



# ST. JEROME'S UNIVERSITY

## Senate Council Minutes of the Friday, March 29, 2019, Meeting

**Present:** Katherine Bergman (Chair), Carol Acton, Veronica Austen, Steven Bednarski, Kieran Bonner, Susan Brophy, Andrew Deman, Ryan Devitt, Scott Keys, Norm Klassen, Scott Kline (Vice Chair), Alysia Kolentsis, Jolanta Komornicka, Kerry Lappin-Fortin, Zack MacDonald, David Perrin, Viola Poletes Montgomery, Lorna Rourke, Toni Serafini, Mark Spielmacher, Sylvia Terzian, Bruno Tremblay, Cristina Vanin, Denise Whitehead, Chad Wriglesworth, Rade Zinaic, Nikolaj Zunic

**Non-member Attendee:** Kerry Eamer

**Resource and Recording Secretary:** Christine Schwendinger

**Absent:** Chris Burris, Fred Desroches, Maureen Drysdale\*, Thirstan Falconer\*, Stephanie Gregoire\*, Idiris Mahamud, Jane Nicholas, Anna Purkey\*, Registrar (vacant), John Rempel, Andrew Stumpf\*, Ryan Touhey\*, David Williams

*\*regrets*

**On Sabbatical/Leave:** Tristanne Connolly, Whitney Lackenbauer, Caitlin Mulcahy, BJ Rye, David Seljak

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### Open Session

1. **Prayer/Reflection**

Alysia Kolentsis opened the meeting with a reflection.

2. **Chair's Remarks**

The Vice Chair began the meeting as the Chair is travelling back from out of the province. The Chair may join the meeting if she returns in time.

The Vice Chair welcomed Lorna Rourke, Associate Librarian, back from sabbatical.

3. **Agenda Review, Declare Conflicts, Additions, Changes**

No conflicts were noted. Two friendly editorial amendments to the agenda were identified.

- **Motion:** To approve the agenda as amended. Rourke and Terzian. Carried unanimously.

### Consent Agenda

4. **Approval of the Minutes of February 8, 2019**

- It was clarified that the approval of minutes is done under the consent agenda. Any business arising would come under the reports in the regular agenda.

**Motion:** To approve the minutes of February 8, 2019, as distributed.

5. **Committee on Research and Scholarship Report**

**Motion:** To receive for information the update on the 2019-2020 Faculty Research Grant, 2018-2019 Aid to Scholarly Publications Fund, and 2018-2019 Additional Professional Development Fund.

- **Motion:** To approve and receive for information by consent items 4 to 5 above. Perrin and MacDonald. Carried. Three abstentions.

## Regular Agenda

### 6. **Governance Committee Report**

#### a. *Ad Hoc* Committee on Continuing Status Standards

The Governance Committee had a robust and productive debate regarding the issue of conflict and inclusion on the *Ad Hoc* Committee on Continuing Status Standards and sought to find a way to come to a reasonable outcome given the unique situation we are in at SJU. There is a virtually unavoidable conflict involved with members of the *Ad Hoc* Committee taking part in drafting terms for which they stand to benefit. It is important that we uphold the highest standards possible for the development of our academic policies.

Based on this discussion, the Governance Committee is bringing back the terms of reference for the *Ad Hoc* Committee with a revised composition. One friendly amendment was made: “one Lecturer ~~selected~~**elected** by Senate Council...”

Previously Senate Council had decided as a whole that there were commonalities between departmental and university-wide standards for tenure and promotion; an accommodation was made that both would be the same. It is important to note that Senate Council will be setting university-wide standards for continuing status for lecturers and there is no intention to go into the departmental level.

- **Motion:** That SJU Senate Council approve the revised terms of reference for the *Ad Hoc* Committee on Continuing Status Standards. Acton and Bednarski. Carried. One abstention.

#### b. April 2019 Meeting

The Governance Committee asked members if they are aware of any pressing business to warrant a Senate Council meeting on April 12, 2019. It was noted that it is too soon to tell since the Board of Governors meets on April 4, 2019, and there may be business in closed session coming from that meeting. The Governance Committee will communicate about the April meeting as soon as they have more substantive information.

