

SENATE AGENDA

Friday, November 14, 2014

2:30 p.m. – F210

1. ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: October 10, 2014

2. BUSINESS ARISING FROM THE MINUTES

3. READING and DISPOSING of COMMUNICATIONS

4. QUESTION PERIOD

5. REPORTS of STANDING COMMITTEES and FACULTY or UNIVERSITY COUNCILS

Senate Executive Committee (pages 4-17)

MOTION 1: That the Report of the Senate Executive Committee dated November 6, 2014 be received,

MOTION 2: That Senate move into an in-camera session.

MOTION 3: That Senate move out of the in-camera session.

Planning and Priorities Committee (pages 18-29)

MOTION 1: That the Report of the Planning and Priorities Committee dated October 24, 2014, be received.

MOTION 2: That Senate grant approval of a Stage 1 proposal for a Bachelor of Science Nursing Program at Muskoka, as outlined in the attached document.

MOTION 3: That Senate grant approval of policies for college transfer, university transfer, upper year admissions and ECE graduate admissions to the Concurrent Education program, as outlined in the attached document.

Undergraduate Studies Committee (pages 30-37)

MOTION 1: That the Report of the Undergraduate Studies Committee dated October 6, 2014, be received.

MOTION 2: That Senate approve that new applicants to the BComm or BBA programs who have completed specific courses, with a minimum 60% average, through Certified General Accountants of Ontario (CGA), will be eligible for advanced standing credit. The following courses eligible for advanced standing consideration are:

CGA Course Code	CGA Course Title
CM1	Business Communication
EM1	Micro and Macro Economics
FN1	Corporate Financial Fundamentals
LW1	Business Law
MS1	Managing Information Systems
QU1	Business Quantitative Analysis

6. OTHER BUSINESS7. AMENDMENT of BY-LAWS

MOTION 1: That Article 2.1(a) of the Senate bylaws be amended with the deletion of:
(iii) the Assistant Vice-President, Research and Graduate Studies
(vii) the Director of the Centre for Flexible Teaching and Learning

MOTION 2: That Article 2.1(a) of the Senate bylaws be amended with the addition of the position of Associate Vice-President – Academic

Notice of Motion (for the elimination of Article 9.2.1 Admissions and Enrolment Subcommittee)

That Article 9.2.1 Admissions and Enrolment Subcommittee (A&E) and references to it in the Senate bylaws be eliminated.

Notice of Motion (for the addition of the Provost Vice-President Academic and Research to Article Graduate Studies Council)

That the Provost Vice President Academic and Research, or designate, be made the non-voting Chair of the Graduate Studies Council.

Non-substantive change

- That Article 9.3.2 (a)(iv) Undergraduate Services and Awards Subcommittee remove the reference to the Senior Development Office (non-voting) and replace it with the Director of Development and Alumni Relations non-voting. The previous position no longer exists.

Non-substantive change

- That Article 10.3 (a)(vi) Graduate Studies Council remove the phrase Graduate Advisors/Graduate Chairs and replace it with Graduate Coordinators/Graduate Chairs. This is to reflect the wording changes as per the collective agreement.

8. ELECTIONS

- Elect three (3) tenured faculty from the Faculty of Arts and Science and one (1) faculty member from another Faculty to serve on the search committee for the Dean of Arts and Science. These positions are elected by Senate.
- Elect three (3) tenured faculty from the Schulich School of Education and one (1) faculty member from another Faculty to serve on the search committee for the Dean of the Schulich School of Education, These positions are elected by Senate.
- Elect one Senator from outside the discipline to serve on the search committee for a tenure-track position in the School of Business – Strategic Management
- Elect one Senator from outside the discipline to serve on the search committee for a tenure-track position in the School of business – Technology Management

9. REPORTS FROM OTHER BODIES

- A. (1) Board of Governors
- (2) Alumni Advisory Board
- (3) Council of Ontario Universities (Academic Colleague)

- B. Reports from Senate members participating on other university-related committees

10. NEW BUSINESS11. ANNOUNCEMENTS

- (a) President
- (b) Provost and Vice-President Academic and Research
- (c) Dean of Applied and Professional Studies
- (d) Dean of Arts and Science
- (e) Dean of Education
- (f) Student Representative
- (g) Others

NIPISSING UNIVERSITY
SENATE EXECUTIVE COMMITTEE

November 6, 2014

There was a meeting of the Senate Executive Committee on Thursday, November 6, 2014

Present: M. DeGagné (chair), J. Barker, Y. Benoit, N. Colborne, H. d'Entremont, M-A Parr, S. Renshaw, C. Richardson, M. Tuncali, R. Vanderlee, T. Vassilev

Regrets: M-A Parr

The purpose of this meeting was to set the agenda for the November 14, 2014 Senate meeting.

MOTION 1: Moved by S. Renshaw, seconded by M. Tuncali that the Report from the Honorary Degrees Subcommittee dated November 3, 2014 be received.
CARRIED

Seven names were approved by the committee and will be brought forward for consideration for the June 2015 convocation and beyond. This report will be heard at an in-camera session at the November 2014 Senate meeting.

MOTION 2: Moved by C. Richardson, seconded by Y. Benoit that the Report of the Bylaws and Elections Subcommittee dated October 30, 2014 be received.
CARRIED

This report contained two motions that will be listed as Notices of Motion on the November Senate agenda. There are also two non-substantive changes that will be heard.

MOTION 3: Moved by M. Tuncali, seconded by N. Colborne that the Report of the Bylaws and Elections Subcommittee dated November 5, 2014 be received.
CARRIED

Bylaws and Elections held a special meeting on November 5, 2014 to receive the report from the *Ad Hoc* Senate committee that was commissioned to review the participation of Senate and elected faculty members in the process of recommending Senior Academic Administrators. The report will be contained in this Senate Executive Report.

Respectfully submitted,

Original signed by:

M. DeGagné
Chair
Senate Executive Committee

MOTION 1: That Senate receive the Report of the Senate Executive dated November 6, 2014.

Nipissing University

Report of the By-laws and Elections Subcommittee

October 30 2014

There was a meeting of the Bylaws and Elections Subcommittee on Wednesday, October 29, 2014 at 3:00 p.m. in F303.

Present: G. Black, N. Colborne, I. Hall, S. Renshaw, D. Tabachnick, H. d'Entremont (n-v), C. Jenkins (n-v)

Regrets: D. Davis

The first agenda item was a request to eliminate the Admissions and Enrolment Subcommittee (Article 9.2.1). This subcommittee has not met in the last few years. Its terms of reference are already covered by the Planning and Priorities Committee. The following motion was unanimously passed and will appear as a Notice of Motion on the November 2014 Senate agenda.

MOTION 1: Moved by N. Colborne, seconded by D. Tabachnick that Article 9.2.1 Admissions and Enrolment Subcommittee (A&E) and references to it in the Senate bylaws be eliminated.
CARRIED

As a result of the elimination of the Senior Development Officer position, the Undergraduate Services and Awards Subcommittee (Article 9.3.2) has requested to replace it with the Director of Development and Alumni Relations, also in a non-voting capacity. This is the most senior person that deals with scholarships, etc. There was consensus among members that this was a non-substantive motion.

The third agenda item was brought forward because of wording changes to the collective agreement. Currently, the Graduate Studies Council (Article 10.3 (a)(vi)) refers to Graduate Advisors/Graduate Chairs. The collective agreement now refers to the advisors as Graduate Coordinators. Therefore Article 10.3 (a)(vi) should read Graduate Coordinators/Graduate Chairs. There was consensus among members that this was a non-substantive motion.

The request to make the Provost Vice-President Academic and Research, or designate, chair of the Undergraduate Studies Committee was again discussed. Some of the reasons for this request were to provide consistency to the committee as well as fiscal and academic oversight. The PVPAR indicated he would like the Associate Vice President Academic to act as Chair. Bylaws agreed to invite the Deans and Registrar to the next Bylaws meeting to confirm that they and the committee as a whole are clear about the rationale behind this request..

During committee discussions, the question was asked "who chairs Graduate Studies Council at this time?" Previously, the Assistant Vice President Research Services and Graduate Studies was Chair in a non-voting capacity. That position no longer exists. Also, there is no designation for a vice-chair. The Bylaws and Elections Subcommittee agreed that GSC's work must continue with little interruption. The following motion was unanimously passed and will appear as a Notice of Motion on the November 2014 Senate agenda.

