

Minutes of the Fourth Meeting of Senate
Friday, December 13, 2024
3:00 – 5:00 pm
Alumni Hall and via Zoom

Present: W. Rodgers (Chair), K. Mears (Vice-Chair), A. Trowbridge (Secretary to Senate), P. Bernard, S. Brown, M. Buote, A. Campbell, M. Clapson, S. Connolly, R. Dennis, P. Drake, N. Etkin, S. Fitzpatrick, R. Gauthier, K. Gottschall-Pass, D. Griffon, A. Hsiao, G. Jiang, T. Judson, S. Kresta, B. Linkletter, A. MacKenzie, A. MacLaren, T. Mady, D. Moses, S. Murray, S. Myers, G. Naterer, Y. Rashchupkina, J. Sentance, P. Smith, M. Sweeney-Nixon, M. Turnbull, M. von Eccher, H. Wang, W. Waterman, A. Weenie, W. Whalen

Regrets: C. Adeyanju, N. R. Agunbiade, P. Augustine, A. Bourque, A. Doyle, P. Foley, S. Hamilton, R. Hoersting, N. Mannholland, M. A. McMahan, R. McPhee, W. Montelpare, F. Sadat

Recorder: K. Porter

1. Call to Order, Welcome, Land Acknowledgment and Opening Remarks from Chair and Vice-Chair

W. Rodgers called the meeting to order at 3:01 pm and gave a land acknowledgment.

2. Approval of Agenda

MOTION: (M. Turnbull/T. Mady) to approve the agenda as presented. CARRIED.

3. Approval of Minutes

MOTION: (J. Sentance/N. Etkin) to approve November 22, 2024, minutes with minor amendments. CARRIED.

4. Business Arising from Minutes

- Pam Trainor (guest) spoke regarding the Senate Committee Reporting Template. The document went back to the Senate Steering and Nominating Committee for discussion. It was decided that it will be available as an optional tool.
D. Moses asked if minutes would be submitted with annual reports. P. Trainor said we are keeping the original process and this will be a tool available.
M. Clapson asked about Senate not being kept up to date on committee activities
K. Mears and P. Trainor spoke to SharePoint site being worked on to have meeting materials, including committees, stored and available to Senators.
- W. Rodgers brought attention to the laminated placemats provided. Sticky notes were provided for Senators to provide notes, questions or feedback. This will be collected at the end of the meeting.

5. President's Report

W. Rodgers gave a verbal report on the following items:

- Our work gathering input on the Strategic Plan Development continues. We hosted an external stakeholder and partnership meeting - with about 30 attendees including a few UPEI representatives. There are a few more consultation sessions in January before the

Steering Committee gets to work on distilling all the information. If you have anything you want considered, please write to strategicplan@upei.ca.

- We are working on our approach to budgets - and - as you know - are working toward the joint session of board and senate as a budget cafe - to create a common understanding of our budgets and processes that will support the development of the budget for the coming year - as well as future budgets.
- It looks like our international applications and admissions are much worse than projected. For this year we saw a 50% drop in 1st year international students, 2nd, 3rd and 4th were still strong. Applications are sitting at around 10% of what they were at this time last year. Therefore, we are doubling down on encouraging applications, and conversions from application to accepted admissions - but after that there is still the visa approval process, and the IRCC visa approval rates have dropped. First, we're not unique. You're seeing some pretty bad news stories coming out of other universities.
- I have been doing all the interviews for our permanent VPIT & CIO, VPPC, VPAF - and very consistently, people want to come and work at UPEI because UPEI has such a great opportunity to do things differently. Because UPEI is courageously taking on very important social issues and cultural issues deeply embedded in the academy and really focusing on doing better - and putting their money, and their work, where their mouth is. That's why I'm here too. All of you are who laid that pathway - not me. So, thank you. It remains clear to me that my job is to make sure we stick to that pathway and move ourselves forward. The UPEI reports and responses clearly lay out that things must change. When times get tough, we can't regress to 'the old ways'. We know they are exclusionary- over-privilege, power and fortify entitlement, and otherwise thwart the goals of the universities - to enhance the knowledge base and support people and communities - including this community - to reach full potential.

