

Minutes of the Third Meeting of Senate

Friday, November 6, 2015

3:00 – 5:00 pm

AVC Room 286A & 287N

Present: A. Abd-El-Aziz (Chair), R. Bissessur, A. Braithwaite, B. Campbell, A. Carrothers, L. Chilton, J. Doiron, M. Doyle, L. Edwards, N. Etkin, P. Foley, R. Gilmour, G. Irvine, Z. Jarvis, D. Kenny, K. Kielly, N. Kujundzic, C. Lacroix, G. Lindsay, D. MacLellan, M. Murray, S. Myers, J. Podger, J. Preston, J. Rix, N. Saad, J. Sentance, O. Shaw, S. St. Hilaire, K. Teather, and S. Wilfeard

Regrets: G. Conboy, B. Davetian, K. Gottschall-Pass, G. Keefe, J. Krause, M. Leggott, J. MacDonald, S. McConkey, C. Parker, and C. Ryan

Absent: S. Graham, R. MacDonald, and L. Poirier

Recorder: D. MacLean, Administrative Assistant to Senate

President Alaa Abd-El-Aziz called the meeting to order at 3:00 p.m.

1. **Approval of Agenda**

MOTION (L. Edwards/M. Murray) to approve the agenda as presented. CARRIED

2. **Approval of Minutes – October 16, 2015**

MOTION (L. Edwards/A. Carrothers) to approve the minutes of October 16, 2015. CARRIED

3. **Business Arising**

No business arising.

4. **President's Report**

President Abd-El-Aziz congratulated faculty, staff and students for their contribution to the Maclean's rankings and the very positive article in Globe & Mail report recently. UPEI has moved up in the Macleans rankings from 10th to 8th place.

5. **Senate Reports**

President Abd-El-Aziz informed Senate that Dr. Greg Irvine would be the acting Vice- Chair of Senate in the absence of Dr. Gottschall-Pass.

a. Senate Steering and Nominating Committee Report

Dr. Irvine presented the Senate Steering and Nominating Committee Report for information. Dr. Adam Fenech was elected to the Senate Library Committee for a two-year term, ending on June 30, 2017.

b. Senate Academic Planning and Curriculum Committee Report

i. Third Curriculum Report

Faculty of Arts

OMNIBUS Motion (C. Lacroix/N. Kujundzic) that motions 1-4 as noted below be approved:

1) That the changes to the title and description for Theatre 244 (cross-listed as English 244) Introduction to Theatre Study be approved as proposed.

244) INTRODUCTION TO THEATRE STUDY - Text, Character, and Performance

This course introduces students to core performance skills: voice, movement, and character development. Students also study performance theories, such as those of Stanislavski and Viola Spolin, and theatrical elements. Through a series of practical performance exercises and assignments, students will develop these skills. Students will also learn how to break down a script and prepare for a performance. Using a selection of plays, students will learn how to translate a text into a performance. plays from a variety of historical periods, students gain practical experience in developing the core practical skills associated with drama production and performance.

Cross-listed with English (English 244)

PREREQUISITE: Permission of the Instructor Permission of the Coordinator of Theatre Studies

Three hours a week

CARRIED

2) That the changes to the title, description and prerequisites for Theatre 344: Advanced Theatre Studies, with removal of cross-listing of English 344, be approved as proposed.

344 ADVANCED THEATRE STUDIES - Directing, Criticism, and Play-Creation

This course introduces students to the advanced elements of the theatre, and builds on the foundational skills acquired in Theatre 244. The course explores advanced character development, directing, design, dramaturgy, performance theories (such as those of Michael Bloom and Peter Brook), and theatrical elements. Using a selection of plays from a variety of historical periods, students gain practical experience in developing the skills of advanced drama production. In this course, students will build on the performance skills developed in Theatre 244. Students will complete units in Performance Criticism, Directing, and Play-Creation. Through a series of hands-on, practical assignments, students will come to understand the steps to take a script from the page to the stage. Students will also learn how to transform an empty space into a theatre.

~~Cross-listed with English (English 344) —~~

~~PREREQUISITES: Theatre 244 and permission of the Instructor Successful completion of Theatre 244 and permission of the Coordinator of Theatre Studies.~~

~~Three hours a week~~

CARRIED

3) That the changes to the description and prerequisites for Theatre 434: Special Topics in Theatre Studies be approved as proposed.

