MOUNT ALLISON UNIVERSITY
MEETING OF THE UNIVERSITY SENATE

September 2020, 2020, 4:00 p.m.
via Microsoft Teams

Present via Remote Connection: K. Bell, P. Berry, L. Bidder, JP. Boudreau (Chair) A. Beverley, F. Black, C. Brett (Secretary), K. Bubar, C. Burke, A. Cockshutt, M. Cormier, J. Dryden, E. Edson, B. Evans, A. Fancy, S. Fanning, N. Farooqi, J. Ferguson, A. Grant, L-D, Hamilton, M. Hamilton, K. Hele, J. Hennessy (Vice-Chair), R. Inglis, C. Ionescu, G. Jollymore, J. Kalyn, D. Keeping, L. Kern, A. Koval, R. Lapp, M. Levesque, D. Lieske, M. Litvak, C. Lovekin, K. Meade, E. Millar, J. Mullen, C. O'Neal, L. Pearse, C. Roberts, V. St. Pierre, E. Steuter, E. Stregger, S. Tobin, J. Tomes, C. VanBeselaere, N. Vogan

Regrets: A. Lepage, G. Ouellette, A. Whiteway

Observers: A. Comfort, R. Hiscock, A. Nurse, C. Pomare

01.09.15 Land Acknowledgement

JP. Boudreau read the land acknowledgement and asked Senators to respect and engage in indigenous ways of seeing, doing, relating, and knowing.

02.09.15 Approval of the Agenda

JP. Boudreau asked C. Brett to address Senate on meeting procedures in Microsoft Teams. C. Brett noted that he would minute spoken comments and asked that comments originating the chat function be repeated in the meeting, should minuting be required. He also announced that recorded votes would be carried out via a non-anonymous poll within Teams.

Motion (A. Cockshutt/N. Farooqi): that Senate adopt the Agenda as circulated.
Motion Carried

03.09.15 Welcome of Senators

JP. Boudreau welcomed all Senators to this meeting, including 15 new members. He thanked everyone for serving on this body and stressed its importance in the academic governance of the university.

04.09.15 Approval of the Senate Minutes of June 29, 2020

Motion (C. Burke/V. St. Pierre): that Senate adopt the Minutes of the meeting of June 29, 2020. **Motion Carried (1 abstention)**

05.09.15 Business Arising from the Minutes

There was no business arising.

06.09.15 Report from the Chair

JP. Boudreau wished everyone well and thanked everyone (including faculty, staff, administrators, unions, alumni, and donors) for their efforts in adapting to COVID-19. He noted that the response committees, including the Board of Regents committee on COVID-19 continue to meet. He reminded Senators that campus remains closed to the general public.

The President thanked students for choosing to attend Mount Allison this year, especially those who spent 14 days in isolation. He also acknowledged the 15 students affected by a fire in downtown Sackville on September 8, thanking those who provided accommodation and support to them.

JP. Boudreau then updated Senate on student enrollment. At the time of the meeting, there were approximately 650 new students this year, compared to 700 last year. The number of returning students was similar to last year. There were 670 students in residence, compared to 830 a year ago. Approximately 20% of students were attending online. Final enrollment numbers will be released in October.

The President informed Senate that there will be a budget update to the Board of Regents on October 23, with a town hall session planned for some time in October. While COVID-19 has been the focus of the past few months, the administration has not lost sight of the strategic directions of the university.

E. Millar asked for an updated projection of the university's deficit for the year. JP. Boudreau answered that it is too soon give an update. R. Inglis added that the final numbers will depend on student enrollments.

M. Levesque asked how many students are registered at the time of the meeting. K. Meade answered that there are slightly more than 2200 students registered, including just shy of 400 who are enrolled online only and have yet to pay fees. R. Inglis noted that projections are in the region of 2100, with a margin of error of 50. JP. Boudreau said that he would like to see 2500 students on campus, but that student numbers near 2000 are encouraging in the current climate.

07.09.15 Changes to the Academic Calendar for Fall 2020

Motion (J. Hennessy/V. St. Pierre): That the calendar dates for the 2020/21 Academic Year be revised as in the document circulated.

Motion Carried (5 nays, 2 abstentions)

The circulated document is appended to these minutes.

