Friday, December 14, 2018

2:30 p.m. – F210

1. APPROVAL OF THE AGENDA

2. ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: November 9, 2018

3. BUSINESS ARISING FROM THE MINUTES

4. READING and DISPOSING of COMMUNICATIONS

5. REPORTS FROM OTHER BODIES

    A.   (1)   President
          (2)   Provost and Vice-President Academic and Research
          (3)   Vice-President Finance and Administration
          (4)   Board of Governors
          (5)   Alumni Advisory Board
          (6)   Council of Ontario Universities (Academic Colleague)

> MOTION 1: That Senate endorse the Free Speech Policy as drafted and recommended by the Joint Committee of the Board and Senate on Governance dated December 3, 2018.

> MOTION 2: That Senate adopt the Statement on the Importance of Collegial Governance at Nipissing University dated December 3, 2018.

          (7)   Joint Board/Senate Committee on Governance
          (8)   NUSU
          (9)   Indigenization Steering Committee
       (10)   Others

    B.   Reports from Senate members

6. QUESTION PERIOD

7. REPORTS of STANDING COMMITTEES and FACULTY or UNIVERSITY COUNCILS

SENATE EXECUTIVE COMMITTEE

MOTION 1: That the Report of the Senate Executive Committee dated December 6, 2018 be received.

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

MOTION 1: That the Report of the Academic Quality Assurance and Planning Committee dated November 23, 2018 be received.

UNDERGRADUATE STUDIES COMMITTEE

MOTION 1:   That the Report of the Undergraduate Studies Committee, dated October 30, 2018 be received.

FACULTY OF ARTS AND SCIENCE

Aboriginal Advantage Program

MOTION 2:   That Senate approve that the name of the Aboriginal Advantage Program to be changed to Indigenous Foundations Program.

History

MOTION 3:   That Senate approve the creation of HIST 2206 W-A-R (Whiskey Alpha Romeo): An Introduction to War in the Modern Age as outlined in the attached template.

MOTION 4:   That Senate approve the creation of HIST 3007 History Travel Course as outlined in the attached template.

MOTION 5:   That Senate approve the creation of HIST 3565 Justice or Vengeance? Mass atrocity, war crimes, and perpetrator trials in historical perspective as outlined in the attached template.

MOTION 6:   That Senate approve the creation of HIST 3806 Experiential Learning Course as outlined in the attached template.

MOTION 7:   That Senate approve the revision of the course name and course description from HIST 1206: An Introduction to Genocide to HIST 1206: "Blood and Soil": An Introduction to the History of Genocide as outlined in the attached template.

MOTION 8:   That Senate approve the revision of the course name and course description from HIST 3626 Interwar Europe: Fascism and the Radical Right, 1918-1945 to HIST 3626 Swastikas, Swords, and Symbols: The Fascist Phenomenon in Historical Perspective as outlined in the attached template.

MOTION 9:   That Senate approve the unbanking of HIST 4325: Oral History along with minor modifications to the course description and prerequisite as outlined in the attached template.

MOTION 10:   That Senate approve changing the title of HIST 3355: History of Women in Canada to HIST 3355: Topics in the History of Women and Gender in Canada, with accompanying changes to the course description as outlined in the attached template.

MOTION 11:   That Senate approve a minor in the Study of State Violence (War, Atrocity, and Genocide – WAG) as outlined in the attached template.

MOTION 12:   That Senate approve the creation of a Certificate in the Study of State Violence (War, Atrocity, and Genocide) as outlined in the attached template.

Psychology

MOTION 13:   That Senate approve the addition of the following to the course description of

PSYC 2715: "May be credited towards a Science course" as outlined in the attached template.

POLICIES

MOTION 14:   That Senate approve the revisions to the Transfer Credit Policies.

MOTION 15:   That Senate approve the modification of the admission requirements for the BSc in Psychology.

MOTION 16:   That Senate approve that the transfer credit policy for Mental Health and Addiction Worker diploma graduates into the Bachelor of Social Work (BSW).

8.   OTHER BUSINESS

9.   AMENDMENT of BY-LAWS

MOTION 1:   That the Senate By-Laws document, dated August 2018, be amended as attached.

10.   ELECTIONS

- Elect three (3) tenured faculty members, from the Faculty of Arts and Science, to be elected by Senate for the Committee for the Search/Appointment/Reappointment of the Dean of Arts and Science.

- Elect one (1) faculty member, from a Faculty other than the Faculty of Arts and Science, to be elected by Senate for the Committee for the Search/Appointment/Reappointment of the Dean of Arts and Science.

- Elect one (1) Senator, external to the School of Social Work, to be elected by Senate for the Director review process for the School of Social Work.

- Elect one (1) faculty member, for the Research Council, who represents the SSHRC discipline for a two (2) year term (replacement required as the faculty member elected at the November 9, 2018 Senate meeting rescinded their nomination).

- Elect one (1) faculty member, for the Research Council, for a two (2) year term.

11.   NEW BUSINESS

- Notice of Motion that the Strategic Research Plan (DRAFT 30 November, 2018) be received.

12.   ANNOUNCEMENTS

13.   ADJOURNMENT:

Nipissing University

Minutes of the Academic Senate Meeting

November 9, 2018

2:30 p.m. – Room F210

<u>MEMBERS PRESENT:</u>	M. DeGagné (Chair), A. Vainio-Mattila, J. McAuliffe, J. Nadeau, P. Radia, C. Richardson, D. Iafrate
	L. Chen, D. Lafrance Horning, M. Sullivan
	A. Burk, N. Colborne, S. Connor, R. Gendron, A. Hatef, B. Kelly, L. Kruk, E. Mattson, G. McCann, S. Renshaw, K. Srigley, D. Tabachnick, H. Teixeira, T. Vassilev, H. Zhu
	J. Allison, B. Hatt, D. Hay, T. Horton, C. Peltier, G. Raymer, C. Ricci, A. Schinkel-Ivy, G. Sharpe
	J. Nighbor
	D. Goulard, H. Mackie, K. Kearney
<u>ABSENT WITH REGRETS:</u>	C. Sutton, N. Black
	M. Litalien, L. Manankil-Rankin, K. McCullough, P. Millar, P. Ravi
	E. Dokis, S. Srigley
	C. Hachkowski, D. Jarvis
	O. Pokorny
	L. Lambert
	T. Curry, B. Ray
	A. Wood, X. Winter, N. MacKenzie

<u>APPROVAL OF THE AGENDA OF THE SENATE MEETING OF:</u> November 9, 2018

MOTION 1:   Moved by K. Srigley, seconded by A. Burk that the agenda of the Senate meeting of November 9, 2018 be approved.
CARRIED

The Speaker requested that the amended Territorial Acknowledgement listed below, as approved by NUICE and listed under New Business, be moved to the start of the Agenda.

TERRITORIAL ACKNOWLEDGEMENT for NIPISSING UNIVERSITY SENATE
As we begin this Nipissing University Senate meeting, I would like to acknowledge that we are in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishnabek. We respect and are grateful to hold this event on these lands with all our relatives.
Accepted and approved by NUACE (now, NUICE) 30 October 2018.

This important acknowledgement shall be read out prior to the start of Senate meetings and is encouraged to be adopted for use by other departments. The Senate Secretary will forward the acknowledgement to the Board Secretary and NUSU.

ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: October 19, 2018

MOTION 2:   Moved by A. Burk, seconded by S. Renshaw that the minutes of the Senate meeting of October 19, 2018 be adopted with revisions.
CARRIED

READING AND DISPOSING OF COMMUNICATIONS

The Ministry of Training, Colleges and Universities (MTCU) requires every publicly-assisted college and university to develop and publicly post its own free speech policy by January 1, 2019. The policy must meet a minimum standard specified by the government. The Joint Committee on Governance was asked to form this policy for review prior to January 1, 2019. As the Joint Committee on Governance did not have quorum at its last meeting, a draft policy was sent out electronically and approved but no motion was passed. A request was made for guidance from Senate on how to proceed.

The Chair advised that the issue of Freedom of Expression was entrusted to the Board and Senate. As no official motion was received from the Joint Committee on Governance to authorize approval, it was suggested that further work take place through the Joint Committee so that the policy can be circulated through the Board and Senate. Although there is a time constraint, there is still the opportunity to discuss whether to adopt a generic statement that other universities have adopted and then replace it with a unique NU policy, or to continue on with the work that has been done. It was advised that the Joint Committee has a meeting scheduled on December 4. The Speaker suggested that the Joint Committee move forward with the policy, and if necessary to meet the deadline, a generic statement could be adopted and replaced with a NU policy at a later date.

On behalf of Senate, Senator McCann wished to publicly and explicitly thank the support and administrative staff for making the student experience at Nipissing one that is recognized nationally and allows students to feel at home and welcome. Nipissing University was once again recognized as # 1 in the annual Maclean's University rankings for our high level of student satisfaction and leadership in the areas of student services, residence living, mental health services, and the promotion Indigenous visibility.

REPORTS FROM OTHER BODIES

The President began his report by congratulating NUSU on the new Student Centre groundbreaking ceremony. This marks the beginning of an 85-week schedule. The new Student Centre, which has been financed with student money, is expected to open in 2020. The President was pleased to attend the recent Scholar Practitioner Program (SPP) graduation ceremony hosted by the Michener Institute in Toronto.

The President also recently attended the Alumni Board Retreat and General meeting, as well as Anishnabek Treaty Week events. He congratulated and thanked the recipients that received awards for 5, 10, 15, 20, 25, 30 & 45 years of service at the recent Annual Staff Awards Ceremony.

The Provost advised that she had recently attended the annual National Vice-Presidents Academic Council (NATVAC) meeting in Montreal. One of the topics of discussion was freedom of speech. It was noted that many universities refer to freedom of expression which is especially important to universities with Fine Arts programs. Also of interest was a speech given by a Rector from the Netherlands on why universities should change. Discussion also included local trends, competition for talent, personalized education, the unbundling of the degree, and social impact. She advised that the architect has provided information on the maximum occupancy of our labs. Conversations will be held with faculty, Chairs and Deans to discuss the optimal load. The Provost advised that on January 11, 2019, Academica will be on campus and a Town Hall meeting will be held. Academica is preparing surveys which will assist with recruitment efforts.

The Alumni Advisory Board President, Jade Nighbor, reminded that there is still time to recognize your friends and colleagues as the Alumni Award nominations are still open. She thanked those who have submitted nominations so far and advised that assistance in completing nomination forms is available at alumni@nipissingu.ca. The Board Retreat was successful and she thanked everyone for taking part and providing much needed information. The Retreat brought forth new ideas for next year's Homecoming and suggestions on how to reach out to the alumni body in a more efficient manner. Members also discussed several ideas for major gifts and events that the alumni team can facilitate in order to engage alumni and support students. These ideas are being assessed for feasibility, value, and lasting impact upon past and future graduates. Items will be put to a vote in 2019 with the goal of supporting as many sustainable initiatives as possible. The next Alumni Board meeting will be held in January.

The NUSU Board of Directors thanked the President for attending the Board of Directors training session and for providing valuable information, guidance, and experience to the Directors-at-Large and the Executive Committee. NUSU recently held their Annual General Meeting and are actively updating their policies and structures and will update the Board and Senate on the changes. Thank you to all that attended the New Student Centre Groundbreaking Ceremony held earlier today. The Good Neighbour meetings have continued in the hopes that students are positively impacting the North Bay area. Great feedback has been received about the students and clubs giving back to the community through fundraising, clean ups and activities. The Break the Ice on Mental Health event will be held on November 23 at Memorial Gardens. This event is held in conjunction with the Lakers Athletics, NU Listens, the CMHA, and Sport Marketing to bring awareness to mental health while also displaying our talented hockey teams. NUSU representatives will represent Nipissing University by laying wreaths at the Remembrance Day ceremony at Memorial Gardens. In collaboration with the Nipissing Lakers Athletics, NUSU will participate again this year in the Movember campaign. Each week a different aspect of the Movember campaign will be presented, including: suicide prevention, testicular cancer, mental health and prostate cancer.

The Indigenization Steering Committee met for their first meeting of this academic year on October 25. At this meeting, a new, proposed structure was presented which involves smaller working groups based on the following five overall goals of Indigenization: 1) Student Success for Indigenous Learners; 2) Teaching and Learning; 3) Community Engagement; 4) Human Resources, and 5) Governance, Vision Statements and Strategic Plans. This proposal will be brought to the full Committee for approval.

QUESTION PERIOD

Regarding the Admission Policy for proof of proficiency in English for Undergraduate, Graduate and Education, a question was raised as to why NU TOEFL scores are still high, especially at the Graduate level. The Registrar advised that the scores at all Ontario universities were reviewed and because we don't currently provide the supports that other universities provide for international students, it was decided that the mode score be used instead of the median or mean score. This score is in-line with other Ontario universities. In response to a question raised as to whether there is a plan in place to figure out what supports are required, the Provost advised that discussions have been held with the Office of the Registrar and plans have been submitted to Academic Planning. Measured steps have been taken in international recruitment and partnerships are being established with agencies that recruit for other universities. The Provost will be travelling to India in January. Once we have a clearer idea of the numbers, we will figure out the investment that will be required to build the services that will allow us to put language support structures in place. It was also noted that supports that apply to international students also apply to Aboriginal students, as English is also their second language.

The Faculty Senate representative on the Board of Governors advised that a new policy on the hiring of senior academic administrators was passed at the November 8, 2018, Board of Governors' meeting. The President responded by clarifying that revisions were made to the existing Board policy and the changes were properly vetted by the Board. As we have both Board and Senate policies, it is necessary to ensure that they don't conflict. When a policy changes, communication between the Board and Senate is important for harmonization purposes. Concerns were expressed that recommendations 3.3, 3.4 and 3.5 of the Report of the Special Governance Commission (SGC) were not followed. A request was made that Senators review these recommendations. A request was also made to record in the Minutes, some Senators discontent that recommendations 3.3, 3.4 & 3.5 were not acknowledged to the Board. The President advised that the Board is well aware of the recommendations. Concerns were expressed that notification of the November 8, 2018 Board of Governors meeting and the change of location were not announced to the NU community as normal due to the hiatus of the NU News. The President advised that notice of the Board meeting and the change of location was provided to Board members in a timely way according to Board policy.

In response to a question asked whether an external advertising campaign is being seriously looked at, the Provost advised that all aspects of recruitment are being considered. The new Director of External Relations and the Registrar will also be involved in the Strategic Plan framework.

REPORTS OF STANDING COMMITTEES AND FACULTY OR UNIVERSITY COUNCILS

SENATE EXECUTIVE COMMITTEE

MOTION 3:   Moved by M. DeGagné, seconded by G. McCann that Senate receive the Report of the Senate Executive Committee dated November 1, 2018.
CARRIED

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

MOTION 4:   Moved by A. Vainio-Mattila, seconded by K. Srigley that the Report of the Academic Quality Assurance and Planning Committee dated October 26, 2018, be received.
CARRIED

GRADUATE STUDIES COMMITTEE

MOTION 5:   Moved by J. McAuliffe, seconded by C. Richardson that the report of the Graduate Studies Committee dated October 16, 2018 be received.
CARRIED

MOTION 6:   Moved by J. McAuliffe, seconded by D. Goulard that Senate approves that the average for MSc Kinesiology be lowered to the equivalent of a B, or 70%, in line with the normal minimum admission average for Graduate Studies at Nipissing University.
CARRIED

MOTION 7:   Moved by J. McAuliffe, seconded by C. Richardson that Senate approves the amended motion that KINE 5006: Research Methods in Kinesiology is removed as a prerequisite for KINE 5007: Statistics in Kinesiology.
That KINE 5006: Research Methods in Kinesiology is removed as a prerequisite for 5453: Research Thesis
That KINE 5007: Statistics in Kinesiology is removed as a prerequisite for 5453: Research Thesis
That KINE 5206: Integrative Seminar in Kinesiology is removed as a prerequisite for KINE 5453: Research Thesis.
CARRIED

AMENDMENT OF BY-LAWS

MOTION 8:   Moved by N. Colborne, seconded by H. Mackie that Senate approve that Article 9.3.1 be amended as outlined below:

        Article 9.3.1

9.3.1   Undergraduate Standing & Petitions Subcommittee (S&P)

    (a)   *Ex Officio* Members:
        (i)   the Registrar, or designate (Chair); and
        (ii)   one (1) Academic Dean, or designate.
    (b)   Members Elected by Faculty Council:
        (i)   one (1) faculty Senator or non-Senator from each Faculty. One of whom shall be elected by the Committee to serve as Vice-Chair to work collaboratively with the Chair to review all petitions and determine appropriate action; and
        (ii)   one (1) student representative from each Faculty.
    (c)   Terms of Reference:
        (i)   to periodically review the University's policies and criteria with respect to defining and assessing undergraduate academic standing, and make recommendations to the Undergraduate Studies Committee as necessary and appropriate, for conveyance to Senate;
        (ii)   to consider and rule on petitions by undergraduate students for exceptions to University academic regulations*;
        (iii)   where appropriate the Chair and Vice-Chair will exercise S &P's authority to act on their behalf, with the understanding that all such actions will be reported at the following S & P Subcommittee meeting;

(iv)   where it appears that undergraduate degree or program requirements or other academic regulations are giving rise to otherwise avoidable student petitions, to draw this to the attention of the Undergraduate Studies Committee or other individuals for further consideration and possible action;

(v)   to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and

(vi)   to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

   *decisions in (ii) are final and may not be appealed

CARRIED

- Notice of Motion that the Senate By-Laws document, dated August 2018, be amended as attached. *(changes in bold and strike through)*

ELECTIONS

The members required for the Research Council as per the Senate By-laws and considering outgoing membership from last year:

- Elect one (1) faculty member who represents the NSERC discipline for a two (2) year term
    H. Zhu - ACCLAIMED
- Elect one (1) faculty member who represents the SSHRC discipline for a two (2) year term
    R. Vernescu - ACCLAIMED
- Elect one (1) APS faculty member for a two (2) year term
    J. Muterera - ACCLAIMED

NEW BUSINESS

MOTION 9:   Moved by D. Iafrate, seconded by G. McCann that Senate approve the recommendation from the Office of the Registrar to revise the Admission policy for Proof of Proficiency in English for Undergraduate, Graduate and Education as outlined below:

UNDERGRADUATE
Current requirements:
TOEFL iBT– overall score of 86, with a minimum of 20 in each section, writing, listening, speaking and reading.
IELTS – overall score of 6.5, with a minimum score of 6.0 in reading, listening, writing and speaking
PTE – overall score of 55, with a minimum score of 55 writing, no minimum in reading, listening or speaking
Proposed requirements:
TOEFL iBT – overall score of 83, with a minimum score of 20 in Reading, Listening and Writing, and a minimum score of 22 in Speaking
IELTS – overall score of 6.5 with a minimum of 6.5 in reading, listening, speaking and writing.
PTE (Pearson Test of English) – overall score of 58 with 56 in each section speaking, writing, reading and listening.

GRADUATE
Current requirements:

TOEFL iBT – overall score of 100, with a minimum of 27 in writing and speaking. No minimum requirement in listening or reading.
IELTS – overall score of 7, with a minimum score of 6.5 in reading and listening and a minimum score of 7 in writing and speaking
PTE – overall score of 67, with a minimum score of 60 in reading, writing, listening and speaking
Proposed requirements:
TOEFL iBT – overall score of 93, with a minimum score of 20 in reading and listening and a minimum score of 22 in speaking and writing
IELTS – an overall score of 6.5, with a minimum of 6.5 in reading, listening and speaking and a minimum score of 6 in writing
PTE – an overall score of 63 with a minimum score of 60 in each section

EDUCATION
Current requirements:
TOEFL iBT – overall score of 100, with a minimum score of 27 in writing and speaking. No minimum requirement in listening or reading.
IELTS – overall score of 7, with a minimum score of 6.5 in reading and listening and a minimum score of 7 in writing and speaking.
PTE – overall score of 67, with a minimum score of 60 in reading, writing, listening and speaking.

Proposed requirements:
TOEFL iBT – overall score of 93, with a minimum score of 20 in reading and listening and a minimum score of 22 in speaking and writing
IELTS – an overall score of 6.5, with a minimum of 6.5 in reading, listening and speaking and a minimum score of 6 in writing
PTE – an overall score of 63 with a minimum score of 60 in each section
CARRIED

ANNOUNCEMENTS

The Speaker reminded that the next Senate meeting is scheduled for Friday, December 14, 2018. As quorum for the December meeting has been a problem in the past, please endeavor to attend.

ADJOURNMENT

Senate was adjourned at 3:50 p.m.

……………………………………..   ………………………………………….
M. DeGagné (Chair)   S. Landriault (Senate Secretary)

REPORT OF THE SENATE EXECUTIVE COMMITTEE

December 6, 2018

There was a meeting of the Senate Executive on December 6, 2018.

