

**MINUTES  
OF THE SPECIAL MEETING OF THE 52nd SENATE  
HELD FRIDAY JUNE 5, 2020 @ 2:00 P.M.  
BY ZOOM**

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Present: Dr. David Docherty (Chair); Dr. Bernadette Ardelli; Dr. Edward Bach;  
Dr. Heather Duncan; Mr. Greg Gatien; Ms. Katie Gross; Mr. Scott Lamont;  
Ms. Stacey Lee; Dr. Christophe LeMoine; Mr. Jack Lindsay; Dr. Lynn MacKay;  
Ms. Andrea McDaniel; Ms. Susan Medd; Dr. Hamid Mumin; Dr. James Naylor;  
Dr. Burcu Ntelioglou; Dr. Doug Ramsey; Dr. Lisa Robson; Dr. Steve Robinson;  
Ms. Kim Ryan; Dr. Linda Ross; Ms. Melanie Sucha; Dr. Candy Skyhar;  
Dr. Gautam Srivastava; Mr. Derrick Stewart;  
Ms. Kim Fallis (Recording Secretary)

Regrets: Mr. Grant Prairie

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This special meeting was called to discuss preparations for the Fall 2020 academic term, now that the University has announced the decision to offer primarily online academic activities during that term.

Senator Robinson reported on the two Senate sub-committees that were approved at the May 19, 2020 Senate meeting: Preparation for Alternate Course Delivery and Academic Integrity and Examinations. The committees are in the process of being populated and both committees plan to start meeting in the next two weeks. The committees will address Senators' concerns regarding what is at stake when preparing for remote delivery, how to ensure the integrity of examinations, and identifying the most effective means for doing so for a variety of different courses and exams. The committees will work towards making decisions regarding available and required resources to meet the needs of instructors and students.

Dr. Docherty, Ms. Kristen Fisher, and other postsecondary representatives took part in a phone conversation with Dr. Brent Roussin, Manitoba's chief public health officer, regarding Phase 2 of the province's Restoring Safe Services plan. The decision of when to open postsecondary institutions is being left up to institutions themselves. However, he does suggest that institutions should continue to do as much as possible from a distance.

Senators asked several questions and made a number of comments:

- Senators expressed concern that there are still no student representatives at the Senate table. The University is working with BUSU to ensure that students are elected so that their voices are heard during this difficult time.
- Senators strongly recommended that, except in those programs where it is imperative that students are on campus, such as Health Studies courses, everything else continue remotely. Many students will not plan to move to Brandon until the University is open. The University should not impose any mandatory components for them to attend in person. Senator Gross reported that residence will be open for students to stay full-time, and that there will be an opportunity for students to stay one or two nights at a reasonable cost if needed to attend activities such as labs.
- Once the Course Scheduling Working Group has completed their work recommending those activities that need to take place in person, the Registration Guide will be updated with the changes. The Enrollment Management Working Group is looking at ways to communicate with students about this unique fall term. They may produce a Fall 2020 Handbook for students and

hope to have something in place by the end of June. When delivering remote classes and lectures, instructors need to adhere to the published timetable.

- The Faculty of Health Studies will be requesting that the fall study break be cancelled for some of their students. Due to the shortening of last year's winter term, some clinical students were unable to complete the minimum hours required by the professional regulatory body, and so this year's schedule had to be compressed to allow students to make up these hours.
- Students in the Education (A.D.) program also have "leftover" hours that they must make up to be eligible for certification.
- Student Success Officers are currently phoning all first year students, both international and Canadian, to answer their questions regarding classes. There will be an online pre-orientation on June 10<sup>th</sup> where students will have the opportunity to gather information. The Enrollment Management Working Group is seeking donations for a student technology fund to help students have the resources to upgrade their internet access, purchase laptops, and access other technology-related items to help them continue with their studies remotely.
- The University will be looking at providing safe computer lab access for students who may not have internet at home.
- In addition to the current computer lab space, could the University have access to space within the library and the HLC to set up more computers? The use of the HLC will depend on whether athletic programs are going to begin. Further, Education's skill-based programs will likely still be using that space.
- What training will be available to students on using Zoom, Moodle, and Teams? The CTLT is currently focused on supplying information for faculty but will be starting to work towards offering information for the students.
- Senator Sucha shared the current plan for the library. The Convergys computer lab, with some spacing changes, will be available to students by appointment. The Helpdesk will continue its online support but will also be available by appointment for in-person technological help. Library services will likely be by appointment as well so that students will have access to reference material required for their courses. Currently, there are a number of items still out on loan with an extended return date of September 11<sup>th</sup>.
- The CTLT has produced a guide, Privacy Points, regarding privacy considerations when using Zoom, Moodle, and Teams. Some discussion arose regarding issues that may arise regarding privacy and the unauthorized use of recordings.
- Should CAP consider requiring inclusion of privacy information in course outlines?
- Senator Sucha discussed privacy issues specific to recording classes. Participants need to be made aware that the lecture is being recorded; students can then make the decision about whether or not to ask questions or use their video camera. Any guest presenter must agree to be recorded as must students when they are making presentations. She also explained what steps could be taken if recordings are posted on other platforms without authorization.
- Information was shared regarding different platforms that instructors may use when delivering courses, such as Top Hat.

**Adjournment** The Committee adjourned at 3:10 pm