

## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **Meeting of the Faculty Council, Faculty of Arts, Monday, February 1, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Monday, February 1, 2012 at 1:00 p.m. in A-1046. Dr. Lisa Rankin, Interim Dean, Faculty of Arts, presided. A list of those present is appended.

#### **Approval of the agenda**

The agenda was approved as circulated (Lisa Rankin/ Stuart Brown).

#### **Minutes of the meeting of Faculty Council held on December 16, 2011**

The minutes of the meeting of December 16, 2011, were approved as previously circulated (Lisa Rankin / Katina Lord).

Peter Ayres noted a missing "s" under Dean('s) remarks for the December 16 minutes; these will be revised accordingly.

#### **Business Arising from Minutes**

There was no business arising from the minutes of the December 16 meeting.

#### **Dean's Remarks**

Carrie Dyck is taking over from Peter Ayres as secretary for Arts Faculty Council.

Registration: down 312 on-campus, up 220 by distance; consequently, a \$14,280 deficit (better than the \$300,000 deficit projected in the Fall); graduate and international student registration not known yet.

Request from Lifelong Learning for a seat on Arts Faculty Council. We no longer have a standing nominations committee.

**Motion** to approve a seat on Arts Faculty Council for Lifelong Learning (Lisa Rankin / Stuart Brown).

The motion was **approved**.

## **Committee Reports**

### Undergraduate Studies Committee:

1. Proposed Calendar Changes, Department of Economics (Peter Gratton / Sean Cadigan).

The proposal was **approved** for submission to Senate.

2. Proposed Calendar Changes, Department of Math and Stats (Peter Gratton / Peter Ayres).

The proposal was **approved** for submission to Senate.

### Graduate Studies Committee:

1. Proposed Calendar Changes, Department of Philosophy (John Buffinga/ Seamus O'Neill).

Discussion of equivalencies (raised by Vidyasankar, CompSci representative). Lisa Rankin responds that a Dean's committee is looking to standardize equivalencies.

Charles Mather raised a question concerning the supervisor not being chosen until 2nd year. (The School of Graduate Studies form requires a supervisor to be assigned upon admission.) After some discussion, a **friendly amendment** was proposed to adopt the Folklore model. Folklore doesn't assign a supervisor immediately (except on the School of Graduate Studies form), but assigns an advisor, who may ultimately end up being a supervisor.

Peter Ayres: library evaluation should be attached to this submission. (Appendices were not provided for the Arts Faculty Council meeting due to the size of the submission.)

Phil Hiscock: raised a question about GA allocations. Lisa Rankin responded that every new program receives new GAs, and this doesn't affect the number of GAships assigned to other departments.

Karen Stanbridge: raised a question about PhD teaching assignments and LUMUN agreement. Seamus O'Neill responded with section 13.08 of the LUMUN agreement that states that PhD students can be assigned teaching responsibilities independently of the PCI competition. A **Friendly amendment** was proposed to append the relevant LUMUN clause.

Phil Hiscock noted a typo: p. 7 bottom of page should read Feild Hall.

The proposal was **approved** for submission to Senate.

### **Announcements/Any Other Business**

Peter Gratton appealed for candidates to replace Peter Ayres as Associate Dean (Undergraduate).

### **Adjournment**

A motion to adjourn (Sean Cadigan / Tracy Boone) was **approved**.

The meeting adjourned at 1:26 p.m.

### **Present:**

Carrie Dyck (Associate Dean, Graduate; minutes), Scott Lynch (Economics), John Buffinga (German and Russian; Chair, Arts Grad Studies Committee), Heather MacDonald (Business), Dan Duda (Library), Karen Stanbridge (Sociology), Jordan Chafe (MUNSU), Candace Simms (MUNSU), Charles Mather (Geography), Stuart Brown (Archaeology), Mark Tate (Anthropology), Tracey Boone (Registrar's Office), Peter Ayres (French and Spanish; Associate Dean, Undergraduate), Anne Thareau (French and Spanish), K. Vidyasankar (CompSci), Donna Walsh (English), Suma Rajiva (Philosophy), Lisa St. Croix (DELTS), Kat Lord (GSU), Sean Cadigan (History), Philip Hiscock (Folklore), Lucian Ashworth (Political Science), Seamus O'Neill (Philosophy), Arthur Sullivan (Philosophy), Sean McGrath (Philosophy), Peter Gratton (Philosophy; Chair, Arts Undergraduate Committee).

### **Regrets:**

Marguerite MacKenzie, Nicholas Hartmann



## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, April 4, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, April 4, 2012 at 1:00 p.m. in A-1046. Dr. Lisa Rankin, Interim Dean, Faculty of Arts, presided. A list of those present is appended.

#### **Presentation by DELTS**

Vanessa Mackey and Denise Carew introduced Stor, a new learning object repository; [www.delts.mun.ca/stor.php](http://www.delts.mun.ca/stor.php). ('Stor' is Irish for 'repository,' and also NL English for a type of storage shed.) Learning objects are small objects such as videos, sound files, etc. DELTS alone has 10,000 such objects. Stor is designed to enable searching, re-use, and sharing of learning objects. Stor objects are licensed under Creative Commons licenses (<http://www.creativecommons.org>). Stor could be used by course designers, instructors, communities.

Next steps: DELTS will continue to process objects, and will have training initiatives. (They already have a Creative Commons Interactive Tutorial.) They will then start promoting Stor to the province, and will build partnerships. Stor will be launched in September, 2012.

Stor is publicly available (for searches and using objects), but you need a username and password to contribute. (There will also be private areas on Stor, which would require a password.)

#### **Approval of the agenda**

The agenda was approved as circulated (Sean Cadigan / Peter Gratton).

#### **Minutes of the meeting of Faculty Council held on Monday, February 1, 2012**

The minutes of the meeting of Monday, February 1, 2012, were approved as previously circulated (Peter Ayres / Peter Gratton).

Corrections: Katrina Lord, not Katina; under Adjournment: Tracey Boone, not Tracy.

#### **Business Arising from Minutes**

There was no business arising from the minutes of the February 1 meeting.

#### **New Business**

Proposal from Department of English, tabled at Faculty Council meeting held on April 6, 2011. The original motion was tabled because of companion piece, to be brought forward at a later date. English has made further changes that make the tabled motion obsolete, and would like to withdraw the motion.

Motion to withdraw (Peter Gratton / Peter Ayres).

