

Nipissing University
Minutes of the Academic Senate Meeting

March 9, 2018

2:30 p.m. – Room F210

MEMBERS PRESENT:

M. DeGagné (Chair), A. Vainio-Mattila, C. Sutton, J. McAuliffe,
M. Tuncali, R. Vanderlee, D. Iafrate, N. Black

A. Armenakyan, L. Chen, L. Manankil-Rankin, P. Millar, M.
Sullivan

R. Breton, N. Colborne, S. Connor, R. Gendron, A. Hatef, B.
Kelly, L. Kruk, E. Mattson, G. McCann, S. Renshaw, D.
Tabachnick, H. Teixeira, T. Vassilev, A. Weeks

C. Hachkowski, B. Hatt, T. Horton, M. Parr, C. Peltier, C. Ricci,
G. Sharpe, T. Sibbald

C. Cho

N. Allaire

O. Pokorny

J. Zimbalatti

S. McArthur

S. Lamorea, T. Somerville, J. Brunet, K. Walker, C. Tremblay,
A. Higgins, T. Mein

ABSENT WITH REGRETS:

C. Richardson

A. Burk, A. Karashev, P. Nosko, T. Parkes, K. Srigley

J. Allison, W. Richardson, G. Rickwood

L. Rossi

T. Curry

S. Dunstall

APPROVAL OF THE AGENDA OF THE SENATE MEETING OF: March 9, 2018

MOTION 1: Moved by R. Gendron, seconded by L. Kruk that the agenda of the Senate meeting of March 9, 2018 be approved.
CARRIED

ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: February 9, 2018

MOTION 2: Moved by T. Vassilev, seconded by D. Tabachnick that the minutes of the Senate meeting of February 9, 2017 be adopted.
CARRIED

BUSINESS ARISING FROM THE MINUTES

The Senate Speaker requested follow-up to a concern raised at the February 9, 2018 Senate meeting regarding a plan to re-assign some of the duties of the Senate Secretary. The Provost advised that some of the duties would be moved to the Office Manager once the Animal Care and Research Ethics duties are moved to the Research Office. In response to a request for information as to why faculty postings at NU are now advertised as tenure-track positions with the rank included, the Provost advised that this is common practice. The HR Dept. looked at 51 current open positions in Ontario and the rank was included in all the ads. In response to a request made regarding the status of the Chancellor's Award for Excellence in Service, the Provost advised that the award would be discussed with the Deans at the next Provost's Council meeting and will be forwarded on for approval to the Board of Governors. In response to a request for an update on the possibility of 200 international students attending NU this summer, the Dean of Arts & Science advised that in July and August the three-week camps are designed for international students ages 16-22 looking to advance their English language skills while experiencing an overseas summer vacation. Camps will be led by English language speakers and trained instructional staff. On-campus activities during the week are followed by weekend excursions and trips to Niagara Falls, Toronto, Algonquin Park and Quebec.

QUESTION PERIOD

In response to a question regarding the roof leaks, the President advised that there are significant roof repairs and upgrades underway. A variety of grants have been received to cover the cost, and repairs should be completed by mid-summer. In response to a request for information on the subject of the ethical nature of testing on students in regards to the testosterone experiments taking place on campus, the Provost advised that she was unable to speak to this study as the Research Ethics Board reports to the Board of Governors. She was able to confirm that the study had gone through the Research Ethics Board. She advised that Ethics is not a topic for discussion at Senate and requested that the question be submitted to the Research Ethics Board. A question was received regarding offers of acceptance and when students might expect to receive responses. The Registrar advised that offers are sent out when a decision is made and are processed as soon as possible. It has been communicated to the students that if they have not received an offer they should check to ensure that the Registrar's Office is not waiting on documentation. Offers were sent out weeks ahead of last year. In response to a question as to why NU does not send out conditional offers of acceptance, the Registrar advised that it has not been the practice of NU and it is not an overall practice across the board.

