

Minutes of the First Senate Meeting
September 16, 2011, 3:00 pm, ITEC Lecture Theatre

Present: A. Abd-El-Aziz, M. Arfken, D. Buck, b. Campbell, L. Chilton, J. Coles, S. Dawson,
D. Desserud, B. Déziel, G. Doran, I. Dowbiggin, M. Doyle, A. Duncan, L. Edwards,
G. Germain, K. Gottschall-Pass, F. Gray, P. Hooper, K. Kielly, N. Kujundzic, C.

Lacroix,

M. Leggott, R. Livingstone, A. López, G. MacDonald, A. MacFarlane, D. Murnaghan,
S. Opps, L. Pack, J. Randall, D. Reynolds, K. Schultz, J. Sentance, A. Smallwood,
H. Stryhn, M. Sweeney-Nixon, K. Tilleczek, M. Turnbull, B. Wagner, S. Wiebe

Regrets: W. Bradley, D. Coll, R. Domike, J. MacAulay

The President called the meeting to order.

1. Approval of the Agenda

Moved (D. Buck/L. Chilton): to approve the agenda. **Carried.**

2. Approval of the Minutes of May 25, 2011

Moved (K. Schultz/R. Livingstone): to approve the minutes of May 25, 2011. **Carried.**

3. Introduction of Senators

The President welcomed new and returning Senators and invited Senators to introduce themselves.

4. Business Arising from May 25, 2011 Minutes

The Registrar provided an update on the graduating class of 2011. Based upon the receipt of missing documentation to support graduation and the enabling motion to permit the graduation of students not yet identified by the April 2011 meeting of Senate, an additional 26 students were added to the convocation roll. The total number of graduates for the 2011 Convocation is 914, the largest class in UPEI history.

5. Selection of Chair, Vice-Chair and Secretary

In order to address the selection of the Chair, Vice-Chair and Secretary positions for Senate, the Chair of the Nominating Committee stepped in to conduct the election process.

R. Livingstone nominated A. Abd-El-Aziz for Chair of Senate and D. Buck seconded. With no further nominations, A. Abd-El-Aziz was declared by acclamation Chair of Senate.

D. Buck nominated K. Gottschall-Pass for Vice-Chair of Senate and R. Déziel seconded. With no further nominations, K. Gottschall-Pass was declared by acclamation Vice-Chair of Senate.

B. Wagner nominated K. Kielly for Secretary of Senate and R. Livingstone seconded. With no further nominations, K. Kielly was declared by acclamation Secretary of Senate.

6. President's Report

- As of today's date, enrolment is 4577, which is a small drop from last year at this time. Yuqin Gong, Institutional Research Officer, will give a report on the numbers later in the meeting.

- Town Hall meetings were held Wednesday, September 14, and Thursday, September 15. There will be a third Town Hall meeting on Tuesday, September 27, from 7:00 - 9:00 p.m in The McCain Foundation Learning Commons at the Atlantic Veterinary College. All are welcome to attend.
- New Student Orientation (NSO) raised over \$30,000 for the Shinerama initiative. Congratulations to everyone involved.
- Dr. Ian Dowbiggin has been named by the Royal Society of Canada a fellow in the Humanities Division of the Academy of the Arts and Humanities. This is a tremendous honour and we recognize Ian for his outstanding contributions.
- Ten scientists received awards from NSERC totalling more than \$1.2 million and the details of the awards are located on the UPEI website. Again, congratulations to our colleagues. The NSERC board will be meeting at UPEI in June.
- The MacLauchlan family has made an endowment gift to UPEI to create a major program of awards for student writing.
- Dr. Tim Ogilvie, former dean of the Atlantic Veterinary College at UPEI, has been awarded the Canadian Veterinary Medical Association's prestigious 2011 President's Award
- Mr. Gary Bradshaw, former Vice-President, Finance and Facilities at UPEI, has been named Associate Vice-President at the Grenfell Campus of Memorial University of Newfoundland. He assumed his responsibilities at Grenfell on September 1, 2011. We wish him well.

7. Search Committee for Decanal Search - Dean of Science

Dr. Lacroix is in his sixth year as Dean of Science and this will trigger the procedures for the review/selection of a Dean. J. Randall will chair the Committee and L Chilton will initiate the process for Committee membership.