434 SPECIAL TOPICS IN THEATRE STUDIES

For course information, please contact the Coordinator of Theatre Studies. This course is designed to expand students' understanding of Theatre. Theatre 434 is a variable topic course taught by Theatre Practitioners, who teach in their area of expertise. For course information, please contact the Coordinator of Theatre Studies.

~~PREREQUISITES: One of Theatre 244, 344, or 444, or the permission of the Coordinator of Theatre Studies. Theatre 344, enrolment in the Theatre Studies Minor, and the permission of the Coordinator of Theatre Studies.~~

Three hours a week

CARRIED

434 SPECIAL TOPICS IN THEATRE STUDIES

~~For course information, please contact the Coordinator of Theatre Studies. This course is designed in Theatre. Theatre 434 is a variable topic course taught by Theatre Practitioners, who teach in the information, please contact the Coordinator of Theatre Studies.~~

~~PREREQUISITES: One of Theatre 244, 344, or 444, or the permission of the Coordinator of Theatre in the Theatre Studies Minor, and the permission of the Coordinator of Theatre Studies.~~

Three hours a week

CARRIED

4) That the changes to the description and prerequisites for Theatre 444: Special Topics in Theatre Studies be approved as proposed.

444 THEATRE PRACTICUM

~~This course provides students with a laboratory where they can put the skills and theories learned in Theatre 244 and 344 into practice in a production situation. Students are expected to make a significant contribution to this production, which is either under the direction of the Coordinator of Theatre Studies or is a supervised placement with a professional or semi-professional theatre company. Theatre 444 is the capstone course for the Theatre Studies Minor. It provides students with the opportunity to put the skills and theories into practice. Students are expected to make a significant contribution to a production. Each Practicum is tailored to the individual student, in consultation with the Coordinator of Theatre Studies. The production must be approved by the Coordinator of Theatre Studies.~~

~~PREREQUISITES: Theatre 344, enrolment in the Theatre Studies Minor, and the permission of the Co-ordinator~~ Coordinator of Theatre Studies.

Three hours of credit

CARRIED

School of Business

5) MOTION (C. Lacroix/M. Murray) that PHIL205 Business Ethics be cross listed with as a new elective course offering in Business BUS 213

Phil 205 Business Ethics

Students explore ethical issues specific to business, industry, and professional conduct. Topics range from corporate responsibilities, product and worker safety, ethnicity sensitivity, sexual harassment, advertisement, insider trades, and environmental stewardship. Students become familiar with the ethical issues regarding business, and are equipped with the conceptual tools necessary to respond to moral conflicts sensitively and responsibly.

Cross-Listing: ~~None~~ BUS 213 And Phil 205 BUS 213 Business Ethics

Students explore ethical issues specific to business, industry, and professional conduct. Topics range from corporate responsibilities, product and worker safety, ethnicity sensitivity, sexual harassment, advertisement, insider trades, and environmental stewardship. Students become familiar with the ethical issues regarding business, and are equipped with the conceptual tools necessary to respond to moral conflicts sensitively and responsibly.

Cross-Listing: PHIL 205

CARRIED

Faculty of Science

OMNIBUS Motion (C. Lacroix/D. MacLellan) that motions 6-22 below be approved:

6) To make changes to Chemistry prerequisite courses with regard to changes in the Mathematics Calculus Stream.

231 PHYSICAL CHEMISTRY I

This is an introductory course that deals with the topics of kinetic theory, introductory thermodynamics and thermo-chemistry, phase diagrams, conductivity, electrochemistry and introductory reaction kinetics. The latter includes first- and second-order reactions, as well as methods for dealing with the kinetics of complex reaction mechanisms.

PREREQUISITE: Chemistry 112, Mathematics ~~151-152~~, 191-192 or Mathematics 112 with permission of the Chair

Three lecture hours and three hours laboratory a week

CARRIED

7) To revise the prerequisites for Computer Science 423 (Physics of Gaming) to replace Math 152 with Math 192.

423 (Formerly 323) PHYSICS OF GAMING

This course examines the elements of physics required in video game software. The first part of this course covers the mathematical basics that are related to physics; the second part deals with several important physics topics, including Newtonian Mechanics, Kinematics, Projectiles, and Collisions; the third part applies physics concepts to real-life objects, specifically, discussing how to model physical objects such as cars, airplanes, boats, and rockets; the fourth part gives an introduction to an industry-standard physics engine.