The following members participated:
M. DeGagné (Chair), A. Vainio-Mattila, J. Nadeau. P. Radia, B. Hatt, N. Colborne, D. Goulard, S. Landriault (Recording Secretary, n-v)

Regrets: J. McAuliffe, C. Richardson, J. Allison, E. Dokis, P. Millar

The purpose of the meeting was to set the agenda for the December 14, 2018 Senate meeting.

At the December 3, 2018 meeting of the Joint Committee of the Board and Senate on Governance, Motions were approved to endorse the Free Speech Policy and adopt the Statement on the Importance of Collegial Governance at Nipissing University. These Motions will be included in the Senate Agenda.

The Report of the Academic Quality Assurance and Planning Committee dated November 23, 2018 was provided to the Senate Executive for inclusion in the Senate Agenda.

The Report of the Undergraduate Studies Committee dated October 30, 2018 was provided to the Senate Executive for inclusion in the Senate Agenda.

The Report of the By-Laws and Elections Subcommittee dated November 20, 2018 was provided to the Senate Executive for inclusion in the Senate Agenda.

MOTION 1:   Moved by M. DeGagné, seconded by P. Radia that the Senate Executive approves the December 14, 2018 Senate Agenda.
CARRIED

Respectfully submitted,

M. DeGagné
Chair
Senate Executive Committee

MOTION 1:   That Senate receive the Report of the Senate Executive dated December 6, 2018.

<u>Free Speech Policy</u>

(as approved/recommended by the Joint Committee of the Board and Senate on Governance on December 3, 2018)

According to the Nipissing University Act, "The objects of the University are the pursuit of learning through scholarship, teaching and research within a spirit of free enquiry and expression."

Consequently, Nipissing University defines the articulation and discussion of ideas and opinions that are directed toward the achievement of these objects as freedom of speech. Students, faculty, administrators, staff and guests are encouraged to identify, challenge and criticize barriers or obstacles to these objects.

Relatedly, Nipissing University strives to create a teaching and research environment that is inclusive, diverse, welcoming and safe within this spirit of free enquiry and expression. While students and/or other individuals may encounter ideas or opinions that they disagree with or even find offensive at times, these ideas and opinions need still be offered to advance the objects of the institution.

This policy is not meant to contravene existing policies such as the Code of Student Rights and Responsibilities, the Policy on Political Activities and Events, the Respectful Workplace & Harassment Prevention Policy, or relevant legislation such as the Ontario Human Rights Code.

For more information about our complaints process in relation to this policy, please contact Student Development and Services, the office of the relevant Dean and/or the Human Resources Office.

<u>Statement on the Importance of Collegial Governance at Nipissing University</u>

Collegiality is essential to the structure and practice of university governance. Given the diversity of its constituent groups and its mission of advancing truth and knowledge, the university is best served by the open expression of ideas and opinions; encouraging thoughtful dissenting views. Successful collegial governance depends on all participants acting in good faith and having access to relevant information to offer sound opinions. In the same spirit, decision-making must strive for inclusiveness, equality, transparency, and broad participation.

Recognizing the obligations, responsibilities and jurisdictions of the Senate and the Board of Governors, collegial governance requires interdependence, mutual respect and good relationships.

The shared governance of the University - including the Board's responsible fiscal management and the Senate's oversight of academic integrity - best supports the academic mission of the University when the principles of collegiality are respected and upheld.

All of us must do our part to uphold the ideals of academic freedom and democratic practice inherent in our system of collegial governance.

Report of the

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

Friday, November 23, 2018

The third meeting of the Academic Quality Assurance and Planning Committee was held on Friday, November 23, 2018. The following members were in attendance:

COMMITTEE MEMBERS:

Arja Vainio-Mattila	Stephen Tedesco	Ben Kelly
Jim McAuliffe	Judy Smith	Reehan Mirza
John Nadeau	Dan Jarvis	Katrina Srigley
Debra Iafrate	Kristina Karvinen	

Regrets: Carole Richardson, Pavlina Radia, Nancy Black, Prasad Ravi, Steven Cairns, John Vitale, Daniel Goulard, Hannah Mackie, Keenen Kearney

Recording Secretary: S. Landriault

The Provost thanked the Director of Institutional Research and Planning for creating and providing the Self-Study Quality Assurance Framework Compliance Checklist. The Self-Study Checklist will be used to ensure that the QA guidelines are being met.

The new course proposal template will be provided for discussion at the December AQAPC meeting.

Self-study reviews provided by AQAPC members for the Education (BEd & Graduate), Criminology and Criminal Justice, Fine Arts and Sociology programs were discussed. The completed Self-Study Quality Assurance Framework Compliance Checklists will be provided to the unit by the Provost's Office for consideration. If the unit chooses not to take into consideration comments included in the Checklists, the unit will be asked to provide a rationale.

Referencing the considerable size of several of the self-study documents, AQAPC members agreed that it would be beneficial to have the self-study documents assembled by Adobe specialists in the FASS office. This would enable the documents to have consistent formatting and be more user-friendly with the ability to bookmark to quickly navigate the information.

The Provost advised that there are three program reviews left to schedule. These reviews will be scheduled as soon as the self-studies are submitted.

The Business program revisions, including letters of intent and background information, were circulated electronically. The Provost acknowledged the immense amount of hard work involved in the re-examination of the School of Business this past year. The interim Associate Dean of Applied and Professional Studies provided background advising that the purpose of the study was to gain insight from stakeholders to understand current perceptions and to identify themes to address during the program revision process. Input was provided from high school students, current students, alumni, faculty and employer organizations which resulted in several key recommendation for consideration. Brainstorming sessions were held with faculty that generated many new ideas to attract students, including; bundling of course offerings, new knowledge areas, experiential learning, co-op, block delivery, an alternative pathway for Indigenous students, an avenue for the NU promise and a two-year program for international

students. Many creative ideas were included in the proposal. The next step will be to submit the letter of intent. The Provost will meet with the interim Associate Dean and the Associate Registrar of Curriculum & Advising to discuss the degree architecture. The recording secretary will forward the documents pertaining to the program revisions to the AQAPC members and the full proposal will be discussed at the December 20, 2018 AQAPC meeting.

Respectfully submitted,

Arja Vainio-Mattila, PhD
Chair, Planning and Priorities Committee

Motion 1:   That the Report of the Academic Quality Assurance and Planning Committee dated November 23, 2018, be received.

Report of the
Undergraduate Studies Committee

October 30, 2018

The meeting of the **Undergraduate Studies Committee** was held on Tuesday, October 30, 2018, at 10:00 am in F214. The following members attended:

John Nadeau (Vice Chair)	Pavlina Radia	Debra Iafrate
Lanyan Chen	Ali Hatef	Dana Murphy
Laurie Peachey	Astrid Steele	Hannah Mackie

Jane Hughes, Recording Secretary

Absent with Regrets: Arja Vainio-Mattila, Carole Richardson, Chris Hachkowski, Keenan Kearney

Guests: Steven Arnocky, Heather Brown, Jamie Murton, Crystal Pigeau

Subcommittee Reports:
The Reports of the Undergraduate Standing and Petitions Subcommittee dated August 22, 2018 and September 19, 2018, 2018 was received.

The Undergraduate Studies Committee received and discussed changes from the Faculty of Arts and Science and Policies. The outcomes of those discussions are reflected in the recommendations to Senate contained in the motions below. Supporting material is attached as indicated in the motions.

Respectfully submitted,

Dr. Arja Vainio-Mattila
Provost & Vice-President, Academic & Research

MOTION 1:   That Senate receive the Report of the Undergraduate Studies Committee, dated October 30, 2018.

1. FACULTY OF ARTS AND SCIENCE

Aboriginal Advantage Program

MOTION 2:   That Senate approve that the name of the Aboriginal Advantage Program to be changed to Indigenous Foundations Program.

History

MOTION 3:   That Senate approve the creation of HIST 2206 W-A-R (Whiskey Alpha Romeo): An Introduction to War in the Modern Age as outlined in the attached template.

MOTION 4:   That Senate approve the creation of HIST 3007 History Travel Course as outlined in the attached template.

MOTION 5:   That Senate approve the creation of HIST 3565 Justice or Vengeance? Mass atrocity, war crimes, and perpetrator trials in historical perspective as outlined in the attached template.

MOTION 6:   That Senate approve the creation of HIST 3806 Experiential Learning Course as outlined in the attached template.

MOTION 7:   That Senate approve the revision of the course name and course description from HIST 1206: An Introduction to Genocide to HIST 1206: "Blood and Soil": An Introduction to the History of Genocide as outlined in the attached template.

MOTION 8:   That Senate approve the revision of the course name and course description from HIST 3626 Interwar Europe: Fascism and the Radical Right, 1918-1945 to HIST 3626 Swastikas, Swords, and Symbols: The Fascist Phenomenon in Historical Perspective as outlined in the attached template.

MOTION 9:   That Senate approve the unbanking of HIST 4325: Oral History along with minor modifications to the course description and prerequisite as outlined in the attached template.

MOTION 10:   That Senate approve changing the title of HIST 3355: History of Women in Canada to HIST 3355: Topics in the History of Women and Gender in Canada, with accompanying changes to the course description as outlined in the attached template.

MOTION 11:   That Senate approve a minor in the Study of State Violence (War, Atrocity, and Genocide – WAG) as outlined in the attached template.

MOTION 12:   That Senate approve the creation of a Certificate in the Study of State Violence (War, Atrocity, and Genocide) as outlined in the attached template.

Psychology

MOTION 13:   That Senate approve the addition of the following to the course description of PSYC 2715: "May be credited towards a Science course" as outlined in the attached template.

POLICIES

MOTION 14:   That Senate approve the revisions to the Transfer Credit Policies.

MOTION 15:   That Senate approve the modification of the admission requirements for the BSc in
              Psychology.

MOTION 16:   That Senate approve that the transfer credit policy for Mental Health and Addiction Worker
              diploma graduates into the Bachelor of Social Work (BSW).

NIPISSING UNIVERSITY

Report of the
Undergraduate Standing & Petitions Subcommittee

August 22, 2018

There was a meeting of the UNDERGRADUATE STANDING AND PETITIONS Subcommittee held on August 22, 2018.

PRESENT: Crystal Pigeau (Registrar's Designate), John Nadeau, Pavlina Radia, Carole Richardson, Tony Parkes, Andrew Wood

ABSENT WITH REGRETS: Alison Schinkel-Ivy, Keenan Kearney, Hannah Mackie

GUESTS: Ken McLellan, Casey Phillips

1. Petitions Heard: 15

	APPROVED	DENIED
Admission/Readmission	3	1
Late Registration	1	0
Late Withdrawal	5	1
Degree Requirements Waived/Altered	2	0

Deferred: 2

Respectfully Submitted,

Debra Iafrate, Chair
Undergraduate Standing and Petitions Subcommittee

MOTION 1: That the Report of the Undergraduate Standing and Petitions Subcommittee dated August 22, 2018 be received.

![Nipissing University logo]

Report of the
Undergraduate Standing & Petitions Subcommittee

September 19, 2018

There were two (2) meetings of the UNDERGRADUATE STANDING AND PETITIONS Subcommittee held between September 5, 2018 and September 19, 2018.

September 5, 2018
PRESENT: Debra Iafrate, Carole Richardson, Pavlina Radia, John Nadeau, Alison Schindler-Ivy, Andrew Wood

ABSENT WITH REGRETS: Tony Parkes, Denyse Lafrance-Horning, Keenan Kearney, Hannah Mackie

GUESTS: Heather Brown, Crystal Pigeau

September 19, 2018
PRESENT: Debra Iafrate, Carole Richardson, John Nadeau, Andrew Weeks, Tony Parkes, Alison Schindler-Ivy, Andrew Wood

ABSENT WITH REGRETS: Denyse Lafrance-Horning, Keenan Kearney, Hannah Mackie

GUESTS: Heather Brown, Crystal Pigeau, Ken McLellan

1. Petitions Heard: 26

	APPROVED	DENIED
Admission/Readmission	1	2
Late Registration	1	0
Late Withdrawal	8	2
Degree Requirements Waived/Altered	6	3

   Deferred: 3

Respectfully Submitted,

Debra Iafrate, Chair
Undergraduate Standing and Petitions Subcommittee

MOTION 1: That the Report of the Undergraduate Standing and Petitions Subcommittee dated September 19, 2018 be received.

September 26, 2018

Dr. Pavlina Radia,
Interim Dean, Faculty of Arts and Science

Re: <u>Proposal / recommendation for the renaming of the Aboriginal Advantage Program, Faculty of Arts and Science</u>

Following the recent shift from the term "Aboriginal" to "Indigenous" by the Office of Indigenous Initiatives in spring 2016 and the Indigenous Education Programs in the Schulich School of Education in 2018, this proposal is to recommend a similar shift in language for the Aboriginal Advantage Program.

Universities across Canada have been shifting the language used to describe the diversity of Indigenous peoples on campuses. The proposed change is also in response to community stakeholders as voiced through the Aboriginal Advantage Program Advisory Committee meetings in 2017-2018 and student voice.

This change is recommended to take place as soon as possible in order to be reflected in the promotional materials and applications to be distributed in the fall of 2018, and in alignment with the launch of the new webpage.

There will be no significant changes to the current budget allocations. We are not proposing significant changes to the program at this time.

Motion: That the Undergraduate Studies Committee recommend to Senate that the name of the Aboriginal Advantage Program be changed to Indigenous Foundations Program.

To: Undergraduate Studies Committee
From:
Date: October 10, 2018

Motion 1. That the Undergraduate Studies Committee recommend to Senate that the name of the Aboriginal Advantage Program (AAP) be changed to Indigenous Foundations Program.

MOTION: That Senate approve the creation of HIST 2206 W-A-R (Whiskey Alpha Romeo): An Introduction to War in the Modern Age

A) **Descriptive Data:**

Course Code	**HIST 2206**
Course Title	W-A-R (Whiskey Alpha Romeo): An Introduction to War in the Modern Age
Course Credits	☐**3 credits** 6 credits Other Click here to specify
Course Description	Students are introduced to the study of war and the discipline of military history. Students examine various methodological approaches to investigate modern warfare. Study begins with the questions: What is military history? How is it written? Why? Students read and discuss foundational exemplary works and learn how to research and write historically. Particular attention is paid to engaging the wide-range of military histories from traditional 'battle studies' to the broader context of war and society.
Course Prerequisite	6 credits of history at the 1000 level or 24 credits completed
Course Corequisite	Click here to enter Course Corequisite
Antirequisite	Click here to enter Antirequisite
Restriction	Click here to enter Restriction

Instructional Method	☐**lecture**
	    laboratory work
	    seminar
		tutorial
		studio work
		clinical practice
		online delivery

Hours of contact time expected per week	3
Hours of contact time expected per term	36 hours in one term
Program Implications (ie. changing a required 6 credit course to a 3 credit course)	Does this course have program implications? Yes ☐**No** If yes, please specify: click here to specify
Course Grouping or Stream	Does this course belong to a Group or Stream? Yes ✘ No
[Cross-Listing](#)	✘ Cross-Listed - this course may be credited towards Click here to enter cross-listing information
Rationale	This course is a companion to *HIST 1206: Blood and Soil: An Introduction to the History of Genocide*. Taken together, these courses provide an introduction to the study of war, atrocity, and genocide and are in line with our teaching and research cluster in that area. As a foundational course, HIST 2206 introduces students to the discipline of military history and also spends considerable time providing an introduction to historical method and the practice of history. HIST 2206 is an integral part of the department's offerings in the study of war, atrocity and genocide, and so supports our proposed certificate in the study of War, Atrocity, and Genocide (WAG) as student's are required to complete both HIST 1206 and HIST 2206. The course will also

	support other initiatives that include a minor in WAG, the Orientation to the Master of Arts in History (OMAH) and the Centre for the Study of War, Atrocity and Genocide (C-WAG).
Learning Outcomes *(6-8 points, visible, measurable and in active voice)*	Students who successfully complete this course will demonstrate - Developed abilities to conduct library-based research techniques necessary for university level work - A basic facility in the use of analytical language and concepts employed by scholars in the study of modern warfare. - An ability to analyze and utilize primary source documents as evidence for historiographical arguments. - An ability to actively participate in class discussion. - An ability to critique existing historiographical arguments found in secondary sources. - An ability to write university level essays in clear and coherent prose.

COURSE TEMPLATE

MOTION: That Senate approve the creation of HIST 3007 History Travel Course

A) Descriptive Data:

Course Code	**HIST 3007**
Course Title	History Travel Course (there will be a new title every year depending on who teaches).
Course Credits	☐ 3 credits ☑ 6 credits ☐ Other Click here to specify
Course Description	Students expand their historical knowledge through an intensive two-week, faculty led, study abroad. Students apply historical thinking and methodology, including the interpretation and analysis of evidence, as they travel to the places they learn about. Prior to departure, students meet regularly on-campus to prepare for the trip. In the field, students learn from local educators at museums, memorials, and other historical sites as well as participating in workshops and lectures. Destinations vary year-to-year.
Course Prerequisite	
Course Corequisite	Click here to enter Course Corequisite
Antirequisite	Click here to enter Antirequisite
Restriction	Enrolment requires the permission of the History department
Instructional Method	☑ lecture ☐ tutorial ☐ laboratory work ☐ studio work ☐ private study ☑ service learning ☑ seminar ☐ clinical practice ☐ practical work ☐ online delivery ☐ independent study
Hours of contact time expected per week	
Hours of contact time expected per term	134 hours. 18 hours in the classroom, 116 hours in the field
Program Implications (ie. changing a required 6 credit course to a 3 credit course)	Does this course have program implications? ☐ Yes ☑ No If yes, please specify: click here to specify
Course Grouping or Stream	Does this course belong to a Group or Stream? ☐ Yes ☐ No If yes, please specify:
Cross-Listing	☐ Cross-Listed - this course may be credited towards Click here to enter cross-listing information
Comparative Data	Wilfrid Laurier University's History Department, one of our comparator institutions, has what they call "Intersession travel courses" which are "designed to enrich" their "students' academic lives by studying history where it was made. Most [of WLU's] courses begin on Laurier's Waterloo campus with two to three weeks of lectures and readings, followed by two to three weeks of travel that also include a classroom/lecture format. The courses are designed to also appeal to

	other disciplines, so are not restricted to history majors. You can earn a full credit, and typically the cost includes all transportation, accommodations and meals. Full-time faculty deliver all travel courses."
	HIST 3007 is modeled after WLU's program. To date, WLU has offered 13 distinct travel courses in History, many of them multiple times.
Rationale	In the Spring/Summer semesters of 2017 and 2018, the History Department organized two highly successful experiential travel and learning courses. In 2017, HIST 3116 'Into That Darkness: Holocaust Memory and Memorialization in Poland' led by Hilary Earl (in partnership with Professor Eva Plach of Wilfrid Laurier University), brought ten Nipissing students and ten Laurier students to Poland to study the Holocaust at sites of murder, mourning, and memory. In 2018, Dr. Stephen Connor offered U3006 'War Path: The Algonquin Regiment Battlefield tour' and, along with eighteen undergraduates, 'walked the ground' of The Algonquin Regiment's liberation route through North-west Europe. These courses proved not only tremendously successful in terms of enrollment and academic success, they also provided a seminal moment in our student's learning experience at Nipissing University. Travel courses and experiential learning positively promote Nipissing University in both Canada (particularly in North Bay and Waterloo region) and in Europe where students encounter like-minded young people in hostels, at sites of memory, and socially. Since this course is in cooperation with other academic, civic, and governmental institutions, it is also a ready-made marketing tool for the university. Participating students act as ambassadors to the people they encounter while abroad, creating a positive image of Nipissing University and its students. Not one student who has gone on a travel course has withdrawn from University and in fact, 4 of the students have gone on to Master of Arts degrees – something they had not considered prior to the travel course. This course is a remarkable opportunity to strengthen the relationships between Nipissing University and communities in Canada and Europe. There is the potential for media attention in the future as well. Participating students return from this trip with life long memories and a remarkable experience, carrying with them the historical lessons and messages of history to the student body, North Bay, and communities beyond. The participants of the 2017 course

COURSE TEMPLATE

	formed a panel on experiential travel learning at the Undergraduate Research Conference (UGRC) where they discussed the academic merits and personal benefits of the experience. Participating students in the Concurrent Education program gain hands-on learning experience with which to teach History curriculum in Ontario. In the past this course has been taught under a topics course number. As this format has proven successful, the History department wants to create a regular course. It may also form a component of the new programs the department is developing: the Orientation to the Master of Arts in History (OMAH) and the Certificate in State Violence (WAG).
Learning Outcomes *(6-8 points, visible, measurable and in active voice)*	Students who successfully complete this course will demonstrate 1. a basic understanding of the value of travel as a mode of learning 2. a basic understanding of the relationship between historical ideas and field experience 3. the ability to conduct research and advance historical arguments in written form 4. the ability to participate in discussions of course material and assigned readings as well as on experiences they encounter in the field 5. an ability to work cooperatively in a group

09/16

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COURSE TEMPLATE

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MOTION: That Senate approve the creation of HIST 3565 Justice or Vengeance? Mass atrocity, war crimes, and perpetrator trials in historical perspective as a high-impact, 6 credit course.

