UNIVERSITY OF NEW BRUNSWICK

SAINT JOHN CAMPUS SENATE MEETING

MINUTES

The one-hundred-twenty-Second (122nd) meeting of the Saint John Senate was held at 4:30 p.m. on Wednesday, 23 October 2002, in Room 206 of Philip W. Oland Hall. Dr. Thomas J. Condon was in the chair, and the following members were present:

S. Bell
L. Chalmers
S. Collins
L. Garey
K. Griffith
R. Gupta
R. Hill
R. Humphries
L. Jeffrey
J. Johnson
M. Jones
J. Kiervin
D. Lindsay
R. MacKinnon
R. Papenhausen
R. Prasad
S. Rinehart
R. Shaw
A. Sherman
J. Wong

Also Present: C. Callbeck (Minute 10)
S. DeVarenne (Assistant Secretary)
K. Robertson (Minute 10)
K. Waugh (Minute 7)

Unable to Attend:

F. Amatucci
C. Brown
G. Davies
K. De’Bell
M. Ircha
M. Kabir
G. Kealey
A-M. McGrath
J. McLaughlin
D. Murray
E. Roumi
S. Strople (Secretary)
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.

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1. **Announcements**

1.1. **Comments of the Chair**

I. Dr. Frances Amatucci, Dr. Gwen Davies, Dr. Keith De’Bell, Dr. Greg Kealey, Dr. Muhammed Kabir, Ms. Anne Marie McGrath, Dr. John McLaughlin, Dr. Ebrahim Roumi, and Mr. Stephen Strople have sent their regrets as they are unable to attend today’s meeting.

II. Welcome to new Student Senators Kelley Griffith and Angela Sherman, and to Cory Brown, who will serve as the Board of Governors Representative.

III. UNB Saint John’s Faculty of Science, Applied Science & Engineering will present Dr. Carolyn Bennett, Family Physician, author, Member of Parliament and outspoken advocate of health care reform. Her presentation “Driving Change: Towards a Pan-Canadian Health Care Solution” will be held on Thursday, October 24, 2002 at 7:00pm in KC Irving Hall, Room 107.

IV. “The Dish,” an Australian Film will be presented as part of the Fall 2002 International Film Festival on Thursday, October 24, 2002 at 7:00pm in Hazen Hall Lecture Theatre.

V. The Lorenzo Society and the UNBSJ Bookstore will be presenting a reading by author Simon Winchester on Monday, October 28, 2002 at 7:00pm in the Faculty Staff Lounge. He will be reading from his most recent work “The Map That Changed the World.”

VI. The deadline for Nominations for the President’s Medal and for UNB Service Awards is Thursday, October 31, 2002. Nominations for the President’s Medal are made to the President by the Vice-Presidents. Nominations for the UNB Service Awards can be made to any of the Vice-Presidents or Associate Vice-Presidents by Deans and Directors.

VII. The deadline for Honorary Degree Nominations on the Saint John campus is Friday, November 1, 2002. Nominations should be directed to Dr. Tom Condon, Chair of the Senate Honorary Degrees Committee.

VIII. The Effective Teaching Institute 2002 will be held on Saturday, November 16, 2002 at the Kennebecasis yacht Club. The deadline for registration is Friday, November 8, 2002. For additional information please check the website at [www.unbsj.ca/library/vpetc/eti.htm](http://www.unbsj.ca/library/vpetc/eti.htm), or contact David Creelman at 648-5648.

IX. The Vice-President’s Excellence in Teaching Committee will present speaker Dr. Brent MacLaine, the Winner of the 2001 AAU Distinguished Teaching Award. His presentation “Beyond Busy Work: Building Successful Learning Teams” will take place on Tuesday, October 29, 2002 at 2:30pm in the Faculty-Staff Lounge.

X. Dr. Elizabeth McGahan will be presenting a Student Cross-Cultural Workshop “Different Education Systems around the World” on Wednesday, October 30, 2002 at 6:00pm in the Hazen Hall Lecture Theatre.

XI. UNB Fredericton’s Fall Convocation will be held at 7:00 p.m. on Thursday, October 24 in the Aitken University Centre, with honorary degrees being awarded to Dennis Cochrane and Catherine Frazier. Fall Convocation at UNB Saint John is scheduled for 7:00pm on Friday, October 25 and will be held in the Saint John Trade & Convention Centre. Honorary degrees will be awarded to Donald Savoie and Roy MacLaren. This year’s ceremony will be a memorable one for UNB Saint John as we host the Installation of John D. McLaughlin as UNB’s 17th President and Vice-Chancellor.
1. **Announcements** (cont’d)

1.2. **Other Announcements**

I. L. Chalmers noted that Prof. Ann Shteir of York University will present “When Science was a Woman: Gender in the Culture of Science” as the inaugural presentation of the Gender Studies Programme on Monday, October 28, 2002 at 4:00 p.m. in Hazen Hall Lecture Theatre.