MOTION 2: Moved by D. Tabachnick, seconded by N. Colborne that the Provost Vice President Academic and Research, or designate, be made the non-voting Chair of the Graduate Studies Council.
CARRIED

The Chair of Senate requested that this committee discuss the prospect of a Senate policy on email polling and electronic voting. Earlier this year, the Board of Governors passed a policy addressing this issue and a copy of that policy was attached to the agenda. Members will review the policy and discuss a course of action at the next meeting.

The impact of the elimination of the position of the ex-officio positions the Director for the Centre for Flexible Teaching and Learning and the Assistant VP – Research and Graduate Studies will be addressed at the next Bylaws meeting pending approval from Senate.

At the time of this meeting, Bylaws had not received the Senate ad hoc committee's report that was tasked to review the participation of Senate and elected faculty members in the process of recommending Senior Academic Administrators.

Respectfully submitted,

Original signed by:

S. Renshaw
Chair
Bylaws and Elections Subcommittee

MOTION 1: That Senate Executive receive the Report of the Bylaws and Elections Subcommittee dated October 30, 2014.

Nipissing University

Report of the By-laws and Elections Subcommittee

November 5, 2014

There was a special meeting of the Bylaws and Elections Subcommittee on Wednesday, November 5, 2014 at 2:00 p.m. in F303.

Present: G. Black, N. Colborne, D. Davis, I. Hall, S. Renshaw, H. d'Entremont (n-v), C. Jenkins (n-v)

Regrets: D. Tabachnick

Guests: Y. Benoit, G. Phillips

The purpose of this meeting was to receive the report from the *ad hoc* committee that was established by the Nipissing University Senate on October 10, 2014.

Gyllie Phillips and Yannick Benoit members of the *ad hoc* committee made the presentation.

The report contained three recommendations. There was discussion on the report and a few minor modifications were suggested. The report will be brought to the Senate Executive Committee meeting on November 6.

MOTION 1: Moved by G. Black, seconded by I. Hall the Bylaws and Elections Subcommittee received the Report of the *Ad Hoc* committee that was commissioned to review the participation of Senate and elected faculty members in the process of recommending Senior Academic Administrators.
CARRIED

Respectfully submitted,

S. Renshaw
Chair
Bylaws and Elections Subcommittee

MOTION 1: That Senate Executive receive the Report of the Bylaws and Elections Subcommittee dated November 5, 2014.

REPORT TO SENATE

from the *ad hoc* Committee established

by the Nipissing University Senate on

October 10, 2014

Members:

Anahit Armenakyan

Yannick Benoit

Todd Horton

Gyllian Phillips

Submitted November 2, 2014

ORIGIN: At the Nipissing University Senate October 10, 2014 an *ad hoc* committee was established. Moved by G. McCann, seconded by R. Gendron under Senate Bylaws 8.0(c) and in response to recommendation 5 of the Bylaws and Elections Subcommittee Report of September 30, 2014 to “review the participation of Senate and elected faculty members in the process of recommending Senior Academic Administrators.”

MEMBERSHIP: The membership of the committee should consist of at least one Faculty Senator from each of the University’s Faculties elected by Senate and conforming to the requirements for membership of ad hoc committees set out in Senate Bylaws 8.0(e) and these three will work in consultation with the present members of the Bylaws and Elections Subcommittee.

Members are: Anahit Armenakyan, APS; Yannick Benoit, NUSU; Todd Horton, Education; Gyllian Phillips, Arts & Sciences. All were acclaimed.

TERMS OF REFERENCE: The terms of reference for the committee will be to:

- 1) examine the relevant University and Board of Governors policies for Senate and faculty participation in the process of recommending Senior Academic Administrators;
- 2) report on the implementation of these policies in hiring of Senior Academic Administrators in the last five years (2009-2014); and,
- 3) if necessary, make recommendations to Senate with regard to ensuring the participation of Senate and elected faculty members in the process of recommending Senior Academic Administrators. The committee shall prepare a report to be included on the agenda of the November 14, 2014 Senate, if possible.

DEFINITION: The term “senior academic administrator” is a vague term that means different things to different people. For the purposes of this report, the term is deemed to include all persons covered by the following policies.

The committee was mainly guided by Nipissing University’s Senior Academic Appointment Policy (Policy Number: 3.1.2012.B), approved on April 5, 2012 and last updated May 2014. The positions currently covered by the policy:

- President and Vice-Chancellor
- Vice-President, Academic and Research
- Associate Vice-President, Academic and Research
- Assistant Vice-President, Research and Graduate Studies
- Dean, Faculty of Applied and Professional Studies
- Dean, Faculty of Arts and Sciences
- Dean, Schulich School of Education
- Associate Dean, Faculty of Arts and Sciences
- Associate Dean, Faculty of Arts and Sciences

However, in our investigations we found evidence that Senate has historically had a role in the selection of senior non-academic administrators who have from time to time sat as members of the Nipissing University Senate and through voting have informed academic decision-making at Nipissing University:

- Vice-President, Finance & Administration
- Vice-President, Operations
- Vice-President, Administration
- Director, Centre for Flexible Teaching & Learning

Though technically these positions are not considered “academic”, the committee felt it prudent to also consult related policies to fully understand their relationship to Senate.

To this end, the committee consulted the Nipissing University Senior Non-Academic Appointment Policy (Policy Number: 3.2.2012.B), approved April 5, 2012. This policy covers all non-academic Vice-Presidents.

TERM OF REFERENCE #1: examine the relevant University and Board of Governors policies for Senate and faculty participation in the process of recommending Senior Academic Administrators;

The Senior Academic Appointment Policy (Policy Number: 3.1.2012.B) makes eight (8) references to Senate. They are as follows:

Section B: GENERAL

- The composition and terms of reference for the respective Search Committees, as determined by the **Senate** and Board of Governors, are set out in this Appointment/Reappointment Policy and Procedures for Senior Academic Administrative Officers.

Section D: PROCEDURES & RULES FOR OPERATION OF THE SEARCH COMMITTEE

- 2. Where a body such as the Board of Governors, **Senate**, non-academic employees or Faculty is responsible for the election of persons to a Search Committee, that body shall determine the method of electing its representatives with the goal to work expeditiously.
- 16. The Search Committee may provide opportunity for relevant groups and/or individuals (e.g. Chancellor, Nipissing University Student Union, University Management Group, union executives, **Senate** executives, etc.), as determined by the Search Committee, to meet with the short-listed candidates. Such meetings will be conducted as part of the confidential search process, and any groups and/or individuals invited to take part must agree to abide by the confidentiality requirements of the search process. The relevant groups and/or individuals shall be given five (5) working days to provide feedback to the Search Committee on their meetings with the candidates.

Section E: COMPOSITION OF SEARCH COMMITTEES

- 1. The composition of the Search Committee for the President and Vice-Chancellor shall include a Chair and ten (10) other members as follows:
 - e) Three (3) tenured faculty members with one from each faculty (elected by the **Senate**)
- 2. The membership of a Search Committee for the Vice-President, Academic & Research shall have a Chair and be composed of nine (9) other members as follows:
 - e) Four (4) tenured faculty members with one from each faculty (elected by the **Senate**)
- 3. The membership of a Search Committee for the Vice-President, Academic & Research* shall have a Chair and be composed of nine (9) other members as follows: (**Note: This wording is in #3 but is titled Associate or Assistant Vice-President, Academic & Research. The committee assumes it is an error and should include "Associate or Assistant" as appropriate.*)
 - e) Four (4) tenured faculty members with one from each faculty (elected by the **Senate**)
- 3.* The membership of a Search Committee for the Dean's position shall have a Chair and be composed of seven (7) other members as follows: (**Note: This numbering suggests that the previous clause was inserted at a later date yet the numbering has not changed. This should be #4.*)
 - b) One (1) faculty member from a Faculty other than the one for which the Dean is being selected (elected by **Senate**)
 - d) Three (3) tenured faculty members from the Faculty for which the Dean is being selected (elected by **Senate**);

The Senior Non-Academic Appointment Policy (Policy Number: 3.2.2012.B) makes three (3) references to Senate. They are as follows:

Section D: PROCEDURES & RULES FOR OPERATION OF THE SEARCH COMMITTEE

2. Where a body such as the Board of Governors or **Senate** is responsible for the election of persons to a Search Committee, that body shall determine the method of electing its representatives with the goal to work expeditiously.