a. Vice-President Academic and Research Report

G. Naterer reported the following:

- Thanked N. Etkin for filling in at the last meeting
- Acknowledged successes and grants that were recently received by Dominique Griffon, Krishna Thakur, Xander Wang, Yulin Hu, Stephanie Shaw and Kuljeet Grewal
- The Graduate English Academic Preparation program has been seeing declining enrollment, due to the changing landscape of IRCC study permits and an increase in the applications from prospective students, who are largely now meeting English language requirements for admission. The Faculty of Graduate Studies is working with Graduate Coordinators and Associate Deans to assess the viability of pathway agreements with reputable English language training partners while, also conducting a review of current minimum English language proficiency requirements. Contact Dr. Marva Sweeney Nixon for information.
- The research process advisory group has been formed to streamline and improve the efficiency and effectiveness of research administrative processes for research and graduate studies. That plan strives to ensure end to end processes for UPEI researchers are transparent: that they are efficient, clearly defined and easy to understand and access.

b. Vice-President People and Culture Report

S. Connolly gave a verbal report on the following items:

- On the implementation of the action plan, things are coming along, we are working through evidence submission for years zero and one. Activities for year 2 have been assigned and we're starting to work through those with implementation leads.
- In human resources, the employee Engagement survey closed on the day of our last Senate meeting, November 22nd. Overall, the participation rate was 36% amongst permanent and term faculty, and 51% with staff. We're just starting to work through the results and will be able to share with the campus community in the new year.
- The second installment of our Cultivating a Culture of Recognition and Appreciation Series was issued last week with a focus on the role of celebration at work and on the celebrating the big and the small things.
- The EDI Department is working with partners across campus to finalize progress reports on our EDI strategy. The SVPRO hosted a community quilt for the 16 days of activism against gender-based violence with the student union. The resulting quilt, which is spurs of small paintings created by the participants. Will tour around campus and then be displayed in the SVPRO office. The department continues to deliver workshops and educational sessions across campus

6. Recognition of Departing Senators

W. Rodgers thanked departing Senators Alyson Campbell, Susan Brown, Shannon Murray and Amy Doyle for their participation and welcomed back Richard Raiswell, Ann Braithwaite and J McClure. Senators gave a round of applause in recognition.

7. Question Period

- K. Gottschall-Pass asked for an update on the strategic enrollment strategy.
G. Naterer confirmed each unit was responsible for creating their own plan. A steering committee has been formed and is chaired by Dr. Melissa James. Additionally, a subcommittee has been formed, chaired by Dr. Miles Turnbull, to review resources, ie. physical, IT, personnel. A second subcommittee, chaired by Mr. Jonathan Hewitt, has been formed to review student experience. It is anticipated there will be broader consultation with the university community and that the information will be brought forward to Senate through the Academic Planning and Curriculum Committee in the new year.

8. Senate Standing Committee Reports

**Senate Steering and Nominating Committee – W. Rodgers – For Information
Senate and Senate Committee Vacancies**

- *Committee for Emerita/us Status:*
One Faculty member – IKERAS
- *Senate Academic and Student Discipline Appeals:*
One graduate student appointed by the Graduate Student Association

Senate and Senate Committee Appointments

- 9. Senate Committee on Admissions and Degrees:** Shannon Fitzpatrick - effective January 1, 2025 until June 30, 2026
UPEI Action Plan Update – Kate Richard, Program Manager – For

Information

Kate Richard gave a presentation to Senators on the status of the UPEI Action Plan.

Highlights from the presentation include:

- UPEI is committed to auditing the Action Plan on an annual basis.
- The implementation plans for Year 0 and Year 1 can be found on the public UPEI website.
- In consultation with the Senior Executive Team from the 24 Implementation Leads have been assigned from across Campus to define how to complete the activities in the implementation plans.
- For Year 0, the implementation plan was created retroactively. 138 activities were completed. The focus is now on gathering evidence for the audit.
- We are currently in Year 1 of the Action Plan with 226 activities to complete in support of 117 actions. Evidence is being gathered as the activities are being completed.
- There are two large priorities associated with the Action Plan: success of the project and success of the audit. The audit will hold UPEI accountable to complete the goals of the Action Plan.

W. Rodgers noted that it is important to remember why UPEI is completing the work in the Action Plan and that is to improve the culture at UPEI and complete the goals of the Action Plan.

B. Linkletter asked why the meeting material, including the draft minutes, was shared via an email with a link to the public website when the file size was only 14MB and what the limit of the file size for the VRE is? K. Porter replied the VRE only allows a 2MB file. D. Moses informed that the VRE file size can be changed. W. Rodgers indicated the SharePoint site should allow for better sharing of information.

W. Rodgers responded that the open meeting material will be available publicly and the closed meeting material will only be available for Senators.