Katherine Bergman entered the meeting and took over the role of Chair.

### 7. **Academic Committee Report**

#### a. Course Outline Requirements Policy (Template, Sample)

Academic Committee has updated the Course Outline Requirements policy to be consistent with the University of Waterloo’s (UWaterloo) course outline requirements and language. As well, a section has been added with guidelines on producing an AODA-compliant course outline.

Academic Committee recommends cancelling the current course outline template (which has formatting complications) and replacing it with one in a simple Word format (set up correctly in an AODA-appropriate font with the necessary categories and flexible spaces to fill in information).

Academic Committee recommends cancelling the sample course outline.

A question was raised about language approved at UWaterloo Senate Undergraduate Council regarding intellectual property. However, this language does not appear in UWaterloo’s course outline requirements or template.

- **Motion 1:** That SJU Senate Council give the revised Course Outline Requirements policy, including the new course outline template as an appendix, a first reading for the SJU Academic Operations Manual. Vanin and Kolentsis. Carried unanimously.

- **Motion 2:** That SJU Senate Council give Academic Committee's recommendation to cancel the current course outline template and sample course outline a first reading for the SJU Academic Operations Manual. Vanin and Devitt. Carried unanimously.

8. **Library Advisory Committee Report**

There were no questions about the Library Advisory Committee's written report.

9. **Experiential Learning Advisory Committee Report**

The Chair of the Experiential Learning Advisory Committee reported that the Committee's primary goal this Winter term has been to evaluate and conceptualize what procedures, policies, and forms need to be in place when presented with potential partnerships. In reviewing the experiential learning partnership principles and guidelines approved by Senate Council, the Committee recognized that SJU has many different types of partnerships and standards will not be a "one-size-fits-all." The Committee is looking at an all-day workshop to finalize this process, figure out required paperwork, and finalize recommendations to be brought to Senate Council.

The Chair noted that the Experiential Learning Advisory Committee now has a folder on the Senate Council SharePoint site.

10. **Vice President Academic and Dean's Report**

The Vice President Academic and Dean (VPAD) met with Chairs in an advisory capacity outside of Academic Committee to discuss the role of registrar.

In response to a question, the VPAD replied the Acting Dean will continue to serve through June 30, 2019.

In response to a question, the VPAD replied it will likely be late-May when the Board of Governors communicates the plan regarding senior administration as of July 1, 2019.

a. **Acting Dean's Report**

The Acting Dean provided an update on recruitment numbers, last reported at the February Senate Council meeting. Our numbers continue to be up from last year (354 applications, 201 offers, 36 acceptances so far). Our recruitment staff have been intentional and more targeted in recruiting, but it will take a couple of years before we see data on why we are seeing increased applications. The Acting Dean showed an example of the offer of admissions box that SJU sends to students, including the personalized notes written by faculty and staff. The Acting Dean thanked the Admissions and Recruitment Specialist and her team for all of their efforts on a successful March Break Open House and also those faculty and staff who attended. Recruitment staff have seen an increase in requests for tours and a 3% increased interest in our Arts programs, not just the residences.

This year's You @ Waterloo Day will be held on May 25, 2019. It is an important day as it is our opportunity to turn offers to acceptances. Academic staff were asked to volunteer if possible.

11. **President's Report** – no report

12. **Updates from Academic Departments**

The 9<sup>th</sup> Annual SMF Research Symposium, highlighted in today's UWaterloo Daily Bulletin, will be held on Saturday, April 6, 2019. The symposium will include a variety of presenters across different disciplines. Dr. Karen Blair, St. Francis Xavier University, will be the keynote speaker.

SJU Relay for Life is being held tonight. Members were invited to drop by earlier in the evening to show support to our students. They have collectively raised more than a quarter of a million dollars to date through this annual event.

13. **New Business**

There was no new business.

- **Motion:** To adjourn the Open Session and move into Confidential Session. Bergman and Kolentis. Carried unanimously.

The non-member attendee left the meeting.

- **Motion:** To move out of Confidential Session. MacDonald and Whitehead. Carried unanimously.
- The Chair adjourned the meeting.

*Approved by SJU Senate Council  
May 17, 2019*