**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

**Academic Council of the School of Graduate Studies**

**Minutes, January 16, 2017**

PRESENT: Dr. A. Surprenant (Chair), Dr. D. Farquharson, Dr. C. Dyck, Dr. A.l Hall, Dr. P. Coady, Dr. T. Brown, Dr. D. Foster, Dr. R. Joy, Ms. C. Walsh, Dr. B. Roebothan, Dr. J. Doré, Dr. D. Moralejo, Dr. J. Weber, Dr. J.C. Loredo-Osti, Dr. K. Tahlan, Dr. M. Cheema (via teleconference), Dr. M. Greene (Observer), Dr. S. Cadigan, Dr. C. Reynolds

APOLOGIES: Dr. R. Klein, Dr. C. Walsh, Dr. E. Pittman

Mr. Albert Johnson (CITL), and Dr. Melanie Greene, were in attendance to provide a brief synopsis on the program in Graduate Student Supervision.

1. MINUTES:

It was moved by Dr. Coady and seconded by Dr. Loredo-Osti that the minutes of the meeting held December 19, 2016, be approved. The motion CARRIED

1. BUSINESS ARISING
2. CORRESPONDENCE
3. DEAN’S REPORT/REPORT OF SENATE
4. The budget allocation for academic units will be distributed in the next couple of weeks. Although the budget for the University itself is not great, we are hoping SGS is not negatively impacted.
5. At the regular meeting of Senate held January 10, 2017, all items under the Consent Agenda for the SGS Academic Council were approved, as well as changes to the Constitution of the Academic Council, to include under Grenfell Campus, the following Schools: School of Arts and Social Science; School of Fine Arts; and School of Science and the Environment.
6. The proposed new graduate programs in Fisheries Science at the Marine Institute will go forward to Senate for approval at its February 14th meeting.
7. SGS is reviewing the re-examination of theses and whether examiners should receive the first set of reports as well, which is not current practice of the School.
8. Yaffle – new function has been created which filters searches based on faculty members looking for students to supervise.
9. IP Policy – Changes will be coming through for the Intellectual Property Policy. SGS is working with the VPR and the revised document will be very different form the current policy. Consultations will be taking place in the near future.
10. REPORT OF THE GRADUATE STUDENTS’ UNION

a. The Executive Director of External Affairs, GSU reported that the GSU is working with SGS on an emergency fund for students who find themselves in a financial crisis.

1. STANDING COMMITTEES
2. Academic Council Executive
3. Earth Sciences

It was moved by Dr. Coady, and seconded by Dr. Loredo-Osti, that the proposed new course EASC 6801 be approved, and the calendar entry to add this course under sections 24.11.2 and 31.8.2 of the University Calendar be approved.

The motion

 CARRIED

Calendar Entry:

Under sections 24.11.2 and 32.8.2 - ‘Courses’, subheading ‘General Courses’, insert 6801 Palaeobiology of Early Animal Life

Course Description:

EASC 6801 focuses on the exploration of the conditions under which animal life evolved in the Ediacaran and Cambrian Periods, and paleontological evidence for the evolution of the major animal phyla.

1. Social Work

It was moved by Dr. Coady and seconded by Dr. Doré that the proposed revisions to section 30 of the University Calendar governing the MSW Program, Field Education, which replaces ‘internship’ with ‘practicum’, be approved.

The term is what is being requested to be change, not what is required.

On the call for question, the motion

 CARRIED

 The calendar revision follows:

# 30.2 Procedure for Admission

Applicants must submit an application for admission with supporting documentation to the School of Graduate Studies, which approves recommendations for admission made by the M.S.W. Program Committee of the School of Social Work. The supporting documentation will consist of: an official transcript of the applicant’s previous academic record submitted directly from the institution(s) attended; a statement of previous professional employment; a list of any published or unpublished works; a declaration of program emphasis and educational objectives; and two letters of appraisal, to be submitted by two referees, one assessing the applicant’s previous academic performance and one assessing the applicants previous practice performance. Letters of appraisal are to be submitted directly to the School of Graduate Studies by the referees. Note: Independent of admission to the program, agencies providing the mandatory field **~~internship~~ practicum** may have a range of additional requirements such as Criminal Record Check, Child Protection Records Check, or Health Check.

The deadline date for receipt of applications for admission in September of each year is January 15 of the same year. All application forms and supporting documentation for admission to the program must be submitted to the School of Graduate Studies on or before the deadline of January 15. Under special circumstances, late applications and admissions in other semesters may be considered.

The M.S.W. Program Committee of the School of Social Work may require the applicant to be interviewed by one or more faculty members of the M.S.W. Program Admissions Subcommittee. A person who meets the basic admission requirements under Qualifications for Admission, may, space permitting, take SCWK 6012 without being admitted to the M.S.W. program. Persons wishing to take a course under this provision must have applied for admission to the M.S.W. program by January 15th of the same year, and been placed on the waitlist. If there are available seats in the course, the applicant will need to submit to the School of Social Work the appropriate form requesting permission to register in a graduate course, and apply or reapply for admission to Memorial University of Newfoundland as an undergraduate.

A person who has completed an M.S.W. degree is eligible to register in any M.S.W. course offering, space permitting.

# 30.4 Field ~~Internship~~ Practicum SCWK 6917

Each M.S.W. student is required to complete a 500 hour field **~~internship~~ practicum** that is to be conducted in a setting and supervised by a qualified field instructor approved by the School of Social Work. Field Instructors must have as a minimum qualification a M.S.W. Degree and a minimum of two years post-M.S.W. social work employment.

