

# UNIVERSITY OF NEW BRUNSWICK

## FREDERICTON CAMPUS SENATE MEETING

The Fredericton Senate met at 4:00 p.m. on Tuesday, 29 November 2005 in Room 303, Tilley Hall. Dean Terry Haggerty was in the chair, and the following members were present:

L. Balcom	A. Forrestall	T. McGarry
B. Beckett	J. Fritz	D. Murray
T. Beckley	C. Gibson	J. Murray
D. Bell	T. Haggerty	J. O'Reilly
N. Betts	L. Haller	N. Ouellette
V. Bhavsar	A. Hamling	C. Passaris
B. Broster	A. Hamza	J. Potter
P. Bryden	M. Hazlett	E. Powe
G. Campbell	M. Henry	S. Rich
C. Canitz	D. Hinton	R. Rogers
Daniel Coleman	R. Howie	J. Roy
M. Couturier	L. Ketchmark	L. Skinner
G. Davies	R. Langley	S. Strople
A. Didyk	L. Lockhart	R. Tervo
L. Doige	D. Magee	D. Voyer
G. Dueck	E. Maher	P. Zundel
L. Eyre		

### **Also Present:**

C. Chiasson (President, Student Union)  
L. Guitard (Assistant Vice President (Finance and Corporate Services))  
M. Munro (Vice President Finance and Operations, Student Union)  
K. Waugh (Assistant Registrar)  
N. Webber (Faculty of Computer Science)  
W. Wells (Associate University Secretary)

### **Unable to Attend:**

A. Belcastro	G. Kealey	D. O'Brien
B. Benton	B. Lowry	R. J. Scott
R. Clews	D. MacLean	J. Teskey
David Coleman	S. Mattar	J. Valk
W. Downey	R. McKellar	W. van den Hoonard
K. Hamer	J. McLaughlin	M. Wiber

**CONTENTS**

<b>Minute</b>	<b>Page</b>
1. Announcements .....	4
2. Approval of Agenda of 29 November 2005 and Minutes of 18 October 2005 .....	4
3. Business Arising from the Minutes .....	4
4. Report of the Saint John Senate Meetings of 19 October and 23 November 2005 .....	4
5. Question Period .....	5
6. Changes to Graduation and Prize Lists – Fall Convocation .....	5
7. Certificates and Diplomas .....	5
8. Graduate Matters .....	6
8.1 Graduate Courses .....	6
8.2 Honorary Research Associates .....	6
9. Vice-President (Finance and Corporate Services) Annual Report to Senate .....	6
10. Student Opinion Survey Teaching Excellence and Policy Committee Revised Six Universal Questions .....	9
11. Report of the Student Standings and Promotions Summer Activity Report .....	10
12. Report of the Undergraduate Scholarship Committee .....	11
13. Report of the Academic Planning Committee .....	11
14. Report of the Academic Policy and Procedures Committee .....	11
15. Report of the Curriculum Committee .....	12
16. Report of the Nominating Committee .....	12
17. Report of the Qualitative Research Group .....	13
18. Motion on Researcher Disclosure of Financial Interests Related to Professional and/or Salary Activity .....	13
19. Other Business .....	13

## ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

Materials which were before 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 University Secretariat.

<b>Minute</b>	<b># of Page</b>
1. Announcements .....	3 pp.
4 Activities of the Saint John Senate, 19 October and 23 November 2005 .....	7 pp.
5 Question Period .....	1 p.
6 Changes to Graduation and Prize Lists – Fall Convocation .....	1 p.
7 Certificates and Diplomas .....	1 p.
8 Graduate Matters	
8.1 Graduate Courses .....	1 p.
8.2 Honorary Research Associates .....	1 p.
9 Vice President ( Finance and Corporate Services) Annual Report to Senate .....	46 pp.
10 Student Opinion Survey Teaching Excellence and Policy Committee Revised Six Universal Questions .....	3 pp.
11 Report of the Student Standings and Promotions Summer Activity Report .....	6 pp.
12 Report of the Undergraduate Scholarship Committee .....	2 pp.
13 Report of the Academic Planning Committee .....	4 pp.
14 Report of the Academic Policy and Procedures Committee .....	21 pp.
15 Report of the Curriculum Committee (Summary Report) .....	15 pp.
Full Report .....	84 pp.
16 Report of the Nominating Committee .....	3 pp.
17 Report of the Qualitative Research Group .....	7 pp.
18 Motion on Researcher Disclosure of Financial Interests Related to Professional and/or Scholarly Activity .....	1 p.