PREREQUISITES: CS 261, Physics 112, and Math ~~152-192~~

Three lecture hours a week

CARRIED

8) To revise the requirements for an Honours in Computer Science to replace Math 151-152 with Math 191-192.

The Honours program in Computer Science is designed to provide research experience at the undergraduate level. It is intended for students who are planning to pursue postgraduate studies in Computer Science or a related discipline, or who are planning a career where research experience would be an asset.

The program requires a total of 126 semester hours of course credit. A total of 63 semester hours of Computer Science is required: 45 semester hours of core courses, a 6-semester-hour Honours project (CS 490), plus 12 semester hours of electives above the 100 level, at least 3 semester hours of which must be at the 400 level. The core consists of Computer Science 151-152, 161, 252, 261, 262, 282, 332, 342, 352, 361, 371, 411, 421, and 481. All core courses have three semester hours of credit. The required Mathematics courses are: Mathematics ~~151-152~~ 191-192, 221, 242, 251, and 261. Also required are 6 semester hours of credit from Biology, Chemistry or Physics, 9 semester hours of credit from the Faculty of Arts (including one of UPEI 101, UPEI 102, or UPEI 103 and one writing intensive course), and 3 semester hours of credit from the School of Business Administration. An additional 9 semester hours of credit must be selected from either the Faculty of Science (other than Computer Science and Information Technology) or the School of Business Administration. Students are strongly encouraged to complete some of the Science and Business courses early in their program.

To graduate with Honours in Computer Science, students must achieve a minimum average of 75% in all Computer Science courses combined, and must achieve a minimum overall average of 70% in all courses submitted for the degree. In addition, all core Computer Science courses listed require 60% as a minimum grade and all Computer Science courses which are listed as prerequisites must have a minimum mark of 60%.

The specific courses are listed below:

First Year

- Computer Science 151-152
- Computer Science 161
- Mathematics ~~151-152~~, 191-192
- One of UPEI 101, UPEI 102, or UPEI 103
- Science Electives (6 semester hours)
- Business and Arts Electives (6 semester hours)

Second Year

- Computer Science 252
- Computer Science 261
- Computer Science 262
- Computer Science 282
- Mathematics 242
- Mathematics 251
- Mathematics 261
- Electives (9 semester hours)

Third Year

- Computer Science 332
- Computer Science 342
- Computer Science 352
- Computer Science 361
- Computer Science 371

- Computer Science Elective
- Mathematics 221
- Electives (9 semester hours)

Fourth Year

- Computer Science 411
- Computer Science 421
- Computer Science 481
- Computer Science Electives (9 semester hours)
- Computer Science 490 (Honours Research Project) (6 semester hours)
- Electives (12 semester hours)

Entrance Requirements

Permission of the Department is required for admission to the program. Students must normally have a minimum average of 70% in all previous courses. The Department expects first-class or high second-class standing in all previous Computer Science courses. Admission is contingent upon the student finding a project advisor. Students interested in doing Honours are strongly encouraged to consult with the Department Chair as soon as possible, and no later than January 31 of the student's third year. Students admitted to the program need acceptance by the Department of a topic for the Honours project by March 31 of their third year.

CARRIED

9) To revise the requirements for a Major in Computer Science to replace Math 151-152 with Math 191-192.

Major in Computer Science

The program requires a total of 120 semester hours of course credit. A total of 51 semester hours of Computer Science is required: 45 semester hours of core courses, plus 6 semester hours of electives above the 100 level. The core consists of Computer Science 151-152, 161, 252, 261, 262, 282, 332, 342, 352, 361, 371, 421, 481, and 482. To receive credit towards a Major in Computer Science, all core computer science courses listed require 60% as a minimum grade and all Computer Science courses which are listed as prerequisites must have a minimum mark of 60%. All core courses have three semester hours of credit. The required Mathematics courses are: Mathematics ~~151-152~~ 191-192, 221, 242, and 261.