16. The Search Committee may provide opportunity for relevant groups and/or individuals (e.g. Nipissing University Student Union, University Management Group, union executives, **Senate** executives, etc.), as determined by the Search Committee, to meet with the short-listed candidates. Such meetings will be conducted as part of the confidential search process, and any groups and/or individuals invited to take part must agree to abide by the confidentiality requirements of the search process. The relevant groups and/or individuals shall be given five (5) working days to provide feedback to the Search Committee on their meetings with the candidates.

Section E: COMPOSITION OF SEARCH COMMITTEES

1. The composition of the Search Committee for the Non-Academic Vice-Presidents shall include a Chair and nine (9) voting members as follows:

(d) three (3) tenured faculty, (with one from each faculty) elected by the **Senate**;

TERM OF REFERENCE #1 (Summary): Both policies permit Senate to elect tenured members to senior administrative search committees using its own methods. All senior administrative search committees must have 3-4 tenured faculty members elected by Senate with the exception of Associate Deans. Though it has been past-practice to elect members of Senate to these search committees, it is left to the supervising Dean and Human Resources to develop a “representational search committee”. As well, both policies permit search committees the *possibility* of providing Senate *executives* an opportunity to meet with the candidates and provide feedback.

TERM OF REFERENCE #2: report on the implementation of these policies in hiring of Senior Academic Administrators in the last five years (2009-2014); and,

See Appendix A: Overview of Senior Academic Administration (2009-2012)

The information contained includes all persons in positions as of 2009. Some histories to their appointments have been included where possible. Information was collected from the minutes of Senate and the Board of Governors, publicly distributed emails, and inquiries to appropriate university personnel.

TERM OF REFERENCE #2 (Analysis): Senate has, without exception, participated in electing members to search committees to hire the following permanent positions during the 2009-2014 period: President, Vice-President, Academic & Research (VPAR), Vice-President, Finance & Administration (VPFA), faculty Deans, and faculty Associate Deans. On this count, the university has followed its Board approved policies.

Typically, Senate has not officially participated in recommending interim appointments. In these cases, the university has appointed an interim position holder of its own choice. Though the lack of consultation and the long duration of some interim positions is a source of contention for many members of Senate, neither issue violates Board approved policies.

In recent years, the university has appointed a series of “academic” administrators below the level of Vice-President and above the level of Dean (e.g., Associate Vice-President, Muskoka & Graduate Studies) as well as a number of positions below the level of Dean (e.g., Vice-Dean of Education). The titles and job descriptions of these positions have varied over time and duration of appointments have been somewhat unclear. However, no position has lasted longer than three years without some type of revision and no single person has lasted longer than three years in any of these positions. In all cases however, these positions involved some element of academic supervision, oversight, or impact on the academic decision-making of the university. Despite this, there

is no evidence that Senate was called upon to participate in any search committee or to participate in the recommendation of appointments.

It must be noted that recently (May 2014) the Board of Governors changed its policies to include Associate & Assistant Vice-Presidents, Academic & Research. However, for most of the five year period examined, these and other variants of position titles did not appear in the Board of Governors policy statements, thus the university has *technically* been within its rights to appoint, without Senate input, as many of these academic administrators as it wished. Indeed, with a slight title variation the university can still do so. But it is the view of this committee that to do so, particularly at the rate and to the number it has done in the past, suggests, if not contempt for Senate, certainly a lack of spiritual concern for the concept of shared governance. Further, it suggests a preference for flexibility and various forms of efficiency over inclusive and deliberative process.

On non-academic side, Senate did participate in recommending the last Vice-President, Finance & Administration as per Board policy. However, as the position of VPFA has been reconstituted in recent years, Senate has not been asked to participate in recommending new appointments to successor positions (e.g., Vice-President, Administration). This is a violation of Board policies as outlined above.

TERM OF REFERENCE #3: if necessary, make recommendations to Senate with regard to ensuring the participation of Senate and elected faculty members in the process of recommending Senior Academic Administrators.

The Senate *ad hoc* Committee makes the following recommendations:

- 1) The University uphold all terms and obligations to include Senate in its deliberations concerning the recommendation of senior administrators as outlined in current Board of Governors policies.
- 2) The University seek for greater transparency in communicating any rationale for the creation of new Senior Academic Administrative appointments or changes to existing positions.
- 3) The University build on its recent changes to the Senior Academic Appointment Policy to include Senate participation in recommending all possible title variants at the Associate or Assistant Vice-President level.
- 4) The University build on its recent changes to the Senior Academic Appointment Policy to include some form of Senate participation in recommending interim appointments, recognizing the need for expediency in such cases.

APPENDIX A: OVERVIEW OF SENIOR ACADEMIC AND NON-ACADEMIC ADMINISTRATION (2009-2012)

POSITION	OCCUPANT	STATUS	DATES	SENATE PARTICIPATION	NOTES
President of the University	Lesley Lovett-Doust	Permanent	Jul 2009-Feb 2012	Senate elects L. Patriquin, M. Tuncali, D. Franks, F. Noel	Email notification on Jan 8, 2009; Contract to expire Jun 30, 2014; Email notification of departure on Feb 17, 2012
	Vicky Paine-Mantha	Interim	Feb 2012-Dec 2012	N/A	Email notification of appointment on Feb 17, 2012; Continued in role of VP, Finance but Keech assumed role of VP, Operations
	Michael Degagne	Permanent	Jan 2013-Present	Senate elects A. Weeks, J. Barker, B. Hatt to search committee on Apr 13, 2012	Email notification on Oct 16, 2012
VP, Academic & Research	Peter Ricketts	Permanent	Jun 2006-Jun 2009	In position prior to 2009. Senate elects H. Langford, T. Horton, D. Jowett, L. Patriquin to the search committee in 2006	Email notification of his departure on June 2, 2009.
	Errol Aspevig	Interim	Jul 2009-Jun 2010	N/A	Email notification on Jun 12, 2009; Farewell email Jun 21, 2010.
	Katherine Bergman	Permanent	Jul 2010-Mar 2011	Senate elects J. Long, S. Srigley, J. Knox, J. Barker through email announcement of election results June 4, 2009	Email notification on Mar 4, 2010; Contract to expire on Jun 30, 2015; Email notification of departure on Mar 4, 2011.
	Sharon Rich	Interim	Mar 2011-Apr 2012	N/A	Email notification on Mar 4, 2011; Relinquishes position to permanent successor
	Harley D'Entremount	Permanent	May 2012-Present	Senate elects G. Brophy, D. Jowett, J. Kovacs, D. Jarvis to search committee on Apr 15, 2011.	Email notification of assumption of title and role of Provost Jun 6, 2014; Contract to expire June 30, 2017

POSITION	OCCUPANT	STATUS	DATES	SENATE PARTICIPATION	NOTES
VP, Finance & Administration	Vicky Paine-Mantha	Permanent	?-Sep 2012	In position prior to 2009.	Notification of departure in media release of Oct 16, 2012
	Richard Onley	Permanent	Sep 2012-Sep 2014	Senate elects G. Brown, R. Gendron to search committee on Mar 9, 2012; M-A Parr elected to committee on Apr 13, 2012	Email notification of assumption of the role on Aug 27, 2012; Email of assumption of External in his title on Jun 6, 2014; Disappeared as of Sep 24, 2014.
VP, Operations	Bob Keech	Permanent	Jan 2012-Sep 2014	No evidence of Senate participation.	Position upgraded from Chief Operating Officer.
VP, Administration	Bob Keech	Permanent	Sep 2014-Present	No evidence of Senate participation.	Email notification on Sep 24, 2014
Assoc. VP, Academic & Research	Sharon Rich	Two year secondment	Sep 2010-Mar 2011	No evidence of Senate participation.	Email notification on Sep 30, 2010 of two year secondment; will continue in role as Dean of Education; left to assume VPAR (Interim) as per email of Mar 4, 2011.
Assoc. VP, Academic	Sharon Rich	Permanent	Jul 2013-Present	No evidence of Senate participation.	Email notification on Jul 10, 2013. Contract to expire June 30, 2018.
Assoc. VP, Muskoka & Graduate Studies	Doug Parker	Limited Term Appointment	Jul 2008-Jul 2009(?)	No evidence of Senate participation.	Email notification on Jun 18, 2008; Unclear when this position ended but evidence of its existence exists until Mar 2009. Last mentioned in the BofG Minutes May 7, 2009.
Asst. VP, Research Services & Graduate Studies	Murat Tuncali	Two year appointment	Jul 2011-July 2014	No evidence of formal Senate participation. However, was interviewed by URC in July, 2011.	Email notification from July 22, 2011; Position extended one extra year; position disbanded as Dr. Tuncali moves into Dean of A&S (Interim)