8. Senate Reports

Nominating Report

Moved (L. Chilton/K. Gottschall-Pass): approve the following names for Senate Committees:

Academic Appeals Committee

Greg Doran, Arts (3 yr term) (2014)

Josh Coles, Executive VP Student Union

Academic Review and Planning Committee

Josh Coles, Executive VP Student Union

Robert Déziel, Graduate Student

Scholarship and Awards Committee

Emma McPhail, VP Finance, Student Union

Honorary Degree Committee

Rob Livingstone, President, Student Union

Nominating Committee

Kathy Gottschall Pass, Science (2014)

Senate Committee on Enhancement of Teaching

Rob Livingstone, President, Student Union
Kate VanGerven, VP Communications, Student Union
Pamela Bastante, Arts (2014)
Reuben Domike, Business (2014)
Sheldon Opps, Science (2014)

Research Grants Committee

Carlo Lavoie, Arts (2014)
Sami Khedhiri, Science (2014)
Susan Graham, Business (2014)
Pedro Quijon, Science (2014)

Professor Emeritus Committee

Blake Jelley (2014)

Positions available on Committees:

Academic Review and Planning Committee – One graduate student

Scholarship and Awards Committee – One Senator

Honorary Degree Committee – One graduate student

Professor Emeritus Committee – One faculty member from each – Education and Nursing

Senate Committee on Enhancement of Teaching – One faculty member from each – Nursing, and Science

Senate Research Advisory Committee - two vacancies

Nominating Committee – One student senator

University Writing Council - One faculty member from Arts, and Science, and two students

Board of Governors – One Senator

Academic Review and Planning Committee

Moved (J. Randall/M. Leggott): that the dates in the 2011-2012 University Calendar for the Deans' Honours and Awards night be changed to Tuesday, October 4 and Wednesday, October 5; and, as a result of this change amend the note that follows:

Reminder: no tests or exams are to be held on the ~~Monday~~ Tuesday evening to ~~Wednesday~~ Thursday portion of the first week in October, when the Deans' Annual Honours and Awards ceremonies are held.

Following much discussion about the change and the rationale for the change there was a friendly amendment proposed by G. MacDonald/D. Buck to modify the language in the note to include- "Professors will make their best efforts to ensure that they hold no exams on Thursday." Senators felt that it might be less accommodating to students to approve this language and, in the best interests of students, a more definitive statement should be maintained in the academic calendar dates. The Chair called the question:

4 in favour; 29 against; 4 abstentions

The first motion was voted on -

29 in favour; 1 against; 6 abstentions

Carried.

Discussion followed on this motion. There was concern around the last minute changes in the dates and the impact this has on midterms and syllabi already distributed to students. The Chair explained that the modified dates, owing to the October 3rd provincial elections, should have been brought forward to the Senate at its last meeting in May. It was an oversight and will not happen in the future.

First Curriculum Report

Faculty of Arts

Department of Sociology/Anthropology

Moved (J. Randall/D. Desserud): to approve the minor in sociology -

This entry is considered new because it has not been on the calendar for 5 years.

REQUIREMENTS FOR A MINOR IN SOCIOLOGY

A. * Six semester hours of Sociology 101 and 102; or Sociology 101 and Anthropology 106; or Anthropology 105 and 106.

B. Five additional Sociology or Sociology/Anthropology courses:

- two must be at the 300 or 400 level
- three must be at or above the 200 level.

C. To qualify for a minor, students are required to have an overall average of 65% in all courses with no mark below 60%.

* For Anthropology majors, their two introductory courses applied towards their major cannot be applied to their Sociology minor. Anthropology Majors wishing to do a Sociology minor must take two additional introductory courses or one additional introductory course and a 200-level elective from our Department.

A Sociology Minor is not available to students with a joint major in Sociology and Anthropology.

Carried.

Faculty of Science

Moved (J./Randall/C. Lacroix): to approve the following new course:

Science 444 - Experiential Learning Placement in Science

Carried

Department of Biology

Moved (J. Randall/C.Lacroix): to approve the following changes to Biology courses:

326 GENERAL PHYSIOLOGY

This course introduces students to basic themes and concepts in physiology. Students explore mechanisms underlying regulatory processes in cells, and the ways organisms plants and animals function as organisms. Topics include feedback systems, signalling, membrane potentials, systems in animals photosynthesis, plant hormones, and plant transport. muscle and nerve function, endocrine, cardio-pulmonary and osmoregulatory form and function in animals, carbohydrate synthesis and transport in plants, and plant responses to stress.