SENATE EXECUTIVE COMMITTEE

MOTION 3: Moved by M. DeGagné, seconded by L. Chen that Senate receive the Report of the Senate Executive Committee dated March 1, 2018.
CARRIED

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

MOTION 4: Moved by A. Vainio-Mattila, seconded by A. Armenakyan that the Report of the Academic Quality Assurance and Planning Committee dated February 23, 2018, be received.
CARRIED

AMENDMENT OF BY-LAWS

- **Notice of Motion - Article 9.2 (c) Terms of Reference**

In order to incorporate the Quality Assurance process into the terms of reference of the Academic Quality Assurance and Planning Committee (AQAPC), the following revisions, which were reviewed and approved by AQAPC were suggested:

9.2 Academic Quality Assurance and Planning Committee (AQAPC)

(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) ~~to consider for approval and recommendation to Senate, Stage 1 concept approval and Stage 2 Business and implementation plan approval of all proposed new undergraduate and graduate programs in accordance with the Nipissing University Quality Approval Policy and Process (IQAP) as approved by Senate and required in the provincial Quality Assurance Process Guidelines;~~
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) ~~to periodically review (every 3 years) the Nipissing University Quality Assurance Policy and Process;~~
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) ~~for each scheduled program review as required under the IQAP guidelines advise and assist the PVPAR in overseeing and ensuring the satisfactory completion of Steps 1-7; and~~
to deal with such other matters as may be assigned from time to time by Senate.

A discussion took place regarding the composition of Senate committee and subcommittees. The Provost advised that she and the Deans agree that the Deans are on far too many committees. Now that the Provost meets with the Deans weekly at the Provost's Council there is much more communication. The Provost would also like to see the Registrar and the Executive Director of Library Services become voting members on Senate committees and subcommittees. Suggested changes to the composition of Senate Committees, specifically the changes that relate to ex-officio members of the committees/subcommittees will reduce the number of committees in which Deans participate, challenge the non-voting status of ex-officio participants and bring consistency to how the membership lists are presented. The impact of these changes will likely be smaller committees as fewer Deans will mean that fewer faculty members are needed to satisfy the 2:1 ratio between faculty and administration. This will hopefully lead to more efficient committee meetings with quorum, as well as a more collegial atmosphere recognizing that colleagues such as the Registrar and Executive Director of Library Services have important experience and expertise that should come to bear on decisions made.

- **Notice of Motion -Proposed revisions to the *Ex Officio* membership of the Senate Committees, Subcommittees and Council listed below:**

9.1 Senate Executive Committee (EXEC)

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

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

- (a) *Ex Officio* Members:
- (i) the Speaker, who shall be Chair;
 - (ii) the Deputy Speaker, who shall be Vice-Chair;
 - (iii) the PVPAR, or their designate (~~non-voting~~); and
 - (iv) the Senate Secretary (non-voting).

9.1.2 Honorary Degrees Subcommittee (HON)

- (a) *Ex Officio* Members:
- (i) the President, who shall be Chair;
 - (ii) the PVPAR, or designate, who shall be 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.

9.2 ~~Planning and Priorities Committee (PPC)~~ **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;
 - (iv) the Registrar (~~non-voting~~);
 - (v) the Executive Director of Library Services, or designate (~~non-voting~~);
 - (vi) **the Director of Institutional Research and Planning;**
 - (vii) one (1) representative chosen by and from the Board of Governors.

9.3. Undergraduate Studies Committee (USC)

- (a) *Ex Officio* Members:
- (i) the PVPAR or designate, (Chair) **non-voting**;
 - (ii) ~~the one (1)~~ Academic Deans, or their designates, ~~one of whom, on a rotating basis~~ shall be Vice-Chair; and
 - (iii) the Registrar, or designate.

9.3.1 Undergraduate Standing & Petitions Subcommittee (S&P)

- (a) *Ex Officio* Members:
- (i) the Registrar, (non-voting), or designate, who shall be Chair; and
 - (ii) ~~the~~ one (1) Academic Dean, or **their** designate.

9.3.2 Undergraduate Services & Awards Subcommittee (S&A)

- (a) *Ex Officio* Members:
- (i) the Vice-Chair of USC, who shall be 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 (~~non-voting~~); and
 - (vi) Registrar, or designate (~~non-voting~~).

9.4 Student Appeals Committee (SAC)

- (a) *Ex Officio* Members:
- (i) the Registrar, who shall be Chair.

9.5 Teaching & Learning Committee (T&L)

- (a) *Ex Officio* Members:
- (i) ~~the Academic one (1)~~ Deans, or **their** designate, ~~one of~~ whom shall be Chair; and
 - (ii) the Executive Director of Library Services, or designate (~~non-voting~~).

