



# ST. JEROME'S UNIVERSITY

## Senate Council

### Minutes of the Friday, May 17, 2019, Meeting

**Present:** Katherine Bergman (Chair), Carol Acton, Veronica Austen, Steven Bednarski, Kieran Bonner, Susan Brophy, Ryan Devitt, Norm Klassen, Scott Kline (Vice Chair), Zack MacDonald, Josée-Claire Malenfant, David Perrin, Lorna Rourke, Toni Serafini, Mark Spielmacher, Andrew Stumpf, Sylvia Terzian, Bruno Tremblay, Cristina Vanin, Chad Wriglesworth, Rade Zinaic

**Resource and Recording Secretary:** Christine Schwendinger

**Absent:** Chris Burris, Andrew Deman\*, Carm De Santis\*, Fred Desroches, Maureen Drysdale\*, Thirstan Falconer\*, Stephanie Gregoire\*, Alysia Kolentsis\*, Jolanta Komornicka\*, Kerry Lappin-Fortin\*, Idiris Mahamud, Jane Nicholas, Viola Poletes Montgomery\*, Anna Purkey\*, Registrar (vacant), John Rempel, Ryan Touhey, Denise Whitehead\*, David Williams, Nikolaj Zunic  
*\*regrets*

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

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### Open Session

1. **Prayer/Reflection**

Reminded of the bombings forty-five years ago in Dublin, Ireland on this day, Carol Acton opened the meeting with a reflection.

2. **Chair's Remarks**

The search continues for the Executive Director, Finance and Administration (which, in part, replaces the Vice President Administration position). The ad has been reposted.

The Board of Governors is still in deliberation regarding the presidential search. Information should be coming from the Nominating Committee or the Board.

A request was raised for an update on the Registrar's position and the Vice Chair noted an announcement should be coming to the next Senate Council meeting or shortly after.

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

No conflicts were noted. No additions or changes to the agenda were identified.

➤ **Motion:** To approve the agenda as presented. Perrin and Tremblay. Carried unanimously.

### Consent Agenda

4. **Approval of the Minutes of March 29, 2019**

- Page 2, item 7.a, *Course Outline Requirements (Template, Sample)*, last paragraph: Language regarding intellectual property can be put into course outlines if this is a concern for the instructor, but is not required. A link to "Guidelines on Faculty, Staff and Students Entering

Relationships with External Organizations Offering Access to Course Materials” can be found in the University of Waterloo (UWaterloo) Policy 71: Student Discipline.

**Motion:** To approve the minutes of March 29, 2019, as distributed.

5. **Governance Committee Report**

- The Acting Dean confirmed that the faculty members’ two-year terms on the Experiential Learning Advisory Committee are staggered, as amended at Senate Council on April 20, 2018. Therefore, one member served a one-year term and the incoming member will serve a two-year term, alternating with the second member’s term.

**Motion:** To receive for information the call for nominations and the member appointment to the UWaterloo Senate.

6. **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 6 above. Austen and MacDonald. Carried unanimously.

**Regular Agenda**

6. **Governance Committee Report**

a. 2019-2020 Senate Council Meeting Time

The Governance Committee recommended that Senate Council meetings increase to two hours in the 2019-2020 academic year.

- **Motion:** To move to two-hour Senate Council meetings on Fridays from 1:00-3:00 pm. Bednarski and Devitt. Carried unanimously.

7. **Academic Committee Report**

a. Standards for Continuing Appointments at the Rank of Lecturer Policy

The Acting Dean thanked the *Ad Hoc* Committee on Continuing Status Standards for their work on the Standards for Continuing Appointments at the Rank of Lecturer policy. To arrive at this policy, the *Ad Hoc* Committee looked at other universities (primarily UWaterloo), sought the advice from the Canadian Association of University Teachers (CAUT), but primarily looked at the language in our current Standards for Renewal, Tenure, and Promotion (RTP) policy.

The primary responsibility of a lecturer is teaching. The *Ad Hoc* Committee considered what information was relevant in the RTP policy, which is standards for tenure and promotion. The key difference for this policy is service; continuing lecturers will go up for review after three years (tenure is after five) and therefore there is a shorter length of time to demonstrate service.

There was a request to consider the terms “quality” and “impact” (Articles 3.1.b and 4.2, second paragraph) and whether these are referring to similar or different standards.

- **Motion 1:** That SJU Senate Council give the Standards for Continuing Appointments at the Rank of Lecturer policy a first reading for the SJU Academic Operations Manual. Vanin and Serafini. Carried unanimously.

b. **Course Outline Requirements Policy (Template, Sample)**

The VPAD confirmed that the administrative responsibility of the Course Outline Requirements policy has been moved to the VPAD. This was first proposed because we did not have a registrar, but it is mostly because this matter is not in the registrar's portfolio.

One of the required statements to be included in course outlines is regarding academic integrity. The Acting Dean confirmed that UWaterloo is moving towards an environment of integrity across campus that includes all aspects of behaviour. Some schools and departments within faculties have developed their own student code of conduct handbook, but there is not a university-wide handbook. SJU may want to consider developing a handbook, but we should be prudent on how we do this. A member requested that Senate Council receive a list of relevant policies (e.g., UWaterloo Policy 33: Ethical Behaviour).