The motion was **approved**.

### **Dean's Remarks**

The budget submission as gone forward and we are awaiting the outcome. The Faculty of Arts was awarded all the classroom infrastructure grants that it requested. The Dean thanked the Office of the Provost.

### **Committee Reports**

#### Undergraduate Studies Committee:

1. Proposed Calendar Changes, Police Studies Major Program (revised) (Peter Gratton / Peter Ayres).

#### *Discussion:*

Karen Stanbridge's previous concerns about the replicability of the PS2200 course have been resolved in the short term because the Sociology specialist in criminology has recently resigned. However, this brings up a larger issue: for Sociology, particularly the core area of criminology and deviance, it's difficult to reconcile department plans for this core area with demands of the Major. Dr. Stanbridge recommended considering an APR or review of the Police Studies program to assess its mandate, future, and fit within Arts.

Peter Gratton suggests that this be an agenda item of the next Arts Faculty Council meeting.

Sean Cadigan: who is responsible for non-unit reviews? (Women's Studies was reviewed when it became a program, but no other such reviews have been carried out.)

The proposal was **approved** for submission to Senate.

#### Graduate Studies Committee:

1. Proposed Crosslisting of Visual Culture and Arts History (Grenfell/St. John's) (John Buffinga/ Peter Gratton).

Chris Sharpe: problem with calling the course VCAH 6015; in order to be in the MUN calendar, it can only be a special topics course or a Humanities

course. Consult with Phyllis McCann.

Motion to approve the course in principle, pending finding a proper home for the course in the MUN calendar (Peter Ayres / Peter Gratton).

The motion was **approved**.

### **Announcements/Any Other Business**

Peter Ayres encourages more Faculty to participate in high school interviews.

### **Adjournment**

A motion to adjourn (Kathryn Simonsen / Sean Cadigan) was **approved**.

The meeting adjourned at 1:30 p.m.

### **Present:**

Lisa Rankin (Interim Dean of Arts), Carrie Dyck (Associate Dean, Graduate; minutes), Scott Lynch (Economics), John Buffinga (German and Russian; Chair, Arts Grad Studies Committee), Martin Lovelace (Folklore), Kim Parker (Religious Studies), Valerie Burton (History), Charles Mather (Geography), Kathryn Simonsen (Classics), Peter Ayres (French and Spanish; Associate Dean, Undergraduate), Donna Walsh (English), Sean Cadigan (History), Arthur Sullivan (Philosophy), Peter Gratton (Philosophy; Chair, Arts Undergraduate Committee), Chris Sharpe (Geography), Candace Simms (MUNSU).

### **Regrets:**

K. Vidyasankar (CompSci), Magessa O'Reilly (French and Spanish), Nicholas Hartmann (GSU), Elaine Healey (DELTS).

## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, May 2, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, May 2, 2012 at 1:00 p.m. in A-1046. Dr. Lisa Rankin, Interim Dean, Faculty of Arts, presided. A list of those present is appended. In the absence of the Secretary of Faculty Council, Professor Donna Walsh agreed to act as secretary for this meeting.

### **Presentation on Curricular Peer Mentoring Pilot Project**

Katrina Lord presented a proposal to initiate a pilot project for curricular peer mentoring. This project would fit within the Teaching and Learning Framework and may correlate with the First Year Success Pilot Program. Student participating in the peer mentoring program would be credited with three credit hours. A lengthy discussion ensued on how the program would work, how and by whom it would be administered, and who would be involved.

### **Approval of the agenda**

The agenda was approved with the following change: the Dean's Remarks will be after the discussion on General Regulation 5.7.1. (Norm Catto / Anne Thureau).

### **Minutes of the meeting of Faculty Council held on Monday, February 1, 2012**

The minutes of the meeting of Monday, February 1, 2012, were approved with two small changes (Katrina Lord / Nick Hartmann).

Corrections: Under Dean's Remarks: "as" should read "has" and "all" should read as "almost all".

### **Business Arising from Minutes**

There was no business arising from the minutes of the April 4<sup>th</sup> meeting.

### **New Business: Committee Reports**

#### Undergraduate Studies Committee:

1. Proposed Calendar Changes, from the Department of Math and Statistics (Norm Catto / Candace Simms).

The proposal was **approved** for submission to Senate.



## Graduate Studies Committee:

1. Proposal to offer French 6153 in an accelerated timeframe (John Buffinga/ Anne Thareau).

The motion was **approved**.

### **Announcements/Any Other Business**

Deputy Registrar Sheila Singleton has asked the councils of all faculties and schools to review and comment on proposed changes to Section 5.7.1 Scheduling of Examinations.

Two students from MUNSU, Candace Simms and Amber Highway, presented the proposed changes.

The proposed regulation 5.7.1.4 states “In courses where evaluation includes a final examination, instructors shall not assign any work to be due in the final week of classes.”

Discussion ensued. A major concern was the consultation process since the version of Regulation 5.6.6. which was passed by Senate in February 2012 was significantly different from the version considered and amended by Arts in February 2010.

The discussion on 5.7.1.4 was primarily focused on the possibility that students would cease attending during the final two weeks of the term and that the term would be effectively shortened. The concern of the councils of the faculties and schools will be brought back to MUNSU and the proposal will be revised accordingly.

### **Dean’s Remarks**

Dr. Rankin reported that the Faculty of Arts is about 80,000 dollars ahead. The enrollment figures indicate that the number of students enrolled in graduate and undergraduate courses decreased but the student enrollment which falls under the International Tuition Incentive increased.

### **Adjournment**

A motion to adjourn (Katrina Lord / Anne Thareau) was **approved**.

The meeting adjourned at 1:55 p.m.

### **Present:**

L. Rankin (Interim Dean of Arts), L. Ashworth, T. Boone, J. Buffinga, S. Cadigan, N. Catto, L. Cullen, P. Dold, D. Duda, D. Farquharson, A. Highway, N. Hartmann, D. Hooper, J. Lemelin, M. MacKenzie, C. Mather, S. O’Neill, K. Parker, C. Simms, K. Simonsen, A. Sullivan, M. Tate, A. Thareau, J. Thorpe, D. Tye, K. Vidyasakar, D. Walsh (Acting Secretary), E. Warkentin.