POSITION	OCCUPANT	STATUS	DATES	SENATE PARTICIPATION	NOTES
Dean, Applied & Professional Schools	Rick Vanderlee	Permanent	Jul 2008-Present	In position prior to 2009. Senate elected C. Sarlo, K. McCullough, J. Allison, G. Brown to search committee	Email notification on Jun 12, 2008. Served as Dir. Of Nursing and Interim Dean of A&S beforehand
Dean, Arts & Sciences	Craig Cooper	Permanent	Jul 2008-Jun 2013	In position prior to 2009. Senate elected S. Elliott-Johns on Oct. 5, 2007; Email balloting for internal candidates elected Gordon Morrell, David Hall, Ann-Barbara Graff re: email Oct. 17, 2007.	Email notification on Jun 18, 2008 with welcome on Aug 29, 2008; Email notification of his departure Apr 12, 2013
	Ann-Barbara Graff	Interim	Jul 2013-Jul 2014	N/A	Email notification on Apr 12, 2013; Email notification of departure on Jul 14, 2014
	Murat Tuncali	Interim	Aug 2014-Present	N/A	Email notification of appointment on Jul 17, 2014
Dean, Education	Ron Wideman	Interim	Prior to 2009-Jul 2009	N/A	Returned to professor position when permanent successor assumed position
	Sharon Rich	Permanent	Aug 2009-Jul 2013	Senate elects M. McCabe, T. Campbell, T. Horton, F. Noel	Email welcome on Sep 16, 2009; Contract to expire on Jul 31, 2014 but moved out of position to Assoc. VP.; Maintained Dean position in parallel until July 2013.
	Carole Richardson	Interim/Acting?	Jul 2011-Jun 2012	N/A	Email notification on Jul 13, 2011; Thank you email on Jun 29, 2012; Unsure of status as interim and acting were both used as terms to describe position; Richardson assumed acting role while Rich held the title of Dean in parallel

POSITION	OCCUPANT	STATUS	DATES	SENATE PARTICIPATION	NOTES
	Carole Richardson	Interim	Jul 2013-Present	N/A	Email notification on Jul 10, 2013.
Vice-Dean, Education	Jim McAuliffe	Two year secondment	Sep 2010-Jun 2011	No evidence of Senate participation.	Email notification of secondment on Sep 30, 2010. Continued in position as Dir. Of PHE; Notified of his departure in Faculty Council Minutes June 7, 2011;
Assoc. Dean, Arts & Sciences	Bob Bergquist	Interim	?-Jun 2011	N/A In position prior to 2009.	Became special advisor to the VPAR, Muskoka on Jan 1, 2011 as per email on Dec 20, 2010. 18 month appointment.
	Ann-Barbara Graff	Permanent	Jul 2011-Jun 2013	Senate elects J. Abbott, G. Phillips to search committee on Dec 17, 2010	Email notification of May 25, 2011; Assumed role of interim dean following announcement of Craig Cooper's departure re: email Apr 12, 2013
	Dave Hackett	Interim	Jul 2013-Jun 2014	N/A	Email notification on Apr 12, 2013;
	Cameron McFarlane	Interim	Jul 2014-Present	N/A	Email notification on Aug 18, 2014;
Assoc. Dean, Education	Lorraine Frost	Interim	Nov 2007-June 2010	N/A In position prior to 2009.	Email notification on Oct 29, 2007
	Carole Richardson	Permanent	Jul 2010-Jun 2013	Senate elects J. Scott, J. McIntosh to search committee Dec 12, 2009	Email notification Feb 16, 2010; Assumed interim dean position in Jul 2013.
	Barbara Olmsted	Interim/Acting	Jul 2011-Jun 2012	N/A	Email notification on Jul 13, 2011; Thank you email on Jun 29, 2012; Unsure of status as interim and acting were both used as terms to describe position;
	Barbara Olmsted	Interim	Jul 2013-Present	N/A	Email notification on Jul 10, 2013.

POSITION	OCCUPANT	STATUS	DATES	SENATE PARTICIPATION	NOTES
Assoc. Dean, Brantford	Maria Cantalini-Williams	One year terms	Jul 2010-Jun 2013	No evidence of Senate participation	Position was originally designated a directorship (2002). MCW oompeted for position in 2007 but once the position was converted to Assoc. Dean status in 2010, she was hired on three consecutive one year appointments. Position disbanded in 2013.
Director, Centre for Flexible Teaching & Learning	Lorraine Carter	Permanent	Feb 2011-Apr 2014	No evidence of Senate participation but search committee of Aug 2010 was comprised of the three deans: Rich, Cooper, Vanderlee, COO Keech & the President of NUFA, Horton	Email welcome on Jan 17, 2011; Email notification of CFTL closure on Apr 4, 2014.



**Report of the
PLANNING AND PRIORITIES COMMITTEE
Friday, October 24, 2014**

The second meeting of the **Planning and Priorities Committee** was held on **Friday, October 24, 2014**. The following members were in attendance:

Harley d'Entremont, Chair
Jordan Andrews
Greg Brown
Marianna Couchie

Brittany Fisher
Uldis Kundrats
Gerald Laronde
Aroha Page

Carole Richardson
Matti Saari
Murat Tuncali
Roxana Vernescu

Regrets: L. Ashworth, N. Black, G. Brophay, J. Graham, P. Nosko, A. Robinson, R. Vanderlee, S. Rich

Guests: C. Pigeau, G. Morrell, K. McCullough, S. Cairns, I. Mueller, T. Dokis

Recording Secretary: Anne Bolger

PPC approved a Stage 1 Proposal for BSc Nursing at Muskoka Campus.

Members reviewed and accepted External Reviewers' reports, and Dean and Department responses for three programs which had undergone IQAP review earlier this year: History, Classical Studies and Native Studies.

PPC approved policy proposals from USC that would allow college transfer, university transfer, upper year and ECE graduate admissions to the Concurrent Education program.

Respectfully submitted,

Original signed by:

Harley d'Entremont, PhD
Provost and Vice-President, Academic and Research
Chair, Planning and Priorities Committee

Motion 1: That the Report of the Planning and Priorities Committee dated October 24, 2014, be received.

Motion 2: That Senate grant approval of a Stage 1 proposal for a Bachelor of Science Nursing Program at Muskoka, as outlined in the attached document.

Motion 3: That Senate grant approval of policies for college transfer, university transfer, upper year admissions and ECE graduate admissions to the Concurrent Education program, as outlined in the attached document.

**Stage 1. Letter of Intent
Planning & Priorities Committee**

October 24, 2014

Program Identification: (Faculty, School, Department)	Applied and Professional Studies, School of Nursing
Credential Granted (Justification)	Bachelor of Science in Nursing (BScN)
Proposed start date:	September 2017
Program description:	A four year BScN program delivered through the Muskoka Campus in Bracebridge, Ontario.

1. How will the proposed program fit with the Faculty's plans and priorities?

Nursing has been identified as a program opportunity within the strategic planning of the Faculty of Applied and Professional Studies for the Muskoka Campus at Nipissing University and the strategic mandate agreement for the University.

Students who are seeking a Bachelor of Science in Nursing degree will be invited to engage in an undergraduate experience of discovery and scholarship. The Muskoka campus is located between urban centres in the near north region; this location offers access to a rural environment of health care resources and experiences that are currently underutilized for the education of student nurses.

A nursing program at the Muskoka campus is suitable for many students who seek an alternative course delivery model that offers educational emphasis on: rural and Aboriginal health, gerontology, leadership in healthcare, and nature relatedness.

