Vail, S. Van Nuland, K. Waller,
R. Weeks

K. Charron
W. Abreu, D. Gerech, N. Dean
S. Anderson, I. Bajewsky, M. Brewes, L. Campbell, C. Cook,
K. Cowcill, K. Grattan-Miscio, R. Hanks, R. Hemmings, S. Hevenor,
W. Ingwersen, M. Jackson, J. Kooistra, K. Lee, K. Morrison, J. Morton,
S. O'Hagan, B. Pentney, M. Quirt, S. Renshaw, L. Richards,
M. Roycroft, U. Stange, L. St. Louis, T. Waldock

MOTION #1: Moved by W. Borody, seconded by S. Carmichael that the minutes of the regular meeting of the Academic Senate dated January 9, 2004 be adopted.
CARRIED

READING AND DISPOSING OF COMMUNICATIONS

The Secretary read a memo from Senator Tuncali indicating that an election was needed to fill vacancies on the Arts and Science APT Assessment Subcommittee. This item will be addressed later in the agenda, under "elections".

ANNOUNCEMENTS

The President reported on COU discussions and stated that there is still no further clarification on compensation for the revenue lost as a result of the tuition freeze that will be in effect for at least two years. Operating costs are expected to increase by at least 4%. As a result of increased capacity in the system, there may be as many as 6000 more first-year spots than the actual number of students applying. Senator Mock thanked all associated with the organization of the successful student awards luncheon. He noted that, this year, scholarships, awards and bursaries totaled \$1.6 million (this figure has more than doubled in the last five years). Senator Mock announced that Robert Christie is the new Deputy Minister. He reported on a productive meeting with Kevin Costante and Jessica Hill that included discussions about strategic planning, formula funding and unfunded BIUs. During the two-year tuition freeze, the government will be reviewing and redefining the formula funding mechanism. The President emphasized how important it was for Nipissing to get as much of the 846-917 unfunded BIUs as possible and also maintain the special funding envelopes we currently receive from the government. Senator Mock gave an update about the strategic planning process. Four meetings have occurred to date, and 10 macro issues have been identified. A discussion paper will be produced at the end of April for discussion and debate throughout the Nipissing community. Copies of the minutes of each meeting are being shared with the NU community and background resource documents are available in the Library. Senator Mock commended Jack Jones for his role as facilitator of the task group meetings and his excellent design of the new website. Senators were also advised that nominations were being sought for four vacant positions on the Board of Governors.

Senator Hawkins informed Senate that the first in a series of research luncheon talks was held on February 12. Further research luncheons are planned so as to allow scholars to give presentations about their research; all interested members of the community are encouraged to attend. The Vice-President spoke about an effort led by Marc Renaud to transform SSHRC from a granting council into a knowledge council. A pamphlet of background information was available for senators at the meeting, but more detailed literature will be circulated at a later date. Two fundamental questions need reflecting upon: (i) have they got the diagnosis right, i.e., transforming SSHRC from a granting council to a knowledge council and (ii) is the current program working? Senator Hawkins offered congratulations, on behalf of Senate, to John Lundy for his recent appointment as Director of the School of Education at Laurentian University.

Senator Dean attended an NSERC meeting and announced that they would change the name to SERC, with a new mandate to deal with large science projects (over \$100 million).

Senator Wideman stated that the Dean of Education was in Calgary showcasing Nipissing's laptop program at the Canadian Association of Deans of Education Conference.

The new Nipissing University Student Union Executive was announced. It includes: President: Wilson Abreu; VP External: Simone Ince; VP Internal: Sharon McQueen; and VP Student Life: Tom Condotta. The new council takes effect May 1.

The Registrar distributed provincial data of secondary school applications and non-secondary school applications. Province-wide, applications are 6000 fewer than originally predicted by the Applications Centre.

Mr. Green announced that the Board of Governors had approved a site at the northeast corner for construction of another residence building. An "open house" meeting will occur on February 18 to hear concerns from the residents of Cedar Heights.

Senator Robinson announced some of the highlights of International Women's Week including a presentation entitled "Equality in the New Millennium" given by former Supreme Court Judge, the Honourable Claire L'Heureux-Dubé, on March 2 at 7 p.m. in the cafeteria. A celebration of art by women ("In Our Image: A Celebration of Women") will be featured in the WKP Kennedy Art Gallery at the Capitol Centre from February 21-March 5, concluding with a silent auction on Friday, March 5.