It was noted again that language regarding intellectual property can be put into course outlines if this is a concern for the instructor, but this is not required (per item #4 above).

Friendly amendment: The contact information for the SJU academic advisor will be added to the required statement regarding grievance. The advisor can assist the student in determining if their concern is a grievance or petition and then refer them to the appropriate person.

- **Motion 2:** That SJU Senate Council give the revised Course Outline Requirements policy, including the new course outline template as an appendix, a second reading and that SJU Senate Council approve these documents for the SJU Academic Operations Manual. Vanin and Austen. Carried unanimously.
- **Motion 3:** That SJU Senate Council give Academic Committee's recommendation to cancel the current course outline template and sample course outline a second reading and that SJU Senate Council approve these documents be removed from the SJU Academic Operations Manual. Vanin and Serafini. Carried unanimously.

8. **Library Advisory Committee Report**

The Library Advisory Committee will be meeting on May 27, 2019, and will have a report after that time. In lieu of this, the Associate Librarian provided a written report regarding activities in the library. There were no questions on the written report. The idea of having a librarian report when there is no Library Advisory Committee report will be brought back to the Governance Committee.

The Associate Librarian reminded Senate Council of the annual Spring Celebration and Author Event being held on May 29, 2019.

9. **Experiential Learning Advisory Committee Report**

On behalf of the Chair of the Experiential Learning Advisory Committee, the Acting Dean reported that the Committee's workshop scheduled in April needed to be moved to May 22, 2019. This will be a full working day to develop the process, policies, and forms that need to be in place when presented with potential experiential learning partnerships. The Committee will report on this work at the next Senate Council meeting.

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

UWaterloo has appointed Dr. David DeVidi to succeed Dr. Mario Coniglio as UWaterloo Associate Vice-President Academic, effective July 1, 2019, for a five-year term. The course evaluation project will be in his portfolio. This is an item that SJU will need to consider in the

coming months. For example, how are we using course evaluation feedback (e.g., for curriculum tweaks), what are reasonable expectations for students who seek to provide feedback, what is the value of the time and effort spent on processing the cards, how regularly should instructors be evaluated through course evaluations (e.g., perhaps those with tenure would be evaluated every second or third year or upon request).

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

12. **Updates from Academic Departments**

The Department of Sociology and Legal Studies was congratulated on their successful search for two new tenure-track hires in Legal Studies (one beginning July 1, 2019, and the other January 1, 2020). The Legal Studies Search Committee was thanked for their work and also those who participated in the events associated with the search.

13. **Other Business**

a. Update from Board Faculty Representatives

The two faculty representatives on the Board of Governors summarized that the Board received a report written by the consultant hired to conduct the staffing study, the Board reviewed and discussed this report in confidential session, and a summary was sent to the community by the Board Executive Committee. That communication was the first step, with more to come. A member recommended that, to close the process loop, the summary should come to Senate Council for the record; the Board's process can follow, with no further reports at Senate Council on this matter. Senate Council agreed that the summary will be brought to the next meeting in confidential session as business arising from the meeting on September 21, 2018, when the motion for the staffing study was raised by Senate Council to the Board.

The Board faculty representatives affirmed that they are very focussed and committed to their roles and they are working hard to represent academic staff members' views. The open sessions of the Board meetings are public and all are welcome to attend. The meeting dates are on the website.

b. Special Advisor to the Vice President Academic and Dean on Academic Planning

In response to a question on the status of the Special Advisor to the VPAD on Academic Planning position, the VPAD replied that this position was linked to academic planning and had an end date of September 30, 2016 (as noted in the terms of reference when the position was posted). The VPAD renewed the position for an additional year, ending September 30, 2017. There were no expectations for this position to continue and it has been inactive since that time.

c. Classrooms in SJ3 (J.R. Finn)

An observation was made that the two classrooms in SJ3 are less than desirable in terms of teaching space. The question was raised why those courses were not scheduled in SJ2 (Academic Centre). The VPAD replied that feedback received from instructors using those rooms was addressed in a timely manner. SJ2 is offline in the spring terms because conferences, an important part of our revenue diversification, use that space throughout the term. During the library renovation, we are tight for small classrooms. We are looking at scheduling 25 cap courses in those rooms in the fall term as well, or otherwise will need to look at spaces at UWaterloo.

d. Update on SJU Website

A request was made for an update on the SJU website. The VPAD replied that this time last year we had just finished adding content to the academic portion of the website; we are now in the second phase of maintenance. The Student Affairs and other portions of the website are up-to-date. An extensive review of our website will be occurring in the upcoming months.

The Acting Dean introduced Josée-Claire Malenfant, the new Students' Union representative on Senate Council. Malenfant took over the role as of May 1, 2019, and will serve in the coming 2019-2020 academic year.

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

The non-member left the meeting.

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

*Approved by SJU Senate Council*  
June 14, 2019