

Minutes of the First Senate Meeting
September 13, 2013 - 3:00 p.m.
AVC Room 286-287N

Present: A. Abd-El-Aziz, A. Braithwaite, D. Buck, B. Campbell, G. Conboy, R. Gilmour, T. Gordon, K. Gottschall-Pass, S. Graham, F. Gray, R. Herbert, D. Hurnik, B. Jeffery, A. Johnston, K. Kielly, J. Krause, N. Kujundzic, C. Lacroix, M. Leggott, R. Lemm, L. MacArthur, P. MacAulay, G. MacDonald, R. MacDonald, A. MacFarlane, D. MacLellan, J. Magrath, S. McConkey, L. McDuffee, J. Mitchell, S. Opps, J. Podger, D. Reynolds, C. Ryan, J. **Sentance**, A. Smallwood, M. Sweeney-Nixon, K. Tilleczek, M. Turnbull, L. Wisener

Regrets: B. Deziel, L. Edwards

Absent: W. Bradley, M. Doyle, G. Germain

Recorder: S-L Quig

The Chair called the meeting to order.

1. Approval of Agenda

Moved (M. Leggott/M. Sweeney-Nixon) to approve the agenda with additions. Interim Positions (R. Lemm), Impact of Budget Cuts on Academic Planning (R. Lemm) and Update on the Ad-hoc Committee for the VP Academic Search (S. Opps)

Carried

2. Approval of Minutes of June 14, 2013

Moved (D. Buck/G. MacDonald) to approve the Minutes of June 14, 2013.

Carried

3. Introduction of New and Returning Senators

The Chair welcomed new and returning Senators which also included a sabbatical replacement.

New Senators: Ann Braithwaite, Susan Graham, Ron MacDonald, and Sandra McConkey.

Returning Senators: Barbara Campbell and Amy MacFarlane.

Sabbatical Replacement: Daniel Hurnik for LeeAnn Pack.

4. Business Arising

a) Update on the 2013 Graduating Class

In May 2013, 945 graduates were confirmed for Convocation. Since then, 26 additional students have qualified for graduation for a total of 971. These additional 26 graduates are distributed across the Faculties and Schools: 13 in Arts, 3 in Science, 3 in Education, 6 in Business and 1 in Nursing.

This graduating class of 971 represents the largest class in UPEI history.

b) Academic Regulation #17

Motion to approve changes to Academic Regulation #17 (C. Lacroix/M. Turnbull)

~~At the end of the academic year, students are automatically assigned one of the following standings based on academic performance:-~~

~~Good Standing~~

~~Academic Probation~~

~~Academic Suspension~~

~~Definitions:-~~

~~For the purposes of this policy, "Academic Year" is defined as September to April.~~

~~"Satisfactory Semester" is defined as any semester in which a student fails no more than one course and scores 60% in at least half of the courses attempted.~~

~~An "Unsatisfactory Semester" is defined as any semester in which a student fails more than one course, or scores less than 60% in more than half of the courses attempted.~~

~~Policy:~~

~~Students who have two satisfactory semesters in an academic year will be assigned the designation of Good Standing.~~

~~Students who have one unsatisfactory semester in an academic year will be placed on Academic Probation for the subsequent academic year. Students on academic probation will normally: (1) have restrictions placed on their course loads; and (2) be required to enrol in an academic support program.~~

~~Students who have two unsatisfactory semesters in an academic year, or who have an unsatisfactory semester while on academic probation, will be placed on Academic Suspension. Students on academic suspension are not permitted to take academic courses at UPEI for a full academic year following suspension. Students who have been academically suspended may apply for re-admission after a full academic year. Any post-secondary studies completed during the period of academic suspension are not eligible for credit toward a degree or other credential at UPEI.~~

~~Appeal:~~

~~Both the standing and the conditions of academic probation and academic suspension are subject to appeal to the Student Academic Appeals Committee~~

New Proposed Academic Regulation #17:

~~At the end of the academic year~~ second academic semester, students are automatically assigned one of the following standings based on academic performance:

Good Standing

Academic Probation

Academic Suspension

Definitions:

For the purposes of this policy, "Academic Year" is defined as ~~September to April~~ September 1 to August 31

~~"Satisfactory Semester" is defined as any semester in which a student fails no more than one course and scores 60% in at least half of the courses attempted.~~

~~An "Unsatisfactory Semester" is defined as any semester in which a student fails more than one course, or scores less than 60% in more than half of the courses attempted.~~

Academic Standing

Academic standing is determined on the basis of a cumulative grade point average (CGPA), defined in Academic Regulation 10, that is the average of grades earned in all courses. Students are expected to meet the necessary minimum standards for performance while attending UPEI. Those who fail to meet the minimum standard will be placed on academic probation. The minimum standard is defined as an academic average on nine or more semester credit hours of UPEI course work that produces a CGPA of at least 1.70 (excludes “P” grades).

