SAINT JOHN SENATE MEETING

The Saint John Senate will hold its 190th meeting on 14 September 2011 at 4:00 p.m. in Room 232, Hazen Hall.

AGENDA

1. Announcements
   1.1 Announcements (to be posted)

2. Approval of Agenda and Minutes
   2.1 Minutes of 16 May 2011 (attached)

3. Business Arising from the Minutes
   3.1 Amendments to the Graduation and Prize Lists for Spring Convocation 2011 (attached)

4. Question Period

5. President's Report
   5.1 Report on Strategic Planning (attached)
   5.2 Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)

6. Report of the Undergraduate Scholarships Committee
   6.1 September 2011 Report (attached)

7. Certificate and Diploma Candidates
   7.1 September 2011 Report (attached)

8. Report of the Nominating Committee
   8.1 September 2011 Report (attached)

9. Proposed Revisions to the UNB Policy on Research Involving Humans
   9.1 Proposed Revisions (attached)

10. Other Business

Sarah DeVarenne,
Secretary
UNIVERSITY OF NEW BRUNSWICK

SAINT JOHN CAMPUS SENATE MEETING

MINUTES

The one-hundred-eighty-ninth (189th) meeting of the Saint John Senate was held at 3:00 p.m. on Monday, 16 May 2011, in Room 232 of Hazen Hall. Dr. H.E.A Campbell was in the chair, and the following members were present:

K. Bonner G. Kealey
E. Biden D. Lindsay
M. Bishop R. MacKinnon
L. Both B. MacDonald
L. Chalmers R. McCloskey
R. Cho M. Mendelson
R. Clark V. Papadopoulos
S. DeVarenne (Secretary) C. Ryan
R. Farnsworth R. Shaw
R. Humphries

Also Present:

M. Dawe (Observer)
M. Kamel (Minute 8)
B. LeBlanc (Assistant Senate Secretary)
K. McGuire (Minute 10)
T. Walker (Minute 9)
K. Waugh (Minute 11)

Unable to Attend:

T. Alderson M. Littlejohn
M. Colwell D. Murray
A. Enman O. Nkunzimana
J. Everitt A. Secco
G. Fleet K. Sollows
J. Galbo D. Thorne
K. Keiller M. Wagih
J. Kieffer G. Worrell

Minutes of 16 May 2011 (attached)
ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

Materials which were before the members, and which are not attached as an Appendix to the circulated minutes, are listed below and are attached to the Official Copy of the Minutes in the Saint John Senate Office. Other attachments to the Official Copy of the Agenda are as indicated in the Minutes.

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1. **Announcements for 16 May 2011** (posted with agenda)

1.1 Announcements by the Chair

1.1.1 J. Everitt, K. Keiller, J. Kieffer, O. Nkunzimana, D. Thorne and M. Wagih have sent regrets as they are unable to attend today’s meeting.

1.1.2 This is the last meeting in the current term for several Senators including: Lilly Both, Murray Littlejohn, Greg Fleet and Ken Sollows. It is also the last meeting for Student Senators Melissa Colwell and Vasiliki Papadopulos. E. Campbell thanked each member for their service and contributions to Senate over the course of their term and wished them well in their future endeavors.

1.1.3 A number of new and returning Senators will begin their terms on July 1, 2011: Ricardo Duchesne and Miriam Jones have been elected as representatives from the Faculty of Arts and Emin Civi has been elected as a representative from the Faculty of Business. As well, two new Student Senators will begin their terms effective 1 July 2011: Unas Syed Balkhi and Jillien Dewar.

1.1.4 The Thirty-seventh Spring Convocation at UNB Saint John will be held at 2:00pm on Friday, 20 May 2011. Additional details are provided in the announcements posted with the agenda. Members of Senate are encouraged to participate in this important event.

1.1.5 R. MacKinnon informed Senators of a new tradition being established at Convocation and Encaenia this year. UNB, together with the Associated Alumni, will be giving out commemorative coins to all of the graduates. The hope is that this coin will represent positive memories for UNB graduates of their academic careers and connections made at UNB.

1.1.6 Congratulations were extended to Vasiliki Papadopulos, who will deliver this year’s valedictory address at convocation.

1.2 Other Announcements

1.2.1 R. McCloskey announced that three students from the Nursing and Health Sciences Department at UNB Saint John won second place in a national health innovation competition organized by the Health Council of Canada. The students, Jessica Hooper, Holly Knight and Kelly Quinn, will each receive $500.00 in cash and will attend the awards ceremony hosted by the Health Council on May 30, 2011, in Ottawa.
2. **Approval of Agenda and Minutes of 23 March 2011** (posted with agenda)

Referring to the report from the School of Graduate Studies, D. Lindsay expressed concern that members of the Board may not have an opportunity to review all of the Senate material prior to the Board meeting scheduled for the following day. S. DeVarenne noted that Board members received their agenda last week with a note on the agenda indicating that all Senate reports were available to Board Members on Civic Web.

L. Both suggested that Item 12.3.2 Proposed Name Change to Experimental and Applied Psychology Program be dealt with before Item 12.3.1 Proposed Modifications in the Psychology Graduate Program.

**MOTION 2.1** Both/MacKinnon “That Senate approve the agenda, as amended and the Minutes of 23 March 2011, as presented.”

**CARRIED**

3. **Matters Arising from the Minutes**

3.1 **Suspension of Admission**

R. MacKinnon gave Senators a brief update on the status of the Suspension of Admission Committee. He noted that the membership of the Committee is almost complete; and that preliminary research has been done on other institutions’ practices. The Committee will begin meeting in the coming weeks.

4. **Question Period**

There were no written questions received in advance of the meeting and no questions from the floor.

5. **Activities of the Fredericton Senate**

E. Campbell referred Senators to the activities report for the 29 March Fredericton Senate Meeting which was posted with the agenda and he noted that the activities report for this morning’s Senate meeting in Fredericton was available as a hand out at the front of the room.

6. **Graduation and Prize Lists** (available on UNB Website at http://www.unbsj.ca/convocation/, a limited number of hard copies were available for perusal at the meeting)

E. Campbell noted that the Graduation and Prize Lists were available on the website and a limited number of hard copies were available for perusal at the front of the room.

M. Bishop presented the list of Bachelor degrees and the prize list. He noted that the graduation list included 322 undergraduate students (357 undergraduate degrees) and 39 graduate students.
6. Graduation and Prize Lists (cont'd)

6.1 List of Bachelor's Degrees

**MOTION 6, 1** Bishop/Bonner “That Senate approve the list of graduates for Bachelor's degrees, as presented.”

CARRIED

6.2 List of Prizes

**MOTION 6, 2** Bishop/Ryan “That Senate approve the Prize List, as presented.”

CARRIED

6.3 List of Higher Degrees

E. Biden presented the list of higher degrees.

**MOTION 6, 3** Biden/MacDonald “That Senate approve the list of Higher Degrees, as presented.”

CARRIED

**MOTION 6, 4** Clark/Bonner “That Senate authorize the Registrar to make changes to the Graduation and Prize Lists between now and August 31 for those who are deemed to have graduated in May 2011, after consultation with the Faculties or Departments concerned, and the Dean of Graduate Studies in the case of graduate degrees and prizes, with the approval of the President, and subject to later report to Senate.”

CARRIED

7. Certificate and Diploma Candidates (posted with the agenda)

M. Bishop presented the list of Certificate and Diploma candidates, referring to the report posted with the agenda and the addendum circulated by e-mail in advance of the meeting.

**MOTION 7, 1** Bishop/Ryan “That Senate approve the certificates in Business Administration Level I and II, General Studies, Human Resources Management, Teaching English as a Second Language and the Diplomas in University Teaching, as presented.”

CARRIED

Minutes of 16 May 2011 (attached)
8. Report of the Senate Curriculum Committee (posted with the agenda)

M. Kamel, Chair of the Senate Curriculum Committee, presented the report of the Senate Curriculum Committee referring to 2 summary reports which were posted with the agenda. He noted that the full reports are located on the Senate Curriculum Committee website: www.unb.ca/secretariat. M. Kamel informed Senators that the items for consideration by Senate in the second report have not been formally passed by the Senate Curriculum Committee as, after several attempts, he was not able to achieve quorum at the meeting. Of the members present, they supported the curriculum changes and asked the Chair to bring the items to Senate for approval.

MOTION 8, 1  MacKinnon/Bishop  “That Senate approve the new courses, modifications to existing courses, program changes, and removal of courses from the calendar, indicated in summary report 1, as recommended by the Faculty of Arts.”

CARRIED

MOTION 8, 2  MacDonald/Clark  “That Senate approve the new courses, modifications to existing courses, program changes, and course deletions, indicated in summary report 1, as recommended by the Faculty of SASE.”

CARRIED

MOTION 8, 3  Ryan/Bishop  “That Senate approve the program change indicated in summary report 1, as recommended by the Faculty of Business.”

CARRIED

MOTION 8, 4  Shaw/Farnsworth  “That Senate approve the course modifications, program modification, course deletions and new courses, indicated in summary report 2, including the new course UNIV 1003 Everything I Need to Know in First Year, as recommended by the Faculties of Arts and SASE.”

L. Chalmers noted that, although, she supports the concept of the new course UNIV 1003 to assist with improving retention at UNB Saint John; she expressed some concern with assigning credit hours to a course that may not have sufficient academic content; and indicated feeling unclear about how the campus will measure the effectiveness of the course. L. Chalmers noted that an alternate recommendation to ensuring that first year students acquire the necessary skills to succeed in University might be to consider setting aside time in introductory classes for this purpose.

Minutes of 16 May 2011 (attached)
8. Report of the Senate Curriculum Committee (cont’d)

R. MacKinnon advised Senate that David Creelman has been appointed Retention Coordinator for the Saint John campus and he chairs the Retention Oversight Committee. Developing the course UNIV 1003 has been one of several initiatives under discussion at the Committee and D. Creelman has been consulting with many members and groups at UNB on these initiatives. The introduction of the new course UNIV 1003 is a key part of the overall retention strategy for UNB Saint John.

Motion 8, 4 was CARRIED.

9. President’s Report
9.1 Report on Strategic Planning (posted with the agenda)

E. Campbell referred Senators to the May Strategic Planning Progress Report which was posted with the agenda for information and discussion. He noted that much discussion has taken place at the University Management Committee (UMC) and the Strategic Planning Steering Committee with respect to which priorities would be most strategic for the University to focus on first. UMC will consider all the feedback received before moving forward with the UMC priorities.

E. Campbell indicated that a baseline strategic planning report is being prepared to outline what has been accomplished to date and what activities are currently underway to support the strategic plan. This is expected to be completed by early summer.

Based on feedback received, dashboards will be produced for the Board of Governors, the Senates, the Strategic Planning Steering Committee and UMC. Once metrics have been determined, they will be brought to Senates for review and comment. The rationale for the various dashboards is that different bodies would want to have access to information relevant for them. E. Campbell noted that there is an issue with respect to confidentiality of some metrics, such as conversion rates which would be considered competitive information. A copy of the dashboard for Senators was projected during the meeting and a copy will be circulated to Senators after the meeting.

E. Biden noted that some of the information that will appear in the dashboards will be accessible on the Enrolment Cube and he suggested that consideration ought to be given to educating faculty and staff on using the Cube as they would have access to this information and more. E. Campbell noted some concern with expecting Board members to use the Enrolment Cube. G. Kealey noted that Memorial University has built into their system (equivalent to the Enrolment Cube at UNB), a series of routine queries; this allows faculty members the ability of retrieving data without needing to know how to use the system in detail. M. Bishop noted that UNB does something similar, called intrinsic reports. If Senators would like more information on this, they may contact the Registrar at mbishop@unbsj.ca.
9. **President’s Report (cont’d)**

9.2 **President’s End of Year Review** (verbal)

The President provided Senators with a number of key highlights from 2010-2011 including the completion of the Hans W. Klohn Commons Building, the Richard J. Currie Centre and the refurbishment of the Canada Games Stadium. Also of note was the approval of the Strategic Plan by the Senates in November 2010 and the Board of Governors in December 2010. The President remarked that the 16 months leading up to the approval of the plan was a great way to begin his term as this process helped educate him on the University’s hopes and aspirations. He noted highlights from 2010-11 including:

- First intake of Dalhousie Medical Education students,
- UNB won the 2011 CIS Men’s Hockey Championship,
- UNB Saint John hosted the 2011 CCAA women’s volleyball national championship,
- UNB will host Congress (May 28-June 4),
- Reached settlements with Full-Time Faculty and Librarians and the Graduate Teaching and Research Assistants. UNB recently received the conciliation report for the Contract Academic Employees.

The President provided Senators with some highlights of the 2011-12 budget which will be presented to the Board of Governors on 17 May 2011. He asked that Senators keep this information confidential until approved by the Board of Governors. He reminded Senators that since 2004-05, the University has cut some $18 million from its operating budget which has resulted in a decrease in the number of tenure-track faculty and an increase in the number of term and stipendiary contracts. Also, the ability to conduct research and supervise graduate students has been impeded. E. Campbell noted that during the Fall 2010, the budget projections were grim and speculation was that the University would be running a significant structural deficit going in to 2011-12, anywhere from $6 to $10 million. However, the outcome has been slightly better than expected due to a variety of reasons; most notably, UNB received a 2% increase in the Provincial operating grant rather than a decrease. As a result, UNB went into its budget preparations with a $2 million deficit. E. Campbell reminded Senators that in 2008, UNB had to ‘borrow’ money from its carry forwards to support scholarships due to the economic crisis at the time. As the market recovered more quickly than expected, the University is proposing to use $2 million from the funding set aside for scholarships to balance the budget. Thus, the University will be presenting a balanced budget for 2011-12 to the Board of Governors. E. Campbell cautioned that the budget situation remains grim and the administration will be producing a multi-year framework to help reduce the deficit.

10. **Report of the Teaching Excellence & Policy Committee** (posted with the agenda)

K. McGuire presented the report of the Teaching Excellence & Policy Committee which was posted with the agenda. She noted that much of the Committee’s efforts for 2010-11 were focused on the ongoing comprehensive review of the current Student Opinion Survey (SOS) and producing a document which describes a prototype for a new SOS. The new
10. Report of the Teaching Excellence & Policy Committee (cont’d)

approach is intended to address issues and concerns surrounding the survey’s content and delivery. K. McGuire noted that the Committee plans to undertake a thorough review of the proposed instrument in the Fall 2011. The Committee will bring the document, outlining the revised instrument and suggestions for implementation, to the Faculties and other relevant parties to assist with engagement in the process.

11. Report of the Undergraduate Scholarships Committee (posted with the agenda)

K. Waugh presented the report of the Undergraduate Scholarships Committee, referring to information posted with the agenda.

MOTION 11, 1 Kealey/MacDonald “That Senate approve the proposed revisions to the calendar regulations governing the Scholarship Guarantee Program, as presented.”

