

# Senate Minutes

**April 26, 2024**  
**Yvonne LeVert Suite A**

The Chair, C. Kreber, called the meeting to order at 1:30 pm.

## **1. Roll Call and Declaration of Quorum and Land Acknowledgement**

The Chair advised that the quorum has been met and began with the Land Acknowledgement.

### **Present:**

Tammy Bernasky, Melissa Bishop, Danielle Boudreau, Tanya Brann-Barrett, Colton Burke, Geoff Carre, Martin Chandler, Sahilpreet Singh Chatha, Paula Condon, David Dingwall, Mary Beth Doucette, Ayse Ersoy, Jan Hancock, Michael Henick, Carrie Karsgaard, Carolin Kreber, Jason Loxton, Kimberley Lamarche, Tracy Lillington, Brandi Jean Lind, Ellyn Lyle, Gordon MacInnis, John Nadeau, Rod Nicholls, Felix Odartey-Wellington, Gideon Otoibhi, Joe Parish, Andy Parnaby, Michelle Prendergast, Erin Robertson, Karen Rowe, Nancy Spina, Laurianne Sylvester, Éric Thériault, Viviana Paz Contreras Venegas, Bilynda Whiting, Terry MacDonald, John Mayich

### **Regrets:**

Hamid Andishan, Catherine Arseneau, Sahand Ashtab, Tammy Bernasky, Sean Campbell, Phillip Eappen, Virginia Gunn, Kylie Ewing Harmanjot, Singh Ghuman, Samantha Hodder, Harkanwal Kaur, Karen Kennedy, Janet Kuhnke, Hannah Lewis, Doug Lionais, Stephanie MacQuarrie, Folorunsho Oduloye, Juveriya Samreen, Jamie Tunnicliff

## **2. Consent Agenda**

### **2.1 Academic Committee of Senate:**

The Chair advised that the documents in the Senate meeting material were unable to be opened fully, so they were sent separately.

**It was moved** by J. Parish, seconded by K. Lamarche, that the following items be approved under the consent agenda:

- a. Course changes to AN/S3201 World Problems
- b. New Course Proposal for POLS3XXX/POLS4XXX/MBA6XXX: Global Citizenship and the Compassionate Society
- c. New Course Proposal for PHIL-3XXX, History and Philosophy of Medicine
- d. New Course Proposal for EDUC-6XXX, Bridging Social and Ecological Justice in Education
- e. Minor change to Programme in 3-year BSc

### **Motion Carried.**

### **3. Reports and Items for Information**

#### **3.1 President**

President Dingwall reported the following:

- Following an earlier announcement regarding a \$5-million contribution from an Ontario foundation, contingent upon a matching fund, Mr. Dingwall reported significant progress. The Development Team, led by Sarah Burke, has surpassed the halfway mark, with anticipation of achieving a total contribution of \$7 million.
- The first phase of the strategic priority meetings with various schools and departments has been completed. He discussed the emerging Strategic Plan themes and next steps.
- The Grand meeting will be held in August at the Glace Bay Forum with the intent of a presentation to address concerns related to CBU's Strategic Plan moving forward.
- Succession planning has begun with scheduled meetings across various Schools and Departments. These sessions aim to delve into individuals' intentions regarding retirement, retention, cross-transfers, and personal development, thereby gaining insights into their aspirations and preferences.
- The Board of Governors is committed to securing an independent expert in succession planning to assess the senior leadership structure of CBU and develop a comprehensive plan for the future. Accordingly, it has been advised that a Request for Proposal (RFP) will be issued within the next 10 to 12 days to initiate the process.
- A Designated Institution Framework is not a requirement by the government of Nova Scotia however, under the changes to the IRCC it has been discussed. As a university, the challenge is that the criteria is still unknown. Outreach is being made to various departments for more information in regards to housing and lack of student support.
- Earlier today, during the Board of Governors meeting, the CBU Operational Budget was approved. Slides 19 and 20 provided a detailed overview of the plan for student support for the current fiscal year.
- On February 2nd, he reached out to the province of Nova Scotia regarding CBU's present and future housing requirements. He submitted a proposal outlining several options, including additional support with Tartan Downs, on-campus facility expansion, and off-campus facility considerations. The proposal has been submitted, meetings have been conducted, and we await further deliberation on the matter.
- He provided a brief history of funding requests for the development of Tartan Downs and advised that a proposal has been submitted to the Minister of Housing on behalf of himself and the Mayor of CBRM, requesting funding and other necessary costs needed for the development. He was told that a response is anticipated in the near future.
- He discussed CBU's allocation of international students from the Province of Nova Scotia, explaining the process of converting allocation numbers into actual student admissions. Additionally, he shared recent information indicating that the province is set to receive an additional 7,000 students without prior notice. In response, CBU has submitted an application for an additional 2,000 students.