### **Regrets:**

P. Ayres, C. Dyke, P. Gratton, E. Healey, C. Sharpe, K. Side.

## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, June 6, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, June 6, 2012 at 1:00 p.m. in A-1046. Dr. Lisa Rankin, Interim Dean, Faculty of Arts, presided.

A list of those present is appended.

#### **Presentation — Sexual Harassment Education**

Elizabeth McCormack (Sexual Harassment Educator) discussed changes to policies and procedures effected in December 2010. See <http://mun.ca/sexualharassment>. The revised policy clearly outlines the responsibilities of faculty and staff. For the first time, the policy also defines sexual harassment to include gender identity and sexual orientation, and also addresses power differences. Two processes of resolution, formal and informal; informal resolution or problem-solving is the method most often used. (Last year, 1 formal and 91 informal processes went through the office.) An individual has up to 12 months past the last incident to lodge a formal complaint.

#### **Approval of the agenda**

The agenda was approved: (Anne Thareau / Tracey Boone).

### **Minutes of the meeting of Faculty Council held on Wednesday, May 2, 2012**

The minutes of the meeting of Wednesday, May 2, 2012, were approved with several small changes (Neil Bishop / Tracey Boone).

Corrections:

“Students participating in the peer mentoring program would be credited with three credit hours.”

### **Minutes of the meeting of Faculty Council held on Wednesday, ~~February 1, 2012~~ April 4, 2012**

The minutes of the meeting of Wednesday ~~Monday, February 1,~~ April 4, 2012, were approved with two small changes (Katrina Lord / Nick Hartmann).

Regrets: Dyke Dyck

#### **Business Arising from Minutes**

There was no business arising from the minutes of the May 2nd meeting.

#### **New Business: Committee Reports**

## Undergraduate Studies Committee:

1. Proposed calendar changes, Interdisciplinary Major in Drama and Music (Donna Walsh/ Peter Ayres).

The proposal was **approved** for submission to Senate.

2. Proposed calendar changes, Major in Police Studies (Donna Walsh / Peter Ayres).

Karen Stanbridge repeated her call for an APR for this and other Arts degree programs.

Scott Lynch questioned the inclusion of ECON 3150 as an elective; ECON 2020 is a prerequisite. Suggested a change to read "ECON 2020 or 3150". Prof. Ayres will bring this to the PLST advisory committee.

The proposal was **approved** for submission to Senate.

3. Proposed calendar changes, Department of Mathematics and Statistics; changes to Math 1000, 1001 (Donna Walsh / Tracey Boone).

The proposal was **approved** for submission to Senate.

4. Proposed calendar changes, Department of Mathematics and Statistics; add a lab section to Math 3132 (Donna Walsh / Tracey Boone).

The proposal was **approved** for submission to Senate.

5. Proposed calendar changes, Department of French and Spanish.

Move the adoption of changes to the study in a francophone milieu for the French major and minor (Donna Walsh / Neil Bishop).

The proposal was **approved** for submission to Senate.

Move the deletion of the credit restrictions between 2100 and 2159, and 2010 and 2160 (Donna Walsh / Tracey Boone).

The proposal was **approved** for submission to Senate.

Move the adoption of changes of prereqs to 3xxx-level French courses. (Donna Walsh / Anne Thareau)

The proposal was **approved** for submission to Senate.

## **Announcements/Any Other Business**

None

## **Dean's Remarks**

The Dean thanked Dean of Arts office staff, heads, faculty members, and students for their patience this year and noted that she had enjoyed working with everyone.

### **Adjournment**

A motion to adjourn (Tracey Boone / Peter Ayres) was **approved**.

The meeting adjourned at 1:39 p.m.

### **Present:**

Lisa Rankin (Interim Dean Arts); Carrie Dyck (Associate Dean Arts Research and Graduate; minutes); Scott Lynch (Economics); Erwin Warkentin (German & Russian); Karen Stanbridge (Sociology); Jordan Chafe, Ashley Holloway (MUNSU); Diane Tye (Folklore); Anne Thareau, Anne Graham, Jean-Marc Lemelin, James MacLean, Neil Bishop, Magessa O'Reilly, Philippe Basabose, Scott Jamieson, and Myriam Osorio (French & Spanish); Arthur Sullivan (Philosophy); Chris Sharpe (Geography); Kathryn Simonsen (Classics); Stephan Curtis and Robert Sweeny (History); Denise Hooper (Retention Officer, Faculty of Arts); Tracey Boone (Registrar's Office); Peter Ayres (Associate Dean Arts Undergraduate); Donna Walsh (English); K. Vidyasankar (CompSci); Lisa St. Croix (DELTS); Sarah Martin (GSU).

### **Regrets:**

Dan Duda (Library); Nicholas Hartmann (GSU); Sean Cadigan (History)

## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, September 5, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, September 5, 2012 at 1:00 p.m. in A-1046. Dr. Lynne Phillips, Dean, Faculty of Arts, presided. A list of those present is appended.

#### **Approval of the agenda**

The agenda was approved: (F. Balisch / T. Boone).

#### **Minutes of the meeting of Faculty Council held on June 6, 2012**

The minutes of the meeting of Wednesday, June 6, 2012, were approved no changes.

#### **Business Arising from Minutes**

There was no business arising from the minutes of the June 6, 2012 meeting.

#### **Dean's Remarks**

The Faculty of Arts will begin a process to develop a strategic plan for teaching and research. (Engagement will be considered as part of research.) The plan will encompass students, staff, and faculty. Our goals are to capture our identity and decide our future path. This initiative is partly needed for the four-year hiring plan required by the VP(Academic).

The Academic Planning Committee of Arts Faculty Council will be revived. Its initial mandate will be to examine certificates and diplomas in the Faculty of Arts, including ones inherited from the former Lifelong Learning division.

The Dean thanked outgoing Tracey Boone for her service to the Faculty of Arts.

#### **Academic Appeals Regulations**

Dr. Chris Sharpe presented a detailed response to Sheila Singleton's request for feedback. Critical aspects of the proposed changes include (1) removal of

Senate Executive from the appeals process; and (2) should Senate oversight be completely removed from the process? The suggested changes also make the appeal more like a legal challenge. Prof. Peter Ayres noted that the response to Sheila Singleton is due today, but he had asked for an extension until Friday September 7, 2012.

Further comments can be found in the AOB section of the minutes.

## **Committee Reports**

### ***1.1 Undergraduate Studies Committee***

Presented by Prof. Donna Walsh.