A) Descriptive Data:

Course Code	**HIST 3565**
Course Title	Justice or Vengeance? Mass atrocity, war crimes, and perpetrator trials in historical perspective
Course Credits	☐ 3 credits ☑ 6 credits ☐ Other Click here to specify
Course Description	Students consider the history and practice of modern international retributive justice and the legal, moral, and political questions that the international community faces in dealing with state sponsored violence. Students visit the North Bay courthouse and attend at least one session in open court. In class, students work with primary historical and legal documents and draw upon perspectives provided by the work of historians, legal scholars, and social scientists.
Course Prerequisite	12 credits of History with at least 3 credits at the 2000-level; or any 54 credits completed
Course Corequisite	Click here to enter Course Corequisite
Antirequisite	Click here to enter Antirequisite
Restriction	Click here to enter Restriction
Instructional Method	☑ lecture ☐ tutorial ☐ laboratory work ☐ studio work ☐ private study ☑ service learning ☑ seminar ☐ clinical practice ☐ practical work ☐ online delivery ☐ independent study
Hours of contact time expected per week	4.25 hours per week
Hours of contact time expected per term	54 hours. 36 hours of lecture plus seminar and 18 hours of experiential learning
Rationale	This course will offer Nipissing University students the opportunity to delve into and carryout primary research in the history and practice of international criminal law, a new area for history students as well as expose students to the present practice of criminal law. The high-impact (6 credits for students delivered in one-term) comes from the fact that there is a significant experiential learning component to the course (18 hours) and an additional 2 hours of mandatory contact with the Course Instructor on top of the 36 hours of in-class contact time. The workload of the course is also greater than a typical third year history course that requires a 10-12 page research essay. Students who take HIST 3565 are required to carryout primary research in both law and history and produce a major research paper equivalent to a capstone

	assignment in a fourth year History seminar (a paper of 18-25 pages based on primary and secondary sources).
Program Implications (ie. changing a required 6 credit course to a 3 credit course)	Does this course have program implications? ☐ Yes ☑ No If yes, please specify: click here to specify
Course Grouping or Stream	Does this course belong to a Group or Stream? ☐ Yes ☐ No If yes, please specify:
Cross-Listing and Rationale	✓ ☐ Cross-Listed - this course may be credited towards the Legal Studies program/degree Click here to enter cross-listing information
Comparative data	The History department at Wilfrid Laurier University has a number of high-impact courses in which students receive a full year credit and for which the course is delivered over one term.
Learning Outcomes *(6-8 points, visible, measurable and in active voice)*	Students who successfully complete this course will demonstrate 1. advanced research skills that enable students to complete a major research project of 18-25 pages 2. advanced oral and written communication skills 3. an understanding of the history of international criminal justice following World War II 4. an ability to engage in critical analysis (oral and written) of complex historical and legal arguments 5. foundational knowledge and experience in preparation for graduate level study and/or an advanced degree in law

MOTION: That Senate approve the creation of HIST 3806 Experiential Learning Course as a 3 credit course

A) Descriptive Data:

Course Code	**HIST 3806**
Course Title	Experiential Learning Course
Course Credits	☑ 3 credits ☐ 6 credits ☐ Other Click here to specify
Course Description	Students have an experiential learning opportunity that reflects some element of their current field of study and/or future ambitions. Students enrolled in this course work with a community partner in or outside the university (including locally, regionally, provincially, nationally, or internationally) to complete at least 60 hours of related experience.
Course Prerequisite	12 credits of History with at least 3 credits at the 2000-level; or any 54 credits completed
Course Corequisite	Click here to enter Course Corequisite
Antirequisite	Click here to enter Antirequisite
Restriction	Students must have a minimum 70% average to be eligible to apply. Students wishing to take this course must secure a History faculty supervisor and the permission of the department.
Instructional Method	☐ lecture ☐ tutorial ☐ laboratory work ☐ studio work ☑ private study ☑ service learning ☐ seminar ☐ clinical practice ☐ practical work ☐ online delivery ☐ independent study
Hours of contact time expected per week	NA
Hours of contact time expected per term	60 hours in one term
Program Implications (ie. changing a required 6 credit course to a 3 credit course)	Does this course have program implications? ☐ Yes ☑ No If yes, please specify: click here to specify
Course Grouping or Stream	Does this course belong to a Group or Stream? ☐ Yes ☐ No If yes, please specify:
Cross-Listing	☐ Cross-Listed - this course may be credited towards Click here to enter cross-listing information
Rationale	Students increasingly want to incorporate practical experience into their academic programs. For example, the University of Waterloo has one of the most successful experiential learning programs in North America where students are placed with employers for one term during their academic tenure at the university. While the History department will not be able to formally partner with companies, this course offers History students the opportunity to design their own practical learning

COURSE TEMPLATE

	program in fields related to their academic/historical interests. The experience may help them with employment post degree.
Learning Outcomes *(6-8 points, visible, measurable and in active voice)*	Students who successfully complete this course will demonstrate 1. the ability to learn independently 2. the ability to reflect on their practical learning experience 3. the ability to apply their knowledge to the workplace 4. the ability to work cooperatively with a group or organization in the community

COURSE TEMPLATE

MOTION: That Senate approve the revision of the course name and course description for HIST 1206 (Intro to Genocide)

A) Descriptive Data:

Course Code	**HIST 1206**
Course Title	**Old Course Title** An Introduction to Genocide **New Course Title** "Blood and Soil": An Introduction to the history of Genocide **Short Title** Introduction to Genocide **Rationale for change** I would like to change the title of the course to reflect course content that includes the history and practice of genocide in the 21st century, and also because the full title was left out of the original document in 2015
Course Credits	☑ 3 credits ☐ 6 credits ☐ Other Click here to specify
Course Description	**Old Course Description** This course surveys the history and practice of genocide as it has occurred in the modern world. Beginning with an examination of Raphael Lemkin's 1943 definition of genocide, the course examines chronologically and thematically, various instances of genocide in Asia, Africa, and Europe. The course explores the role of the nation-state, imperialism, colonialism, racism, war, and other factors in understanding the evolution, implementation, and consequences of genocide. It also considers the history of victim and perpetrator groups and their relationship to one another. The objective of this course is to offer students an introduction to the brutalizing effects on real people of modern ideologies and their link to state sponsored genocide in the twentieth century. *This is a reading intensive course and students will be expected to participate regularly in class discussion*. **New Course Description** Students examine the history and practice of genocide in Asia, Africa, and Europe in the twentieth and twenty-first centuries. Students explore the role of the nation-state, imperialism, colonialism, racism, and war in understanding the evolution, implementation, and consequences of genocide. Students consider the history of victim and perpetrator groups and their relationship to modern ideologies of the State. *This is a reading intensive course and students will be expected to participate regularly in class discussion*. **Rationale for change** The revised description better reflects the content of the course which includes examples of genocide in the 21st century.

COURSE TEMPLATE

MOTION: That Senate approve the revision of the course name and course description for HIST 3626 (A history of Fascism)

A) Descriptive Data:

Course Code	**HIST 3626**
Course Title	**Old Course Title** Interwar Europe: Fascism and the Radical Right, 1918-1945 **New Course Title** Swastikas, Swords, and Symbols: The Fascist Phenomenon in Historical Perspective **Short Title** Fascisms in History **Rationale for change of title** The course title should reflect course content that includes contemporary fascist movements and regimes, not just the interwar period.
Course Credits	☑ 3 credits ☐ 6 credits ☐ Other Click here to specify
Course Description	**Old Course Description** This course will examine the various political, cultural, and social dimensions of European fascism during the interwar and war years (1918-1945). The course focuses primarily on German and Italian fascism, but also French, Spanish, Romanian, and Hungarian varieties. Lectures will stress comparative aspects of interwar and wartime fascism, emphasizing similarities and differences in fascist movements and regimes in their national contexts. Special attention will be paid to the differences between fascist movements and fascist regimes. The course will also examine the nature of fascist rule, the role of the dictator, race, gender, fascist economics and ideology, the role of militarization in fascist ideology, and the social bases of support. The aim of the course is to explore some of the basic interpretive problems concerning the definition and theory of fascism, whether there is such a thing as ""generic fascism,"" and how useful the term is for historical understanding. **New Course Description** Students examine the various political, cultural, and social dimensions of fascism from the prewar, interwar, and war years to the present. Students explore varieties of fascism, focusing primarily on the German and Italian cases, but also French, Spanish, Romanian, Hungarian, and American versions.

	Rationale for change of description The content of the course includes contemporary forms of fascism. I have added "American" to the description as well as activating student learning.

HIST 4235 & HIST 3355

MOTION: That the Undergraduate Studies Committee recommend to Senate to approve the unbanking of HIST 4325: Oral History along with minor modifications to the course description and prerequisite as outlined in the attached template.

Background/Rationale: HIST 4325 was banked as of the 2015-16 academic calendar. Oral History is an important way of recovering histories that are often otherwise inaccessible, and is popular with students. Therefore the department would like to offer this course again.

MOTION: That the Undergraduate Studies Committee recommend to Senate to approve changing the title of HIST 3355: History of Women in Canada to HIST 3355: Topics in the History of Women and Gender in Canada, with accompanying changes to the course description as outlined in the attached template.

Background/Rationale: The change in the title of the course reflects current scholarship that focuses on the formation of gender identities rather than the history of particular gender identities. The department also wants to classify this course as a topics course to allow instructors to focus on particular themes or eras. This course parallels our HIST 3136: Selected Topics in Women's and Gender History, providing a 6-credit option so instructors have the option of exploring the topic(s) in greater depth. As well, this course focuses on Canada; HIST 3136 does not.

Nipissing University
Minor in the Study of State Violence (War, Atrocity, and Genocide – WAG)

Rationale
The minor in the Study of State Violence (WAG) offers students the opportunity to focus thematically in the study of war, atrocity, and genocide and work with our nationally and internationally recognized experts in small-classroom and blended learning environments. On-line delivery options provide flexibility for departments who want to reach a bigger student audience as well as offering solutions to unforeseen problems such as illness and retirements. If the model is to record lectures and have seminar delivered in person, any course can be blended. This minor emphasizes one of the History department's areas of strength and builds on an area of recognized interest among students.

Graduation Requirements
A minor in the Study of War, Atrocity, and Genocide is available to students pursing a program of study in a discipline other than History. Students will need to achieve a minimum 60% average in the 18 credits presented for the Minor in the Study of State Violence. In addition to the requirements listed below, please refer to the Minor Requirements section.

Minor Requirements

Students must complete 18 credits in the Minor as follows
HIST 1000 level   3 credits
HIST 2000 or 3000 level   15 credits

1000 level Minor in WAG (3 credits)

HIST 1006   Introduction to Historical Studies. Topic: Global History of World War I, 1914-1918
HIST 1007   The Second World War
HIST 1206   Blood and Soil: An Introduction to the History of Genocide
HIST 1405   Power and Resistance in Canada's Past

2000 and 3000 level in WAG (15 credits)

3000 level

HIST 2137   The Global Cold War

HIST 2226	The Making of Modern Europe: From Revolution to Total War 1789-1914
HIST 2227	The Making of Modern Europe: From Total War to Revolution 1914-1991
HIST 2336	The Vietnam War
HIST 2206	W-A-R (Whiskey Alpha Romeo): An Introduction to War in the Modern Age.

3000 level

HIST 3276	Topics in Environmental History
HIST 3567	Slavery and the American Civil War
HIST 3577	The American Revolution and Early Republic, 1763-1825
HIST 3626	Swastikas, Swords, and Symbols: The Fascist Phenomenon in Historical Perspective
HIST 3705	The Holocaust: Nazi Germany, World War II, and the Genocide of European Jews
HIST 3116	Topics in European or World History I. Topic: Kriegsspiel: Warfare Imagined
HIST 3565	Justice or Vengeance? Mass Atrocity, War Crimes, and Perpetrator Trials in Historical Perspective
HIST 3526	Spooks: the Rise of the Secret Security State in the 20th Century
HIST 3716	Russian History from Kievan Rus' to the Russian Revolutions of 1917

3000 level Experiential Travel Courses

| HIST 3007 | History Travel Course |
| HIST 3806 | Experiential Learning Course |

Proposal for a Certificate in the Study of State Violence (War, Atrocity, and Genocide)
September 17, 2018

Motion: That Arts & Science Executive approve the creation of a Certificate in the Study of State Violence (War, Atrocity, and Genocide).

Rationale: The Certificate in the Study of State Violence (War, Atrocity, and Genocide or WAG) is one component of a larger undertaking that seeks to make the Nipissing University History department a destination of choice for historically-engaged students and in-line with the University's philosophy of "Right where I Belong." Departmental initiatives include the creation of the Orientation to the Master of Arts in History (OMAH), which will include significant experiential learning components, stand-alone experiential learning and travel courses (HIST 3806 and HIST 3007), the revamping of the History Society, and the History Seminar Series. The WAG Certificate is the only academic accreditation in this area situated in a History department in the province. Wilfrid Laurier University has the Laurier Centre for Military, Strategic, and Disarmament Studies, but it is a stand-alone organization and not part of the History department as such. The Nipissing University certificate represents one part of a three-part plan to create a total student experience in teaching, research, and associated experience in the History department around one of our core strengths – the study of state violence. Steve Connor's work on paramilitary policing, Hilary Earl's work on Holocaust perpetrators and justice, and Gordon Morrell's work on secret state intelligence form the core of this research and teaching cluster. The other components of the plan are the creation of a research centre for the study of state violence (C-WAG), and the on-going offerings and continued development of experiential learning and travel courses. The certificate will also offer students the opportunity to work with our nationally and internationally recognized experts in small-classroom and blended learning environments.

The WAG Certificate will be 18 credits and will be for History specialists and double majors (as opposed to the Minor in the History of State Violence (War, Atrocity, and Genocide) which is exclusively for non-majors and non-specialists). The rationale for a certificate with 18 credits (as opposed to the typical 15 credits) is that there are 6 upper-level 6-credit history courses available for students on a regular basis including 3 fourth year seminars (HIST 4805, HIST 4615, and HIST 4815) and HIST 3007 (travel course), HIST 3565 (International Justice), and HIST 3705 (The Holocaust). **This certificate is restricted to students in a History program and will be awarded at the time of graduation.**

Description: As a well-established field of study, State Violence encompasses the myriad of aggressive actions carried out by modern nation-states, including genocide and mass atrocities; imperialism and decolonization; warfare, insurgency and terrorism; revolution; and collaboration and resistance. This Certificate in the Study of State Violence (WAG) provides students with a solid foundation in the history of state-sponsored violence and provides critical and historical insight into a range of types of violence across nations and during different periods of history. This foundation will prepare students for advanced degrees in law, history, and international relations as well as preparing them for careers in practical and related fields.

Certificate Requirements:

The Certificate in the Study of State Violence (War, Atrocity, and Genocide) consists of 18 credits as outlined below:

All of:

HIST 1206	Blood and Soil: An Introduction to the History Genocide	3
HIST 2206	W-A-R (Whiskey, Alpha, Romeo): An Introduction to War in the Modern Age	3

Twelve credits of:

HIST 1006 or HIST 1007 but not both	1006: Introduction to Historical Studies. Topic: Global History of World War I 1007: Global History of World War II	3
HIST 2336	The Vietnam War	3
HIST 2137	The Global Cold War	3
HIST 3116	Topics in European or World History I. Topic: Kriegsspiel: Warfare Imagined	
HIST 3117	Topics in European or World History II. Topic: Cold War in Fact, Fiction, and Film	3
HIST 3126	Topics in European or World History III. Topic: The Object of Terror is Terror: Modern Terrorism in Historical Perspective	3
HIST 3127	Topics in European or World History IV. Topic: Savage Wars of Peace: Decolonization, War, and Insurgency	3
HIST 3526	Spooks: The Rise of the Secret Security State in the 20th Century	3
HIST 3565	Justice or Vengeance? Mass Atrocity, War Crimes, and Perpetrator Trials in History	6
HIST 3626	Swastikas, Swords, and Symbols: The Fascist Phenomenon in Historical Perspective	3
HIST 3627	Post-1945 Europe	3
HIST 3705	The Holocaust: Nazi Germany, World War II, and the Genocide of European Jews	6
HIST 3716	Russian History From Kievan Rus' To the Russian Revolutions of 1917	3
HIST 3717	Russian-Soviet History From 1917 to 1991	3
HIST 3007	History Travel Course	6

HIST 3806	Experiential Learning Course	3
HIST 4805	War and Genocide in the Twentieth Century	6
HIST 4615	Special Topics. Topic: War and Society	6
HIST 4617	Special Topics. Topic: War and Society	3
HIST 4815	The Third Reich	6
HIST 4817	The Third Reich	3

COURSE TEMPLATE

MOTION: That Senate approve the course description of PSYC 2715: "May be credited towards or counted as a Science course.

A) Descriptive Data:

Course Code	**PSYC 2715**
Course Title	Biological Psychology
Course Credits	☐ 3 credits ☑ 6 credits ☐ Other Click here to specify
Course Description	An overview of the field of biological psychology is presented. The emphasis is on an examination of the relationships between behaviour and neural phenomena. The content of this course is equivalent to the lecture portion of PSYC 2605. May be credited towards a Science course
Course Prerequisite	PSYC 1106
Course Corequisite	Click here to enter Course Corequisite
Antirequisite	PSYC 2605, PSYC 2606 and PSYC 3507
Restriction	Click here to enter Restriction
Instructional Method	☑ lecture ☐ tutorial ☐ laboratory work ☐ studio work ☐ private study ☐ service learning ☐ seminar ☐ clinical practice ☐ practical work ☐ online delivery ☐ independent study
Hours of contact time expected per week	3
Hours of contact time expected per term	36
Program Implications (ie. changing a required 6 credit course to a 3 credit course)	Does this course have program implications? ☐ Yes ☑ No If yes, please specify: click here to specify
Course Grouping or Stream	Does this course belong to a Group or Stream? ☐ Yes ☑ No If yes, please specify: click here to specify
Cross-Listing	☐ Cross-Listed - this course may be credited towards Click here to enter cross-listing information
Learning Outcomes *(6-8 points, visible, measurable and in active voice)*	Students who successfully complete this course will demonstrate No change to learning outcomes.

Transfer Credit Policy Modification

MOTION: That the Undergraduate Studies Committee recommend to Senate to approve the revisions to the Transfer Credit Policies.

Proposed revisions:
- Revising the current transfer credit policy (6.1 – 6.3) to broaden the courses we will consider for transfer credit
- Any reference to the term "advanced standing" will be replaced with the term "transfer credit"
- Target implementation – September 2019 applicants
- This policy will not be retroactive

CURRENT ADVANCED STANDING POLICIES:

6.0   General Advanced Standing Policies

6.1 Admission with Advanced Standing

Applicants who wish to transfer to Nipissing University from a college or university may be admitted with advanced standing. In addition to the application, such candidates must submit:

a)   an official, recently dated, sealed transcript of their record at the institution from which they wish to transfer, showing the courses completed & grades received; &
b)   a calendar for the institution containing descriptions of these courses.

6.2 Applicants Transferring from Other Universities

Nipissing University, in accordance with the Council of Ontario Universities & the Association of Universities & Colleges of Canada policy, agrees that any course offered for credit by a Canadian university shall be accepted for credit by another Canadian university when there is virtual equivalency in course content. If a specific equivalence to a course is not available at Nipissing, the University will attempt to award an unspecified, non-equivalent course. Transfer credit will not normally be granted for practical or clinical courses taken in specific areas such as Nursing, Engineering & Physical & Health Education.

Transfer credit will be awarded for a course provided a grade of "C" or higher was achieved. A course with a grade of "D" may be granted credit only when there are an equal number of course credits with "B" grades or higher. The application of transfer credits will vary depending on the degree program & major to which the applicant is admitted. Nipissing University residency requirements apply.

6.3 General Advanced Standing for Colleges of Applied Arts & Technology Applicants

a)   Applicants who have completed a three-year Ontario CAAT program & have achieved a cumulative average of B or better will be considered for admission to an appropriate program with advanced standing to a maximum of 30 credits;
b)   Applicants who have completed a two-year Ontario CAAT program or two years of a three-year CAAT program & who have achieved a cumulative average of B or better will be

considered for admission to an appropriate program with advanced standing to a maximum of 18 credits.

c) Applicants who have completed the first year of an Ontario CAAT program with a cumulative average of B or better will be considered for admission to the first year of an appropriate program on probation.

d) Applicants who have completed a one-year (2 semester) certificate program with a minimum 3.0 GPA (70%) will be considered for admission to undergraduate studies on probation. Such applicants will not be eligible for advanced standing.

e) For the BComm College Partnerships, applicants who have successfully completed a three-year Business Administration diploma program at an Ontario CAAT or equivalent studies, with a cumulative average equivalent to 72% or better can be considered for admission to the Bachelor of Commerce degree program with advanced standing to a maximum of 45 credits. Admission is restricted to those studying through flexible learning.