- He extended an invitation to all Senators to attend an announcement scheduled at 11 a.m. on April 30<sup>th</sup>. The Premier will announce operational funding of 13.1 million and 5 additional rural students will be awarded placements at the Medical School at Dalhousie for their medical degree.
- Earlier today the Board of Governors passed the 2024-25 Operating Budget. With a budget of \$131,860,863, CBU will continue to make significant investments in faculty, student & academic support, and administrative positions as well as a new transitional bursary fund and continued refresh of technology.

Following his report, the President responded to a question in terms of what steps are being taken to increase the conversion rates, particularly Universities requiring refundable and non-refundable deposits.

### **3.2 Vice President Academic and Provost**

R. Nicholls reported the following:

- Enrollment numbers for the spring session are in line with SEM targets. Provincial Attestation Letters (PALs) were not a factor in spring enrolments but will be huge in September. Fall registration has not yet commenced, but the distribution of PALs began on April 8<sup>th</sup>. A significant number of requests for PALs were received and the approval process is based upon SEM criteria using sophisticated data analysis. He discussed conversion rates and the relationship with the IRCC along with important deadlines and procedures for PAL requests. Additionally, the use of a common portal for PAL issuance was noted, emphasizing CBU's commitment to ensuring students' seriousness about attending. Finally, it was clarified that individuals with existing visas do not require PALs.
- On Strategic Plan renewal he advised that consultations have been ongoing since the Grand Meeting in August and there will be more to come.
- In regards to the Bras d'Or Institute he is working on identifying the original mandate and the way it has evolved over the years and is consulting with the relevant Deans, Chairs and the Office of Research and Graduate Studies. He will also have discussions with the Senate Research Committee and hopes to have a proposal ready for the June meeting of Senate.
- Detailed communication will be sent to everyone regarding network upgrades and how a 3-day network outage on May 31 to June 2<sup>nd</sup> will impact them.

Following the report, the process and timeline for a refund on tuition deposits were discussed. It was also advised that communication is forthcoming in regards to the Network Outage.

### **3.3 Unama'ki College**

L. Sylvester reported the following:

- Two successful candidates were hired to fill the positions of Community Engagement Lead and the Communications/Branding Specialist.
- A Ribbon Skirts Workshop was held for grads to make their own ribbon skirt or shirt for convocation.
- An information session was held for the second Cohort of Nursing Program in April in Eskasoni to provide students with basic information on the Nursing pathway.
- Looking to hire a program coordinator to lead the L'nu Health Science Advantage Program that will expose students to the many career paths in Health and Science
- The L'nu Resource Center and the Beaton are leading a Hieroglyphics Project after a book on Hieroglyphics was brought in from a local library. The Mi'kmaw Grand Council will also be invited to CBU so that they are aware of the work that will be done.
- A task team (UC, SON, BSW) is currently vetting the Cultural Safe Care course that is being offered through Dal. This course is owned by Mi'kmaw communities and housed at Tajikemik. The task team is going through the course to tweak it to the needs of CBU.
- The Red Dress event will be held on May 1 to spread awareness of MMIWG. UC and Center for Sound Communities will host an Elders Tea Time to invite Elders and community members to gather together for relationship building on May 1.
- Listuguj cohort completed their BACS/BBA program and are having a community celebration. The UC team members will be attending the event on May 25.
- Mi'kmaw students' Annual Grad Banquet will be held at the Membertou Trade and Convention Center on May 18.

### **3.4 Students' Union**

G. Otoibhi expressed appreciation entrusted to the Students' Union as student Senators and representatives and advised that throughout the year, the Students Union has hired a record number of staff, including coordinators and ancillary staff. Additionally, a new full-time staff member has been welcomed to support the general manager in his duties.

Gideon presented the Students' Union report as outlined in the Senate meeting material and highlighted the following:

- In May 2023, they began a proactive engagement strategy that involved productive dialogues with various university departments and key community entities.
- Developed a strategic plan aimed at enhancing student engagement, advocating for their paramount interests, fortifying advocacy efforts, championing inclusivity and diversity, and upholding transparency in dealings with the student body.
- Throughout the summer period, the executive team of CBUSU participated in a series of conferences including COCA, Campus Trust, Maritime Student Congress, advocacy week with Students Nova Scotia, and the transitions conference.