1. Proposed calendar changes, English as a Second Language (D. Walsh/ F. Balisch).

The proposal was **approved** for submission to Senate.

2. Proposed calendar changes, Department of History.

Omnibus motion for the proposed changes for the 17 courses (D. Walsh / S. Cadigan).

The proposal was **approved** for submission to Senate.

Omnibus motion for three new or amended courses: HIS 1016, 3665, 3030 (D. Walsh / T. Boone).

The proposal was **approved** for submission to Senate.

### **Revision of Regulations (Honours Thesis)**

Requests for Restrictions on Honours Theses currently submitted for approval to SCUGS, where, according to Prof. Walsh, they are routinely approved. The length of delay can be either 3, 6, 9, 12, or 18 months. Sheila Singleton suggests that such requests be dealt with at the department level.

Motion that the requests for restrictions on honours theses be dealt with at the departmental level. (D. Walsh/F. Balisch)

The proposal was **approved**.

## **Announcements/Any Other Business**

Dr. Sharpe requested a clearer Faculty of Arts response to the proposed changes to the Academic Appeals Regulations. More information about the Appeals process was then requested. The appeals process is being revised because one decision was overturned by the NL Supreme Court on the grounds that Senate had overturned an SGA decision. Training sessions for those involved in the Appeals process is being implemented.

A general comment concerned the prevalence of improperly-worded requests with short timelines for response, which provide no context as the basis for consultation.

Dr. Sharpe's proposal argues that the Senate Exec is too small a body for the appeals process; for example, typically, several people on Senate cannot vote due to conflict of interest, etc. There was also some conflicting information about what students think about the proposal. Some thought that students want to keep Senate Exec as part of the appeals process because it's an extra stage in the appeals process. However, a student representative at Arts Faculty Council claimed that MUNSU is in agreement with Dr. Sharpe's proposal. We will seek more information.

We will request from Sheila Singleton a longer time frame for response to this important change. (The October deadline for responses is arbitrary, since calendar changes need to be in by Feb. 2013, not Oct. 2012.)

It was **moved** that we take no action until we can speak with Sheila Singleton at a special meeting of Arts Faculty Council (S. Cadigan/K. Side)

Discussion: This will only work if it does not deprive us the opportunity to respond. It was suggested that we present a list of concerns and responses to Sheila Singleton. Dr. Sharpe's response is a good basis.

Dr. Bill Schipper, Prof. Donna Walsh, Dr. Chris Sharpe, and Dr. Lynne Phillips are on Senate. They agreed to try to table the motion at the October Senate meeting.

The motion was **withdrawn** (S. Cadigan/K. Side).

The Arts' response will be that we have grave concerns, and we plan to make a motion to table the proposal at Senate, perhaps at the September 'AOB' section of the Senate meeting.

**Motion** to request that the Faculty of Arts Senate committee members make a motion at the September meeting of Senate to defer the proposed changes to the Academic Appeals Regulations to the November meeting of Senate, giving the Faculty of Arts time to prepare a proper response. (M. MacKenzie/N. Hartmann).

The motion was **approved**.



Arts Faculty Council will hold an extraordinary meeting to discuss the proposed changes to the Academic Appeals Regulations.

The student representatives were introduced: Nick Hartmann (GSU): Andrew Fitzgerald and Ashley Holloway (MUNSU).

Dr. Bill Schipper volunteered to be the Arts representative at Science Faculty Council.

Dr. Tana Allen volunteered for the Arts undergraduate studies committee.

## **Adjournment**

A motion to adjourn (T. Boone/ A. Thareau ) was **approved**.

The meeting adjourned at 1:52 p.m.

## **Present**

Lynne Phillips (Dean of Arts); Carrie Dyck (Dean of Arts' office; minutes); Scott Lynch, Jane Waples (Economics); John Buffinga (German and Russian); Kim Ian Parker (Religious Studies); Cory Thorne (Folklore); Nicholas Hartmann (GSU); Andrew Fitzgerald, Ashley Holloway (MUNSU); Danial Duda (Library representative); Arthur Sullivan (Philosophy); Lisa Rankin (Archaeology); Mark Tate (Anthropology); Valerie Burton, Sean Cadigan, Marica Cassis (History); Bill Schipper, Donna Walsh, Faith Balisch (English); Katherine Side (Gender Studies); Craig Maynes, Tana Allen (Classics); Lisa St. Croix (DELTS); Anne Thareau, Peter Ayres (French and Spanish); Tracey Boone (Registrar's Office); Marguerite MacKenzie (Linguistics); Heather MacDonald (Faculty of Business Administration); Betty Foley (Dean of Arts Office).

## **Regrets**

Alex Marland, Peter Gratton

## MEMORIAL UNIVERSITY OF NEWFOUNDLAND

### **Special Meeting of the Faculty Council, Faculty of Arts, Wednesday, September 12, 2012**

A special meeting of Arts Faculty Council was held on Wednesday, September 5, 2012 at 1:00 p.m. in A-1046. Dr. Lynne Phillips, Dean, Faculty of Arts, presided. A list of those present is appended.

The meeting was held to discuss the *Terms of Reference of the Senate Committee on Academic Appeals*. Arts Faculty Council also discussed the proposed *Changes to procedure for the Approval of a New Course*.

### **Discussion**

Sheila Singleton, Deputy Registrar, provided some background. The regulations were last changed about six years ago. The proposed *Terms of Reference of the Senate Committee on Academic Appeals* reflects changes in case law, with direction from external legal counsel.

The graduate regulations will also be changed. Similarly, Academic Misconduct regulations for both graduate and undergraduate will be changed in parallel.

Two major changes proposed in the *Terms of Reference of the Senate Committee on Academic Appeals*: (1) Senate Exec will no longer hear appeals, largely due to the extent of possible conflicts of interest; (2) Senate will no longer hear appeals.

The Senate Committee on Academic Appeals was created to provide students with the opportunity to appear in person to a body of Senate. The SCAA makes recommendations to Senate.

The proposed *Terms of Reference of the Senate Committee on Academic Appeals* includes procedures for hearing appeals and for reviewing cases of academic misconduct. There were no formal procedures previously.

The proposed *Terms of Reference of the Senate Committee on Academic Appeals* will likely go back to Senate for approval in December.

The consultative process was 'rushed', likely because the University was taken to court and lost a case last year. The judgement (off the bench, not written) was based on Senate denying an appeal (that was approved at lower levels) on the basis of a short report that presented less information for decision-making than what was provided at lower levels.

