

Science Atlantic Atlantique

Fall 2016 Annual Stakeholders' Meetings

November 25-26, 2016

University of New Brunswick, Fredericton, New Brunswick

Alumni Memorial Building

Friday, November 25

5:30-6:30 pm Stakeholders* Dinner
6:30-8:30 pm Stakeholders* Session 1

Saturday, November 26

7:45-9:30 am Committee Chairs' Breakfast Meeting (Committee Chairs/Designates only)
9:30-12:00 pm Stakeholders* Session 2
12:00-12:30 pm Light Lunch
12:30-1:30 pm Board Meeting (Board members only)

*** Stakeholders:** All Institutional Representatives, Committee Chairs/Designates, and other interested individuals

Our Mission

The mission of Science Atlantic is to advance post-secondary science education and research in Atlantic Canada by:

- Providing opportunities that foster and enrich students
- Supporting and inspiring researchers and educators
- Using our collective voice to address important regional science issues

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Stakeholders' Meeting Agenda

November 25-26, 2016
Alumni Memorial Building
University of New Brunswick
Fredericton, NB

Session 1: Friday

- 6:30 pm Welcome from the Board Chair
- 6:35 pm Starting the discussion: 2017 priorities
- 6:45 pm *What makes a successful conference?* (Dave Hornidge, Chair, Physics & Astronomy Committee; Rob Raeside, Past Chair, Science Atlantic Council and Past Chair, Earth Science Committee)
- 8:30 pm *Adjourn for evening*

Session 2: Saturday

- 9:30 am Summary of Committee Chairs meeting
- 9:40 am *AFRED update and planning for the future* (Chris Moore, Dean of Science, Dalhousie; Patty King, AFRED Program Manager)
- 10:40 am Break
- 11:00 am *The value of labs and hands-on experiences in undergraduate education in science* (Heather Hunt, Chair, Biology Committee)
- 12:00 noon *Adjourn*

12:00 noon Lunch



Chairs Breakfast Meeting, Saturday 7:45-9:30 am

1. Introductions
2. Review Agenda
3. Board Business
 - How Chairs and Committees fit into governance structure
 - Financial reports and Committee Holding Accounts
 - Reporting to the Board: Committee and conference reports
 - Representative to the Board
4. Resources for Chairs and Committee Members
 - Virtual Commons
 - Committee Chairs job description
 - Policies
5. Committee Activities
 - Accessible Research Article Database (Psychology)
 - Hands-on labs and experiential learning (Biology)
 - Speaker Tours
 - Other activities and ideas
6. Conference topics not covered on Friday
7. Other topics

Adjournment



Meeting Participants

Dave McCorquodale	Chair; Institutional Representative	CBU
Rob Raeside	Past Chair; Acting Institutional Representative	Acadia
Chris Moore	Treasurer; Institutional Representative	Dal
Dave MaGee	Director; Institutional Representative	UNB-F
Petra Hauf	Director; Institutional Representative	StFX
Andy Foster	Director; Institutional Representative	MUN
Ken Kent	Director; Computer Science Chair	UNB-F
David Hornidge	Director; Physics & Astronomy Chair	MtA
Raj Lada	Director; Environment Chair	Dal-Ag
Tamara Franz-Odendaal	Director; Community	MSVU
Brent Myron	Director; Community	MUN
Jeff Hooper	Institutional Representative	Acadia
Jon Ohlhauser	Institutional Representative	Crandall
Amanda Cockshutt	Institutional Representative	MtA
Brook Taylor	Institutional Representative	MSVU
Kathy Singfield	Acting Institutional Representative	SMU
Simon Lamarre	Acting Institutional Representative	UdeM
Bruce MacDonald	Institutional Representative	UNB-SJ
Charles Sacobie	Aquaculture & Fisheries Representative	UNB
Heather Hunt	Biology Chair	UNB
Adam Dyker	Chemistry Representative	UNB
Nour Kassimi	Chemistry Representative	UNB
Jim Diamond	Computer Science Chair	Acadia
Grant Wach	Earth Science Chair	Dal
Margaret-Ellen Messinger	Math & Stats Representative	MtA
Marcia English	Nutrition Chair	StFX
Jennifer Stamp	Psychology Chair	Dal

Staff/Guests

Michelle Gray	Guest; 2017 Conference Organizer	UNB-F
Scott Bateman	Guest; 2017 Conference Organizer	UNB-F
Patrick Reynolds	Guest; 2017 Conference Organizer	UNB-F
Christian Lacroix	Guest	UPEI
Lois Whitehead	Executive Director	Science Atlantic
Patty King	AFRED Program Manager	Science Atlantic
Jasmine Golf	Marketing Coordinator	Science Atlantic

Regrets

Trevor Avery (Aquaculture & Fisheries Chair), Matthias Bierenstiel (Chemistry Chair), Michael Boudreau (STU), Gordon Deveau (NSERC-Atlantic), Stephen Finbow (Math & Stats Chair), David Gray (Dal-Ag), Francis Leblanc (UdeM), Debbie McLellan (UPEI), Michele Piercey-Normore (Grenfell)



What makes a successful conference?