Field **~~internships~~ practica** may be offered in whole or in part outside the normal start and end dates of a semester. Part-time field **~~internships~~ practica** of two semesters will require approval from the proposed agency, field instructor, and the M.S.W. Field Education Coordinator. The M.S.W. Field Education Coordinator is responsible for facilitating appropriate matches among the student, field instructor, and field **~~internship~~ practicum** setting. Although consideration will be given to all factors affecting the location and type of social work field **~~internships~~ practica**, final approval of field **~~internships~~ practica** rests with the School of Social Work. The School cannot guarantee the availability of M.S.W. field instruction in all communities and at all times. Students are responsible for their own financial support during the field **~~internship~~ practicum**.

At least four months prior to the commencement of the semester in which they intend to begin SCWK 6917, all students shall submit a completed Intent to Register in M.S.W. Field **~~Internship~~ Practicum** form and a current resume to the M.S.W. Field Education Coordinator.

At least six weeks before the **~~internship~~ practicum** commences, students shall submit an M.S.W. Field **~~Internship~~ Practicum** Proposal to the Coordinator. The School of Social Work depends on the cooperation of community agencies external to the University to provide field **~~internships~~ practica** and instruction to its students. Many of these agencies have a range of requirements, such as Criminal Record Check, Child Protection Records Check, or Health Check, which must be completed before starting the **~~internship~~ practicum**. Students unable to meet the agency's requirements may be delayed in their program or prevented from completing their program of study. Students are required to complete and update these requirements in a timely fashion and at their own expense. The procedures of any given agency may change from time to time and are beyond the control of the University.

Evaluation of the field **~~internship~~ practicum** will be on a PAS/FAIL basis. Students who voluntarily withdraw from the field **~~internship~~ practicum** without prior approval of the M.S.W. Field Education Coordinator, or who conduct themselves in such a manner as to cause the agency and the M.S.W. Field Education Coordinator to terminate the **~~placement~~ practicum**, will normally be awarded a grade of FAIL in the field **~~internship~~ practicum**.

Students who voluntarily withdraw from the field **~~internship~~ practicum** with the prior approval of the M.S.W. Field Education Coordinator cannot be guaranteed a second **~~internship~~ practicum** during that semester. In this case, the student will be awarded a grade of INC for the field **~~internship~~ practicum**. The student shall normally complete a field **~~internship~~ practicum** the following semester.

# 30.6 Period of Study

For students admitted to the program under Plan of Study above:

1. For part-time students, the program is designed to permit completion of all degree requirements within three academic years (nine semesters) or two academic years (six semesters). The following is a sample program of study for nine semesters:

Fall Semester:

SCWK 6012 in Year 1

SCWK 6000, 6013, 6313, 6315 or 6413 in Year 2

SCWK 6000, 6013, 6313, 6315 or 6413 in Year 3

Winter Semester:

SCWK 6013, 6014, 6313, 6314, or 6413 in Year 1

SCWK 6000, 6013, 6014, 6313, 6314, or 6413 in Year 2

SCWK 6000, 6013, 6014, 6313, 6314, or 6413 in Year 3

Spring Semester:

SCWK 6014, 6314 or 6315 in Year 1

SCWK 6000, 6014, 6314 or 6315 in Year 2

SCWK 6917 (Field **~~Internship~~ Practicum**) may be completed in Fall/Winter/Spring of Year 3

SCWK 6417 (Pathway Scholarship) is the final requirement to be completed and may be completed in the same semester as SCWK 6917 (Field **~~Internship~~ Practicum**). Students are required to register for SCWK 6000 concurrently with SCWK 6917 and 6417.

1. For full-time students, course route, the program is designed to permit completion of all degree requirements within one academic year (three semesters), as follows:

Fall Semester:

SCWK 6000, 6012, 6313 (institute) and 6413. Thesis students are required to complete 6313 and only one of the two institute courses 6314 or 6315

Winter Semester:

SCWK 6000, 6013, 6014, and 6314 (institute)

Spring Semester:

SCWK 6000, 6315 (institute), 6417 (pathway scholarship), and 6917 (Field **~~Internship~~ Practicum**).

1. For full-time students, thesis route, the program is designed to permit completion of all degree requirements within one academic year (three semesters), as follows:

Fall Semester:

SCWK 6000, 6012, 6313 (institute) and 6413

Winter Semester:

SCWK 6000, 6013, 6014, 6314 (institute). Thesis students are required to complete 6313 and only one of the two institute courses 6314 or 6315

Spring Semester:

SCWK 6000, 6315, 6917 (Field **~~Internship~~ Practicum**), thesis. Thesis students are required to complete 6313 and only one of the two institute courses 6314 or 6315.

# 30.8 Courses

A selection of the following graduate courses will be offered to meet the requirements of candidates, as far as the resources of the School will allow.

