

Minutes of the Third Senate Meeting
November 2, 2012, 3:00 pm, Robertson Library Rm 235

Present: A. Abd-El-Aziz, P. Bastante, W. Bradley, D. Buck, B. Campbell, L. Chilton, S. Dawson, D. Desserud, B. Déziel, R. Domike, I. Dowbiggin, M. Doyle, L. Edwards, R. Gilmour, K. Gottschall-Pass, F. Gray, R. Herbert, K. Kielly, N. Kujundzic, M. Leggott, R. Lemm, D. MacDonald, E. MacDonald, G. MacDonald, M. MacInnis, D. MacLellan, J. Magrath, L. McDuffee, M. Sweeney-Nixon, S. Opps, L. Pack, J. Podger, A. Smallwood, K. VanGerven, B. Wagner, D. Wagner, Laura Wisener

Regrets: G. Conboy, A. Duncan, C. Lacroix, D. Reynolds, C. Ryan, S. Thomas

Absent: P. MacAulay, J. Mitchell, K. Tilleczek, M. Turnbull

Guest: Betty Jeffery

Senate Asst: A. Deighan

The President called the meeting to order.

1. Approval of Agenda

Moved (L. Edwards/I. Dowbiggin): to approve the agenda.
Carried.

2. Approval of Minutes of October 12, 2012

Moved (L. Edwards/D. Buck): to approve the minutes of October 12, 2012.
Carried.

3. Business Arising from October 12, 2012

Mark Leggott provided an update on the copyright file. UPEI has opted out of the Access Copyright/AUCC Model License (opting in would have had an initial one-time fee of over \$200,000 plus ongoing annual fees) along with over 20 of our colleagues across the country. This means we are now governed by three "contexts" rather than a license: recent jurisprudence (such as Supreme Court rulings in the last few years), the new Copyright Bill, and the concept of Fair Dealing. The Library has taken the lead on the file and will be providing advice, training sessions and additional documentation as provided by AUCC. The latest information can be accessed at <http://library.upei.ca/copyright>. In the meantime, if faculties have questions please contact Mark Leggott or Simon Lloyd.

4. President's Report

Highlights:

- **New Student Senator** - The President welcomed Laura Wisener, our new student Senator who will be replacing Jessica Willis for the remainder of the year.
- **University Rankings** - *Maclean's* released their annual University rankings yesterday. The President informed Senators that this has been reported briefly in the *Guardian* and on local CBC radio news, and many Senators have received a pdf which includes the main ranking tables and breakout charts for the ranking indicators forwarded by Integrated Communications. UPEI is ranked 5th among primarily undergraduate universities. This is a slight change from last year

when UPEI was tied for fourth. We continue to be pleased with UPEI's position in the top quarter of universities in the primarily undergraduate category and will be reviewing the results to seek areas of understanding and improvement. The President informed Senators that *Maclean's* posts the highlights of the rankings on macleans.ca/oncampus should they like to take a closer look.

- **Travel/Visits**

- AUCC Advocacy Day on Parliament Hill - Pre-budget advocacy agenda
- PEI Mussel King - On October 15, the President was pleased to tour the PEI Mussel King operation in Morell with Chancellor Bill Andrew and hosted by Esther Dockendorff and her husband Paul Runighan. The President informed Senators that it was a very impressive operation that has connections worldwide. The family is justifiably proud of their contributions to this important PEI industry.
- Washington, DC, USA - The President, along with VP Research Dr. Robert Gilmour and Dr. Adam Fenech, visited the Smithsonian Institute and George Mason University. One of the outcomes of this visit is a conference being organized in Alexandria, Egypt, hosted by the Arab Academy for Science, Technology and Maritime Transport, UPEI and the Smithsonian Biology Institute. The conference is scheduled for April 15-18, 2013.

- **We Welcomed To Campus**

- Gairdner Lecturer, Dr. Lorne Babiuk - Dr. Lorne Babiuk, Vice-President Research, University of Alberta, had a great visit to our campus. He delivered interesting lectures, met with researchers and was genuinely impressed by UPEI. The President informed Senators that we had the largest number of high school students to ever attend a Gairdner Lecture at UPEI with over 160 PEI senior science high school students engaged and attending from across the province. The students were treated to lunch on campus and then taken on tours. Any availability to welcome our high school students to the opportunities at UPEI should be embraced.
- Consul General and the Cultural Attaché of Egypt in Canada.

- **Dare to Dream** - The President thanked everyone for their continued support of the Dare to Dream project and informed Senators that the over 130 ideas received are being reviewed and evaluated.