CARRIED

MOTION 11, 2 Bonner/Biden “That Senate approve the new awards, modifications to existing awards and deletion of awards, open to students on the Saint John campus and to students on both campuses, as presented.”

Referring to the Dr. Ian MacDonald Scholarship, R. Humphries asked why UNB is awarding a scholarship to a student entering a degree at another institution. K. Waugh indicated that this scholarship was established for students entering the Dalhousie Medical Education Program. The donor has asked UNB to administer the scholarship as it is open to graduates of UNB who have been accepted to this Program on the Saint John camps.

CARRIED

12. Graduate Matters

E. Biden presented the report from the School of Graduate Studies which was posted with the agenda.

12.1 New and Revised Courses (posted with the agenda)

E. Biden indicated that the notes at the end of each of the course descriptions for KIN 6310 and KIN 6312 should be removed as they were meant as information for the graduate committee and should not be part of the description.

MOTION 12, 1 Biden/Kealey “That Senate approve new courses from CS 6375 to HIST 6015 and change in title and description for ENGL 6549, inclusive, as amended to remove the notes from the course descriptions of KIN 6310 and KIN 6312.”

CARRIED
12. Graduate Matters (cont’d)

12.2 Honorary Research Associates (posted with the agenda)

E. Biden noted a correction to the Honorary Research Associates Report: Robin Steeves, GGE, should be added to the list of Honorary Research Associates for approval by Senate.

MOTION 12.2 Biden/Kealey “That Senate approve the proposed Honorary Research Associates from Cathy L. Rogers to Jennifer McKelvie, inclusive, and amended to include Robin Steeves (GGE).”

S. DeVarenne noted a correction to the report as follows: Cathy L. Rogers should be listed as from Crandall University, not UNB.

D. Lindsay asked why Elif Dalkir and Tracey Rickards, instructors at UNB, are not members of a Graduate Academic Unit (GAU). E. Biden noted a faculty member’s appointment at UNB determines if they are eligible to be a regular member of a GAU.

CARRIED, as amended

12.3 New and Modified Programs

12.3.1 Proposed Modifications in the Psychology Graduate Program (Saint John) 12.3.2 Proposed Name Change to Experimental and Applied Psychology Program (Fredericton)

E. Biden informed Senators that the proposed changes to the Psychology Graduate programs in Fredericton and Saint John were tabled at the Fredericton Senate Meeting to allow members from the Psychology Departments time to discuss these changes further and resolve inconsistencies between the two proposals. Subsequent to the Fredericton Senate Meeting, L. Both noted that she consulted with the Chair of the Department of Psychology in Fredericton to resolve this matter. She explained that the intent of the proposed name change from MA to MA Experimental and Applied Psychology on the Saint John campus was to be consistent with UNB Fredericton’s program. After this change was approved by the GAU on the Saint John campus, the Fredericton Psychology Department submitted a proposal to change the name of their Experimental and Applied Psychology program to Experimental Psychology, which was a recommendation that resulted from their Quality Assurance Review. L. Both asked that Senate proceed with dealing with recommendation from the Department of Psychology in Fredericton to change the name of their PhD program to Experimental Psychology and she asked that Senate consider an amendment to the proposed revisions from the Department of Psychology in Saint John, to remove “Applied” from the title.
12. Graduate Matters (cont’d)

MOTION 12, 3  Both/Biden  “That Senate approve the proposed name change to the PhD Experimental and Applied Psychology program on the Fredericton campus to PhD Experimental Psychology, as recommended by the School of Graduate Studies.”

CARRIED

MOTION 12, 4  Both/Kealey  “That Senate approve the proposed modifications to the Psychology Graduate Program on the Saint John campus, amended as follows: remove ‘Applied’ from MA Experimental/Applied Psychology”

CARRIED, as amended.

12.3.3 Proposed Modifications to the Master of Education in Counselling Program

E. Biden presented the program modifications to the Master of Education in Counselling Program and noted that the proposal calls for revisions to course requirements for the course route option and the incorporation of additional requirements for the thesis and project routes. The purpose of these proposed changes is to ensure that graduates meet the professional standards of practice according to the Canadian Counselling and Psychotherapy Association.

MOTION 12, 5  Biden/MacDonald  “That Senate approve the proposed modifications to the Master of Education Counselling Program, as recommended by the School of Graduate Studies.”

L. Both drew Senators’ attention to the appendix attached to the proposal and expressed concern that revisions have been made to a number of the course names by adding “psychology” to the title. She reminded Senators that at the 21 October 2009 Senate meeting, the Faculty of Education submitted a proposal to change the name of their program from ‘Guidance and Counselling’ to ‘Counselling Psychology’ and the change was not approved by Saint John Senate as Senators felt this would have been misleading to the students and public. L. Both noted that she spoke with the Chair of the Department of Psychology in Fredericton, Carmen Poulin, who was also concerned with these changes as they may be perceived as direct competition with the clinical psychology program.

E. Biden noted that the Faculty of Education has taken the concerns raised in the past seriously and he remarked that the faculty members hired to instruct these courses which contain ‘psychology’ in its title are, in fact, licensed psychologists. He noted that this program is directed toward school counsellors rather than practicing psychologists.

Minutes of 16 May 2011 (attached)
12. Graduate Matters (cont’d)

12.3.3 Proposed Modifications to the Master of Education in Counselling Program (cont’d)

When asked why there was not a list of faculty members appended to the proposal, E. Biden noted that as the nature of the proposal was a modification to a program, his understanding was that an exhaustive list of faculty members and their CVs would not be required by the Maritime Provinces Higher Education Commission (MPHEC).

In response to a question, it was noted that these changes would not impact any programs on the Saint John campus.

Motion 12, 5 was CARRIED.

12.3.4 Proposed Modifications to the English Graduate Program

E. Biden presented the new 12 month Academic MA in English and proposed modifications in the English Graduate Program. He noted two corrections to the report. In the description of the graduate course proposal form for ENGL 6994, the sentence, ‘it does not have to be accepted for publication’ should be replaced by ‘it does not have to be submitted’. This same correction should apply in sections 2.4 and 3.1 of the new program proposal. The second correction falls under section 2.3, Admission Requirement, and it should be amended as follows: “The ‘normal’ admission requirements are....”

MOTION 12, 6 Biden/MacDonald “That Senate approve the new 12 month academic MA in English and the modifications to the existing graduate programs in English, as recommended by the School of Graduate Studies.”

CARRIED, as amended

12.3.5 Program Proposals in the Faculty of Engineering

E. Biden presented the new program proposals for the Faculty of Engineering, referring to the information posted with the agenda.

MOTION 12, 7 Biden/Kealey “That Senate approve the new graduate co-operative education options for the following programs:

- M.Eng. – CE – Master of Civil Engineering
- M.Eng. – ChE – Master of Chemical Engineering
- M.Eng. – EE – Master of Electrical Engineering
- M.Eng. – GGE – Master of Geodesy and Geomatics Engineering
- M.Eng. – ME – Master of Mechanical Engineering
- M.Sc.E. – CE – Master of Civil Engineering

Minutes of 16 May 2011 (attached)
12. **Graduate Matters** (cont’d)

**Motion 12, 7** (cont’d)

- M.Sc.E. – ChE – Master of Chemical Engineering
- M.Sc.E. – EE – Master of Electrical Engineering
- M.Sc.E. – GGE – Master of Geodesy and Geomatics Engineering
- M.Sc.E. – ME – Master of Mechanical Engineering
- PhD – CE – Doctor of Philosophy in Civil Engineering
- PhD – ChE – Doctor of Philosophy in Chemical Engineering
- PhD – EE – Doctor of Philosophy in Electrical Engineering
- PhD – GGE – Doctor of Philosophy in Geodesy and Geomatics Engineering
- PhD – ME – Doctor of Philosophy in Mechanical Engineering"

E. Biden noted that the School of Graduate Studies approved a co-op option for its programs after receiving a number of requests from students. The Co-op program offers students the opportunity to gain valuable work experience in conjunction with their academic studies.

D. Lindsay suggested that the rationale for offering the co-op option tended to focus more on financial matters and attracting students and less on academics. She asked how co-op job placements will be determined and asked if it is known how many placements will be needed as this information did not appear in the proposal. Drawing on past history at UNB, D. Lindsay cautioned that sending an incomplete proposal to MPHEC may cause unnecessary delay.

E. Biden noted that the proposal for a co-op option is intended to be an add-on for existing Engineering programs. Thus, the rationale is to attract students who might not otherwise be interested and to make it possible for students to persist in the degree by eliminating financial barriers. Although it is not known how many placements will be needed, E. Biden indicated that there is capacity with the Co-op office to accommodate additional students. D. Lindsay suggested that more research should be done on job placements prior to sending the proposal to MPHEC.

Motion 12, 7 was CARRIED.

E. Campbell asked E. Biden to organize a meeting of the Faculty of Education and the Departments of Psychology to discuss the recent challenges and issues they have had with their programs. He asked that E. Biden report back to Senate at a future meeting.
13. Report of the Nominating Committee

13.1 Minutes of 6 April 2011
13.2 Minutes of 4 May 2011

R. MacKinnon presented the report of the Senate Nominating Committee, referring to information circulated with the agenda.

He suggested one motion to approve all faculty, student and Chair appointments to Senate Standing Committees, Search Committees and other bodies to which Senate makes appointments. He noted one revision to the Nominating Committee Report: remove Anthony Enman as an alternate on the Senate Review Committee as this would be in conflict with his appointment on the Senate Student Appeals Committee.

**MOTION 13.1**

MacKinnon/Mendelson “That Senate approve the following Faculty, Student and Chair appointments to Senate Standing Committees, Search Committees and other bodies to which Senate makes appointments, subject to their willingness to serve: [as indicated in the report]

**Standing Committee Appointments**

- **Committee to Review Suspension of Admission**
  - Tim Alderson, Department of Mathematical Science

- **Student Appeals/Student Standings & Promotion**
  - Debra Lindsay, Department of History & Politics (primary)
  - Obed Nkunzimana, Department of Humanities & Languages (alternate)
  - Dianne McCormack, Department of Nursing & Health Sciences (primary)

- **Student Appeals/Admissions**
  - Janet Burns, Department of Social Science (primary)
  - Karen Furlong, Department of Nursing & Health Sciences (alternate)
  - Dann Downes, Department of Social Science (alternate)

- **Curriculum Committee**
  - Prabhat Mahanti, Department of Computer Science & Applied Statistics

- **Honorary Degrees Committee**
  - Greg Marquis, Department of History & Politics

Minutes of 16 May 2011 (attached)
13. **Report of the Nominating Committee** (cont’d)

**Motion 13, 1 (cont’d)**

Information Services & Systems Committee  
*Morrie Mendelson*, Faculty of Business  
*Dongmin Kim*, Faculty of Business  
*Miriam Jones*, Department of Humanities & Languages  
*June Madeley*, Department of Social Science  
*Chris Gray*, Department of Biology

Nominating Committee:  
*Jim Kieffer*, Department of Biology  
*Joe Galbo*, Department of Social Science

Student Life & Support Services:  
*Chris Gray*, Department of Biology  
*Enrico DiTomasso*, Department of Psychology

Teaching Awards Committee:  
*Mostaq Hussain*, Faculty of Business

Teaching Excellence & Policy:  
*Mostaq Hussain*, Faculty of Business

Undergraduate Scholarship Committee:  
*Chris Doran*, Department of Social Science

Senate Review Committee:  
*Lee Chalmers*, Department of Social Science (primary)  
*Regena Farnsworth*, Faculty of Business (alternate)

Strategic Planning Steering Committee  
*Bruce MacDonald*, Faculty of SASE

**Chair Appointments**

Admissions Committee – *Tim Alderson*, Faculty of SASE  
Honorary Degrees - *Robert MacKinnon*, VP (Saint John)  
Senate Appeals Committee - *Debra Lindsay*, Faculty of Arts

**Search Committee Appointments**

Chair of the History & Politics  
*Chris Doran*, Department of Social Science

Chair of the Computer Science & Applied Statistics  
*Merzik Kamel*, Department of Mathematical Sciences
13. **Report of the Nominating Committee** (cont’d)

**Motion 13, 1** (cont’d)

**Student Appointments**

**Academic Planning and Resources Committee:**
Primary: Stephanie Cormier (graduate student)
Alternate: Chris Long (graduate student)

**Information Services and Systems Committee:**
Primary: James Tibbetts (graduate student)
Alternate: Wayne Hansen (graduate student)

**Student Life and Support Services:**
Primary: Curtis Couillard (graduate student)
Alternate: Jon Simmons (graduate student)

**Teaching Excellence and Policy:**
Primary: Jon Simmons (graduate student)
Alternate: Celine Tacniere (graduate student)

**UNB Program Review Committee:**
Primary: Joe Mudge (graduate student)
Alternate: James Tibbetts (graduate student)

**Student Appeals Committee/Student Standing & Promotion**
Primary: Anthony Enman (undergraduate student)

**Nominating Committee:**
*Jillien Dewar* (undergraduate student)

**Senate Review Committee**
Primary: Unas Syed Balkhi (undergraduate student)

Motion 13, 1 was **CARRIED**, as amended.

The Nominating Committee also considered a proposed revision to the rules of order and procedure to clarify the retention period for draft minutes and recordings of meetings.

**MOTION 13, 2**
MacKinnon/Ryan “That Senate approve the proposed revisions to the rules of order and procedure for Saint John Senate, as presented.”

**CARRIED**
14. **Report of the Senate Admissions Committee** (posted with the agenda)

R. Cho presented the report of the Senate Admissions Committee, referring to the information posted with the agenda.

**MOTION 14, 1:** Cho/Clark  “That Senate approve the proposal to revise the admission requirements for the Bachelor of Information Science to match those of the UNB Bachelor of Information Systems degree program.”

CARRIED

**MOTION 14, 2:** Cho/MacKinnon  “That Senate approve the revision to the admission requirements for the Bachelor of Science to allow the Province of New Brunswick high school electives Marine Biology 120 and Anatomy and Physiology 120 to be considered as a group one electives.”

Contrary to what was indicated in the Admissions Report, R. Shaw noted that the Faculty of Science, Applied Science & Engineering (SASE) Council has not had an opportunity to consider this request.

**MOTION 14, 3:** Shaw/Lindsay  “That Senate table Motion 14, 2 until such time that the matter has been reviewed and recommended by the Faculty of Science, Applied Science & Engineering.”

CARRIED

**MOTION 14, 4:** Cho/MacKinnon  “That Senate approve the revision to the admission requirements for the Bachelor of Arts to allow Grade 11 Math to be considered as an approved group one elective.”

R. Humphries noted concern that students who begin a Bachelor of Arts (BA) may transfer to a Bachelor of Science (BSc) mid-year without the necessary math background.

E. Campbell noted it would be useful to know the number of students who transfer from a BA to a BSc and track their subsequent success.

CARRIED

Minutes of 16 May 2011 (attached)
15. **Report of the Research Ethics Board** (posted with the agenda)

L. Chalmers informed Senators of an issue concerning informed consent and the age of majority in New Brunswick, referring to information posted with the agenda.