PROPOSED TRANSFER CREDIT POLICIES:

6.0 Transfer Credit Policies

6.1 Admission with Transfer Credit

Applicants who wish to transfer to Nipissing University from another recognized post secondary institution may qualify for transfer credit when there is significant equivalency in course content.

Transfer credit may be granted as a block of credits or as specific courses. If a specific equivalence to a course is not available at Nipissing, the University will consider granting an unspecified, non-equivalent course. Block credits are typically granted when a graduate of a program wishes to transfer credits to another program that is very closely related in content.

Transfer credit will not normally be granted for practical or clinical courses taken in specific areas such as Nursing, Physical & Health Education & Social Work.

To be considered for transfer credits candidates must submit an application for admission. In addition to transcripts, course descriptions and/or syllabi may also be required.

6.2 Applicants transferring from other Universities

Transfer credit will be considered for a course provided a grade of "C" or higher was achieved. A course with a grade of "D" may be considered only when there are an equal number of course equivalents with "B" grades or higher. The granting of transfer credits will vary depending on the degree program and major to which the applicant is admitted. Nipissing University residency requirements apply.

6.3 Applicants transferring from Colleges

Transfer credit will be considered for a course provided a grade of "B" or higher was achieved. A course with a grade of "C" may be considered only when there are an equal number of course equivalents with "A" grades. The granting of transfer credits will vary depending on the degree program and major to which the applicant is admitted. Nipissing University residency requirements apply.

Undergraduate Studies Committee

Bachelor of Science (BSc) - Psychology
Modification to Admission Requirements

Motion: That the Undergraduate Studies Committee recommend to Senate to that the modification of the admission requirements for the BSc in Psychology be approved.

Current BSc – Psychology Admission Requirements

- English; Calculus and Vectors; one of Chemistry or Physics

Proposed BSc – Psychology Admission Requirements

- English; one Mathematics; one of Biology, Chemistry or Physics

Rationale

The current requirements are unnecessarily restrictive in a manner that does not conform to the actual content of the degree. This change will open the math requirement to other courses beyond Calculus and Vectors, including courses that may be equally relevant to the program, such as Mathematics of Data Management. Similarly, the revision will allow for biology to replace a chemistry or physics course, given that biology is equally applicable to the program.

Submitted by: Heather Brown
Date: October 12, 2018

**Transfer Credit Policy
for Mental Health and Addiction Worker diploma graduates
into the Bachelor of Social Work (BSW)**

Motion: That the Undergraduate Studies Committee recommend to Senate that the transfer credit policy for Mental Health and Addiction Worker diploma graduates into the Bachelor of Social Work (BSW) be approved.

Transfer Credit Policy for Mental Health and Addiction Worker Diploma Graduates

Applicants who have successfully completed a two year Mental Health and Addiction Worker diploma program at an Ontario CAAT with a cumulative average of 3.0 (70%) or better can be considered for admission to the Bachelor of Social Work (BSW) program with transfer credit to a maximum 30 credits.

Rationale

The Mental Health and Addiction Worker diploma program has been determined to have a high affinity to Social Work. This new policy creates a clear pathway for graduates of the program who wish to continue their studies in Nipissing's BSW program. This policy aligns with the current policy for graduates of other diploma programs with a high affinity to Social Work (Social Service Worker, Developmental Services Worker and Child and Youth Care).

Submitted by: Heather Brown
Date: October 12, 2018

There was a meeting of the By-Laws and Elections Subcommittee on November 20, 2018 at 10:00 a.m. in F307.

Present: B. Hatt, N. Colborne, D. Davis, T. Horton, D. Tabachnick

Regrets: A. Vainio-Mattila, D. Goulard

Recording Secretary: Sandy Landriault

The Agenda of the November 20, 2018 By-Laws and Elections Subcommittee meeting was approved.

Moved by D. Tabachnick, seconded by N. Colborne that the Report of the October 16, 2018 By-Laws and Elections Subcommittee meeting be accepted.
CARRIED

The Chair will meet with the Provost, Registrar and Dean of Graduate Studies and Research to discuss the creation of a Student Academic Affairs Committee and report back at a future meeting.

The following revised Statement on the Importance of Collegial Governance at Nipissing University was distributed and reviewed. Members supported the revisions. The Chair will request at the next Board Governance meeting that the revised statement be brought forward for approval. Members agreed that a process needs to be put in place whereby recommendations are forwarded to the Executive of the Board of Governors and the Senate Executive.

Statement on the Importance of Collegial Governance at Nipissing University

Collegiality is essential to the structure and practice of university governance. Given the diversity of its constituent groups and its mission of advancing truth and knowledge, the university is best served by the open expression of ideas and opinions; encouraging thoughtful dissenting views. Successful collegial governance depends on all participants acting in good faith and having access to relevant information to offer sound opinions. In the same spirit, decision-making must strive for inclusiveness, equality, transparency, and broad participation.

Recognizing the obligations, responsibilities and jurisdictions of the Senate and the Board of Governors, collegial governance requires interdependence, mutual respect and good relationships.

The shared governance of the University - including the Board's responsible fiscal management and the Senate's oversight of academic integrity - best supports the academic mission of the University when the principles of collegiality are respected and upheld.

All of us must do our part to uphold the ideals of academic freedom and democratic practice inherent in our system of collegial governance.

Moved by D. Tabachnick, seconded by T. Horton that the revised Statement on the Importance of Collegial Governance at Nipissing University, as referenced in the Report of the Special Governance Commission, be accepted and forwarded on to the Senate Executive for approval.
CARRIED

The restructuring proposal passed at the October 19, 2018 Senate meeting will require extensive revisions to the Senate By-Laws. In order to assist in the review of the structure and functionality of our current standing Senate committees, comparison data on the number of Senate committees, subcommittees and councils at other universities (Brock, Laurentian, Trent, Windsor and UOIT) similar in size to NU was discussed. The structure of many of the universities reviewed was similar and/or parallel to ours. Recommendations from the Provost were circulated for discussion. The goal is to reduce the current number of committees and membership overall. The Chair will assign each member three committees to review. Members will be asked to review the terms of reference of each committee to determine if they are clear and actionable and to look at the composition and determine the kind of model we wish to follow.

In view of the restructuring, a new membership structure reflecting the two faculties as well as the ex officio membership of Senate committees will be discussed further at the next meeting.

It was agreed that the membership and terms of reference of the Standing Joint Committee of the Board and Senate on Governance and the Senate Budget Advisory Committee are required to be added to the Senate By-Laws. The Senate Budget Advisory Committee will be added under Standing Committees and Subcommittees of Senate as Article 9.8. The placement of the Standing Joint Committee of the Board and Senate on Governance, as well as addition of the Treaty Acknowledgement and the Statement of Collegial Governance will be discussed further at the next meeting.

Moved by D. Tabachnick, seconded by D. Davis that the Senate Budget Advisory Committee membership and terms of reference be added to the Senate By-Laws under Standing Committees and Subcommittees of Senate as Article 9.8.
CARRIED

MOTION 1:   That Senate Executive receive the Report of the By-Laws and Elections Subcommittee
                        dated November 20, 2018.

Respectfully submitted,
Original signed by:

Dr. Blaine Hatt
Chair, By-Laws and Elections Subcommittee

SENATE BY-LAWS

TABLE OF CONTENTS

1. DEFINITIONS

1.0   Duties and Powers of the Senate

The Senate of Nipissing University, established in 1992 by the Legislature of the Province of Ontario in *Bill Pr70 (An Act respecting Nipissing University)*, has the duties to "establish the educational policies of the University" and to "make recommendations to the board with respect to any matter of academic concern to the University".

Without limiting the above, *Bill Pr70* (hereafter referred to as the Nipissing University Act) specifically stipulates that the Senate has the power to:

(a)   make recommendations to the board respecting the establishment, maintenance, modification or termination of organizational structures such as faculties, schools, institutes, departments or chairs within the University;

(b)   establish, maintain, modify or remove curricula of all courses of instruction, including extension courses, subject to the approval of the board in so far as the expenditure of funds is concerned;

(c)   determine procedures for and policies concerning the qualifications of members of faculty within the University with respect to appointments, promotions and the granting and termination of tenure;

(d)   determine standards of admission of students to the University;

(e)   consider and determine the conduct and results of examinations in all faculties;

(f)   hear and determine appeals from the decision of faculty councils on examinations and on applications for admission;

(g)   grant degrees, honorary degrees, diplomas, certificates or other awards for the University and its federated or affiliated colleges;

(h)   consider and co-ordinate long-range academic planning;

(i)   consider and recommend to the board policies concerning the allocation or use of University resources for academic purposes;

(j)   create councils and committees and delegate to them the power and authority to act for it on any matter; and

(k)   make by-laws and regulations for the conduct of its affairs.

1.1   General Definitions

In these By-Laws:

(a)   "Nipissing University Act" means *Bill Pr70 (An Act respecting Nipissing University)*;

(b)   "University" means Nipissing University;

(c)   "Board" means the Board of Governors of the University;

(d)   "Senate" means the Senate of the University;

(e)   "Faculty" means an academic faculty of the University;

(f)   "School" means a school of the University;

(g)   "Department" means a department of an academic faculty or of a school of the University;

(h)   "Division" means a division of an academic faculty or of a school of the University;

(i)   "Senator" means a voting member of the Senate;

(j)   "President" means the President of the University;

(k)   "PVPAR" means the Provost and Vice-President, Academic and Research of the University;

(l)   "VPFA" means the Vice-President, Finance and Administration of the University;

(m)   "Dean" means the Dean of an academic faculty of the University;

(n)   "Chair" means a presiding officer, as in Chair of Senate, committee Chair, department Chair, division Chair or program Chair;

(o)   "Director" means a director of a program or school of the University;

(p)   "Faculty member" means a member of the teaching staff of the University who is eligible for active membership in FASBU or CASBU, and who holds either a full-time academic appointment at the rank of lecturer or above or a full-time appointment as a lab, seminar or service course instructor;

(q)   "Student" means a full-time or part-time student of the University in good academic standing, as determined by the University;

(r)   "Regional campus" means a campus of the University located outside North Bay;

(s)   "NUSU Executive" means the elected student members of the Nipissing University Student Union Executive;

(t)   "Alumni Board" means the Board of Directors of the Nipissing University Alumni Advisory Board;

(u)   "ACE" means the Aboriginal Council on Education of the University; and

(v)   "Quorum" means the minimum number of voting members in attendance in order for a meeting to commence or continue; and

(w)   "Day" means operating business day.

1.2   Definitions Related to Senate Committees and Subcommittees

In defining the membership of Senate committees or subcommittees in these By-Laws:

(a)   "Faculty Senator" means a faculty member who is a voting member of Senate;

(b)   "Faculty non-Senator" means a faculty member who is not a voting member of Senate;

(c)   "Student Senator" means a student who is a voting member of Senate;

(d)   "Representative" means a representative (student, Board, Alumni Advisory Board or ACE) who may or may not also be a voting member of Senate; and

(e)   "Designate" means a person formally delegated by an *ex officio* voting member of Senate to participate and vote on the member's behalf at all meetings of a specified Senate committee or subcommittee during any given year. The Dean's designate shall be in an academic position such as an Associate Dean; a Director; a Department, or Section Chair; or, a Faculty member.

1.3   Senate Year

The Senate year shall be deemed to commence on 01 July of any given year and end on 30 June of the following year.

2.   SENATE MEMBERSHIP AND TERMS OF OFFICE

2.0   General Membership Provisions

(a)   The voting membership of Senate shall include, in numbers as specified below:
(i) *ex officio* Senators; (ii) student Senators; (iii) other non-faculty Senators; and (iv) faculty Senators.

(b)   As stipulated in the Nipissing University Act, the number of faculty Senators in any given year shall be at least more than twice the total number of all other Senators.

(c)   In order that the membership of Senate is as broadly representative of the University's academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance and the diversity of academic and cultural traditions when choosing or electing their Senate representatives.

(d)   Membership on Senate cannot be delegated.

(e)   Faculty senators who accept an administrative position, or percent thereof, must vacate their senate position as a faculty senator upon acceptance of the appointment.

2.1   *Ex Officio* Senators

    (a)   The following shall be *ex officio* voting members of Senate:
        (i)   the President;
        (ii)   the Provost Vice President Academic and Research;
        (iii)   The Vice President responsible for Finance and Administration
        (iv)   the Academic Deans;
        (v)   the Registrar;
        (vi)   the Executive Director, Library Services; and

2.2   Student Senators

    (a)   The following shall be voting members of Senate:
        (i)   three (3) student Senators chosen by and from the NUSU Executive;
        (ii)   one (1) undergraduate student Senator elected by and from the undergraduate students in each Faculty; and
        (iii)   one (1) graduate student Senator elected by and from the graduate students.

2.3   Other Non-Faculty Senators

    (a)   The following shall be voting members of Senate:
        (i)   two (2) Senators chosen by and from the Board of Governors;
        (ii)   one (1) Senator chosen by and from the Alumni Advisory Board; and
        (iii)   one (1) Senator chosen by and from the ACE.

2.4   Faculty Senators

    (a)   The minimum number of faculty Senators shall be one more than twice the total number of Senators identified in 2.1, 2.2 and 2.3, above.
    (b)   There shall be () two (2) designated faculty Senate positions, as follows:
        (i)   two (2) faculty Senators elected by and from the full-time lab, seminar and service course instructors (North Bay), hereafter referred to as "instructor positions".
    (c)   The remaining faculty Senate positions shall be allocated to the individual Faculties according to their respective total proportions of faculty members at the rank of lecturer or above with appointments of at least 12 months.

2.5   Changes to Senate Membership

    (a)   In accordance with 2.4(a), the future addition of any *ex officio* Senator, student Senator or other non-faculty Senator to the membership of Senate shall be accompanied by the addition of two (2) faculty Senators.
    (b)   The proportions employed in 2.4(c), above in allocating faculty Senate positions shall be calculated annually, based on up-to-date full-time faculty distribution data maintained specifically for this purpose. In the event that such a calculation results in a reallocation of one or more faculty Senate positions from one Faculty to another Faculty, this reallocation shall be accommodated during the next annual election cycle, when positions become vacant as Senators from each Faculty complete their normal terms of office.

2.6   Terms of Office

    (a)   *Ex officio* Senators shall serve for as long as they remain in office.
    (b)   For student Senators, the normal term of office shall be:
        (i)   one (1) year (renewable), for the three (3) student Senators chosen by and from the NUSU Executive;

(ii) one (1) year (renewable), for the undergraduate student Senator elected by and from the undergraduate students in the Schulich School of Education; the graduate student Senator elected by and from the graduate students; and the undergraduate student Senators elected by and from the undergraduate students in each remaining Faculty.

(c) For other non-faculty Senators, the term of office shall be at the discretion of the respective constituencies.

(d) For faculty Senators, the normal term of office shall be:

(i) two (2) years (renewable) for the two(2) designated faculty Senate representatives specified in 2.4(b), with roughly one-half (1/2) to be elected each year; and
(ii) three (3) years (renewable), for the remaining faculty representatives allocated to the individual Faculties, with roughly one-third (1/3) to be elected each year.

(e) All Senate terms of office shall commence at the beginning of the Senate year (i.e. 01 July), except:

(i) the terms of the three (3) student Senators chosen by and from the NUSU Executive, which shall run from 01 May each year to 30 April the following year; and
(ii) the terms of the graduate student Senator elected by and from the graduate students, the undergraduate student Senator elected by and from the undergraduate students in the Schulich School of Education; and the terms of the undergraduate student Senators elected by and from the undergraduate students in each remaining Faculty, shall run from 01 October each year to 30 September of the following year.

3. OFFICERS OF SENATE

3.0 Identification of Officers

(a) The following shall be Officers of Senate:

(i) the Chair of Senate, who shall be the President;
(ii) the Vice-Chair of Senate, who shall be the PVPAR;
(iii) the Speaker of Senate, who shall be elected every two years by Senate from among the faculty Senators, normally at the May Senate meeting; and
(iv) the Deputy Speaker of Senate, who shall be elected every two years by Senate from among the faculty Senators, normally at the May Senate meeting.

(b) There shall also be a (non-voting) Secretary of Senate, who shall be appointed by the Chair.

3.1 Chair of Senate

Responsibilities of the Chair of Senate shall include:

(a) executing all official communications of Senate;
(b) signing all official documents of Senate;
(c) conveying recommendations of the Senate to the Board, as necessary and appropriate;
(d) such other responsibilities as may be specified in these By-Laws.

3.2 Vice-Chair of Senate

Responsibilities of the Vice-Chair of Senate shall include:

(a) fulfilling the responsibilities of the Chair of Senate whenever the Chair is unable or unavailable to do so, for any reason; and
(b) such other responsibilities as may be specified in these By-Laws.

3.3   Speaker of Senate

Responsibilities of the Speaker of Senate shall include:

(a)   conducting all meetings of Senate in accordance with these By-Laws and the basic rules of parliamentary procedure;
(b)   ruling on matters of procedure, questions of interpretation or points of order during Senate meetings, and should any such ruling be appealed, putting the appeal to an immediate vote;
(c)   providing advice and assistance to members of Senate and the University-at-large when called upon to do so, in matters of interpretation of these By-Laws or other Senate policies and procedures;
(d)   working closely with the Deputy Speaker to prepare the Deputy Speaker for the possibility of being elected by Senate as the next Speaker;
(e)   act as Chair of the Bylaws and Elections Subcommittee;
(f)   such other responsibilities as may be specified in these By-Laws.

3.4   Deputy Speaker of Senate

Responsibilities of the Deputy Speaker of Senate shall include:

(a)   fulfilling the responsibilities of the Speaker whenever the Speaker is unable or unavailable to do so, for any reason;
(b)   working closely with the Speaker to prepare for the possibility of being elected by Senate as the next Speaker;
(c)   act as Vice-Chair of the Bylaws and Elections Subcommittee; and
(d)   such other responsibilities as may be specified in these By-Laws.

3.5   Secretary of Senate

Responsibilities of the Secretary of Senate shall include:

(a)   preparing and distributing Senate agendas and Senate minutes, as required;
(b)   maintaining the official record of all Senate proceedings;
(c)   ensuring that the Senate website remains up-to-date;
(d)   through the Senate website or e-mail announcements, notifying all Senators and the broader University community of all regular or special meetings of Senate, and all meetings of Senate standing or ad hoc committees and subcommittees;
(e)   working with the Chair and the Speaker of Senate, as required, to ensure the smooth conduct of Senate affairs; and
(f)   such other responsibilities as may be assigned by the Chair or specified in these By-Laws.

4.   ELECTION OF FACULTY SENATORS

4.0   Eligibility to Serve

(a)   For the faculty Senate representatives allocated to each Faculty in 2.4(c), any faculty member at the rank of lecturer or above with an appointment of at least 12 months in the respective Faculty, who will not be on leave during the designated term of the position, shall be eligible to serve as an elected Senator. A faculty member who is granted leave or whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before such leave commences or the contractual period ends, shall resign.
(b)   For the two (2) designated limited-term representatives in 2.4(b)(ii), any faculty member at the rank of lecturer or above with a limited-term appointment of less than 12 months (North Bay),

excluding those appointed to replace Senators on approved leave, shall be eligible to serve as an elected Senator. A faculty member whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before the contractual period ends, shall resign.

(c)   For the two (2) designated instructor representatives in 2.4(b)(iii), any full-time lab, seminar or service course instructor (North Bay) shall be eligible to serve as an elected Senator. A faculty member whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before the contractual period ends, shall resign.

4.1   Eligibility to Vote

For each constituency identified in 4.0, all constituency members, including those on approved leave at the time of the Senate election, shall be eligible to vote.

4.2   Conduct of Elections

(a)   Elections for the faculty Senate representatives allocated to each Faculty shall be conducted by the respective Faculty Council, through the Office of the Dean.

(b)   Elections for the designated instructor representatives shall be conducted by the By-Laws & Elections Subcommittee of Senate.

4.3   Annual Election Procedures for Representatives Allocated to Each Faculty

(a)   By 10 January each year, the By-Laws & Elections Subcommittee shall announce the list of Senate seats available in each Faculty to be filled in the next Senate election cycle.

(b)   By 17 January each year, the Deans shall invite nominations for all Senate seats available to be filled within their respective constituencies, and shall provide a list of all constituency members currently eligible to serve and/or to vote in the election. (Any faculty member holding a cross-appointment between two Faculties will declare a primary Faculty for election purposes to the appropriate Dean, and shall be eligible to serve and/or to vote only in that Faculty.)

(c)   Nominations shall be submitted in writing to the Dean, signed by the nominee and two eligible voters, not later than 31 January each year.

