



ST. JEROME'S UNIVERSITY

SENATE COUNCIL

Minutes of the Meeting of May 17, 2018

Present: Katherine Bergman (Chair), Scott Kline (Vice Chair), Carol Acton, Veronica Austen, Steven Bednarski, Susan Brophy, Tristanne Connolly, Andrew Deman, Ryan Devitt, Norm Klassen, Jolanta Komornicka, Zack MacDonald, David Perrin, Viola Poletes Montgomery, Anna Purkey, Lorna Rourke, BJ Rye, Mark Spielmacher, Sylvia Terzian, Bruno Tremblay, Cristina Vanin, Denise Whitehead, Chad Wriglesworth, Nick Zunic

Guest: Sue Brubacher

Recording Secretary: Marilyn Caird

Absent: Chris Burris*, Fred Desroches*, Maureen Drysdale*, Stephanie Gregoire*, Alysia Kolentsis*, Kerry Lappin-Fortin*, Jane Nicholas*, Registrar (vacant), John Rempel, Christine Schwendinger* (Recording Secretary), David Seljak*, Toni Serafini*, Students' Union, Ryan Touhey*

**regrets*

On Leave: Kieran Bonner, Whitney Lackenbauer, Caitlin Mulcahy, David Williams

The Chair brought the meeting to order at 2:30 PM.

Open Session

1. Prayer

Lorna Rourke opened the meeting with a reflection by reading the poem "i thank You God for most this amazing" by E. E. Cummings.

2. Chair's Remarks

The Chair provided an update on the work being done to build connections in the community that link to who we are as an institution and our mission, including the following:

Sustainable Waterloo Region: SJU is now a part of Sustainable Waterloo Region, an initiative with a vision for an environmentally and economically resilient community. Participation in this initiative prompted a recent audit of waste management practices at SJU and has helped to elevate our profile locally.

Meal Exchange Program: SJU has been written up in the January 2018 edition of the Meal Exchange Program's *Meal Exchange Report Card* and was highlighted as a Case Study on good food practices on Ontario campuses. The Meal Exchange Program, created and run by students, is focused on transforming food service on Canada's campuses through initiatives that focus on student wellness. Its key goal is ensuring students have the opportunity to eat fresh home-cooked meals prepared from locally-sourced foods and provided at a fair price. SJU is pleased to be part of this initiative. In the *Report Card*, the Meal Exchange audited the success of Ontario universities in providing locally-grown, sustainable, healthy, and accessible food, as rated by students and campuses themselves.

Fair Trade Campus Program: SJU made an application to the Fair Trade Campus Program, which is managed by Fair Trade Canada, the Canadian Fair Trade Network, and the Association québécoise du commerce équitable. The organization recognizes colleges and universities that have made a strong commitment to fair trade. SJU's application was based upon meeting the baseline requirements for Silver status, with a goal of growing to Gold status.

United Nations Sustainable Development Solutions Network (UN SDSN): The Faculty of Environment at the University of Waterloo (UWaterloo) recently became the regional site for The United Nations Sustainable Development Solutions Network (UN SDSN). SJU has been asked to join the group. Members of UN SDSN work together to promote sustainable solutions based upon 17 foundational goals established by the United Nations. A YouTube video – *Mobilizing the Sustainable Development Goals in Canada* – was presented to Senate Council to provide context and understanding of the framework of the initiative. A number of opportunities exist through SJU's involvement, which will include working with our Students' Union. Participation in UN SDSN provides an opportunity for SJU to be recognized more broadly for sustainable work being done here.

"Indian Horse" Movie Viewing: Members of Senate Council were invited to attend a movie viewing of *Indian Horse* at SJU on Tuesday, June 12, 2018. The movie is being presented to provide greater understanding of the impact of residential schools on the Indigenous community as seen through their eyes and in doing so to improve the support and engagement that we provide to this community. The UWaterloo Coordinator, Indigenization Strategy, will be invited for a question/answer period following the viewing. An email will follow with the full details.

3. Approval of the Agenda

- The agenda was approved as distributed. Rourke and Acton. Carried unanimously.

4. Declarations of Conflict of Interest

Members of Senate Council were asked to declare any conflicts of interest they may have in relation to items on the agenda. No conflicts were declared.

5. Approval of the Minutes of April 20, 2018

- The minutes of April 20, 2018, were approved as distributed. MacDonald and Touhey. Carried. Four abstentions.

6. Business Arising from the Minutes

There was no business arising from the Minutes.