As a nursing program within a currently offered Bachelor of Science in Nursing degree at Nipissing University, course delivery will incorporate the following program differences:

- Block scheduling: 3-week intensive courses with year round programming
- Blended delivery: digital, as well as in-class lectures
- Interdisciplinary programming that is cross-faculty and cross campuses
- Experiential learning in a variety of clinical settings (traditional and non-traditional)
- Interprofessional education opportunities among educational and health care partners
- Northern Canada and international travel opportunities

The model for this nursing program is complemented by small class sizes and a flexible learning environment, which is particularly suited for students from northern communities. Encouraging and supporting Aboriginal nursing education is a program goal and the Muskoka campus is uniquely positioned to develop and offer a professional nursing program with First Nations students in mind.

A nursing program at the Muskoka campus will challenge the structure and imagination of an undergraduate experience at Nipissing University and prepare students for learning outcomes that are designed to influence current and future health care challenges on a local, regional and international level.

2. How does the proposed program fit with the university's vision, mission, and goals?

A nursing program in the Muskoka region will play a particular role in health care education that supports experiential learning within the diverse communities of Ontario and beyond.

As a nursing program grounded in the principles and practices of experiential learning and blended delivery, students will have access to a variety of health education resources and experiences including rural, urban, northern and international communities.

A nursing program at the Muskoka campus will exemplify a personalized student experience by taking advantage of local and regional health care resources that are not currently utilized in undergraduate education. Students will engage in a dynamic

experience of health care teaching and learning from which they will be mentored and prepared to explore learning opportunities beyond a traditional model of hospital based clinical education.

Curriculum planning and development that emphasizes rural and Aboriginal health, gerontology, and leadership, within an interdisciplinary framework, will enable clinical opportunities that build on shifting models of health care delivery that are integrative, community based and population specific. Fostering and matching student interests in local, regional and global health issues will exemplify the mission and vision of Nipissing University.

A recruitment consideration among first generation new Canadians is travel distance from home. The Muskoka Campus is located within a two-hour drive of metropolitan Toronto which may attract students to consider Nipissing University from our largest potential recruitment area.

The designation of Registered Nurse is highly valued among prospective students and is considered the backbone of the Canadian health-care system (Canadian Nurses Association, 2014). The Government of Canada identifies a positive outlook for employment opportunities of Registered Nurses from a significant retirement bubble and increases within the health sector (Service Canada, 2013, Registered Nurses' Association of Ontario, n.d.).

Growth of a nursing program within the Muskoka Campus will positively strengthen Nipissing as a whole, assisting in budget deficit reduction.

3. How might the resources required be made available?

Lab space:

Resources for student development and success

- The Muskoka Campus has an on-site Academic Skills Coordinator. Additional coordinators have been available during peak times or for specialized courses both live and via technology. Academic skills coordinators are available on site at Muskoka for regular intervals every month to offer one-on-one support, small group support and peer tutoring. They are also available upon request by telephone or videoconference. For additional information, see the Academic Skills website.
- Academic advising is available to students at the Muskoka campus at regular, scheduled intervals throughout the year, by appointment, or through telephone or videoconferencing. During peak times of the year additional advisors are on campus.
- Adaptive technology, testing accommodations, and note taking services are all available to students learning at the Muskoka Campus through Accessibility Services. An Accessibility Officer is on campus once a month for personal meetings with students.
- A personal counselor is on campus once a month for personal appointments. E- Counselling is a secure, web-based service that allows students at the Muskoka Campus to communicate with counsellors via text-based messages. In addition to this platform, counsellors schedule appointments and visit the Muskoka campus monthly. For more information, see the Student Counselling Services website. Emergency services are provided via teleconferencing to North Bay, as well as, through community resources and the local hospital.
- The Muskoka Learning Commons is a dedicated quiet study space within the university where students have access to computers, printers and Internet. The Learning Commons also has a voice over IP phone to all extensions in North Bay.
- The Muskoka Campus residence is not at capacity. A nursing program would ensure optimum use of this facility.
- Nipissing's newly acquired 40 Victoria Street is an ideal location for a nursing laboratory (high fidelity and low fidelity clinical teaching spaces) within easy access to both the academic classrooms of the main building and residence.

Resources for faculty:

- Drs. Jennifer Walker and Lorraine Carter are active researchers with the Centre for Rural and Northern Health Research (CRaNHR) in Sudbury and, therefore, have access to resources to support faculty in their teaching and scholarship. Dr. Carter is also a faculty member with the Northern Ontario School of Medicine where the emphasis is the training of physicians includes practice in northern, rural and Aboriginal contexts. Each of these relationships will be valuable in the development and delivery of the program.
- Nipissing University is a member of the Canadian Network for Innovation in Education and the Canadian Association of University Continuing Education. Through these memberships, Nipissing has access to a wide cross-section of resources on blended learning and related educational practices.
- Faculty teaching in the program will have access to an instructional designer with significant experience in online and blended learning models for nursing education within the Faculty of Applied and Professional Schools.

- Faculty in the blended learning RPN to BScN program will be valuable resources with respect to the challenges and opportunities of blended delivery programs.
- Faculty in the Scholar Practitioner Program in Toronto will be valuable resources in relation to program design that uses alternate pedagogies and learning approaches.
- Faculty in the expanded Liberal Arts Muskoka program will be a valuable resource for the development of interdisciplinary curriculum suited to a block and blended delivery BScN degree.

4. Current and proposed faculty?

Proposed Faculty

Steve Cairns, Assistant Professor - Faculty of Applied & Professional Studies - School of Nursing is currently the lead for Muskoka on a workload reduction.

A projected financial summary is outlined as a worksheet in the Plan Summary attached. The “Staffing” tab outlines assumptions about Academic staffing over the initial 5-year time horizon.

The number of credits for each year that must be delivered by incremental staffing in Muskoka is based upon required NURSING courses (see tab “NURS_CRSS”). Currently the identified number of REQUIRED credits is listed for each year and it is assumed that any electives can be delivered through existing Muskoka courses. This area of the budget will need to be monitored and refined over time. Full-time staffing is shown as well as courses expected to be delivered by part-time faculty.

The tab “MUSKOKA” summarizes all of this information in financial form, showing the revenue from tuition and from government funding (taking into account BIU values and the reduction for “formula fee”). Academic salary costs plus benefits are also listed here. 25% of total revenue as “overhead” has been incorporated as a proxy for additional administrative costs to be borne by all sectors of the University as a result of adding this program.

5. Current and proposed teaching and research resources

All students admitted to degree programs at Nipissing University are granted access to the Blackboard Learning Management System, which is available as a teaching and learning resource for faculty to deploy as part of their courses. Blackboard can be used by faculty to host teaching resources and create an online learning space for interactions. When Blackboard is used in combination with face to face learning situations, a blended learning experience results. Instructional designers and technologists are available to assist Faculty in the creation of blended or entirely online instruction. Technical support for Blackboard is also available to students.

Every classroom at Nipissing’s Muskoka campus has the ability to be linked by polycom videoconferencing to events in North Bay, Brantford or other remote locations.

The Muskoka Campus also has 7 classrooms with smart board technology. All classrooms are both PC and Mac compatible. The Muskoka Campus also has a Mac Cart with 40 laptops for classroom use as well as clicker technology for up to 40 students.

Classroom textbooks are sold on campus or ordered on-line with delivery to Muskoka from the Campus Shop.

The School of Nursing as a whole has been experiencing growth in its scholarship activity. Tapping into the experiences of the faculty who have been active as researchers and scholars will prove valuable to the faculty teaching in the Muskoka program. There are a number of currently offered courses in the Human Development stream of Child and Family Studies and within the Applied Behavioural analysis Certificate that would be appropriate electives for nursing students.

The proposed expanded Liberal Arts Muskoka program will include programming designed specifically for Nipissing Muskoka Nursing students.

Clinical Placements:

The nursing program will access a variety of traditional and non-traditional clinical placement opportunities.