- **Congratulations**

- The President congratulated Sister Sue who recently celebrated 25 years as a sister of the Congregation of Notre Dame
- The President congratulated our Dean of Education, Miles Turnbull, who received the National Robert-Roy Award that recognizes outstanding contributions to the second-language education.
- CFI Award - The President informed Senators that both he and Rabin Bissessur were awarded a CFI Leaders Opportunity Fund – for the refurbished collaborative research laboratory in the K.C. Irving Chemistry Building.

- **Student Mental Health Care Meeting**

- The President informed Senators that at Mount Allison University yesterday, the AAU in partnership with the Medavie Health Foundation, called together University officials and student leaders to address an extremely important issue: Developing a University Team Approach to Student Mental Health Care. UPEI was well represented at the meeting. Participants included Heidi MacDonald, Anne Bartlett, Vicki Johnston and Kathy Kielly. UPEI delivered a panel discussion highlighting UPEI's efforts and our University's realization that everyone at the University bears a responsibility to pay attention to the welfare of our students.
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Senate Committees & Mandates Report

At the invitation of Senate, Dean Desserud was asked to present on changes made to the Senate committees and mandates. The following changes and recommendations were made:

Proposed New Committee List:

Note: Dean Desserud informed Senators that two committees contained within the report are being deferred from the agenda owing to the additional feedback received prior to the meeting. The following two committees will be brought back to Senate for approval at a future meeting: *Library Committee and Scholarship and Awards Committee.

1. Academic Appeals Committee
2. Academic Planning and Curriculum Committee
3. Professor Emeritus Committee
4. Honorary Degree Committee
5. Board-Senate Liaison Committee
6. Nominating Committee
7. *Scholarship and Awards Committee
8. Senate Committee on the Enhancement of Teaching
9. Senate Research Advisory Committee
10. Research Grants Committee
11. Steering Committee of Senate
12. Student Discipline Appeals Committee
13. Admissions, Degrees and Enrolment Committee
14. Graduate Studies Advisory Committee
15. *Library Committee
16. University Writing Council Committee

Proposed Recommendations:

We are proposing that the following committees have their terms of reference (including membership, in some cases) be revised:

Academic Appeals Committee
Academic Review and Planning Committee
Board-Senate Liaison Committee
Nominating Committee
Steering Committee of Senate
Senate Committee on the Enhancement of Teaching
Student Discipline Appeals Committee

We are proposing that the following committees have only their membership revised:

Professor Emeritus Committee
Scholarship & Awards Committee
Research Grants Committee
Honorary Degree Committee
Senate Research Advisory Committee

We are proposing the creation of the following new committees:

Admissions, Degrees and Enrolment Committee
Graduate Studies Advisory Committee
Library Committee

We are proposing that the following committees be declared defunct:

Academic Planning Facilitation Group
Enrolment Management Committee

We are asking whether the following committee needs to be resurrected:

University Writing Council Committee

Revised Senate Committees & Mandates

Academic Appeals Committee

The only change being proposed is the addition of the procedure for choosing a Chair: see below

Composition:

5 faculty members elected by and from the Senate, reflecting the diversity of faculty membership in Senate and to serve only while members of Senate (3-year term, initially staggered)

2 students from the Senate (one of which must be the President of the Student Union or his/her designate, and the other, where possible, from a different Faculty/School) to serve only while members of Senate (Student Senators will be appointed by the Student Union by 15 May and report to Senate in September).

Chair: A chair will be elected from the committee membership, normally with a term of two years.

Academic Planning & Curriculum Committee

This does not constitute a substantive change; just a name change, a revision into point form, and a clarification of the criteria for student membership.

Terms of Reference:

1. To review existing programs and policies with a focus on quality assurance and developing initiatives.
2. To report to Senate the results of reviews carried out under (1) and, as appropriate, to make policy and program recommendations to Senate.
3. To consider curriculum issues of general academic interest and make recommendations to Senate regarding these issues.

4. To review course offerings, inter-faculty offerings and curriculum requirements where appropriate and to consider new courses and changes in courses and make appropriate recommendations to Senate.
5. To draw Senate's attention to, and make recommendations regarding, those changes in curriculum which have implications in terms of staffing or affect other Departments, Faculties or support areas such as the Library and Information Technology Systems and Services.