Executive Committee

MOTION #2: Moved by D. Mock, seconded by L. Frost that the Report of the Senate Executive Committee dated February 3, 2004 be received.
CARRIED

University Curriculum Committee

MOTION #3: Moved by R. Hawkins, seconded by L. Stamler that the Report of the University Curriculum Committee dated January 27, 2004 be received.
CARRIED

MOTION #4: Moved by R. Hawkins, seconded by R. Pyper that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect the addition of two new 3-credit courses – MUSC 2126 "*Aural Skills*" (Appendix A) and MUSC 2127 "*Fundamentals of Conducting*" (Appendix B) with the corresponding course descriptions.
CARRIED

- MOTION #5: Moved by R. Hawkins, seconded by L. Robinson that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect a course modification change for the prerequisite of GEND 2157 "*Gender and the Law II: Woman and Justice*" (pg 1) to GEND 2156 with the corresponding course description.
CARRIED
- MOTION #6: Moved by R. Hawkins, seconded by L. Janzen that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to add two new 3-credit courses GEND 2006 "*Gender and Education I*" and GEND 2007 "*Gender and Education II*" to the course offerings in the Gender Equality and Social Justice program. The corresponding course descriptions, as outlined on page 3 should also be added.
CARRIED
- MOTION #7: Moved by R. Hawkins, seconded by L. Robinson that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect the creation of a new minor "*Religions and Cultures*" in the Humanities and Cultural Studies Department (pgs 7 and 8) for the 2004/5 academic year and that the program of courses currently offered under the title of "*Religious Studies*" be amended to appear as "*Religions and Cultures*", that the course code RLST be replaced with the course code RLCT, that the previous RLST course be anti-requisites, and further, that HIST 2805 and PHIL 2705 be cross-listed with Religion and Cultures.
CARRIED
- MOTION #8: Moved by R. Hawkins, seconded by D. Franks that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect the modification to program requirements for the BA3 (ADMN) in the School of Business and Economics, namely: to replace the 6 credits of ADMN, ECON, MKTG or TMGT upper level with ADMN 1137 and ADMN 1607 (pg 10). The change in the core for the combined major is the same with these two courses added to the core and electives reduced from 18 to 12 credits.
CARRIED
- MOTION #9: Moved by R. Hawkins, seconded by C. Sarlo that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to change the course title and course description, and to remove the restriction for ADMN 4335 "*Research Project*" so that the course is available to any BBA student and further, that the course title be changed from "*Research Project*" to "*Honours Thesis*" (pg 11).
CARRIED

MOTION #10: Moved by R. Hawkins, seconded by C. Sarlo that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect the addition of ADMN 4336 "*Directed Studies*", in the School of Business and Economics and the course description as outlined on page 11.
CARRIED

MOTION #11: Moved by R. Hawkins, seconded by C. Sarlo that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect the course code modification in the School of Business and Economics from ADMN3856 "*Information Systems*" to TMGT 3856 "*Information Systems*" with the prerequisite change as outlined on page 12.
CARRIED

MOTION #12: Moved by R. Hawkins, seconded by D. Hemsworth that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to reflect the change TGMT 3126 "*E-commerce*" to a fourth year course, TMGT 4126 "*E-commerce*", in the School of Business and Economics and change the prerequisite as outlined on page 13.
CARRIED

MOTION #13: Moved by R. Hawkins, seconded by L. Stamler that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to update the calendar to note that the courses NURS 4007 "*Leadership and Management in Nursing*" and NURS 4017 "*Current Issues in Nursing*" be offered in regular format or compressed format as outlined on page 14.
CARRIED

MOTION #14: Moved by R. Hawkins, seconded by G. Pyle that the Senate document entitled "Senate Academic Regulations and Policies, September 2003" be amended to add two new 3-credit courses cross-coded in the Departments of Biology and Geography – BIOL 4336 and GEOG 4336 "*Biogeochemistry I*" and BIOL 4337 and GEOG 4337 "*Biogeochemistry II*". The course descriptions should also be added as outlined on pages 15 to 17.
CARRIED

