



Faculty of Education

Office of the Dean
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In the absence of Dr. Kirk Anderson, Dean, Dr. Rhonda Joy will Chair the Faculty Council meeting on March 5, 2019.

Dr. Max Liboiron, Associate Vice-President (Indigenous Research), will present to members of the Faculty of Education at 1:30 p.m. a short (10 min) presentation – Topic: Indigenous Research – consent requirements.

REGULAR MEETING OF THE FACULTY COUNCIL, FACULTY OF EDUCATION
TUESDAY, MARCH 5TH, 2019, 12:30 P.M., ROOM ED2030B (McCANN CENTRE)

AGENDA

1. **Approval of the Agenda**
2. **Approval of Minutes of Previous Meeting**
 - 2.1 Minutes of Regular Meeting of February 5th, 2018 [attached]
3. **Business Arising**
4. **New Business**
5. **Correspondence**
6. **Reports of Committees**
 - 6.1 **Nominating Committee**
 - 6.1.1 Committee membership for Nominations Committee for 2019/2020 [T. Doyle]
 - 6.2 **Committee on Undergraduate Studies**
 - 6.2.1 Memo from Chair, SCUGS Subcommittee on Take-home Examinations [attached]
 - 6.3 **Admissions Committee**

6.4 Research & Development Committee

6.4.1 Research & Development Committee – Guidelines & Procedures for the Research & Development Committee [attached]

6.5 Graduate Studies Committee

6.6 Doctoral Studies Program Committee

- 7. Associate Dean's Report – Undergraduate**
- 8. Associate Dean's Report – Graduate**
- 9. Acting Dean's Report**
- 10. Reports from Representatives from other Councils**
- 11. Other Business**

**Secretary
Faculty Council, Faculty of Education**

Attachments (3)

REGULAR MEETING OF THE FACULTY COUNCIL, FACULTY OF EDUCATION
TUESDAY, FEBRUARY 5, 2019 AT 12:30PM ED20308 MCCANN CENTRE

Chairperson: Dr. Kirk Anderson

Attendees: J. Anderson, S. Azam, C. Badenhorst, D. Buley, J. Buley, M. Collett, E. Furey, G. Galway, D. Gill, K. Goodnough, G. Harris, J. Hoben, N. Hurley, R. Joy, D. Kelly, U. Kelly, L. Lewis, S. Lewis, K. Maich, A. Moghaddam, S. Moore, H. McLeod, W. Okshevsky, S. Penney, P. Phillips, S. Pickett, S. Proulx, L. Redmond, J. Rodway, T. Selfert, E. Wade, G. Young.

Regrets: J. Crane, J. Delaney, M. Stordy, T. Thorne, E. Yeoman

1. **APPROVAL OF AGENDA**

It was **moved** by Dr. Darron Kelly, and **seconded** by Dr. Noel Hurley, that the Agenda be accepted as circulated.

CARRIED.

2. **APPROVAL OF PREVIOUS MINUTES**

It was **moved** by Dr. Jan Buley, and **seconded** by Dr. Leslie Redmond, that the previous Minutes be approved as distributed.

CARRIED.

3. **BUSINESS ARISING**

There was no business arising presented.

4. **NEW BUSINESS**

There was no new business presented.

5. **CORRESPONDENCE**

There was no correspondence circulated.

6. **REPORTS OF COMMITTEES**

6.1 **Nominating Committee**

6.1.1. Dr. Kirk Anderson reported that he and Dr. Antoinette Doyle have met to discuss the possibility of reducing workload for committees.

6.2 Committee on Undergraduate Studies

There was no report presented.

6.3 Admissions Committee

There was no report presented.

6.4 Research & Development Committee

6.4.1. Dr. Rhonda Joy indicated that the committee met in January but without quorum could not proceed with appointing a Chair or adjudicating applications. A new Chair will be appointed soon and proposed changes to the Terms of Reference will be presented in a future Faculty Council meeting.

6.5 Graduate Studies Committee

There was no report presented.

6.6 Doctoral Studies Program Committee

6.6.1. Dr. Tim Seifert indicated that the committee is looking at the residency requirement to the program and any change to this is open for discussion, please email him with any expression of interest.

7. ASSOCIATE DEAN'S REPORT- UNDERGRADUATE

The Associate Dean's Report (Undergraduate) was presented by Dr. Edith Furey as attached.