- Gideon worked closely with Erin Robertson to spearhead an initiative aimed at elevating the quality of course and program guidance.
- During September, the Students' Union collaborated with the university in airport pickups.
- The Week of Welcome was a huge success. There were a series of events designed to foster students' engagement and integration with a lineup of diverse activities.
- Gideon assumed the responsibility of guiding students through academic inquiries and appeals. Just before the start of the fall exam, he and Brandi, along with a couple of students, did a video promotion event on exam tips as part of our commitment to fostering academic excellence and integrity, alongside the esteemed Honours Banquet, dedicated to acknowledging students attaining honors standing at CBU.
- The executive team engaged in extensive external advocacy efforts, facilitating over 35 meetings throughout their tenure with a spectrum of political representatives.
- The Students' Union recently updated the Open Educational Resources (OERs) survey for their annual compilation of the Zero Textbook Cost (ZTC) list, directing it to all Cape Breton University professors and Department Chairs. Additionally, CBU recently secured regional funding for Open Educational Resources, further underscoring the institution's dedication to advancing accessible and cost-effective educational resources for the benefit of our student body.
- He expressed his appreciation, on behalf of himself and Sahil, as board members of Student Nova Scotia (SNS), for the enriching opportunity to collaborate with the esteemed individuals comprising SNS. They contributed to various initiatives, including strategic planning, the Annual General Meeting, advocacy week, and the transitions conference. Gideon was elected as the Chair of the Policy Committee for Student Nova Scotia, spearheading the development of actionable items in close coordination with the board members and the Executive Director.
- The CBUSU Drive Home Program (DHP) has operated seamlessly, serving many students since its inception in September. Feedback from students regarding the initiative has been overwhelmingly positive, underscoring its value and effectiveness in meeting student needs.
- During the winter term, the Students' Union orchestrated a diverse array of events, contributing significantly to the organization's overall effectiveness and service delivery.
- The Women's Centre has shown significant engagement, serving fifty (50) Hello Baby clients. On March 5, 2024, Cape Breton University proudly inaugurated "Mae's Room," a dedicated safe space for lactation and infant feeding on campus. The establishment of Mae's Room aligns with CBU's ongoing commitment to equity, diversity, and inclusion. Housed within the CBU Students' Union Women's Centre, the women's centre/Mae's room operates Monday through Friday from 9:00 a.m. to 4:00 p.m.
- They have relocated the food bank to the Wendy Board Room. They have distributed 6,430 packages to students and 1,100 outreach packages, including meals and distress kits. Community and individual donations have been vital, with Guard Me generously contributing \$15,290.00. The Students' Union extended many thanks to the Director of Students' Affairs, John Mayich, for his assistance in securing this support.

- The multicultural celebration was a tremendous success! The Boardmore Theatre witnessed a sell-out, and through live streaming, students were able to participate from the Pit Lounge and various remote locations. The cultural booth, showcasing contributions from 11 countries, served as a poignant reflection of the rich diversity within the student community. The inclusion of regional cuisines in the event's menu provided attendees with an immersive gastronomic experience, fostering cultural appreciation and understanding. He credited the promotion team for their endeavors in raising awareness and encouraging participation. Their online cookbook, featuring recipes from 80 different countries, enhanced the celebration's success. Feedback received from students and CBU staff has been overwhelmingly positive, suggesting the potential for this celebration to become an annual tradition. They have diligently updated the Election Act and their bylaws, significantly improving the operational framework of the student organization.
- The executive will convene to present the prestigious Father Paul Abbas Award.
- The CBUSU Capers Helping Capers fundraising initiative will be presenting cheques to four designated local charities within the Cape Breton Regional Municipality.
- G. Otoibhi expressed his gratitude to Senators and shared his appreciation to the CBU administration, faculty, staff, and the wider Cape Breton community for their contributions throughout the year. He also extended best wishes to Kundu, Michael, Kanchan, and Peters as they embark on their terms of service.

C. Kreber thanked the outgoing Students' Union Executive for their hard work and commitment to the student experience over this past year, and introduced the incoming executive members Manoj Kundu Kumar, President; Michael Adebayo, Executive Vice President; Olabode Peters Olaniran, VP Finance & Operations; and Kanchan Kumari, VP Promotions.