PREREQUISITES: Biology 202, 204, 206, and 221 and six semester hours of core Biology courses at the 200 level

Three hours lecture, Three hours laboratory a week

NOTE: For Biology majors, it is strongly recommended that Biology 326 be taken concurrently with Biology 331

331 RESEARCH METHODS AND COMMUNICATIONS IN BIOLOGY

This course is an introduction to research methods and the basic principles of scientific communication, as expressed in the Biological Sciences. Lectures and assignments focus on the principles of study design; analysis, interpretation, and presentation of biological data; and the preparation of scientific papers and reports. Students critically evaluate papers in their areas of interest, and gain experience in presenting scientific information to their peers (both orally and as scientific posters).

PREREQUISITES: Biology 131 and 132, and six semester-hours of core Biology courses

Three hours lecture, two hours laboratory a week

NOTE: For Biology majors, it is strongly recommended that Biology 331 be taken concurrently with either Biology 326 or Biology 382

382 ~~CURRENT ISSUES IN EVOLUTIONARY BIOLOGY~~

~~Evolution is the central tenet of modern Biology. This course examines current issues in evolutionary biology, as it is presented in contemporary scholarly literature. Foundational ideas will be addressed and reinforced as part of that process. There will be an emphasis on written analysis of the material being considered, and on group discussion.~~

This course is designed to provide students with a better understanding of evolution and how it applies to other biology courses and to their lives in general. We first trace the rise of evolutionary thought, examining the evidence for different evolutionary processes. We then more closely examine the mechanisms that result in evolutionary change. Subsequently, we look at the history of life and examine topics such as speciation, great moments in evolution, human evolution and extinction. Lastly, we deal with the diverse areas of study that benefit from an understanding of evolution. Three hours lecture, three hours laboratory a week.

~~PREREQUISITE: A combined average of at least 60% in Biology 131-132-Biology 222 or Biology 223~~

Three hours lecture and a one hour tutorial a week

NOTE: ~~Biology 223, taken previously or concurrently, is recommended.~~

For Biology majors, it is strongly recommended that Biology 382 be taken concurrently with Biology 331

401 HUMAN PHYSIOLOGY & PATHOPHYSIOLOGY

This course is an in-depth overview of the function of human organ systems emphasizing the effects of disease states. It is designed for students interested in human health professions, such as Nurse Practitioners. ~~The course is divided into four topics; (1) covers nervous & endocrine systems and disorders; (2) cardio-pulmonary, blood, immune & exercise physiology and related diseases; (3) fluid and metabolic balance and related disorders; (4) and pregnancy and development. Laboratories demonstrate focus on physiological principles or problem based case studies, diseases and application of knowledge in case studies.~~

PREREQUISITES: Biology 326 221 or 121 or students enrolled in a Master of Nursing or permission of instructor

402 ANIMAL PHYSIOLOGY

A study of ~~the organ systems of animals~~ animal function emphasizing complex regulatory and metabolic mechanisms, the relationships between organ systems, and interactions between animals and their environment. Weekly laboratory exercises and a mini-research project will demonstrate experimental physiologic principles, the functional relationships, regulatory mechanisms and interactions within animals. Laboratory exercises will demonstrate functional principles using a variety of techniques and electronic equipment.

PREREQUISITES: Biology 204 and 326 ~~224~~ or permission of instructor. Chemistry ~~353~~ must be taken at least concurrently.