Also required are 6 semester hours of credit from Biology, Chemistry or Physics; 9 semester hours of credit from the Faculty of Arts; One of UPEI 101, 102, or 103 and one writing intensive course, and 3 semester hours of credit from the School of Business Administration. An additional 9 semester hours of credit must be selected from either the Faculty of Science (other than Computer Science and Information Technology) or the School of Business Administration. Students are strongly encouraged to complete some of the Science and Business courses early in their program.

NOTE: Students majoring in computer science with a specialization should consult their specific requirements, which differ from the normal requirements listed above.

The following sequence of courses is suggested:

First Year

- Computer Science 151-152

- Computer Science 161
- Mathematics ~~151-152~~ 191-192
- One of UPEI 101, 102, or 103
- Science Electives (6 semester hours)
- Business and Arts Electives (6 semester hours)

Second Year

- Computer Science 252
- Computer Science 261
- Computer Science 262
- Computer Science 282
- Mathematics 242
- Mathematics 261
- Electives (12 semester hours)

Third Year

- Computer Science 332
- Computer Science 342
- Computer Science 352
- Computer Science 361
- Computer Science 371
- Mathematics 221
- Electives (12 semester hours)

Fourth Year

- Computer Science 421
- Computer Science 481
- Computer Science 482
- Computer Science Electives (6 semester hours)
- Electives (15 semester hours)

CARRIED

10) That the changes to the course pre-requisites for the indicated courses be approved as proposed.

111 GENERAL PHYSICS I

PREREQUISITE: Proficiency in High School algebra, trigonometry and graphing is expected. Grade 12 Physics is required; however, in exceptional cases a student who has not taken Grade 12 Physics but has demonstrated outstanding performance in other High School Math and Science courses may apply to the Department for special permission. It is required that Mathematics ~~151~~ 191 be taken at least concurrently.

Three hours lecture, three hours laboratory or tutorial per week

112 GENERAL PHYSICS II

PREREQUISITE: Physics 111, and Mathematics ~~151~~ 191 or permission of the instructor. Mathematics ~~152~~ 192 must be taken at least concurrently

Three hours lecture, three hours laboratory or tutorial per week

NOTE: Students may obtain credit for Physics 122 or 112 but not both.

121 PHYSICS FOR LIFE SCIENCES I

PREREQUISITE: Proficiency in High School algebra, trigonometry and graphing is expected. It is required that Mathematics 112 or Mathematics ~~151~~ 191 be taken at least concurrently. High school physics is strongly recommended.

Three hours lecture, three hours laboratory or tutorial per week

NOTE: Students may obtain credit in Physics 121 or 111, but not in both. ~~Students planning to take physics courses beyond the first year level are advised to take Physics 111.~~

122 PHYSICS FOR LIFE SCIENCES II

PREREQUISITE: Physics 121 or 111 and either Mathematics 112 or Mathematics ~~151~~ 191, or permission of the instructor.

Three hours lecture, three hours laboratory or tutorial per week

NOTE: Students may obtain credit for Physics 122 or 112 but not both.

201 WAVES AND OSCILLATIONS

PREREQUISITE: Physics 112 and Math ~~152~~ 192, or permission of the instructor

Three hours lecture, three hours laboratory per week

202 MECHANICS

PREREQUISITE: Physics 112 and Mathematics ~~251~~ 291, or permission of the instructor. ~~It is recommended that Mathematics 252 be taken at least concurrently.~~

Three hours lecture per week

221 MODERN PHYSICS

PREREQUISITE: Physics 112 and Mathematics ~~152~~ 191, or permission of the instructor

Three hours lecture per week

CARRIED

11) That a new course entitled Physics 212 (Electricity, Magnetism, and Circuits) be approved as proposed.

Physics 212 Electricity, Magnetism, and Circuits

Topics include electric field and potential; magnetic field; electromagnetic induction; integral formulations of Gauss' Law, Ampere's Law and Faraday's Law, direct-current and alternating-current circuits; resistance, capacitance, inductance and impedance; frequency response of AC circuits; and electrical measurements.

Three hours lecture, three hours laboratory per week.

CARRIED

12) That Physics 272 be deleted as proposed.

272 ELECTRONICS AND INSTRUMENTATION

This course is a practical introduction to analog electronics, and to electronic techniques useful in the sciences. Topics include alternating current circuits, transistors, operational amplifier circuits, feedback, noise, and an introduction to computer data acquisition.