**Program Courses**

6000 Pathway (mandatory repeatable non-credit course)

1. Critical Thinking and Reflection (credit may not be obtained for both

 6012 and the former 6011)

1. Leadership for Social Justice (prerequisite/co-requisite 6012) (credit may not be obtained for both 6013 and the former 6540)
2. Leadership in Social Policy and Programs (prerequisite/co-requisite 6012) (credit may not be obtained for both 6014 and the former 6530)
3. Perspectives with Individuals and Families (prerequisite/co-requisite 6012) (credit may not be obtained for both 6313 and the former 6312 or 6322)
4. Perspectives with Diverse Communities (prerequisite 6012) (credit may not be obtained for both 6314 and the former 6230)
5. Perspectives with Groups (prerequisite 6012) (credit may not be obtained for both 6315 and the former 6332)

6413 Research Theory, Design, and Analysis (prerequisite/co-requisite 6012) (credit may not be obtained for both 6413 and the former 6412 or 6422)

6417 Pathway Scholarship (following completion of all other program components) (credit may not be obtained for both 6417 and the former 6432 or 6442)

6917 Field **~~Internship~~ Practicum** (prerequisites 6012, 6013, 6014, 6313 and 6413 and prerequisite/co-requisite two of 6314 and 6315 for course route students; one of 6314 or 6315 for thesis route students) (credit may not be obtained for both 6917 and the former 6912)

1. Computer Science and Scientific Computing

It was moved by Dr. Coady and seconded by Dr. Loredo-Osti to approve the cross-listing of COMP 6931 and CMSC 6910, as well as a number of revisions to update the Scientific Computing section to reflect the changes that were approved for Computer Science the previous year. Revised sections include 24,10.4, 24.21.6, and 32.7.2. The motion

 CARRIED

 Calendar Revisions are as follows:

**Computer Science:**

**24.10.4 Courses**

A selection of the following graduate courses will be offered to meet the requirements of candidates, as far as the resources of the Department will allow. Normally, students will be expected to complete their course work during the fall and winter semesters. Courses might not be offered in the spring semester.

601W Work Term

6758-6769 Special Topics in Computer Applications

6770-6790 Special Topics in Computer Science

690A/B Research Methods in Computer Science

6901 Applied Algorithms *(credit may be obtained for only one of 6901 and 6783)*

6902 Computational Complexity *(credit may be obtained for only one of 6902 and 6743)*

6903 Concurrent Computing

6904 Advanced Computer Architecture *(credit may be obtained for only one of 6904 and 6722)*

6905 Software Engineering *(credit may only be obtained for one of 6905 or 6713)*

6906 Numerical Methods *(credit may only be obtained for one of 6906 or 6731)*

6907 Introduction to Data Mining *(credit may be obtained for only one of 6907 and 6762)*

6908 Database Technology and Applications *(credit may be obtained for only one of 6908 and 6751)*

6909 Fundamentals of Computer Graphics *(credit may be obtained for only one of 6909 or 6752)*

6910 Services Computing, Semantic Web and Cloud Computing

6911 Bio-inspired Computing

6912 Autonomous Robotics *(credit may be obtained for only one of 6912 and 6778)*

6913 Bioinformatics

6914 3D Modelling and Rendering

6915 Machine Learning

6916 Security and Privacy

6918 Digital Image Processing *(credit may be obtained for only one of 6918 or 6756)*

6921 Syntax and Semantics of Programming Languages *(credit may be obtained for only one of 6921 or 6711)*

6922 Compiling Methods *(credit may be obtained for only one of 6922 and 6712)*

6924 Formal Grammars, Automata and Languages

6925 Advanced Operating Systems

6926 Performance Evaluation of Computer Systems

6928 Knowledge-Based Systems *(credit may be obtained for only one of 6928 or 6755)*

6929 Advanced Computational Geometry *(credit may be obtained for only one of 6929 or 6745)*

6930 Theory of Databases *(credit may be obtained for only one of 6930 or 6742)*

6931 Matrix Computations and Applications *(credit may only be obtained for one of 6931****,*** *~~or~~ 6732****, and CMSC 6910****)* ***(cross-listed with CMSC 6910)***

6932 Matrix Computations in Control *(credit may only be obtained for one of 6932 or 6738)*

6999 Master’s Project

**Scientific Computing:**

**24.21.6 Courses**

**Core Courses**

Computer Science 6731 Topics in Numerical Methods

Mathematics 6201 Numerical Methods for Partial Differential Equations

Mathematics 6210 Numerical Solutions of Differential Equations

Scientific Computing 6009 Master’s Project

Scientific Computing 6910 Matrix Computations and Applications or Computer Science ~~6732~~

6931 Matrix Computations **and applications** *(credit may be obtained for only one of ~~the~~ CMSC 6910 ~~and~~****,*** *COMP 6732* ***and COMP*** *6931)*

Scientific Computing 6920 Applied Scientific Programming

Scientific Computing 6930 Algorithms for Distributed and Shared Memory Computers

Scientific Computing 6950 Computer Based Tools and Applications (*credit may be obtained for only one of CMSC 6950 and the former CMSC 6940*)

**Additional Courses**

The following courses are identified as suitable for students in this program. Other courses may be permitted with the approval of the

Program Chair.