Carried

Department of Engineering

Moved (J. Randall/C. Lacroix): to approve the following new courses:

- 122 Design II: Engineering Analysis**
 - 323 Kinetics and Dynamics of Machines**
 - 324 Introduction to Structural Engineering**
 - 325 Fundamentals of Environmental Engineering**
- Carried.**

Motion to change titles, prerequisites and deletion of courses -

121 - Change name from Design I: Communications to Design I: Engineering Communications

142 - Change name from ~~Design II:~~ Statics Analysis to Static Analysis

Delete Engineering 211 - Introduction to Geology and

Engineering 241 - Introduction to Professional Practice and Ethics

Delete Prerequisite for Engineering 212 – ~~Engineering 211~~ or permission of the instructor

Carried

Environmental Studies

Environmental Studies 224 - “Second year standing or permission of the instructor”

Environmental Studies 212- “Second year standing or permission of the instructor”

Environmental Studies 321 - “Second year standing or permission of the instructor”

Carried

Moved (J. Randall/C. Lacroix): to approve the admission requirements for Kinesiology:

Family & Nutritional Sciences

Insert on page 49 of the current academic calendar

(d) Bachelor of Science in Kinesiology (B.Sc.)

(i) Introduction

This four-year degree program requires students to apply to the second year following completion of a

required set of courses in the first year of university studies. Admission is based upon a two-stage process.

(ii) Admission to Pre-Kinesiology qualifying year

Minimum of 70% overall average in five grade 12 academic subjects: English, Mathematics, Biology, Chemistry, and one other academic course. Note: High school applicants should apply by March 1 to be considered in the University's annual scholarship review process. See [Undergraduate Application and Admission Requirements](#) section of the Academic Calendar.

(iii) Admission to the Kinesiology program (Application deadline March 31)

Admission to the second year of the program is based upon competitive entry as follows: a minimum requirement of 70% overall average in first-year university required courses, and a minimum of 60% in Kinesiology 101 (UPEI course numbers in brackets):

- One introductory Biology course in Cell and Molecular Biology (Biology 131)
- Two courses in introductory Chemistry (Chem 111/112)
- One course in Calculus (Math 112; alternatively, Math 151/152 can be taken)
- One course in introductory Kinesiology (Kin 101)
- Two courses in introductory Psychology (Psy 101/102)
- One course in critical thinking and writing (Global Issues 151) or an English Composition course for students not required to take GI 151

Please note: Biology and Chemistry courses will normally have a laboratory component. Details of course content might be required for any external courses proposed for admission purposes.

Students are expected to complete a degree at UPEI within a 10 year period. ([See Academic Regulation #2](#)). Applicants should contact the office of the Dean of Science or the Registrar's office if they have completed any of the pre-requisite first year courses seven years prior to the anticipated start date of their second year of the Kinesiology major.

Application deadline is **March 31** and the following is required when submitting your application:

1. [Undergraduate Application Form](#) (2 pages) or apply online at <https://secure.upei.ca/registrar/applyform.html>

2. \$50 Application Fee (\$75 for International Applicants);

3. Official Transcripts from each post-secondary institution where you have taken a course, even if transfer credit(s) were given by another institution. If enrolled in courses at the time of application, a final transcript is required for those courses as well. Final results for all courses used in the admission review process must be received by **June 1**.

The complete application package should be forwarded to the Registrar's Office. Please note that faxed transcripts are not considered official and applications are not reviewed until the official transcripts are received.

UPEI Registrar's Office
550 University Avenue
Charlottetown, PE
C1A 4P3
email: registrar@upei.ca

Carried

Department of Mathematics & Statistics

Moved (J. Randall/C. Lacroix): to amend the note of Mathematic 221

Math 221 INTRODUCTORY STATISTICS 1

NOTE: Credit will not be allowed for Mathematics 221 if a student has received credit for any of the following courses: Business 251, Education 481, Psychology 271, ~~278, 279~~ and Sociology 332.

Carried

Moved (J. Randall/C. Lacroix): to approve the following new course:

Mathematics 253 - Intermediate Calculus for Engineering

Carried

Radiography

Moved (J. Randall/C. Lacroix): to approve the following changes to the Radiography program:

Delete QEH 241 - Radiographic Imaging

QEH 242 - Change semester hours of credit from 2 to 3 - put in 1st semester in sequence

QEH 402 - Change course number to 362 and change semester hours from 2 to 3, put in 1st semester, 3rd year

QEH 422 - Change course number to 342 and put in 1st semester, 3rd year

QEH 364 - Change course number to 403 and put in 2nd semester, 4th year

QEH 412 - Change from 2 semester hours to 3

NURS 303 - Delete from sequence of program and replace with Physics 241 or 242

Carried

Moved (J. Randall/D. Reynolds): to approve the following new course -

VHM 469 - Clinics in Ruminant Medicine and surgery Rotation at the University of Montréal - Faculty of Veterinary Medicine