1. **Announcements**

Acting Chair Terry Haggerty called Senate's attention to the announcements, which had been attached to the agenda. He referred Senators to the third page of the announcements concerning Iran's denial of higher education to Baha'is and directed Senate's attention to the presence of Svein Sveinson who was available to answer any questions Senators may have concerning that announcement.

The following additional items were provided as handouts:

Agenda Item #4 – Report of Saint John Senate Meeting of 23 November 2005  
Agenda Item # 5 – Question Period hand out; verbal response by Registrar  
Agenda Item #9 – Addition to Student Opinion Survey Teaching Excellence and Policy Committee Report  
Agenda Item # 12 – Academic Planning Committee Report  
Agenda Item #16 – PowerPoint slides to accompany Report to Senate

2. **Approval of Agenda of 29 November 2005 and Minutes of 18 October 2005**

T. Haggerty proposed that agenda item #16 be moved up to follow Item #8, and that Agenda Item #18 be deferred.

There were no further changes to the agenda. L Skinner indicated that on page 17 of the Minutes, 5<sup>th</sup> line, that he did not say what was in the sentence, "He suggested the standard...balanced probability." and requested its removal.

MOTION 2, 1 Gibson /Magee "That Senate approve the agenda as amended and the Minutes of 18 October 2005 as amended."

CARRIED

3. **Business Arising from the Minutes**

L. Skinner had given notice at the Senate meeting of 18 October 2005 that he would bring to Senate in November a proposal that Senate establish a Standing Committee on Routine Proceedings. Mr. Skinner has requested that this matter be deferred to a later date, to permit further study and consultations. There was no other business arising.

4. **Reports of the Saint John Senate Meeting of 19 October 2005 and 23 November 2005**

Dean Haggerty referred Senators to the written report for 19 October that was attached to the agenda and to the 23 November report that was available as a handout. There were no questions.

5. **Question Period**

Dean Haggerty referred to the written question handed out at the meeting. D. Hinton provided a verbal response.

Question #1. Question submitted by Senator David G. Bell, Law Faculty (originally received 28 September 2005 and answered by Registrar David Hinton at the 18 October 2005 Senate Meeting. The question was re-submitted 9 November 2005.)

“When will our students have the advantage of the long-contemplated (and, in the case of the Law Faculty, long-promised) contextual annotations to transcripts?”

Response: D. Hinton indicated that the steering committee meeting was being held on 30 November and the transcript program is on the agenda. A draft report from the consultants dealing in part with transcripts has been received, but there is no definite date for a final report. The contents of the transcript and the amount of detailed information that has to be customized for UNB is an issue that will be discussed in the 30 November meeting. Over the next year we will be receiving a detailed report on how to address the issues. Once the steering committee has accepted the final report, it will be sent to the Registrar’s Advisory Council, from there to the Senate Academic Policy and Procedures Committee, then a report will be made to Senate.

There were no further questions.

6. **Changes to Graduation and Prize Lists – Fall Convocation**

David Hinton presented the following addition to the graduation list for Fall Convocation that was attached to the agenda, and noted that this was for the information of Senate only.

Arun Singh, BBA, Second Division.

7. **Certificates and Diplomas**

David Hinton presented the report to Senate that was attached to the agenda.

MOTION 7, 1

Hinton/Gibson “That Senate approve the list of certificate recipients, as presented.”

CARRIED

## 8. Graduate Matters

Gwen Davies presented the report of the School of Graduate Studies that was attached to the agenda.

### 8.1 Graduate Courses

MOTION 8, 1                      Davies/Fritz    “That Senate approve the change in the units for GGE 6421 as presented.”