9.5.1 Library Advisory Subcommittee (LIB)

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

9.6 Technology & Infrastructure Committee (T&I)

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

10.2 Research Council (RC)

- (a) Membership: Voting Members:
- (i) ~~the Academic Deans; including~~ the Dean of Graduate Studies and Research who shall be Chair;
 - (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;
 - (iv) one (1) student representative from a Graduate program;
- Non-voting Members:**

- (v) the ~~Provost and Vice-President Academic and Research~~ **PVPAR or designate; and**
- (vi) the Executive Director of Library Services, or **designate delegate.**

10.3 Graduate Studies Committee (GSC):

- (a) Members:
 - (i) the Dean of Graduate Studies and Research, or designate, who shall be Chair (~~non-voting~~);
 - (ii) **the PVPAR or designate;**
 - (iii) the Registrar, or designate (~~non-voting~~);
 - (iv) the Executive Director of Library Services or designate (~~non-voting~~);
 - (v) ~~the Deans of all Faculties~~ one (1) Academic Dean, or **their** designate;
 - (vi) Graduate Coordinators / Graduate Chairs from each graduate program, or designate;
 - (vii) one Graduate student from each level of graduate studies; and
 - (viii) one Graduate student Senator (non-voting).

REPORTS FROM OTHER BODIES

The President expressed his appreciation for the support the athletic teams have received. The attendance and support from the NU community means a great deal to the teams and the students. He advised of an interesting presentation he had attended at COU on sources of innovation and the value of an education. He also informed that the province has taken over the Executive Compensation process and has developed a set of policies and guidelines. Once the program is completed and approved it will be posted with 30 days of opportunity for comment. He was pleased to announce that NU will again be hosting the 2018 FIRST Robotics North Bay Qualifying Event on March 29–31. He congratulated the organizers of International Women’s Week and the excellent presentation by keynote speaker Senator Kim Pate. He advised of the upcoming Open House and thanked all of the faculty and staff for volunteering their time. 267 students and over 35 parents and supporters are expected to attend. He reminded that NU does a really good job at converting students that visit to attend NU. He also reminded that the 11th Annual Undergraduate Research Conference will be held March 23 & 24. The President thanked outgoing NUSU President, Sydney Lamorea, for all of her contributions.

The Provost and Vice-President Academic and Research provided an electronic report that will be included as an attachment.

The Vice-President, Finance & Administration advised that we are projecting a smaller deficit than the \$3.8M budgeted for 2017/18. We will be refining our projections over the next few weeks. The 2018/19 budget process is currently underway with plans for a preliminary budget to be completed by mid-April. While we are experiencing a decline in enrolment in some programs, the Registrar’s office is working to improve conversions and they have had great success. The University is consistently pursuing opportunities to secure special purpose grants and additional funding through MAESD and we have been successful at obtaining over \$4M over the next three years.

On behalf of the Board of Governors, Senator Zimbalatti advised of the recent changes to the composition of the Board of Governors including the Mayor of North Bay or a member of the City Council designated by the Mayor and the Chief of the Nipissing First Nation or a member of Nipissing First Nation designated by the Chief. As the University sits on Nipissing First Nation land this is extremely appropriate.

Interim Chair of the Alumni Advisory Board, Steve McArthur, advised that the nomination deadline for the Alumni Awards has been extended. Information on the process may be found on the Alumni website. Nominations are welcome.

NUSU President, Sydney Lamorea, provided an update advising of the successful Cold Creek County concert, and many upcoming events including: Wellness Week, Mirrorless Monday, Waffle Day, Green Initiatives trip, Students on Stage presents Alice in Wonderland and the Drag Show at the White Water Gallery. She advised that elections for the NUSU Board of Directors are ongoing and introduced Daniel Goulard, NUSU President, Nicolai MacKenzie, Vice-President Services, Keenen Kearney, A&S Student Senator and Hannah Mackie, APS Student Senator. Senator Lamorea expressed her appreciation for a very rewarding year and offered her best wishes for the success of the new Student Centre.

NEW BUSINESS

- **Notice of Motion**

Revisions to Article 17.0 Policy on Posthumous Undergraduate Degrees/Certificates of Academic Achievement were discussed at the February 22, 2018 By-Laws and Elections Subcommittee meeting as well as the March 1 Senate Executive meeting. Changes include the removal of reference to undergraduate so that the policy reflects undergraduate and graduate students. The policy will be renamed Posthumous and In Memoriam Degrees. Other universities' policies were reviewed and this change will align NU's policies. Members agreed that this is an appropriate way for the university to recognize the student and reach out to the family.