Traditional medical/surgical clinical placement opportunities include:

- Muskoka Algonquin Health Care: Bracebridge and Huntsville Sites
- West Parry Sound Health Center
- Haliburton Highlands Health Services: Haliburton and Minden Sites

Muskoka Algonquin Health Care is a partner organization to the RPN to BScN On-line Blended Nursing Program at Nipissing University. Each of the hospital sites currently has commitments to providing student placements for RPN and PSW students from Georgian College, as well as in-house programs for BScN students such as 4th year clinical practicums and the Ontario Government's New Graduate Initiative Program. Currently there are no 2nd year BScN clinical courses offered by other universities in the above mentioned facilities. There are also unconfirmed opportunities for clinical courses at the West Parry Sound Health Center and the Haliburton Highlands Health Services: Haliburton and Minden Sites.

Other non-traditional and unconfirmed clinical opportunities are characterized by multi-disciplinary medical clinics for families, seniors and other target groups.

These include,

- Nurse Practitioner-led Clinics (North Muskoka Nurse Practitioner-Led Clinic)
- North Simcoe Muskoka Community Care Access Centre
- Integrated Regional Falls Program (IRFP)
- Health Centres – First Nations communities in Ontario (Wahta Nursing Station)
- Midwifery Practice (Midwives of Muskoka)
- Ontario Addiction Treatment Centre - Bracebridge
- Federal Correctional Facilities (Fenbrook and Beaver Creek)
- Muskoka-Parry Sound Community Mental Health Service
- Ontario Camping Association – Residential and Day Camps
- Family Health Teams (Algonquin Family Health Team, Cottage Country Family Health Team)
- Outpost clinical placements in northern Ontario

Rural health issues are complex in terms of both the determinants of health and access to primary health care (Romanow, 2002). Local and northern Ontario clinical placement opportunities will provide a variety of experiences in rural health for students as an important focus within a Muskoka BScN program. The Center for Rural and Northern Health Research (CRaNHR), of Laurentian University conducts interdisciplinary research on rural health and offers an example of the educational potential within the rural environment (CRaNHR, 2012).

6. Library resources

Bracebridge Public Library Partnership

A partnership between Nipissing University, and the Bracebridge Public Library provides students at the Muskoka Campus with access to qualified library staff and interlibrary loans. A small collection of material has been purchased for existing programs geared to meet course requirements. Nipissing material can be located in the Bracebridge Public Library online catalogue. Reference staff will provide in-depth assistance to Nipissing students.

Harris Learning Library, Nipissing University

- Access to the existing e-resources collection, which is suitable for BScN degree students. The collection includes video, academic journals, ebooks, newspaper archives and audiobooks.
- Muskoka Campus students receive 28-day loans on books, which are shipped to and from North Bay at no cost to the student.
- Access to Nipissing University's interlibrary loan program.
- Librarian circulation and information support from a librarian appointed to students pursuing a BScN degree.
- A vast number of high quality nursing education resources now exist on the web. Working with an instructional designer, faculty will be able to identify appropriate resources for students in the program to recommend as a learning tool box.

7. Confirmed partnerships with other institutions, units

In 2009 the District of Muskoka commissioned a local demonstration project through the Ontario Ministry of Community and Social Services entitled: Muskoka Cares - Muskoka Health Sector Labour Market Research 2009. A 'Muskoka Cares Steering Committee' offered a foundation from which to link health care, education and political leadership in the region. The Steering Committee included:

- Georgian College of Applied Arts and Technology – Muskoka campus
- Muskoka Algonquin Healthcare Corporation
- North Simcoe Muskoka Local Health Integration Network (NSM LHIN)
- North Simcoe Muskoka Workforce Labour Board
- Northern Ontario School of Medicine,
- Nipissing University – Muskoka campus
- Ontario Ministry of Training, Colleges and Universities
- District Municipality of Muskoka.

In 2012 a Bachelor of Science in Nursing Cohort at the Muskoka Campus Feasibility Study indicated significant community support within the Muskoka region for a Nursing degree program. At the community level, one of the first steps will be to collaborate with the District Municipality of Muskoka towards hosting a health care education meeting within the Muskoka Region to establish and strengthen partnerships.

Following preliminary discussions among health care organizations in Muskoka, three key areas were identified that represent the local demographic needs: rural health & tourism, gerontology, and leadership/management.

The District of Muskoka borders on 9 aboriginal communities providing the opportunity to extend training and awareness of rural health in these communities.

Town of Bracebridge is positioned as an education hub for the Muskoka Region with leadership provided by Cheryl Kelley, Director of Planning and Development. Both of the current Mayors of Bracebridge and Huntsville have acknowledged their support towards the development of a nursing program in the Muskoka region.

References

- Canadian Nursing Association. (2014). *On the Issues: Nursing Statistics*. Retrieved from: <http://cna-aiic.ca/en/on-the-issues/better-value/health-human-resources/nursing-statistics>
- Centre for Rural and Northern Health Research. (2012). Laurentian University. Retrieved from: http://www.laurentian.ca/Laurentian/Home/Departments/CRaNHR?Laurentian_Lang=en-CA
- Service Canada. (2013). *Registered Nurses Job Futures*. Retrieved from: http://www.servicecanada.gc.ca/eng/qc/job_futures/statistics/3152.shtml
- Registered Nurses' Association of Ontario. (n.d.). *Careers In Nursing. The World of Opportunities*. Retrieved from: <http://careersinnursing.ca/new-grads-and-job-seekers/find-nursing-job/nursing-job-market>
- Romanow, R. J. – Commissioner. (2002). *Building on values: The future of health care in Canada*. Commission of the Future of health Care in Canada. Ottawa, Ontario. Retrieved from: <http://publications.gc.ca/collections/Collection/CP32-85-2002E.pdf>

PLAN SUMMARY
Bachelor of Science in Nursing
Proposal

ACADEMIC YEAR PLANNING YEAR	2017-2018		2018-2019		2019-2020		2020-2021		2021-2022	
	1	2	3	4	5	6	7	8	9	10
Total Enrollment (FTEs)	26	49	70	90	90	90	90	90	90	90
Revenue	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707	\$ 5,707
Tuition	148,982	279,843	399,490	513,630	513,630	513,630	513,630	513,630	513,630	513,630
Other Fees										
Donations/Endowments										
Government Operating Grant: BIU*	52.00	527,436	753,480	988,760	988,760	988,760	988,760	988,760	988,760	988,760
Less Formula Fee (Fee x FTE)	\$ 2,400	(\$2,400)	(\$17,600)	(\$168,000)	(\$168,000)	(\$168,000)	(\$168,000)	(\$168,000)	(\$168,000)	(\$168,000)
BIU Funding										
Other Revenue										
External Research Grants	0									
Total Revenues	\$365,946	\$689,479	\$894,970	\$1,266,390	\$1,266,390	\$1,266,390	\$1,266,390	\$1,266,390	\$1,266,390	\$1,266,390
Expenses										
Faculty Salaries, Full-time	see Staffing	223,419	see Staffing	245,177	see Staffing	245,177	see Staffing	245,177	see Staffing	245,177
Faculty Salaries, Part-time		22,000		52,000		52,000		52,000		52,000
Clinical Coordinator/Lab technologist				31,000		31,000		31,000		31,000
Clinical Instructors		9,576		54,720		54,720		54,720		54,720
Fringe Benefits - 18%		24,037		54,025		54,025		54,025		54,025
Guest lecturers - Honorarium		1,000		2,000		2,000		2,000		2,000
Teaching Assistants										
Research Assistants										
Total Salaries/Wages	\$158,575	\$356,164	\$509,703	\$656,895	\$656,895	\$656,895	\$656,895	\$656,895	\$656,895	\$656,895
Other Expenses										
Moving	10,000	5,000								
PER	4,000	6,000								
Travel (Staff travel to NB for meetings, etc.)	1,000	1,000								
Subsidy for clinical placement travel	500	1,000								
Recruitment (\$2,000 per + \$2,000)	6,000	4,000								
Research Start-up Grant TT	5,000	5,000								
Postage	280	480								
Photocopying	1,300	2,450								
Office Supplies	520	980								
Theatrical support for simulated patient prog	2,500	2,500								
Promotion/advertising		10,000								
Faculty Office Space	20,000									
Technology Infrastructure	50,000									
Library	1,500	1,500								
Professional Fees (Accreditation Costs)										
Other Admin Costs	10,000									
Total Other Expenses	\$112,560	\$39,920	\$28,100	\$30,200	\$30,200	\$30,200	\$30,200	\$30,200	\$30,200	\$30,200
Total Expenses	\$271,135	\$396,084	\$537,803	\$687,095	\$687,095	\$687,095	\$687,095	\$687,095	\$687,095	\$687,095
Admin Overhead: 25% Revenue	91,462	172,370	246,243	316,598	316,598	316,598	316,598	316,598	316,598	316,598
TOTAL COSTS	\$362,597	\$568,454	\$784,046	\$1,003,693	\$1,003,693	\$1,003,693	\$1,003,693	\$1,003,693	\$1,003,693	\$1,003,693
SURPLUS/DEFICIT	\$3,229	\$121,025	\$200,925	\$262,697	\$262,697	\$262,697	\$262,697	\$262,697	\$262,697	\$262,697
CUMULATIVE SURPLUS/DEFICIT	\$3,229	\$124,254	\$325,179	\$587,876	\$587,876	\$587,876	\$587,876	\$587,876	\$587,876	\$587,876
*See FTEs BIUs Tab for calculations										
Assumptions and Changes										
- Moved all non-payroll expense lines to Other Expense Categories										
- Fringe Benefits are calculated at 18% for all salaries										
- TT Research Start-up Grant is set at 5,000/year										
- Moving in 2017 is \$5,000 for TT and LTA3 (3 years)										
- Moving in 2018 is for the second TT positions										
- No percentage increases were included in this model										