David Hornidge, Professor, Mount Allison University; Chair, Science Atlantic Physics & Astronomy Committee

Rob Raeside, Professor, Acadia University; Past Chair, Science Atlantic Council; Past Chair, Science Atlantic Earth Science Committee

Most faculty members have an idea of what is involved in an academic student conference and what it takes to organize one; however, almost everyone who has been in a leadership role in organizing a conference will tell you there is more than meets the eye. As well, each Science Atlantic (SA) conference has unique characteristics, and SA committees and member institutions each have their own cultures for planning and hosting an event.

While the organization originally provided the overarching membership structure and seed funding for each conference, over the last several years, SA has attempted to respond to increasing demands for other assistance. Support since 2012 has increased to include online registration, online payments, conference planning guidance, conference website support and hosting, and the human resources required to provide these services. As well, SA supports student awards financially and administratively, including promotion, communicating with sponsors, sending cheques and letters of commendation, and creating an annual Awards Yearbook.

These financial and other supports far exceed the capacity of Science Atlantic. This session will offer a deeper understanding of the variety in our conferences, discuss what resources (human, financial, and tools) are needed to organize an event, and prioritize support that SA can provide.

The discussion will include these questions and more:

- *What is a Science Atlantic conference?*
- *What resources are needed for a successful event?*
- *Where do you fit in as a support for student conference organizers?*
- *What are the most important resources that Science Atlantic should offer?*

Discussion outcome:

After this discussion, participants should have a broader understanding of the responsibilities each has in supporting conferences, the resources needed for a successful event, and a direction for the Science Atlantic Board and staff to enable them to move forward in prioritizing the support provided for conferences.



AFRED update and planning for the future

Chris Moore, Dean of Science, Dalhousie University

Patty King, AFRED Program Manager

As we near the end of Phase 2 of the Atlantic Facilities and Research Equipment Database (AFRED) project, it is timely to review what has been accomplished and where we are headed.

The current phase, supported by ACOA, NSERC-Atlantic, Springboard, and others, includes fundamental requirements identified through consultation with more than 350 stakeholders carried out in the first year of Phase 2. As a result, the scope of the current phase of the project has expanded beyond the proposal approved in April 2015.

This session will provide an update on AFRED, the benefits to Science Atlantic that have been realized, and the release of AFRED 2.0 beta. Plans for the proposed Phase 3 will be presented for discussion. A motion will be put forth to confirm a mandate to move forward with Phase 3.

Discussion outcome:

Draft motion:

That Science Atlantic and its members continue to support AFRED, including the development of Phase 3 and securing required funding



The value of labs and hands-on experiences in undergraduate education in science

Heather Hunt, Professor, UNB Saint John; Chair, Science Atlantic Biology Committee

Labs, field courses, and other hands-on experiences are a component of the undergraduate curriculum in many science disciplines. The Science Atlantic Biology Committee has been discussing two sides of this topic: first, the role of labs in teaching important skills that students will need in employment and graduate programs; and second, how decreases in budgets and limits on capacity can put pressures on departments to alter their lab offerings.

I'd like to broaden this discussion beyond biology. Some of the questions we will explore are:

- *What is the role of hands-on experiences in teaching undergraduates in your discipline?*
- *What types of hands-on experiences are most often used in undergraduate teaching at your institution?*
- *Are labs and other hands-on experiences a fundamental component of teaching in your field of science?*
- *Have there been changes in the scope or availability of hands-on experiences in recent years at your institution?*