Carried

Moved (J. Randall/D. Reynolds): to approve the following Academic Dates 2012-2013

UPEI Calendar Dates (First Semester)

1st Academic Semester - **SEPTEMBER - DECEMBER 2012**

All programs except Veterinary Medicine

SEPTEMBER 2012

5 Wednesday

Classes Begin

14 Friday

FINAL DAY FOR LATE REGISTRATION, FOR CHANGING COURSES OR SECTIONS, FOR CANCELLATION OF

COURSES OR SECTIONS, FOR CANCELLATION OF COURSES WITH FULL REFUND; FINAL DAY FOR PAYMENT OF FEES OR FORMAL ARRANGEMENT WITH THE ACCOUNTING OFFICE TO PAY LATE.

28 Friday Last day for discontinuing courses - 60% refund

Last full week of September Founder's Day and Homecoming Celebrations

OCTOBER 2012

1 & 2 (Mon-Tues) Deans' Honours & Awards Night. **REMINDER** - no tests or exams are to be held on the Monday evening to Wednesday portion of the first week in October, when the Deans' Annual Honours and Awards ceremonies are held.

8 Monday Thanksgiving Day. No classes

31 Wednesday **Final Date** to apply to graduate. Last day for discontinuing courses - 40% refund. **No discontinuations after this date**

NOVEMBER 2012

11 Sunday Remembrance Day

12 Monday Holiday in lieu of Remembrance Day. No classes

13 Tuesday Student Development Day. No classes

30 Friday second semester Final Day of First Semester classes. **Deadline** for application for

DECEMBER 2012

4 - 14 (Tues-Fri) **EXAMINATIONS. Note:** No examinations will be held during the period 19 November to 30 November inclusive without the permission of the Chair and appropriate Dean.

18 Tuesday End of first semester. Course grades to be submitted to Registrar's Office by noon on this date.

60 teaching days

2nd Academic Semester **JANUARY - MAY 2013** - All programs except Veterinary Medicine

JANUARY 2013

3 Thursday Classes begin

11 Friday **FINAL DAY FOR LATE REGISTRATION, FOR CHANGING COURSES OR SECTIONS, FOR CANCELLATION OF COURSES OR SECTIONS, FOR CANCELLATION OF**

COURSES WITH FULL REFUND; FINAL DAY FOR PAYMENT OF FEES OR FORMAL ARRANGEMENT WITH THE ACCOUNTING OFFICE TO PAY LATE.

31 Thursday	Last day for discontinuing courses - 60% refund
FEBRUARY	
18 Monday	Islander Day. No classes
18-22 (Mon-Fri)	Mid-semester break. No classes
19 Tuesday	REGISTRATION begins for SUMMER SESSIONS 2013
25 Monday	Classes resume
MARCH	
1 Friday	Last day for discontinuing courses - 40% refund. No discontinuations after this date
29 Friday	Good Friday. No classes/exams
APRIL	
1 Monday	Easter Monday. No classes/exams
5 Friday	Final day of classes
9 - 19 (Tues-Fri)	EXAMINATIONS. Note: No examinations will be held during the period March 25 - April 5 inclusive without the permission of the Chair and the appropriate Dean.
24 Wednesday	End of second semester. Course grades for fourth year students to be submitted to the Registrar's Office by noon on this date.
May	
1 Wednesday	Course grades for third year, second year, first year and part-time students to be submitted to Registrar's Office by noon on this date.
11 Saturday	Convocation
13 Monday	Beginning of first summer session
60 teaching days	
JULY 2013	
9 Tuesday	Registration for September 2013 and January 2014: Students with fourth year standing on July 9, third year standing on July 10, second year standing on July 11; and all others on July 12

SUMMER SESSION DATES 2013

FIRST SUMMER SESSION 2013

FEBRUARY 2013

19 Tuesday

REGISTRATION begins for SUMMER SESSIONS 2013 -
Students with fourth year standing on February 19, third year on February 20, second year on February 21, all others on February 22

MAY 2013

13 Monday

First Summer Session classes begin

17 Friday

Last day to register late for First Summer Session courses. Last day to cancel registration for full refund. Last day for changing courses or sections. Late fee is in effect for First Summer Session courses.