10. UPEI Cairo Campus – Kim Critchley, Provost UPEI Cairo – For Information

Dr. Kim Critchley gave a presentation on the UPEI Cairo campus highlighting the following:

- UPEI Cairo was the first international branch campus and is in its seventh year of operations with academic programs: Faculty of Sustainable Design Engineering, the Faculty of Business and the Faculty of Science.
- UPEI is the only Canada university in Universities of Canada in Egypt (UCE) currently.
- The programs are successful due to the close relationship with the faculties here in PEI.
- The students at the Cairo campus are UPEI students and will graduate with a UPEI degree. 15% of UPEI Cairo students transfer to the main Charlottetown campus. There is a student retention rate of 95% and 75% of graduates are employed in the first three months.
- UPEI main campus is responsible for academic programs and UCE is responsible for non-academic matters.
- Student services include athletics, student engagement similar to main campus, a wellness centre and career development
- The number of students at UPEI Cairo is restricted by the number of programs offered. Future plans include adding a Faculty of Arts and a Faculty of Education.

- The hope is to have more collaboration between the two campuses.

Senators had an opportunity to ask questions and provide feedback:

- S. Fitzpatrick asked what is the turnover rate currently? In the earlier years of the agreement, the Cairo campus had a high turnover rate in the math and computer sciences program. K. Critchley responded that each faculty is different. Overall, the turnover rate has gotten better, however some areas are difficult to recruit.
- B. Whalen, asked if the enrollment and revenue generation targets have been reached? K. Critchley replied that the contract indicates that financial numbers are based on the number of students enrolled and UPEI receives a portion. The financial aspects of the contract have been fulfilled.

Action: A financial report from UPEI Cairo will be completed and shared with Senators.

T. Mady confirmed the McDougall Faculty of Business Charlottetown campus has received funding as per the contract which has allowed both the Faculty and the University to do many things that wouldn't have been possible without the funding.

- H. Wang asked why UPEI is the only university in the Canadian International College? K. Critchley responded that UPEI Cairo was the first international branch campus and has nothing to do with the Canadian International College. There are currently seven international branch campuses. International branch campuses are successful when there is support from the home institution, which UPEI has always provided support and flexibility.

T. Mady noted that UPEI is the Canadian brand in UCE and there is a clause in the contract that prohibits other universities to offer competing programs.

- S. Brown asked what type of consultation has occurred with faculty members of the liberal arts program, particularly the Applied Communication, Leadership, and Culture program. K. Critchley responded that the President and Chair of the UCE Board visited the Charlottetown campus in November and had meetings with W. Rodgers, G. Naterer and the Deans. It was decided that the process for adding additional programs would start with the Deans, who would meet with Chairs and faculty to determine interest in programs.

K. Critchley also noted, the courses being taught at UPEI Cairo are the same courses being delivered at UPEI Charlottetown campus.

- J. Sentance noted the Department of Economics has been supportive of the initiative from the beginning and requested an update on the potential program. K. Critchley reported that the proposal has been resubmitted to the Egyptian Government, as Presidential approval is required for any program that is going to be delivered in Cairo.
- S. Kresta noted the engineering education culture is different in the two countries. Traditional Egyptian education is very mathematics focused, and the program offered at Charlottetown campus is more design focused with community engagement. The UPEI Cairo campus promotes the programs well which shows when third year students transfer to Charlottetown, they integrate into the program seamlessly. This close working relationship is why the UPEI Cairo campus is successful.
- B. Linkletter noted that the Department of Chemistry receives funding from UCE as there is one chemistry course being taught there, which has benefited the Charlottetown campus.

B. Linkletter also noted, from a Faculty Association representative, there is concern regarding academic freedom in Egypt **and the requirement for the President of Egypt to approve a university program, which speaks to the level of political involvement in academic program.** It is important that all faculty, not just the Chair, should be involved with discussions if a program is being discussed for UPEI Cairo, and faculty should have the right to refuse to allow course materials to be shared in Egypt, if the course materials need to be radically changed to meet Egypt's requirements.

T. Mady noted that in the McDougall Faculty of Business, academic material is not shared with the instructors in Egypt without the consent of the faculty member; it is only the course description that is shared, with the consent of the faculty member.

K. Critchley noted that being in the seventh year of operations, UPEI Cairo has never had an issue with a faculty member and what is being taught.

- D. Moses noted that there are May-mester opportunities at UPEI Cairo.