**Biochemistry**

6000-6009 Special Topics in Biochemistry

6010-6019 Special Topics in Nutrition and Metabolism

6020-6029 Special Topics in Food Science

6400 Control of Intermediary Metabolism

6460 Structural Biochemistry

6520 Nutritional Biochemistry

6530 Food Biochemistry

6590 Cellular, Molecular and Developmental Biology *(credit restricted with Biology 6590 and Medicine 6590)*

6630 Marine Biochemistry

6680 Processing and Quality of Foods

**Chemistry**

6201 Bioinorganic Chemistry

6204 Mechanisms in Catalysis

6205 Photochemistry of Transition Metal Complexes

6210 Organometallic Chemistry

6300 Quantum Chemistry I

6301 Quantum Chemistry II

6302 Molecular Spectroscopy

6304 Computational Chemistry I

6310 Electronic Structure Theory

6323 Chemical Thermodynamics I

6324 Chemical Thermodynamics II

6340 Biophysical Chemistry

6350 Electrochemical Kinetics

6360 Solid State Chemistry

6380 Adsorption on Surfaces

6381 Surface and Interface Science

6382-6389 Selected Topics in Physical Chemistry

6390-6398 Selected Topics in Physical Chemistry

6399 Chemical Kinetics and Dynamics

6401 Organic Spectroscopic Analysis I

6402 Organic Spectroscopic Analysis II

6470 Physical Organic Chemistry

6590-6599 Selected Topics in Theoretical and Computational Chemistry

6600 Applications of Inorganic and Organometallic Chemistry to Toxicology

**Computer Science**

~~6722~~ **6904** Advanced Computer Architectures ***(credit may be obtained for only one of 6904 and 6722)***

~~6713~~ **6905** Software Engineering ***(credit may be obtained for only one of 6905 and 6713)***

~~6728-6729 Special Topics in Computer Systems - Computer Networks~~

~~6731 Topics in~~ **6906** Numerical Methods ***(credit may be obtained for only one of 6906 and 6731)***

~~6738-6739 Special Topics in Numerical Methods~~

~~6752 Applications~~ **6909 Fundamentals** of Computer Graphics ***(credit may be obtained for only one of 6909 and 6752)***

~~6756~~ **6918** Digital Image Processing ***(credit may be obtained for only one of 6918 and 6756)***

~~6732~~ **6931** Matrix Computations **and Applications *(credit may be obtained for only one of 6732, 6931 and CMSC 6910)***

**Earth Sciences**

6141 Rotation of the Earth

6142 Theory of Global Geodynamics

6171 Advanced Exploration Seismology

6172 Borehole Seismic

6175 Gravity and Magnetic Methods

6177 Mathematical Formulations of Seismic Wave Phenomena

6918 Airborne and Borehole Electromagnetic Methods

6994 Special Topics in Earth Sciences - Geophysical Inversion and Applications

7110 Physics of the Solid Earth

7120 Crustal Geophysics

**Engineering and Applied Science**

9015 Ocean Engineering Hydrodynamics

9052 Ice Properties and Mechanics

9501 Finite Element Analysis **with Engineering Applications**

9713 Stochastic Hydrology

9815 Electromagnetic Propagation

9821 Digital Signal Processing

9826 Advanced Control Systems

9861 High-Performance Computer Architecture

9865 Advanced Digital Systems

9869 Advanced Concurrent Programming

9871 Information Theory and Coding

**Mathematics and Statistics**

6112-6119 Special Topics in Applied Mathematics

6201 Numerical Methods for Partial Differential Equations

6210 Numerical Solution of Differential Equations (required course for Scientific Computing)

6212 Numerical Methods for Initial Value Problems

6588 Selected Topics in Statistics and Probability - Generalized Additive Models with Applications in Scientific Visualization

**Physics and Physical Oceanography**

6000 Condensed Matter Physics I

6200 Nonlinear Dynamics

6308 Ocean Dynamics I

6309 Ocean Dynamics II

6310 Physical Oceanography

6316 Ocean Measurements and Data Analysis

6317 Ocean Acoustics

6318 Numerical Modelling

6320 Turbulence

6321 Coastal Oceanography

6323 Stability Theory

6400 Statistical Mechanics

6402 Theory of Phase Transitions

6800 Group Theory

6850 Quantum Mechanics I

**Scientific Computing**

601W Work Term 1

602W Work Term 2

6910 Matrix Computations and Applications *(credit may be obtained for only one of CMSC 6910****,***  *~~and~~ COMP 6732****and 6931****)* ***(cross-listed with COMP 6931)***

6920 Applied Scientific Programming

6925 Tools of the Trade for Programming High Performance Computers (2 credit hours)

6930 Algorithms for Distributed and Shared Memory Computers

6950 Computer Based Tools and Applications (*credit may be obtained for only one of CMSC 6950 and the former CMSC 6940*)

**Computer Science (PhD section):**

**32.7.2 Courses**

A selection of the following graduate courses will be offered to meet the requirements of candidates, as far as the resources of the Department will allow.