### **3.5 Board of Governors**

Michael Henick provided an update from the Board of Governors meeting which happened earlier this day. He advised that the CBU Budget was approved which included additions of teaching and student support staff, and a new EDI Manager. Stephanie Myles discussed Bill 211 which addresses combating forced and child labour. He thanked the outgoing members of the Students Union and welcomed the incoming members. He noted that the next Board of Governors meeting is scheduled for June 19 and questions in regards to the budget can be emailed to him.

### **3.6 Executive Committee**

É Thériault provided an update from the Executive Committee and reported the following:

- The Senate Executive Committee met on April 12<sup>th</sup> to set the agenda for today's senate meeting.
- It was agreed that a lunch on April 30<sup>th</sup> between the Executive Committee and incoming CBUSU will take place.
- The Executive Committee received an update on the new IRCC numbers and their implications.

- The executive asked for an update from the university's Equity, Diversity, Inclusion, Accessibility and Indigenization Governance Task Force regarding the EDI Action Plan. A memo from the task force was received yesterday. This did not provide sufficient time to be included in the Senate meeting package. However, this memo will be circulated to Senators early next week.
- Updates and feedback were presented by and to the various committees of the Senate.
- Only two individuals have volunteered and more are needed to sit on the Committee to organize the Senate retreat. If interested, Eric asked that he be notified as soon as possible.
- The next and last meeting of the Senate Executive is scheduled for May 24<sup>th</sup>.

#### **4. Approval of Minutes from:**

- Senate Minutes – March 22, 2024

**It was moved** by S. Singh Chatha, seconded by C. Burke, to approve the Senate meeting minutes from March 22, 2024. **Motion Carried. (6 abstentions)**

#### **5. Business Arising from Minutes – N/A**

#### **6. Report from Senate Committees**

##### **6.1 Academic Committee:**

J. Parish reported on the following:

- The Committee has met three times since the last Senate meeting.
- He advised that Academic Committee has been receiving an unusually high number of incomplete forms that then have to be sent back to proponents and sometimes need to re-start the decision-making process entirely. He encouraged better co-operation to ensure that incomplete forms are not reaching the stage of Academic Committee and it is the responsibility of Senators to remain active in this regard.
- There appears to be a lack of clarity about the ability of departments or schools to make various changes to requirements in their programmes. It is always best to check with Academic Committee about the ability to make changes, or the correct form to use for those changes. Academic Committee typically hears about changes sooner than other bodies and will have the answers or can find the answers to questions about which form or which process is required for the changes you would like to make. This will avoid having forms returned to proponents.
- New Course Proposal for HIST2XXX: African Nova Scotians (pilot course, does not require Senate approval)

- An *ad hoc* committee has been struck to draft an Online Exam Policy that will eventually be part of the Exam Policy. The Committee is being co-chaired by himself and Terry MacDonald of TLEC and has quickly been populated by various Senators. He hopes to have a completed policy available by the September meeting of Senate.

## **6.2 Teaching, Learning, and Evaluation**

T. MacDonald provided an update on behalf of the Committee and advised that they met earlier this month and are working on updates to their Terms of Reference which will be forwarded to the Bylaws Committee. They are also looking at examining the issues around communicating expectations to faculty and students when external circumstances need a long closure of campus. He is planning to bring a policy and recommendation soon.

## **6.3 By-Laws and Procedures:**

M. Prendergast delivered a committee update, noting that their most recent meeting took place on April 11th. She mentioned that the focus has been on drafting the bylaws for the four new departments within the Shannon School of Business (SSOB) and that the school bylaws are currently in progress. They are also working on the Department of Nursing Bylaws.

## **6.4 Quality Assurance:**

No Report.

## **6.5 Research:**

J. Hancock provided an update from the Research Committee and advised that they have met once since the last Senate meeting. The main focus has been done by the working groups updating the Intellectual Property Policy and Centres and Institutes Policy along with revising the next 5 Year Strategic Research Plan.

The Research Assistance Committee (RAC) has been working with the 52 applications for RISE Grants and advised that they are looking to establish the final budget for the grants which should be forthcoming.

## **6.6 Planning and Review:**

K. Rowe provided an update from the Committee and advised of their ongoing efforts on the Academic Plan and future plans to prepare report cards. They are reviewing committee policies to determine those that require updates. They will also be assessing the response to the Budget in alignment with the requests made by the senate.



C. Kreber advised that the May 6<sup>th</sup> Senate agenda main item is to approve the spring graduands list.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 3:07 p.m.

**Éric Thériault**  
**Secretary to Senate**