11. Board Report to Senate

W. Waterman provided a verbal update on Board activities:

- A presentation was given by Dr. Kim Critchley on the UPEI Cairo campus. The same presentation given to Senate today.
- The Chair of the Board provided an update on activities: attended Cheryl Foy's training, involved with Cairo meetings.
- The President provided a written report and provided an update that the University Secretary will start on February 1, 2025 and the Chief of Staff will begin on December 17, 2024.
- The President of the Student Union gave a verbal report on student perspectives.
- The Board committees gave a report from each of their meetings.
- The Board approved the purchase of a 7-year CISCO Enterprise Agreement for ongoing software and hardware subscription licensing for the UPEI CISCO Network.
- The Board approved expenditures for a contract with Vision Travel DT Ontario for travel management services for a 5-year period.
- The Board approved the international student tuition deposits: Undergraduate - \$3000; Graduate - Course Based - \$3000; Graduate - Thesis Based - \$1000; and Graduate - AVC Post Graduate Training - \$1000
- The following policies were approved to be repealed: Compiling Procedures; Procedures for Meetings and Board of Governors; Residence Name Change; Advertising Policy; Sustainability Policy; Personal Information and Privacy Policy; and, AIDS Policy
- The revised Sponsored Research and Research Contracts Policy was approved.
- The Board approved the strategic planning process.

12. Ad Hoc Teaching Evaluation Committee Terms of Reference

G. Naterer reminded Senators of the motion from the October meeting that Senate create an ad hoc Senate Committee on Teaching Evaluation. Following that meeting, his office was tasked with creating a ToR. The draft was completed in consultation with Dean's Council and the manager of the Teaching and Learning Centre .

MOTION: (B. Waterman/P. Drake) that the Senate approves the Terms of Reference for the Ad Hoc Teaching Evaluation Committee as amended with the changes to the Committee membership. CARRIED.

- B. Linkletter asked why FA was tasked with the department chair rather than just a representative from the UEPI Faculty Association? G. Naterer recommend a change to the FA selecting one of the three faculty members and the department chair selected another way.
- N. Etkin questioned how members are appointed in particular faculty. Should be appointed by Senate, not SSNC. W. Rodgers agreed that should be elected by Senate
- M. Buote raised that there is no representation of sessional instructors. TOR corrected to be Faculty Association Members which includes sessional instructors
- K. Mears Mentioned this was originally brought up for SOTS now this is a larger evaluation of Teaching Evaluations. Why are we recreating a committee that already exists – SCENT. G Naterer TOR mirrors the Motion passed in October. This is more focused on teaching evaluation.
- K. Gottschall-Pass commented Teaching Evaluation is broader than SOTS. Collective agreement has teaching evaluation covered in many places. G. Naterer – Exploring alternative holistic approaches. This will need to include student feedback and the question of how that intersect with SOTS remains. J. Sentance – What is in the collective agreement will stay until the collective agreement is renegotiated
- M. Buote inquired should the Teaching and Learning Centre position be listed as Manager or Coordinator – Recently changed to Manager
- S. Fitzpatrick raised that Associate Deans are excluded from committees because of the committee compositions in ToRs in general
- K. Mears discussed that under Duties and Responsibilities Bullet 3, Student feedback should be on their experience not teaching effectiveness

MOTION: (K. Gottschall-Pass/J. Sentance) to extend the Senate meeting to 5:05 pm. CARRIED.

- G. Naterer noted it is expected that the student feedback will be one of the elements that the committee will be discussing.
- N. Etkin suggested adding “on your experience” to student feedback in the Purpose and suggested that the committee not limit too far when replacing the SOTS.
- T. Mady stated this is a collaborative approach to review best practices in teaching and could inform future negotiations for the collective agreement. This is an opportunity to review other methods.
- W. Rodgers responded that the committee could be tasked with developing their scope to allow creative thinking, with a focus on student voices and their experiences with teaching.
- G. Naterer acknowledged N. Etkin’s suggestion to change the wording in the Purpose, but stated the wording in the purpose is word for word of the motion that was passed at the October Senate meeting and would like it to remain.
- G. Jiang asked if the Committee would be reviewing a way to replace the SOTS and in the future if student feedback would be included. G. Naterer confirmed this will not replace the SOTS as they are included in the collective agreement, however including SOTS in future collective agreements could be part of negotiations.
- N. Etkin suggested that recommendations from this committee could inform future negotiations.

- K. Mears commented it is hoped this committee will bring forward a replacement option for SOTS, in particular the questions that are being asked to help reduce bias and cause harm to particular groups of people. G. Naterer commented that a Questions Committee have modified the questions to help reduce bias and discrimination, however there is more work to be done in this area.

13. Adjournment

MOTION: (T. Mady) to adjourn the Senate meeting at 5:03 pm. CARRIED.

Respectfully submitted,

Andrea Trowbridge
Secretary to Senate