J. Hennessy said that the motion arose from a desire to lengthen the Christmas break to allow for self-isolation at the beginning of the Winter term. This resulted in the need to compromise between having no break and a late ending to the term. The proposed two-day break is the result of this compromise. He also thanked the Registrar's Office for their work in crafted the revised calendar dates.

C. Burke noted that students are in favour of the later start date for the term, but are worried about the potential mental health effects of a shortened break.

S. Tobin noted that the shortened Winter Break would follow on the heels of a term without a Fall Break, perhaps compounding mental health concerns. He asked whether it would be possible to simply extend the term by holding exams later.

J. Hennessy answered that extending the term could pose health and safety risks, put Spring activities on hold, delay convocation, and introduce the need to work around the Victoria Day holiday.

P. Berry asked if it would be possible to schedule all exams in the proposed exam period, even with the room capacity restrictions need to deal with COVID-19. J. Hennessy answered that he believed this to be possible.

K. Bubar asked about measures to help students with their mental health in light of a shortened break. K. Meade answered that supports similar to those used during this Fall's self-isolation period will be available, among others. A. Comfort added that the self-isolation period showed how students were able to get through stressful times and how the supports on campus can adapt to help. JP. Boudreau added that he was pleased with the programs that were developed during the self-isolation period.

M. Cormier and L. Bidder expressed doubt that a shorter break would lead to less travel within the Maritimes. They wondered whether the added safety benefits outweighed the potential harmful effects on student mental health.

S. Tobin noted that the date for students to return to university residences was struck out. He asked what the new date will be. K. Meade answered that the date will align with the start of classes and any need for self-isolation. That decision will be communicated to students in a timely manner. A. Cockshutt suggested that a January 4 is a possible date for students to return from outside the Atlantic Bubble. January 16 might be a return date for students inside the bubble. A. Cockshutt also wondered if it would be possible to start classes two or three days earlier than suggested in the proposed calendar, with self-isolating students returning near New Year's Day. J. Hennessy noted that there are risks associated with having students on campus but not in class. K. Meade responded that this idea would pose challenges for residence staff, who have their own health, safety, and family concerns — all the more so over the holiday season. JP. Boudreau added that it is necessary to weigh the needs of everyone in the community.

08.09.15 Statement on Privacy Online

Motion (J. Hennessy/ C. Burke): That Senate endorse the *Statement on Privacy in Online and Remote Teaching & Learning*, as circulated.

Motion Carried

The text of the statement is appended to these minutes.

J. Hennessy and JP. Boudreau noted that the statement is not a policy, but it could form the basis of one should Senate wish to develop a policy regarding online privacy. J. Hennessy noted that

the statement on was researched/written/drafted by faculty in WGS and shared with an ad-hoc group of administrators and MAU representatives before being submitted to Senate. K. Meade thanked that group for it work and expressed her support for the motion.

E. Stregger also supported the motion. She added that before becoming the basis for policy the statement's language about copying and sharing course material would need to be looked at in light of faculty members' ability to choose licensing arrangements for their intellectual property.

JP. Boudreau thanked E. Stregger for her efforts in the online pedagogy workshop and for her comment on intellectual property.

09.09.15 Report from the Committee on Committees

Motion 1: (J. Tomes /N. Farooqi) The Committee on Committees moves that Senate acclaim the following nominee to the following Senate Committee for a term commencing immediately and ending June 30, 2023.

Motion Carried

The Committee on Students with Disabilities:

VACANCY: 1 faculty member from the Faculty of Arts
Owen Griffiths

10.09.15 Other Business

M. Levesque asked about the budget implications of the appointment of the new Special Advisor to the President (COVID-19), and whether the expenditure could be justified given the university's current financial situation and recent layoffs. R. Inglis answered that there have been new hires where needed throughout the university, and there is a need for the Special Advisor position. He said the details of renumeration are confidential.

C. Brett informed Senate that a recent call for nominations to the Senate Agenda Committee failed to fill a vacancy. P. Berry volunteered to fill the vacancy and was acclaimed to a three-year term on the Senate Agenda Committee, effective immediately and ending on June 30, 2023.

11.09.15 *In camera* Session on Namings

Senate went *in camera* for the purpose of receiving announcements on philanthropic naming.