Conditions of Academic Standing

a) Good Standing: Students are deemed to be in good academic standing if they have achieved a CGPA of 1.70 or higher.

b) Academic Probation: Academic Probation is a warning to a student that has been below the required standard and could lead to an Academic Suspension.

Student records are reviewed for academic progress at the end of each academic session. Students’ academic standing is assessed once per year when the second semester results become available. Courses completed in the previous First and Second Summer Sessions, if applicable, will be reviewed as part of a student’s academic progress at the end of the second academic semester.

Students will be placed on Academic Probation if they have a UPEI cumulative grade point average of less than 1.70 at the end of the second academic semester. While on probation, students will have restrictions placed on their course loads; and, be required to enrol in an academic support program. Students who have been placed on Academic Probation who achieve a Semester GPA (SGPA) of 1.70 or higher in subsequent semesters will be permitted to continue their studies at UPEI while on Academic Probation. Students are considered to have returned to good academic standing once their CGPA is 1.70 or higher. Students are not permitted to graduate while on Academic Probation. Letters of Permission will not be given to students on academic probation.

c) Academic Suspension: Students will be placed on Academic Suspension if they fail to achieve a SGPA or a CGPA of 1.70 or higher after the completion of 30 semester credit hours while on Academic Probation. Students on Academic Suspension are not permitted to take academic courses at UPEI for a full academic year. Any post-secondary studies completed during the period of academic suspension are not eligible for credit toward a degree or other credential at UPEI.

d) Conditions of Academic Standing will be noted on a student’s academic transcript. Following an Academic Suspension, in order to apply for re-admission to the University, students must submit an Undergraduate Application Form to the Registrar’s Office. Students who are permitted to return to studies at UPEI return on academic probation, and are subject to the University’s policy on academic standing.

Students under Academic Suspension a second time will not normally be considered for re-admission for at least two full calendar years following the suspension.

Appeal:

Both the standing and the conditions of academic probation and academic suspension are subject to appeal to the Student Academic Appeals Committee.

NOTE: Individual programs may have a higher standard for good academic standing and progression. Please refer to the appropriate degree requirements in the Academic Calendar.

Discussion

The Vice-President Academic explained that this Regulation amendment has been in review for almost three years. The amendments proposed are more student friendly, as the current regulation for assessing academic standing is based upon two semesters of study only, not the entire academic record. The proposed revision permits students more time to improve upon their academic standing while ensuring academic quality control in the review. For a number of students, it could take more than two semesters to obtain good academic standing.

Carried

5. President's report:

a) General

- The President provided Senators with detailed information on the overall composition of staff, faculty, and administrators over the past ten years.
- Regular updates on enrollment numbers will continue to be distributed to the campus community.
- The Steering Committee of Senate will review the current policies and procedures for meetings of Senate and recommendations will come back to the Senate for support at some point in the near future.
- A number of renovations have occurred on campus over the summer months, including renovations for general maintenance, and new developments. Projects were funded through ancillary services and through a grant from ACOA.
- In response to added agenda items, the President advised that the VPA Advisory Search Committee is being struck and the membership includes 3 Board of Governors representatives, 2 Senators and 1 staff person. This Committee is chaired by the President. The Chair of the Nominating Committee will address the Senators on this Committee later in this meeting. The Dean of Business search will be the first decanal search and there will be communication to Faculty shortly. Decisions regarding the timing of the other interim Dean positions will be determined. There is no specific timeline at this point for the creation of the various search committees. The President indicated that for the Deans' positions, there will be an internal search first, to be followed by an external search, if necessary.
- The President will be hosting meetings each month with faculty members and students to be held in the Faculty Lounge. Interested Faculty members can let their respective Deans know if they wish to attend. If Senators are interested, please let the Secretary of Senate know so the information can be referred to the President's Office. On a separate but similar note, the President will meet regularly with staff and these meetings will be arranged through the VP Finance and Administration's Office.
- Recent initiatives to highlight student success: a group of 40 young ladies, high achieving students, from the UAE spent a month on campus, sharing in academic, cultural and language development. Susan Nicholson, a member of the UPEI swim team, raised 10K for the UPEI swim team by swimming across the Northumberland Strait, and 19 students and coaches from UPEI participated in the 2013 Canada Games in Sherbrooke, Quebec. Congratulations to all involved. The President invited others to share their success stories in the future.
- The Board-Senate Liaison Committee and a joint meeting of the Senate Steering Committee and the Board Executive Committee will be taking place in the coming weeks.
- The Budget process has already commenced for the 2014-15 academic year. This will be the beginning of a 3 year budget plan. Detailed budget information will be made available for Deans and Chairs consistent with past years. The President informed Senate the University could be