II. L. Jeffrey announced that Kevin Bourassa and Joe Varnell, one of the couples who launched the Ontario same-sex marriage suit, will present “Gay Marriage & the Expansion of Human Rights” on Tuesday, November 5, 2002 at 7:30 p.m. in Hazen Hall Lecture Theatre. UNBSJ’s newly established Gay, Lesbian, Bi and Trans group, GLBT, will hold a reception in the Whitebone Lounge following the presentation.

2. **Approval of Agenda**

MOTION 2.1 Rinehart/Garey “That Senate approve the agenda, as circulated.”

CARRIED

3. **Minutes of 25 September 2002** (circulated with agenda)

MOTION 3.1 Rinehart/Collins “That Senate approve the Minutes of September 25, 2002, as circulated.”

CARRIED

4. **Matters Arising from the Minutes**

4.1. **Allegations of Unauthorized Alteration of Student Academic Records**

T. Condon reported that the Faculty of Science, Applied Science & Engineering Council concurred with Motion 14, 1 approved at the September 25, 2002 Senate meeting. This matter will now proceed to the Board of Governors.

4.2. **Changes to the Regulations for a Second Undergraduate Degree in the Same Faculty** (circulated with agenda)

John Johnson reported on the responses received. Senate referred this issue to the Faculties for comment at the May 21, 2002 Senate Meeting in Motion 13.2. All three Faculty Councils have considered the matter. Two of the three have made a decision. The Faculty of Arts would like an opportunity for further discussion, as indicated in Dr. MacKinnon’s letter circulated prior to the meeting. This matter is expected to be before the November Senate meeting for a decision.

4.3. **Count of Honorary Research Associates**

The Dean of Graduate Studies will report on this at the next meeting.
4. Matters Arising from the Minutes

4.4. Student Gifts

T. Condon noted that the three Faculties were to provide the Academic Policy & Procedures Committee with feedback on this issue. The Committee has not yet met this year, but will review any feedback received at the next meeting.

4.5. Fees for Graduate Courses Longer than the Regular Number of Weeks

Dr. Gupta raised concerns about courses that run longer than the regular number of weeks during discussion of the new graduate fee policy at the May 21, 2002 meeting of the Saint John Senate. This issue will be part of the general look at graduate fee policies, which has been considered by the Academic Policy & Procedures Committee. We expect that there will be a report at the November Senate Meeting.

4.6. Class Attendance Policy

At the January 23, 2002 meeting of the Saint John Senate, Motion 12,6 was approved as follows:

“That Senate approve the following academic regulation for the undergraduate program in the Faculty of Business (UNBSJ):

In order to be permitted to pursue a 13-week course, a student must attend class within the first two weeks of term, or for courses of shorter duration than 13 weeks, a student must attend class within the first six class hours, unless arrangements have been made with the Faculty of Business.”

Senate also approved Motion 12, 7 asking that both the Saint John and Fredericton Senates undertake a review of such a policy for all Faculties on both Campuses. The review was to take place within individual Faculties with feedback to be provided to the Academic Policy and Procedures Committee.

A report on this review is expected to come back to Senate sometime in the Spring.

S. Rinehart noted that the timing of the course drop date is a related issue of concern. J. Johnson indicated that the Committee is also considering this. R. Gupta asked how students who have not paid their fees are removed from courses. J. Johnson indicated that students are removed from courses using a batch process following the final date to pay fees. Although there is still some time lag between the final date to pay fees and the date that students are removed from the course, each year improvements are made to reduce this.
4. Matters Arising from the Minutes (cont’d)

4.7. Matters Arising from the Minutes

L. Jeffrey suggested that Senate put in place a requirement that any matters arising must come back to Senate within the Academic year during which they have been raised.

MOTION 4, 1 Jeffrey/Gupta “That items raised at Senate during the academic year, but not reported on, be reported on at the final Senate meeting for that academic year, and that the Senate Secretary ensure that there is a report on all items outstanding.”

CARRIED

5. Question Period

There were no written questions and no questions from the floor.

6. Activities of the Fredericton Senate (handed out)

T. Condon referred to the report handed out at the meeting, noting that several items on the October 22, 2002 agenda of the Fredericton Senate also appear on the October 23, 2002 agenda for the Saint John Senate.

REPORTS

7. Report of the Undergraduate Scholarships Committee (circulated with agenda)

Kathy Waugh reported on behalf of the Undergraduate Scholarships Committee, referring to the report circulated with the agenda.

7.1. Proposed Change to Definition of Scholarship Average

MOTION 7, 1 Garey/Rinehart “That Senate approve the scholarship average be changed effective 2004/05 to be the sum of the admission average plus bonus points for enriched courses, as presented, as long as the student achieves 75% in the enriched course.”