12.09.15 Adjournment

There being no further business or announcements, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

Craig Brett
Secretary

MOUNT ALLISON UNIVERSITY
MEETING OF THE UNIVERSITY SENATE

September 15, 2020, 4:00 p.m.

via Microsoft Teams

Appendices to the Minutes

- Material regarding the motion on changes to the Academic Calendar for Winter 2021
- Statement on Privacy in Online and Remote Teaching

Mount Allison
UNIVERSITY

MOTION (Hennessy): That the calendar dates for the 2020/21 Academic Year be revised as follows (see attachment).

Summary:

1. Start date of classes in January delayed by one week to accommodate the potential requirement for returning students to self-isolate.
2. Winter study break reduced to two days instead of five.
3. Exam period shortened by one day.
4. Start of exam period delayed by two days.
5. Last day of classes for Monday-only or Tuesday-only classes delayed by one week.
6. Last day of classes for MWF classes delayed by two days.
7. Faculty Council scheduled meeting dates removed.

Note: dates in bold text are those approved by Senate; dates in bold text with an asterisk are subject to change; dates in italics are either determined by calendar or other regulations; holidays are in regular text.

2020 – 2021 Calendar of Events - 2 day break

May 4	*Monday*	*Spring/Summer term SDL courses begin*
May 18	Monday	Victoria Day, University offices closed
May 22	*Friday*	*Last day for change in registration (add/drop) for Spring/Summer term SDL courses*
May 25	*Monday*	*Last day to make fee payment without penalty for Spring/Summer term SDL courses*
May 25	*Monday*	*2020 Virtual Conferring of Degrees. Convocation will be re-scheduled at a later date*
June 1	*Monday*	*Last day for new and returning students to pay Registration Deposit for Fall/Winter terms without penalty; Residence Deposit due for new and returning students requiring residence accommodation*
July 17	*Friday*	*End of withdrawal period for Spring/Summer term SDL courses as per academic regulation 10.4.3 e)*
Aug. 31	*Monday*	*Arrival of new international students, international orientation begins*
Sept. 3	*Thursday*	*Arrival of new students, Commencement*
Sept. 4	*Friday*	*Beginning of orientation, University Assembly(morning), Deadline for October 2020 Graduation Application*
Sept. 5	*Saturday*	*SDL and Deferred Exams for eligible students*
Sept.6	*Sunday*	*Returning students may enter residence.*
Sept. 7	Monday	Labour Day – No Classes, University offices closed
Sept. 8	**Tuesday**	**Fall term classes begin**
Sept. 15	**Tuesday**	**Meeting of Senate**
Sept. 18	*Friday*	*Last day for registration in Fall term 3 credit courses and in year-long 1, 3, and 6 credit courses*
Sept. 21	*Monday*	*Last day to make Fall fee payment without penalty*
Sept. 29*	**Tuesday**	**Meeting of Faculty Council**
Oct. 2	*Friday*	*Deadline for May 2021 Graduation Application*
Oct. 12	Monday	Thanksgiving Day — no classes
Oct. 13	**Tuesday**	**Meeting of Senate and approval of October Degree candidates**
Oct. 16	*Friday*	*University Open House*
Oct. 27*	**Tuesday**	**Meeting of Faculty Council**
Oct. 30	*Friday*	*Deadline by which work worth at least 20% of the final grade is to be evaluated and returned to students; End of withdrawal period for Fall term 3 credit courses*
Nov. 3	**Tuesday**	**Meeting of Senate**
Nov. 11	Wednesday	Observance of Remembrance Day – University offices closed – no classes
Nov. 13	*Friday*	*Deadline for registration and residence deposits for students admitted for the Winter term*
Nov. 23	*Monday*	*No in-class or take-home tests worth more than 10% of the final grade, and no final tests or examinations with the exception of laboratory examinations may be scheduled after this date*
Nov. 24*	**Tuesday**	**Meeting of Faculty Council**
Nov. 24	**Tuesday**	**Last day of classes for Tuesday- only classes**

Nov. 26	**Thursday**	**Last day of classes for TTH, Thursday-only classes**
Nov. 27	**Friday**	**Last day of classes for Friday-only classes**
Nov. 30	**Monday**	**MWF, MW, Monday-only classes continue as scheduled**
Dec. 1	**Tuesday**	**Make-up day for Thanksgiving Monday (classes for MWF, MW, last day of Monday-only classes)**
Dec. 2	**Wednesday**	**Last day of classes for MWF, MW, Wednesday-only classes**
Dec. 4	**Friday**	**Final exam period begins for Fall term 3 credit courses, including mid-year tests in 3 and 6 credit full year courses**
Dec. 8	**Tuesday**	**Meeting of Senate**
Dec. 12	**Saturday**	**Last day for exams.**
Dec. 23	Wednesday	University closed for holidays, Wednesday, Dec 23 – Friday, Jan. 1 inclusive