PREREQUISITE: Physics 201 or Engineering 341, and Mathematics 152, otherwise permission of the instructor is required

Three hours lecture, three hours laboratory per week

CARRIED

13) That the changes to the course description for Physics 282 (Mathematical Physics) be approved as proposed.

282 (FORMERLY 381) MATHEMATICAL METHODS FOR PHYSICS

This course is an introduction to some of the mathematical methods commonly used in the physical sciences and engineering, with an emphasis on applications in physics. Topics include: vector analysis in curvilinear coordinates, tensor analysis (with applications in fluid mechanics), introduction to complex variables, Fourier series, calculus of variations and applications, vector calculus in Cartesian and curvilinear coordinates, Cartesian tensors, an introduction to complex variables, Fourier series and Fourier transforms, ordinary and partial differential equations.

Cross-listed with Mathematics (cf. Mathematics 381)

PREREQUISITE: Math 291 and either Physics 112 or Physics 122

Three hours lecture per week

CARRIED

14) That the changes to the course description, prerequisites and deletion of lab component for Physics 312 (Electromagnetism I) be approved as proposed.

312 ELECTROMAGNETISM I

This course develops fundamental concepts in electricity and magnetism. Topics include electric fields and potentials, capacitance, dielectric materials, magnetic fields, magnetic properties of materials, electromagnetic induction, inductance, Maxwell's equations, and an introduction to electromagnetic waves.

PREREQUISITE: Physics 212

Three hours lecture, ~~three hours laboratory~~ per week

CARRIED

15) That the changes to the course number and pre-requisite for Physics 331 (Physics of the Human Body) be approved as proposed.

243 PHYSICS OF THE HUMAN BODY

This course provides students with an introduction to the physics of the human body. Physics concepts such as mechanics, energy, work, fluid statics and dynamics, sound, optics, electricity, and magnetism will be applied to better understand the functioning of the human body.

PREREQUISITE: Biology 131, and Physics 112 or Physics 122. Otherwise, permission of the instructor is required

Three hours lecture per week

CARRIED

16) That the changes to the course prerequisites and lab requirements for Physics 414 (Optics and Photonics) be approved as proposed.

414 OPTICS AND PHOTONICS

This course focuses on the fundamentals of optics and photonics with biomedical applications. Topics include energy flow in electromagnetic fields, reflection and transmission, interference and diffraction, optical properties of materials, dispersion and losses, waveguides, spectra and spectral line broadening, partially polarized radiation, lasers and modulators, crystal optics, detectors and couplers.

PREREQUISITE: Physics 201, Physics 312 and Physics 282

Three hours lecture, ~~three hours laboratory~~ per week

CARRIED

17) That the changes to the course title, description and prerequisites for Physics 441 (Experimental Physic) be approved as proposed.

441 EXPERIMENTAL PHYSICS I

This advanced laboratory course introduces students to all phases of an experimental project, from design, planning, and setup of the apparatus, to detailed analysis and formal presentation of the results. Students ~~choose~~ perform a small number of in-depth experiments ~~to perform~~ with special emphasis on statistical physics, thermodynamics and solid state physics.

PREREQUISITE: Physics 212, Physics 322 and Physics 372, or permission of the instructor, and at least Third Year standing in a Science program

One hour lecture, six hours laboratory per week

CARRIED

18) That the changes to the course number and pre-requisite for Physics 442 (Biomedical Imaging) be approved as proposed.

442 352 BIOMEDICAL IMAGING

This course concentrates on recent advanced modalities in medical imaging, and includes digital imaging, computed tomography, and digital fluoroscopy, as well as an introduction to bone mineral densitometry and magnetic resonance imaging.

PREREQUISITE: Physics 221 or Physics 222, or permission of the instructor
Three lecture hours and three hours laboratory a per week

CARRIED

19) That a new course entitled Physics 443 (Experimental Physics II) be approved.

PHYSICS 442 (EXPERIMENTAL PHYSICS II)

This advanced laboratory course introduces students to all phases of an experimental project, from design, planning, and setup of the apparatus, to detailed analysis and formal presentation of the results. Students perform a small number of in-depth experiments with special emphasis on electricity and magnetism, optics and mechanics.

One hour lecture, six hours laboratory per week

CARRIED

20) That the changes to the course number and pre-requisites for Physics 451 (Advanced Mechanics) be approved as proposed.