8. ASSOCIATE DEAN'S REPORT- GRADUATE

The Associate Dean's Report (Graduate) was presented by Dr. Rhonda Joy as attached.

9. DEAN'S REPORT

The Dean's Report was presented by Dr. Kirk Anderson as attached.

10. **REPORTS FROM REPRESENTATIVES FROM OTHER COUNCILS**

There were no reports from representatives from other councils circulated.

11. **OTHER BUSINESS**

There was no other business discussed.

Adjournment

Council adjourned at 1:44 pm.

Chairperson

Date

Secretary

UNDERGRADUATE ASSOCIATE DEAN'S REPORT – Dr. Edith Furey – February 5, 2019

Admissions

| Degree | # of Applicants | # Applicants with Math Focus/Concentration |
|---|------------------------|---|
| *B.Ed. Intermediate/Secondary | 119 | 19 |
| *B.Ed. Intermediate/Secondary (Conjoint with Diploma in Tech.Ed.) | 44 | |
| B.Ed. Primary/Elementary as a Second Degree | 67 | 3 |
| Primary/Elementary as a First Degree | 48 | 0 |
| B. Music Ed. as a Second Degree | 20 | ?? |
| Bachelor of Sp. Ed | 43- 45 | 43-45 |
| B.Ed. Primary/Elementary as a Second Degree (Conjoint with Certificate in STEM Education) | 15 | 0 |
| B.Ed. (Post-Secondary) as a First Degree | INC | |
| B.Ed. (Post-Secondary) as a Second Degree | INC | |
| Diploma in Adult Learning & Post-Secondary Education | INC | |

**Note: 24 students enrolled in both Degree Programs, resulting in a total for both Programs of 139 (163-24 = 139)*

2. New Programs

- (i) **Primary/Elementary 2nd Degree:** we will hear decision of Senate Committee this month; beginning an action plan for implementation of the Program; e.g., re field and internship experiences.
- ii) **Inclusive Education Diploma & Degree:** we are in the process of negotiating with CITL to enable special education faculty to begin course development for proposed diploma & degree.
- iii) **Nunavut Artic College (NAC) Teacher Education Program & Faculty of Education, Memorial University of NL.:** have begun engagement with Nunavut College; e.g. the process of comparison of courses students have taken from University of Regina Education Degree

Program with our IBEEd has begun. Our goal is to develop a Nunavut Teacher Education Program (NTEP).

Other Curriculum

- i. Student mental health and wellness: Premier's Task Force (R17-30). Possible plans: to infuse mental health and wellness topics into our B.Ed. Programs using curriculum mapping (have spoken to the Counseling Psychology group for assistance with this); to arrange lunch-hour sessions with key note speakers.**

Upcoming Initiatives

- i. To review admissions requirements and focus area requirements;**
- ii. To discuss calendar change regulations to Academic & Professional Misconduct; this is being reviewed by CUGS and then will be distributed at Faculty Council or faculty meeting.**
- iii. Commencement of Review of Primary/Elementary 1st Degree Program: literature review will be starting soon.**

Associate Dean of Graduate Programs and Research Faculty Council Report

February 5, 2019

1. Breakdown of admission:

FALL 2018 semester: students on program:

CTLS – 237

EDLS – 206

ELST (Leadership Diploma) - 1

COUN – 74

PSST – 123

HPE (Health Professional Diploma) – 4

EDTC – 54

MAED – 3

Total = 702

Students on Leave M.Ed. – 49

Students on Leave MAED – 2

Total = 51

Grand total = 753 (Fall 2017 enrollment = 746)

To date: number of applications for the February 1st deadline (upcoming Spring 2018/Fall 2019 start):

CTLS – 108

EDLS – 130

ELST (Leadership Diploma) – 8

COUN – 80

PSST – 33

HPE (Health Professional Diploma) – 3

EDTC – 39

MAED – 2

Total = 403 applications (Feb 2017 applications = 384)

2. **Course Planning is now underway. If you have not done so already, please submit your list of desired courses / those you would be interested in teaching to us by Friday, Feb 8, 2019. We will try to accommodate where possible.**

3. **Program changes...**
 - Counseling Psychology group has just placed a notice of upcoming changes on the website. They will be revising their existing program in an effort to align with CCPA certification and the new regulations for the NL college for registered counseling therapists that is expected to be approved by government in the near future.