D. Lindsay asked for clarification on the definition of enriched courses. K. Waugh indicated that the Admissions Committee determines this. R. Gupta asked how the scholarship average would be calculated for International Students. K. Waugh noted that this is based on a recommendation from the Registrar’s Office.

CARRIED
7. **Report of the Undergraduate Scholarships Committee** (cont’d)

7.2. **New, Revised, and Deleted Awards**

**MOTION 7, 2** Collins/Garey  “That Senate approve the modification of the Christina Estey Memorial Award, open to students on the Saint John campus, and modifications to awards open to students on both the Saint John and Fredericton campuses.”

CARRIED

7.3. **Lieutenant Governor’s Silver Medals and Entrance Scholarship Funding for Law Students**

K. Waugh noted that these items will be reviewed at a future meeting of the Undergraduate Scholarship Committee, and invited Senators to provide the Committee with comments on possible changes to the existing practices. L. Garey asked how a request for a new Lieutenant Governor’s Silver Medal is made. K. Waugh noted that, in previous cases, the request has been made through the Undergraduate Scholarships Committee, and that allocating a new category for medals is at the University’s discretion. K. Waugh also noted that, under the current policy for the Saint John campus, there are some students who are not eligible for a Lieutenant Governor’s Silver Medal. R. Humphries noted that this issue was directed to the Vice-President (Saint John) following a convocation meeting earlier this year. T. Condon confirmed that he had received the request, and had passed it along to the Deans for their feedback. K. Waugh agreed to postpone further discussion of the issue until the Deans have had an opportunity to respond to Dr. Condon’s request.

During discussion of Entrance Scholarship funding for Law Students, K. Waugh clarified that UNB Students are eligible for such scholarship funds. However, students who apply from other universities are not eligible at this time.
8. **Report of the Senate Nominating Committee** (circulated with agenda)

Larry Garey reported on behalf of the Senate Nominating Committee, referring to the document circulated with the agenda.

8.1. Vacancies on Senate Standing Committees and Student Representation on Senate Standing Committees

MOTION 8, 1 Garey/Rinehart

“That Senate approve the appointment of Rachelle Dupuis, Faculty of Business, to the Non-Credit Curriculum Committee, and that Senate approve the following student appointments to Senate Standing Committees for 2002-2003:

- Evan Doucet to Academic Policies & Procedures Committee
- Lindsay Creamer to Admissions Committee
- Kate Harbinson to Senate Curriculum Committee
- Jennifer Kiervin to Library Committee
- Kelly Griffeth to Nominating Committee
- Angela Hardy to Non-Credit Curriculum Committee
- Sean Breen to Student Appeals and Student Standings & Promotions Committees
- Mark Dickie, Lori Dobbeltstein, and Denise Legere to Student Services Committee
- Katie Brennan to Teaching Awards Committee
- Crystal Fowler and Chris Blanar to Teaching Excellence & Policy Committee
- Ginny Lawson to Undergraduate Scholarships Committee”

CARRIED

8.2. Process to Assess the Need for Senate Oversight of Archives and Records Management

L. Garey reported that the Nominating Committee has requested that the Vice-President (Saint John) set up a committee to review the need for Senate oversight of archives and records management on the Saint John Campus. T. Condon indicated that Susan Collins and Robert MacKinnon have agreed to Co-Chair this committee.

8.3. Graduate Student Representation on Senate and Search Committees

L. Garey noted that the University Secretary and the Dean of Graduate Studies are pursuing the issue of graduate student representation on Senate and Search Committees, and plan to develop a proposal and rationale for consideration by the Senate Nominating Committees on both campuses following consultation with the Graduate Student Association.

9. **Report of the Senate Student Appeals Committee** (circulated with agenda)

J. Johnson reported on behalf of the Senate Student Appeals Committee, referring to the report circulated with the agenda. He noted that the report is a summary of the cases heard since the committee last reported to Senate, and expressed appreciation for the work of the committee members over the past year.
NEW BUSINESS

10. **Update on the Campus Financial Position** (C. Callbeck)

C. Callbeck, with the assistance of K. Robertson, used a modeling program to demonstrate possible financial projections for the Saint John Campus over the next few years. He explained that the program is a sensitivity model used by financial services to assess the current financial position of the campus, and is used for budget planning. The model uses several critical assumptions, such as estimates of the government grant, tuition fees, and enrolment. C. Callbeck noted that the model gives a sense of where we would be, if the critical assumptions were met. Using a live version of the model, he demonstrated the impact of adjusting some of these critical assumptions, such as reducing the provincial grant expectations by one percent per year. He noted that, among the critical assumptions, no increase in staffing has been included. In summary, C. Callbeck indicated that the purpose of the presentation was to indicate that, although UNB Saint John does not have significant excess funds, the Saint John campus is not in a financial crisis.