301 ADVANCED MECHANICS

The Lagrangian and Hamiltonian formulations are presented as alternatives to the conventional treatment of Newton's laws and are applied to classical problems such as harmonic and anharmonic oscillators, the two-body central force problem, and rigid body motion.

PREREQUISITE: Physics 202 and Physics 282 or Mathematics 301

Three hours lecture per week

CARRIED

21) that the changes to the course pre-requisite for Physics 471 (Particle Physics) be approved as proposed.

471 PARTICLE PHYSICS

This course provides an introduction to the field of particle physics. The course begins with a historical background of elementary particles, followed by a review of relativistic kinematics. A main focus of the course is the development of the Standard Model, including a detailed discussion of the electromagnetic, weak, and strong forces that govern particle interactions. Topics include: conservation laws; symmetries; particle decays, bound states, and scattering processes; and Feynman rules.

PREREQUISITE: Physics 312 and Physics 322

Three hours lecture per week

Semester hours of credit: 3

CARRIED

22) That the changes to the course number and prerequisites for Physics 472 (General Relativity)

be approved as proposed.

371 GENERAL RELATIVITY

This course provides an introduction to the field of general relativity. The course begins with a development of special relativity in tensor form and the introduction of the stress-energy tensor. Essential tensor calculus in relation to curved Riemannian manifolds is developed and the Einstein field equations are introduced. Applications include the structure of stars and black holes, planetary trajectories in strong gravitational fields, and gravitational waves.

PREREQUISITE: Physics 202, Physics 221 and Physics 282
Three hours lecture per week

CARRIED

c. Senate Scholarships and Awards Committee Report (for information)

The following two new awards were approved by the Senate Committee on Scholarships and Awards during the period of **September-October 2015**:

1) The Nestle Purina Award in Clinical Nutrition

Originated: September 2015
Type: Annually Funded
Account Number: 242____
Value of Award: \$500
To start: Fall 2015
Awarding Cycle: Fall

Background: Nestlé Purina PetCare Company was established on December 12, 2001, with the Nestlé S.A. purchase of Ralston Purina Company. The Company is a global leader in Pet Food, and operates in countries around the world. At Nestlé Purina, our motto is "Your Pet, Our Passion", to recognize our commitment to pets and their owners. Nestlé Purina PetCare Canada is a division of Nestlé Canada Inc., and pet foods are produced in Mississauga, Ontario and Innisfail, Alberta, and cat box filler is processed in Caledonia, Ontario. We also have an exhibit and event centre in Toronto called PawsWay. Our quest to drive pet nutrition forward and conduct industry-leading research on the wellbeing of pets pushes our company to do more year after year. We work hard for your pets every day, and we love doing it.

Criteria: This award will be granted to a student in their final year in the DVM program at Atlantic Veterinary College who has shown interest or abilities in clinical nutrition.

2) The AVMA PLIT Scholarship (new agreement; not a new award)

Originated: May 2011
Type: Annually Funded
Account Number: 242101

Value of Award:	\$3000 USD
To start:	Fall 2016
Awarding Cycle:	Fall
Background:	The AVMA PLIT has proudly supported SAVMA and its goals to introduce veterinary students to the concept of organized veterinary medicine and to encourage the development and empowerment of students as leaders in the profession.
Criteria:	<p>This award is given to a deserving third year student in Veterinary Medicine who is a US resident and a continuous SCAVMA member.</p> <p>The scholarship criteria that the PLIT has set are:</p> <ul style="list-style-type: none">• Must be a third year veterinary student• Must demonstrate financial need• The funds must specifically go toward tuition & school fees• Must be a US citizen• Must be a continuous SCAVMA or SAVMA member.

6. **Annual Reports (For Information)**

a) Senate Academic and Student Discipline Appeals Committee 2014-2015 – This report was received for information.

7. **Other Business**

A. Braithwaite noted that presenting the curriculum motions in an omnibus format by faculty or school is a much more streamlined approach and allows for debate where necessary and should it be required.

D. Kenny noted that he prefers the new Senate room setup, and according to feedback received from other Senators through a survey following the last meeting of Senate, the majority do prefer the setup as well.

8. **Adjournment**

MOTION: (D. Kenny/L. Edwards) moved the meeting be adjourned at 3:10 p.m.

Respectfully Submitted

Kathleen Kielly
Secretary of Senate