6758-6769 Special Topics in Computer Applications

6770-6790 Special Topics in Computer Science

690A/B Research Methods in Computer Science

6901 Applied Algorithms *(credit may be obtained for only one of 6901 and 6783)*

6902 Computational Complexity *(credit may be obtained for only one of 6902 and 6743)*

6903 Concurrent Computing

6904 Advanced Computer Architecture *(credit may be obtained for only one of 6904 and 6722)*

6905 Software Engineering *(credit may only be obtained for one of 6905 or 6713)*

6906 Numerical Methods *(credit may only be obtained for one of 6906 or 6731)*

6907 Introduction to Data Mining *(credit may be obtained for only one of 6907 and 6762)*

6908 Database Technology and Applications *(credit may be obtained for only one of 6908 and 6751)*

6909 Fundamentals of Computer Graphics *(credit may be obtained for only one of 6909 or 6752)*

6910 Services Computing, Semantic Web and Cloud Computing

6911 Bio-inspired Computing

6912 Autonomous Robotics *(credit may be obtained for only one of 6912 and 6778)*

6913 Bioinformatics

6914 3D Modelling and Rendering

6915 Machine Learning

6916 Security and Privacy

6918 Digital Image Processing *(credit may be obtained for only one of 6918 or 6756)*

6921 Syntax and Semantics of Programming Languages *(credit may be obtained for only one of 6921 or 6711)*

6922 Compiling Methods *(credit may be obtained for only one of 6922 and 6712)*

6924 Formal Grammars, Automata and Languages

6925 Advanced Operating Systems

6926 Performance Evaluation of Computer Systems

6928 Knowledge-Based Systems *(credit may be obtained for only one of 6928 or 6755)*

6929 Advanced Computational Geometry *(credit may be obtained for only one of 6929 or 6745)*

6930 Theory of Databases *(credit may be obtained for only one of 6930 or 6742)*

6931 Matrix Computations and Applications *(credit may only be obtained for one of 6931****,*** *~~or~~ 6732* ***and CMSC 6910****)* ***(cross-listed with CMSC 6910)***

6932 Matrix Computations in Control *(credit may only be obtained for one of 6932 or 6738)*

1. Guidelines for Developing and Approving New Graduate Programs – School of Graduate Studies

It was moved by Dr. Coady and seconded by Dr. Brown to endorse the revisions to the guidelines to permit expansion of areas without the necessity for an internal or external review, where there are no significant changes to that program.

Discussion

It was confirmed that the decision to waive the requirement that an expansion of a program go to a review would be the Dean of the School of Graduate Studies, and the Academic Council Executive of the School of Graduate Studies. The proposal for an expansion to a program would still, however, go through the approval process for Senate approval.

On the call for question, the motion to endorse the guidelines with the revision to paragraph three of the preamble, to make it explicit that it is the Dean of Graduate Studies and its Academic Council Executive who approves the elimination of a review for any expansions of graduate programs,

 CARRIED

The revised guidelines are as follows:

**Guidelines for developing and approving new graduate programs Memorial University of Newfoundland**

*Approved by SGS Academic Council on January 16, 2017*

*Updated January 17, 2017*

These guidelines track the procedures that are normally followed for developing and approving new graduate programs at Memorial University. For the purpose of these guidelines, a new program shall be deemed to have significantly different program requirements and learning outcomes from those currently offered by the University. The final decisions on new graduate programs rest with Senate and the Board of Regents.

Procedures whereby an academic unit may request an expansion of the area in which graduate studies may be initiated are basically the same as those outlined below. They differ primarily in that the review committee established by the Dean of Graduate Studies on the recommendation of the Head is composed, normally, of internal members only. This is not to say that such evaluation committees may not have external members – but they need not. Documentation of the nature and in the spirit of that requested above will be necessary to support justification for the expansion of the degree.

In exceptional cases wherein an expansion to a graduate program does not constitute a significant change to that program, the Dean of the School of Graduate Studies, and Academic Council Executive, may decide to seek approval following the process for any calendar change and without an internal or external review.

**Stage 1 – Proposal development**

Early on in the proposal development stage, the proponents must advise the Dean of Graduate Studies of their intent to develop a new graduate program.

The final proposal must include:

* Executive summary
* Program description
* Statement of justification
* Market analysis
* Projected enrolments
* Admission requirements
* Program requirements
* Resource implications
	+ Faculty complement and workload
	+ Space and facilities
	+ Financial support
* Budget
* Library holdings evaluation (Appendix A)
* Calendar regulations (Appendix B)
* Course listing (Appendix C)
* Consultation (Appendix D)
* Faculty CVs (Appendix E)
* Additional appendices as needed

**Stage 2 – Proposal approval**

The academic unit will submit the new program proposal with appropriate supporting documentation to the appropriate graduate studies committee and Faculty/School Council for approval. Graduate programs that are interdisciplinary in nature will require additional consultations and approval from all relevant academic units.

Once a proposal is ready for submission and has been approved up to the level of Faculty Council (or equivalent governing body), the following steps must take place:

* The proposal is submitted by the proponents to the Executive Committee of SGS Academic Council for review. The Executive Committee then submits to Academic Council for review. Once approved in principle, the Dean of Graduate Studies will ask the proponents to submit, for consideration, names of potential internal and external reviewers to serve on a review committee as well as a member of his/her academic unit as a resource person to be the liaison with the review committee.
* The review committee, appointed by the Dean of Graduate Studies, will consist of two internal reviewers, two external reviewers, and a registered graduate student. External reviewers in this case shall be taken to mean senior academics in a relevant field of study from institutions other than Memorial University of Newfoundland. The selection of members for the review committee will comply with Memorial’s [Conflict of Interest Policy.](http://www.mun.ca/policy/site/policy.php?id=180)
* SGS will convene the meetings of the review committee so as to meet the schedules of all members. The review committee will participate in meetings and deliberations on one of Memorial’s campuses over 1-2 days. Meetings will normally be held with the proponents, relevant Deans, current and potential students, and other relevant stakeholder groups as deemed appropriate by the Dean of Graduate Studies.
* The review committee will be asked to evaluate programs using the following criteria:
* alignment with University’s and departmental mission and goals
* demand for program and potential for growth
* adequate resources (including library, laboratory, graduate student space, graduate student funding, faculty members, technical/support staff)
* cost to support program and justification of any special fees
* appropriate Calendar regulations (regarding program name, admissions and program requirements)
* overall quality of the program and potential to be successful
* The cost of travel, accommodations, and meals for external reviewers will be covered by SGS in accordance with [Mem orial Univers it y’s Travel Policy for Guest Lecturers and Other Official Visitors.](http://www.mun.ca/policy/site/policy.php?id=235)
* Within one week of its site visit, the review committee will submit a final report to the Dean of Graduate Studies. SGS will forward the report to the proponents for appropriate responses. The proposal, the final report of the review committee, and the proponents’ responses will be submitted to Academic Council of SGS for review and approval.
* If approved, the entire package will be sent to the Executive Committee of Senate for review and approval, and then to the Board of Regents for approval.