Academic Planning Committee

Report Re: Concurrent Education Proposal – January 30, 2004

MOTION #15: Moved by R. Hawkins, seconded by L. Frost that the Report of the Academic Planning Committee dated January 30, 2004 be received.
CARRIED

MOTION #16: Moved by R. Hawkins, seconded by L. Frost that in accordance with the Nipissing University policy for New Program Implementation, Senate give Stage One 'Developmental Approval' (Approval in Principle) to a Concurrent Education Program with reference to the attached proposal.
CARRIED

Report Re: Nipissing/Canadore Post RN BScN Program Proposal – January 30, 2004

MOTION #17: Moved by R.Hawkins, seconded by L. Frost that the Report of the Academic Planning Committee dated January 30, 2004 be received.
CARRIED

MOTION #18: Moved by R. Hawkins, seconded by L. Stamler that in accordance with the Nipissing University Policy for New Program Implementation, Senate give Stage one 'Developmental Approval' (Approval in Principle) to a Nipissing/Canadore Post RN BScN Program Proposal as outlined in the attached proposal.
CARRIED

Report Re: Cumulative Average Implementation Task Force Report–January 30, 2004

MOTION #19: Moved by R. Hawkins, seconded by A. Dean that the Report of the Academic Planning Committee dated January 30, 2004 be received.
CARRIED

MOTION #20: Moved by R. Hawkins, seconded by L. Stamler that Senate approve the Cumulative Average Implementation Task Force Report attached, and that its recommendations be implemented.

MOTION #21: Moved by A. Dean, seconded by L. Janzen that Motion #20 be amended to include the following wording to point #14 of the report: "Note: upon completing fourth year, those students whose final overall averages are below 70% may graduate with a 4-year general degree or have the option of taking (or retaking) additional courses in order to qualify for the Honours degree.
CARRIED

MOTION #22: Moved by R. Hawkins, seconded by L. Stamler that Senate approve the Cumulative Average Implementation Task Force Report, as amended, attached, and that its recommendations be implemented commencing September 2004.
CARRIED

Appointments, Promotions and Tenure Committee

MOTION #23: Moved by M. Tuncali, seconded by L. Janzen that the Report of the APT Committee dated January 9, 2004 be received.
CARRIED

NOTICE OF MOTIONS:

Motion #1: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines, March 2001, PART B-II 3 and Appendix I" be replaced by the following Criteria for Promotion and Tenure:

(a) Assessment Criteria:

All applications for tenure and promotion will be evaluated on three criteria: teaching, scholarship and service. Part (b) outlines, in detail, the kinds of activities that would be included under the heading of scholarship. Normally, the minimum requirements to apply for promotion are a completed doctorate and three years in rank. The tenure applications are usually determined by the length of the probationary period.

The decision to grant tenure or promotion will be based on the candidate's overall performance in the areas of teaching, scholarship and service since the last change in status or rank.

- (i) For tenure, performance as a teacher and promise as a scholar are the most important criteria.
- (ii) For promotion, the quality and significance of scholarly output is of primary importance. As well, for any promotion, performance as a teacher must be at least "satisfactory."

Assistant Professor

The qualifications for promotion to Assistant Professor shall normally be possession of an earned doctorate. According to whether all degree requirements are successfully completed before or after 31 December, such promotion shall become effective the previous 1 July or the following 1 July.

Associate Professor

For promotion to Associate, there should be a demonstration of active scholarship in one's discipline.

However, notwithstanding the importance of scholarship in assessing promotion applications to Associate Professor, it is the case that outstanding performance in teaching and service (including service in return for remuneration) can compensate for more moderate volume in the area of scholarship.

Full Professor

For promotion to Full Professor, the scholarship should be of significance and of national or international importance.

However, notwithstanding the importance of scholarship in assessing promotion applications to Full Professor, it is the case that sustained excellence in teaching and/or academic service (including service in return for remuneration), together with a satisfactory record of scholarly work, shall make a member eligible for promotion to Full Professor.

The qualifications for promotion to the rank of Full Professor must include continuing performance consistent with the rank of Associate Professor and a contribution to academic life significantly above the standard required for promotion to Associate Professor.