(d)   In the first week after the nomination period, each Faculty Council shall meet. The Deans will present the list of nominees, seek out new nominees if there has not been enough nominations (via a nominator and a seconder from the floor), to discuss the election procedures and to elect two scrutineers. After this meeting of Faculty Council, the final list of nominees and election procedures will be distributed by the Deans to all members of the respective faculty.

(e)   Unless all seats have been filled by acclamation and no later than the second week of February, the Deans shall announce the start of the election period. Elections for each Faculty shall normally be completed by no later than 28 February each year.

(f)   Voting shall take place Monday – Friday during 8:30 a.m. – 4:30 p.m. in the respective Dean's offices. Voting shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are seats on the ballot. Voting by proxy shall not be permitted. Each voter shall receive one ballot, to be filled out in private and returned to the ballot box which will be monitored by the Dean's office.

(g)   At the close of voting in each Faculty, the ballots shall be counted and verified by two faculty scrutineers, elected by the respective Faculty Councils, who are eligible to vote in the constituency but who are not standing for Senate election.

(h)   The Deans shall notify their Faculties of the results within three days of the close of voting, and shall normally report their final slates of Faculty representatives to the By-Laws & Elections Subcommittee no later than 01 April.

4.4   Annual Election Procedures for Instructor Representatives

(a)   By 01 May each year, the By-Laws & Elections Subcommittee shall announce any designated instructor position(s) to be filled in the next Senate election cycle and indicate the term of office for each position.

(b)   By 01 September each year, the By-Laws & Elections Subcommittee shall invite nominations for any such designated faculty position(s) to be filled, and shall provide a list of all members eligible to serve and/or to vote in the election.

(c)   Nominations shall be submitted in writing, signed by the nominee and two eligible voters, not later than 15 September each year.

(d)   Within one week of the close of nominations, the By-Laws & Elections Subcommittee shall inform the constituency of any position(s) filled by acclamation, and, where required, announce the days/times when voting will be conducted for any contested position(s).

(e)   Voting for contested positions shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are contested seats on the ballot. Voting by proxy shall not be permitted.

(f)   At the close of voting, the ballots shall be counted and verified by two faculty scrutineers, appointed by the By-Laws & Elections Subcommittee, who are eligible to vote but who are not standing for Senate election.

(g)   Elections for contested positions shall be completed by 30 September each year. The By-Laws & Elections Subcommittee shall notify the results within three days of the close of voting.

(h)   If any election or acclamation results in vacancies, these vacancies will be filled in turn by the Faculty of Arts and Science, then the Schulich School of Education and then the Faculty of Applied and Professional Studies.

5.   **ELECTION OF STUDENT SENATORS**

5.0   Eligibility to Serve

(a)   For the undergraduate student representatives allocated to each Faculty in 2.2(a)(ii), any undergraduate student who remains in good academic standing during the designated term of the position shall be eligible to serve as an elected Senator. Undergraduate student Senators who graduate or withdraw from the University or who are no longer in good academic standing shall immediately be deemed to have forfeited their positions.

(b)   For the graduate student representative in 2.2(a)(iii), any graduate student who remains in good academic standing during the designated term of the position shall be eligible to serve as an elected Senator. A graduate student Senator who graduates or withdraws from the University or who is no longer in good academic standing shall immediately be deemed to have forfeited the position.

5.1   Eligibility to Vote

(a)   All undergraduate students currently registered at the time of the election shall be eligible to vote for the undergraduate student representative in their respective Faculty. Students in Concurrent Education or completing double majors in two different Faculties shall be required to declare one Faculty for purposes of the election.

(b)   All graduate students currently registered at the time of the election shall be eligible to vote for the graduate student representative.

(c)   In order to vote, currently-registered undergraduate and graduate students shall be required:
        (i)   where feasible, to present a valid University student card at any NUSU polling station and have their names crossed off the list of eligible voters provided by the University; or
        (ii)   where voting in person is not possible, to vote by e-mail according to established election procedures, using their University-assigned e-mail address.

5.2   Conduct of Elections

> (a)   Elections for the undergraduate and graduate student representatives shall be conducted by the NUSU Board, coincident with its annual Delegate elections.
>
> (b)   Notwithstanding the conduct of the elections in (a) by the NUSU Board, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

5.3   Annual Election Procedures for Undergraduate Student Representatives from all three Faculties and Graduate Student Representative

> (a)   By 01 September each year, the By-Laws & Elections Subcommittee shall announce the election to fill the undergraduate and graduate student Senate positions, and indicate that the term of office for these positions is one (1) year. A copy of the announcement shall be provided to the NUSU Executive. The procedures and timelines for the election of undergraduate and graduate student representatives shall generally be those followed for the NUSU delegate elections, except as specifically otherwise indicated in this Article.
>
> (b)   Nominations shall be submitted in writing, signed by the nominee and ten (10) eligible voters.
>
> (c)   In the event that there is only one (1) candidate for a particular position, that candidate shall be declared elected by acclamation.
>
> (d)   Voting for each contested position shall be by secret ballot at any NUSU polling station or, for any voter unable to vote in person, by e-mail according to established election procedures, using the voter's University-assigned e-mail address. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for only one candidate. Voting by proxy shall not be permitted.
>
> (e)   Elections for the undergraduate and graduate student representatives shall be completed by the last week of September each year. The Chief Returning Officer (CRO) appointed by the NUSU Board shall announce the results, and shall provide the names of the elected student representatives to the By-Laws & Elections Subcommittee of Senate by 01 October each year.
>
> (f)   Should any Senate undergraduate or graduate student position(s) still remain unfilled after the NUSU fall Delegate Elections, the By-Laws & Elections Subcommittee shall consider other alternatives and make appropriate recommendations to the Senate Executive Committee, for conveyance to Senate.

6.   SENATE MEETINGS

6.0   Regular Senate Meetings

> (a)   Unless otherwise determined and announced by the Senate Executive Committee, regular meetings of Senate shall normally be held on the second Friday of each month, from September to June inclusive.
>
> (b)   There shall be no regular meetings of Senate in July or August.
>
> (c)   Once finalized, the dates of all regular Senate meetings for any given year shall be published on the University website.
>
> (d)   Unless otherwise determined and announced by the Senate Executive Committee, regular Senate meetings shall normally commence at 2:30 PM.
>
> (e)   Regular Senate meetings shall normally end no later than 5:30 PM.
>
> (f)   All those responsible for the timetabling of University classes shall be instructed to make every effort to ensure that faculty Senators are not scheduled to teach during regular Senate meetings.
>
> (g)   At the discretion of the Senate Executive Committee, a regular meeting of Senate may be cancelled if:

(i)   the volume of business submitted for inclusion in the agenda is insufficient to warrant holding the meeting; and

(ii) there is no urgent or time-sensitive business requiring disposition prior to the next regular meeting.

6.1   Special Senate Meetings

(a)   A special meeting of Senate may be called at the discretion of either the Chair of Senate or the Senate Executive Committee. Moreover, a special meeting shall be called by the Senate Executive Committee upon receipt of a formal written request signed by a minimum of twelve (12) voting Senators.

(b)   Notice of a special Senate meeting shall be provided to all Senators and announced to the University community-at-large by e-mail, at least forty-eight (48) hours in advance of the meeting. The notice shall specify all items of business to be considered at the special meeting.

6.2   Senate Agenda and Senate Minutes

(a)   An agenda for each regular Senate meeting shall be prepared by the Senate Executive Committee. Agenda items should be received at least four (4) days prior to the meeting of the Committee.

(b)   The regular Senate agenda shall be published on the Senate website, and circulated to all Senators at least four (4) days prior to the regular meeting. An e-mail announcing the availability of the agenda on the website shall be sent to the University community-at-large.

(c)   For regular meetings of Senate, the agenda shall normally follow the order of business outlined in 6.3.

(d)   For special Senate meetings, the agenda shall consist solely of those items specified in the notice of the meeting.

(e)   Draft minutes of each regular or special Senate meeting shall be prepared and placed on the Senate website for review at least four (4) days prior to the next regular meeting of Senate, at which they shall be considered for approval.

(f)   Once adopted by Senate (after any necessary corrections or amendments), the minutes from the current Senate year and at least one (1) previous Senate year shall be made available on the Senate website.

(g)   A hard copy of all approved Senate minutes shall be signed by the Chair of Senate and kept as the official, permanent record of Senate proceedings. These proceedings shall be available for consultation in the Office of the President during regular business hours.

(h)   The Senate minutes in (e), (f) and (g) shall exclude any confidential motions passed during *in camera* segments of Senate meetings, until such time as the Senate Executive Committee determines that the reason for keeping them confidential no longer applies.

6.3   Order of Business

(a)   The order of business observed at all regular meetings of Senate shall normally be as follows:
      (i)   Acknowledgement of the traditional territory of the Robinson-Huron Treaty of 1850;
      (ii)   Approval of the Agenda;
      (iii) Approval of the minutes of the previous meeting(s);
      (iv)   Business arising from the minutes;
      (v)   Reading and disposing of communications;
      (vi)   Written or oral reports for information only (which may include a motion to receive) from all sources, including other bodies on which Senate is represented (President, PVPAR, VPFA, Deans, Students, and Others);
      (vii) Question period;

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(viii)   Written reports (which include substantive motions) of standing committees, Faculty or University councils, and ad hoc or other committees, with the order to be determined by the Senate Executive Committee;

(ix)   Other business (which includes substantive motions);

(x)   Motions from Question period;

(xi)   Amendment of By-Laws;

(xii)   Elections;

(xiii)   New business (requiring a motion to consider);

(xiv)   Announcements;

(xv)   Adjournment
</div>

(b)   Business items submitted too late to be placed on the Senate agenda must be circulated in hard copy at the meeting for introduction under new business, and shall require the passage of a motion to consider before any further motions may be proposed.

(c)   The primary purpose of the question period is to provide an opportunity for Senators or others in attendance to raise questions or seek clarification regarding matters which may be of collective interest or concern. Substantive questions for which an adequate response may require research or preparation should normally be submitted to the Senate Secretary in writing at least four (4) days prior to the meeting. Should this not occur, the respondent may elect to answer the question at the next regular Senate meeting.

6.4   Senate Quorum

(a)   The quorum for all Senate meetings shall be 50% of the voting membership.

(b)   If Senate is not called to order within 15 minutes after its scheduled commencement time due to lack of quorum, the meeting shall be deemed lost and Senate shall stand adjourned.

(c)   Should it be confirmed that the quorum has been lost during any meeting in progress after Senate has been called to order, Senate shall immediately be declared adjourned.

6.5   Lost or Unfinished Meetings

In the event that a Senate meeting is lost altogether, or its agenda not completed, for any reason (including lack of quorum or loss of quorum), the Senate Executive Committee may, at its discretion and as necessary:

(a)   call a special Senate meeting to consider some or all of the agenda items from the lost or unfinished meeting; and/or

(b)   see that some or all of the agenda items from the lost or unfinished meeting are placed on the agenda of the next regular meeting.

6.6   Openness of Meetings and the Right of Non-Members to be Heard

(a)   All meetings of Senate shall be open to non-members, except when Senate votes to consider specific items of business *in camera*.

(b)   A non-member of Senate may be recognized and permitted to speak at any open portion of a Senate meeting:

    (i)   with the prior approval of the Senate Executive Committee; or

    (ii)   at the discretion of the Speaker; or

    (iii)   by Senate vote on a motion to that effect, which shall not be debatable.

6.7   *In Camera* Consideration

(a)   During a meeting, Senate may vote to consider specific items of business *in camera*, thereby closing the meeting to non-members while these matters are under discussion. Such a motion shall clearly identify all items of business to be considered *in camera*, and is debatable. Should

the motion be carried, all non-members in attendance shall be required to leave the meeting immediately.

(b)   Upon completion of all *in camera* business items and after a motion to close *in camera*, the Speaker shall declare the meeting once again open to non-members.

(c)   Motions to consider specific matters *in camera* shall normally come from the Senate Executive Committee and appear in the Senate agenda, but they may also be raised during the course of a meeting by any Senator, as a question of privilege.

(d)   The approval by Senate of honorary degree candidates shall always be considered *in camera*. Other matters where individual students or University personnel are identified by name or where confidential financial or other information is involved may also warrant *in camera* consideration.

(e)   Notwithstanding (d), and as a matter of principle, unless a legitimate rationale for *in camera* consideration is evident or is provided, Senate meetings should remain open to non-members.

7.   GENERAL SENATE PROCEDURES

7.0   The Role of Motions in Conducting Senate Business

(a)   Formal Senate decision-making shall normally proceed only through proposing and approving (or otherwise disposing of) appropriately worded motions.

(b)   Further to (a), during the consideration of any report, proposal or recommendation, there shall be a motion, and only one motion, before Senate at any given time.

(c)   All motions brought before Senate shall be moved and seconded before the subject matter of the motion is open for debate.

(d)   A motion may be withdrawn with the consent of both the mover and seconder, but if either objects, the motion shall be considered and put to a vote.

7.1   Main Motions and Their Disposition

(a)   The initial motion proposed in connection with any item of business shall henceforth be referred to as the "main motion". Once the main motion is before Senate, other motions (some of which apply directly to the main motion and some of which are purely procedural) may be introduced and shall be given higher precedence.

(b)   Specifically, once a main motion is under consideration, any of the following motions may be applied to it (listed from lowest to highest, in order of their precedence):
    (i)   a motion to divide the main motion;
    (ii)   a motion to amend the main motion;
    (iii)   a motion to refer the main motion, with instructions;
    (iv)   a motion to postpone consideration of the main motion to a certain day/time; and
    (v)   a motion to close (or limit) debate on the main motion.

(c)   Notwithstanding (a) and (b), the end result in every case shall be that the original main motion or each of its individual parts if divided is carried (with or without amendments), defeated or otherwise disposed of.

7.2   Amendments

(a)   A proposed amendment to any motion before Senate shall be worded so as to:
    (i)   delete specified words from the motion;
    (ii)   add specified words to the motion; or
    (iii)   delete specified words from the motion and substitute others in their place.

(b)   If the mover and seconder of the original motion agree to do so, they may accept a proposed amendment as a "friendly amendment", in which case the changes shall be incorporated into the original motion without the need for a vote.

(c)   While an amendment is under consideration, an amendment to the amendment may be proposed.

(d)   Any amendment which, if approved, would nullify the intent of the original motion is out of order, and shall be so declared by the Speaker.

(e)   Amendments shall be considered and voted on in the following order, where applicable:
   (i)   the amendment to the amendment;
   (ii)   the amendment, as amended in (i) or as originally proposed; and
   (iii)   the original motion, as amended in (ii) or as originally proposed.

7.3   Debatability and Plurality Requirements of Senate Motions

(a)   The following motions shall be debatable:
   (i)   any main motion;
   (ii)   any motion to divide;
   (iii)   any motion to amend;
   (iv)   any motion to refer, with instructions (debatable both as to the instructions and as to the advisability of referral);
   (v)   any motion to postpone consideration (debatable both as to the proposed day/time and as to the advisability of postponement);
   (vi)   any motion to reconsider a previously-carried or previously-defeated motion (debatable as to the merits of reconsideration, but only if the original motion was debatable and only if no subsequent irreversible action resulting from the original motion has already occurred);
   (vii)   any motion to consider specific items of business *in camera* (debatable both as to the list of items and as to the appropriateness of closing the meeting to non-members; see 6.7); and
   (viii) any motion to conduct a vote by roll-call (debatable as to the need for such a vote; see 7.5(e)).

(b)   The following motions are not debatable and shall be put to an immediate vote:
   (i)   any motion to close (or limit) debate on a motion;
   (ii)   any motion objecting to consideration of a motion:
   (iii)   any motion to suspend one or more of these By-Laws;
   (iv)   any motion to adjourn;
   (v)   any motion to conduct a vote by secret ballot (see 7.5(d));
   (vi)   any motion to allow a non-member to speak (see 6.6(b)(ii)); and
   (vii)   any motion appealing a procedural ruling by the Speaker.

(c)   The following motions shall require a two-thirds (2/3) plurality:
   (i)   any motion to close (or limit) debate on a motion;
   (ii)   any motion objecting to consideration of a motion;
   (iii)   any motion to suspend one or more of these By-Laws; and
   (iv)   any motion to adopt or amend these By-Laws.

7.4   Debate and Decorum

(a)   During the discussion of any substantive motion, the mover shall normally be offered the opportunity to speak first and also to make final comments at the close of debate. Other Senators shall normally speak only once, and in any case shall not be permitted to speak a second time until all those wishing to speak for the first time have been recognized and heard.

(b)   Providing clarification or explanation in direct response to a specific question or point of information shall not be counted as speaking to the motion.

(c)   In speaking to any motion, each Senator shall normally be limited to at most ten (10) minutes. The Speaker shall rule on any request to extend this time limit, and any such ruling shall be subject to appeal.

(d)   Senators shall be expected to observe appropriate decorum during any debate.

7.5   Voting on Senate Motions

(a)   Except as otherwise specified in 7.3(c), Senate motions shall be carried by a simple plurality of votes in favour over votes against, with abstentions not being called or recorded.

(b)   Voting on Senate motions shall normally be conducted by a simple show of hands, with the Speaker declaring the motion to be carried or defeated. Should any member request that such a vote be recorded, Senators may be asked to stand or keep their hands in the air until the count is taken.

(c)   Notwithstanding (c), any Senator may, on a question of privilege, move that the vote on the motion before Senate be conducted by secret ballot. A motion to hold a secret ballot, once seconded, is not debatable and shall be put to an immediate vote.

(d)   Notwithstanding (c), any Senator may likewise, on a question of privilege, move that the vote on the motion before Senate be conducted by roll-call. A motion to conduct a vote by roll-call is debatable as to the need for such a vote.

(e)   Whether a vote is conducted by show of hands, secret ballot or roll-call, the Speaker or Deputy Speaker (whoever is conducting the vote) shall retain the right, as an elected Senator, to vote on the motion. Should the vote on any motion end in a tie, the motion shall be declared defeated.

(f)   Voting by proxy shall not be permitted.

7.6   Elections Conducted in Senate

(a)   When elections are to be conducted during Senate meetings, these shall normally take place under the appropriate heading in the agenda.

(b)   If a candidate from one of the three faculties cannot be found to fill a Senate committee/subcommittee position, then nominations from the floor shall be accepted.

(c)   Nominating a Senator (or non-Senator, where applicable) who is not present at the time of the election shall be permitted, provided that it can be reliably reported that the nominee has agreed to accept the nomination.

(d)   Nominations shall be closed by a motion of Senate. If the number of nominees does not exceed the number of available positions, the nominees shall be declared elected by acclamation.

(e)   In each case where there are more nominees than available positions, a secret ballot shall be conducted to determine the outcome of the election.

7.7   Unprovided Cases

For all procedural situations not covered in these By-Laws, Senate's authority shall be *Robert's Rules of Order*. However, should procedural situations arise in which these By-Laws and the aforementioned reference are not in accordance, these By-Laws shall prevail.

8.   ROLE AND FUNCTION OF SENATE COMMITTEES/SUBCOMMITTEES

8.0   The Role of Representative Standing and Ad Hoc Committees/Subcommittees

(a)   The effective conduct of Senate business relies heavily on the work of representative Senate committees or subcommittees established specifically to consider a broad range of matters related to the academic function of the University and to report on these to Senate, with recommendations as necessary and appropriate.

(b)   For academic matters of an ongoing nature, Senate shall establish a framework of standing committees and subcommittees, as outlined in 9.

(c)   At its discretion, Senate may also form ad hoc committees or subcommittees to deal with specific matters of a non-recurring nature. The proposed membership and terms of reference of any such ad hoc committee/subcommittee shall be specified in the motion to strike the committee/subcommittee.

(d)   Ad hoc committees and subcommittees of Senate shall serve until they are discharged by Senate.

(e)   The membership of all Senate standing or ad hoc committees/subcommittees should be gender inclusive, and should reasonably represent the diversity of academic or cultural traditions and viewpoints.

8.1   General Committee/Subcommittee Procedures

(a)   In general, where appropriate and feasible, the procedures of Senate standing or ad hoc committees/subcommittees shall parallel those of Senate.

(b)   Except as stated otherwise in these By-Laws, the President shall be an *ex officio* non-voting member of every Senate standing or ad hoc committee/subcommittee.

(c)   All Senate standing or ad hoc committees shall report directly to Senate, while standing or ad hoc subcommittees shall bring reports and recommendations to their parent committees for consideration and possible conveyance to Senate, unless otherwise stipulated in these By-Laws.

(d)   A Senate standing or ad hoc committee/subcommittee may also report to another such committee/subcommittee at the other committee/subcommittee's request. Any such report shall also be conveyed to Senate, for information.

(e)   Secretarial support for each committee/subcommittee shall be provided through the office of:
   (i)   the Chair of the committee/subcommittee, when the Chair is an *ex officio* voting or non-voting member; or
   (ii)   a senior *ex officio* voting member of the committee/subcommittee, when the Chair is a faculty Senator.