7. Reports from Committees

- a. *Governance Committee* – no report
- b. *Academic Committee*

For information, Academic Committee brought forward proposals from 1) the UWaterloo Department of English for a new Creative Writing Specialization course and a course change to ENGL 208N: *Sex and Marriage in Literature*, and 2) the UWaterloo Department of Psychology to add PSYCH 230/LS 272: *Psychology and Law* to the Peace and

Conflict Studies approved list of courses. Both proposals will affect SJU. In keeping with decision-making protocols, the proposals will be taken forward to UGAG by the UWaterloo Departments of English and Psychology, respectively.

Academic Committee brought forward a proposal for a new third-year course, *The Mystical Imagination*, in the Department of Religious Studies to be effective May 1, 2019. The course is a variation of the one taught to 14 registered students during the Winter 2018 term by Norm Klassen and Chad Wriglesworth: the co-recipients of an Ontario Undergraduate Student Alliance Teaching Excellence Award based upon their collaborative approach to timely conversations in this special topics course. The course may be taught in Rome; any additional fees associated with the Rome offering would be included per UWaterloo protocols.

- **Motion:** That SJU Senate Council approve the new RS 3xx course in the Department of Religious Studies, effective May 1, 2019. Kline and Vanin. Carried unanimously.
- c. *Committee on Research and Scholarship* – no report
- d. *Finance Committee*

The Chair of the Finance Committee noted the Committee met to review the draft 2018-2019 Operating Budget that will be going forward to the Board of Governors on June 7, 2018. The draft budget is coming to Senate Council for discussion further to the Finance Committee's meeting on May 15, 2018. The University is showing a modest surplus of about \$154,000 with no indication of any significant changes to government grant funding based on the estimates provided by the University of Waterloo. Key items noted in the draft budget include:

- Revenue: Government Grants have decreased .92% from last year's value. Academic fees have increased by 3% (versus prior year) in keeping with the Faculty of Arts and government regulation. Ancillary Revenues are now collectively tracking residence fees, conference services, and business operations, which allows for improved record-keeping in the Finance Office. Other Revenues represents all revenue-generating items that do not fit into other categories, including agreements with UWaterloo, the Roman Catholic Diocese of Hamilton, and other small agreements.
- Expenses: Academic Operations represents the various departments and expenses associated with academic operations. There has been an amalgamation of a couple of areas to streamline services and improve financial tracking and reporting. The Registrar's Office Student Support and Student Affairs (which includes residence life and service learning) were formerly under the Administration budget, but have moved to Academic Operations due to a change in reporting to the Vice President Academic and Dean (VPAD). In the Administration area, all public-facing events have been brought under one line item (University Events), which has impacted the Advancement and other budgets that were previously tracking these events individually. Facilitation of these events remains with the originating department. The Facilities area of the budget shows a decrease because utilities costs have been moved to the University's General Operating budget. This change will allow for improved tracking of utility usage, variances, and analysis.
- Strategic Initiative Fund (SIF): A SIF has been added to the draft 2018-2019 budget to allow for proposals that have the potential to advance the University's mission, vision, and strategic plan. The details of how to access these funds is currently being defined. The account provides the means beyond the budget to allow people to engage in creative thinking and test drive concepts that connect to the university's Strategic and/or Academic Plans, and to develop cross-area projects. The SIF concept is widely used in other universities.

Discussion on how best to present the draft budget to Senate Council followed. The Chair will take the feedback under advisement. Members of Senate Council who sit on the Finance Committee confirmed there were no points of concern pertaining to their review of the 2018-2019 draft budget. A robust discussion about strategic initiatives took place in the Finance Committee's recent meeting, but nothing stood out to report.

The VPAD noted the academic departmental budgets should not have any surprises. Challenges such as outreach and recruitment have been streamlined from multiple budget areas and now represent the transitions that have taken place in Student Affairs and Outreach and Recruiting. In addition, the actual expense for scholarships and bursaries has been budgeted for this year, with a corresponding revenue area in the budget. Forecasting for salaries has been completed based upon the most current and best knowledge available.

e. *Library Committee*

- i. *St. Jerome's University Library Collections Policy and Guidelines*: The Chair of the Library Committee brought forward the *SJU Library Collections Policy and Guidelines* for a second reading and approval. The following changes were proposed on principle:
 - Item 2, Scope: The following line has been removed from the version presented at the first reading: "While the subjects taught reflect the research interests of SJU faculty, the collections do not necessarily support scholarly research at the faculty level."
 - Item 3, Principles: "The Library is particularly sensitive to the Catholic intellectual tradition" has been removed from the version presented at the first reading.
 - Item 4, Guidelines for Collection Development: The introductory paragraph was revised to, "The Librarian(s) responsible for collection development develops the Library collection in consultation with faculty when appropriate. **Where feasible, the subject areas taught at St. Jerome's, and the interdisciplinary nature of many courses, and the research pursuits of the University** will be considered. ~~Where feasible, the Library collection supports materials required for faculty research. ...~~"