4. **Re-organization plan is still in transition. Please be patient with us and come to us with any questions.**

5. **PHD program...**
 - a. **Patrick Wells is writing his comprehensive exam**
 - b. **Xiaolin Xu's thesis is out for examination, with the oral defence scheduled for March 1st, should the examiner's recommend she move forward to it.**
 - c. **Haley Toll's SSHRC doctoral fellowship application was selected as one of the Memorial Candidates for the 2019 national competition. The results should be announced in April.**

6. **Advertisement descriptions: It is critical that program groups carefully review advertisements for instructors when requested. We had a situation last term where a descriptions was approved by a group and then the group did not agree with a candidate for the position but they fit the ad description so we could not stop the hire.**

7. **Extra teaching/overload reminder: There is a limit of 2 extra courses/overload per year. Your preference for compensation for overload teaching should be discussed at the time the offer or request is made.**

8. **Scholarships: We ask that you encourage students to apply for scholarships as they become available. We have a large number of scholarships advertised with limited applications.**

9. **Reminder: Intercession courses will not be offered to students. Only spring and summer courses will be offered.**

10. **Reminder: please submit Undergraduate and graduate syllabi to Tina as soon as possible.**

DEANS NOTES TO FACULTY COUNCIL- FEBRUARY 5TH, 2019 – Kirk Anderson

1. *Update on Nunavut Arctic College (NAC and NTEP) Update and Discussions:*
 - a. Meetings: Regular meetings are ongoing with our counterparts with a site visit planned for late February or early March.
 - b. Enrollment: The NTEP partnership will boost our enrollment by 95 undergraduate students effective September 1, 2019; all of whom need to transfer into our program.
 - c. There is also interest in our Masters and PhD program:
 - From a group of their faculty.
 - It is also likely that Nunavut teachers will aspire to do our graduate degrees in the future.
 - d. Revenue-direct: We may see a revenue of about \$100,000 to \$150,000 per year
 - e. Revenue-secondments: We are negotiating the possibility of one to two three-year secondments from of our faculty to NAC/NTEP. This mean and additional revenue of about \$200,000 to \$250,000 for our faculty.
 - Note the combined potential revenue of \$300,000 to \$400,000.
2. *Discussion on Low Enrollment Programs:* Hopefully, later in February we can have a faculty meeting on low enrollment and specialization groups, this time office on graduate programs.
3. *Update on ASM and VRP Planning:*
 - a. The Naterer Process: I am guided by an overview of the ASM planning and ranking process as led by Dr. Naterer during September and October:

The Full 9:

 - Positions 9 to 6 (Design, Math, Counseling, and Inclusive Ed) are unlikely to see any hiring unless it is through reassignment of existing complement, teaching term contracts, or sessionals.

The Top 5

 - Both (Reading) and (Assessment for Learning) were tied for 4th and are still under exploration.
 - There may be some funds (About \$100,000 to \$200,000) from the Ministry of Education to help the Reading concept, but these discussions are still formative.

The Top 3

 - Positions 3 to 1 (Music, Indigenous, and Post-Secondary) are discussed in more detail below.

- b. The Deans Council Meeting on VRP Renewal: I presented this information above to a special deans' council meeting on December 17th as part of an 'renewal' hire outline for the faculty. In the presentation I outlined all 9 positions but focused on the top 5 ranked positions (Reading, Assessment, Music, Indigenous, and Post-Secondary) Some of the results from this meeting:
- Reassignment of existing complement, or cross unit cooperation, interdisciplinarity are considerations in ASM planning)
 - For example, there may be an opportunity for the Special Education and Counseling folks to cooperative with the Student Wellness Centre.
 - Indigenous hiring is also an example of this thinking. This is a subject for further exploration.
 - There is strong support from Deans Council for a cluster hire of Indigenous scholars that make this a hiring priority for both the faculty and MUN.
 - Of the four positions lost to the VRP (Assessment, Literacy, Social Context, and Music) we have been granted only 1 ASM back (meaning a net loss of 3 ASMs).
 - a. I have appealed this allocation.
 - b. Also, I am seeking clarification to see if the Indigenous cluster hire includes or excludes our Indigenous ASM hire.
 - c. I also need to know if a pending non-VRP retire offer will be returned to us or not.
- c. An overview of the top three: Here is my view of this status of our hiring plan with 1 ASM in play:
- (Music Education) is under review and likely no action will be taken on this until 2020-2021. At the time, discussions should be held as to there being a full position, or shred with another unit or another specialization.
 - (Indigenous Education) may be part of a cluster hire on Indigenous Educators, but this is not known at the current time. This is also a partnership with the Labrador Institute and may be helped by reassignment from within.
 - (Post-Secondary Education). The return of one of the ASMs on leave and the possibility of reassignment internally lessens the need for a full ASM in this specialization.
- d. Additional notes:

- The revenue partnership with Nunavut and Ministry of Education Funds (Revenue of up to \$400,000 to \$600,000) can help both our finances and hiring issues over the next 3 to 5 years.
 - The appeal of the VRP allocation may enable more hiring
 - The pending retirement, or other departures, linked to conversions may help the hiring process.
 - Are there others reading to retire?
- e. Recommendation: Based on all of this, as it stands at this time, it is my recommendation as our first priority for hiring and by conversion is the Indigenous Education. Other hires will be revisited as the overall context of ASM allocation emerges.
4. *Awards and congratulations: please stay for a celebration of our colleagues' success:*
- a. Awards: The President's Awards: We have three faculty being honored for the President's Awards (Dr. Heather McLeod-Teaching-faculty; Dr. Elizabeth Yeoman-Supervisor-faculty, and Dr. Ursula Kelly-University Research Professor)
 - b. The Dean's Awards: We have three recipients of the faculty Dean's Awards this year (Ms. Jill Gosse-exemplary service-staff, Ms. Sheri Roberts-exemplary service-staff, and Dr. Gerald Galway-Teaching Excellence-faculty).
 - c. Honour plaques and ceremony:
 - I am donating a large plaque to note the Faculty' PhD graduates. A ceremony will be held for each new successful defense in which the successful candidate will place their name on the plaque of honor.
 - We are also placing plaques in the building to note the Dean's awards.

Kirk Anderson
 Dean
 February 2019
 Revised April 1st, 2019

6 Reports of Committees

6.1 Nominating Committee

**6.1.1 Committee membership for Nominations Committee for 2019/2020
[T. Doyle]**

2019 02 21

TO: All Members, Faculty Council of the Faculty of Education

FROM: Chairperson, Nominating Committee

SUBJECT: Recommendation for (i) Membership of Standing Committees of the Faculty Council of Education, and (ii) Representation to other Faculty Councils 2019-2020 Academic Year

The Nominating Committee makes the following recommendations for membership of the Standing Committees of the Faculty Council of Education, and representatives to other Faculty Councils for the 2019-2020 Academic Year:

STANDING COMMITTEES

A. The Executive Committee of the Council

1. Chairperson – Dean, Faculty of Education
2. Ms. S. Lewis (Secretary)
3. Dr. A. Moghaddam [2016-2019]
4. Dr. A. Doyle ([2018-2021]
5. Undergraduate Student Representative
6. Graduate Student Representative

B. Nominating Committee

- 1 Chairperson (to be selected from Committee membership)
2. Dr. D. Gill [2018-2021]
3. Dr. T. Doyle [2018-2021]
4. Dr. A. Burke [2018-2021]

C. Committee on Undergraduate Studies

1. Chairperson (to be selected from Committee membership)
2. Associate Dean, Undergraduate Programs (ex-officio)
3. Representative, Office of the Registrar (ex-officio) – Ms. T. Thorne
4. Representative, Office of Student Services (ex-officio)
5. Dr. L. Redmond (**replacement for E. Furey since EF is Associate Dean*)

6. Dr. C. Arnold [2016-2019] (*replacement Dr. J. Rodway December 2018-November 2019*)
7. Dr. D. Vaandering [2018-2021]
8. Dr. M. Stordy [2016-2019]
9. Undergraduate Student Representative –Ashley Diamond –*Marc Strickland replacing until May 19*
10. Undergraduate Student Representative –Shauna Field

D. Committee on Graduate Studies

1. Chairperson (to be selected from Committee membership)
2. Associate Dean of Graduate Programs (ex-officio)
3. Elected Members on Academic Council, School of Graduate Studies:
Counselling Psychology Representative – Dr. M. Gardner [2016-2019]
4. Educational Leadership Representative – Dr. S. Johnston [2016-2019]
5. Curriculum, Teaching and Learning Representative– Dr. S. Azam [2016-2019]
6. Post-Secondary Representative – Dr. J. Hoben [2016-2019]
7. Informational Technology Representative –Dr. D. Gill [2018-2021]
8. Graduate Student Representative –Mr. P. Wells [2018-2019]
9. Graduate Student Representative TBA