The current appeals procedure: 1) faculty or school level; 2) SCUGS; 3) Senate Committee on Academic Appeals.

It was noted that the proposed *Terms of Reference of the Senate Committee on Academic Appeals* would not have affected the outcome of the court case.

It was noted that the *Terms of Reference of the Senate Committee on Academic Appeals* parallel court procedures, and that appellants do not have legal training. The effect could potentially be a requirement of legal representation, where an internal resolution process is preferable. SCUGS did not endorse the proposed *Terms of Reference of the Senate Committee on Academic Appeals* for this reason. The proposed *Terms of Reference of the Senate Committee on Academic Appeals* are adversarial and not in the best interests of the student's academic career. (The latter is the intent of the current procedures.) SCUGS decided to send the proposal to the academic units for this reason.

The July memo from Senate, asking for feedback on the *Terms of Reference of the Senate Committee on Academic Appeals*, gave no context and it was even difficult to tell what was being asked. The Faculty of Arts was given insufficient information to respond to the memo.

SCUGS tried to rewrite the procedures and the result was so different from the proposed procedures that SCUGS sent it back to the academic units, hoping that they would provide some guidance.

There are no department or Faculty of Arts meetings in July or August, and this aspect of the consultative timeline adversely impacted the consultation process.

The proposed *Terms of Reference of the Senate Committee on Academic Appeals* contradicts several principles of natural justice: it is adversarial in nature, has different levels of student involvement at every stage. (However, the right to be heard doesn't mean the right to be heard in person.) In essence, however, the procedure at the SCUGS level has to ensure that new information that the student doesn't know about cannot be introduced; hence, no representative from the academic unit at this level. At every level, the complete package should be sent back to the student for comment. It was noted that SCUGS does this for academic misconduct.

The main problem with SCAA is that too few members can sit in judgement; there is no one present who can clarify details of past appeals procedures; there is often an apprehension of bias because someone on SCAA typically also has the duty to advise the student when they make a decision to appeal, etc.

**Motion** that Arts Faculty Council disapproves of the hasty procedure for adoption of modifications of the *Terms of Reference of the Senate Committee on Academic Appeals* and requests that Senate postpone the adoption of the revised procedures and allow appropriate consultation with Arts Faculty Council and other academic bodies. (R. Sweeney / N. Bishop)

The motion was **adopted**.

**Motion** to create an ad-hoc committee of Arts Faculty Council (Bill Schipper, Kayla Carroll, Chris Sharpe) to bring suggestions to the next Arts Faculty Council meeting in October 2012. (Sean Cadigan/Bill Schipper).

The motion was **adopted**.

### **Changes to procedure for the Approval of a New Course**

Senate has not previously consulted on this document.

Arts Faculty Council briefly discussed problems with the proposed changes. Any course offered by Arts is deemed to be 'common' once it is added to the Grenfell calendar, which can be done upon request without any other procedures. With the proposed changes, Grenfell would then be able to veto any changes to 'common' courses, including changes to prerequisites.

There was wide-spread support in the Arts Faculty Council meeting for Arts Faculty Senators to stop the proposed changes from being passed at Senate, in order to allow time for consultation.

### **Present**

Lynne Phillips (Dean); Scott Lynch (Economics); Jane Waples (Economics); Kayla Carroll (MUNSU); Ashley Holloway (MUNSU); Andrew Fitzgerald (MUNSU); Nicholas Hartmann (GSU); Caroline Porr (Nursing); Arthur Sullivan (Philosophy); Peter Gratton (Philosophy); Neil Bishop (French & Spanish); Diane Tye (Folklore); Danine Farquharson (English); Danial Duda (Library); Luke Ashworth (Political Science); Chris Sharpe (Geography); Karyn Butler (Geography); Anne Thareau (French & Spanish); Norm Catto (Geography); Charles Mather (Geography); Magessa O'Reilly (French & Spanish); Mark Tate (Anthropology); Tana Allen (Classics); Craig Maynes (Classics); Sonja Boon (Gender Studies); Robert Sweeny (History); Denise Hooper (Dean of Arts); Bill Schipper (English); Donna Walsh (English); Valerie Burton (History); Katherine Side (Gender Studies); Sean Cadigan (History); Marica Cassis (History); Marguerite MacKenzie (Linguistics); Alex Marland (Associate Dean); Betty Foley (Dean of Arts); Carrie Dyck (Associate Dean & Secretary).

### **Regrets**

Kim Parker, Pat Dold, Faith Balisch, Heather MacDonald, Tracey Boone

## MEMORIAL UNIVERSITY OF NEWFOUNDLAND

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, October 3, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, October 3, 2012 at 1:00 p.m. in A-1046. Dr. Lynne Phillips, Dean, Faculty of Arts, presided. A list of those present is appended.

#### **1 Approval of the agenda**

The agenda was approved: (Tracey Boone / Donna Walsh).

#### **2 Minutes of the meeting of Faculty Council held on September 5, 2012 and Special Meeting held on September 12, 2012**

The minutes of the meeting of Wednesday, September 5, 2012, were approved; add Chris Sharpe to list of attendees. (Tracey Boone / Peter Trnka)

The minutes of the special meeting of Arts Faculty Council, September 12, 2012, were approved: add Sean Cadigan as a member of the ad-hoc committee. (Donna Walsh / Bill Schipper)

#### **3 Business Arising from Minutes**

There was no business arising.

#### **4 Dean's Remarks**

Dr. Phillips reported on the Dean's retreat, specifically on the enrolment plan. For Academic units with external funding for undergraduates, actual growth is expected. Arts, however, must 'grow from within', which means improving Arts' retention rates. At the graduate level, there is an expectation of expansion. We need to provide information about what we need to do to improve the conditions for expansion.

The second half of the day was devoted to the Teaching and Learning Framework. The proponents of the Teaching and Learning Framework will be attending an Arts Faculty Council meeting at some point.

## 5 Report from Ad-Hoc Committee on Academic Appeals Regulations

Sean Cadigan presented the recommendations of the Ad-Hoc Committee, with one change: in the revised 5.14.1 (6), use 'procedural fairness' instead of 'natural justice'.

**Motion** to send this document to Sheila Singleton for discussion at Senate. (Sean Cadigan / Bill Schipper).

Discussion:

Main points (attached)

The motion passed **unanimously**.