Composition:

Vice-President, Academic (Chair)
 Assistant Vice- President, Graduate Studies
 6 Academic Deans
 Registrar
 Director of Centre for Life-Long Learning
 University Librarian
 1 student nominated by the Student Union and elected by Senate
 1 graduate student nominated by the Graduate Student Association and elected by Senate

Board-Senate Liaison Committee

The only change being proposed is the addition of the procedure for choosing a Chair: see below

Composition:

3 members of the Board of Governors elected by the Board, to serve only while members of the Board (3-year term, initially staggered)
 2 faculty members from different Faculties/Schools, elected by and from the Senate; to serve only while members of Senate (3-year term, initially staggered)
 1 student elected by and from the Senate, to serve only while a member of Senate
 The Chair of Senate*

*Chair: A chair will be elected from the committee membership, normally with a term of two years.

Steering Committee of Senate

It has been pointed out that we use the term Executive Committee (see Processes & Procedures of the Senate, A.4) to refer to an ad hoc committee struck to deal with matters when quorum is not met. Therefore, we are reverting to its original name. We are suggesting one addition to the Terms of Reference be added (see # 5 below). We are also proposing that the Vice-chair of Senate be added to the membership, and that the role of the Chair of Senate as chair of the committee be clarified. Note as well clarification of the student election

1. To prepare the agenda of Senate on the basis of a schedule suited, on the one hand, to the effective conduct of Senate debate and, on the other hand, to the fulfillment of Senate's responsibility for completing its various policy-making activities on time.
2. To ensure that necessary deadlines for the completion of the business of Senate and its various committees are made known and that every effort is being made to meet them.
3. To allocate all matters of Senate business to the appropriate channels or bodies for further action and for implementation.

4. To be empowered by Senate to review, periodically, the composition, terms of reference, procedures, vitality, and effectiveness of each committee of Senate; and that it make recommendations to Senate concerning the discontinuation, modification, or establishment of Senate Committees.
5. Upon a specific recommendation by Senate, be empowered to act for Senate when necessary between meetings or during such times in which the meetings of Senate as a whole are suspended. Such a recommendation shall be made either through a majority vote of senators at a Senate meeting, or by ballot (including electronic mail) at the call of the Chair of Senate.

Composition:

Chair of Senate (or designate)

Vice-chair of Senate

Senate Secretary

2 faculty members elected by and from the Senate

1 student elected by and from the Senate, to serve only while a member of Senate

Chair: the Chair of Senate shall chair this committee, except when the Chair of Senate is represented by a designate. In such cases, the Vice-chair of Senate shall chair.

Senate Committee on the Enhancement of Teaching (SCENT)

This does not constitute a substantive change; just a revision into point form, a clarification of the election of students, the addition of a new member, and a procedure for choosing a chair. However, note item 9 below.

Terms of Reference:

1. To promote excellence and innovation in teaching and learning.
2. To support the work of the Faculty Development Office (FDO) to enhance the practice and scholarship of learning and teaching at the University of Prince Edward Island.
3. To advise the Director of Faculty Development on appropriate programs and resources for the development of teaching.
4. To ensure representation on campus committees that support principles of teaching and learning.
5. To serve as the selection committee for the Instructional Leadership Award and any other teaching and learning awards under SCENT's purview.
6. To facilitate nominations of UPEI faculty for regional and national teaching awards.
7. To administer a grant program for teaching development.
8. To provide Senate with an annual report outlining the activities of the Faculty Development Office.
9. To liaise and consult with other committees and groups at UPEI whose mandates involve teaching, learning and information technology, or other areas as SCENT sees fit.

Composition:

The Director or Assistant Director of Faculty Development
6 faculty members, no more than two from any one Faculty or School (3-year term)
1 Librarian (3-year term)
2 students nominated by the Student Union and elected by Senate (1-year term)
1 graduate student nominated by the Graduate Student Association and elected by Senate (1-year term)
Director of the Centre for Life-Long Learning or designate

Chair: A chair will be elected from the committee membership, normally with a term of two years.

Nominating Committee

The changes here are the elimination of bullet point # 4 (as being unnecessary for a mandate), the clarification of the election of students, and the inclusion of a procedure for determining the chair.

Terms of Reference:

1. To develop and recommend to Senate for approval regular procedures for the staffing of all standing and ad hoc committees of Senate, joint Board-Senate committees and advisory committees to which Senate appoints members.
2. To solicit and bring forward names of candidates to fill all vacant positions on standing and ad hoc committees of Senate, and the appropriate positions on other committees referred to in (1).
3. To advise Senate on the appropriate structure and the staggering of terms for new standing or ad hoc committees of Senate.

Composition:

Faculty members from different Faculties/Schools elected by and from the Senate and to serve only while members of Senate (3-year term, initially staggered)
Chair of Senate
1 student nominated by the Student Union and elected by Senate
1 graduate student nominated by the Graduate Student Association and elected by Senate

Chair: The faculty member having served longest on the committee will hold the position of Chair; the second longest-serving faculty member will serve as Vice-Chair until the end of the Chair's term, at which time she/he will become Chair.