CARRIED

### 8.2 Honorary Research Associates

MOTION 8, 2                      Davies/Gibson                      “That Senate approve the appointment of Honorary Research Associates from Dr. Marta Milian Gubern to Dr. Raymond Klein inclusive, as presented.”

CARRIED

NOTE: Item #16 was moved to this place on the agenda

## 9. Vice President (Finance and Corporate Services) Annual Report to Senate

Dan Murray presented the seventeenth annual report on the finances of the University, which was attached to the agenda. Copies of a PowerPoint presentation on the highlights of the Annual Report had been made available to Senators as a handout. Referring to the handout, Vice-President Murray explained that the focus at this meeting would be on the Fredericton campus and that the Saint John Senate would receive a similar report at its January meeting. The budget presentation was broken down into three major components: Operating Budget, Research Funding, and University Investments.

D. Murray stated that the favourable financial picture over the past three to four years can be explained for the most part by increased enrolment, tuition fee increases, and stabilized funding from the Provincial Government. Because of the improved financial position, UNB has been in a position to make strategic investments that improved the capacity to achieve the University’s mission and to enhance our competitiveness in many areas. A number of faculties on both campuses have been able to grow; 20 new Canada Research Chairs have been established; and our competitiveness on scholarships and graduate student assistantships has improved; and we have been able to increase funding for infrastructure renewal projects.

Still, admitted Murray, there are some challenges that lie ahead for UNB. Our financial forecasts indicate that there will be a higher growth in expenditures than in revenues. The cost of what we aspire to do is greater than our capacity to finance these costs. Over the past three to four years, UNB experienced a period of unusual revenue growth, however, that growth period has ended.

**9. Vice-President (Finance and Corporate Services) Annual Report to Senate – cont'd**

Over the past four years, enrolment on the Fredericton campus grew by more than 11%. This enrolment growth is not expected to continue, and just sustaining current enrolment levels will be a challenge. Approximately 68% of UNB Fredericton undergraduate enrolment comes from New Brunswick, but there has been a decline in the number of students enrolled in Grade 12 with a consequent drop in first year enrolments in the current year. There are concerns about enrolment throughout the Atlantic region with such schools as Acadia, Dalhousie, St. Francis Xavier, St. Thomas, and the University of Prince Edward Island reporting declines for the 2005-2006 year.

In order to facilitate more stable and consistent long-term planning, the concept of an enrolment corridor has been adopted. Minimum and maximum enrolment levels have been established, and it is very important to our finances that enrolment levels be sustained within the corridor.

Student fee income accounts for over 37% of our annual operating revenue. UNB tuition fees remain competitive on a regional basis; however, with the current trend of some provinces to limit or freeze tuition fees, this competitive position will quickly erode if UNB continues with tuition fee increases at the levels of recent years.

In three of the last four years, actual enrolment revenues were in excess of budget. The annual actual enrolment revenues in excess of budget were utilized primarily to fund infrastructure renewal projects on a one-time basis. The operating budget has historically not included any provision for depreciation or renewal of facilities or infrastructure. In 2004-2005, actual enrolment amounts equalled budget and there were negligible enrolment-based budget variances. The enrolment tide, however, has turned.

Universities in New Brunswick have recently enjoyed the stability of multi-year provincial grant increases averaging about 3.25% per year. The current four-year plan ends in 2007-2008. Although important, the grant increases over the four years have not been at the level required for a National university. The cost of current operations on the Fredericton campus will rise by slightly over 4% in 2006-2007. Operating revenues, however, are forecast to increase by about 3% leaving a difference of about 1% which translates into a deficit of approximately \$1.5 million.

Challenges associated with our baseline costs include rising energy and utility prices, increasing insurance costs, costs of library acquisitions, aging infrastructure which costs more and more to maintain, and a relatively high proportion of our budget (nearly 78%) allocated to salaries and benefits both of which continue to rise at rates in excess of inflation and forecasted revenues.

To balance the budget, a series of actions involving revenue increases and expenditure decreases will be required in all aspects of campus operations. If new investments to fund new initiatives or priorities are to be made, then existing budgets will need to be managed to secure the funding. Academic planning and prioritization will be key.