**MOTIONS FROM THE UNDERGRADUATE STUDIES COMMITTEE TO THE
PLANNING AND PRIORITIES COMMITTEE**

(from the Undergraduate Studies Committee meeting held on October 6, 2014)

MOTION 1: That the Planning and Priorities Committee approve the Concurrent Education College Transfer admission requirements.

MOTION 2: That the Planning and Priorities Committee approve the Concurrent Education admission requirements for Early Childhood Education (ECE) graduates.

MOTION 3: That the Planning and Priorities Committee approve the Concurrent Education University Transfer admission requirements.

MOTION 4: That the Planning and Priorities Committee approve the Concurrent Education Upper Year admission requirements.

SUPPORTING DOCUMENTATION**Concurrent Education
College Transfer
Admission Requirements Process
Policy Proposal**

MOTION: That the Undergraduate Studies Committee recommend to the Planning and Priorities Committee that the Concurrent Education College Transfer admission requirements be approved.

Current Concurrent Education College Transfer Admission Requirements

There is no current policy as the current format of the Concurrent Education program did not allow for college transfer admission.

New Concurrent Education College Transfer Admission Requirements

- Completion of a minimum of one full year at the college level with a minimum 75% (3.5 GPA); and
- a minimum 70% in one semester of English or Communications at the college level (not Academic and Career Entrance (ACE) Program courses) or ENG4U from high school with a minimum grade of 70%; and
- a minimum 60% in one semester of Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) at the college level or a 3U or 3M Mathematics from high school with a minimum grade of 60%

Rationale

The new format of Concurrent Education allows us to admit a variety of applicants not just the traditional high school applicant. This policy opens up Concurrent Education admissions to strong college applicants without having to apply to Upper Year Concurrent Education once they are a Nipissing University student. It also creates an additional opportunity to attract and convert more applicants to Nipissing. This policy is to take effect starting with the Fall 2015 admissions cycle.

Submitted by: Heather Brown

Date: September 15, 2014

**Concurrent Education
Admission Requirements Process for
Early Childhood Education (ECE) Graduates
Policy Proposal**

MOTION: That the Undergraduate Studies Committee recommend to the Planning and Priorities Committee that the Concurrent Education admission requirements for Early Childhood Education (ECE) graduates be approved.

Current Concurrent Education Admission Requirements for ECE Graduates

There is no current policy as the current format of the Concurrent Education program did not allow for college transfer admission.

New Concurrent Education Admission Requirements for ECE Graduates

- Be eligible for admission to a Nipissing University Bachelor of Arts (BA) Honours Specialization degree program based on an Early Childhood Education diploma; and
- have a minimum overall GPA of 3.5 (75%); and
- a minimum 70% in one semester of English or Communications at the college level (not Academic and Career Entrance (ACE) Program courses) or ENG4U from high school with a minimum grade of 70%; and
- a minimum 60% in one semester of Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) at the college level or a 3U or 3M Mathematics from high school with a minimum grade of 60%
- admission to Primary/Junior Bachelor of Education

Rationale

The new format of Concurrent Education allows us to admit a variety of applicants not just the traditional high school applicant. This policy opens up Concurrent Education admissions to strong college applicants without having to apply to Upper Year Concurrent Education once they are a Nipissing University student. It also creates an additional opportunity to attract and convert more applicants to Nipissing. With the elimination of Orientation to Teaching (OTT) this policy will ensure that our already established relationships with college ECE programs remain intact. This policy is to take effect starting with the Fall 2015 admissions cycle.

Submitted by: Heather Brown

Date: September 15, 2014

**Concurrent Education
University Transfer
Admission Requirements Process
Policy Proposal**

MOTION: That the Undergraduate Studies Committee recommend to the Planning and Priorities Committee that the Concurrent Education University Transfer admission requirements be approved.

Current Concurrent Education University Transfer Admission Requirements

There is no current policy as the current format of the Concurrent Education program did not allow for university transfer admission.

New Concurrent Education University Transfer Admission Requirements

- Completion of a minimum of 18 credits (3 full course equivalents) of undergraduate study; and
- have no more than 72 university credits completed (including transfer/advanced standing credits); and
- a minimum 75% overall average on all university courses; and
- completion of a 3U or 3M Mathematics (or equivalent) with a minimum grade of 60% or a university or college level Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) with a minimum grade of 60%

Students who have already completed university degrees are not eligible for admission consideration to Concurrent Education.

Rationale

The new format of Concurrent Education allows us to admit a variety of applicants not just the traditional high school applicant. This policy opens up Concurrent Education admissions to strong university applicants without having to apply to Upper Year Concurrent Education once they are a Nipissing University student. It also creates an additional opportunity to attract and convert more applicants to Nipissing. This policy is to take effect starting with the Fall 2015 admissions cycle.

Submitted by: Heather Brown

Date: September 15, 2014

**Upper Year Admission Process to Concurrent Education
Policy Proposal**

MOTION: That the Undergraduate Studies Committee recommend to the Planning and Priorities Committee that the Concurrent Education Upper Year admission requirements be approved.

Current Upper Year Admission to Concurrent Education Requirements

There is no current policy as the current format of the Concurrent Education program did not allow for upper year admissions.

New Concurrent Education Upper Year Admission Requirements

- Completion of a minimum of 18 credits of undergraduate study at Nipissing University; and
- have completed no more than 72 university credits (including transfer/advanced standing credits); and
- a minimum 75% overall average on all university courses; and
- completion of a 3U or 3M Mathematics (or equivalent) with a minimum grade of 60% or a university or college level Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) with a minimum grade of 60%

Students who have already completed university degrees are not eligible for admission consideration to Concurrent Education.

Rationale

The new format of Concurrent Education allows the opportunity for current Nipissing University students to transfer into the program. This change will allow students who may not be eligible for direct entry into the program an additional opportunity to be admitted. This policy is to take effect starting with the Fall 2015 admissions cycle.

Submitted by: Heather Brown

Date: September 15, 2014

**Report of the
Undergraduate Studies Committee**

October 6, 2014

The meeting of the **Undergraduate Studies Committee** was held on Monday, October 6, 2014, at 10:30 am in F214. The following members attended:

Rick Vanderlee (Chair)	Carole Richardson	Andrea Robinson
James Abbott	Jane Barker	Matti Saari
Tara-Lynn Scheffel	Anne Wagner	

Jane Hughes, Recording Secretary

Absent with Regrets: Murat Tuncali, Astrid Steele

Guest: Crystal Pigeau

Subcommittee Report:

Undergraduate Standing and Petitions Subcommittee

The Reports of the Undergraduate Standing and Petitions Subcommittee dated June 23, 2014, June 26, 2014, July 28, 2014 and September 24, 2014, were reviewed and accepted.

The Undergraduate Studies Committee received and discussed changes from the Office of the Registrar. The outcomes of those discussions are reflected in the recommendations to Senate contained in the motions below. Supporting material is attached as indicated in the motions.