Past practice, when dealing with proposed research on university student populations, has been to follow the usual protocols for adults when securing informed consent. The legal representative on the Saint John Research Ethics Board (REB) expressed concerns regarding informed consent and the age of majority. The opinions of legal counsel for UNB and the Board of Horizon Health were sought and are consistent with the opinion of the legal representative on the UNB Saint John REB on the point that consent obtained from those under 19 years of age would be in danger of being vitiated should any issue arise.

L. Chalmers noted that until this issue is resolved, the Saint John REB has suspended approving research involving persons under the age of 19. As an option, the REB has asked the Office of Research Services to pursue specific legislation from the Department of Justice so that the legal ambiguity regarding this issue is resolved.

G. Kealey suggested that rather than discussing this complex matter on the floor of Senate, a meeting of the following group of individuals be arranged to examine this issue further: Greg Kealey, Vice-President Research, Dwight Ball, Executive Director Office of Research Services, Steven Turner, Chair of REB in Fredericton, REB in Saint John, legal counsel and a representative from risk management.

16. **Other Business**

There was no other business.

E. Campbell wished Senators an enjoyable and productive summer.

Meeting adjourned at 4:45pm

Sarah DeVarenne,
Secretary
Amendments to the Spring 2011 Graduation and Prize List

1) Edwin Saunders was not awarded the D. Gordon Willet Prize in History.
STRATEGIC PLANNING

To: Senates  
CC: Dr. Campbell, President and Vice-Chancellor  
From: Melissa Dawe, Director of Strategic Projects  
Date: September 5, 2011  
Re: Strategic Planning Progress Report

Dashboard

The Senate dashboard is much larger than a typical dashboard. Going forward, it will be referred to as “Key Performance Indicators” or KPIs. This document is currently being populated. The first draft is attached in Appendix A. Not all metrics have been populated at this time. It is anticipated that the KPIs will be presented at the September Senate meetings for final approval. Once approved, the KPIs will not be modified for a period of one year. In Summer 2012 we will look at making any necessary modifications.

Summer Socials

In August, we took advantage of opportunities to celebrate our successes and share our stories. Summer socials were held in both Saint John (Wednesday, Aug. 10, at 2 p.m. in the Whitebone Lounge) and Fredericton (Thursday, Aug. 11, at 2 p.m. in the HIL Lobby). Both events were very well attended.

Strategic Planning News

The strategic plan newsletter has been revised. The first revised newsletter will be circulated in September.

What’s Next

We will continue to develop dashboards for the Board, Senates, strategic plan and UMC. Once completed, these will be circulated to the appropriate groups for review and comment.

If you have any feedback, questions or concerns please contact Melissa Dawe at mdawe@unb.ca.

Report on Strategic Planning (attached)
Appendix A

Draft Senate Key Performance Indicators

Report on Strategic Planning (attached)
# Senate Performance Measures

## Student Body

<table>
<thead>
<tr>
<th>Basic UNB Data Fall Enrolment Head Count</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall</strong></td>
<td></td>
</tr>
<tr>
<td>% International</td>
<td>10.7%</td>
</tr>
<tr>
<td>% Female (all levels)</td>
<td>54.4%</td>
</tr>
<tr>
<td>Partnership Degree Programs</td>
<td>1,208</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

- Student Body headcounts are based on Fall Basic UNB Data enrolment figures and include only students who have paid and registered in courses in the fall term.
- All enrolments are from the official December enrolment figures and supersede preliminary reports created in October. There can be a significant difference between the preliminary October and final December figures, especially for Graduate students.
- Percentage breakdown for International and Gender status is based on the above headcounts. Students whose gender or international status is not reported are not included in percentage estimates.

## Undergraduate Admissions

<table>
<thead>
<tr>
<th>Basic UNB Data Fall Admissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall</strong></td>
<td></td>
</tr>
<tr>
<td>% Applications Admitted</td>
<td>85.9%</td>
</tr>
<tr>
<td>% Applications Confirmed</td>
<td>42.0%</td>
</tr>
<tr>
<td>% Applications Confirmed - International</td>
<td>66.9%</td>
</tr>
<tr>
<td>% Total Transfer Applications - International</td>
<td>27.5%</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

- Undergraduate Admissions figures include only students who have paid and registered in courses in the fall term.
- All enrolments are from the official December enrolment figures and supersede preliminary reports created in October. There can be a significant difference between the preliminary October and final December figures, especially for Graduate students.
- Percentage breakdown for International and Gender status is based on the above headcounts. Students whose gender or international status is not reported are not included in percentage estimates.

## Retention - High School Admissions Only

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Fall Year 2</td>
<td>77.5%</td>
<td>77.0%</td>
<td>77.1%</td>
<td>77.2%</td>
<td>77.1%</td>
<td>1.0%</td>
<td></td>
</tr>
<tr>
<td>Fall Year 3</td>
<td>77.6%</td>
<td>77.5%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Fall Year 4</td>
<td>77.6%</td>
<td>77.5%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Fall Year 5</td>
<td>77.6%</td>
<td>77.5%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Fall Year 6</td>
<td>77.6%</td>
<td>77.5%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Fall Year 7</td>
<td>77.6%</td>
<td>77.5%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>77.6%</td>
<td>0.0%</td>
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</tr>
</tbody>
</table>
### Undergraduate Instruction

#### Basic UNB Data Fall Enrollment and Registrations

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>1,371</td>
<td>1,248</td>
<td>1,179</td>
<td>1,365</td>
<td>1,396</td>
<td>7.5%</td>
</tr>
<tr>
<td>St. John</td>
<td>962</td>
<td>969</td>
<td>1,051</td>
<td>1,000</td>
<td>1,111</td>
<td>5.0%</td>
</tr>
</tbody>
</table>

#### Undergraduate Student/Faculty Ratio

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>1,331</td>
<td>1,365</td>
<td>1,248</td>
<td>1,365</td>
<td>1,396</td>
<td>-2%</td>
</tr>
<tr>
<td>St. John</td>
<td>962</td>
<td>969</td>
<td>1,051</td>
<td>1,000</td>
<td>1,111</td>
<td>+5%</td>
</tr>
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</table>

#### National Survey of Student Engagement (NSSE)

<table>
<thead>
<tr>
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<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>1,371</td>
<td>1,248</td>
<td>1,179</td>
<td>1,365</td>
<td>1,396</td>
<td>7.5%</td>
</tr>
<tr>
<td>St. John</td>
<td>962</td>
<td>969</td>
<td>1,051</td>
<td>1,000</td>
<td>1,111</td>
<td>5.0%</td>
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</tbody>
</table>

### Undergraduate Fall Sections

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>1,371</td>
<td>1,248</td>
<td>1,179</td>
<td>1,365</td>
<td>1,396</td>
<td>-2%</td>
</tr>
<tr>
<td>St. John</td>
<td>962</td>
<td>969</td>
<td>1,051</td>
<td>1,000</td>
<td>1,111</td>
<td>+5%</td>
</tr>
</tbody>
</table>

### Undergraduate Degrees Awarded (Fiscal Year: May - April)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>1,371</td>
<td>1,248</td>
<td>1,179</td>
<td>1,365</td>
<td>1,396</td>
<td>-2%</td>
</tr>
<tr>
<td>St. John</td>
<td>962</td>
<td>969</td>
<td>1,051</td>
<td>1,000</td>
<td>1,111</td>
<td>+5%</td>
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</tbody>
</table>

### Undergraduate Scholarships

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>1,371</td>
<td>1,248</td>
<td>1,179</td>
<td>1,365</td>
<td>1,396</td>
<td>-2%</td>
</tr>
<tr>
<td>St. John</td>
<td>962</td>
<td>969</td>
<td>1,051</td>
<td>1,000</td>
<td>1,111</td>
<td>+5%</td>
</tr>
</tbody>
</table>
### Graduate Students

#### Overall

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course-Based Masters (head count)</td>
<td>360</td>
<td>376</td>
<td>432</td>
<td>403</td>
<td>Increase</td>
</tr>
<tr>
<td>Research-Based Masters (head count)</td>
<td>662</td>
<td>577</td>
<td>534</td>
<td>585</td>
<td>Decrease</td>
</tr>
</tbody>
</table>

#### Fredericton

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course-Based Masters (head count)</td>
<td>231</td>
<td>236</td>
<td>254</td>
<td>267</td>
<td>Increase</td>
</tr>
<tr>
<td>Research-Based Masters (head count)</td>
<td>131</td>
<td>128</td>
<td>117</td>
<td>114</td>
<td>Decrease</td>
</tr>
</tbody>
</table>

#### Saint John

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course-Based Masters (head count)</td>
<td>129</td>
<td>130</td>
<td>177</td>
<td>175</td>
<td>Increase</td>
</tr>
<tr>
<td>Research-Based Masters (head count)</td>
<td>11</td>
<td>11</td>
<td>10</td>
<td>10</td>
<td>Decrease</td>
</tr>
</tbody>
</table>

### Funding

#### Calendar Year

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful Tricouncil Applicants</td>
<td>methodology under development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Students with Tricouncil Funding</td>
<td>methodology under development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Senate Meeting - 14 Sep 2011

Item: 5.1 - Report on Strategic Planning (attached)

### Student/Faculty Ratio

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>2.8</td>
<td>2.8</td>
<td>2.9</td>
<td>3.4</td>
<td>0.6</td>
</tr>
<tr>
<td>Course-Based Masters Only</td>
<td>3.4</td>
<td>3.4</td>
<td>3.8</td>
<td>3.8</td>
<td>0.0</td>
</tr>
<tr>
<td>Research-Based Masters Only</td>
<td>1.3</td>
<td>1.3</td>
<td>1.5</td>
<td>1.9</td>
<td>0.4</td>
</tr>
</tbody>
</table>

### Successful Tricouncil Applicants

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tricouncil Applicants</td>
<td>methodology under development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Graduate Students with Tricouncil Funding

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tricouncil Applicants</td>
<td>methodology under development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Graduate Students with UNB Funding (GRA/GTA)

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates</td>
<td>methodology under development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Graduate Students with Fellowships

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates</td>
<td>methodology under development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Graduation Degrees Awarded

#### Fiscal Year: May - April

<table>
<thead>
<tr>
<th></th>
<th>2006-07</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>57</td>
<td>43</td>
<td>41</td>
<td>39</td>
<td>12</td>
</tr>
<tr>
<td>Masters</td>
<td>365</td>
<td>357</td>
<td>432</td>
<td>366</td>
<td>39</td>
</tr>
</tbody>
</table>

### Notes:

- Total graduate student enrolment, including international student percentages, is included under "Student Body".
- Student/Faculty ratios are calculated based on the head count of full and part-time students divided by all faculty in Statistics Canada reporting for full, associate and assistant professors who are in tenured or tenure-track positions.
- This methodology is currently under review.

### Undergraduate Enrolment

#### Basic UNB Data Fall Head Count

<table>
<thead>
<tr>
<th></th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>7,792</td>
<td>7,492</td>
<td>7,153</td>
<td>6,907</td>
<td>6,794</td>
</tr>
<tr>
<td>Saint John</td>
<td>10,578</td>
<td>10,044</td>
<td>9,570</td>
<td>9,278</td>
<td>9,191</td>
</tr>
</tbody>
</table>

### Notes:

- Enrolment in shared/concurrent programs have been allocated based on weighting in the Faculty Allocation tables. Students in no degree, visiting and exchange students are shared by all faculties.
- All enrolments are from the official December Basic UNB Data enrolment figures and supersede preliminary reports created in October.
- A small number of students do not have an active program or Faculty assigned at the time of the data extracts. These students are listed under "Faculty/Program not stated."
### Extension and Outreach Enrolment

<table>
<thead>
<tr>
<th>Course Registration Counts</th>
<th>Update: December</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Extended Learning</td>
<td>32,981 11,172 11,088 10,181 9,950 (271)</td>
</tr>
<tr>
<td>Saint John College</td>
<td>currently has no degree-credit enrolments</td>
</tr>
</tbody>
</table>

**Notes:**
- Includes degree-credit courses only.
- College of Extended Learning (CEL) courses include those offered by the faculties through CEL.

### Degrees Awarded

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year: May - April</th>
<th>Update: June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2006-07 2007-08 2008-09 2009-10 2010-11</td>
<td>Increase / Decrease</td>
</tr>
<tr>
<td>Frederickton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education (BLS program)</td>
<td>2,386 2,381 2,517 2,523 2,444 (117)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts (F)</td>
<td>371 349 391 347 285 (94)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Business Administration</td>
<td>404 404 476 430 366 (66)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Computer Science</td>
<td>158 84 59 62 46 (14)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>442 442 511 586 571 (26)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Engineering</td>
<td>307 305 348 306 290 (19)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Forestry &amp; Environ. Man</td>
<td>59 46 59 56 52 (4)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Kinesiology</td>
<td>84 31 79 75 74 (5)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>866 511 505 501 495 (54)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Nursing</td>
<td>188 171 184 181 174 (6)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Science</td>
<td>168 187 203 162 164 3</td>
<td></td>
</tr>
<tr>
<td>Renaissance College</td>
<td>23 28 17 18 21 3</td>
<td></td>
</tr>
<tr>
<td>School of Grad Studies-Academic</td>
<td>9 9 9 (1)</td>
<td></td>
</tr>
<tr>
<td>Saint John</td>
<td>513 538 559 566 547 (79)</td>
<td></td>
</tr>
<tr>
<td>Fac. of Science Appl Sci &amp; Eng</td>
<td>168 168 176 161 179 (8)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts (SJ)</td>
<td>152 173 184 191 164 (27)</td>
<td></td>
</tr>
<tr>
<td>Faculty of Business</td>
<td>230 217 203 233 198 (44)</td>
<td></td>
</tr>
<tr>
<td>School of Grad Studies-Academic</td>
<td>18 15 17 (3)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2,863 2,889 3,076 3,077 2,881 (196)</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Degrees for shared/concurrent programs are weighted based on the Faculty Allocation tables.
- Figures include degrees awarded under partnership programs.