Assessment of Scholarship:

The following will be considered when a member's research or creative activity or scholarship is being assessed:

- (i) designing, developing, conducting and participating in research or creative activity;
- (ii) applications for and success in attracting funds in support of research or creative activity;
- (iii) dissemination of the results of research or creative activity to peers through means such as
 - a. presentations at scholarly or professional conferences, seminars, workshops, etc.;
 - b. publication in conference proceedings;
 - c. publication in refereed journals;
 - d. publication of books, texts, monographs, and book chapters;
 - e. invited lectures at other universities or institutes;
 - f. circulation of working and discussion papers to colleagues in universities, institutes, etc.;
 - g. artistic exhibitions and performances, and readings of literary work;
 - h. publications of literary work and musical compositions;
 - i. regular consultation with established researchers, public policy makers or other authorities, and
 - j. publication of electronic documents and multi-media productions;
- (iv) dissemination of the results of research or creative activity to other audiences through
 - a. presentations at seminars, clinics, workshops;
 - b. government reports and briefs;
 - c. reports to clients;
 - d. published or shared computer software and software documentation;
 - e. artistic exhibitions and performances, and readings of literary work;
 - f. publication of literary works and musical compositions, and
 - g. publication of electronic and multi-media productions.
- (v) work not mentioned above such as annotated bibliographies, concordances, case studies, course/lab manuals, registries, data banks, or contributions to collections of existing knowledge;
- (vi) awards or other recognition for research or creative activity, e.g., research awards, invited membership in scholarly or professional associations; and

(vii) evaluating the work of other academics and professionals by, for example, serving on grant selection committees, editing journals, reviewing articles for publication, reviewing grant applications, serving as examiners or on juries adjudicating artistic works.

(viii) It is not the intention that the above items must be given equal weight or that other evidence be excluded.

Motion #2: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines March 2001, PART B-II 4 (a) iii" be replaced by

the candidate furnish a list of five referees in her/his discipline, from outside the University, two of whom will be invited to provide a written evaluation of the candidate's performance as a scholar (see 2(b)), including an assessment of the candidate's general standing in her/his discipline, and

Current version B-II 4 (a) (iii)

the candidate furnish a list of at least three referees in her/his discipline (at least five in the case of an application for promotion to the rank of Professor), from outside the University, who may be contacted for a written evaluation of her/his performance as a scholar (see 2(b)), including an assessment of the candidate's general standing in her/his discipline, and

Motion #3: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines, March 2001, PART B-II 4 (f)" be replaced by

Within ten days of receiving the candidate's referee list (see B-II 4 (a) iii), the Chair of the Assessment Subcommittee shall contact the individuals named on that list in the order of the candidate's preference until two of those individuals have agreed to act as referees. If two people cannot be found to act as referees, the Chair will ask the candidate to provide a further list of up to five names and the process will continue until two external referees have been identified.

Current Version of B-II 4 (f)

Upon receiving the list of outside referees furnished by the candidate (see 3(d)), the Chair of the Assessment Subcommittee shall be responsible for writing, within ten days of receiving the candidate's documentation, to all referees on the list. These letters shall solicit written evaluations of the candidate's performance as a scholar, including an assessment of the candidate's general standing in her/his discipline. To aid each referee in this evaluation, the Chair shall enclose a copy of the candidate's Curriculum Vitae and copies of, or references for, appropriate materials submitted by the candidate in 3(e). (See Appendix 5 for a suggested format for the Chair's letter to outside referees.)

Motion #4: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines, March 2001, PART B-II 4 (g)" be replaced by

Within ten days of receiving the candidate's referee list (see B-II 4 (a) iii), the Subcommittee shall choose one outside referee in addition to the two selected from the list furnished by the candidate. The name of this third referee shall be given to the candidate prior to this external referee being contacted. In the case of tenure, the committee has the discretion to pick the third referee from the names on the candidate's list.

Current Version of B-II 4 (g)

*In the case of an application for **promotion**, the Subcommittee shall choose **at least one** outside referee **in addition to** those furnished by the candidate, and the Chair shall solicit, within **ten** days of receiving the candidate's documentation, a similar written evaluation of the candidate's performance as a scholar from each such additional referee. For **reappointment** applications, the selection of additional referees shall be at the discretion of the Subcommittee. Furthermore:*

*(i) the number of such additional referees shall not exceed the number furnished by the candidate in 3(d), **and***

(ii) the names of all such additional referees shall be given to the candidate prior to the assessment of her/his application.