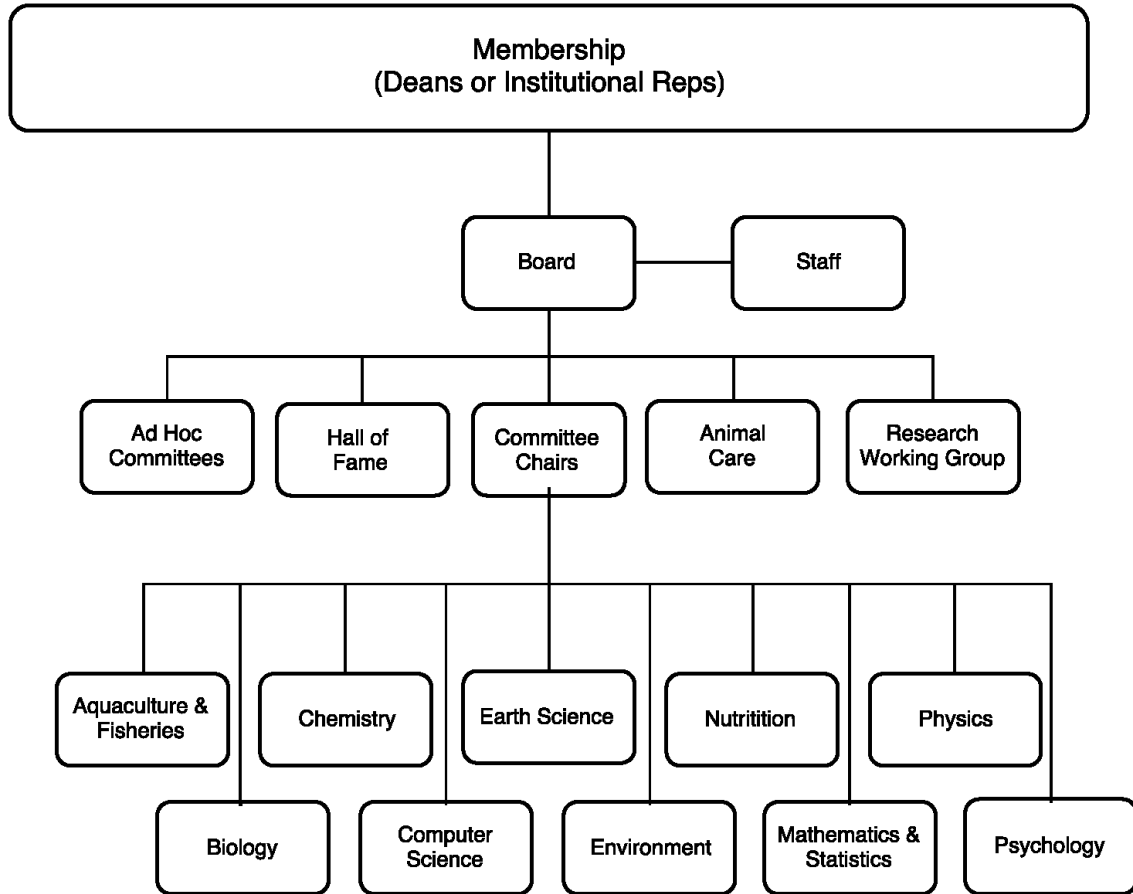
Discussion outcome:

At the end of the discussion at the Science Atlantic meeting, I will be proposing the formation of a committee of interested people (including Science Atlantic Board members, Deans, and Committee Chairs and members) from a variety of science disciplines to develop a survey of alumni of science programs at Atlantic Canadian universities. Graduates will be asked their perception of the value of labs and other hands-on experiences in their undergraduate education.

Past students who are in the workforce or who are pursuing further education in graduate or professional programs will have a longer-term perspective on the value of the skills they learned through labs and other hands-on experiences than current students. Their feedback may help in determining priority areas for continued hands-on learning experiences.



Organizational Chart



Committee Chair Job Description

(Updated February 2016)

Term: Two years with one possible renewal of two years

Election: By Committee members

Responsibilities:

As a member of Science Atlantic

- Support the mission of Science Atlantic.
- Represent the Committee to the Board, Institutional Representatives and other Committee Chairs, including presenting special project proposals.
- Participate in discussion and activities that support the mission of the organization.
- Prepare a report of the Committee's activities for annual general meeting (November).
- Participate in periodic virtual meetings as business related to committees arises (2-4 per year).
- Participate in the annual meeting of the Committee Chairs (November).

For the Committee

- Convene a meeting at least once (preferably twice) a year. This may be by teleconference or virtual meeting.
- Prepare and distribute the agenda in a reasonable time prior to the meetings and ensure that the minutes of the previous meeting are made available to Committee members in advance.
- Lead participation in the Committee's Virtual Commons group (reminding people to post documents to the Committee's archive, encouraging discussions by group email, etc.).
- Work with the office staff to maintain the Committee's membership and website.
- Ensure other positions on the Committee are filled and that the office is informed of changes. These may include: Vice-Chair, Secretary, Treasurer, Conference Organizer, Speaker Tour Coordinator, Programming Competition Coordinator, etc.
- Be aware of and ensure that the Committee adheres to the policies of Science Atlantic.
- Share information from the organization with Committee members.
- Interact with other Committee Chairs to share best practices and ideas.



For Conferences and Conference Organizers

- Be familiar with and share Science Atlantic policies as they relate to conference delivery.
- Be familiar with and share the Conference-in-a-Box planning guide (CIAB).
- Oversee the choice of venues for future conferences.
- Ensure there is a Conference Chair from the faculty and/or a faculty advisor for the student organizing committee as soon as the following year's location is confirmed.
- Ensure that a primary contact (usually the Conference Chair or faculty advisor) is appointed from the organizing team for interacting with your Committee, the Science Atlantic office, and student groups.
- Check in periodically with the organizers to see if they have any questions or needs.
- Six months before the conference, remind organizers to submit a progress report and draft budget (templates in CIAB) to you and the Science Atlantic office, and address any concerns.
- Ensure that award winner information is provided to the Science Atlantic office immediately after the conference so that announcements can be made and awards can be sent quickly.
- Ensure that the conference organizers follow up with a final report and financial statement one to three months after the conference (templates in CIAB).