8.2   Chair and Vice-Chair

(a)   Each Senate standing or ad hoc committee/subcommittee shall have a Chair and a Vice-Chair, who shall either be designated when stipulating the membership or elected by the committee/subcommittee.

(b)   Responsibilities of the Chair shall include:
   (i)   acting as the presiding officer for the committee/subcommittee;
   (ii)   working with the committee/subcommittee to establish an appropriate meeting schedule;
   (iii)   ensuring that meeting agendas and all relevant supporting documentation are circulated to all committee/subcommittee members at least four (4) days before each meeting;
   (iv)   ensuring that the minutes of each committee/subcommittee meeting are circulated to all committee/subcommittee members;
   (v)   ensuring that the committee/subcommittee undertakes adequate consultation with all those who may be affected by any proposals being considered by the committee/subcommittee before such proposals are conveyed to Senate or to the parent committee;
   (vi)   preparing committee/subcommittee reports and recommendations as necessary and appropriate, for approval by the committee/subcommittee and conveyance to Senate or to the parent committee;
   (vii)   acting as the lead spokesperson when reports and recommendations of the committee/subcommittee are presented to Senate or to the parent committee; and
   (viii) in general, seeing that all work required of the committee/subcommittee is completed in an expeditious and timely fashion.

(b)   The Vice-Chair shall be responsible for fulfilling the responsibilities of the Chair whenever the Chair is unable or unavailable to do so, for any reason.

8.3   Committee/Subcommittee Meetings and Quorum

(a)   All meetings of Senate standing or ad hoc committees/subcommittees shall normally be open to non-committee/subcommittee members (including non-Senators), and, once scheduled, such

meetings shall be announced on the Senate website at least two (2) days in advance, where possible.

(b) A non-committee/subcommittee member may be recognized and permitted to speak at any committee/subcommittee meeting at the discretion of the Chair.

(c) A voting member of a committee/subcommittee may move that a meeting be closed to non-members while certain specified matters are under discussion. Such a motion shall clearly identify all items of business to be considered *in camera*, and is debatable. Should the motion be carried, all non-members in attendance shall be required to leave the meeting immediately.

(d) Upon completion of all *in camera* business items, the Chair shall declare the meeting once again open to non-members.

(e) The quorum for all Senate standing or ad hoc committee/subcommittee meetings shall be 50% of the voting membership.

8.4   Committee/Subcommittee Reports

(a) Written reports of Senate standing or ad hoc committee/subcommittees should be clear and concise. Each recommendation intended for Senate consideration should be clearly stated within the main body of the report, and accompanied by an adequate rationale.

(b) At the end of each written report submitted for Senate consideration, a list of motions shall be provided, as follows:
   (i)   a motion that Senate receive the report (required even if the report includes no other recommendations for Senate consideration); and
   (ii) a motion for each individual recommendation within the report, carefully worded to reflect the appropriate Senate action being proposed (e.g. that Senate approve the implementation of a new program, that Senate recommend to the President, for conveyance to the Board, the addition of a new tenure-track position, etc.).

(c) A motion that Senate receive a written report provides an opportunity for general discussion regarding the report and its recommendations, including questions or comments concerning the committee's procedures or the adequacy of the report's analyses and rationales. A motion to receive should normally not be defeated; rather, it should be carried if Senate is generally satisfied with the report and prepared to consider the recommendations therein, or referred back to the committee (with specific instructions) if there are significant concerns.

(d) Carrying a motion to receive a written report in no way binds Senate to accept the individual recommendations within it.

(e) Senate may amend the individual motions presented at the end of a written report, but may in no way alter the main body (including the recommendations) of the report itself.

(f) Oral reports of Senate standing or ad hoc committees/subcommittees shall be permitted, provided that they are brief and for information only. Such oral reports shall not require a motion to receive.

(g) That all reports sent to Senate committees from Senate for revisions, or documents that have undergone substantive revisions by a Senate standing committee/subcommittee, clearly identify any changes made to the document using track changes or some other form of highlighting.

8.5   Annual Reports of Standing Committees/Subcommittees

(a) All standing committees/subcommittees of Senate shall present an annual report to Senate at the June meeting.

(b) Annual standing committee/subcommittee reports shall include:
   (i)   summarized information on the number of meetings, meeting dates, and the attendance records of individual members;
   (ii) a summary of the various activities and outcomes for the year (matters considered, recommendations/actions arising from such matters, final outcomes of such recommendations/actions and any matters which remain unfinished); and

(iii)   where appropriate, a list of matters which are anticipated for consideration in the following year, prioritized if possible.

(c)   Annual reports shall include a motion to receive the report, but shall normally not include other substantive recommendations or motions.

9.   STANDING COMMITTEES AND SUBCOMMITTEES OF SENATE

9.0   Annual Standing Committee/Subcommittee Election Process

(a)   Senate standing committees/subcommittees shall be elected annually by members of respective faculty councils.

(b)   The committee/subcommittee election process shall be co-ordinated by the faculty councils.

(c)   During April of each year, the faculty councils shall begin preparing a slate of faculty (Senators and non-Senators) for the various standing committees/subcommittees and present the slate in time for the May Senate meeting.

(d)   If a candidate from one of the three faculties cannot be found, then the vacant position can be filled from another faculty or faculties, for that Senate year only.

9.1   Senate Executive Committee (EXEC)

(a)   *Ex Officio* Members:
     (i)   the President (Chair);
     (ii)   the PVPAR, or designate (Vice-Chair);
     (iii)   the Deans, or their designate;
     (iv)   the Speaker; and
     (v)   the Deputy Speaker.

(b)   Members Elected by Faculty Council:
     (i)   one (1) tenured or tenure-track faculty Senator* from each Faculty elected by Senate; and
     (ii)   one (1) student Senator from the NUSU Executive.
     *tenured faculty preferred

(c)   Terms of Reference:
     (i)   to call Senate meetings and prepare the agendas of Senate;
     (ii)   to approve Senate minutes for circulation prior to adoption;
     (iii)   to manage the workflow of Senate and its committees/subcommittees in order that business is carried out in an expeditious and timely fashion;
     (iv)   to ensure that Senate By-Laws are followed and that Senate decisions are properly recorded, transmitted and implemented;
     (v)   to consider, for approval and conveyance to Senate, reports and recommendations of the By-Laws & Elections Subcommittee and Honorary Degrees Subcommittee;
     (vi)   when required, to exercise Senate's authority and act on Senate's behalf during the Senate summer recess period, with the understanding that all such actions shall be reported at the September meeting of Senate;
     (vii)   to approve degree audits for all undergraduate students who have applied to graduate, and to recommend all candidates to Senate for the conferring of undergraduate degrees, diplomas and certificates;
     (viii)   meetings at which candidates for honorary degrees are discussed shall be conducted *in camera* and considered strictly confidential; and
     (ix)   to deal with such other matters as may be assigned from time to time by Senate.

9.1.1   By-Laws & Elections Subcommittee (B&E)

(a)   *Ex Officio* Members:

    (i)   the Speaker (Chair);
    (ii)   the Deputy Speaker (Vice-Chair); and
    (iii)   the PVPAR, or designate; and
    (ii)   the Senate Secretary (non-voting).
(b) Members Elected by Faculty Council:
    (i)   one (1) faculty Senator or non-Senator from each Faculty; and
    (ii)   one (1) student Senator from the NUSU Executive.
(c) Terms of Reference:
    (i)   to periodically review the Senate By-Laws and the governance practices of Senate and its committees/subcommittees, and make recommendations to the Senate Executive Committee as necessary and appropriate, for conveyance to Senate;
    (ii)   when called upon to do so, to consult with Senate committees or individual Senators on matters of Senate policy and procedure, including possible changes to or interpretation of the Senate By-Laws;
    (iii)   to oversee the annual election of faculty and student Senators, ensuring that election procedures are properly followed and results are reported to the Senate Executive Committee for conveyance to Senate;
    (iv)   to prepare and submit to the Senate Executive Committee, for conveyance to Senate, the annual slates of nominees for all Senate standing committees and subcommittees, as well as for Senate representatives on other bodies; and
    (v)   to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

9.1.2   Honorary Degrees Subcommittee (HON)

(a) *Ex Officio* Members:
    (i)   the President (Chair);
    (ii)   the PVPAR, or designate, (Vice-Chair);
    (iii)   one (1) Dean, or designate, chosen by the Senate Executive Committee;
    (iv)   one (1) representative chosen by and from the Board of Governors; and
    (v)   one (1) representative chosen by and from the Alumni Advisory Board.
(b) Members Elected by Faculty Council:
    (i)   one (1) faculty Senator or non-Senator from each Faculty; and
    (ii)   one (1) student Senator from the NUSU Executive.
(c) Terms of Reference:
    (i)   to periodically review the criteria and procedures for the awarding of honorary degrees, professorships emeriti and other University honours, and to make recommendations to the Senate Executive Committee as necessary and appropriate, for conveyance to Senate;
    (ii)   to call annually for nominations for honorary degrees and other University honours, and to recommend candidates for all such honours to the Senate Executive Committee, for conveyance to Senate; and
    (iii)   to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

9.2   Academic Quality Assurance and Planning Committee (AQAPC)

(a) *Ex Officio* Members:
    (i)   the PVPAR, or designate (Chair);
    (ii)   the Dean of Graduate Studies and Research;
    (iii)   the Dean of each Faculty, or their designate;
    (iii)   the Registrar;
    (iv)   The Director of Institutional Research and Planning;
    (v)   the Executive Director of Library Services, or designate;

(vii)   one (1) representative chosen by and from the Board of Governors.

(b)   Members Elected by Senate or Faculty Council:
  (i)   four (4) tenured or tenure-track faculty Senators* with at least one from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
  (ii)   four (4) tenured or tenure-track faculty non-Senators* with at least one from each Faculty;
  (iii)   one (1) faculty Senator from the regional campus;
  (iv)   one (1) undergraduate student Senator from each Faculty; and
  (v)   one (1) graduate student Senator.

* minimum two (2) years previous Nipissing University experience required; 50% tenured faculty preferred

(c)   Terms of Reference:
  (i)   to engage in an on-going process of long-range academic planning in accordance with the overall academic objectives of the University, and to make recommendations to Senate as necessary and appropriate;
  (ii)   as a part of (i) to review and update on an annual basis for Senate approval, the Nipissing University Strategic Academic Plan, which includes the setting of priorities related to the introduction of new programs or adjustments to current offerings and associated recommendations for appropriate resources;
  (iii)   AQAPC is responsible for review of new academic programs and has the authority to recommend new programs for Senate approval;
  (iv)   AQAPC is responsible for reviewing and providing Senate the substantive outcomes of cyclical review of existing academic programs;
  (v)   AQAPC is responsible for reporting to Senate the recommendations resulting from program reviews;
  (vi)   to direct to Senate or its relevant committees/subcommittees, as necessary, any issues which arise from the Committee's planning discussions regarding physical facilities or other aspects of the educational environment;
  (vii)   to deal with such matters as may be assigned from time to time by Senate.

9.3   Undergraduate Studies Committee (USC)

(a)   *Ex Officio* Members:
  (i)   the PVPAR, or designate, (Chair)
  (ii)   one Academic Dean, or their designate, (Vice-Chair); and
  (iii)   the Registrar, or designate.

(b)   Members Elected by Faculty Council:
  (i)   one (1) tenured or tenure-track faculty Senator from each Faculty;
  (ii)   one (1) faculty non-Senator* from each Faculty; and
  (iii)   one (1) student representative from each Faculty to be elected by NUSU.

* tenured or tenure-track faculty preferred

(c)   Terms of Reference:
  (i)   to engage in on-going review and oversight of all matters related to undergraduate studies, including but not limited to undergraduate curriculum, academic regulations and policies (including degree and program requirements), academic standards, academic awards and academic or non-academic student services, and to make recommendations to Senate as necessary and appropriate;
  (ii)   "to consider for approval and conveyance to AQAPC and/or Senate, reports and recommendations of the Faculty Councils regarding changes or additions to undergraduate curriculum, including proposals for Stage 2 (Curriculum) after approval of new undergraduate programs prepared in accordance with the *IQAP Approval Process*, as required in the provincial *Quality Assurance Guideline*;
  (iii)   to consider, for approval and conveyance to Senate, reports and recommendations of the Undergraduate Standing & Petitions Subcommittee and the Undergraduate Services & Awards Subcommittee;

(iv)   to periodically review the criteria and policies with respect to the admission of all undergraduate students to the University and the transfer of credits from other educational institutions, and make recommendations to the Academic Quality Assurance and Planning Committee as necessary and appropriate, for conveyance to Senate; and

(v)   to deal with such other matters as may be assigned from time to time by Senate.

9.3.1   Undergraduate Standing & Petitions Subcommittee (S&P)

(a)   *Ex Officio* Members:
    (i)   the Registrar, or designate (Chair); and
    (ii)   one (1) Academic Dean, or designate.

(b)   Members Elected by Faculty Council:
    (i)   one (1) faculty Senator or non-Senator from each Faculty. One of whom shall be elected by the Committee to serve as Vice-Chair to work collaboratively with the Chair to review all petitions and determine appropriate action; and
    (ii)   one (1) student representative from each Faculty.

(c)   Terms of Reference:
    (i)   to periodically review the University's policies and criteria with respect to defining and assessing undergraduate academic standing, and make recommendations to the Undergraduate Studies Committee as necessary and appropriate, for conveyance to Senate;
    (ii)   to consider and rule on petitions by undergraduate students for exceptions to University academic regulations*;
    (iii)   where appropriate the Chair and Vice-Chair will exercise S &P's authority to act on their belief, with the understanding that all such actions will be reported at the following S & P Subcommittee meeting;
    (iv)   where it appears that undergraduate degree or program requirements or other academic regulations are giving rise to otherwise avoidable student petitions, to draw this to the attention of the Undergraduate Studies Committee or other individuals for further consideration and possible action;
    (v)   to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and
    (vi)   to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.
    *decisions in (ii) are final and may not be appealed

9.3.2   Undergraduate Services & Awards Subcommittee (S&A)

(a)   *Ex Officio* Members:
    (i)   the Vice-Chair of USC (Chair);
    (ii)   one (1) representative chosen by and from the Aboriginal Council on Education;
    (iii)   the Financial Aid Manager (non-voting);
    (iv)   a representative from Development named by the PVPAR (non-voting);
    (v)   the Assistant Vice-President, Students; and
    (vi)   the Registrar , or designate.

(b)   Members Elected by Faculty Council:
    (i)   one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
    (ii)   one (1) student representative from each Faculty elected by NUSU.

(c)   Terms of Reference:
    (i)   to engage in on-going review and oversight of all undergraduate academic and non-academic services, and make recommendations to the Undergraduate Studies

Committee, for conveyance to Senate, regarding the introduction of new services or changes to existing services which would enhance the undergraduate student experience or make the University more attractive to prospective undergraduate students;

(ii) to periodically review the overall undergraduate awards program of the University, and make recommendations regarding changes in the program to the Undergraduate Studies Committee, for conveyance to Senate;

(iii) to ensure that all existing and new undergraduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria; and

(iv) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

9.4 Student Appeals Committee (SAC)

(a) *Ex Officio* Members:
(i) the Registrar (Chair).

(b) Members Elected by Faculty Council:
(i) one (1) tenured or tenure-track faculty Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
(ii) one (1) faculty non-Senator* from each Faculty;
(iii) one (1) student representative from each Faculty; and
(iv) one (1) graduate student representative.
* tenured or tenure-track faculty preferred

(c) Terms of Reference:
(i) to periodically review University policies and procedures regarding student appeals (other than petitions for exceptions to University academic regulations), and to make recommendations to Senate as necessary and appropriate;
(ii) where it appears that University policies or practices are giving rise to otherwise avoidable student appeals, to draw this to the attention of the appropriate University bodies or individuals for further consideration and possible action;
(iii) to receive student appeals and convene individual Appeal Panels to provide an impartial adjudication of last resort for students who have exhausted all other prescribed avenues of appeal; and
(iv) to deal with such other matters as may be assigned from time to time by Senate.

9.4.1 Individual Appeal Panels

(a) Members (to be determined by the Student Appeals Committee):
(i) three (3) faculty members of the Student Appeals Committee from outside the appellant's Faculty, with the two (2) members who have served longest on the Committee acting as Chair and Vice-Chair;
(ii) one (1) faculty member of the Student Appeals Committee from the appellant's Faculty, but outside the appellant's program area(s);
(iii) one (1) student member or graduate student member of the Student Appeals Committee from outside the appellant's Faculty;
(iv) one (1) student member or graduate student member of the Student Appeals Committee from the appellant's Faculty; and
(v) the Registrar.
*For individual graduate appeals, one graduate student member must be on the panel.

(b) Terms of Reference:
(i) to consider and rule on a student appeal of:
1) a Dean's decision in response to a request that a grade on a particular piece of work or final standing in a course be changed on grounds related to the accuracy or fairness of the mark assigned;

2)   a Dean's decision in response to a request that a grade be adjusted or a course requirement be waived on compassionate grounds or because of extenuating circumstances; or

3)   a decision by a course instructor or Dean arising from an allegation of academic dishonesty which results in a grade penalty or other punitive action, including a reference to academic dishonesty on the appellant's academic transcript;

(ii)   to conduct the appeal hearing in accordance with University policies and procedures regarding student appeals;

(iii)   in the case of a grade appeal, to send the appellant's relevant academic work to an external assessor for re-marking, if necessary and appropriate;

(iv)   to determine in each case that the original decision be:

1)   fully upheld; or

2)   partially or fully set aside, with specific details on any redress or accommodations which are being awarded; and

(v)   to inform the appellant and the Dean in writing of the Appeal Panel's ruling, including fully and clearly set out grounds for the decision.

*decisions in (iv) are final and may not be appealed

9.5   Teaching & Learning Committee (T&L)

(a)   *Ex Officio* Members:
   (i)   one (1) Dean, or their designate (Chair); and
   (ii)   the Executive Director of Library Services, or designate.

(b)   Members Elected by Faculty Council:
   (i)   one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
   (ii)   one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
   (iii)   two (2) student representatives from any Faculty.

(c)   Terms of Reference:
   (i)   to engage in on-going review and discussion of all matters related to teaching and learning for faculty and students (conceived of as mutually supporting and informing activities), including but not limited to the evaluation of teaching, instructional development and the promotion of teaching excellence, teaching awards policy, and the various resources and services available to support student learning, to support the development of a university-wide teaching and learning centre and to make recommendations to Senate as necessary and appropriate;
   (ii)   when it seems appropriate to do so or when called upon to do so, to consult with the Undergraduate Services & Awards Subcommittee, the Academic Skills Program or Student Accessibility Services regarding teaching and learning support;
   (iii)   to consider, for approval and conveyance to Senate, reports and recommendations of the Library Advisory Subcommittee, and the Technology & Infrastructure Subcommittee; and
   (iv)   to deal with such other matters as may be assigned from time to time by Senate.

9.5.1   Library Advisory Subcommittee (LIB)

(a)   *Ex Officio* Members:
   (i)   the Executive Director, Library Services (Chair).

(b)   Members Elected by Faculty Council:
   (i)   two (2) faculty Senators or non-Senators from each Faculty, one of whom shall be elected by the Subcommittee to serve as Vice-Chair;
   (ii)   one (1) faculty Senator from the regional campus; and
   (iii)   one (1) student representative to be appointed by Nipissing University Student Union (NUSU)

(c) Terms of Reference:
- (i) to engage in on-going review of Library policies, practices and objectives and their role in providing teaching and learning support for faculty and students, and to make recommendations to the Teaching & Learning Committee as necessary and appropriate, for conveyance to Senate;
- (ii) to provide advice and priority-setting assistance to the Executive Director, Library Services regarding:
  - 1) procedures and practices related to the acquisition and maintenance of the Library's collections;
  - 2) the provision of Library support services to faculty and students; and
  - 3) the allocation of the annual Library budget;
- (iii) when supplementary funds become available for the acquisition of additional Library resources, to oversee the process whereby these funds are announced and awarded on a competition basis;
- (iv) to deal with such other matters as may be assigned from time to time by the Teaching & Learning Committee or by Senate;

9.6 Technology & Infrastructure Committee (T&I)

(a) *Ex Officio* Members:
- (i) the Vice-President responsible for Finance and Administration or designate (non-voting); and
- (ii) the Executive Director, Library Services, or designate; and
- (iii) the Director of Technology Services, or designate.

(b) Members Elected by Faculty Council:
- (i) one (1) faculty Senator or non-Senator from each faculty, one of whom shall be elected by the Committee to serve as Chair, and one of whom shall be elected by the Committee to serve as Vice-Chair;
- (ii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
- (iii) two (2) student representatives from any Faculty.