Motion #5: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines, March 2001, PART B-II 4 (h)" be replaced by

Within ten days of the three external referees agreeing to serve, the Chair of the Assessment Subcommittee shall formally write to the referees in order to solicit written evaluations of the candidate's performance as a scholar, including an assessment of the candidate's general standing in her/his discipline. To aid each referee in this evaluation, the Chair shall enclose a copy of the candidate's *Curriculum Vitae* and copies of, or references for, appropriate materials submitted by the candidate in 3 (e). (See Appendix 5 for a suggested format for the Chair's letter to outside referees.)

Current Version of B-II 4(h)

Three written evaluations of the candidate's scholarship from referees furnished by the candidate (**five** for applications for promotion to Professor) shall be required before the Subcommittee assessment of the candidate may take place. Furthermore, the Chair shall endeavor to ensure that other available written evaluations of scholarship solicited in 3(f) or 3(g) are received in time for consideration by the Subcommittee.

Motion #6: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines, March 2001, PART B-II 4 (i)" be replaced by

In exceptional circumstances, where one or more of the three referees fails to produce an evaluation or where that evaluation(s) prove unsatisfactory, the Assessment Subcommittee may seek a similar number of additional external referees, after giving the name(s) of this/these further referee(s) to the candidate prior to the referee(s) being contacted.

Current Version of B-II 4 (i)

In addition to the referees contacted in 3(f) or 3(g), and at the discretion of the Subcommittee, the Chair may also write to other outside referees suggested by the candidate in 3(e), to ensure as broad a sample of outside information as possible.

Motion #7: That the Senate document entitled "Appointments, Promotions and Tenure Guidelines, March 2001, PART C-I (13)" be replaced by

The Committee's decision shall be communicated to the candidate by the President at the latest by March 1st of the calendar year following the year in which the application was received.

Current version of Part C-I (13)

The Committee's decision shall be communicated to the candidate by the President.

APT Report – January 28, 2004

MOTION #24: Moved by M. Tuncali, seconded by L. Frost that the Report of the Appointments, Promotions and Tenure Committee dated January 28, 2004 be received.
CARRIED

By-laws and Striking Committee

MOTION #25: Moved by R. Hawkins, seconded by A. Graff that the Report of the By-laws and Striking Committee dated January 26, 2004 be received.
CARRIED

MOTION #26: Moved by R. Hawkins, seconded by L. Frost that the composition of the Nipissing University Senate be amended to add one voting member representing the Nipissing University Alumni Association Board of Directors.
CARRIED

Admissions, Promotions and Petitions Committee

MOTION #27: Moved by R. Bergquist, seconded by D. Lawrence that the Report of the Admissions, Promotions and Petitions Committee dated January 14, 2004 be received.
CARRIED

MOTION #28: Moved by R. Bergquist, seconded by D. Lawrence that the students listed on Appendix A, who have completed all requirements of their respective degrees, be admitted to their degrees in-course and that diplomas for the degrees be awarded.
CARRIED

REPORTS OF REPRESENTATIVES ON OTHER BODIES

Darcy McMeekin announced that a new mission statement for the Alumni Association was in progress.

Senator Topps reported on the highlights of the February 12th Board meeting. Presentations were given by Jack Jones on the strategic planning website and by Robert Hawkins on SSHRC. Approval was given for the conversion of eight limited term positions and the creation of eight new tenure track positions. Approval was granted to a tender submitted by Venasse Construction for an expansion above the Library to accommodate new faculty offices. The Board also agreed to move forward with a new residence site and approved the final draft of the non-smoking policy.

ELECTIONS

MOTION #29: Moved by J. Lundy, seconded by A. Dean that Senate hold an election to replace Ron Weeks and Paul Kelly as members of the Arts and Science APT Assessment Subcommittee.

CARRIED

Michelann Parr nominated L. Frost

No nominations were put forward for an Arts and Science representative. The Senate Executive Committee will take this issue under advisement.

MOTION #30: Moved by W. Richardson, seconded by O. Ridler that nominations cease.
CARRIED

Acclaimed: L. Frost (will replace Senator Ron Weeks)

MOTION #32: Moved by O. Ridler, seconded by W. Borody that Senate do now adjourn: 4:25 p.m.

CARRIED

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D. Mock, Interim President

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J. Lundy, Secretary