20 Monday

Victoria Day - No classes

31 Friday

Last day to discontinue from First Summer Session courses*

JUNE 2013

20 Thursday

Last day of First Summer Session classes

24 & 25 (Mon-Tues)

Exams for First Summer Session

28 Friday
noon

First Summer Session grades must be submitted to Registrar's Office by noon

28 Teaching Days

SECOND SUMMER SESSION 2013

JULY 2013

2 Tuesday

Second Summer Session classes begin.

9 Tuesday

Last day to register late for Second Summer Session courses. Last day to cancel registration for full refund. Last day for changing courses or sections. Late fee is in effect for Second Summer Session courses.

Registration for September 2013 and January 2014: Students with fourth year standing on July 9, third year standing on July 10, second year standing on July 11; and all others on July 12

26 Friday

Last day to discontinue from Second Summer Session courses*

AUGUST 2013

8 Thursday

Last day of Second Summer Session classes

12 & 13 (Mon-Tues) Exams for Second Summer Session courses

19 Monday Second Summer Session grades must be submitted to the Registrar's Office by noon.

***For courses that begin on the dates prior to the regularly scheduled Summer Session dates, and for regularly scheduled summer session courses, please contact the Registrar's Office for refund schedule and late fee schedule.**

28 Teaching Days

Senate Dates for 2012-2013

ITEC Lecture Theatre - Fridays at 3 pm

- September 14
- October 12
- November 2
- November 30
- January 11
- February 8
- March 8
- April 5
- Wednesday, May 1

9. Annual Reports

Academic Review and Planning Committee

Received

10. Preliminary Enrolment Overview

Y. Gong, Institutional Researcher, reported that the total enrolment numbers for Sept 2011 are mostly on par with last year. As of today, 4577 students are registered compared to 4650 in 2010. Last year, we had a record number of students and looking back over the past few years, the enrolment growth has been significant and steady. Since 2000, UPEI has seen a 35% increase with the majority of that growth in the last 4 to 5 years.

The number of undergraduate students is approximately at the same level as last year. Graduate students have declined from 316 to 267, 49 students or 16% decrease over same time last year. Graduate student enrolment however has been growing tremendously over the past few years, representing almost a 200% increase. The decline this year can be attributed to cohort completions and possible registration timing. Registration of graduate students often occurs later than the undergraduate class so these numbers will be modified over the next few weeks. This could impact the enrolment numbers in the MBA program.

International enrolment is static. There are a total of 548 registered, 5 fewer than last year, representing 63 countries/regions. They account for 12% of the total student body.

Domestic undergraduate recruitment saw approximately the same number of first-year applications.

Overall, the Faculty of Science enrolment numbers are up. Arts and Education enrolment numbers are down.

Senators raised questions around the quality of the student applications and if there was any data available to shed some light on the caliber of students entering UPEI. The Chair asked Institutional Reporting to come back to the next meeting of Senate with a report on the academic averages of the incoming students.

Discussion continued around the quality of the student experience at UPEI and the need for additional data to better inform the Senate in decision making. The Vice President Academic responded that additional information is available through the NSSE survey results and longitudinal work undertaken by the MPHEC. J. Randall indicated that at a future meeting of Senate, once the survey results have been received and interpreted, information will be brought back.

11. Other Business

The Chair asked Senators how they wished to proceed in future meetings around a question or discussion period. The Chair committed to providing the President's Report in advance of the meeting and time will be allotted for questions.

Senators expressed concern that some of the administrative processes associated with Senate could be modified to better serve Senators, including formal notices on election outcomes, listings of committee memberships on the Senate VRE, and a dedicated Senate Assistant position comparable to the administrative support provided to the Board of Governors. Also, Senators noted that it would be very helpful to have an orientation day and possibly a retreat. The Chair thanked Senators for their observations and suggestions and will come back to the Senate with strategies to address the feedback.

12. Adjournment

Moved (J. Randall/K. Schultz): to adjourn the meeting at 4:45 pm.

Respectfully submitted

Kathleen Kielly, Registrar
Secretary to Senate