Respectfully submitted,

Original signed by:

Dr. Rick Vanderlee
Dean, Faculty of Applied and Professional Studies
Chair, Undergraduate Studies Committee

MOTION 1: That the Report of the Undergraduate Studies Committee dated October 6, 2014, be received.

1. Office of the Registrar

MOTION 2: That Senate approve that new applicants to the BComm or BBA programs who have completed specific courses, with a minimum 60% average, through Certified General Accountants of Ontario (CGA), will be eligible for advanced standing credit. The following courses eligible for advanced standing consideration are:

CGA Course Code	CGA Course Title
CM1	Business Communication
EM1	Micro and Macro Economics
FN1	Corporate Financial Fundamentals
LW1	Business Law
MS1	Managing Information Systems
QU1	Business Quantitative Analysis



**Report of the
Undergraduate Standing & Petitions Subcommittee**

June 23, 2014

There was a meeting of the UNDERGRADUATE STANDING AND PETITIONS Subcommittee on Monday, June 23, 2014.

PRESENT: Andrea Robinson, Dave Hackett, Carole Richardson, Leslie Wardley, Barb Olmstead, Chris Burke, Ian Hall

ABSENT WITH REGRETS: Rick Vanderlee, Benjamin Kelly

GUESTS: Margarida Shail, Crystal Pigeau, Heather Brown

1. Petitions Heard: 21

	APPROVED	DENIED
Admission/Readmission	3	3
Late Registration	1	0
Late Withdrawal	0	1
Degree Requirements Waived/Altered	2	4

Deferred: 7

Respectfully Submitted,

Original signed by:

Andrea Robinson, Chair
Undergraduate Standing and Petitions Subcommittee

MOTION 1: That the Report of the Undergraduate Standing and Petitions Subcommittee dated June 23, 2014, be received.



**Report of the
Undergraduate Standing & Petitions Subcommittee**

June 26, 2014

There was a meeting of the UNDERGRADUATE STANDING AND PETITIONS Subcommittee on Thursday, June 26, 2014.

PRESENT: Andrea Robinson, Dave Hackett, Carole Richardson, Leslie Wardley, Kristina Karvinen, Benjamin Kelly, Yannick Benoit, Ian Hall, Chris Burke

ABSENT WITH REGRETS: Rick Vanderlee

GUESTS: Margarida Shail, Crystal Pigeau, Heather Brown, Dana Mackfall

2. Petitions Heard: 36

	APPROVED	DENIED
Admission/Readmission	3	8
Late Registration	3	0
Late Withdrawal	3	5
Degree Requirements Waived/Altered	8	1
Course Overload	1	1

Deferred: 3

Respectfully Submitted,

Original signed by:

Andrea Robinson, Chair
Undergraduate Standing and Petitions Subcommittee

MOTION 1: That the Report of the Undergraduate Standing and Petitions Subcommittee dated June 26, 2014, be received.



**Report of the
Undergraduate Standing & Petitions Subcommittee**

July 18, 2014

There was a meeting of the UNDERGRADUATE STANDING AND PETITIONS Subcommittee on Friday, July 18, 2014.

PRESENT: Andrea Robinson, Cameron McFarlane, Leslie Wardley, Karey McCullough,
Richard Wenghofer, Chris Burke, Ian Hall

ABSENT WITH REGRETS: Carole Richardson, Benjamin Kelly, Kristina Karvinen

GUESTS: Margarida Shail, Ken McLellan, Rebecca Roome-Rancourt

3. Petitions Heard: 13

	APPROVED	DENIED
Admission/Readmission	2	2
Late Registration	0	0
Late Withdrawal	2	0
Degree Requirements Waived/Altered	5	0

Deferred: 2

4. Other Business

MOTION: Moved by Karey McCullough, seconded by Cameron McFarlane, to record rationale for denial decisions.
CARRIED

Respectfully Submitted,

Original signed by:

Andrea Robinson, Chair
Undergraduate Standing and Petitions Subcommittee

MOTION 1: That the Report of the Undergraduate Standing and Petitions Subcommittee dated July 18, 2014, be received.



**Report of the
Undergraduate Standing & Petitions Subcommittee
September 24, 2014**

There were meetings of the UNDERGRADUATE STANDING AND PETITIONS Subcommittee on: August 12, August 18, August 27, August 28, September 10 and September 24, 2014.

August 12, 2014

Present: Andrea Robinson, Carole Richardson, Cameron McFarlane, Karey McCullough, Kristina Karvinen, Chris Burke, Ian Hall

Absent with Regrets: Rick Vanderlee, Richard Wenghofer

Guests: Margarida Shail, Barb Olmsted, Crystal Pigeau, Heather Brown

August 18, 2014

Present: Carole Richardson, Leslie Wardley, Cameron McFarlane, Richard Wenghofer, Kristina Karvinen, Chris Burke, Yannick Benoit, Ian Hall, Barb Olmsted

Absent with Regrets: Andrea Robinson, Rick Vanderlee, Karey McCullough

Guests: Heather Brown, Margarida Shail, Crystal Pigeau

August 27, 2014

Present: Andrea Robinson, Carole Richardson, Cameron McFarlane, Richard Wenghofer, Kristina Karvinen, Karey McCullough, Chris Burke, Ian Hall

Absent with Regrets: Leslie Wardley, Yannick Benoit

Guests: Heather Brown, Margarida Shail, Crystal Pigeau

August 28, 2014

Present: Andrea Robinson, Carole Richardson, Cameron McFarlane, Kristina Karvinen, Karey McCullough, Leslie Wardley, Chris Burke, Ian Hall, Yannick Benoit

Absent with Regrets: Richard Wenghofer

Guests: Heather Brown

September 10, 2014

Present: Carole Richardson, Cameron McFarlane, Leslie Wardley, Richard Wenghofer, Kristina Karvinen, Karey McCullough, Ian Hall

Absent with Regrets: Andrea Robinson, Yannick Benoit, Chris Burke

Guests: Heather Brown, Margarida Shail, Crystal Pigeau

September 24, 2014

Present: Andrea Robinson, Barb Olmsted, Cameron McFarlane, Leslie Wardley,
Richard Wenghofer, Karey McCullough

Absent with Regrets: Carole Richardson, Kristina Karvinen, Yannick Benoit, Chris Burke,
Ian Hall

Guests: Heather Brown, Margarida Shail, Crystal Pigeau

5. Petitions Heard: 73

	APPROVED	DENIED
Admission/Readmission	10	12
Late Registration	8	0
Late Withdrawal	7	0
Degree Requirements Waived/Altered	22	11
Course Overload	1	2

Deferred: 14

Respectfully Submitted,

Original signed by:

Andrea Robinson, Chair
Undergraduate Standing and Petitions Subcommittee

MOTION 1: That the Report of the Undergraduate Standing and Petitions Subcommittee dated September 24, 2014, be received.

SUPPORTING DOCUMENTATION**OFFICE OF THE REGISTRAR**

MOTION 2: That the Undergraduate Studies Committee recommend to Senate that new applicants to the BComm or BBA programs who have completed specific courses, with a minimum 60% average, through Certified General Accountants of Ontario (CGA), will be eligible for advanced standing credit. The following courses eligible for advanced standing consideration are:

CGA Course Code	CGA Course Title
CM1	Business Communication
EM1	Micro and Macro Economics
FN1	Corporate Financial Fundamentals
LW1	Business Law
MS1	Managing Information Systems
QU1	Business Quantitative Analysis

Current Policy

Advanced standing is not currently granted for these courses.

Rationale

This change permits an applicant who has not completed post-secondary studies in the past but has completed CGA courses as part of their employment etc. to gain advanced standing for the courses they have completed towards their accounting designation.

Justification

The courses have been assessed by faculty members with expertise in these areas and the courses are seen to be roughly equivalent to the listed courses which we offer. Further, multiple course transfer credit for CGA courses (i.e. for EM1 and FN1) are done at other institutions such as Laurentian University and the University of Windsor. Therefore, it is reasonable to award transfer credit to students with these CGA courses. This extends our previous transfer credit arrangement for CGA accounting courses. The reference to residency requirements in the motion is to remind students to consult with requirements that put a total cap on transfer credits which are applied.

Submitted by: Andrea Robinson/Rebecca Roome-Rancourt

Date: October 3, 2014