looking at another possible 3 scenarios in terms of Government support, -3%, 0, or +3%. Each case has to be developed for its potential impact. The budget could have human resource and academic programming impacts. We anticipate receiving the budget news from Government in the 3rd week of March. Senators stated that more transparency is required in the budget planning process and that a lack of information is causing concern. The President thanked Senators for their feedback and confirmed that while the financial liability of the University lies with the Board of Governors, the academic decision-making rests with the Senate. Senate will be involved in any decisions that will impact the academic integrity of the University. The President reinforced the need for budget conversations at the Department level, the Chairs' level, and the Deans' level to provide the most comprehensive recommendations for the VP Academic.

Draft Strategic Plan

The Draft Plan was distributed across campus for comment and feedback. As part of this process of campus engagement, the Draft Strategic Plan is presented for feedback and discussion by Senate. The Board of Governors will be receiving the Draft Plan at its next meeting being held on Thursday, October 10. There was discussion of the need for additional time to review and comment on the Draft Plan as it represents a planning cycle of 5 years. A request was made from the floor to allow for more time for in-depth discussion of the Draft Plan.

Motion: that sufficient time be allowed for deliberation on and discussion of the draft Strategic Plan by both Senators and the larger UPEI community. Therefore, a special meeting of the Senate shall be called for October 4, 2013, to be devoted exclusively to consideration of the draft Strategic Plan. (R. Lemm/S. Opps)

Carried

b) Presentation by Dr. Robert Gilmour, "University Support for Research"
Postponed to the next meeting

6. Senate Reports

a) The Nominating Committee Report was deferred to the next meeting. However, as introduced earlier in the Senate meeting, a special item was added to the agenda regarding the required Senate representatives for the VP Academic Advisory Search Committee.

Motion to waive the seven day notice period to allow for the nomination of two Senate members on the VP Academic Advisory Search Committee (M. Leggott/D. Reynolds)

Carried

Motion to extend the meeting by 15 minutes

(D. Buck/J. Sentance)

Carried

S. Opps, as Chair of the Senate Nominating Committee, nominated Dr. Gordon MacDonald and Dr. Jim Sentance to serve on the Advisory Search Committee. Further nominations were called for and with no further nominations coming forward from the floor, the following motion was proposed:

Motion to appoint Dr. Gordon MacDonald and Dr. Jim Sentance as the Senate representatives on the VP Academic Advisory Search Committee (S. Opps/R. Lemm)

Carried

Academic Planning and Curriculum Committee Report

First Curriculum Report

Faculty of Arts

Department of Music

Motion: to approve changes to sequence for Bachelor of Music, Music Education and BA in Music in conjunction with Certificate in Highland Bagpipes: (C. Lacroix/N. Kujundzic)

Carried

Motion: to delete Music 224 as a music elective in the music minor (C. Lacroix/N. Kujundzic)

Carried

Motion to approve changes to the following Music courses - (the course titles can be changed in the system for September 2013 but the prerequisite changes cannot be activated until September 2014 because students registered for courses in July 2013) **(C. Lacroix/N. Kujundzic)**

Carried

- Music 123 – Change title and course description
- Music 124 – Change title and course description
- Music 223 – Change title and course description
- Music 224 – Delete
- Music 317, 321, 322, 325, 326, 421, 422, 423, 424, 428 – change prerequisite

Department of Women's Studies

Motion to approve the cross listing of Sociology/Anthropology courses with Women's Studies
(C. Lacroix/N. Kujundzic)

Carried

(Note: these courses cannot be cross-listed until September 2014 because registration opened July 2013)

- WST 292 with SOC 292
- WST 332 with ANTH 332
- WST 355 with SAN 355
- WST 431 with SAN 431

Motion to approve the following changes within Business – (the prerequisite cannot be changed until 2014 because students registered in July 2013 for the courses) **(C. Lacroix/A. MacFarlane)**

Carried

Change prerequisites from Bus 416 and Bus 481 to Bus 341.

