**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

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

**Minutes, September 19, 2016**

PRESENT: Dr. A. Surprenant, Dr. D. Farquharson, Dr. N. Kennedy, Dr. A. Hall, Dr. P. Coady, Dr. T. Brown, Dr. D. Foster, Dr. R. Joy, Dr. L. Lye, Dr. H. Zhang, Ms. C. Walsh, Dr. B. Roebothan, Dr. J. Doré, Dr. K. Szutor, Dr. D. Moralejo, Dr. J.C. Loredo-Osti, Dr. K. Tahlan, Dr. C. Walsh, Dr. R. Klein, Ms. M. Greene (Observer), Dr. S. Cadigan, Ms. S. Cleyle, Dr. E. Pittman, Dr. C. Reynolds, Dr. D. Mullings

APOLOGIES: Dr. J. Weber

1. MINUTES:

It was moved by Dr. Farquharson, and seconded by Dr. Lye, that the minutes of the meetings held May 16, 2016; July 5, 2016; July 26, 2016 and August 2, 2016, be approved. The motion

CARRIED

1. BUSINESS ARISING
2. CORRESPONDENCE
3. DEAN’S REPORT/REPORT OF SENATE
4. At the September 13 meeting of Senate, the following items were considered/approved:

* Merger of French and Spanish, and German and Russian – now called Modern Languages, Literatures and Cultures.
* Presentations given for new Law School, and for a Physical Therapy and Occupational Therapy (PTOT) master’s program.

1. Ocean Frontier Institute is creating opportunities for future research growth – process and details will be forthcoming.
2. Fall semester increase in students is 2 – 2 ½ % increase over last year.
3. Enactus Memorial Team in the Faculty of Business Administration is heading to the World Cup again this year.
4. REPORT OF THE GRADUATE STUDENTS’ UNION

The Deputy Provost reported that both she and the Dean of Graduate Studies meet with the GSU Executive on a monthly basis. The Executive will be encouraged to make every effort to attend meetings.

1. STANDING COMMITTEES
2. Academic Council Executive
3. SGS Regulation 4.8 – Calendar Revisions

The School of Graduate Studies is requesting approval of revisions to General Regulation 4.8.1 and 4.8.2 governing the Master’s, and the Ph.D. / PsyD. Comprehensive Examin ations which require students to successfully complete the coursework before undertaking the comprehensive, as well as including the word ‘normally’ in both sets of regulations to accommodate individual cases and programs for which this rule might not apply.

It was moved by Dr. Coady, and seconded by Dr. Lye, that the proposed revisions be approved. The motion

APPROVED

**4.8 Comprehensive Examinations**

**4.8.1 Master's Comprehensive Examination**

1. The composition of the Comprehensive Examination Committee is specified in the Degree and Departmental regulations, and the Committee is appointed by the Dean. The Dean of Graduate Studies or delegate may exercise the right to attend. All members of the Committee including the Chairperson, but excluding the Dean of Graduate Studies, shall be voting members.
2. In this examination the candidates must demonstrate an advanced knowledge of the academic discipline as defined by the academic unit in which they are students. Therefore, in order to be eligible to sit the examination, all course requirements must normally be completed.
3. In cases where there are multiple parts to a comprehensive exam, including written and oral parts, a candidate must satisfy all parts of the examination to obtain a pass. The requirements to advance to a later part of the examination are specified in the Degree and Departmental regulations or by the appropriate academic unit.
4. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:
   1. The category of 'pass with distinction' will be awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the Comprehensive Examination Committee.
   2. The category of 'pass' will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
   3. The category of 're-examination' selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible and students in this category are not eligible for the award of 'pass with distinction'. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be 'pass' or 'fail' decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.
   4. Students awarded a 'fail' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate's program is terminated. A simple majority vote will default to the award of 're-examination'.
5. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the candidate by the Dean.