**Timeline**

Academic units are strongly encouraged to start planning and developing a proposal in January and aim to submit the final proposal to Academic Council Executive (SGS) by August to ensure a new program is recorded in the follow year’s University Calendar and able to admit students for Fall semester of that same year.

Academic units that intend to submit after June are encouraged to consult with SGS on appropriate timelines to ensure the program may be approved in time to accept students in the upcoming Fall semester.

The following is an approximate timeline including each of the steps involved in the new program development/approval process:

* Proposal development and consultations (4 months)
* Review by departmental graduate studies committee(s) and Faculty Council(s) (2 months)
* Review by SGS (1 month)
* Review by Executive Committee of Academic Council and Academic Council (1 month)
* External review (2 months)
* Review/approval by Academic Council (1 month)
* Review/approval by Executive Committee of Senate, Senate, and Board of Regents (2 months)

**New Graduate Program Approval Flowchart**

New program proposal development within academic unit\*

Consultations with SGS, the Library, other related/interested academic units

Preliminary review and consultations

Formal new program review

Submission of final report, consultations with and response by proponents

1

2

Review and approval by departmental graduate studies committee or equivalent\*

Review and approval by Faculty Council or equivalent\*

Review and approval by Academic Council Executive, review by Academic Council

External review and final approval

Review and approval by Senate Executive Committee

Review and approval by Senate

Review and approval by Board of Regents

\*For interdisciplinary programs, approval must be sought by governing committees/bodies from all relevant academic units

1. Business Administration – PhD Regulations

 It was moved by Dr. Coady and seconded by Dr. Brown that the proposed revisions to the PhD (Management) program be approved. The motion

 CARRIED

 The revisions

1. improve the ability of students to transfer from the MSc (Management) to the PhD (Management); (Management); and enables students to focus on information systems or operations management, or to take courses from both;
2. with the provision of two elective courses, allows students to take additional courses, including research methods courses, germane to their program;
3. reflect the change to a 9 course program in the Table;
4. removes 9922 and 9926 from course listing
5. reduces the number of courses from 11 to 9 for the Human Resources/Organizational Behavior specialization
6. reflect current practice and addition of general management stream under section 32.23.

The addition of new section 32 of these regulations is pending approval of item vi) below which reflects the proposed general management specialization under the PhD section.

The calendar entry will now read:

**32.23 Management**

[www.business.mun.ca](http://www.business.mun.ca/)

**Professor and Dean**

W. Zerbe

The Degree of Doctor of Philosophy in Management is offered in the Faculty of Business Administration. The designation refers to management in the broad context. The Degree will offer specializations corresponding to functional areas in management. The Degree currently is offered with specializations in: (1) operations and information management, (2) organizational behaviour and human resources management, and (3) general management.

The Degree of Doctor of Philosophy in Management is offered by full-time study to qualified candidates. The [**General Regulations**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0015) of the School of Graduate Studies and the Degree Regulations of the Faculty of Business Administration outlined below, will apply.

**32.23.1 Admission to the Ph.D. Program**

Admission is limited and competitive. General qualifications for admission to the Ph.D. Programs at Memorial University of Newfoundland are set out under [**General Regulations, Qualifications for Admission**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0015#GRAD-0016). Applicants from all disciplines will be considered.

In addition:

1. Quantitative and qualitative competency are required as evidenced by an acceptable balanced GMAT (minimum score of 600) (or a minimum GRE score of 302).
2. An applicant who did not complete a Master’s degree at a recognized university where English is the primary language of instruction must normally complete either the: Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet-based score of 92-93 (or higher); or International English Language Testing System (IELTS) and achieve a score of 7 (or higher).

Information regarding the TOEFL is available from the Educational Testing Service at [www.ets.org](http://www.ets.org/). IELTS information is available at [www.ielts.org](http://www.ielts.org/). It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

**32.23.2 Supervisory Committee**

Until a supervisory committee has been formed, the Ph.D. Program Director will be the designated advisor of each Ph.D. student. Each candidate will have a supervisory committee consisting of three or more members, at least two of whom shall be members of the Faculty of Business Administration. The thesis Supervisor shall be a doctorally qualified faculty member in the Faculty of Business Administration, Memorial University of Newfoundland, having a recent (past five years) research track record suitable to provide research supervision at the Ph.D. level. The supervisory committee will be appointed no later than the end of the first year of studies.

Students are encouraged to find a Supervisor within the first year of the program and, together with the Supervisor, find the remaining committee members by the time all required courses are completed.

**32.23.3 Components of Study**

**32.23.3.1 Courses**

Students are required to complete successfully a program of courses, normally over the first two years of the program. Students without an adequate background in the functional areas of business may be required to take additional breadth courses. Such determination will be made by the Graduate Research Programs Committee when a student is accepted into the program.