## 6 Review of Inactive Courses

The goal is to make sure the Calendar accurately reflects what courses students can take. Alex Marland prepared a list of inactive undergraduate courses and spoke about the handout. He suggests facilitating the process in the Dean of Arts' office, with an omnibus motion.

'Parked' courses were implemented without much consultation. It is difficult to generate student demand for courses that are unavailable because they are 'parked'.

Some courses should be left on the books to allow the possibility of, for example, currently under-populated majors to be offered in the future.

History shared its procedure for pruning courses: Has the course been taught in the past 10 years? Is anyone willing to support the retention of the course? This process was facilitated by prior meetings about curriculum review and future directions of the department.

'Parked' courses are listed for 5 years on the web and in print version of the Calendar; after 5 years, they are taken out of the Calendar but still continue to exist. Students still refer often to the paper copy of the Calendar. The Library also continues to acquire the resources needed to offer courses, so the course designation is important.

## 7 Review of Granting Transfer Credits

SCUGS has had to deal with this issue quite often. The questions in the document are far broader in scope than the narrow question of transfer credits. Should only the affected Academic units be consulted? The issue exists in some Arts departments. We have an opportunity to provide feedback on some troublesome university-wide regulations. There should be opportunity to discuss these issues in academic units.

Why doesn't the present process work? Lack of diligent review; changes in course content not being communicated to the people who deal with transfer credit; student push-back on the requirement for taking a certain number of credits at MUN.

Ask SCUGS to provide a list of key concerns, rather than a list of questions with broad scope. Donna Walsh will talk to Sheila Singleton about this, and we will revisit the issue at the next Arts Faculty Council meeting.

## **8 Announcements/Any Other Business**

Lisa Menard would like to talk about Open Access, the Library's Author's Fund and the Library repository. She'll be scheduled for 15 min at the next Arts Faculty Council meeting.

## **9 Adjournment**

A motion to adjourn (Chris Sharpe/ Rob Sweeny) was **approved**.

The meeting adjourned at 1:39 p.m.

## **10 Present**

Lynne Phillips (Dean of Arts); Carrie Dyck (minutes), Betty Foley, Denise Hooper, Alex Marland (Dean of Arts' office); Scott Lynch (Economics); Kim Ian Parker (Religious Studies); Diane Tye (Folklore); Nicholas Hartmann (Folklore, GSU); Caroline Porr (School of Nursing); Danial Duda (Library); Arthur Sullivan, Peter Trnka (Philosophy); Lisa Rankin (Archaeology); Mark Tate (Anthropology); Sean Cadigan, Marica Cassis, Robert Sweeny (History); Bill Schipper, Donna Walsh (English); Craig Maynes, Milo Nikolic, Tana Allen (Classics); Virginia Harger-Grinling (French and Spanish); Tracey Boone, Daniel Pierce (Registrar's Office); Marguerite MacKenzie (Linguistics); Karen Stanbridge (Sociology); Norm Catto, Chris Sharpe, Karyn Butler (Geography).

## **11 Regrets**

Faith Balisch (English); Ashley Holloway, Marie Hogan, Kayla Carroll (MUNSU); Anne Thareau (French and Spanish)



## **Terms of Reference of the Senate Committee on Academic Appeals.**

### Senate Committee on Academic Appeals

1. Membership:
  - a. an appropriate number of academic staff members including at least three Senators. Insofar as possible, the Committee shall have balanced representation from the faculties/schools/campuses of the University;
  - b. three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union;
  - c. one graduate student, appointed by the Graduate Students' Union; and
  - d. the Secretary of Senate or delegate, who shall serve as secretary to the committee.
2. The Chair of the Committee shall be a Senator.
3. Terms of Reference:
  - a. to consider appeals and make decisions on behalf of the Senate;
  - b. an appeal shall be considered by an Appeals Panel that shall consist of a minimum of five members of the Committee on Academic Appeals, including at least one student member, two Senators, the Secretary of the Committee and one other member of the Committee. They shall be invited to be members of the panel by the Chair of the Committee on Academic Appeals, following consultation with the Secretary of Senate;
  - c. when the appeal relates to the application of a regulation specific to an Academic Unit, no person considering the appeal shall be a member of that academic unit;
  - d. no person considering an appeal shall have been involved in any prior decision-making with respect to the matter under appeal or have any conflict of interest, bias or reasonable apprehension of bias;
  - e. an Appeals Panel shall choose its own chair, who shall be responsible for arranging and chairing all sessions of the panel;
  - f. the appellant may choose to make an appeal either through written submission only or through an oral presentation. No inference will be drawn from the choice;
  - g. decisions of an Appeals Panel shall be by majority;
  - h. if the membership of an Appeals Panel comprises less than the full membership of the Committee, the Panel will report its findings and recommendation(s) to the Committee for review.
  - i. The Secretary of the Committee shall inform the appellant, in writing, of its decision and the reasons for its decision.
  - j. A copy of the report of the Committee or the Appeals Panel will be retained by the Secretary of Senate.

## **Proposed revisions to Academic Regulation 5.14 of the University Calendar: 'Appeal of Decisions'**

The *ad hoc* committee recommends that the proposed changes to Regulations 5.14.1, 5.14.2, and 5.14.3 (now re-numbered as 5.14.4) and especially the proposed modification to section 5.14.1 (8) be accepted. However, the committee recommends that the proposed changes to Regulation 5.14.1 (6) be rejected.

Regulation 5.14.1 (6) currently reads:

The principle of fairness should be applied to all parties in appeals processes and decisions. Fairness includes, but is not limited to, such practices as all parties to the appeal receiving timely and adequate notice, all parties to the appeal having the opportunity to be heard, all parties to the appeal being made aware of the evidence considered by the committee and no individual sitting in judgement on an appeal at a higher level who has already been a party to the decision at a lower level. Any member of a committee hearing an appeal, who was previously involved in a decision-making process at a lower level of process, will abstain from voting.