In response to questions, C. Callbeck indicated that the model does include the overhead derived from Beijing Concord College (BCC). The campus overhead received from this operation is approximately $100,000. The tuition revenue for international students attending UNB Saint John is also included in the sensitivity model.

Following discussion of the financial model, R. Gupta suggested that the Associate Vice-President be asked to report to Senate on Internationalization.

**MOTION 10, 1** Gupta/Humphries “That the Associate Vice-President be required to provide a quarterly report on programs and course offerings abroad, including a trend analysis and future plans.”

During further discussion, T. Condon requested additional time to consider this request, after which, he would return to Senate with a recommendation on the type and scope of such a report. When Senate did not appear willing to accept this request, T. Condon suggested that the motion be amended to request that the Vice-President (Saint John) report annually on international activities without reference to a trend analysis or future plans.

R. Gupta was willing to accept the amendments, R. Humphries was not.

Motion 10, 1 was withdrawn by consent of the mover and seconder.

**MOTION 10, 2** Gupta/Hill “That the Vice-President (Saint John) be required to provide an annual report to Senate on programs and course offerings abroad.”

CARRIED
11. **Preliminary Enrolment Report** (circulated with agenda)

John Johnson presented the enrolment report, referring to the document circulated with the agenda. He noted that the enrolment summary shown on page 2 of the report is based on students who pay differential fees. In addition, J. Johnson indicated that the Registrar’s Office is working with Information Technology Services in Fredericton to make this information available through the e-Services portal. Deans have been asked to provide feedback on the types of data they would like to see made available. In response to questions, he indicated that department chairs would also be welcome to contact him with input.

12. **Graduation and Prize Lists** (handed out)

John Johnson presented the Graduation and Prize Lists, referring to the documents circulated at the meeting. R. Humphries indicated that more than sixty of the forty-nine undergraduate and forty graduate students receiving degrees are expected to attend the ceremony on October 25.

**MOTION 12, 1** Johnson/Humphries “That Senate approve the list of graduates for Bachelor’s degrees, as presented.”

**CARRIED**

J. Johnson noted that Prizes will be awarded during individual ceremonies by each Faculty, but are being put forward at this time so that they can be included on the Board of Governors Agenda for approval.

**MOTION 12, 2** Johnson/Wong “That Senate approve the Prize List, as presented.”

**CARRIED**

**MOTION 12, 3** Johnson/Humphries “That Senate approve the awarding of the Governor General’s Gold Medal to Austin Chih-Yu Chen, PhD Chemistry.”

**CARRIED**

**MOTION 12, 4** “That Senate approve the list of Graduate Degree recipients, as presented.”

**CARRIED**

**MOTION 12, 5** “That Senate authorize the Registrar to make changes to the Graduation and Prize Lists after consultation with the Faculties or Departments concerned, with the approval of the President, and subject to later report to Senate.”

**CARRIED**
13. **Certificate and Diploma Candidates** (circulated with agenda)

John Johnson presented the list of certificate and diploma candidates as circulated with the agenda and handed out at the meeting.

**MOTION 13, 1** Johnson/MacKinnon “That Senate approve the list of certificate and diploma candidates, as presented.”

CARRIED

14. **Graduate Matters** (circulated with agenda)

Robert Mackinnon reported on behalf of the School of Graduate Studies Executive Committee, referring to the report circulated with the agenda. He noted two amendments to the report: “ther” should be corrected to read “the” in the description of ED 6999, and the title of ED 6115 should be changed from “Deconstructing Cultural Diversity in the School” to “Cultural Diversity in the School.”

14.1. **New and Revised Courses**

**MOTION 14, 1** MacKinnon/Johnson “That Senate approve the new graduate courses from ME 5193 to ED 6999, and a change in units for ME 5473, as amended.”

CARRIED

14.2. **Honorary Research Associates**

**MOTION 14, 2** MacKinnon/Collins “That Senate approve the appointment of Dr. Suzanne Currie as an Honorary Research Associate.”

CARRIED

15. **Reports of the Search Committees for Vice-President (Saint John) and Vice-President (Academic)**

T. Condon noted that candidates for both positions will be visiting both campuses over the next couple of weeks. There are five candidates in total, two for Vice-President (Saint John), the first of whom has already been presented to both campuses, and three for Vice-President (Academic). The deadline for submitting feedback on the Vice-President (Saint John) Candidates is Friday, November 8, 2002. The deadline for submitting feedback on the candidates for Vice-President (Academic) is Monday, November 18, 2002.

16. **Other Business**

There was no other Business

The meeting was adjourned at 6:05 p.m.

Sarah DeVarenne
Assistant Senate Secretary