**Required for all Specializations**

Philosophy 6015 Theory of Knowledge

Business 9901 Approaches to Management Research

**One of**

Business 9902 Modelling Methods In Management Research

Business 9903 Quantitative Methods In Management Research\*

Business 9904 Qualitative Methods In Management Research\*\*

Business 9901 is to be completed before any of Business 9902, 9903, 9904 is attempted. In exceptional cases Business 9901 may be completed concurrently with 9902, 9903 or 9904, with approval from the Director of the Program and the Supervisor.

\*Alternatively, students may elect to take an equivalent quantitative methods graduate course on the approval of the Ph.D. Program Director and the Supervisor.

\*\*Alternatively, students may elect to take an equivalent qualitative methods graduate course on the approval of the Ph.D. Program Director and the Supervisor.

***Note:*** *Waivers shall not be granted in the Ph.D. program for previously completed course work at either the undergraduate or master’s level.*

**Operations and Information Management (OIM) Specialization Courses**

In addition to the above-noted courses required for all specializations, the following courses are required for the Operations and Information Management specialization.

1. Four of the following courses:

Business 9910 Optimization

Business 9911 Data and Process Models in Information Systems Development

Business 9912 Probabilistic Models

Business 9913 Human-Computer Interaction and Decision Support Systems

Business 9914 Supply Chains: Models and Management

Business 9915 Electronic Commerce

Business 9917 Special Topics in Operations Management

Business 9918 Special Topics in Information Systems

1. Two graduate courses subject to the approval of the Director of the Program and the Supervisor

**Recommended Sequence for Operations and Information Management (OIM) Specialization Table**

|  |  |
| --- | --- |
| **Semester** | **Courses** |
| **Year 1 Fall** | Philosophy 6015 Theory of Knowledge BUSI 9901 Approaches to Management Research Two of \*,\*\*, \*\*\*Business 9910 Optimization Business 9911 Data and Process Models in Information Systems Development Business 9912 Probabilistic Models Business 9913 Human-Computer Interaction and Decision Support Systems Business 9914 Supply Chains: Models and Management Business 9915 Electronic Commerce Business 9917 Special Topics in Operations Management  Business 9918 Special Topics in Information Systems  |
| **Year 1 Winter** | BUSI 9902 (Modelling), 9903 (Quantitative), or 9904 (Qualitative) Methods in Management Research Two of \*,\*\*,\*\*\*Business 9910 Optimization Business 9911 Data and Process Models in Information Systems Development Business 9912 Probabilistic Models Business 9913 Human-Computer Interaction and Decision Support Systems Business 9914 Supply Chains: Models and Management Business 9915 Electronic Commerce Business 9917 Special Topics in Operations Management  Business 9918 Special Topics in Information Systems  |
| **Year 1 Spring** | Summer Research Project |
| **Year 2 Fall** | Two graduate courses subject to the approval of the supervisorGraduate Program in Teaching (Recommended (non-credit)) |
|  |  |

***Notes:***

1. *\* A selection of courses will be offered to meet the requirements of candidates as far as the resources of the Faculty of Business Administration will allow*
2. *\*\* Students who are planning to specialize in Information Systems are advised to take Business 9911, Business 9913, Business 9915, and Business 9918.*
3. *\*\*\* Students who are planning to specialize in Operations Management are advised to take Business 9910, Business 9912, Business 9914, and Business 9917*

**Organizational Behaviour and Human Resources Management Specialization Courses**

In addition to the above-noted courses required for all specializations, the following courses are required for the Organizational Behaviour and Human Resources Management specialization.

1. Required courses:

Business 9920 Foundations in Organizational Behaviour

Business 9921 Foundations in Human Resources Management

Business 9924 Current Issues in Organizational Behaviour

Business 9925 Current Issues in Human Resources Management

1. Two of:

Business 9923 Foundations in Organizational Theory

Business 9927 Current Issues in Organizational Theory

Business 9928-9939 Special Topics in Organizational Behaviour/Human Resources Management

Any other graduate course subject to the Director of the Program and the Supervisor

**Recommended Sequence for Organizational Behaviour and Human Resources Management Specialization Table**

|  |  |
| --- | --- |
| **Semester** | **Courses** |
| **Year 1 Fall** | Philosophy 6015 Theory of Knowledge BUSI 9901 Approaches to Management Research BUSI 9920 Foundations of Organizational Behaviour BUSI 9921 Foundations of Human Resources Management |
| **Year 1 Winter** | BUSI 9902 (Modelling), 9903 (Quantitative), or 9904 (Qualitative) Methods in Management Research Business 9924 Current Issues in Organizational Behaviour Business 9925 Current Issues in Human Resources Management |
| **Year 1 Spring** | Summer Research Project |
| **Year 2 Fall** | Two of: BUSI 9923, 9927, 9928-9939 or any other graduate course subject to the approval of the Supervisor Graduate Program in Teaching (Recommended (non-credit)) |
|  |  |

***Notes:***

1. *\* A selection of courses will be offered to meet the requirements of candidates as far as the resources of the Faculty of Business Administration will allow*

**General Management Specialization Courses**

In addition to the above-noted courses required for all specializations, the following courses are required for the General Management specialization.