E. Admissions Committee

1. Chairperson (to be selected from Committee membership)
2. Associate Dean, Undergraduate Programs (ex-officio)
3. Coordinator of Undergraduate Programs (ex-officio)
4. Representative, Office of the Registrar (ex-officio) – Ms. T. Thorne
5. Dr. S. Pickett [2016-2019]
6. Dr. J. Buley [2016-2019]
7. Dr. N. Hurley [2016-2019]
8. T. Johnson [2018-2021] (**Dr. T. L. Lewis – replacement for T. Johnson on Leave Fall 2018 & Winter 2019*)
9. Undergraduate Student Representative –Andrew Rose

F. Research and Development Committee

1. Chairperson (to be selected from Committee membership)
2. Dr. E. Yeoman [2016-2019]
3. Dr. D. Kelly [2016-2019]
4. Dr. J. Delaney [2016-2019]
5. S. Azam [2018-2021][**Dr. Morgan Gardner –replacement for S. Azam August 2019*]

G. Social Committee

1. Chairperson (to be selected from Committee membership)
2. Dr. J. Hoben [2018-2021]
3. Dr. G. Young [2015-2018] *replacement needed* _____
4. Dr. J. Buley [2018-2021]
5. Ms. L. Tucker
6. Ms. C. Madol/Ms. E. St. Croix

H. Doctoral Studies Program Committee

1. Chairperson (to be selected from Committee membership)
2. Associate Dean, Graduate Programs (ex officio)
3. K. Goodnough [2108-2021]
4. Dr. J. Hoben [2018-2021]
5. Dr. B. Mann [2018-2021]
6. Dr. T. Seifert [2018-2021]
7. Dr. G. Galway [2018/2021]
8. Representatives from Supervisory Committees (non-voting members)
9. Doctoral Student Representative – Mr. James Tuff [2018-2019]
10. Doctoral Student Representative – Mr. Sana Jamil [2018-2019]

I. Ethics in Human Research

1. Chairperson (to be selected from Committee membership)
2. Dr. E. Furey [2016-2019]
3. Dr. D. Kelly [2018-2021]
4. Dr. A. Burke [2016-2019]
5. Graduate Student Representative –TBA

J. Scholarships and Awards Committee

1. Dr. L. Redmond [2016-2019]
2. Dr. J. Rodway [2018-2021]
3. Dr. G. Harris [2016-2019]
4. Staff Member – Office of the Dean
5. Staff Member – One member from the Undergraduate Office (if undergraduate) (non-voting) or one member from the Graduate Office (if graduate) (non-voting)

REPRESENTATIVES TO OTHER FACULTY COUNCILS

1. Faculty of Humanities and Social Sciences – Dr. W. Okshevsky [2018-2021]
2. Faculty of Science – Dr. M. Stordy [2018-2021]
3. Faculty of Engineering and Applied Science – Dr. D. Gill [2018-2021]
4. Faculty of Business Administration – Dr. T. Seifert [2018-2021]
5. Faculty of Medicine – Dr. K. Maich [2018-2021]
6. School of Human Kinetics and Recreation –Dr. A. Moghaddam [2018-2021]
7. School of Nursing - Dr. J. Buley [2018-2021]
8. School of Social Work - Dr. S. Pickett [2018-2021]
9. School of Music – Dr. D. Buley [2018-2021]
11. Fisheries and Marine Institute – Dr. K. Anderson
12. Q.E. II Library – Ms. B. Maddigan [2018-2021]
13. School of Graduate Studies – Dr. M. Gardner [2018-2021]

Nominating Committee

- *All Committee memberships are for a three year period with the exception of student representatives.*