We recommend that the proposed replacement of 'fairness' with 'natural justice', and the proposed re-wording of the second sentence to replace 'having the opportunity to be heard' with the phrase 'having the opportunity to submit arguments and supporting documentation' be accepted. However, we recommend that the proposed replacement of the phrase 'no individual sitting in judgement ... level.' with the phrase 'No person shall be present for an appeal if that person has been previously involved in a decision-making process related to the matter under appeal ...' be rejected. The latter part of the proposed new sentence does seem a reasonable addition and we recommend, therefore, that Regulation 5.14.1 (6) be amended to read:

The principles of natural justice shall be applied to the appeals processes and decisions. These principles include, but are not limited to, such practices as all parties to the appeal receiving timely and adequate notice, all parties to the appeal having the opportunity to submit arguments and supporting documentation, all parties to the appeal being made aware of the evidence considered by the committee, and no individual sitting in judgement on an appeal at a higher level who has already been a party to the decision at a lower level. Any member of a committee hearing an appeal, who was previously involved in a decision-making process at a lower level of process, or who has a conflict of interest, bias or reasonable apprehension of bias, will abstain from voting.

The *ad hoc committee* recommends that the proposed addition of a new section 5.14.5 'The Senate Committee on Academic Appeals be accepted, with the exception of subsection 6. We recommend that in this subsection the word 'representative' be replaced with the words 'advisor or facilitator, as defined in Regulation 5.14.1 (4).'

## Procedure to be followed by the Senate Committee on Academic Appeals

### Senate Committee on Academic Appeals

#### Procedure for Hearing Appeals

1. The appellant is responsible for presenting all relevant information and submissions for consideration in the determination of the appeal. All such material shall be provided to the Secretary of the Committee who will distribute it to the members.
2. All submissions must be in writing and shall contain the following:
  - a. copies of all documents relevant to the appeal including the decision under appeal;
  - b. the grounds of appeal and the arguments supporting it.

A copy of the appeal must be delivered to the Secretary of the Senate Committee on Undergraduate Studies and the other party (either the student or the academic unit).

3. Oral hearings will be the usual procedure for hearings but the appellant may waive the right to an oral hearing in which case the Appeal Panel will consider only the written submissions.
4. Once all material has been provided the Chair of the Appeal Panel, in consultation with the Secretary, will set the date and time for the hearing of the appeal. The Secretary will provide notice of the hearing to the appellant and other interested parties. The hearing of the Appeal will proceed as scheduled unless a postponement is granted by the Chair in advance of that date. A request to postpone the hearing should be made as far in advance of the hearing date as possible. Requests for postponements made on the hearing date will be granted only where it would be unfair to proceed.
5. If, without reasonable cause, the appellant fails to respond to the notice of meeting within two weeks of notification of the date on which the appeal will be considered, the appeal will be heard *in absentia*.
6. The Appeal Panel will conduct a hearing in the following manner:
  - a. It will examine all documents submitted by the appellant and will invite the appellant to appear in person before the panel. A student appellant may be accompanied by an advisor or facilitator ( as defined in University Regulation 5.14.1 (4))
  - b. It will review all documents submitted by the committee(s) which have previously investigated the case or heard the case under appeal;
  - c. It may examine any other written evidence it deems relevant;
  - d. It may interview other individuals it deems relevant;

7. The decision of a majority of the members of the Appeal Panel will constitute the decision of the Panel. The Panel should make every effort to reach a majority decision. However, if after all reasonable efforts have been made a majority decision cannot be made, the appeal must be dismissed and the *status quo ante* will prevail.
8. Written reasons for the decision of the Appeal Panel will be prepared by the Chair or his/her designate and provided to the Secretary for delivery to the appellant and the Secretary of Senate.
9. There are no firm timelines for the hearing of appeals. However, in the interest of fairness, appeals should be heard and decisions provided as soon as is reasonably practical.
10. Any failure by the appellant to provide information required by the Appeal Panel for the determination of the appeal may result in the appeal being dismissed.
11. If the appellant fails, without cause, to appear for the oral hearing the Appeal Panel shall proceed with the appeal on the basis of the material that has been filed.

#### Documents

All documents received by Appeal Panel members for appeals shall be delivered to the Secretary following the delivery of the Committee's decision.

## **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, November 7, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, November 7, 2012 at 1:00 p.m. in A-1046. Dr. Lynne Phillips, Dean, Faculty of Arts, presided. A list of those present is appended.

### **Presentation by Lisa Goddard, QE II Library**

Lisa Goddard presented on the Open Access initiative. Check out the Directory of OA Journals (on-line) for a list of the current OA journals.

The Open Access Authors' Fund pays the author's fee for OA journals.

The Memorial University Research Repository - you can publish in traditional print journals and also keep a copy on-line in an OA environment; many traditional print journals allow this practice. The library can look at your CV and tell you what rights you have re: putting your articles on-line.

See <http://guides.library.mun.ca/openaccess>, or contact Lisa Goddard [lgoddard@mun.ca](mailto:lgoddard@mun.ca)

See also <http://academia.edu/>

### **Approval of the agenda**

The agenda was approved: (Lisa Rankin / Peter Gratton).

### **Minutes of the meeting of Faculty Council held on October 3, 2012**

The minutes of the meeting of Wednesday, October 3, 2012, were approved. (John Buffinga / Kim Parker)

### **Business Arising from Minutes**

Donna Walsh discussed Sheila Singleton's clarifications re: transfer of credit. Donna Walsh will circulate the three questions arising.

### **Dean's Remarks**

The Dean made no remarks.

## **Committee reports**

### **1.1 Undergraduate Studies Committee**

Proposed Calendar Changes — Communication Studies (Peter Gratton/ Kim Parker)

The proposal was **approved** for submission to Senate.

Proposed Calendar Changes —English (Peter Gratton / Donna Walsh)

The proposal was **approved** for submission to Senate.

Proposed Calendar Changes —English (Peter Gratton / Donna Walsh)

The proposal was **approved** for submission to Senate.

Proposed Calendar Changes —Mathematics and Statistics — omnibus motion (Peter Gratton / Lisa Rankin)

The proposal was **approved** for submission to Senate.

## **Announcements/Any Other Business**

DELTS - call for proposals to develop new courses is due November 25, 2012; the courses will be offered in W2014.

Academic Planning Committee — has been revisiting Arts' interdisciplinary programs and will ensure consultation before recommending modification or deletion of programs, dealing with LLL certificate programs. Interdisciplinary concentrations will also be proposed.

Inaugural Arts Café is today, 2:00 - 4:00, in the Arts boardroom.

Senate's proposal re: approval of new courses and course changes by Grenfell; the proposal died, but Senate is supposed to start consultations with Academic Units. The Dean will try to clarify what the process is.

