

Minutes of the First Meeting of Senate  
Held Friday, September 14, 2007  
ITEC Lecture Theatre, Robertson Library, 3:00 p.m.

Present: D. Coll, D. Dahn, B. Davetian, M. Doyle, N. Etkin, G. Evans, W. Gauthier, F. Gray, M. Hughes, C. Keen, R. Kurial, C. Lacroix, K. Landry, M. Leggott, A. López, F. Markham, J. Moran, M. Murray, R. MacDonald, S. MacDonald, J. MacDonald, W. MacLauchlan, C. MacQuarrie, T. Ogilvie, G. Pike, J. Pitre, W. Rankaduwa, D. Ryan, K. Schultz, D. Seeler, J. Sentance, W. Shilton, S. Thomas, V. Timmons, J. Velaidum

Absent: G. Bradshaw, K. Critchley, S. Gillis, C. Riley, C. Song, J. Stewart

Regrets: J. Nimmo, W. Peters

The Chair, Wade MacLauchlan, welcomed the new Senators Colleen MacQuarrie, Jo-Ann MacDonald, Gary Evans and Cai Song; Student Senators, Jillian Stewart, Sarah Gillis, and Willie Gauthier, and Senators with renewed terms, Jim Sentance, Suzanne Thomas, and Janelle Pitre.

### **1. APPROVAL OF AGENDA**

The agenda was approved with a few minor changes. Under #8. Annual Report, University Review Committee be deleted and replaced with ARPC. The Research Advisory Committee will be brought forward to the next Senate meeting.

### **2. APPROVAL OF MINUTES - MAY 2, 2007**

**Moved (T. Ogilvie/D. Seeler):** that the minutes of May 2, 2007 be approved.

### **3. SENATE ELECTIONS**

The election of Vice Chair will be left until the October meeting.

The Chair nominated Doreley Coll for the position of Secretary and Richard Kurial seconded. There were no other nominations. Doreley Coll selected by acclamation.

Janelle Pitre moved that Willie Gauthier be the student representative on the Steering Committee. Richard Kurial seconded. Willie Gauthier selected by acclamation. The Steering Committee will consist of Wade MacLauchlan, Doreley Coll, Dave Seeler, Wendy Shilton (who is replacing David Buck for his sabbatical) and Willie Gauthier.

### **4. BUSINESS ARISING FROM MINUTES OF MAY 2, 2007**

The update on the 2007 Graduates was distributed.

### **5. PRESIDENT'S REPORT**

- Enrollments are up. There has been an increase every year for the last six years over the summer. Students are spreading their course load over the entire year. Course enrollments are very close to what they were last year.
- There are 52 new teaching faculty, 20 full time.
- Compliments to the Registrar's Office in providing professional care to our students. As an institution, we couldn't be more confident to know that everyone is doing their very best.
- New website is up and running. Congratulations to Computer Services and Integrated Promotions on a job well done.
- Homecoming - Friday, September 28 - Founders' Day.
- Special Convocation in conjunction with a student symposium is being held on October 13. This will include grade 12 students and scholarship students on and off the Island. At 3:00, His Royal Highness

Prince Edward, The Earl of Wessex will be receiving his first honorary degree. A notice will be sent out to faculty and staff to reserve a seat.

**6. REPORTS OF SENATE STANDING COMMITTEE**

**(1) ARPC REPORT**

**Moved (V. Timmons/ R. Kurial):** that Senate approve and accept the Timetable Policy with the following changes:

Dr. Timmons remarked that the Timetable Policy Committee worked very hard on developing this policy. There were representatives from each Faculty, School, and Registrar's Office. It was brought to ARPC and now to Senate for approval.

There was good discussion around the document. G. Pike proposed an amendment to the document that the first sentence on page 2 (E) should read "The production and approval of the timetable..." On the first page, second line, change the word maximize to maximum. The Registrar will have the final say. J. Sentence reminded Senate of the need for complying with the Collective Agreement.