Updated February 21, 2019/estc

6.2 Committee on Undergraduate Studies

**6.2.1 Memo from Chair, SCUGS Subcommittee on Take-home Examinations
[attached]**

St. Croix, Elaine

From: SCUGS
Sent: February-11-19 2:54 PM
To: Collett, Meghan; Engineering; GC: Arts; GC: Fine Arts; GC: Science; GCSU; Rohr, Linda; Faculty of Humanities and Social Sciences; Cleyle, Susan; Medicine; MI; mhowse1@wave.mi.mun.ca; MUNSU; Sutherland, Ian D; DeanNurse; Pharmacy; Dean of Science; rklein@mun.ca; adeanugradswk; Bauer, Larry; Anderson, Kirk D.; Bugden, Shawn; Dostaler, Isabelle; Naterer, Greg; Sutherland, Ian D; Simpson, Jennifer; Dean of Science; Gaudine, Alice; Mr. Glenn Blackwood; Surprenant, Aimee; Basabose, Philippe; Biochemistry Head; Branigan, P.; Curtis, Stephan; Catto, Norm; Adler, Judith E; Dold, Patricia; Everett, H.; Fletcher, Garth; Fridgen, Travis; Barry Gaulton; Gong, M.; Gordon, Kathleen; Hurich, C.; Physics Head; Locke, Wade; Lokash, Jennifer; Marino, Paul; McGrath, Sean Joseph; Neath, I.; Parker, K.; Radford, C.; Roman, L; Williams, R.; Bugler, Heather; Caines, Sherry Lynn; Carol Ann Walker; Debbie Seaward; Holly Cooper; Westcott-Stevens, Jane; Kennedy, Darlene; Kenny, Gail; King, Yvonne; Tiller, Krista; Lewis, Sarah; Linda Cuff; Houston, Maureen; Osmond, Tracy A.; St. Croix, Elaine; Williams, Annette; Horne, Christine Elizabeth; blundon; Simmons, Bonnie; O'Leary, Dianne M.
Subject: Survey regarding the practice of Take-Home Examinations
Attachments: Take-Home Examinations memo.pdf

Good afternoon,

Please open the attached memorandum from Dr. N. Catto, Chair of the SCUgS Sub-committee on Take-home Examinations. We would appreciate it if this request for feedback could be added to the agendas of Undergraduate Committees and Faculty Councils and further circulated to whomever in your respective units that may wish to address the issues presented within the memorandum.

Please send any feedback to the attached letter to scugs@mun.ca before March 8th, 2019.

Thank you,

Brian Hammond
Secretary to the Deputy Registrar
Office of the Registrar
Memorial University of Newfoundland, St. John's, NL A1C 5S7
Telephone: (709) 864-4421 / Fax: (709) 864-2337



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Office of the Registrar

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February 11, 2019

TO: Deans and Department Heads (St. John's Campus); Vice-President (Grenfell Campus and Marine Institute); Chairpersons and Secretaries, Academic Councils (Faculties/Schools/Grenfell Campus/Marine Institute), the Blundon Centre, the Centre for Innovation, Teaching and Learning

FROM: Chair, SCUgS Sub-Committee on Take-Home Examinations

SUBJECT: Survey Regarding the Practice of Take-Home Examinations

A sub-committee of the Senate Committee on Undergraduate Studies is currently reviewing the practice of take-home examinations. Memorial University's invigilation procedures state, in part, that "no student is permitted to write an examination without invigilation," which implies that take-home examinations are not permitted. In order for any take-home evaluation to be called an examination it would need to be exempt from Memorial University's invigilation procedures. However, it is known that take-home examinations are being utilized as a form of evaluation. As such, the sub-committee is seeking input from the University community as they consider the creation of new policies/regulations that would either govern or provide alternatives to the practice.

The sub-committee is considering issues such as:

- how prevalent is the practice of take-home examinations, and which units employ take-home examinations most frequently
- how should take-home examinations be defined; that is, if take-home examinations are most similar to take-home assignments, with expectations of more in-depth student answers and, following that, more extensive evaluative rubrics from instructors, is it reasonable to allow them to be assigned in the last two weeks of class or due during the examination period
- is the practice pedagogically sound, what for instance is the rationale behind the use of take-home examinations, what is the intended educational outcome from this practice
- are there any negative consequences that may outweigh the positive intents of using take-home examinations
- have there been any complaints from students, staff or faculty about the practice of administering take-home examinations and are those complaints pedagogical or administrative in their reasoning

- what type of course benefits most from this form of evaluation; for example, can the practice of take-home examinations stream-line the online education process by eliminating the need for students to be on campus or designated writing site, or to find an online invigilation option for one element of a larger course
- If used, how is academic integrity of the take home examination ensured.
- what impact would a change in practice have on students that are being academically accommodated through the Blundon Centre
- if it is permissible for a take-home examination to be due within the final examination period, could General University regulation 6.8.2.3 ([Regulation 6.8.2 Exemptions from Final Examinations and Procedures for Applying to Write Deferred Final Examinations](#)), which covers examination deferral due to a student having three scheduled examinations in a 24-hour period be applied
- the Office of the Registrar has the responsibility of scheduling final examinations; given that, should take-home examinations fall under the governance of the Office of the Registrar when they are developing the final examination schedule