Student Discipline Appeals Committee

The changes here are to clarify the election of student members.

Terms of Reference:

1. Regularly, to review the student discipline appeal procedures within the University and, as needed, to make recommendations to Senate.

2. To serve as an appeal body of the University on decisions made regarding the discipline of students, and, to that end, to hear and render judgment on appeals from decisions of the Student Discipline Committee or the Director of Student Services.
3. The Committee will report to Senate as needed with an annual report to be submitted in October.

Composition:

2 faculty members (2-year term, initially staggered)
3 students, nominated by the Student Union and elected by Senate, two of whom must be living in residence
1 administrator (2-year term)

Professor Emeritus Committee

Change proposed is to have 1 Dean and 6 members (7 in total) with the Faculty of Science represented:

One Dean (Chair)
Faculty member Arts
Faculty member AVC
Faculty Member (Business)
Faculty Member (Education)
Faculty Member (Nursing)
Add: Faculty Member (Science)

Motion: The President asked Senators that the composition of this committee be reconsidered with 1 Dean and 6 members each representing a faculty and that the structure and mandate be discussed at a later date.

All in favour

Motion carried.

Research Grants Committee

Changes here are the clarification of the election of student members, the addition of the non-voting position of Research Grants Coordinator, and a procedure for the selection of a Chair.

Composition:

3 from the Faculty of Arts
3 from the Faculty of Science
1 from Business Administration
1 from Education
1 from Nursing

These members are to be actively engaged in research, to represent a range of research activities across the Faculties and Schools, and to be elected by, but not necessarily from, Senate.
(Terms: 3 years, initially staggered).

1 graduate student nominated by the Graduate Students Association and elected by Senate
1 undergraduate student nominated by the Student Union and elected by Senate

Vice-President, Research & Development
Research Grants Coordinator (non-voting)

Chair: A chair will be elected from the committee membership, normally with a term of two years.

Honorary Degree Committee

Composition:

3 faculty members from different Faculties/Schools, elected by the Senate
(3-year term, initially staggered)

2 Alumni recommended by the UPEI Alumni Association & elected by the Senate (3-year term, initially staggered)
from the Graduating Class nominated by the Student Union and elected by the Senate

1 member appointed by the UPEI Board of Governors drawn from among the Board members appointed by the Board of Governors in Council (3-year term)

The Chancellor of the University

The President of the University as Chair

Senate Research Advisory Committee

The only changes here are the addition of the non-voting position of Administrative Assistant, Research Services, and the clarification of the election of the student representatives]

Vice-President, Research & Development, Chair

Associate Dean, Graduate Studies & Research, AVC (Chair of AVC's Graduate Studies Committee)

Assistant Vice-President Graduate Studies

Chair of the Research Grants Committee (Main Campus)

University Librarian

6 faculty members actively engaged in and representing a range of research activities and disciplines lectured by, but not necessarily from, Senate, for 3-year terms).

1 graduate student nominated by the Graduate Student Association and elected by Senate

1 undergraduate student nominated by the Student Union and elected by Senate.

Administrative support: Administrative Assistant, Research Services (non-voting)

Graduate Studies Advisory Committee

This committee exists, but is not formally a Senate committee. We are proposing that it be constituted as a Senate committee.

Terms of Reference:

1. Further the mission of UPEI in the pursuit of excellence in graduate studies and provide guidance and context on institutional-level issues concerning graduate studies at UPEI.
2. Promote and advocate for graduate programs across campus and complement and support the established faculty-level graduate committees and offices.
3. Review and revise general Graduate Studies components of the Academic Calendar, including all University-wide curriculum matters pertaining to Graduate Studies, for submission to the Senate Academic Planning & Curriculum Committee.
4. Review graduate program proposals to provide feedback, advice and guidance.
5. Coordinate UPEI Graduate Studies Research Days.
6. Set the process for, and adjudication of, the award of the Governor General's Gold Medal for

- Graduate Studies.
7. Establish application procedures (and terms of reference where needed) for both internal and external graduate scholarships and funding opportunities, and application adjudication as appropriate.
 8. Develop strategies for graduate student recruitment and program growth.
 9. Provide liaison role between UPEI and the Canadian Association for Graduates Studies (CAGS) and other national and international associations.
 10. Coordinate educational and professional development opportunities for graduate students and Postdoctoral Fellows.
 11. Address and advise on issues related to Postdoctoral Fellows.
 12. Develop and advise on policy concerning the implementation of Graduate Faculty membership and supervisory role.