**4.8.2 Ph.D. and Psy.D. Comprehensive Examination**

1. The candidate shall submit to a comprehensive examination, which may be written or oral or both as determined by the academic unit. Candidates shall normally take the examination no later than the end of the seventh semester in the doctoral program. Unless an extension is approved by the Dean of Graduate Studies, failure to take the examination at this time will result in the termination of the candidate's program.
2. This examination, whether written or oral, shall be conducted by a Committee appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the candidate's Supervisor [or, where a Supervisor has not yet been appointed, the Graduate Officer or Chair of the Graduate Studies (or equivalent) Committee], the Dean of Graduate Studies (or delegate), and at least three other members, the total voting members to be an odd number. All members of the Committee including the Chairperson, but excluding the Dean of Graduate Studies, shall be voting members.
3. In this examination, the candidate must demonstrate a mastery of those sub-disciplines appropriate to his/her research area, as defined by the academic unit in which he or she is a student. Therefore, in order to be eligible to sit the examination, all course requirements must normally be completed. The sub-disciplines upon which the candidate will be examined should be made known to the candidate no later than three months prior to the examination. The candidate must further be able to relate the specialization of his/her research to the larger context of these sub-disciplines.
4. In cases where there are multiple parts to a comprehensive exam, including written and oral parts, a candidate must satisfy all parts of the examination to obtain a pass. The requirements to advance to a later part of the examination are specified in the Degree and Departmental regulations or by the appropriate academic unit.
5. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:
   1. The category of 'pass with distinction' will be awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the Comprehensive Examination Committee.
   2. The category of 'pass' will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
   3. The category of 're-examination' selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible and students in this category are not eligible for the award of 'pass with distinction'. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be 'pass' or 'fail' decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.
   4. Students awarded a 'fail' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate’s program is terminated. A simple majority vote will default to the award of 're-examination'.
6. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the candidate by the Dean.
7. School of Graduate Studies Baseline Funding Review *ad hoc* Committee

The School is requesting feedback and endorsement on the development of Terms of Reference for the School of Graduate Studies Baseline Funding Review *ad hoc*  Committee. The baseline funding should be reviewed every three years and the *ad hoc* Committee will report to the dean of Graduate Studies.

The Chair requested endorsement of the document, and that members could provide feedback on the Terms of Reference through to September 30th.

Terms of Reference for this *ad hoc* Committee are as follows:

Terms of Reference

**Overview:**

The School of Graduate Studies (SGS) provides baseline fellowship funding to eligible full time students enrolled in a research based program. SGS baseline funds for the awarding of SGS Fellowships will be allocated to academic units by the Dean of Graduate Studies on a fiscal-year (April 1- March 31) basis for the support of their graduate students according to the *Guidelines for Allocation of Academic Unit Baselines*.

The following terms of reference are intended to guide the operation of the SGS Baseline Funding Review Committee.

**Membership**

* Committee members shall be appointed by the Dean of the School of Graduate Studies;
* Appointments shall be for a period of up to three years
* Committee membership will be reviewed annually to ensure there is an appropriate balance of continuity and perspectives.
* Committee membership shall be comprised of the Chair (Associate Dean of SGS); one non-voting, ex-officio member from SGS (Manager, Fellowships and Awards), and one member from each of the following:
  + Faculty of Social Science and Humanities
  + Faculty of Science
  + Faculty of Engineering and Applied Science
  + Faculty of Medicine
  + Professional Unit (eg. Education, HKR, Social Work, Business Administration)
  + Grenfell Campus
  + Marine Institute
  + Graduate Students’ Union

**Meetings**

* A preliminary meeting will take place in September 2016 and meetings will be scheduled as needed throughout the semester;
* Further reviews will take place every three years with the next review to take place in September 2019;

**Duties**

* Review the *Guidelines for Allocation of Academic Unit Baselines* to ensure graduate student funding is optimized and allocated to support graduate student education at Memorial;
* Research best practices for graduate funding in Canada;
* Make recommendations for changes to guidelines to the Dean of the School of Graduate Studies by the beginning of winter semester.

1. SGS Document – Responsibilities of Supervisors and Graduate Students

The School of Graduate Studies is requesting feedback and endorsement of the updated ‘responsibilities of Supervisors and Graduate Students’, which improves clarity, provides updated information such as TAUMUN collective agreement, changes to the GSU Executive Positions, and outlines shared responsibilities regarding study plans and professional development for graduate students.

Members also discussed the importance of ethical conduct by Faculty.

This updated version was endorsed by Academic Council.

1. Nominating Committee Report

It was moved by Dr. Coady and seconded by Dr. Doré that the proposed slate of names for the Awards and Medals Committee be approved (this Committee does not require members to be elected from the Academic Council).

Dr. Kelly Hawboldt Faculty of Engineering & Applied Science

Dr. Russell Williams Department of Political Science

Dr. Tom Cooper Faculty of Business Administration

Dr. Sharene Bungay Department of Computer Science

On the call for question, the motion

CARRIED

1. ANY OTHER BUSINESS
   1. Discussion was held on immigration issues and students whose permit requests are rejected. The University is required to stay at arms-length with immigration issues, but the International Office does have a person from Immigration available to speak to students. SGS directs students with any immigration questions to this office. It was also suggested that if departments do not believe enough time is given to students to apply in time for such permits through the Immigration authorities, that deadline dates for students applying to specific programs can be adjusted so that students receive notice of admission in ample time for applying for permits.
2. NOTICE OF MOTION
3. ADJOURNMENT

The meeting adjourned 4:30 p.m.

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Aimée Surprenant, Chair Peggy Coady, Secretary