### Faculty Headcount

#### Human Resources' Complement Report is under development; format subject to change once this report is finalized.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Update: October</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October Headcount</td>
</tr>
<tr>
<td></td>
<td>2006 2007 2008 2009P 2010P</td>
</tr>
<tr>
<td>Professors</td>
<td>391 371 387 393 391</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>200 184 193 185 182</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>79 101 96 98 95</td>
</tr>
<tr>
<td>Faculty and Tenure Other</td>
<td>44 47 59 69 69</td>
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<tr>
<td>Librarians</td>
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<td>Total</td>
<td>599 510 509 507 507</td>
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#### Full-Time Contract Academic Employees

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<tr>
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#### Female

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<th>methodology under development</th>
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<tbody>
<tr>
<td>Professors</td>
<td>43.0% 43.1% 50.3% 48.9% 35.9%</td>
<td>16.7%</td>
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<tr>
<td>Associate Professors</td>
<td>53.9% 53.1% 50.5% 48.9% 35.9%</td>
<td>16.7%</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>43.0% 43.1% 50.3% 48.9% 35.9%</td>
<td>16.7%</td>
</tr>
<tr>
<td>Librarians</td>
<td>methodology under development</td>
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<tr>
<td>Total</td>
<td>32.7% 32.4% 34.4% 35.4% 35.8%</td>
<td>4.4%</td>
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#### Saint John

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### Senate Performance Measures

#### Minority

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<tr>
<th>Overall</th>
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<th>Full-Time Contract</th>
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#### Employees by Faculty

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<tr>
<th>Faculty Name</th>
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<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>Increase / Decrease</th>
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<tr>
<td>FR-Faculty of Arts</td>
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<tr>
<td>FR-Faculty of Business Administration</td>
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</tr>
<tr>
<td>FR-Faculty of Computer Science</td>
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<tr>
<td>FR-Vice President (Research)</td>
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<tr>
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<tr>
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<tr>
<td>Faculty of Business (SJ)</td>
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<td>Faculty of Science (SJ)</td>
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<tr>
<td>Faculty of Applied Science &amp; Engineering (SJ)</td>
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</table>

Notes:
- The methodology for faculty reporting is preliminary only. Figures may change as the model is refined.
- All Full-Time faculty figures are from reporting to Statistics Canada and are based on an October snapshot. Both teaching and non-teaching faculty are included for all head counts. Non-teaching faculty are excluded for the estimates of student/faculty ratios.
- By-Faculty figures are weighted based on the payroll distribution for each position.

#### Research

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<th>Fiscal Year</th>
<th>Update: Summer</th>
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<td>2006-07</td>
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<tr>
<td>2007-08</td>
<td></td>
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<tr>
<td>2008-09</td>
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<tr>
<td>2009-10</td>
<td></td>
</tr>
<tr>
<td>2010-11</td>
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</table>

<table>
<thead>
<tr>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>$27.5M</td>
</tr>
<tr>
<td>$27.5M</td>
</tr>
<tr>
<td>$27.5M</td>
</tr>
<tr>
<td>$27.5M</td>
</tr>
<tr>
<td>$27.5M</td>
</tr>
</tbody>
</table>

| Grants | $24.5M | $21.5M | $24.5M | $24.5M | $27.5M | (2.7) |
| Contracts | $16.3M | $16.3M | $20.5M | $19.0M | $16.8M | (2.2) |

| External Funding per Faculty Member | $83,000 | $81,600 | $91,200 | $74,500 | $3,000 | (2.2) |

| Direct Cost of Research | $3,000 | $3,000 | $3,000 | $3,000 | $3,000 | (0.1) |

| Patent Applications | 19 | 22 | 22 | 22 | 22 |      |
| Licensing Revenues | $1.0M | $2.0M | $1.0M | $1.0M | $1.0M | (0.1) |
| Spinout Companies | $0.0M | $0.0M | $0.0M | $0.0M | $0.0M | (0.0) |

| Canada Research Chairs | 16 | 17 | 16 | 16 | 16 | (1.0) |
| Full Doctorates | 60 | 60 | 72 | 72 | 100 |      |

| Applications for External Research Funding | not currently tracked by Office of Research Services |
| Success Rate of All Applications | methodology under review |
| Publications - books, articles, posters, etc. | methodology under review |
| Average Publication Rate | methodology under review |

<table>
<thead>
<tr>
<th>Successful TriCouncil Applicants (calendar year)</th>
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<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>Increase / Decrease</th>
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<tbody>
<tr>
<td>58</td>
<td>58</td>
<td>58</td>
<td>58</td>
<td>58</td>
<td>(0.0)</td>
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Notes:
- 2010-11 figures are preliminary only.
- "External Funding per Faculty Member" is based on a third-party report which lags by one year.
- Data for publications is collected every two years.
<table>
<thead>
<tr>
<th>MacLean’s Measures</th>
<th>Overall</th>
<th>Update Fall</th>
<th>Increase / Decrease</th>
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</thead>
<tbody>
<tr>
<td>Scholarships and Bursaries (% of budget)</td>
<td>3.1% 3.1% 3.1% 3.1% 3.4% 0.3%</td>
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<td></td>
</tr>
<tr>
<td>Library Holdings per Student</td>
<td>236 217 277 261 3.00 17.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Entering Grade</td>
<td>81.9 83.2 83.4 83.1 83.9 0.9</td>
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<tr>
<td>Proportion of Students who Graduate</td>
<td>83.3% 53.5% 61.1% 72.9% 73.3% 0.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Retention</td>
<td>87.3% 83.4% 84.3% 78.5% 76.6% 2.1%</td>
<td></td>
<td></td>
</tr>
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</table>

Notes:
- All measures are based on the methodology provided by MacLean’s and will not match many internal measures, which are developed with different methodologies.
- Scholarships and Bursaries (% of budget) is the percentage of total operating expenditures devoted to scholarships and bursaries.
- Library Holdings per Student is the number of volumes in all campus libraries, divided by the number of full-time-equivalent students.
- Average entering grade of all first-time, full-time, first-year students entering undergraduate programs in fall who applied directly from a secondary school or CEGEP. (2006 measure is for those enrolled in 2005/FA).
- Proportion of Students who Graduate is calculated using a single entering cohort of all first-time, first-year, full-time undergraduate students enrolled in a fall term and determining whether or not they graduated within seven years (e.g. 2006 measure is for 1996/FA cohort graduating by 2003).
- Student Retention is the number of first-time, first-year undergraduate students enrolled full-time in an entering fall term cohort who are also enrolled in the following fall term (e.g. 2006 measure is for the percent of 2004/FA cohort that returns in 2005/FA).
The Deshpande Network for Innovation and Entrepreneurship
Supporting the Social and Economic Development of New Brunswick

8, September, 2011

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
The Deshpande Network for Innovation and Entrepreneurship

Summary
In late 2010, the Senates and Board of Governors at the University of New Brunswick (UNB) approved a new strategic plan having as one of its top five goals the building of a better province. This document outlines a new and exciting opportunity for UNB to use the expertise, talents and abilities of our students, our staff and our faculty to improve existing social and economic conditions in New Brunswick (NB).

We propose to create the Deshpande Network for Innovation and Entrepreneurship (DNIE), in partnership with the Deshpande Foundation, based in Boston, MA, and Gerry Pond, an active member of NB’s entrepreneurial community and Chairman of Mariner Partners.

The principal role of the DNIE will be to act as a catalyst to advance social and technical innovation and entrepreneurship in NB. It will:

- Increase connectivity between Atlantic Canada’s social and economic entrepreneurs and UNB;
- Support innovation by individuals, institutions, non-profits, companies and entrepreneurs to address the challenges of the region;
- Support the existing environment for faculty, staff and student involvement in social and economic development and entrepreneurial opportunities¹;
- Engage individuals and groups in identifying and generating creative solutions and social problems;
- Identify and empower leaders who are dedicated to the welfare and development of the region;

¹ According to a 2010 Industry Canada study UNB provides the best teaching and learning environment for entrepreneurship in the country

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
 Partner with philanthropic organizations that have a presence in New Brunswick and have common goals with the DNIE;

 Advance the development of social and economic entrepreneurs inside and outside of all of our universities, across all of our cultures, in all of our regions;

 Act as a catalyst and accelerate entrepreneurial learning and mentoring initiatives within UNB;

 Increase and accelerate product development from the laboratory to the marketplace;

 Support access to venture investment capital, locally, nationally and globally; and

 Define and implement measures of success with respect to social and economic impact.

This proposal outlines the goals for the DNIE and describes the Network’s initial programs. Although the regional impact of the DNIE is expected to be immense and unprecedented, this paper focuses on the impact within UNB, which will be the innovative, intellectual, and inspirational home of this initiative.
Context

Across Canada, and particularly in New Brunswick, there are particular challenges to enhancing productivity and innovation, and to ameliorating the “poverty of opportunity” that exists for too many of our people. To address these long-standing issues, new forms of collaboration, involving many different partners from many different sectors of society, are needed. As New Brunswickers, we can only make a difference if the energy, enthusiasm, and expertise to be found within our universities is deeply engaged. We need to find new ways to make a significant difference, and to create new opportunities for ourselves and for others.

Within New Brunswick, too many of our best and our brightest have left the province to access the opportunities not available here (Haan 2011). As well, in New Brunswick (NB) we confront a baby “bust”: next to Newfoundland and Labrador, we have the smallest proportion of young people in the country - there are currently twice as many 50 year olds as there are 5 year olds in the province - compounded by relatively low rates of immigration. Many of our current financial challenges as a province can be attributed to a tax base that is still as yet too small to support the needs of our population for schools, roads, hospitals, and universities.

The DNIE will help us to provide new opportunities for our young people to engage them sufficiently to merit their continued investment in the future of NB, and help us to build a more diverse and newly vibrant economy in which more of our people from all backgrounds and cultures will be able to thrive.

The DNIE will also help us to transform the region into a place that attracts impassioned entrepreneurs and community leaders who are able to identify solutions to local problems and implement them for the benefit of their communities and society at large.

Advances in smartphone technology, access to wireless networks and lowered cost of application development are all drivers for creating innovative solutions for remote diagnostics and patient management. With a focus on regional issues, DNIE can channel the energies of the entrepreneurs to provide economically viable solutions that can benefit the local populace.
Models for the DNIE.

The Deshpande Center at MIT is a proven leader in identifying and nurturing emerging technologies and accelerating their migration from the laboratories of MIT to the world marketplace. It has also been used as a model for the US National Science Foundation’s recently announced Innovation Corps initiative. The Deshpande Foundation’s Social Entrepreneurship Sandbox of Hubli, India, known as the Sandbox focuses on enabling social entrepreneurs to test high impact ideas that help meet the pressing needs of the surrounding community.

We will incorporate the aspects of both of these initiatives within the DNIE.

**Technical Innovation and Entrepreneurship**

Technically driven entrepreneurs develop ideas in response to market driven needs based on advances in technology or science. By incorporating market feedback early in the process, DNIE will help accelerate the creation of solutions that are relevant to the needs of potential customers. Key mentors drawn from the investment and entrepreneurial communities will guide the nascent ideas through the early commercialization stages and help address some of the risk issues that typically plague early stage ventures. By exposing these guided efforts to potential investors and entrepreneurs and providing constant market inputs and feedback throughout the gestation process, it will increase the probability of creating successful enterprises.

**Social Innovation and Entrepreneurship**

Social entrepreneurs identify a social issue and use business and management methods to organize, create and manage a project to achieve social change that addresses that issue. Social entrepreneurs focus on creating social capital (cooperation between social groups) and advancing social and environmental goals versus just designing products or a solution to make a profit. Social innovation is new ideas or concepts that meet social needs and help to strengthen society.

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
DNIE will encourage solutions and projects that help address social issues in the surrounding community. As these ideas are nurtured, it will bring in external business and management thinking to help guide the projects to higher performing, scalable models. By working with local community organizations to provide the local context, DNIE will help provide solutions with greater relevance and immediate local outcomes.
The Framework for the Deshpande Network for Innovation and Entrepreneurship

The cornerstone of the Deshpande Network for Innovation and Entrepreneurship is a Grant Process that allows for innovators to test their early stage ideas and to prove their concepts. Funding for the grant process comes from the two initial donations given to start the DNIE. To help provide early feedback and market inputs, each potential grantee is assigned a Catalyst. A Catalyst is an outside expert with entrepreneurial or domain knowledge. The Network will bring together grantees with members of the business, investment and community organizations through various events and conferences to showcase the Network's efforts and to encourage external connections. The Network will also leverage existing academic programs and, where needed, help initiate new programs that could increase student exposure to entrepreneurship while also providing opportunities to participate in practical, entrepreneurship-based course work with Network grantees. The following section provides additional detail for each of these activities.

- **The Grant Process:** DNIE will follow a simple two-step grant process requiring a short summary pre-proposal application from applicants. These pre-applications which would be similar to a venture capital proposal will be reviewed by a committee consisting of university and outside experts with domain specific knowledge. The grants will be awarded based on potential for social or technical impact, technical merit, team considerations, and implementation timeframe. Successful applicants will be assigned a Catalyst to serve as its advisor and liaison with the DNIE. The applicant will work with the Catalyst to develop a detailed proposal, project plan and budget that is presented for approval to the Network. Grants will vary depending on type of effort (social versus technical) and level of maturity (early versus late stage).

- **The Catalyst Program:** Catalysts will compromise volunteers from the business, investor and community organizations and will be key to helping innovators achieve market or social impact. Catalysts are individuals with experience relevant to innovation, technology commercialization, social impact or entrepreneurship. They do not represent any company interests in their role as Catalysts.

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
DNIE Events: The DNIE will host a variety of events to encourage early and frequent interaction between the grantees and supporting individuals from business, community and entrepreneurial organizations. Typical events will include Catalyst Mixers, Open Houses and an Annual Conference for all grantees.

Academic Programs: To provide a sound foundation for students focused on entrepreneurship, DNIE will work with the respective programs to offer a core set of courses that help introduce basic concepts and provide some initial training in technical and social entrepreneurship.

As shown in Figure 1, these four essential components of the DNIE approach will help identify early ideas for social and technical innovation; provide structured guidance during an organization’s early growth and increase opportunities for interaction and exposure with interested entrepreneurs while providing students with a solid academic foundation and hands on entrepreneurship opportunities.

Figure 1: Deshpande Network for Innovation and Entrepreneurship Framework
Appendix A - Deshpande Center for Technical Innovation

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
Overview

The Deshpande Center at MIT was founded in 2002 by an initial donation from Jaishree and Desh Deshpande.

The Deshpande Center is a proven leader in identifying and nurturing emerging technologies and accelerating their migration from the laboratories of MIT to the world marketplace. Since its inception in 2002, the Center has funded 80 projects with more than $11 million in grants. Twenty-three projects have spun out of the Center into commercial ventures and collectively they have raised $300 million in outside funding.

The Center depends on the support of alumni, entrepreneurs and investors to provide funding for innovative research and guidance to help MIT technologies enter the marketplace.

Organizational Structure

The Desphande Center is run by an Executive Director and Faculty Director out of the MIT School of Engineering. Other members of the team include an Administrative Assistant, i-Teams Faculty Lead, and an X-Prize Lab Executive Director. The Center reports to an eight person Steering Committee which includes the Executive Director and Faculty Director, an entrepreneur, MIT Provost, MIT professor, Dean of MIT School of Engineering, Chairman and Co-founder of Sycamore Networks and a businessman.