## 9. Vice-President (Finance and Corporate Services) Annual Report to Senate – cont'd

Planning for the 2006-2007 capital budget has begun. In the past, the only funding that UNB allocated to infrastructure renewal was capital grants received from the province. These grants, however, were only about 23% of what is required to sustain infrastructure renewal; no funding has been provided to address the accumulated deferred maintenance of past years.. In the last few years, however, UNB has benefited from the University Infrastructure Trust Fund provided by the Province. The combination of the Trust Fund money and enrolment budget variances provided by UNB has meant that some of the infrastructure challenges are being tackled. A sustainable approach, however, is needed. One option that has been implemented is the special \$175 per student Supplemental Fee to be used exclusively for infrastructure renewal projects. This will result in the Fredericton campus having ongoing Infrastructure Renewal funding sources of approximately 44% of the level required.

The level of research funding has continued to grow. These revenues provide support to graduate students, fund equipment acquisitions and capital assets that benefit the whole university community, and assist department budgets through overhead fees and cost recoveries.

At 30 April 2005 the value of the University's investment portfolio stood at \$121 million with returns over 12 months of 9.57% compared to the policy benchmark of 8.69%. While the recent returns have been amongst the top for Canadian universities, there are still concerns over the level of annual spending that the investments can support. The objective of the investments funds is to generate a stable sustainable level of annual earnings that can support designated activities such as scholarships, professorships, chairs, etc.

The Investments Committee of the Board of Governors has been examining the appropriate spending rate policy for UNB since 2004. This year the Committee recommended to the Board that the long-term spending rate for UNB endowed and other long-term investment funds be lowered to 4.5% from 5%. This rate is now comparable with most other Canadian universities. To assist with funding areas currently relying on higher spending rates, UNB is in the process of attracting new donations to increase the level of our investment portfolio which in turn will provide additional funds towards achieving our mission.

UNB as a National comprehensive university operates with about 6% less funding than other National universities. Recent improvements in finances, largely driven by increased enrolments, are at an end. Consequently the rate of growth in operating expenses is forecast to exceed growth in revenue. The resulting deficit will be a challenge for UNB that will be managed through focused prioritization, expenditure reduction, and new and diversified sources of funding.



9. **Vice-President (Finance and Corporate Services) Annual Report to Senate – cont'd**

In answer to a question from J. O'Reilly about what is included in tuition revenue, Murray replied that the special supplemental fee of \$175.00 per student goes directly into an infrastructure budget account and is not included in the tuition revenue. O'Reilly then asked what constitutes "student fee income" to which he replied that the student fee income is the result of the number of students attending UNB times the fees they pay. Student organization and health fees collected from the students go to student organizations, and the student technology fee goes into the equipment segment of the budget. When O'Reilly queried the use of the infrastructure fee Murray replied that the fee will be used to make improvements that will be visible and of benefit to the most students.

When asked by O'Reilly to present to the Board a plan to obtain funding for deferred maintenance from other than the students, Murray replied that deferred maintenance is a huge problem that the Board recognizes requires funding that is not currently available. The \$175 being collected from each student now is dedicated to upgrades on infrastructure that directly benefit the students. This fee will provide about \$1.5 million a year to join the \$1.8 million of ongoing capital grants and the annual allocation from the operating budget on the Fredericton Campus. We would need \$100 million today to eliminate all the infrastructure problems and then still require ongoing funding to maintain the infrastructure.

Ms O'Reilly suggested that a better breakdown of all the fees that students owe would be helpful. Murray admitted that the web site for last year's fees was a bit confusing and promised to ensure that a more detailed accounting would be made for the 2006-2007 year. He reiterated that no additional supplemental fees were planned for this year.

When asked whether the \$1.5 million shortfall for the year would mean increasing student fees in the near future, Murray replied that fees are a very sensitive and complicated issue. The challenge is to provide adequate funding to ensure the quality of academic programs.

The Chair thanked Dan Murray for his presentation.