Composition:

Assistant Vice-President, Graduate Studies (Chair)
Associate Dean of Graduate Studies & Research, AVC
Graduate Coordinator, Faculty of Education
Graduate Coordinator, Faculty of Science
Graduate Coordinator, School of Business
Graduate Coordinator, School of Nursing
Associate Dean of Research and Graduate Studies, Arts
Academic Program Coordinator, Master of Applied Health Services Research
President, Graduate Student Association
Representative, Postdoctoral Fellows*
Assistant Registrar

Senate Committee on Admissions, Enrolment and Degrees

This committee resurrects the Enrolment Management Committee and fulfills the Senate motion of 3 October 2008 to “reconstitute a Senate Committee on Admissions and Degrees”

***Please note:** The President is planning to strike an Enrolment Management Committee in the near future which may change the duties of this committee.

Mandate:

1. To review and make recommendations to Senate on standards, policies and regulations for:
 - a. the admission and re-admission of students;
 - b. Student standing and promotions other than disciplinary matters.
2. On the advice of the Faculty or School and in consultation with the Dean, to recommend to Senate candidates for degrees other than honorary degrees.
3. To assist Senate in the interpretation and application of the University’s standards, policies and regulations in specific cases.
4. To advise the Registrar and Senate concerning policies, regulations and procedures governing student standing and promotions as found in the undergraduate and graduate calendars, other than disciplinary matters, and assist in their interpretation and application in specific cases.
5. On consultation with the departments, Deans, VP Academic, VP Administration and Finance, and VP Research (as appropriate), to make recommendations to the VP Academic concerning the University’s current and potential enrolments.

6. To recommend to Senate that a diploma, certificate, degree, scholarship or bursary granted or issued by the University of Prince Edward Island be revoked.

Composition:

Vice-President Academic (Chair)
Registrar (non-voting)
Assistant Vice-President, Graduate Studies
Two Deans – appointed by the VP Academic (2-year terms)
3 faculty members from different Faculties/Schools, elected by the Senate but not necessarily from Senate (3-year terms, initially staggered)
1 staff member (2-year term)
1 student nominated by the Student Union and elected by Senate

University Writing Council Committee

This committee will be tabled and discussed at a later Senate meeting.

The President asked Senators to accept the current changes made by Don Desserud to the Senate committees and mandates

Moved (M. Leggott/D. Buck): to accept the current changes made to the Senate committees and mandates
Motion carried.

The President thanked the Dean for all his hard work and very informative presentation.

5. Annual Reports

Scholarships & Awards Committee.

The report was received for information and Laura Lee Noonan was available for questions.

6. Preliminary Enrolment Overview

Y. Gong, Institutional Researcher stepped forward to give her preliminary enrolment overview. Y. Gong reported that every year, on or around Oct 1, Atlantic Universities report enrolment information in key categories to the Association of Atlantic Universities. The reports help people get a sense of university population in the region. This year, in comparison to last year, UPEI has a relatively stable enrolment (in all but one category which is graduate enrolment. We had less than 1% decrease in total enrolment, 1.6% decrease in total undergraduates, 10.5% increase in graduate and 3.7% in full-time international enrolment.). AAU only publishes two years data. When looking at only the two years, UPEI's rate of change is not as positive as the regional level. However, the short range view does not tell a full story. When we look at longer term trend, we can better appreciate where we are today.

Y. Gong stated that when we look at the 5-year or 10-year period, UPEI enjoyed substantially higher growth rate than the regional average in total enrolment, undergraduate, graduate, and international enrolments, as shown in the charts on the screen. For example, over a 5-year period,

total enrolment at UPEI has grown by 13.3% while total enrolment in the region has grown by 4.9%. Over a 10-year period, the rate of growth is 27.6% at UPEI vs. 6% in the region.

In fact, when we look at individual institutions in the region, UPEI's growth rate is either the very highest, or among the top 4 in all categories considered here.

Enrolment as of today (Nov 2) for fall 2012:

1. Headcounts: 4477 vs. 4567 (as of Dec 1, 2011), down by 2%, in comparison to Fall 2011 (as of Dec 1).
 2. Full-time: 3887 vs. 3889. Part-time: 590 vs. 678 (-13%)
 3. Graduate student enrolment is basically the same: 310 vs. 311
 4. International students is up by 3.2% with 553 this year vs. 536 (+3.2%)
 5. Total course registration is 17,672, down from 17949 last year (-1.5%)
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7. Adjournment

Moved (L. Edwards/D. Buck): to adjourn the meeting at 4:30 pm.

Respectfully submitted

Kathleen Kielly, Registrar
Secretary to Senate