M. Murray agreed with the Policy's call for a close, cooperative working relationship between the Registrar's Office and various Faculties and Schools, and expressed concern about several situations this past summer. V. Timmons indicated that, as Acting Registrar, she was aware of only one problem and that the Registrar's Office tries its very best to please each and every faculty.

C. MacQuarrie asked if there could be two additional 75 minute periods scheduled for Monday and Wednesday mornings in the 8:30 and 11:30 slots. The Chair thought it would be difficult to change the timetable at this point. The times have been set, we really can't deviate from it now. J. Sentence noted that allowing a variety of exceptions could create a big problem to the Registrar.

**Moved (F. Gray/ C. MacQuarrie):** that the departments of Psychology and Music be allowed to offer courses in non-standard time periods.

**Defeated.**

With this motion defeated, it was suggested to change the wording to exceptions rather than itemizing departments, it should be connected to the faculties rather than the departments. Under H, on page 4 of the first line, change "It is recognized that the faculties of Business, Education, Nursing and Veterinary Medicine require "non-standard" time periods for teaching" to "It is recognized some disciplines may require non-standard times for teaching."

Under K, on page 5, line 5, add Development to Vice President Academic.

Under D, on page 6, second line of the Note, change Dean's to Chair's approval.

Appendix A, on page 7, second line, change critical course to required course.

V. Timmons reminded Senators that students are the primary people involved in this and it is their choice, not faculty. This new system will work with course offerings as opposed to when and where the professor wishes to teach.

B. Davetian asked if the times for the timetable suited our students today. Could the times 4:00 - 7:00 and 7:00 - 10:00 be considered. V. Timmons said she would look into this.

W. Rankaduwa noted that the Chairs should be informed of all these changes and Dr. Timmons expressed that they all were involved throughout the stages of the policy.

N. Etkin mentioned that the times that Benet brought up did not target the part-time students. She indicated that the current times targeted the students. Sometime ago, there was some consultation that classes should be rotated. The faculty were hesitant about going that way.

It was suggested that what students are doing is very different today than even 5 years ago. The policy could be looked at after a couple of years and see how it affects the students.

**Carried.**

(ii) **Nominating Committee**

There will be four decanal searches this year, Arts, Business Administration, Education and Veterinary Medicine. Decanal terms are fixed by Senate policy of 6 years with the possibility of a 3 year extension.

**Moved (J. Moran/D. Seeler):** that Senate endorses the mandate of the Search Committee for Dean of Education of the following committee including the students once they are brought forward:

Fiona Walton (Education)  
Miles Turnbull (Education)  
Dan Ryan (Science)  
Geoffrey Lindsay (Arts)  
Bob MacRae (PEI Teachers' Federation)  
Two students (One from B.Ed and one from M. Ed)

**Carried.**

**Moved (J. Moran/D. Seeler):** that Senate endorses the mandate of the Search Committee for Dean of Business Administration of the following committee including the students once they are brought forward:

Tim Carroll (Business)  
Ron Collins (Business)  
James Sentance (Arts)  
Kent Scales (Graduate of School of Business)  
One Senior Business student

**Carried.**

**Moved (J. Moran/D. Seeler):** that Senate endorses the mandate of the Search Committee for Dean of Arts of the following committee:

Marva Sweeney-Nixon (Science)  
Deborah Gowing (Student)  
Kyle Landry (Student)  
Two full-time teaching faculty (Election underway)  
Two Arts Chairpersons (Election underway)

**Carried.**

The question was asked how students are chosen. The Faculty of Arts does not have a student's association. J. Moran indicated that names were brought forward to him.

Composition for the Search for Dean of Veterinary Medicine consists of 1 Department Chair, 3 faculty (cannot be from same department as Chair) elected and nominated and 2 Faculty outside Veterinary Medicine.

**Moved (J. Moran/D. Seeler):** that Senate endorses the mandate of the Search Committee for Dean of Veterinary

Medicine of the following committee.

**Carried.**

The question was asked if a student applied to a program and they had a felony charge would they be considered. Education would look at the nature, discuss with the Superintendent of the School Board. The process would be consultation.