(c) Terms of Reference:
- (i) to engage in on-going review, needs assessment and policy development in all matters related to academic technology and infrastructure (where infrastructure includes both academic physical resources and human resources in academic support areas), and to make recommendations to Senate;
- (ii) to provide advice and priority-setting assistance to the VPFA regarding:
  - 1) support for teaching, learning and scholarly research through the application of computing, information and multi-media technologies;
  - 2) the need for, and design of, new or renovated teaching, learning and research space;
  - 3) staffing needs in academic support areas such as technology services, research assistance, lab supervision and secretarial or clerical support; and
  - 4) the allocation of the annual budgets in technology and academic infrastructure areas;
- (iii) to deal with such other matters as may be assigned from time to time by Senate.

9.7 Graduate Studies Committee (GSC):

(a) Members:
- (i) the Dean of Graduate Studies and Research, or designate(Chair);
- (ii) the PVPAR, or designate;
- (iii) the Registrar, or designate;
- (iv) the Executive Director of Library Services or designate;
- (v) one (1) Academic Dean, or designate

        (vi)   Graduate Coordinators / Graduate Chairs from each graduate program, or designate

        (vii)   one (1) graduate student from each level of graduate studies; and

        (viii)   one (1) graduate student Senator (non-voting).

(b)   Terms of reference:

        (i)   Recommend to the Senate the new academic policies, procedures and regulations of the School of Graduate Studies;

        (ii)   Advise the Senate on the necessary resources and support for graduate studies and to recommend to the Senate the introduction of new services or changes to existing services which would enhance the graduate student experience or make the University more attractive to prospective graduate students;

        (iii)   Revise and up-date the regulations and procedures of current graduate programs for harmonization throughout the SGS;

        (iv)   Review student admission policies for graduate programs;

        (v)   Ensure adherence to time-to-completion requirements;

        (vi)   Recommend to the Senate changes to graduate curriculum or proposals for new graduate programs;

        (vii)   Assist departments in the development of new graduate programs, in compliance with IQAP requirements;

        (viii)   Finalize proposals for new programs, including the Business Plan, before submission to PPC and the Senate;

        (ix)   Make recommendations on any matter related to graduate studies to the appropriate Senate Committees (PPC, RC);

        (x)   Periodically review the overall graduate awards program of the University, and make recommendations to Senate regarding changes in the program;

        (xi)   Ensure that all existing and new graduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria. Review and approve nominations for graduate scholarships (Tri-council, OGS, others);

        (xii)   Review the annual report on the School of Graduate Studies' activities; and

        (xiii)   Establish the criteria for membership in the Graduate Faculty.

        And at the exclusion of student representative,

        (xiv)   Make the final selections of students eligible for academic awards, as identified by the Office of the Registrar; and

        (xvii)   Following the periodic appraisal of a program, review and report to Senate any measure that could improve the program.

9.7.1   Graduate Studies Leave and Time Extensions Subcommittee

(a)   Members:

        (i)   three (3) graduate faculty members of the Faculty of Graduate Studies from different programs, selected at large (one of whom will be elected Chair);

        (ii)   a quorum will comprise of all members of the committee;

        (iii)   meetings will be held a minimum of two times a year between September and June.

(b)   Terms of reference:

        (i)   to carry out Senate-approved graduate program policies of time extensions and leaves of absence;

        (ii)   to review and develop policies and procedures for leaves and time extensions.

9.7.2   Graduate Standing and Petitions Subcommittee

(a)   Ex Officio Members:

        (i)   the Registrar, (Chair) (non-voting); and

        (ii)   the Dean, or designate, of Graduate Studies and Research.

(b)   Members Elected by Faculty Council:

(i)   one (1) faculty Senator or non-Senator with Graduate Faculty status from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and

(ii)   one (1) graduate student representative from a PhD Program;

(iii)   two (2) graduate student representatives from a Masters Program

(c)   Terms of Reference:

      (i)   to periodically review the University's policies and criteria with respect to defining and assessing graduate academic standing, and make recommendations to the Graduate Studies Committee as necessary and appropriate, for conveyance to Senate;

      (ii)   to consider and rule on petitions by graduate students for exceptions to University academic regulations*;

      (iii)   where it appears that graduate degree program requirements or other academic regulations are giving us rise to otherwise avoidable student petitions, to draw this to the attention of the Graduate Studies Committee or other individuals for further consideration and possible action;

      (iv)   through the degree audit process, to identify graduating students who are eligible for consideration for major graduate academic awards and to forward this information to those charged with making final selections;

      (v)   to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and

      (vi)   to deal with such other matters as may be assigned from time to time by the Graduate Studies Committee or by Senate.

*decisions in (ii) are final and may not be appealed

10.   FACULTY AND UNIVERSITY COUNCILS

10.0   General Council Provisions

(a)   In addition to the Senate standing and ad hoc committees/subcommittees as outlined in Articles 8 and 9, the following councils shall be recognized as part of the academic decision-making structure of the University:

      (i)   the Faculty Council for each Faculty;

      (ii)   the Research Council; and

      (iii)   the Graduate Studies Council

(b)   Each Faculty Council in (a)(i) shall be authorized to draft its own constitution, committee structure, terms of reference and procedures, except where Senate delegates its academic authority in a specific area to the Faculty Councils but retains the right to stipulate that all Faculty Councils follow consistent procedures for rendering decisions and reporting to Senate.

10.1   Faculty Councils

(a)   Membership:

      (i)   the Academic Deans, or their designates, who shall be Chair;

      (ii)   the Associate and Assistant Deans of the Faculty (if any);

      (iii)   all faculty members holding appointments in the Faculty;

      (iv)   one (1) part-time instructor (if any) from each department/program* within the Faculty;

      (v)   two (2) students from within the Faculty; and

      (vi)   the Registrar, or designate (non-voting).

* the list of departments/programs to be approved from time to time by the Faculty Council

(b)   Terms of Reference:

      (i)   in matters not directly under Senate jurisdiction, to conduct its own affairs according to its constitution and established policies/procedures;

     (ii)   to consider, for approval and conveyance to the Undergraduate Studies Committee of Senate as appropriate, proposals from individual departments/programs for changes or additions to undergraduate curriculum, including proposals for Stage 2 (Curriculum) approval of new undergraduate programs prepared in accordance with the *Nipissing University New Program Approval Process*;

     (iii)   to make recommendations to Senate, or to an appropriate Senate standing committee/subcommittee, on any matter deemed to be of relevant academic concern to the University; and

     (iv)   to deal with such other matters as may be assigned from time to time by Senate.

10.1.1 Faculty Council Curriculum Procedures

    (a)   All undergraduate curriculum proposals from individual departments/programs which are submitted for consideration by the Faculty Councils shall be expected to adhere to any Senate-approved guidelines or policies with respect to providing all information necessary for their approval and implementation (including, where applicable, information required by the Registrar's Office in order to maintain the University's credit transfer database).

    (b)   Undergraduate curriculum proposals shall normally be considered by an appropriate committee of the Faculty Council, such as a Faculty Executive Committee or Faculty Curriculum Committee, prior to their presentation to the full Faculty Council.

    (c)   The following undergraduate curriculum matters shall require the approval of the relevant Faculty Council(s), the Undergraduate Studies Committee and Senate:

        (i) proposals for Stage 2 (Curriculum) approval of new undergraduate programs prepared in accordance with the Nipissing University IQAP, as required in the provincial Quality Assurance Guidelines; or

        (ii) proposals requiring changes to existing undergraduate degree or program requirements; or

        (iii) undergraduate curriculum proposals which involve adding new courses, deleting existing courses, or substantive changes to existing courses.

    (d)   The following undergraduate curriculum matters shall require the approval of the relevant Faculty Council(s), with conveyance to the Undergraduate Studies Committee and Senate for information:

        (i) undergraduate curriculum proposals which involve non-substantive changes to existing courses and which do not directly affect another Faculty (e.g. minor changes to course titles or course descriptions, banking courses)

    (e)   Where there is disagreement or uncertainty as to whether a proposed undergraduate curriculum change is significant or minor or substantive/non-substantive, the more rigorous standard shall be applied.

10.1.2 Faculty Council Nominations and Elections Subcommittee Procedures

    (a)   The Nominations and Elections Subcommittee is charged with soliciting nominations from their respective faculty and preparing a recommended slate of nominations for Senate committees and Board representatives to present to Faculty Council.

    (b)   Membership will include a Faculty representative on the Bylaws and Elections Subcommittee who shall be Chair; two other faculty representatives; and the Dean of the Faculty.

    (c)   The subcommittee will solicit nominations for Senate committees and Board representatives through the distribution of a nomination form that lists first, second and third choice/preference, beginning 02 March, to be returned to the subcommittee Chair no later than 17 March.

    (d)   Where possible, the proposed slate of committee/board members will reflect continuity of membership as well as consideration involving new faculty members in the work of Senate, Senate committees and the Board of Governors.

    (e)   All results will be reported to the Bylaws and Elections Subcommittee by 25 April.

10.2   Research Council (RC)

   (a)   Membership:
          Voting Members:
          (i)   the Dean of Graduate Studies and Research (Chair); and
          (ii)   one (1) other Academic Dean, or their designate;
          (iii)   six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include:
                  one (1) faculty member from each Faculty representing the Tri-Council disciplines as
                  follows: 1 CIHR, 1 NSERC, 1 SSHRC, two (2) remaining faculty, and one (1) Canada
                  Research Chair or Indigenous Education Chair; and
          (iv)   one (1) student representative from a Graduate program;
          (v)   the PVPAR or designate; and
          (vi)   the Executive Director of Library Services, or designate.
   (c)   Terms of Reference:
          (i)   To engage in on-going advice on all matters related to research, including but not limited
                  to research planning, research policies and research support;
          (ii)   Recommend to Senate research policies appropriate to the University;
          (iii)   To review and update on a regular basis, the Nipissing University Research Plan and
                  recommend the Nipissing University Research Plan to Senate;
          (iv)   To advise the Provost and Vice-President Academic and Research and report to Senate on
                  issues relating to the external granting agencies that provide funding to the University;
          (v)   Evaluate applications for internal research funding, assess all requests and make
                  recommendations to the Provost and Vice-President Academic and Research regarding the
                  allocation of such funds;
          (vi)   Review requests for, and recommend the formation of, research, centres and institutes in
                  accordance with the University Policy: *"Nipissing University Policy on Centres and
                  Institutes NURES2011.05";*
          (vii)   As necessary or when called upon to do so, to provide advice and direction to the Provost
                  and Vice-President Academic and Research, the Vice-President responsible for Finance
                  and Administration and others on matters related to research support, including research
                  resources, research infrastructure, research accounts and the research needs of faculty and
                  students;
          (viii) To deal with such other matters relating to research as may be assigned from time to time
                  by the Provost and Vice-President Academic and Research or by Senate; and
          (ix)   Provide written reports to Senate on its meetings as well as an Annual Report. The report
                  should be clear and concise. Each recommendation intended for Senate consideration
                  should be clearly stated and accompanied by an adequate rationale

11.   SENATE REPRESENTATIVES on OTHER BODIES

11.0   Senate Representatives on the Board of Governors

   (a)   In accordance with the Nipissing University Act, there shall be two (2) representatives on the
          Board of Governors elected by Senate from among its faculty Senators. (Two additional Board
          representatives shall be elected by the faculty-at-large from among the faculty members who are
          non-Senators.)
   (b)   The normal term of office for Senate representatives on the Board shall be three (3) years.
   (c)   Elections for Senate representatives on the Board shall normally be held at the same time as
          elections for Senate standing committees/subcommittees.
   (d)   Senate representatives on the Board shall endeavour to represent the majority opinion of Senate
          in any Board discussion pertaining to Senate matters.

(e)   Senate representatives on the Board shall provide a written or oral report to Senate following each Board meeting. Specifically, the representatives shall be responsible for ensuring that Senate is kept informed of:
  (i)   the outcome of all Senate recommendations conveyed to the Board; and
  (ii)   any Board matters affecting or of interest to Senate, subject to reporting restrictions in the By-Laws of the Board.

(f)   Senate representatives on the Board shall have such other responsibilities as may be assigned from time to time by the Senate or the Board.

11.1   Senate Representative on the Council of Ontario Universities (COU)

(a)   In accordance with the provisions of the Council of Ontario Universities (COU), and in addition to the President who is an *ex officio* COU member, there shall be one (1) representative elected by Senate from among its faculty Senators to serve as the University's "academic colleague" on COU. An alternate COU representative may also be elected to attend in the representative's absence.

(b)   The normal term of office for the Senate representative on COU shall be three (3) years.

(c)   Elections for Senate representatives on COU shall normally be held at the same time as elections for Senate standing committees/subcommittees.

(d)   The Senate representative on COU shall provide periodic written or oral reports to Senate on any COU activities or matters of interest to Senate.

(e)   The Senate representative on COU shall have such other responsibilities as may be assigned from time to time by the Senate.

11.2   Additional Senate Representatives on Other Bodies

(a)   From time to time, Senate may be requested or invited to elect one or more representatives to serve on an external (standing or ad hoc) body.

(b)   The term of office for any such Senate representative shall be determined by the body initiating the request or invitation.

(c)   Elections for Senate representatives on other bodies shall normally be held at the first regular Senate meeting following receipt of the request or invitation.

(d)   Where appropriate, Senate representatives on other bodies shall provide periodic written or oral reports to Senate on any activities or matters of interest to Senate.

12.   RESPONSIBILITIES OF SENATORS

12.0   General Responsibilities

As in other deliberative or legislative bodies, the general responsibilities of Senators shall include:
(a)   the responsibility to attend Senate meetings regularly;
(b)   the responsibility to become familiar with the Senate By-Laws, as well as with other relevant Senate policies and procedures;
(c)   the responsibility to keep informed regarding the issues which come before Senate;
(d)   the responsibility to read published Senate agendas and other related materials beforehand, and to come to the meetings prepared;
(e)   the responsibility to endeavour to vote in accordance with the long-term academic interests of the University; and
(f)   where they have been chosen or elected by and from specific constituencies, the responsibility to represent the interests of their respective constituent groups by informing constituents as necessary when Senate matters of direct concern or impact are pending, by reporting to or meeting with constituents as appropriate or when called upon to do so, and by endeavouring to convey the views and concerns of their constituents to Senate to the best of their ability.

12.1   Attendance Expectations

   (a)   It is understood that there are legitimate reasons why Senators may miss a regular or special Senate meeting from time to time. Nevertheless, all Senators shall be expected to attend meetings whenever reasonably possible.
   (b)   Senators who are unable to attend a regular or special Senate meeting for legitimate reasons shall be expected to notify the Secretary of Senate in writing.
   (c)   Elected Senators who miss three (3) regular Senate meetings in any given Senate year shall be deemed to have forfeited their position unless legitimate written reason for each absence is provided.
   (d)   Any disagreement regarding the legitimacy of reasons given for absence from Senate shall be adjudicated by the Senate Executive Committee.

12.2   Participation on Senate Standing Committees/Subcommittees

   (a)   Recognizing the importance of its standing committees/subcommittees to the effective function of the Senate, all Senators shall be expected to serve on, and regularly attend the meetings of, one or more standing committees/subcommittees each year. *Ex officio* Senators may be required to serve on, and in some cases chair, several standing committees/subcommittees, as part of their normal responsibilities.
   (b)   Notwithstanding (a), and in order that the committee/subcommittee workload be distributed as equitably as possible, every reasonable effort shall be made to minimize the number of non-*ex officio* Senators required to serve on more than one standing committee/subcommittee in any given year.
   (c)   Serving as a Senate representative on the Board of Governors (11.1) or on COU (11.2) shall be considered equivalent to serving on a Senate standing committee/subcommittee.

13.   VACANCIES

13.0   Vacant Senate Positions

   (a)   In this Article:
          (i)   *ex officio* Senators shall be those identified in 2.1;
          (ii)   constituent Senators shall be those identified in 2.2(a)(i) and 2.3; and
          (iii)   elected Senators shall be those identified in 2.2(a)(ii), 2.2(a)(iii) and 2.4.
   (b)   Senate positions may become vacant before the completion of their normal terms of office for a variety of reasons, including:
          (i)   the resignation of an elected or constituent Senator with advance notice, effective at the end of a particular Senate year;
          (ii)   the resignation of an elected or constituent Senator without advance notice, effective immediately;
          (iii)   the forfeiture of an elected Senator's position for any reason; or
          (iv)   the inability of any Senator to continue to serve on Senate, due to other unforeseen circumstances.
   (c)   Resignations from Senate positions shall be submitted in writing to the Chair of Senate.
   (d)   A vacancy in any *ex officio* Senate position shall remain vacant until the position in question is filled by University appointment (including an interim or acting appointment).
   (e)   A vacancy in any constituent Senate position shall be filled by the respective constituent body, in accordance with the body's approved procedures.
   (f)   A vacancy in any elected Senate position shall be filled:
          (i)   as part of the next annual election cycle, for a vacancy due to (b)(i);

(ii)   by holding a by-election within thirty (30) days, in the case of a vacancy due to (b)(ii), (b)(iii) or (b)(iv), where there is deemed to be sufficient time remaining in the current Senate year to make such a by-election practical; or

(g)   The By-Laws & Elections Subcommittee shall be responsible for initiating and overseeing any arrangements necessary to ensure that Senate vacancies are appropriately filled, in accordance with (d)-(f).

13.1   Vacancies on Senate Committees/Subcommittees

(a)   Positions on Senate standing or ad hoc committees/subcommittees may become vacant during the Senate year for a variety of reasons, including:

(i)   a Senate vacancy arising as a result of 13.0(b)(ii), 13.0(b)(iii) or 13.0(b)(iv);

(ii)   the resignation of a committee/subcommittee member (whether Senator or non-Senator), due to an on-going scheduling conflict which prevents the member from attending meetings on a regular basis; or

(iii)   the inability of a member (whether Senator or non-Senator) to continue to serve on a committee/subcommittee, due to other unforeseen circumstances.

(b)   Resignations from Senate standing or ad hoc committees/subcommittees shall be submitted in writing to the Chair of the committee/subcommittee and the Chair of Senate.

(c)   A vacancy in any *ex officio* standing or ad hoc committee/subcommittee position shall be:

(i)   filled with an appropriate replacement from the same office, department or constituent body, where there is deemed to be sufficient time remaining in the current Senate year to make such a replacement practical; or

(ii)   left vacant, with Senate approval, where the vacancy is not deemed to be critical to the function of the committee/subcommittee and there is deemed to be insufficient time remaining in the current Senate year to make filling the vacancy practical.

(d)   A vacancy in any elected standing or ad hoc committee/subcommittee position shall be:

(i)   filled by election as soon as reasonably possible at a regular meeting of Senate, where there is deemed to be sufficient time remaining in the current Senate year to make such an election practical; or

(ii)   left vacant, with Senate approval, where the vacancy is not deemed to be critical to the function of the committee/subcommittee and there is deemed to be insufficient time remaining in the current Senate year to make filling the vacancy practical.

(e)   The By-Laws & Elections Subcommittee, in consultation with the relevant committee/subcommittee Chair, shall be responsible for initiating and overseeing any arrangements necessary to ensure that vacancies in Senate standing or ad hoc committees/subcommittees are appropriately addressed, in accordance with (c) and (d).

14.   ADOPTION OR AMENDMENT OF SENATE BY-LAWS

(a)   Adoption or amendment of these By-Laws shall require:

(i)   inclusion of an appropriate Notice of Motion within the agenda for a regular meeting of Senate, where publication of the agenda occurs at least four (4) days prior to the regular meeting at which the Notice is to be presented;

(ii)   presentation of the Notice of Motion at the regular meeting for which the Notice was published;

(iii)   inclusion of the corresponding Motion to Adopt or Amend the By-Laws within the agenda for the regular meeting of Senate which follows the meeting at which the Notice was presented, where publication of the agenda occurs at least four (4) days prior to the regular meeting at which the Motion is to be presented; and

(iv)   consideration and passage of the Motion with a two-thirds (2/3) plurality at the regular meeting for which the Motion was published.

(b)   Proposals to amend the By-Laws shall be submitted in writing to the By-Laws & Elections Subcommittee, including the suggested wording and a rationale for each such amendment.

15.   SUSPENSION OF SENATE BY-LAWS

(a)   One or more of these By-Laws may be suspended temporarily for a specific stated purpose, by Senate motion. Such a motion is not debatable and requires a two-thirds (2/3) plurality.

(b)   Upon completion of all business items conducted under suspension of one or more of these By-Laws, the Speaker shall immediately declare such suspended by-law(s) to be re-instated.