2021

Jan. 4	*Monday*	*University offices open*
~~*Jan. 10*~~	~~*Sunday*~~	~~*Returning students may enter residence.*~~
Jan. 12	**Tuesday**	**Meeting of Senate**
Jan. ~~11~~ 18	**Monday**	**Winter term classes begin. Deferred exams in Fall term 3 credit courses begin in evening**
~~**Jan. 26***~~	~~**Tuesday**~~	~~**Meeting of Faculty Council**~~
Jan. ~~22~~ 29	*Friday*	*Last day for registration in Winter term 3 credit courses*
Jan. ~~22~~ 29	*Friday*	*Deadline by which work worth at least 20% of the final grade is to be evaluated and returned to students in year-long 1, 3, and 6 credit courses; End of withdrawal period for year-long 1, 3, and 6 credit courses.*
~~*Jan. 25*~~ *Feb.1*	*Monday*	*Last day to pay account balance without penalty*
Feb. 1	*Monday*	*Deadline for returning students to apply to transfer to the B.F.A. program*
Feb. 9	**Tuesday**	**Meeting of Senate**
Feb 15	Monday	Family Day – University Offices closed; no classes
Feb. 15– Feb. ~~19~~ 16	**Monday to ~~Friday~~ Tuesday**	**Winter Study Break— no classes**
Feb. 19	*Friday*	*Deadline for returning students to apply to transfer to Music program*
~~**Feb. 23***~~	~~**Tuesday**~~	~~**Meeting of Faculty Council**~~
Feb. 26	*Friday*	*University Open House*
Mar.~~5~~ 12	*Friday*	*Deadline by which work worth at least 20% of the final grade is to be evaluated and returned to students; End of withdrawal period for Winter term 3 credit courses*
Mar. 16	**Tuesday**	**Meeting of Senate**
~~**Mar. 30***~~	~~**Tuesday**~~	~~**Meeting of Faculty Council**~~
Apr. 2	**Friday**	Good Friday, University closed, no classes
Apr.5	*Monday*	*No in-class or take-home tests worth more than 10% of the final grade, and no final tests or examinations with the exception of laboratory examinations may be scheduled after this date*
Apr. 5	*Monday*	*Deadline for returning students to apply to transfer to B.A., B.Sc. or B.Comm programs*

Apr. 6	**Tuesday**	**Joint meeting of Faculty Council and Senate**
Apr. 7	**Wednesday**	**Last day of classes for Wednesday-only classes**
Apr. 8	**Thursday**	**Last day of classes for Thursday-only classes**
Apr. ~~5~~ 12	**Monday**	**Last day of classes for Monday-only classes**
Apr. ~~6~~ 13	**Tuesday**	**Last day of classes for Tuesday-only classes**
Apr. ~~12~~ 14	**~~Monday~~ Wednesday**	**Last day of classes for MWF, Make-up day for Friday-only classes**
Apr. ~~14~~ 16	**~~Wednesday~~ Friday**	**Final exam period begins for all Winter term and full year courses**
Apr. ~~23~~ 24	**~~Friday~~ Saturday**	**Last day for exams.**
May 13	**Thursday**	**~~Meeting of Faculty Council (morning);~~ Meeting of Senate (afternoon)**
May 17	**Monday**	**University Convocation**

MOTION (Hennessy, Burke): That Senate endorse the following *Statement on Privacy in Online and Remote Teaching & Learning.*

Privacy in Online and Remote Teaching & Learning

Rights to privacy and the protection of intellectual property rights are always relevant considerations in teaching and learning. This document contains potential language on privacy and intellectual property for use in course syllabi along with guidance and best practices for faculty and students on privacy in online and remote teaching and learning. These guidelines are proposed with commitments to equity, accessibility, and access in mind. The goal of these guidelines is to ensure that teaching and learning spaces are as safe as possible for students and faculty, regardless of the model of instruction, whether online, in person, or hybrid.