10. **Student Opinion Survey Teaching Excellence and Policy Committee Revised Six Universal Questions**

Judy Roy introduced Natalie Webber, a long-serving member of the Teaching Excellence and Policy Committee, who has worked on refining the Student Opinion Survey. Roy then referred Senate to the report that had been attached to the Agenda. She reminded Senate the six mandatory questions are intended to assess the instructor (on preparation, clarity, stimulation, availability, approachability, feedback) for the official file. Additionally, there would be four standard open-ended questions that would provide formative assessments but that would be for the instructor's eyes only. The 10 questions including the University-wide questions and those chosen by the instructor, departments, and faculties would provide a better understanding of how to improve teaching, student learning, support systems, and many other issues. These questions would be for the instructor only with access to some responses by the departments or faculties.

10. **Student Opinion Survey Teaching Excellence and Policy Committee Revised Six Universal Questions** - cont'd

In discussion, some concern was expressed that the 10 standard questions, six of which would be for official file purposes, were not sufficient to adequately assess an instructor, and it was suggested that the questions dealing with the actual courses be included in the official file as well. In contrast, there was some anxiety that chairs and dean would be able to access highly confidential information that could prejudice them against an instructor.

Reflecting on some of the feedback already received, Roy felt that although some would prefer mandatory questions that would assess learning outcomes, these may not be the best way to rate the quality of teaching. The model is still being developed, and the SOS committee would like to hear any suggestions for more questions.

There had also been feedback on splitting the questionnaire into two instruments—one to assess the instructor (preparation, delivery, enthusiasm) and one to assess the course (content, support, learning outcomes). Only the former would be included in the official file; the latter would be only for the use of the instructor and/or department/faculty. Some members of Senate expressed agreement with the two-instrument survey, but suggested that both instruments be made available at the same time. Concern was then expressed about burning out the student's enthusiasm with two questionnaires per term per course.

Discussion ensued concerning the ongoing development of interpretative guidelines to help instructors to understand the data. When asked whether the TEP was willing to participate in a public forum to field questions from the students, Roy replied that she would be willing to do this in addition to establishing an electronic site to handle public participation.

L Skinner asked whether a deadline for finalizing the six questions was set, to which Roy responded that she hoped they would be finalized prior to the end of the term. She encouraged discussion and feedback from students and Senators so that the most meaningful questions are asked in the most effective way.

11. **Report of the Student Standings and Promotions Summer Activity Report**

David Hinton presented the report that was attached to the agenda. He drew the attention of Senate to page 5 of the report which summarizes the appeals that have been handled by sub-committees of the SS&P Committee. By using sub-committees faculties are doing a lot of the work formerly handled by the full SS&P committee and this has resulted in the work being done in a more timely fashion. Hinton went on to encourage the Deans to support this important initiative.

Hinton revealed that a number of recommendations concerning policy and procedures would be forthcoming in the 2005-2006 year.

**12. Report of the Undergraduate Scholarship Committee**

Kathy Waugh presented the report that was attached to the agenda. She reminded Senators that the deadline for nominations for the Sir Howard Douglas gold medal is 30 November 2005.

MOTION 12, 1            Zundel/Forrestall        “That Senate approve the new, modified, and deleted awards open to students on the Fredericton campus and on both campuses, as presented.”

In reference to a question about the reduction in the amount of the Dean Kermode Parr Prize in English, K. Waugh explained that this has been determined to be the level of spending which the account can support on an annual basis. She undertook to prepare a detailed response for the next meeting

Motion 12, 1 CARRIED

**13. Report of the Academic Planning Committee**

G. Davies presented the report, an updated version of which had been provided as a handout. She noted that item 1, Faculty of Business Administration MBA Program Proposal, has been deferred until the Dean of Business Administration can appear before the Academic Planning Committee in December to answer questions posed by the Committee.

Davies then referred Senate to the Revised Guidelines for New, Modified, Terminated, and Articulated Academic Programs. The Committee is recommending that Senate approve the Guidelines for New, Modified, and Terminated programs only today as the Committee had requested more time to review the Guidelines for Articulated Programs.

MOTION 13, 1            Davies/Gibson            “That Senate approve the Guidelines for Completing Proposal for a New Program, as presented.”