Passed by Senate: June 2008
Revised: October 2008
Revised: December 2008
Revised: February 2009
Revised: March 2009
Revised: September 2009
Revised: October 2009
Revised: November 2009
Revised: December 2009
Revised: June 2010
Revised: November 2010
Revised: December 2010
Revised: February 2011
Revised: March 2011
Revised: May 2011
Revised: October 2011
Revised: November 2011
Revised: February 2012
Revised: July 2012
Revised: November 2012
Revised: December 2012
Revised: January 2013
Revised: March 2013
Revised: September 2013
Revised: October 2013
Revised: November 2013
Revised: January 2014
Revised: April 2014
Revised: September 2014
Revised: November 2014
Revised: December 2014
Revised: April 2015
Revised: October 2015
Revised: September 2016
Revised: August 2017
Revised: November 2017
Revised: August 2018
Revised: November 2018

NIPISSING UNIVERSITY

MINUTES for Research Council
December 10, 2018

Members Present:

Jim McAuliffe, Chair	Nancy Black – Executive Director of Library Services
Carole Richardson	Arja Vainio-Mattila – Provost & VPAR
Pavlina Radia	
John Nadeau	
Brenda Bruner (CRC)	
Mark Bruner (CIHR)	
Haibin Zhu (NSERC)	
SSHRC - Vacant	
Additional Faculty – Vacant	**Secretary:**
Jonathan Muterera	Debbie Gibb
Quintin McCluskie Grad. Student Rep.	

An email was forwarded to the Research Council members on November 29, 2018 to vote electronically by Friday, December 7th, 2018 to consider Motion 1 (below):

Motion 1:   The Research Council recommends that the Strategic Research Plan, dated November 30, 2018 be forwarded to Senate for consideration.

Moved by: Carole Richardson
Seconded by: Pavlina Radia
CARRIED

Strategic Research Plan (DRAFT 30 November, 2018).
Nipissing University Research Plan 2018-2023

1   PURPOSE AND PURVIEW

Research at Nipissing University

Nipissing University's Strategic Research Plan (SRP) is designed to catalogue present research strengths, identify areas for investment and reinvestment, and encourage future research directions. At the center of these efforts is recognition that Nipissing University is situated on the traditional territory of the Anishinabek peoples of Nipissing First Nation and within the lands protected by the Robinson Huron Treaty of 1850.

While our researchers have and will continue to achieve research success in many different ways, our research culture must also make a special commitment to highlight the relevance of regional Indigenous knowledge, history and perspectives in relation to the national and international environment. It is through this approach that a growing number of Nipissing researchers have been able to build upon regional community engagement and reciprocal relationships with Indigenous communities toward achieving research excellence.

Our approach to research is founded upon the values of inclusivity, equity and diversity directed by a culture of openness, fairness and tolerance. In turn, we strongly commit to the overarching idea that quality research is an outcome of sharing diverse ideas, experiences, perspectives, and different senses of place.

The Context of the Research Plan

The context of all research is more competitive than ever. Whether this means successful applications for limited funds and grants or disseminating research in reputable journals and with scholarly presses, this five-year plan is founded upon a fundamental commitment to support and encourage high quality research outcomes. Of course, no plan can fully anticipate the consistently shifting internal and external variables that influence these outcomes, including the changing complexion of university researchers and/or the dynamics of Tri-Agency priorities.

While the number of institutions and researchers competing for funding have increased significantly, many high profile funding programs have not seen corresponding increases, with others ending without replacement. So, on the one hand, there is a clear necessity to identify alternative sources of research funds, linking established and new researchers with less visible but still relevant programs. Yet, on the other hand, there are also new opportunities that have come with an increased focus on establishing larger scale inter-university research partnerships. This requires comprehensive knowledge of both new funding programs as well as relevant project development at potential partnering institutions. But, such nimbleness and depth requires a better understanding of existent and developing programs and projects among *our* researchers.

The world of publishing has also changed considerably over the last decade and continues to evolve. As a consequence, researchers have more opportunities to collaborate across disciplines and options for publishing are more diverse. With this proliferation, it has become increasingly important to recognize quality publication outlets that maintain rigorous peer review processes. Nipissing University fully commits to encouraging a robust publication schedule among our researchers while not compromising individual or institutional reputation.

Altogether, this plan is designed to position Nipissing as a nimble and responsible research institution, identifying and preparing for new opportunities that take full advantage of existing resources and strategically investing new resources in recognition of the dynamic research environment. If successful, this plan will allow our researchers to better focus energy on their research toward making a contribution to the advancement of knowledge and the betterment of society.

2 RESEARCH MISSION

Nipissing University seeks to maintain and grow our leadership role in research areas relevant to the regional community that have national and global impact. Simultaneously, Nipissing continues to encourage and support groundbreaking research in other areas of strength.

- This mission will be achieved in part through our researchers working in our region with Indigenous and other partners in a way that not only allows us to make a difference in our community but influence discovery and dialogue on important issues around the world.

- The success of this mission depends not only on the researchers themselves but also on institutional support; not solely based on monetary assistance but also human resources at all levels. Continued investment in our research infrastructure is central to the fulfillment of our mission.

- This mission must also include our students; allowing them to participate in forward-looking discussion and debate as well as participate in real groundbreaking research projects, learning research skills that provide the foundation for the next generation of research excellence.

3   RESEARCH ACHIEVEMENT AT NIPISSING

These research themes represent a compilation of the achievements of our researchers. For example, they reflect the leading work of our Research Chairs including our 4 CRCs as well as our Chair of Indigenous Education. The work of our Tri-Agency grant holders is also described below. Relatedly, cutting edge research from our growing number of research labs and centres are also highlighted. In addition to applied research Nipissing also prides itself in recognizing significant research contributions made by its faculties in propagating fundamental research across the disciplines.

Broadly, these themes include the more recent and ongoing publication and project success happening across the disciplines. So, what is set out below is not an exhaustive accounting of all research but rather an effort to give a sense of our unique research profile as it appears across the institution as a whole.

Still, notable accomplishments in our individual department should not go without mention. For example, the Fine Arts Department has produced award winning sculptures, paintings and drawings shown in galleries around the world. English Studies sustains research excellence in the areas of Canadian and British literature.

Indigenous and Decolonial Research

In partnership with Indigenous peoples and groups, Nipissing researchers engage in a broad range of work using innovative methods and practices to better understand the deep history, culture and ideas of our region. For example, theoretically, settler accountability understood through the lens of decolonial and Indigenous scholarship participates in the larger effort at truth and reconciliation while practically, research on combatting human trafficking in Northeastern Ontario helps address fundamental challenges facing our communities.

With a new focus on community-based health promotion and Indigenous youth involvement in sport and physical activity, our researchers are understanding the impact on the lives of young people in the region. This work further extends to partnerships with Nipissing First Nation to better understand the impact of women's collective and individual experiences and to explore the dynamics of memory making and storytelling. Also partnering with Dokis First Nation, our researchers chronicle the intrinsic link between contemporary land-use decision-making, traditional storytelling, and histories of colonialism.

Environment & Natural Resources

Researchers at our university understand that complex environmental challenges at the local and global scale can best be examined through multiple perspectives, and integration of Indigenous knowledge systems, natural sciences, social sciences, and humanities.

Nipissing University is therefore striving to become a model for interdisciplinary collaboration and critical research on the environment across disciplines, highlighting long-standing partnerships with Indigenous communities, government agencies, private industry, and non-profit organizations.

Scholars at our university come from different disciplinary traditions, including geography, history, anthropology, Indigenous studies, business, education, English, gender studies, political science, classics, and religion. Environmental issues are examined through a myriad of ways, including remote sensing, isotope analysis, archival and museum research, dendroprovenancing, policy analysis, Indigenous methodologies, oral histories, and ethnographies. For example, monitoring of Lake Nipissing including its water quality and forest and fisheries management as well as an isotope survey of the French River are among the ways our researchers make a regional contribution with national and global impact.

Nipissing University is one of the first institutions in Canada to offer a broad interdisciplinary graduate MES/MESc program that integrates the geophysical sciences, natural sciences, Indigenous studies, and the humanities. We challenge the new generation of environmental graduate students to equip them to deal with the complex histories of colonialism, resource development, and social science as part of the skills and knowledge necessary to conduct environmental research.

Over the last ten years, our researchers have made significant contributions at the international, national, and regional level ranging from environmental and cultural impacts of resource development in northern and tropical regions, water policy research, environmental history, decolonial and Indigenous methodologies, watershed modelling, forest science, and environmental monitoring.

Nipissing University researchers are actively involved in exploring the effects of ecological patterns in the distribution, composition, and productivity of plant communities in the forest. The study of ecological patterns could serve as a valuable tool for forest resource management, particularly to support the sustainable development of new forestry products in Northern Ontario. The regeneration of declining tree species in Ontario is also a topic of strong research interest among our researchers.

Many of our researchers also study the geographies and histories of the "near north" as a site for natural resource exploitation and colonial settlement. From both a social scientific and humanities perspective, our researchers have explored how the conceptualization of nature in this region has had an enduring influence on the geopolitical imagination of science and trade networks.

The Human Condition

Faculty members and students at Nipissing University conduct research that has critical implications for the health and well-being of people in northern and rural communities, including Indigenous communities, in Canada and around the world. Such health-related research spans a remarkable range of topics including eHealth, chronic disease prevention, nutritional interventions for at risk populations (e.g. Indigenous women), and physical activity promotion in cancer survivors and school-aged children. These researchers have

developed strong collaborations with external partners such as the North Bay Parry Sound District Health Unit, Children's Hospital of Eastern Ontario, Northeast Cancer Centre-Health Sciences North, and school boards across the region and province.

In addition, a multidisciplinary, collaborative group of Nipissing University faculty and students from our School of Business, School of Physical Education, and Departments of psychology, sociology, biology and chemistry use a variety of research methods and techniques to explore the factors that give rise to individual differences in behaviour. These techniques include survey-based methods, group social interactions, pharmacological challenge studies, quantitative behavioural assessments, and brain imaging tools. This research has made substantial contributions to our understanding of important psychological, behavioural, social and demographic processes including aggression and intrasexual competition, social identity and mental imagery among athletes and consumers, social anxiety, social communication of chemical alarm cues, learned helplessness, life-course transition, and family formation. It has been applied to areas of innovation and change management as well as the consumer experience and decisions made in the sport and tourism contexts and public policy.

Efforts are also being made towards the development of novel therapeutic agents for the treatment/prevention of degenerative diseases such as cancer and cardiovascular and neurodegenerative diseases.

Conflict Resolution

Nipissing University prides itself on its diverse research in the area of conflict resolution. Spanning disciplines and subjects that include human rights, the history and politics of the women's movement as well as Indigenous justice and Aboriginal rights, our researchers have explored and critiqued a variety of approaches to mitigate conflict in local, national, and international settings.

Nipissing's long history as a centre for educational research has led to leading work on how to incorporate conflict resolution into local classroom and the provincial curriculum as well as university governance. Similarly, our nursing program continues to make a contribution to better practices in our hospitals and healthcare facilities across the province and country.

More recently, our researchers have developed expertise in the area of peace studies, including philosophical work on the concept of peace as well as new programming in the areas of international negotiations and alternative dispute resolution. There is a particular and growing interest in the relationship between collective and individual rights in relation to the development of new legal and political strategies to help marginalized people and groups.

Human rights researchers have also further weighed the impact of the Truth and Reconciliation Commission process and its place in comparison to similar global efforts. Our research community has also engaged extensively with the local First Nations, developing multiyear research projects and disseminating knowledge in partnership with elders towards better local and national relations while identifying questions of Indigenous

self-determination, sustainable communities, as well as the celebration of Indigenous knowledge and practices.

Consideration of environmental and bioethical rights is also at the fore of the struggle to overcome the influence of global warming and the introduction of new disruptive technologies. The historical impact of natural resource development by Canadian corporations at home and abroad is another important area of study. Relatedly, corporate responsibility, sustainable markets, and the need for ethical trade practices also has become a growing area of strength.

Inequality

Researchers at Nipissing University seek to explore, analyze, and critique the multiple sources and effects of inequality in Canadian and global society. Through the distinct lenses of philosophical, political, historical, sociological, and scientific approaches, Nipissing researchers have revealed important and surprising links between geographic place and education access, gender and economic opportunity as well as poverty and human rights.

Across many disciplines, our researchers have dedicated themselves to understanding ways to overcome and remedy these inequities and many others through the development of new means of data collection, innovative policy tools, and theoretical methods. Structural inequality in our post-secondary education system, the historical origins of class, the definition of poverty, the complicated persistence of human trafficking and ongoing efforts to achieve reconciliation with Indigenous peoples are among the multiyear research projects and publications advanced and produced at Nipissing University.

Reflecting Canada's commitment to multiculturalism, our scholars have offered new ways to implement a diversity agenda in the classroom, the demographic and economic influence of new immigration policies, the tension between religion and secularity, and how music and art can celebrate cultural differences. Both the successes and challenges of multiculturalism have been brought to light through books, edited collections, articles and policy papers.

Along with contemplation and critique, we also seek real world solutions to problems associated with inequity, with a strong sense that our work can make a positive impact on our local environment as well as around the planet. Everything from measuring water quality, the effect of over-fishing, deforestation, and urbanization provide concrete means and methods to lessen negative human impacts on the natural world. From the Ottawa River watershed, to the rain forests of Central America, to the fish-markets on the banks of Zambezi River in southern Africa, Nipissing researchers have laid the foundation for making real change at home and abroad.

Information Technology and Mathematical Sciences

Nipissing University is internationally recognized for its topology research cluster. Members of the cluster study general and geometric topology, functional analysis, dimension theory, continuum theory and dynamical systems.

Other Nipissing faculty members are conducting internationally recognized research across a broad spectrum of IT-related and quantitative fields of inquiry. Research areas in computer science and computational disciplines include artificial neural networks, computational geometry, cryptography, deep machine learning, graph theory, optimization, image recognition, neural networks, robotics, signal analysis, and role-based collaborative systems.

In our School of Business and Economics, there is research on the use and impact of IT in buyer-supplier relationships, as well as quantitative research on applied multivariate modeling. Nipissing's geographers focus on spatial data acquisition, analysis, and database management for urban and rural environments, using GIS, remote sensing, and spatial modeling, areas which also overlap with the second theme, above. Together with our topologists, this group puts Nipissing in a strong position to develop research excellence in spatial analysis and the study of large data sets.

4   STRATEGIC RESEARCH PLANNING OBJECTIVES

The Strategic Research Plan has been structured upon four main pillars: Identify, Encourage, Support and Oversee.

Along with defining the character of each pillar, the charts below provide a number of associated objectives and then, more specifically, strategies and/or policies that will be implemented over the time horizon of the plan. The effort has been to avoid platitudes and generalizations and focus on tangible opportunities to maintain and improve research success at Nipissing University.

While individual researchers will always be the most aware of and focused upon their own work, the overarching goal of this plan is to grow a research culture that engenders a high-quality and quantity of research success.

The Provost, the Dean of Graduate Studies and Research, and the Research Council, among other stakeholders and experts, will assist in the development and implementation of the strategies and policies listed below.

Pillar #1

IDENTIFY: The most basic component to any successful research institution is to have full knowledge of the character and kind of research occurring and emerging.

OBJECTIVES	STRATEGIES AND POLICIES	IMPLEMENTATION TIMELINE (1-5 Years)
Awareness of research expertise	• Working on an annual basis, compile a comprehensive list of areas of research expertise for individual researchers	Year 1
Understanding of publication success and other areas of scholarship and knowledge dissemination	• Working on an annual basis, utilize databases and submissions by individual researchers to accumulate and catalogue recent publications, scholarship and other form of knowledge dissemination	Year 1
Accounting for ongoing and developing research projects	• Develop a reporting mechanism to provide summaries of current research projects, whether funded or unfunded	Year 1
Recognizing collaborations	• Maintain an up-to-date list of individual and institutional research collaborations	Year 1
Review of research Labs, Centres and Institutes	• Under the current policy on labs, centres and institutes, provide a centralized and comprehensive account of current work and funding	Year 2
Assessing Research (Space/Equipment) Infrastructure	• Informed in part by the 2017/2018 space audit, develop a infrastructure accounting policy that provides comprehensive picture of current research infrastructure	Year 2
Evaluating link between research and classroom success	• Within the new Teaching Chair framework, pinpoint ways researchers integrate their research into the classroom	Year 3
Assessing funding success	• Develop a policy on non-Tri-Agency grant application	Year 2

	and reporting toward a full accounting of funds awarded to our researchers	

Pillar #2

ENCOURAGE: **With full knowledge of the dynamic research profile of the institution, we must be focused on maintaining and growing current research success and developing areas of future success.**

OBJECTIVES	STRATEGIES AND POLICIES	IMPLEMENTATION TIMELINE (1-5 Years)
Awareness of external funding opportunities	• Develop a targeted individual researcher funding strategy that links researchers with funding programs and projects	Year 2
Review of internal funding programs	• Assess the success rate of our current internal funding programs in relation to later external funding achievements and recast programs if necessary	Year 2
Informing researchers of projects and collaborations	• Proactively notify faculty researchers of relevant work in their field	Year 1
Mentoring new faculty researchers	• Working with CRCs and the Assistant Dean, create a targeted or linked mentoring program that will give faculty the opportunity to work with established researchers to develop projects and grant applications • Integrate mentoring into the Teaching Chairs framework	Year 3
Communicate research success	• Work with communications and public relations to develop a strategy to comprehensively promote research success and expertise • Provide mass and social media training to allow individual researchers to better promote their research success and expertise	Year 2

Celebrate research success	• Develop a targeted strategy for the Chancellor's Research Award that increases the monetary value but also the associated responsibilities of the holder (e.g. mentorship, research talk).	Year 2

Pillar #3

SUPPORT: The acquisition and distribution of resources is the most tangible component of research success. Composed of financial and human resources as well as related infrastructure, a healthy research culture requires proper targeting, transparency, consistency and creativity.

OBJECTIVES	STRATEGIES AND POLICIES	IMPLEMENTATION TIMELINE (1-5 Years)
Providing targeted internal research funding	• Establish a new program for research projects that engage with regional partners and communities, in line with the broader goals of the Strategic Plan	Year 4
Utilizing our Canada Research Chairs to support faculty, graduate, and undergraduate research	• Develop a CRC internal partnership program that will support relevant faculty, post-doctoral and student involvement in ongoing and emerging research projects • Develop an exit strategy and succession plan for CRC program	Year 3
Expanding and focusing Research Services	• Under the leadership of the Dean of Graduate Studies and Research, reinvestment in staff specifically targeted toward external research fund success	Year 4
Targeting Infrastructure Funds	• Informed in part by the 2017/2018 space audit, develop a research infrastructure funding strategy that addresses	Years 1-5

	• current and emerging needs • Develop a transparent internal application and granting process for CFI funds • Work with the Provost and the VP Finance to use fundraising to increase donations for research infrastructure projects	
Enhancing support for graduate student research	• Undertake a review of graduate student support with the Provost and the Faculty of Graduate Studies • Work with the Provost and VP Finance to use fundraising to increase donations for graduate research • Improve competitiveness in recruiting graduate students by enhancing financial packages and infrastructure dedicated to graduate research	Years 1-5
Stabilizing and Enhancing the Undergraduate Research Conference	• Develop a defined policy and steering committee for the undergraduate research conference • Review the funding requirements of the conference and provide consistent annual funding	Year 1

Pillar #4

OVERSEE: The intellectual and societal importance of university research demands that processes and outcomes must meet the highest of professional and ethical standards. Beyond a mere demand for compliance, a healthy research culture recognizes the link between individual and institutional reputation.

OBJECTIVES	STRATEGIES AND POLICIES	IMPLEMENTATION TIMELINE (1-5 Years)
Renewing the mandate of the Research Council	• In conjunction with Senate, review and recast the terms of reference of the Research Council	Year 2
Publishing high-quality, impactful work	• Work with the Executive Director, Library Services and the Scholarly Communications and Research Data Management Librarian to develop an education strategy on how to assess research impact (i.e., knowledge translation) • Work with the Provost and the Deans to develop education processes to ensure research publications meet the standard of peer-review	Years 1-3
Maintain high standards	• Review and articulate a broad policy statement on Responsible Conduct of Research	Year 1

5   ASPRIATIONAL GOALS

The implementation of the above objectives and corresponding policies and strategies will provide a foundation for future tangible research success. In part, this success might manifest in the following accomplishments:

- Nipissing University has a national reputation for excellence in Indigenous and interdisciplinary research across the disciplines. This could be achieved through scholarly publications, grants, and awards as well as media recognition.

- Nipissing University researchers will substantially increase Tri Agency Grant success.

- Nipissing University will be in a position to receive approval for a fifth Canada Research Chair.

- Nipissing University will be in a position to receive a larger Canadian Foundation for Innovation grant.

- Nipissing University will attract more visiting scholars, postdoctoral, graduate and undergraduate researchers.

6   CONCLUSION: MEASURING SUCCESS

In good part, implementation of this plan will be overseen by the Office of the Provost, the Office of the Dean of Research and Graduate Studies, and the Research Council. Reflecting the timeline column in the charts above, these groups will report progress on the constituent elements of this implementation through academic Deans and the academic Senate. New policies, for one, will be introduced and applied on an ongoing basis. Likewise, new internal grants and awards will be announced seeking applicants and nominations.

At appropriate intervals during the 5-year timeline, updates will be provided as we progress toward the broader aspirational goals mentioned just above.