Activities

The Center has four main activities:

- Grant Program
- Catalyst Program
- i-Teams Course
- IdeaStream conference and events
Grant Program

The Deshpande Center uses an Ignition Grant of $50,000 USD to fund the very early proof-of-principle development and a second larger Innovation Grant up to $250,000 USD to fund proof-of-concept development. The Ignition Grant is used primarily to get experience with the Primary Investigator (PI) and research/technical team and rewrite the proposal with the Catalyst for a more complete go-to-market strategy before the larger Innovation Grant is awarded (in many cases, if the Project is mature, an Innovation Grant will be awarded from the start with certain funds allocated for each of the two 12 month funding periods). The grant is used to pay student salaries, consultants, outside technical and market experts and research expenses. Usually, $5,000 to $10,000 USD is set aside for expert marketing, consultants or market studies. The funds must be spent within a 12 month period or revert back to the Center.

Catalyst Program

Catalysts are people with experience relevant to innovation, technology commercialization and entrepreneurship. They do not represent their company interest in their role as a Catalyst.

Typically, Catalysts have experience with early technology commercialization and with mentoring researchers and/or entrepreneurs. They are able to proactively provide advice and guidance to the research teams.

The Catalyst is selected from a pool of volunteers established by the Network who has expertise and business knowledge in the particular area. The Catalyst will work with the PI and their research/technical team to define the go-to-market strategy.

i-Teams Course

The i-Teams Course is a joint effort between the Deshpande Center and the MIT Entrepreneurship Center. Research projects are selected each semester and are assigned a student team. Student teams will work with the Catalyst to study the commercial feasibility and develop go-to-market strategies for the innovations.
IdeaStream

IdeaStream is an annual conference where attendees must be invited. A select group of Venture Capitalists, entrepreneurs and MIT Faculty are invited to share their ideas about innovation and entrepreneurship.

IdeaStream is considered a must attend event because attendees:

- get a sneak peak at emerging technologies that will impact the marketplace within the next few years;
- meet leaders in innovation and entrepreneurship within the community;
- have an opportunity for idea exchanges during networking sessions.

In addition the Center also holds regular events to encourage interaction between grantees, catalysts, and investors and entrepreneurs who support the center.

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
Appendix B - The Social Entrepreneurship Sandbox at Hubli

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
Overview

In 2007, the Deshpande Foundation started a project called the Social Entrepreneurship Sandbox, also referred to as the “Sandbox”, in Hubli, India. Its mission is to provide space and financial resources for local entrepreneurs to test high-impact ideas in the area. Located in North-western Karnataka, centering on the twin cities of Hubli-Dharwad, the Sandbox geographic region encompasses five districts and 10 million people.

The work in the Sandbox aims at making a global impact on civil society and is housed within the Deshpande Center for Social Entrepreneurship which provides the physical infrastructure from which its programs are managed. The Sandbox has an Advisory Network which includes collaborators from universities, companies, Indian-Americans and the NGO sector.

The programs within the Sandbox and at the Deshpande Center for Social Entrepreneurship (DCSE) promote social entrepreneurship by hosting, supporting and guiding individuals to produce innovative scalable ideas – especially in the Sandbox region.

Activities

The key programs currently within the Sandbox consist of grant making, entrepreneurship and leadership development. These activities include:

Grantmaking programs that support non-profits working in the Sandbox region to encourage them to develop their models to scale at a state-wide and eventually a national level. In addition, the Sandbox works with these organizations to help them adopt sound business and commercial principles in managing their social enterprises.

The Leaders Accelerating Development Program (LEAD) stimulates students to come up with innovative, entrepreneurial solutions that address local community issues. It empowers the youth to become leaders within their communities and gives them an outlet for creative problem solving. LEAD started in India in 2008. Students propose
and implement community projects and are provided small scale grants to cover their costs. Today, over 15,000 students have participated in 2,800 plus projects at 47 institutions.

The Entrepreneurship Academy is a partnership between educational institutions and the DCSE. They jointly developed an experiential learning based set of courses that focused on social innovation and entrepreneurship. The program helped universities integrate entrepreneurship into their curriculum and is currently being delivered at seven colleges.

The Champions Program engages young, local professionals involved with solving problems within their community. Over the course of the six month program, they are exposed to local social justice projects and enhance their leadership and networking skills. This is an interactive, applied learning program which helps foster local leaders.

The Deshpande Fellowship Program was launched in 2008. This program helps strengthen management and leadership skills for young, local leaders in a seven and a half month residential program. The curriculum includes a classroom component combined with group activities that exposes fellows to the extensive development sector in Hubli-Dharwad. Over 125 students have completed the course have seen a significant increase in income on graduation.

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
Appendix C - The Merrimack Valley Sandbox

Proposal for the Deshpande Network for Innovation and Entrepreneurship
(attached)
Overview

In 2010, the Deshpande Foundation launched a new initiative called the Merrimack Valley Sandbox (MVS). It is based upon the success of the Foundation’s initiatives at MIT and in Northwest Karnataka, India. The Merrimack Valley Sandbox Initiative aims to strengthen an ecosystem that promotes entrepreneurship and leadership in the cities of Lowell and Lawrence in Massachusetts. It operates out of the University of Massachusetts at Lowell and is a partnership of five colleges in the region: UMass Lowell, Merrimack College, Middlesex Community College, Northern Essex Community College, and Cambridge College.

The MVS ecosystem builds leadership and entrepreneurship in people and organization with the connections and confidence to:

- Innovate
- Turn ideas into action
- Network
- Collaborate and build teams
- Embrace social responsibility
- Create new ventures in any business form

Activities

The key programs currently operating within the Merrimack Valley Sandbox include:

The Campus Catalyst program encourages students across the five campuses to take chances on inspiring new ideas and develop a for-profit or non-profit entrepreneurial venture. Projects should be socially responsible and benefit the environment, the local community or society as a whole. The Campus Catalyst program provides initial grants of $500 to the students. Students can apply for subsequent grants of $750 and $1000. In addition, MVS provides non-financial support and networking to other sources of support and investment. The initial semester of this program generated nearly 40 innovative projects.

Proposal for the Deshpande Network for Innovation and Entrepreneurship (attached)
The Community Catalyst program works in partnership with local community-based organizations in Lowell and Lawrence to support high school students and youth, who have left school, to take a chance on an entrepreneurial idea while receiving entrepreneurship and financial education. The program supports staff development in Entrepreneurship and Financial Education in partner organizations, provides Catalyst grants to youth members, access to mentors and advisors and provides opportunities for youth to connect with each other and others in and outside the Sandbox.

The Sandbox Leadership Initiative, modeled on the Hubli Champions program, helps boosts entrepreneurship and leadership in Lowell and Lawrence. Select leaders from both cities explore the existing programs in the cities, deepen their insights into social justice, strengthen their ability to lead, and build a network with other socially responsible leaders. Attendees spend a dedicated day a month for the nine month duration of the program discussing social policy topics and holding open dialog on these issues and how they shape their communities and leaders. They build their leadership skills while developing personal leadership commitments for their work, family and community.
SENATE UNDERGRADUATE SCHOLARSHIP COMMITTEE

The Senate Undergraduate Scholarship Committee reviewed the following descriptions and recommends,

THAT THE SENATES APPROVE THE AWARD DESCRIPTIONS AND MODIFICATIONS BELOW.

AWARDS OPEN TO BOTH CAMPUSES

**James C. Sansom, MM, Memorial Scholarship** E/U(A)

- **field:** Business Administration or Forestry
- **value:** $500
- **number:** 1
- **duration:** 1 year
- **conditions:** Awarded to a student in the Bachelor of Business Administration or Bachelor of Science in Forestry degree program. Selection will be based on academic achievement and financial need. The recipient must be a New Brunswick resident, according to the definition of the Provincial Government's Student Financial Services guidelines.

**apply:** Associate Registrar, Undergraduate Awards.

**awarding agency:** The University.

**donor:** Brock Sansom, BBA'76 and the New Brunswick University Opportunities Fund.

**New Brunswick War Brides Association Scholarship** E(A)

- **field:** Unrestricted
- **value:** $750
- **number:** 1
- **duration:** 1 year
- **conditions:** Awarded to a student beginning an undergraduate degree program directly from high school. Selection is based on academic achievement. Consideration may be given to financial need. Preference will be given to a student who is a descendant of a veteran.

**apply:** Associate Registrar, Undergraduate Awards.

**awarding agency:** The University.

**donor:** New Brunswick War Brides Association.

**Modifications:**

<table>
<thead>
<tr>
<th>Present</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth H. MacMillan Memorial Scholarship Conditions: Awarded on the basis of scholastic attainment and financial need to students who are graduates of Upper Miramichi Regional High School…</td>
<td>Ruth H. MacMillan Memorial Scholarship Conditions: Awarded on the basis of scholastic attainment and financial need to students who are graduates of Central New Brunswick Academy …</td>
</tr>
</tbody>
</table>

**Deletions:** Teck Scholarship
AWARDS OPEN TO THE FREDERICTON CAMPUS

**Stephanie Anderson Scholarship**  
*E(A)*  
field: Science.  
value: $2,000.  
number: 1.  
duration: 4 years.  
condition: Awarded to a student who is a graduate of Miramichi Valley High School and is beginning the Bachelor of Science degree program on the Fredericton campus. Selection is based on academic achievement and financial need. The recipient must be a New Brunswick resident, according to the definition of the Provincial Government’s Student Financial Services guidelines. One scholarship to be awarded every four years.  
apply: Associate Registrar, Undergraduate Awards.  
awarding agency: The University.  
donor: Stephanie Anderson, BSc 1984, and the New Brunswick University Opportunities Fund.

**Tony Proudfoot Memorial Scholarship**  
*U(A)*  
field: Kinesiology.  
value: Not to exceed tuition and compulsory fees.  
number: 1.  
duration: 1 year.  
conditions: Awarded to a Fredericton campus student who has completed at least the minimum requirements for the first year of an undergraduate degree in the Faculty of Kinesiology. Selection is based on academic achievement and the demonstration of leadership ability. Preference will be given to a student involved in the UNB Football program. This award is open to students who are enrolled in a minimum of 9 credit hours, as required by the CIS. A student can receive this award only once.  
apply: Associate Registrar, Undergraduate Awards.  
awarding agency: The University, on the recommendation of the Faculty of Kinesiology.  

**Clayton A. Buckingham Basketball Award**  
*E/U(A)*  
field: Unrestricted.  
value: Variable.  
number: Variable.  
duration: 1 year.  
conditions: Awarded to a male student who is entering an undergraduate degree program on the Fredericton campus and is a member of the Varsity Reds men's basketball team. The recipient must be a resident of New Brunswick and have an entering average of 80% or higher. This award is open to transfer students.  
apply: Associate Registrar, Undergraduate Awards.  
awarding agency: The University, on the recommendation of the Director of Athletics in the consultation with the Men's Basketball Coach.  
donor: The Buckingham Family.

**Rolande and Peter Hopkins Bursary**  
*E(A)*  
field: Unrestricted.  
value: $500.  
number: 1.  
duration: 1 year.  
conditions: Awarded on the basis of financial need to a student beginning an undergraduate degree program on the Fredericton campus, who is a graduate of a high school in New Brunswick, and has demonstrated successful academic performance.
The recipient must be a New Brunswick resident, according to the definition of the Provincial Government's Student Financial Services guidelines.

apply: Associate Registrar, Undergraduate Awards.

awarding agency: The University.

donor: Rolande and Peter Hopkins, BScME 1970, MScME 1972, and the New Brunswick University Opportunities Fund.

**Renaissance College International Internship Bursary**  
**U(A)**  
field: Leadership Studies.  
number: 1 or more.  
duration: 1 year.  
conditions: Awarded on the basis of financial need to students enrolled in the Bachelor of Philosophy in Leadership Studies. The award is to be held during the student's international internship. The recipient must demonstrate successful academic achievement.


awarding agency: The University.

donor: Friends of Renaissance College.

**Trenholm Scholarship**  
**U(A)**  
field: Business.  
value: $1,000.  
number: 1.  
duration: 1 year.  
conditions: Awarded to a Fredericton campus student who has completed at least the first year of the Bachelor of Business Administration degree program. Selection is based on academic achievement and financial need. The recipient must be a New Brunswick resident, according to the definition of the Provincial Government's Student Financial Services guidelines.

apply: Associate Registrar, Undergraduate Awards.

awarding agency: The University.

donor: Barbara and Brian Trenholm, and the New Brunswick University Opportunities Fund.

**Modifications:**

<table>
<thead>
<tr>
<th>Present</th>
<th>Proposed</th>
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</table>
| Rodney Cooper Bursary in Computer Science  
field: Computer Science.  
value: Approximately $1,000.  
number: 1 or more.  
duration: 1 year.  
conditions: Awarded on the basis of financial need to a Fredericton campus student who is a graduate of a New Brunswick high school and is beginning an undergraduate degree program. The recipient must not be eligible for any other UNB scholarship. | Rodney Cooper Bursary in Computer Science  
field: Computer Science.  
value: Approximately $1,000.  
number: 1 or more.  
duration: 1 year.  
conditions: Awarded on the basis of financial need to a Fredericton campus student who is a graduate of a New Brunswick high school and is beginning an undergraduate degree program in the Faculty of Computer Science. The recipient must not be eligible for any other UNB scholarship. |
### Senate Undergraduate Scholarship Committee

**Report to Senates – September 2011**

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Field</th>
<th>Value</th>
<th>Number</th>
<th>Duration</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNB scholarship</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The student must demonstrate successful academic performance and be a New Brunswick resident, according to the definition of the Provincial Government’s Student Financial Services Guidelines.</td>
</tr>
<tr>
<td><strong>A. J. Malley Memorial Scholarship</strong></td>
<td>Business Administration</td>
<td>Approximately $1,000.</td>
<td>1</td>
<td>1 year</td>
<td>Open to female Fredericton campus students majoring in economics who have completed their second or third year of studies (minimum 60 ch) and who have demonstrated academic accomplishment, and extra curricular involvement in the life of the University. Preference will be given to those who demonstrate extracurricular involvement in the life of the University.</td>
</tr>
<tr>
<td><strong>Mary Passaris Memorial Scholarship</strong></td>
<td>Economics</td>
<td>$500.00</td>
<td>1</td>
<td>1 year</td>
<td>Open to female Fredericton campus students majoring in economics who have completed their second or third year of studies (minimum 60 ch) and who have demonstrated academic accomplishment.</td>
</tr>
</tbody>
</table>

### AWARDS OPEN TO THE SAINT JOHN CAMPUS

#### John and Gail Rocca Bursary
- Field: Unrestricted.
- Value: $2,000.
- Number: 1.
- Duration: 1 year.
- Conditions: Awarded on the basis of financial need to a full-time student who is experiencing financial difficulty in the pursuit of an undergraduate degree program on the Saint John campus. The recipient must be a New Brunswick resident, according to the definition of the Provincial Government’s Student Financial Services guidelines and demonstrate successful academic achievement.

#### UNB Saint John 225 Bursary
- Field: Unrestricted.
- Value: Variable.
- Number: Multiple.
- Duration: 1 year.
conditions: Awarded on the basis of financial need to Saint John campus students who demonstrate successful academic achievement. Part-time, full-time, graduate or undergraduate students are eligible to apply.
apply: Office of Student Services, UNB Saint John.
awarding agency: The University.
donor: Supporters of UNB Saint John students.