➤ **Motion:** That SJU Senate Council give the *SJU Library Collections Policy and Guidelines* a second reading and that SJU Senate Council approve the *SJU Library Collections Policy and Guidelines*, as revised, as part of the SJU Academic Operations Manual. Rourke and Connolly. Carried unanimously.
- ii. *St. Jerome's University Library Gifts and Donations Policy and Guidelines*: The Chair of the Library Committee brought forward the *SJU Library Gifts and Donations Policy and Guidelines* for a second reading and approval. The revisions made are in keeping with language currently used in Advancement. The Director of Advancement noted that the Canada Revenue Agency is clear on the need for a neutral third party assessment of gifts in-kind and the donor incurs the responsibility for this assessment. As a friendly amendment, the word "financial" was added before "value" to clearly differentiate intellectual value of donations.

➤ **Motion:** That SJU Senate Council give the *SJU Library Gifts and Donations Policy and Guidelines* a second reading and that SJU Senate Council approve the *SJU Library Gifts and Donations Policy and Guidelines*, as revised, as part of the SJU Academic Operations Manual. Kline and Rourke. Carried unanimously.

8. Report from the Vice President Academic and Dean

Faculty complement: As indicated in the January 2014 meeting of Senate Council, there are the 3.5 Math faculty positions plus an additional 1.5 positions, resulting in five total positions. The VPAD presented a document that identifies the faculty complements in January 2014 and in April 2018; that document indicates that the five positions are currently being carried in the budget in the form of definite term appointments while we continue with academic programming renewal and planning.

Departmental and Faculty Support: By July 2018, Marilyn Caird, Administrative Manager in the VPAD's Office, will be moving to an office on the second floor of Sweeney Hall and supporting Department Chairs and the unshared disciplines. Caird will continue to report to and support the VPAD, with an additional focus on project management and work share administrative support for departments. Over the next year, she will identify work expectations required to support departments, evaluate needs, create a work plan, and then build it out for the future. In keeping with the Collective Agreement (full-time unit) that we are currently working under, the amount of time dedicated to this type of support will exceed the amount required in the Agreement. Members of Senate Council thanked the VPAD for creating this position and reiterated the need for this resource to do the important work of the University. Members of Senate Council applauded Caird's work as an experienced and skilled administrator and supported the announcement of her new role.

9. Registrarial Report

The VPAD reported we have received preliminary data on recruiting for 2018-2019. Overall, UWaterloo is expecting to meet its target. The registration numbers for the Faculty of Arts are slightly less than anticipated, but the Faculty of Arts expects to meet its target. The numbers are tracking down this year at SJU and work is being done to convert admitted students who have yet to make a final decision. Numbers are also softer in UWaterloo's Honours Arts and Honours Arts and Business programs and for Renison University College's Social Development Studies program. Significant gains have been made in the Faculty of Arts in Accounting and Financial Management (AFM) and the Global Business and Digital Arts programs, but courses in these programs are not taught at SJU.

You@Waterloo Day is a key event in the recruiting cycle for SJU. We have seen great success with conversions if we can get students on campus. The breakfast is an important opportunity for prospective students to meet people and to have a first experience with faculty. Senate Council members were encouraged to participate and to confirm their commitment with the Admissions and Recruitment Specialist. The value of participation at this event should not be underestimated.

10. Report from the Vice President Administration – no report

11. Report from the Director of Advancement

The Director of Advancement will not be providing a report to Senate Council until after a written document has been submitted to the Board of Governors. The Chair of Senate Council shared that a third of the seats for the 2018 Feast of St. Jerome have been sold: an important event that impacts the scholarship budget, contributing \$55,000 last year. A meeting has been held with the Librarian and Assistant Librarian regarding fundraising for the library renewal.

12. Report from the President

The President reported that a Senate Council member has proposed the creation of an SJU *Distinguished Service Award*. It was noted that a lot is asked of faculty and that we currently recognize teaching and excellence, but not necessarily service. It was suggested that a committee be struck to consider creating terms of reference for a new Distinguished Service Award and that the concept will be revisited at the next meeting. The proposed report will be sent out to members for review.

- **Motion:** That SJU Senate Council approve the creation of a committee that will begin to create terms of reference for a *Distinguished Service Award*. Kline and Rye. Carried unanimously.

13. Reports from Academic Departments – no reports

14. Other Business

There was no other business brought forward.

- **Motion to move in camera:** MacDonald and Austen. Carried unanimously.
- **Motion to adjourn in camera session:** MacDonald and Devitt. Carried unanimously.
- The Chair adjourned the meeting at 4:30 PM.

Approved by SJU Senate Council
October 26, 2018