Following discussions at a Senate meeting held on September 5th, 2015, two courses of action were suggested: either take-home examinations be exempted from the current invigilation procedures ([Invigilation Procedures](#)) and the practice of assigning them a due date that falls within the examination period continue, meaning regulations pertaining to three examinations falling within a 24-hour period should also apply to take-home examinations, or take-home examinations be disallowed because they conflict with current University procedures, and instructors will have to assign alternative forms of evaluation. There was, however, no consensus reached, and as such it is our intention to make recommendations to the Senate regarding how the University should proceed.

It is our hope that you may be able to provide insight into the issues listed above; or moreover, as we are in the preliminary stages of this investigation, alert us to potential issues that we have yet to consider, providing, if possible, illustrative scenarios that will help us to better understand the benefits of or hindrances cause by the practice of take-home examinations.

We would appreciate your feedback, and are kindly requesting that you submit any comments to scuqs@mun.ca before March 8th, 2019

Thank you for your time,

Norm Catto

Digitally signed by Norm Catto
 DN: cn=Norm Catto, o=Memorial University,
 ou=Geography, email=ncatto@mun.ca, c=CA
 Date: 2019.02.11 14:11:50 -03'30'

Dr. Norm Catto
 Head, Department of Geography and
 Chair, SCUgS Sub-Committee on Take-Home Examinations

6.4 Research & Development Committee

**6.4.1 Research & Development Committee – Guidelines & Procedures for the
Research & Development Committee [attached]**

Guidelines and Procedures for the Research and Development Committee

Membership

Membership for the Research and Development Committee is established by a nomination and election procedure to occur in the Spring of the preceding year. The membership of the Committee should reflect the diversity, scope, and breadth of Faculty and members should be active researchers/publishers. The Committee shall be comprised of:

- Chair
- Three faculty members
- Associate Dean, Graduate Programmes and Research (ex officio)

~~To ensure continuity between committees from year to year, the Chair of the outgoing committee will call a joint meeting of the outgoing committee and the new committee as early in the fall as possible.~~

Eligibility for funding

The following members of the Faculty of Education are eligible to receive awards from this programme:

- Tenured faculty members
- Tenured-track faculty members;
- Regular term appointments
- ~~• Teaching term appointments~~
- ~~• Faculty members on sabbatical leave~~
- Post-doctoral fellows who hold an appointment with the Faculty of Education

Individuals appointed on a per-course basis are not eligible but may collaborate with a faculty member. Individuals with regular term appointments must take up the award at the time of their appointment; access to funds will only be available for the duration of the appointment.

Anyone listed on a successful grant application may not reapply for two years. For example, anyone receiving a grant or any member of a team receiving a grant in Fall 2019 will not be eligible to apply again until Fall 2021.

~~A principal investigator, or a research team, successful in a funding competition, may not be eligible again for two years. For example, if successful in November 2011, they could not apply again until November 2013. Applicants may receive funding as co-investigators in any given competition.~~

Persons Individuals serving on the Research and Development Committee are not eligible to receive funding in the academic year for which they are s/he was a members of the Committee.

Submitting a proposal

The committee will adjudicate applications ~~once twice~~ a year, in the Fall. ~~The deadline will be September 1st November 30 and the spring deadline will be May 31.~~ These dates ~~will~~ would be communicated to potential applicants at least two months in advance.

Proposals shall be received by the Office of Graduate Programs ~~Studies~~ and Research (Education) no later than midnight (Labrador time) of the deadline. The Office may contact the applicant if there appear to be missing pages, corrupt files, or simple calculation errors, such as in the budget. Committee members may not directly contact applicants. All contact during the adjudication process will be through the Office of Graduate ~~Programs~~ Studies and Research (Education).

Budgets and expenses

Amount of funding

The Dean of Education shall establish a maximum total amount of funding to be dispersed by the Committee ~~at each competition~~. The current total amount available for ~~the each~~ competition is \$15,000 ~~40,000~~.