The Accounting Certificate is intended for non-business students who satisfy the entrance requirements of the Business Program. Generally, students must have successfully completed Grade 12 in a University Preparatory program with an overall average of at least 70% in English, Mathematics, any two Social Studies, Languages, or Sciences, and one other academic course.

ADD:

Students who graduated with a BBA, BBS or BBTH, without the Accounting Specialization, are also eligible to return to complete the Accounting Certificate.

Applicants with the relevant work experience may also be accepted into the program

School of Nursing

Motion to approve title changes and grading to the following (C. Lacroix/R.Herbert)

Carried

Nursing 101 – Change title from ~~Nature of Nursing~~ to Foundations of Nursing I Nursing 102 – Change

title from ~~Nursing in Health Care~~ to Foundations of Nursing II

Nursing 600 – Change from numeric grade to PASS/FAIL

Faculty of Science**Applied Human Sciences**

Motion to approve the crosslisting for FSC 310 - (the cross listing will not take place until September 2014 because Registration started in July 2013) (C. Lacroix/D. MacLellan)

Carried

- FSC 310 with Psychology 309

Motion to approve changes to Internship schedule calendar entry (C. Lacroix/D. MacLellan)

Carried

INTERNSHIP SCHEDULE

Students must complete ~~three~~ two internship levels in the Integrated Dietetic Internship Program. The first ~~and second~~ internship levels ~~are~~ DIET 100 is scheduled in the spring and summer months between the third and fourth academic years. The ~~third~~ second internship level DIET 200 is completed following graduation. The first internship level will ~~include~~ involve a one week ~~of~~ professional practice course, followed by an ~~four~~ eight week placement, for a total of ~~5-9~~ weeks. This will be followed by a ~~second~~ two internship levels ~~of 4 and 26-30~~ 28 weeks in length, ~~respectively~~, for a total of 35 to ~~37~~ 39 weeks.

Motion to approve changes to calendar entry for Integrated Dietetic Internship Program (C. Lacroix/D. MacLellan)

Carried

PROFESSIONAL PROGRAM REQUIREMENTS**INTEGRATED DIETETIC INTERNSHIP PROGRAM**

Students in Foods and Nutrition may apply for admission to the optional Integrated Dietetic Internship Program. The integrated approach to professional training enables students to build upon and apply theoretical knowledge gained from their academic program. On successful completion of the Integrated Dietetic Internship Program, students will have fulfilled the competencies required to reach entry-level professional dietetic competence as determined by the ~~Dietitians of Canada (DC)~~ Partnership for Dietetic Education and Practice and will be eligible to apply for admission to the dietetics profession.

Internship levels and their results will be recorded on students' transcripts. Upon successful completion of both the degree program (meeting internship requirements) and the required internship levels, students will be granted a University certificate attesting to their successful completion of the Integrated Dietetic Internship Program.

ADMISSION REQUIREMENTS

All Foods and Nutrition students who have completed the following required courses and achieved a grade of at least 75% in all Foods and Nutrition courses, and an overall average of 75%, will be eligible to apply for the program:

| | |
|-----------------------------|--|
| Foods & Nutrition 111 | Introductory Foods |
| Family Science 114 | Families in Contemporary Society |
| Foods & Nutrition 211 & 212 | Introductory Nutrition I & II |
| Foods & Nutrition 223 | Determinants of Dietary Behaviour |
| Foods & Nutrition 321 | Food Service Management |
| Foods & Nutrition 331 | Research Methods |
| Foods & Nutrition 351 | Nutritional Assessment |
| Chemistry 111 | General Chemistry I |
| Chemistry 112 | General Chemistry II |
| Chemistry 243 | Organic Chemistry |
| Biology 131 | Introduction to Cell and Molecular Biology |

Interested candidates are encouraged to consult the Department Chair early in their program to discuss admission and course scheduling. Students interested in pursuing this option are also encouraged to seek relevant paid or unpaid work experience in the summer preceding application. A formal application for admission to the Integrated Dietetic Internship Program is required. Students are eligible to apply following the first semester of their third year of the Foods and Nutrition program. Application forms are available from the department ~~secretary~~.