CARRIED

MOTION 13, 2            Davies/Haller            “That Senate approve the Guidelines for Completing Proposal for the Modification or Termination of a Program, as presented.”

CARRIED

**14. Report of the Academic Policy and Procedures Committee**

J. Potter presented the report that had been attached to the agenda. Six items had been discussed at the APPC meeting. All have been presented here for information, questions, and discussion, and no action is required at this time.

In discussion, B. Beckett suggested that alumni be included on the Committee that was being recommended to look at the Charter Day proposal.

14. **Report of the Academic Policy and Procedures Committee** – cont'd

D. Hinton indicated that the draft Calendar of Academic Dates for 2006-2007 has been distributed to deans and assistant/associate deans with a request for feedback.

J. Fritz expressed concern about the dates shown for academic programming and orientation in September 2006. A plan to extend academic orientation throughout the Fall term is under consideration, and she will forward information on this to D. Hinton.

15. **Report of the Curriculum Committee**

Michel Couturier presented the report, which was attached to the agenda. He noted that this was Part I of the curriculum changes and additions for 2006-2007. Part I of the Report includes submissions from the faculties of Nursing, Kinesiology, Education, and Forestry and Environmental Management. He commented that the Committee has fully implemented an electronic format for curriculum submissions, which will allow for better tracking of curriculum changes and ensure accuracy of Calendar content as well as standardizing the process of producing the Web and printed versions of the Calendar.

MOTION 15, 1            Couturier/MaGee        “That Senate approve the Report of the Curriculum Committee including new courses, course changes and deletions, changes and additions to regulations and programs, in the faculties of Nursing, Kinesiology, Education, and Forestry and Environmental Management, as presented.”

In discussion, D. Hinton noted that the Admissions Committee has considered the changes in admissions requirements for the B.Sc.Kin program and will be making its report at a future Senate meeting.

J. Murray commented on the requirement to present curriculum submissions in standard electronic format. This resulted in the downloading of additional workloads onto the shoulders of the departments. Staff and faculty were tied up for days completing the changes. M. Couturier commented that Engineering had found the change beneficial but recognized that certain faculties may take some time to adjust to the new format.

In discussion, D. Hinton admitted that there is a problem with cross-listing of Kinesiology courses and that a solution is trying to be found.

Motion 15, 1 was CARRIED

16. **Report of the Nominating Committee**

P. Bryden presented the Report that was attached to the agenda.

MOTION 16, 1            Bryden/Dan Coleman        That Senate approve the appointment of Norman Betts as the Business Administration representative on the Senate Student Standings and Promotions Committee, as presented.”

CARRIED

**16. Report of the Nominating Committee – cont'd**

- MOTION 16, 2            Bryden/O'Reilly        “That Senate approve the appointment of students to Senate Committees and other University bodies to which Senate appoints students, as presented.”  
CARRIED
- MOTION 16, 3            Bryden/Zundel         “That Senate approve the appointment of John McEvoy to the Search Committee for the Chair in the Department of French, as presented.”  
CARRIED
- MOTION 16, 4            Bryden/Gibson         “That Senate approve the appointment of Hugh Whalen to the Review Committee for Vice-President Fredericton (Academic), as presented.”  
CARRIED
- MOTION 16, 5            Bryden/Powe           “That Senate approve the appointment of Louise Lockhart to the Review Committee for Vice-President Fredericton (Academic) as presented.”  
CARRIED

**17. Report of the Qualitative Research Group**

Dean Haggerty reminded Senators that part of this report was attached to the agenda and part was sent electronically. The Report is for information, questions, and discussion. As the person submitting the Report is not in attendance, questions may be deferred to a later meeting.

**18. Motion on Researcher Disclosure of Financial Interests Related to Professional and/or Scholarly Activity**

Dean Haggerty reminded Senate that this item had been deferred to a later meeting.

**19. Other Business**

J. O'Reilly gave notice of motion that she would bring before Senate a request that students be given voting rights on both the SS&P and Admissions committees.

There being no further business, Senate adjourned at 6:05 p.m.

Stephen Strople  
Secretary