The Committee will normally provide assistance to a maximum of \$3000 towards short-term research and development projects undertaken by faculty members. ~~in disciplines supported by SSHRC~~. As much as possible, awards will be “seed money” to initiate projects for which external funding is being sought. Where warranted and when funds are available, the committee can recommend up to \$4000. Proposals already funded by this or other competitions are not eligible for funding.

Funding accounts for approved proposals must be activated within 6 months of the date of the award

The funding account will remain open for a maximum of two years. Extensions to the timeline may be considered as per Tri-Council guidelines.

Eligible and ineligible expenses

Eligible expenses follow the regulations for SSHRC Explore Grants (formally known as SSHRC/VP Research Grants).

~~Transcription, release time for teachers and participant incentives are eligible expenses.~~

Following the regulations for the SSHRC Explore Grants ~~Vice-President's Research Grants~~, ineligible expenses include ~~will be~~: faculty members' thesis work, faculty professional development activities, faculty curriculum development, preparation of textbooks, conference travel, or, normally, the purchase of capital equipment.

Except as noted above, all other budgetary expenses are to conform to the current Tri-Agency Financial Administration Guide. The following Tri-Agency link will direct you to the most up-to-date version of the 2017 Tri-Agency Financial Guide which will also outline any current and subsequent future updates;

http://www.science.gc.ca/eic/site/063.nsf/eng/h_97415.html

and are subject to normal University policies and procedures for the administration of research funds.

However, those seeking travel/conference funds may explore other sources of funding such as SSHRC Exchange (previously known as Travel Funds).

Adjudication criteria

Criteria

Adjudication of proposals is guided by criteria designed to ensure consistent reliable and comprehensive appraisals of proposals. At the same time, the adjudication criteria are need to be sufficiently flexible in order to uphold the principle of supporting diverse forms of research and development. ~~Such forms of research may not always hold up well against criteria that are used in standard adjudication processes.~~ These criteria might reference, for example, a theoretical framework, research methodologies, literature reviews, methods, visiting scholars, guest lecturers, community engagement initiatives, etc. Consequently, proposals to the Committee are adjudicated on the criteria of comprehensibility, coherence, feasibility, accountability, and contribution to furthering faculty research interests. These criteria are explained further in Appendix A.

In making a submission, it is important to recognize that not all Committee members will have an intimate knowledge of the subject matter of all proposals. Consequently, the onus is on the applicant to write in clear, plain language that will explain the proposal in a manner that is readily understood. Avoid jargon, acronyms and highly technical terms.

Emerging New scholars

Emerging New scholars will be given preference for funding. If two proposals (one from an established regular and one from an emerging new scholar) are deemed worthy of funding by the Committee but limited funds do not allow funding of both proposals, the priority will be given to the emerging new scholar. An emerging new scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement but is in the process of building one.

Applicants requesting consideration as an emerging new scholar must identify themselves as such and demonstrate that they have not applied successfully, as principal investigator or project director, for a grant from any of the programmes sponsored by the Tri-Agency, SSHRC.

In addition, they must meet at least one of the following criteria:

- i. Completed their highest degree no more than five years before the competition deadline (SSHRC considers only the date of completion of the first doctorate);
- ii. Held a tenured or tenure-track university appointment for less than five years;
- iii. Held a university appointment but never a tenure-track position;
- iv. Had their careers significantly interrupted or delayed for family or medical reasons.

Feedback

The Committee shall provide detailed feedback on unsuccessful proposals that indicates how the proposal can be improved for the next funding competition. Applicants re-submitting a proposal are encouraged to provide a response to the feedback they received in their earlier proposal. The Faculty's Grants Facilitator can provide applicants with

one-on-one assistance prior to their submission. As well support can be provided to improve the application for resubmission, in order to explain where the weaknesses were and how to improve for the next competition.

Appeals

Decisions of the Committee are not subject to appeal with the following exceptions:

- i. Where there is evidence of a procedural error in the adjudication process.
Examples of a procedural error include: part of the proposal was not copied or a member of the Committee was funded.
- ii. where there is evidence that a Committee based its decision on factual error.

In such instances, the applicant can make an appeal in writing to the Dean of Education.

Dissemination

Those receiving awards are required ~~expected~~ to give a faculty seminar/workshop/presentation etc. on their research/projects. The Dean's Office will provide support for the seminars and schedule them as appropriate. Those recipients whose projects cannot be typically disseminated (e.g., visiting scholar, etc.) are expected to inform the committee of the outcome of the award. Faculty must disseminate their research as described above in order to be considered for future funding.