Saint John Investors Group Prize
conditions: Two prizes valued at $250 each will be awarded to Saint John campus students as follows: A $250 prize to the student with the highest academic standing in BA3421 (Personal Financial Planning) and a $250 prize to the student who has achieved the highest academic standing in BA4437 (Investment Analysis and Portfolio Management). These prizes have been funded by the Investors Group Inc. Saint John.

Modifications:

<table>
<thead>
<tr>
<th>Present</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNB Saint John SRC Student Leadership Award field: Unrestricted. value: variable. number: 1 or more. duration: 1 year. conditions: Awarded to a Saint John campus student who has made an outstanding contribution to student life and has demonstrated strong leadership skills in university activities. The recipient must be in good academic standing, has completed a minimum of 2 years (60 ch) of his or her undergraduate degree on the Saint John campus and plans to return to UNB Saint John in full or part-time studies. apply: Associate Registrar, Undergraduate Awards. awarding agency: The University, on the recommendation of the SRC Leadership Award Committee. donor: Alumni, friends, and proceeds from UNB Saint John SRC Reunion events.</td>
<td>UNB Saint John SRC Student Leadership Award field: Unrestricted. value: variable. number: 1 or more. duration: 1 year. conditions: One award of $1000 to be awarded annually on the recommendation of the UNB Saint John SRC Student Leadership Committee to a Saint John campus student who has made an outstanding contribution to student life and has demonstrated strong leadership skills in university activities. The recipient must be in good academic standing, have completed a minimum of 2 years (60 ch) of his or her undergraduate degree on the Saint John campus and plans to return to UNB Saint John in full or part-time studies. Interested students can apply using the form found at <a href="http://www.unb.ca/scholarships/continuing.html">http://www.unb.ca/scholarships/continuing.html</a>. The award is funded by Alumni, friends, and proceeds from UNB Saint John SRC Reunion events.</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Kathy Waugh, Associate Registrar, Undergraduate Awards

Senate Undergraduate Scholarship Committee
Report to Senates – September 2011
Page 5
CERTIFICATES FOR SENATE APPROVAL
September 15th, 2011

Certificate in Business Administration Level I
Joanne Sally MacNeil – 256859
Laurie Michelle Adams - 228636
Kendra Lorraine Cameron – 3016100
Sarah Margaret Gibson – 272811
Denielle Marie Poirier - 256536

Certificate in Business Administration Level II
Kendra Loraine Cameron - 3016100
Joanne Sally MacNeil = 256859

Certificate in Human Resources
Pamela June VanWart – 3071084

Certificate in Mathematics in Education
Ashley Faye Flemming – 3234339

Respectfully submitted
September 6th, 2011

Barb McGillivray

September 2011 Report (attached)
1. **Approval of Agenda and Minutes of 4 May 2011** (circulated with agenda)

   R. MacKinnon handed out the Report on E-mail Ballot and suggested that the agenda be amended to include the report under Item 1, Approval of Agenda and Minutes. A copy of the report is attached to the Minutes.

   **MOTION 1, 1**

   Galbo/Kieffer  “That the Committee approve the agenda, as amended, the Minutes of 4 May 2011, as circulated and the Report on E-mail Ballot, as circulated.”

   **CARRIED**

2. **Business Arising from the Minutes**

   S. DeVarenne updated the Committee on the University Secretariat website, noting that significant progress has been made throughout the summer with transitioning to the Content Management System. The new website, which is expected to be launched in mid-September, will have a new design and contain up-to-date Senate and Board material.

3. **Appointments to Senate Standing Committees**

   The Committee considered the appointment of a representative from the Faculty of Science, Applied Science & Engineering to the Information Services & Systems Committee.

   **MOTION 3, 1**

   Kieffer/Humphries  “That the Committee recommend Senate approve the appointment of Jeff Houihan, Department of Biology as the SASE representative on the Information Services & Systems Committee, subject to his willingness to serve, or in the alternative, should he be unable to serve, Steve Turnbull, Department of Biology, subject to his willingness to serve.”

   **CARRIED**
4. **Appointments of Committee Chair**

The Nominating Committee considered appointment of a Chair of the Senate Curriculum Committee. In accordance with the terms of reference for the Committee, a representative from the Faculty of SASE should be appointed as Chair of the Senate Curriculum Committee for the next two years (2011-12 and 2012-13).

**MOTION 4.1:** Humphries/Kieffer “That the Committee recommend Senate approve the appointment of Dale Roach as Chair of the Senate Curriculum Committee for 2011-12”

CARRIED

5. **Student Appointments**

5.1 Appointments to Search Committees

5.1.1 Chair of the Department of Computer Science & Applied Statistics (circulated with agenda)

The Committee considered a student appointment to the Chair Search Committee for the Department of Computer Science & Applied Statistics.

**MOTION 5.1:** Bonner/Galbo “That the Committee recommend the appointment of Holly Steeves to the Chair Search Committee for the Department of Computer Science & Applied Statistics, subject to her willingness to serve, or in the alternative, should she be unable to serve, Elad Yarom, subject to his willingness to serve.”

CARRIED

Secretary’s Note: Holly Steeves has indicated her willingness to serve.

5.2 Appointments to Senate Standing Committees

5.2.1 Students Recommended by the Students’ Representative Council

The Committee considered student appointments to Senate Standing Committees for 2011-12, as recommended by the Students’ Representative Council.

**MOTION 5.2:** Bonner/Cho “That the Committee recommend to Senate approval of the following student appointments to Senate Standing Committees and other bodies to which Senate makes appointments for 2011-12:

- **Academic Planning & Resources Committee**
  - Unas Balkhi 3217674 (primary)

- **Academic Policies & Procedures Committee**
  - Jillien Dewar 3327054 (primary)
  - Faraz Ahmed 3326331 (alternate)

- **Senate Curriculum Committee**
  - Unas Balkhi 3217674 (primary)
  - Jillien Dewar 3327054 (alternate)

- **Senate Admissions Committee**
  - Jane Crawford 3074227 (primary)

September 2011 Report (attached)
5. **Student Appointments**

5.2.1 Students Recommended by the Students’ Representative Council (cont’d)

**Information Services & Systems Committee**
Andrew Kieu 3241095 (primary)

**Student Life & Support Services Committee**
Anthony Enman 3185781 (part-time - primary)
Andrew Kieu 3241095 (part time - alternate)

Kate Breen 3338650 (full-time – primary)

Faraz Ahmed 3326331 (residence – primary)

**Teaching Awards Committee**
Eima Hajizadeh 3282539 (primary)
Jane Crawford 3074227 (alternate)

**Undergraduate Scholarships Committee**
Ugie Ifesi 3242375 (alternate)

**UNB Program Review Committee**
Ugie Ifesi 3242375 (primary)
John Runcie 3283715 (alternate)

**MOTION 5, 2 was CARRIED.**

It was noted that there are still vacant seats (primary and alternate) on a number of the committees. J. Dewar noted that she will endeavor to identify students to fill the vacant seats prior to the next Nominating Committee meeting.

6. **Updates and Revision to the Saint John Senate Handbook** (circulated with agenda)

6.1 Revisions to Regulations and Procedures for Election of Full-Time Faculty Members and Librarians on Saint John Senate (circulated with the agenda)

S. DeVarenne presented the proposed revisions to the Regulations and Procedures for Election of Full-Time Faculty Members and Librarians to Saint John Senate, referring the information circulated with the agenda. A copy of the revised Election Regulations is attached to the Minutes. She directed Committee Members’ attention to a few minor revisions shown in bold and italics throughout the proposal and engaged in a fuller discussion with respect to the provision to allow for electronic balloting. Ben Steeves, Manager, Application Development & Analysis, joined the meeting by phone to address questions pertaining to the electronic voting system. Members of the Committee were given the opportunity to review the system by participating in a mock election prior to the meeting.

The Committee discussed the potential benefits of transitioning to an electronic voting system such as increased voter participation, improved accessibility, improved efficiency, reduction in paper and maintaining various statistics. S. DeVarenne noted that electronic balloting is a common practice among universities. One limitation to the electronic voting system at UNB is that voters may not spoil their ballot by selecting more than the maximum number of candidates. Voters may, however, spoil their ballot by not selecting any candidates. It was noted that the provision to conduct an election by mail ballot will remain in the election regulations. In response to a question with respect to security, it was noted that the system was designed so that
Nominating Committee 30 August 2011

6. Updates and Revisions to the Saint John Senate Handbook

6.1 Revisions to Regulations and Procedures for Election of Full-Time Faculty Members and Librarians on Saint John Senate (cont’d)

the voter identifying information and their respective vote remain separate in the system. For this reason, a voter may not change her/his vote at a later time during an election.

J. Galbo noted that he found the system to be very intuitive and easy to navigate. He asked if it was possible to include biographies of the candidates within the electronic voting system. S. DeVarenne explained that the current election regulations do not speak to the issue of campaigning by candidates.

R. MacKinnon asked if the electronic voting system could be used for other applications such as conducting surveys. B. Steeves indicated that the electronic voting system would have limitations used in that capacity; however, he noted that the Department of Integrated Technology Services has developed a survey tool which is designed to be more flexible with respect to the questions and reporting results.

MOTION 6, 1: Galbo/Bonner “That the Committee recommend to Senate the approval of the proposed revisions to the Regulations and Procedures for Election of Full-Time Faculty Members and Librarians on Saint John Senate, including the addition of regulations for use of electronic balloting.”

CARRIED

6.2 Proposed Regulations and Procedures for Election of Part-Time Faculty Members and Librarians on Saint John Senate (circulated with agenda)

S. DeVarenne referred Committee Members to the proposed Regulations and Procedures for the Election of Part-Time Faculty and Librarians on the Saint John Senate which was circulated with the agenda. She reminded Committee members that, at its 26 May 2009 Meeting, the Saint John Senate recommended an amendment to the UNB Act to provide for the election of one representative elected by and from the part-time instructors and librarians on the Saint John campus to Saint John Senate. It was noted that the Part-Time Instructors and Librarians (also known as Contract Academic Instructors and Contract Academic Librarians) have since formed a Union and are now governed by the Collective Agreement between UNB and the Association of University of New Brunswick Teachers (AUNBT). Jula Hughes, President, AUNBT and Wendy Bourque, Vice-President (Part-time Employees) were invited to review the draft proposed regulations and provide feedback.

S. DeVarenne reviewed with the Committee the suggested revisions. One recommendation was to consider using terminology consistent with that in the Collective Agreement, in particular, the use of ‘contract academic instructor’ and ‘contract academic librarian’ rather than part-time instructors and librarians. The Nominating Committee was supportive of revising the terminology in the election regulations as noted above. It was noted that, as the Senate recommendation for changes to the Act referred to “part-time instructor and librarian”, Senate should consider a revision to that recommendation to use the language “contract academic instructor and contract academic librarian”.

It was also suggested that the Committee consider re-ordering the appointment ranks, as listed in the definition of contract academic instructor, from highest rank to lowest rank as this would be
6. Updates and Revisions to the Saint John Senate Handbook

6.2 Revisions to Regulations and Procedures for Election of Part-Time Instructors and Librarians on Saint John Senate (cont’d)

consistent with other documents. It was noted that the ranks as listed in the UNB Act and the election regulations for full-time faculty members and librarians are ordered from lowest rank to highest rank. The Committee recommended that the regulations and procedures for election of Contract Academic Instructors and Contract Academic Librarians list the ranks in a manner consistent with the Act and with other election regulations. Other suggested changes which the Committee supported included clarification that ‘research associate’ is not intended to refer to ‘honorary research associate.’

In response to a question, S. DeVarenne explained the difference between the eligibility criteria for being nominated and for voting, noting that a Contract Academic Instructor is eligible to be nominated providing that person has taught at least one course within the previous twelve months and who intends to teach at least one course in the twelve months following the date prescribed for the commencement of office. To be eligible to vote, the contract academic instructor must have taught at least one course within the previous twelve months. The Committee agreed that the statement on the nomination form should be revised as follows: “I hereby consent to having my name placed in nomination and I confirm that I have taught at least one course in the previous twelve months and intend to teach at least one course in the following twelve months.”

In response to the suggestion that the definition for a contract academic librarian in the regulations be revised to read as in the Collective Agreement, the Committee considered the definition provided in the Agreement. Following discussion of the matter, it was suggested that the definition provided in the draft regulations be retained.

A copy of the draft Regulations and Procedures for the Election of Contract Academic Instructors and Contract Academic Librarians on the Saint John Senate, with the above amendments, is attached to the Minutes.

MOTION 6.2 Bonner/Cho “That the Committee recommend to Senate the approval of the proposed Regulations and Procedures for Election of Contract Academic Instructors and Contract Academic Librarians on Saint John Senate, as amended”

CARRIED

7. Other Business

There was no other business.

Meeting adjourned at 11:00am

Sarah DeVarenne
Secretary

Attachments
The Senate Nominating Committee voted on the matter below using an e-mail ballot circulated on Tuesday, 23 August 2011.

Respondents: K. Bonner; L. Chalmers; R. Cho; J. Dewar, R. Humphries; J. Kieffer, J. Galbo, R. MacKinnon

On September 23, 2009, Senate approved a revision to the terms of reference for the Senate Nominating Committee to allow for e-mail balloting. In accordance with the terms of reference, on 19 August 2011 members of the Senate Nominating Committee were asked to give consent to vote by e-mail on the appointment of Rose McCloskey to the Search Committee for the Associate Vice President. Consent to vote on the matter was received and an e-mail ballot was circulated to the Committee on 23 August 2011. Members were asked to respond by indicating FOR, AGAINST, or ABSTAIN on the following Motion:

**MOTION 1, 1:**

"That the Committee recommend that Senate approve the appointment of Rose McCloskey as the SASE representative to the Search Committee for the Associate Vice President."

Of the 8 members who responded to the e-mail ballot, 8 voted FOR the motion.

CARRIED

Respectfully Submitted,

Brenda LeBlanc
Assistant Senate Secretary
REGULATIONS AND PROCEDURES

Election of Faculty Members and Librarians on Saint John Senate
(Approved April 1986; revised 20 September 2006, February 2007)

1. AUTHORITY

Under S.30 (4), "the respective Senates may prescribe rules and regulations, not inconsistent with this Act, to regulate the time and manner of election, eligibility and terms of office" of faculty members and librarians.

2. INTERPRETATION

a) "faculty member" means a full-time member of the teaching staff of the University who holds the rank of lecturer, instructor, senior instructor, senior teaching associate, research associate, senior research associate, assistant professor, associate professor, professor, or nurse clinician on the Saint John Campus.

b) "librarian" means a full-time librarian on Saint John campus.

c) "member" means an elected member serving on Senate within S.30 (1) (1), 30 (1) (p) or 30 (2) (j).

d) "S" stands for Section of the Act (Sections of the Act are numbered in accordance with 1986 Amendments).

e) "Secretary" means the Secretary of Senate or Senate designate.

f) "leave" includes all forms of leave granted by the University.