Revised Policy

17.0 Posthumous and In Memoriam Degrees

A *posthumous degree* may be granted to a deceased student under the following circumstances:

- The student died within 12 months of the last registration;
- The student was in good academic standing such that eventual graduation was expected;
- For undergraduates in programs requiring 120 or more credits, the student completed at least 90 credits;
- For undergraduates in programs requiring 90 credits, the student completed at least 72 credits;
- The student was in an Honours program at the time of death but was not eligible for a posthumous Honours degree and so may be recommended for the corresponding General degree;
- For course based graduate programs, the student completed at least 75% of the course work;
- For graduate programs with a Major Research Project, Thesis or Dissertation, the student completed all course work and a significant amount of work towards completing their Major Research Project, Thesis or Dissertation.

A degree in memoriam may be granted to a deceased student under the following circumstances:

- The student died within 12 months of the last registration;
- The student was in good academic standing
- The student is not eligible for a posthumous degree.

An in memoriam or posthumous degree must be recommended by the Dean and approved by Senate.

Current Policy

17.0 Policy on Posthumous Undergraduate Degrees/Certificates of Academic Achievement

17.1 Undergraduate Degrees

- a) Normally, a posthumous degree will be granted to a deceased student only under the following minimum conditions. The student must have:
 - i) Died within 12 months of the last registration;
 - ii) Been in good academic standing such that eventual graduation was expected;
 - iii) For undergraduates in programs requiring 120 or more credits, completed at least 90 credits;
 - iv) For undergraduates in programs requiring 90 credits, completed at least 72 credits;

- b) The posthumous degree must be recommended by the department & faculty council & be approved by Senate Executive.
- c) Undergraduate students who were in an Honours program at the time of death but who are not eligible for a posthumous Honours degree may be recommended for the corresponding General degree, if the criteria for that degree are met.
- d) Procedures:
 - i) On receiving notice of the death of a student, the Registrar determines if the student would be eligible for a posthumous degree & communicates this information to the department, the Secretary of Senate, & the President.
 - ii) The President or delegate will communicate with the next of kin.
 - iii) The posthumous degree will be noted as such in the Senate graduation list & the convocation program, but not on the diploma.
 - iv) Where possible, the diploma will be presented to the next of kin or their delegate.

17.2 Certificates of Academic Achievement – *in memoriam*

- a) Normally, a “Certificate of Academic Achievement – *in memoriam*” will be awarded to a deceased undergraduate student if the following minimum requirements are met. The student must have:
 - i) Died within 12 months of the last registration;
 - ii) Been in good academic standing such that eventual graduation was expected;
 - iii) For undergraduate students in programs requiring at least 90 credits, completed at least 30 credits at Nipissing;
 - iv) For students in all other programs, completed at least 50% of their degree requirements, unless otherwise determined by their program Chair or Director.
- b) The certificate must be recommended by the department & faculty council & be approved by Senate Executive.
- c) Procedures:
 - i) The request to award such a certificate may emanate from others, but the next of kin should approve, where possible.
 - ii) The President or delegate will communicate with the next of kin
 - iii) Where possible, the certificate will be presented to the next of kin or their delegate.

The Provost advised that the revised policy was discussed in detail in the Provost’s Council meeting and that the Deans were in agreement. The Speaker advised that the policy was also discussed fully and supported by the members of the By-Laws and Elections Subcommittee. A request was received to have the Notice of Motion regarding the revised policy of 17.0 Posthumous and In Memoriam Degrees heard as a Motion. The Speaker advised that Senate By-Laws require a two-thirds (2/3) plurality of support to remove the Notice of Motion and receive the Motion.

MOTION 5: Moved by J. McAuliffe, seconded by M. Tuncali that the revisions to Policy 17.0 Posthumous and In Memoriam Degrees be removed as a Notice of Motion and received by Senate as a Main Motion.
CARRIED

MOTION 6: Moved by J. McAuliffe, seconded by M. Tuncali that Senate approves Policy 17.0 Posthumous and In Memoriam Degrees.
CARRIED

- **Notice of Motion**

At the February 9, 2018 Senate meeting, Senator McCann requested that a Notice of Motion be included in the March 9, 2018 Senate Agenda regarding the creation of a policy governing faculty/student relationships.

Be it so moved that the Human Resources Department be requested to strike a committee including faculty and NUSU representatives in order to draft a policy on Teacher-Student Relationships for Nipissing University to be in place for September 2018.

ADJOURNMENT

Senate was adjourned at 4:30 p.m.

Original signed by:

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M. DeGagné (Chair)

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S. Landriault (Senate Secretary)