A selection panel will determine student admissibility based upon academic performance, paid and unpaid work experience, ~~student~~ motivation and personal suitability. Students meeting the admission criteria will be ranked and the top candidates will be interviewed ~~interviewed and ranked~~. By the first week of ~~February~~ March, the Program Coordinator will notify ~~contact~~, in writing, all students interviewed as to the outcome of the process. Students accepted into the dietetic internship program must show evidence of all immunizations being up to date prior entering the program. As well, each student will be required to show proof of a criminal record check completed within the past year.

CONTINUANCE REQUIREMENTS

Once admitted to the program, students must continue in full-time enrollment between internship levels. An academic review of students' performance will take place at the end of each semester. Students are required to maintain an average overall grade of 75% and achieve a grade of no less than 75% in nutrition courses. Students who fail to meet these standards or who fail a required course(s) will not be permitted to begin the next internship level until standards are met.

Internship students must complete all of the regular requirements for a Bachelor of Science (Foods and Nutrition) degree. Foods and Nutrition 321 (Food Service Systems Management), and Foods and

Nutrition 422 (Quantity Food Production), and FN 483 (Professional Practice in Dietetics) must be included within their degree program. It is recommended that internship students take Foods and Nutrition 371(Lifespan Nutrition) as an elective.

In addition to the above requirements, students must successfully complete two ~~three~~ internship levels.

INTERNSHIP SCHEDULE

Students must complete ~~three~~ two internship levels in the Integrated Dietetic Internship Program. The first ~~and second~~ internship levels are DIET 100 is scheduled in the spring and summer months between the third and fourth academic years. The ~~third~~ second internship level DIET 200 is completed following graduation. The first internship level will ~~include~~ involve a one week ~~of~~ professional practice course, followed by an ~~four~~ eight week placement, for a total of ~~5~~ 9 weeks. This will be followed by a second ~~two~~ internship levels of 4 and 26-30~~28~~ weeks in length, ~~respectively~~, for a total of 35 to 37~~9~~ weeks. Satisfactory fulfilment of the Integrated Dietetic Internship levels requires:

1. A satisfactory evaluation from the Preceptor at the placement site.
2. Completion of the minimum number of required competencies as indicated on the appropriate evaluation form.

WITHDRAWAL CONDITIONS

Students will be required to withdraw from the Integrated Dietetic Internship Program if:

1. They are dismissed from, resign, or fail to achieve the required competencies during the program, or
2. They do not achieve a passing grade in required courses or do not maintain the standards for nutrition courses and overall average necessary for continuance in the Integrated Dietetic Internship Program, or
3. They fail to abide by the policies and procedures set out by the Advisory Committee for the Integrated Dietetic Internship Program and/or those of the placement organization.

Students who voluntarily withdraw from or who are required to withdraw from the Integrated Dietetic Internship Program may remain in and continue with the regular Foods and Nutrition majors program.

REGISTRATION AND FEES

Students are required to register for ~~all~~ both internship levels at the Registrar's Office, according to normal registration procedures. Internship levels will officially be designated on students' transcripts as pass or fail. Students pay for their internship levels as they are taken. Students accepted to the Integrated Dietetic Internship Program are required to pay an Internship ~~Administration~~ Fee (see Calendar section on fees). This amount is to be paid to the Accounting Office prior to the start date for the specified internship level.

Additional information on policies and procedures related to the Integrated Dietetic Internship Program are available from the Department.

Faculty of Veterinary Medicine

Motion to approve changes to the following courses - (these will not take effect until September 2014 because students Have been registered since July 2013) (C. Lacroix/D. Reynolds)

Carried

VHM 432, 443, 445, 446, 448 - VHM 431 is a co-requisite not a prerequisite

7. Annual Reports

APCC Report – For Information

The APCC Report has been postponed to the next meeting of Senate

8. Preliminary Enrolment Overview

Information as of September 12, 2013, compared with the same date last year

- 4383 total headcount, a decrease of 195 students or -4.3%
- Full time students 3902, a decrease of -1.9%
- Part-time students 481, a decrease of -20.1%

9. Motion to adjourn the meeting at 5:15 (D. Buck/J. Sentance)

Carried

Respectfully submitted

Kathleen Kielly
Secretary to Senate