Two central principles govern these guidelines:

- Students and faculty rights to privacy should be recognized and protected
- Students should be reminded of faculty rights to intellectual property

Potential Syllabus Language on privacy and protection of intellectual property in online learning:

The right to privacy and the protection of intellectual property rights apply in online as well as in-person learning environments. Materials made available for courses (including, but not limited to materials provided on Moodle) are for your own study but remain the intellectual property of your instructor. Sharing materials with others outside the classroom is a violation of the Mount Allison University Student Code of Conduct & Academic Integrity policies. The misuse of course materials may be penalized. This applies to materials posted by faculty and by students and includes but is not limited to recordings of lectures and lecture materials, presentation/Power Point slides, posts on discussion boards, chats, and wikis.

Furthermore, whether teaching and learning takes place online, in-person, or in hybrid format, students are expected to respect the provisions of the Student Code of Conduct, the Student Charter of Right & Responsibilities, the Sexual Violence Prevention and Response Policy and the Racism and Racial Harassment Prevention and Response Policy.

Guidelines on Recording:

There are many good reasons for faculty to record lecture content, including ensuring access and accessibility. Best practices for recording materials include:

- All participants (including students) should be notified if/when a session is being recorded, for what purposes, and how it will be stored and shared (e.g. who else will see the recording, when, etc.). Sessions should never be recorded surreptitiously.
- All participants (including students) should be clearly notified with regard to which features of the conversation may be captured as part of the recording (e.g. chat, polls, etc.).
- For the most part, students should not be obligated to have video or audio on during remote learning and should not be penalized for choosing not to participate in this way.
- Students should be reminded that recordings are for their own study – they are not to be shared, altered, or copied.

Guidelines for Sharing of Work:

There are many good reasons for students to share course materials with one another, including to ensure access and accessibility.

- Students should know that their work will not be shared with others without their consent (e.g. no screenshots of posts to discussion boards, no discussions about their work on social media, etc.).
- Work prepared by faculty is their intellectual property: it is to be used for personal study only, and not to be copied or shared for any other purpose.

Best Practices for Faculty:

As much as possible, set up your workspace with privacy in mind.

- Use headphones where possible.
- Limit the visibility of your monitor by others wandering by or sharing space with you.

When recording lectures or class meetings where students are present:

- Notify all participants (including students) whether and why a session is being recorded (e.g. to ensure access to course materials for students who are not able to join for any number of reasons; to ensure accessibility; for future study).
- Indicate which aspects of the meeting will be included in the recording (e.g. will student questions/contributions be included? Chat discussion? Polls?).
- Clarify how and where the recording will be available to other members of the class.
- Remind students that sharing recordings outside of study purposes is not permitted.

In online courses:

- Remember that students are learning in all kinds of different environments and that they may not have access to privacy while participating in class activities.
- In synchronous courses, do not require students to have their cameras on or to participate via audio – this can be a deterrent to participation and engagement.
- Try to find other ways of ensuring engagement with course materials, including chat, poll, and other ways of contributing to class discussion.

- If participation is a necessary requirement of evaluation (i.e. Language courses), consider alternative forms of assessment including pre-recorded audio submissions outside of class time.

Centering Safety and Equity:

- Faculty should try to remain sensitive to issues of safety and equity that might affect students in their classes:
    - Some students may have safety concerns related to having their image and voice shared online, including the potential for harassment.
    - Some may be participating in course work in an environment where they are not free to express opinions, learning, reflections etc. because others who might overhear are hostile to their viewpoints.
    - Some might be carrying new and additional caregiving responsibilities that impact their ability to predict and control their days or schedules.
    - The Racism and Racial Harassment Prevention and Response Policy and the Sexual Violence Prevention and Response Policy both contain some additional resources on adopting anti-discrimination practices in teaching and learning. We encourage faculty to make use of principles of Universal Design for Learning and to be aware of how their teaching can contribute to anti-racist and anti-oppressive pedagogies.

Best Practices for Students:

As much as possible, set up your workspace with privacy in mind:

- Use headphones where possible.
- Limit visibility of your monitor by others wandering by or sharing space with you.
- Turn off camera and microphone when directed, to protect bandwidth and privacy.
- Turn off notifications for social media and email.
- Refrain from private messaging other students while attending online classes.

Respect privacy of all class participants:

- Do not record or capture course materials or course engagements (e.g. participant lists, chat discussions, discussion forums) without the knowledge and consent of all participants, this may include taking photos of your screen and screen captures.
- Remember that materials (including recordings) are intended for study purposes only: they are not to be shared outside of your course.