3. ELIGIBILITY

a) No person is eligible for nomination unless that person is, on the date prescribed for the closing of nominations, a faculty member or librarian; provided that a faculty member or librarian on leave, if otherwise qualified, is eligible for nomination only if the leave will expire before the date prescribed for the commencement of office.

b) No person is eligible to vote at an election unless that person is, on the date prescribed for the election, a faculty member or librarian.
3. **ELIGIBILITY** (cont’d)

   c) A faculty member or librarian on leave may vote by campus or regular mail the means prescribed by the Secretary, but no special time or communication provision shall be made to accommodate special circumstances.

4. **FACULTY & LIBRARY REPRESENTATIVES**

   The procedures for the election of representatives on Senate from the Faculties, Divisions and the Library shall be determined by the electing body, and filed with the Secretary of Senate.

5. **FACULTY MEMBERS-AT-LARGE**

   a) The election procedures shall commence within four months prior to the date prescribed for the commencement of the term of office and not later than the first day of May previous to that date, in cases where the term of office commences on the first day of July.

   b) Following the creation of an additional seat under S.30 (1) (p) or S.30 (2) (j), an election under these Regulations shall be held at the earliest date practical.

   c) In the event of a reduction in the total number of all other members designated in S.30 (1) (p) or S.30 (2) (j), a corresponding reduction in the number of additional faculty members shall be made effective on the expiry date of an appropriate term or terms.

   d) The Secretary shall conduct all elections and shall report the results of the election to Senate at the next meeting following the election.

   e) The Secretary shall, in every year in which an election is to take place, prepare provide for an alphabetical list, to be called the "Faculty Election Register", of the names and [addresses] of the faculty members who are entitled to vote at an election, and the Faculty Election Register shall be open for inspection at all reasonable hours by all faculty members.

   f) The call for nominations to fill a vacancy shall be issued at least two weeks before the closing date for nominations.

   g) Candidates shall be given 48 hours after the closing of nominations to withdraw their names from nomination.

September 2011 Report (attached)
5. FACULTY MEMBERS-AT-LARGE (cont’d)

h) The call for nominations for faculty members-at-large shall be sent by e-mail or campus mail to all faculty members, and the notice shall include: eligibility for candidates and voters; method of nominations; closing date for nominations; terms of office; number of positions vacant; names of continuing members.

i) The nominations shall be in writing, addressed to the Secretary; shall be signed by five or more eligible voters; and shall include the signed consent of the nominee.

j) Voting shall be by secret ballot, conducted electronically or by campus mail.

k) 1. Electronic Balloting

   In the event the Secretary elects to conduct voting by electronic ballot, the following procedures shall apply:

   • Balloting will be conducted electronically using access provided through the My UNB e-Services portal.

   • Electronic balloting will commence on a date determined by the Secretary and communicated by e-mail to eligible voters. The closing date for electronic balloting shall be a minimum of ten (10) calendar days following the commencement date as determined by the Secretary.

   • Only eligible voters will be able to access the electronic ballot. Eligible voters unable to access the ballot should contact the Saint John Senate Office at sjsenate@unbsj.ca.

   • In electronic balloting, verification of the voters eligible to cast ballots is part of the process for casting a ballot. Separate verification is not required.

   • Candidates will be listed in alphabetical order by surname.

   • Detailed voting instructions will be provided as part of the electronic ballot.

   • A voter may select up to the maximum number of candidates allowed, as identified on the electronic ballot.

   • A voter may change his or her vote at will until the ballot is formally cast.
5. **FACULTY MEMBERS-AT-LARGE** (cont’d)

- A Voter may choose not to vote at this point and return to the process at another time.

- Once the voter has decided for whom to vote, selecting the *cast ballot* button will take the voter to a summary screen at which point the voter will be asked to confirm their vote. Once the “confirm” button has been selected, no further changes to the vote can be made, and the ballot will be considered to have been cast.

- If the voter chooses not to select any candidate(s) a message will indicate that proceeding without selecting a candidate will result in a spoiled ballot. A spoiled ballot will then be recorded if the ‘spoil my ballot’ button is selected. If the voter selects more than the maximum number allowed, a message will indicate that the ballot as marked is invalid and ask the voter to return to the ballot.

- Once the ballot has been cast, it will not be possible to discard or change the ballot.

- A second ballot will not be available under any circumstances.

- Electronic balloting provides for automatic counting of the votes cast for each candidate. The Senate Secretariat will receive a confidential report of the results which will be shared with the candidates and then, subject to m) below, made public.

2. **Mail Ballot**

- The ballots, covering instructions and return envelopes shall be sent by campus mail to all eligible voters at least two weeks before the closing date of the vote, and may be returned by campus or regular mail, or by hand.

- The ballots and any covering instructions shall be as outlined.

- On an application made by a qualified voter before the close of the vote, the Secretary shall provide a substitute set of the papers to a qualified voter who makes an application on the grounds:
5. **FACULTY MEMBERS-AT-LARGE** (cont’d)

- that the ballot papers have not been received;
- that ballot papers have been inadvertently lost or destroyed.

- The candidate may appoint an eligible voter as a scrutineer at the count and determination of the vote.
- The counting of ballots and determination of the vote shall be conducted by the Secretary with the assistance of at least three (3) scrutineers who would normally be eligible voters.
- The Secretary, in consultation with the scrutineers, shall reject:

  i) All ballot envelopes:
    - that have not been supplied by the Secretary;
    - that are unsigned;
    - that have been returned by persons not eligible to vote on the date of the close of the vote or not eligible to vote at the office of the return;
    - that are unsealed.

  ii) All inner ballot envelopes:
    - that bear any writing or mark by which the voter can be identified;
    - that, on being opened, are found to contain two or more ballots.

  iii) All ballots:
    - that have not been marked for any candidate or have been marked for, or bear the name of, a person who is not a duly nominated candidate;
5. **FACULTY MEMBERS-AT-LARGE** (cont’d)

- that have been marked for more than the designated number of duly nominated candidates;

- upon which there is any writing or mark by which the voter may be identified.

l) In the event of only one candidate being nominated, or of only as many candidates being nominated as are required to be elected to Senate, such candidates shall be deemed to have been elected by acclamation.

m) In the event of more candidates being nominated than are required to be elected to Senate, the candidates, up to the number of seats to be filled, receiving the highest number of votes shall be deemed elected and, in the event of an equality of votes between candidates with respect to the last candidate required to be elected, or between candidates when only one is to be elected, Senate shall cast the deciding vote.

6. **TERM OF OFFICE**

a) The term of office of a member elected shall commence on the first day of July or the first day of January, as circumstances warrant, following the election and shall continue for a period of three (3) years from and inclusive of that date.

b) A member shall remain in office until a successor is elected, and a member, except as expressly provided by the electing body, if otherwise qualified, is eligible for re-election.

c) When a member refuses to act, becomes incapable of acting, or fails to attend six consecutive meetings of Senate, the seat on Senate shall ipso facto become vacant.

d) When a member accepts leave of absence, the seat on Senate shall ipso facto become vacant on the date fixed for the commencement of the leave if the leave is to extend for a period of six months or longer, provided that the seat shall not be vacated if the leave is not taken up on that date or on a subsequent date.

e) When a member ceases to be a member of the electing body, the seat shall ipso facto become vacant.
6. **TERM OF OFFICE** (cont’d)

f) In the case of a vacancy in Senate caused by death, resignation or any other cause which happens before the term of office for which a member has been elected has expired, a declaration of the existence of the vacancy, when entered upon the minutes of Senate, shall be conclusive evidence thereof.

g) When a vacancy on Senate occurs from any cause in respect of an elected faculty member, the vacancy shall be filled by election in accordance with these Regulations, within three months of the vacancy occurring and such additional period as may be required to place the election within the regular academic year (i.e. September to May), the member elected shall assume office from the date of election and shall hold office from the date and for a period of three (3) years from and inclusive of the first day of July following the election.

h) A vacancy in the seat of a member of Senate within S.30 (1) (p) or S.30 (2) (j) shall occur ipso facto on election or appointment to a seat on the Board within S.23 (1) (m) on the date prescribed for the commencement of office.
To: Full-time Faculty Members

Re: ELECTION OF FULL-TIME FACULTY MEMBERS-AT-LARGE TO SAINT JOHN SENATE

Saint John Senate has recently approved a provision to the election regulations for full time faculty which provide for electronic balloting. Paper ballots will not be available for this election. Please see instructions below.

The election period to vote for a Faculty member-at-large to the Saint John Senate is from [date to date]. Below is a list of candidates that are running for the position on Saint John Senate.

**NOMINEES**

The following valid nominations were received for the one (1) vacant position:

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Faculty of Arts</td>
</tr>
<tr>
<td>John Doe</td>
<td>Faculty of Business</td>
</tr>
</tbody>
</table>

Those eligible to vote are all full-time members of the teaching staff of the Saint John campus who hold the rank of Professor, Associate Professor, Assistant Professor, Senior Research Associate, Research Associate, Senior Teaching Associate, Nurse Clinician, Senior Instructor, Instructor or Lecturer.

**INSTRUCTIONS**

1. Sign into UNB-E Services and select the ‘Academic’ tab and then the ‘Election’ tab. If you experience difficulty with accessing your ballot, please contact Brenda LeBlanc, in the Saint John Senate Office at leblancb@unbsj.ca.

2. Fill in the ballot electronically by selecting up to one (1) candidate of your choice by clicking the box to the left of the candidate; you may change your vote until the ballot is formally cast.
3. Once you have decided for whom to vote, select the “cast ballot” button. This will take you to a summary screen at which point you will be asked to confirm your vote. Once you have selected ‘Confirm’, no further changes to the vote can be made, and the ballot will be considered to have been cast.

4. Ballots must be cast electronically by 12:00 p.m. [date].

REGULATIONS
Copies of full regulations are available on the Senate Website http://www.unb.ca/secretariat/Senate/Senates/SaintJohn/Election/Index.htm or from the Senate Office, 109 Oland Hall, upon request.

S. DeVarenne, Senate Secretary
Saint John Senate

[date]
UNIVERSITY OF NEW BRUNSWICK

REGULATIONS AND PROCEDURES FOR THE ELECTION
OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC
LIBRARIANS ON SAINT JOHN SENATE

(DRAFT working copy as of September 1, 2009. Approved by Senate [DATE])

1. AUTHORITY

Under S. 30(4), “the respective Senates may prescribe rules and regulations, not inconsistent with this Act, to regulate the time and manner of election, eligibility and terms of office” of faculty members and librarians.

The following resolution has been approved by the Saint John Senate on 26 May 2009 and the Board of Governors on 27 May 2009:

“That Senate recommend an amendment to the University of New Brunswick Act to provide for the election of: one representative elected by and from the part-time instructors and librarians on the Saint John campus to Saint John Senate; and, pending the amendment to the Act, in this regard, that the Senate extend the privileges of the floor, including the right to participate in debate, but not the right to vote, to interim representatives of part time instructors and librarians.”

2. INTERPRETATION

a) “contract academic instructor” means a person employed by the university on the Saint John campus in contractual part-time teaching in a for-credit course and who otherwise, does not hold an academic appointment at the University of New Brunswick at the rank of lecturer, nurse clinician, instructor, senior instructor, senior teaching associate, *research associate, senior research associate, assistant professor, associate professor or professor.

b) “contract academic librarian” means any librarian employed on a part-time basis on the Saint John campus.

c) “member” means a member elected to and serving on Senate as a contract academic instructor and/or contract academic librarian within the meaning of the Act and these regulations.

d) “S” stands for Section of the Act. [Sections of the Act are numbered in accordance with proposed 1986 Amendments.]

e) “Secretary” means the Secretary of Senate or Senate designate on the appropriate campus.

Note:

*“Research Associates” does not include Honorary Research Associates

September 2011 Report (attached)
2. **INTERPRETATION (cont’d)**

   f) “leave” includes all forms of leave granted by the University, for which contract academic instructors and contract academic librarians are eligible.

3. **ELIGIBILITY**

   a) Those eligible for nomination include a) any contract academic instructor and b) any contract academic librarian. A contract academic instructor is eligible for nomination providing that person has, within the twelve months preceding the date prescribed for the close of nominations, taught at least one course, and who intends to teach at least one course in the twelve months following the date prescribed for the commencement of office. A contract academic librarian is eligible for nomination providing that person is employed on a part-time basis on the Saint John campus.

   A contract academic instructor or contract academic librarian on leave is eligible for nomination only if the leave will expire before the date prescribed for the commencement of office.

   b) Those persons eligible to vote in an election include: a) contract academic instructors who in the twelve months preceding the date of election have taught at least one course on the Saint John campus; and b) contract academic librarians who are employed on a part-time basis on the Saint John campus.

   c) A contract academic instructor or contract academic librarian on leave may vote by the means prescribed by the Secretary, but no special time or communication provision shall be made to accommodate special circumstance.

4. **PROCEDURES FOR THE ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS**

   a) An election shall be held within four months prior to the normal date for the commencement of the term of office set out elsewhere in these regulations and not later than the fifteenth day of May previous to that date. Should any seat become vacant prior to the end of the term of office, an election shall be held under these regulations at the earliest date practical.

   b) The Secretary shall conduct all elections and shall report the results of the election to Senate at the next meeting following the election.

   c) The Secretary shall, in every year in which an election is to take place, provide for an alphabetical list, to be called the “Contract Academic Instructor and Contract Academic Librarian Election Register,” of the names and addresses (departmental or e-mail) of the contract academic instructors and contract academic librarians who are entitled to vote at an election, and the Contract Academic Instructor and
4. **PROCEDURES FOR THE ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS** (cont'd)

Contract Academic Librarian Election Register shall be open for inspection at all reasonable hours by all contract academic instructors and contract academic librarians.

d) The call for nominations to fill a vacancy shall be issued at least two weeks before the closing date for nominations.

e) Candidates shall be given 48 hours after the closing of nominations to withdraw their names from nomination.

f) The call for nominations shall be sent by e-mail or campus mail to all contract academic instructors and contract academic librarians, and the notice shall include: eligibility for candidates and voters; method of nominations; closing date for nominations; term of office; number of positions vacant (See Appendix A).

g) The nominations shall be in writing, addressed to the Secretary; shall be signed by five or more eligible voters; and shall include the signed consent of the nominee (See Appendix A).

h) Voting shall be by secret ballot, conducted electronically or by campus mail.

i) 1. Electronic Balloting

   In the event the Secretary elects to conduct voting by electronic ballot, the following procedures shall apply:

   - Balloting will be conducted electronically using access provided through the My UNB e-Services portal.

   - Electronic balloting will commence on a date determined by the Secretary and communicated by e-mail to eligible voters. The closing date for electronic balloting shall be a minimum of ten (10) calendar days following the commencement date as determined by the Secretary.

   - Only eligible voters will be able to access the electronic ballot. Eligible voters unable to access the ballot should contact the Saint John Senate Office at sjsenate@unbsj.ca.