(iii) **First Report on Curriculum**

**Faculty of Science**

**Department of Biology**

**Moved (V. Timmons/R. Kurial):** that Senate approve the following new courses:

Biology 209	Special Topics
Biology 309	Special Topics

**Carried.**

**Moved (K. Critchley/J. MacDonald):** that Senate approve the insertion of the following item as (iii) in the application process and Application Process becomes (iv):

(iii) CPR, First Aid, Criminal Record and Immunization

The School of Nursing requires certification of your CPR (BCLS level), First Aid, and immunizations. A certified criminal record check from your local law enforcement agency is also required. Please forward this documentation directly to the School of Nursing no later than August 15<sup>th</sup>. (Note: if any of the required documentation is not received by the deadline, this offer may be withdrawn.)

This is an admission requirement that was removed from the Calendar at one point and it needs to be put back in.

**Carried.**

The question was asked if a student applied to a program and they had a felony charge would they be considered. Education would look at the nature, discuss with the Superintendent of the School Board. It would be a process of consultation.

**Moved (K. Critchley/J. MacDonald):** that Senate approve to change the following prerequisite:

Nursing 303 **from** "Nursing 101 and permission of the instructor if not currently enrolled in the third year of the program" **to** "Permission of the instructor if not currently enrolled in the third year of the program"

**Carried.**

**Moved (K. Critchley/J. MacDonald):** that Senate approve the deletion of #12 under Academic performance on page 174 of the 2007-2008 Calendar:

12. Classroom attendance is mandatory for all nursing courses. Attendance in classes is a student obligation and an unexcused absence is not recognized as a student privilege by the School of Nursing. In the case of repeated absences from classes, without just cause, the instructor may stop evaluating student

work and assign a grade of "F".

This policy is no longer used.

**Carried.**

**Moved (G. Pike/S. Thomas):** that Senate approve the cross listing of University 192 with Education 318. This course is within the Bachelor of Education - Human Resource Development program.

**Carried.**

D. Dahn was concerned about a 100 level course being cross listed with a 300 level. It was explained that the University 193 course is a very in depth portfolio done by the student. These students would be out in the workforce for a great number of years who are receiving credit for the course. Education work very closely with Life Long Learning with regards to this.

**7. LIBRARY UPDATE**

M. Leggott gave an overview of the Robertson Library. He has reorganized the Library and developed a number of new resources and services. There are eight units within the Library. They are now called OutReach & Communications; Data & Research Services; Administration & Systems; Collections and eResources; Cataloguing & Metadata; Archives & Special Collections; Reference & Circulation; Instruction & Education Services. The Library puts out a Newsletter called "Off the Shelf" four times a year.

**8. ANNUAL REPORTS**

**(i) UNIVERSITY REVIEW COMMITTEE (URC)**

Terms changed on this Committee and they are not required to report to Senate.

**(ii) ACADEMIC REVIEW AND PLANNING COMMITTEE (ARPC)**

Received.

**(iii) UNIVERSITY WRITING COUNCIL**

Received.

**9. ENROLLMENT UPDATE**

V. Timmons gave a brief report on enrollment thus far. Total full-time is 3,302. We do not have figures to compare to at the same time as last year but we do have the September 19<sup>th</sup>, 2006 and that number was 3,367. We are certainly holding our own. Students are taking less courses per semester. With the admission average being raised to 70%, students who had less than 70% were restricted to taking 3 courses. Also, many students are working two and three jobs so they are spreading their course load over the entire year, including summer.

The University will hire a retention analyst this year to look into NSSE and the first year experience.

**10 OTHER BUSINESS**

R. Kurial mentioned that Dean's Honors and Awards nights are Monday, October 1 and Tuesday, October 2. Remind all faculty that no tests or examinations are to be held on the Monday evening to Wednesday portion of the

first week in October.

The Chair announced that this would be Dr. Clive Keen's last meeting as he is retiring at the end of the month. He thanked Dr. Keen for his service to UPEI and on Senate.

Motion to adjourn at 4:50.

Respectfully submitted

Doreley C. Coll  
Secretary