1. Required courses:

Business 9923 Foundations in Organizational Theory

Business 9927 Current Issues in Organizational Theory

1. Four graduate courses subject to the approval of the Director of the Program and the Supervisor

**Recommended Sequence for General Management Specialization Table**

|  |  |
| --- | --- |
| **Semester** | **Courses** |
| **Year 1 Fall** | Philosophy 6015 Theory of Knowledge BUSI 9901 Approaches to Management Research BUSI 9923 Foundations of Organizational TheoryOne graduate course subject to the approval of the Supervisor\*  |
| **Year 1 Winter** | BUSI 9902 (Modelling), 9903 (Quantitative), or 9904 (Qualitative) Methods in Management Research Business 9927 Current Issues in Organizational TheoryOne graduate course subject to the approval of the Supervisor \* |
| **Year 1 Spring** | Summer Research Project |
| **Year 2 Fall** | Two graduate courses subject to the approval of the Supervisor\* Graduate Program in Teaching (Recommended (non-credit)) |

***Notes:***

1. \* A selection of courses will be offered to meet the requirements of candidates as far as the resources of the Faculty of Business Administration will allow

**32.23.3.2 Summer Research Project**

During the first summer in the program, students will complete a research project under the supervision of a qualified faculty member in the area of specialization. Projects must be presented at a Faculty of Business Administration research seminar during the second year of the program.

**32.23.3.3 Research Seminar Participation**

Students are expected to attend research seminars offered by the Faculty of Business Administration in their discipline. Presentation of student conference papers where the Faculty of Business Administration funds travel is expected at a Faculty of Business Administration research seminar. In addition, students may be requested to present their work at other Faculty seminars where and when feasible.

**32.23.3.4 Comprehensive Examination**

Students shall undertake a mandatory written comprehensive examination, following General Regulation [**Comprehensive Examinations, Ph.D. Comprehensive Examination**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0024#GRAD-0778), which sets out the procedures for the comprehensive examination.

In addition:

1. A candidate in the Ph.D. Program in Management shall normally take the written Comprehensive Examination by the end of the seventh semester of the program. The candidate must have successfully completed all required courses prior to writing the Comprehensive Examination. The scope of the Comprehensive Examination will be determined by the Examining Committee (as defined in General Regulation [**Comprehensive Examinations, Ph.D. Comprehensive Examination**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0024#GRAD-0778)) under the guidance of the Supervisory Committee.
2. A list of topics/areas for the Comprehensive Examination will be provided to the student no later than three months prior to the date of the examination.
3. The written examination will take place in three phases over a one-week period.
4. Based on the results of the written examination, the Examining Committee may schedule a supplementary oral examination on any topics covered on the written examination. The oral examination request must be made to the Dean within two weeks of completion of the written examination. The oral examination, if any, must take place within six weeks of completion of the written examination.
5. The scheduling of the Comprehensive Examination will be initiated by the student’s Supervisor who will notify the Dean of the Faculty of Business Administration or designate. The date of the written examination will be determined by the Dean of the School of Graduate Studies. The student will be provided with written notice of the scheduled dates of the written examinations. In the case of oral examinations, requests will be initiated by the Examining Committee or the student (as described above in 4.) through the School of Graduate Studies.

**32.23.3.5 Ph.D. Thesis Regulations**

1. The candidate must submit a thesis proposal to all members of the Supervisory Committee for evaluation and approval by the end of the eighth semester of the program. Within one month of submitting the proposal, the Candidate will give a public oral presentation of the proposal, attended by the Committee. The presentation will provide the Committee and others in attendance with an opportunity to raise questions about the proposal research. Immediately following the presentation, the Supervisory Committee will meet to assess the proposal. Assessment will result in one of the following three outcomes: (1) accept; (2) accept with changes; or (3) reject. The results of this assessment will be provided to the student following the meeting. Assessments of accept with changes or reject will be accompanied by written comments within one week of the proposal presentation.
2. If the proposal is rejected, the candidate will be permitted a second proposal. This proposal must be submitted and deemed acceptable by the Supervisory Committee within four months of the original proposal presentation. Failure to resubmit within this time period will lead to termination of the candidate’s program.
3. The Ph.D. thesis will constitute an independent and original research contribution.
4. The Ph.D. thesis will be evaluated according to the process established in General Regulation [**Theses and Reports, Evaluation of Ph.D. Theses**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0026#GRAD-0838) governing the School of Graduate Studies.
5. Business Administration - New Specialization for PhD (Management) Program – General Management

It was moved by Dr. Coady and seconded by Dr. Brown that the proposed new area of specialization under the PhD (Management) program – General Management, be approved, without the necessity of a review. The motion

 CARRIED

New regulations governing this new specialization is reflected in the regulations stated in item v) above.

1. ANY OTHER BUSINESS
	1. Melanie Greene and Albert Johnson of CITL gave a brief description of the program in Graduate Student Supervision.

The program is available for faculty, new and current. The program changes in accordance with feedback received from the participants, which normally has a cap of 15 participants per session. It is a nine-week program that consists of face to face sessions, as well as seven on-line modules, with a capstone session at the end of the program. It is the third offering and hope to offer it again in the Spring. Faculty interested in this program can contact Melanie Greene – melaniejg@mun.ca, and any suggestions for teaching support would be welcomed.

CITL will put a call out early for participant interest for the Spring semester offering of the Graduate Student Supervision program.

1. NOTICE OF MOTION
2. ADJOURNMENT

 The meeting adjourned at 4:25 p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aimée Surprenant, Dean Peggy Coady, Secretary