   - In electronic balloting, verification of the voters eligible to cast ballots is part of the process for casting a ballot. Separate verification is not required.

   - Candidates will be listed in alphabetical order by surname.

   - Detailed voting instructions will be provided as part of the electronic ballot.
4. PROCEDURES FOR THE ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS (cont'd)

- A voter may select up to the maximum number of candidates allowed, as identified on the electronic ballot.
- A voter may change his or her vote at will until the ballot is formally cast.
- A voter may choose not to vote at this point and return to the process at another time.
- Once the voter has decided for whom to vote, selecting the “cast ballot” button will take the voter to a summary screen at which point the voter will be asked to confirm their vote. Once the “confirm” button has been selected, no further changes to the vote can be made, and the ballot will be considered to have been cast.
- If the voter chooses not to select any candidate(s) a message will indicate that proceeding without selecting a candidate will result in a spoiled ballot. A spoiled ballot will then be recorded if the ‘spoil my ballot’ button is selected. If the voter selects more than the maximum number allowed, a message will indicate that the ballot as marked is invalid and ask the voter to return to the ballot.
- Once the ballot has been cast, it will not be possible to discard or change the ballot.
- A second ballot will not be available under any circumstances.
- Electronic balloting provides for automatic counting of the votes cast for each candidate. The Senate Office will receive a confidential report of the results which will be shared with the candidates and then, subject to k) below, made public.

2. Mail Ballot

- The ballots, covering instructions and return envelopes shall be sent by campus mail to all eligible voters at least two weeks before the closing date of the vote, and may be returned by campus or regular mail, or by hand.
- The ballots and the covering instructions shall be as outlined in Appendix B.
- On an application made by a qualified voter before the close of the vote, the Secretary shall provide a substitute set of the papers to a qualified voter who makes an application on the ground
  - that the ballot papers have not been received;
4. **PROCEDURES FOR THE ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS** (cont’d)

- that ballot papers have been inadvertently lost or destroyed.

- A candidate may appoint an eligible voter as a scrutineer at the count and determination of the vote.

- The counting of ballots and determination of the vote shall be conducted by the Secretary with the assistance of at least three eligible voters.

- The Secretary, in consultation with the scrutineers, shall reject
  i) all ballot envelopes:
      - that have not been supplied by the Secretary;
      - that are unsigned;
      - that have been returned by persons not eligible to vote on the date of the close of the vote or not eligible to vote at the office of the return;
      - that are unsealed.
  ii) all inner ballot envelopes:
      - that bear any writing or mark by which the voter can be identified;
      - that, on being opened, are found to contain two or more ballots.
  iii) all ballots:
      - that have not been marked for any candidate or have been marked for, or bear the name of, a person who is not a duly nominated candidate;
      - that have been marked for more than the designated number of duly nominated candidates;
      - upon which there is any writing or mark by which the voter may be identified.

j) In the event of only one candidate being nominated, or of only so many candidates being nominated as are required to be elected to Senate, such candidate or candidates shall be deemed to be elected by acclamation.
4. PROCEDURES FOR THE ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS (cont'd)

k) In the event of more candidates being nominated than are required to be elected to Senate, the candidates, to the number required, receiving the highest number of votes shall be deemed elected and, in the event of an equality of votes between candidates with respect to the last candidate required to be elected, or between candidates when only one is to be elected, Senate shall cast the deciding vote.

5. TERM OF OFFICE

a. The term of office of a member elected normally shall commence on the first day of July following the election and shall continue for a period of three years from and inclusive of that date.

b. A member shall remain in office until a successor is elected, and a member, except as expressly provided by the electing body, if otherwise qualified, is eligible for re-election.

c. When a member refuses to act, becomes incapable of acting, or fails to attend six consecutive meetings of Senate, the seat on Senate shall ipso facto become vacant.

d. When a member accepts a leave of absence, the seat on Senate shall ipso facto become vacant on the date fixed for the commencement of the leave if the leave is to extend for a period of six months or longer, provided that the seat shall not be vacated if the leave is not taken up on that date or on a subsequent date.

e. When a member ceases to be a member of the electing body, the seat shall ipso facto become vacant.

f. In the case of a vacancy in Senate caused by death, resignation or any other cause which happens before the term of office for which a member has been elected has expired, there shall be an election as soon as is practical.

g. When a vacancy on Senate occurs from any cause in respect of an elected contract academic instructor or contract academic librarian, the vacancy shall be filled by election in accordance with these Regulations, within three months of the vacancy occurring and such additional period as may be required to place the election within the regular academic year (i.e. September to May): the member elected shall assume office from the date of election and shall hold office from that date and for a period of three years from and inclusive of the first day of July closest to the election date.
APPENDIX A

UNIVERSITY OF NEW BRUNSWICK
ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS TO SAINT JOHN SENATE

Number of Vacancies: 1

Term of Office: [DATE TO DATE]

The current term of the following Contract Academic Instructor/Contract Academic Librarian will expire [DATE]:

· [Name]

I hereby call for nominations to fill this one (1) vacant seat on the Saint John Senate for a three-year term beginning [DATE].

ELIGIBILITY:
Those eligible to be nominated include a) any contract academic instructor who does not hold an academic appointment at the University of New Brunswick on the Saint John campus at the rank of lecturer, nurse clinician, instructor, senior instructor, senior teaching associate, research associate, senior research associate, assistant professor, associate professor or professor; and providing that person has, within the twelve months preceding the date prescribed for the close of nominations, taught at least one course, and who intends to teach at least one course in the twelve months following the date prescribed for the commencement of office and b) and any contract academic librarian employed on a part-time basis on the Saint John campus. A contract academic instructor or contract academic librarian on leave is eligible for nomination only if the leave will expire before the term of office begins.

Those eligible to vote in an election include: a) any contract academic instructor who in the twelve months preceding the date of election have taught at least one course on the Saint John campus; and b) any contract academic librarian employed on a part-time basis on the Saint John campus.

NOMINATIONS:
In writing; addressed to the Secretary; signed by five or more eligible voters; including a signed consent by the nominee. The attached nomination form (in PDF format) is to be used for that purpose.

CLOSING DATE FOR NOMINATIONS
Nominations close at the Saint John Senate Office, Room 109 Oland Hall at 4:00 p.m. on [DATE].
Nominees have until 4:00 p.m. on [DATE] to withdraw.
An election by secret ballot will be held if necessary (i.e. more than one nomination is received), conducted either electronically or by campus mail.

REGULATIONS:
A register of voters and copies of full election regulations are available from the Saint John Senate Office on request.

Sarah DeVarenne
Secretary of the Senate
[DATE]
NOMINATION FORM
ELECTION OF CONTRACT ACADEMIC INSTRUCTORS OR CONTRACT ACADEMIC LIBRARIANS TO SAINT JOHN SENATE

THE NOMINATORS:

“We, the undersigned, hereby nominate (please print) __________________________ of the Library/Faculty of __________________ as a candidate for the position of contract academic instructor or contract academic librarian on the Saint John Senate.”

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>FACULTY</th>
<th>SIGNATURE</th>
</tr>
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</table>

THE CANDIDATE:

“I hereby consent to having my name placed in nomination and I confirm that I have taught at least one course in the previous twelve months and intend to teach at least one course in the following twelve months.”

DATE: ___________________ SIGNATURE: ___________________

RETURN THIS COMPLETED FORM BY [DATE] TO:

BRENDA LEBLANC
Assistant Senate Secretary
Saint John Senate Office
(109 Oland Hall)

September 2011 Report (attached)
To: Contract Academic Instructors and Contract Academic Librarians on the Saint John campus

Re: ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS TO SAINT JOHN SENATE

As part of the approval of the election regulations of contract academic instructors and contract academic librarians, Saint John Senate has also approved a provision which provides for electronic balloting. Paper ballots will not be available for this election. Please see instructions below.

The election period to vote for a contract academic instructor or contract academic librarian to the Saint John Senate is from [date to date]. Below is a list of candidates that are running for the position on Saint John Senate.

NOMINEES

The following valid nominations were received for the one (1) vacant position:

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Faculty of</td>
</tr>
<tr>
<td>John Doe</td>
<td>Faculty of</td>
</tr>
</tbody>
</table>

Those eligible to vote include a) any contract academic instructor who does not hold an academic appointment at the University of New Brunswick on the Saint John campus at the rank of lecturer, nurse clinician, instructor, senior instructor, senior teaching associate, research associate, senior research associate, assistant professor, associate professor or professor and b) any contract academic librarian on the Saint John campus. A contract academic instructor is eligible to vote providing that person has, within the twelve months preceding the date prescribed for the close of nominations, taught at least one course on the Saint John campus. A contract academic librarian is eligible to vote providing that person is employed on a part-time basis on the Saint John campus.

INSTRUCTIONS

1. Sign into UNB-E Services and select the ‘Academic’ tab and then the ‘Election’ tab. If you experience difficulty with accessing your ballot, please contact Brenda LeBlanc, in the Saint John Senate Office at leblancb@unbsj.ca.

2. Fill in the ballot electronically by selecting up to one (1) candidate of your choice by clicking the box to the left of the candidate; you may change your vote until the ballot is formally cast.
3. Once you have decided for whom to vote, select the “cast ballot” button. This will take you to a summary screen at which point you will be asked to confirm your vote. Once you have selected ‘Confirm’, no further changes to the vote can be made, and the ballot will be considered to have been cast.

4. Ballots must be cast electronically by 12:00 p.m. [date].

REGULATIONS

Copies of full regulations are available on the Senate Website http://www.unb.ca/secretariat/Senate/Senates/SaintJohn/Election/Index.htm or from the Senate Office, 109 Oland Hall, upon request.

S. DeVarenne, Senate Secretary
Saint John Senate
[date]
APPENDIX B

ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS TO SAINT JOHN SENATE

NOMINEES

The following valid nominations were received for the one (1) vacant position:

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>Faculty of</td>
</tr>
<tr>
<td>NAME</td>
<td>Faculty of</td>
</tr>
</tbody>
</table>

Those eligible to vote include a) any contract academic instructor who does not hold an academic appointment at the University of New Brunswick on the Saint John campus at the rank of lecturer, nurse clinician, instructor, senior instructor, senior teaching associate, research associate, senior research associate, assistant professor, associate professor or professor and b) any contract academic librarian on the Saint John campus. A contract academic instructor is eligible to vote providing that person has, within the twelve months preceding the date prescribed for the close of nominations, taught at least one course on the Saint John campus. A contract academic librarian is eligible to vote providing that person is employed on a part-time basis on the Saint John campus.

INSTRUCTIONS

1. Fill in the ballot by placing an X in the box for up to one (1) candidate of your choice;
2. Place the ballot in the smaller, plain envelope and seal;
3. Place this envelope inside the larger one addressed to the Saint John Senate Office;
4. Print and sign your name on the outer envelope;
5. Return the envelope to the Saint John Senate Office (109 Oland Hall), by hand, campus, or regular mail. **Ballots must be received at the Saint John Senate Office by 12:00** [DATE].

REGULATIONS

Copies of full regulations are available from the Senate Office, 109 Oland Hall, upon request.

___________________________
S. DeVarenne, Senate Secretary
Saint John Senate

[DATE]
University of New Brunswick
Saint John Campus

**BALLOT**

ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS TO THE SAINT JOHN SENATE

<table>
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<td>NAME</td>
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VOTE FOR UP TO ONE (1) CANDIDATE

University of New Brunswick
Saint John Campus

**BALLOT**

ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS TO THE SAINT JOHN SENATE

<table>
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<th>NAME</th>
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VOTE FOR UP TO ONE (1) CANDIDATE

University of New Brunswick
Saint John Campus

**BALLOT**

ELECTION OF CONTRACT ACADEMIC INSTRUCTORS AND CONTRACT ACADEMIC LIBRARIANS TO THE SAINT JOHN SENATE

<table>
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<tbody>
<tr>
<td>NAME</td>
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</tr>
</tbody>
</table>

VOTE FOR UP TO ONE (1) CANDIDATE

September 2011 Report (attached)
Proposal to amend the University Policy on Research Involving Humans:

Existing UPRIH 5.2 and 5.3:

5.2 Proportionate Review

The level of review required for research depends upon the risk of harm of that research. Expedited Review is allowed where there is no more than minimal risk. Full REB Review is required for research where there is more than minimal risk, and may be required for research that involves deception or partial disclosure. Departmental Review is allowed for some research by undergraduate students (see Clause 5.3.4).

5.3 Review Procedures

The REB Chair shall review the application to determine whether it involves more than minimal risk to participants, or whether it involves deception or incomplete disclosure. Applications with more than minimal risk require a Full REB Review. Applications with deception or partial disclosure and which do not clearly satisfy the consent procedure outlined in the TCP Article 2.1(c) also require Full REB review. The chair may refer all other applications to Expedited Review. However, if the applicant requests a Full REB Review it will be granted. For a Full REB Review, copies of the application shall be made and distributed to the REB members for review, normally at the next scheduled REB meeting.

Proposed revised UPRIH 5.2 and 5.3 (significant changes in italics):

5.2 Proportionate Review

The level of review required for research depends upon the risk of harm of that research. Expedited Review is allowed where there is no more than minimal risk. Full REB Review is required for research where there is more than minimal risk. Full REB Review may be required for research that involves deception or partial disclosure, research in which participants lack capacity to decide to participate (TCPS2, Article 3.9), or research that includes participants who have not reached the Age of Majority (nineteen in the Province of New Brunswick). Departmental Review is allowed for some research by undergraduate students (see Clause 5.3.4).

5.3 Review Procedures

The REB Chair shall review the application to determine whether it involves more than minimal risk to participants. Applications with more than minimal risk require a Full REB Review. Applications involving deception or partial disclosure and which do not clearly satisfy the consent procedure outlined in the TCPS2, Article 3.7 also require Full REB review. Applications posing no more than minimal risk, but involving participants who may lack capacity or who have not attained the Age of Majority, will be referred for Full REB Review if the Chair has reason to believe that participants cannot provide fully informed consent or the

Proposed Revisions (attached)
procedures for obtaining third-party consent (TCPS2, Article 3.11) do not appear to meet the standards of TCPS2, Article 3.11. Decisions reached by the full Board in such cases shall be taken with due regard for issues of capacity described in TCPS2 Articles 3.9 and 3.10, for privacy considerations as discussed in TCPS2 Articles 5.1 – 5.7, and available interpretations and applications of these articles. The chair may refer all other applications to Expedited Review. However, if the applicant requests a Full REB Review it will be granted. For a Full REB Review, copies of the application shall be made and distributed to the REB members for review, normally at the next scheduled REB meeting.

Proposal to amend the Application for the Review of Research Involving Humans:

Existing application (p. 11):

When teenaged subjects are considered by the applicant to be competent to consent without parental involvement, the applicant must provide justification for this conclusion.

Proposed revised wording (significant change in italics):

When participants under nineteen are considered by the applicant to be competent to consent without parental involvement, the applicant must provide justification for this conclusion.