Dictionary of Newfoundland English is 30 years old; there is a celebration starting this Friday Nov. 9th (in the Arts Atrium), as well as a symposium on Saturday, Nov. 10th (various locations).

## **Adjournment**

A motion to adjourn (Alex Marland/ Carrie Dyck) was **approved**.

The meeting adjourned at 1:40 p.m.

### **Present**

Lynne Phillips (Dean of Arts); Carrie Dyck (minutes; Dean of Arts' office), Betty Foley, Denise Hooper, Alex Marland (Dean of Arts' office); Caroline Porr, Marie Hogan (MUNSU); Kim Ian Parker (Religious Studies); Valerie Burton, Sean Cadigan, Robert Sweeney (History); Danial Duda (Library representative); Lisa Rankin (Archaeology); Luke Ashworth (Political Science); Anne Thareau (French and Spanish); Tana Allen (Classics); Norm Catto, Charles Mather, Chris Sharpe (Geography); John Buffinga (German and Russian); Jennifer Dyer (Communication Studies / Humanities); Daniel Pierce (Registrar's Office); Holly Everett (Folklore); Donna Walsh (English); Lisa St. Croix (DELTS).

### **Regrets**

Nicholas Hartmann (Folklore, GSU); Ashley Holloway (MUNSU); Marguerite MacKenzie (Linguistics); Walter Okshevsky (Education).

## MEMORIAL UNIVERSITY OF NEWFOUNDLAND

### **Meeting of the Faculty Council, Faculty of Arts, Wednesday, December 5, 2012**

A regular meeting of the Faculty Council, Faculty of Arts, was held on Wednesday, December 5, 2012 at 1:00 p.m. in A-1046. Dr. Lynne Phillips, Dean, Faculty of Arts, presided. A list of those present is appended.

#### **1 Approval of the agenda**

The agenda was approved: (Lisa Rankin / Anne Thareau).

#### **2 Minutes of the meeting of Faculty Council held on November 7, 2012**

The minutes of the meeting of Wednesday, November 7, 2012, were approved. (Anne Thareau / John Buffinga)

#### **3 Business Arising from Minutes**

Donna Walsh did not circulate the three questions arising from the transfer credit document but will do so for the January council meeting.

#### **4 Committee reports**

Since the Chair of the Undergraduate Studies Committee was absent, department heads presented the motions relevant to their department.

##### **4.1 Undergraduate Studies Committee**

Proposed Calendar Changes- Archaeology (Lisa Rankin / Anne Thareau)  
The proposal was **approved** for submission to Senate.

Proposed Calendar Changes -English (Donna Walsh / Lisa Rankin)  
The proposal was **approved** for submission to Senate.

Proposed Calendar Changes -English (Donna Walsh / Anne Thareau)  
The proposal was **approved** for submission to Senate.

Proposed Calendar Changes—Gender Studies—omnibus motion for three calendar changes (Katherine Side / Kathryn Simonsen)  
The proposal was **approved** for submission to Senate.



Proposed Calendar Changes -Mathematics and Statistics-omnibus motion (Shannon Sullivan / Karyn Butler)

The proposal was **approved** for submission to Senate.

Proposed Calendar Changes—Psychology—omnibus motion (Charles Malsbury / Norm Catto)

The proposal was **approved** for submission to Senate.

## 4.2 Graduate Studies Committee

Proposed Calendar Changes -Sociology motion (Kathryn Simonsen / Lisa Rankin)

The proposal was **approved** for submission to Senate.

## 5 Any Other Business

### 5.1 Life Long Learning Certificates

The Associate Dean of Arts (Undergraduate), Alex Marland circulated copies of the current calendar entries for these programs and gave a brief history, detailing the cessation of the LLL program, how some certificate programs became the administrative responsibility of the Faculty of Arts and the various problems that these programs have and continue to experience. Two, Criminology and Regional Policy and Development have been reformatted. Discussion ensued, primarily focusing on procedure and the need for further consultation. It was felt that the matter demands a faculty-wide consideration of the principles surrounding the offering of certificates. It was moved, seconded and approved (Katherine Side/Pat Dold) that a special meeting be held in early January to consider the principles and implications of offering certificate programs. A list of the problems and other issues involved in the offering of certificate programs was requested prior to the Special meeting.

The December 13<sup>th</sup> meeting will consider regular calendar changes. If there is sufficient time, the discussion of offering certificates, interdisciplinary issues will be introduced.

### 5.2

Dr. Marland circulated a flow chart detailing the route that proposals for calendar changes take, from individual faculty member to calendar entry. He also circulated a cover sheet/check list for proposed calendar changes. He asked for suggestions. These items will be discussed later

## 6 Adjournment

A motion to adjourn (Alex Marland / Donna Walsh) was **approved**.

The meeting adjourned at 2:10 p.m.

## **9 Present**

Lynne Phillips (Dean of Arts), Donna Walsh (English, Acting Secretary), Betty Foley, Denise Hooper, Alex Marland (Dean of Arts' office); Karin Thomeier, John Buffinga, Marica Cassis, Craig Maynes, Milo Nikolic, Kathryn Simonsen, Charles Mather, Chris Sharpe, Karyn Butler, Norm Catto, Luke Ashworth, Charles Malsbury, Shannon Sullivan, Arthur Sullivan, Kim Ian Parker, Dan Duda, Andrew Fitzgerald (MUNSU), Marguerite MacKenzie, Pat Dold, Katherine Side, Michael DeRoche, Lisa Rankin.

## **10 Regrets**

Sean Cadigan, Carrie Dyck, Nicholas Hartmann, Ashley Holloway

## MEMORIAL UNIVERSITY OF NEWFOUNDLAND

### Meeting of the Faculty Council, Faculty of Arts, Thursday, December 13, 2012

An extra meeting of the Faculty Council, Faculty of Arts, was held on Thursday, December 13, 2012 at 1:00 p.m. in A-1043. Dr. Lynne Phillips, Dean, Faculty of Arts, presided. A list of those present is appended.

#### **1. Approval of the agenda**

The agenda was approved: (Luke Ashworth / John Buffinga)

#### **2. Minutes of the meeting of Faculty Council held on December 5, 2012**

Clarification of today's agenda (certificates, interdisciplinary issues).

Add interdisciplinary issues to end of 5.1 in the minutes.

The minutes of the meeting of Wednesday, December 5, 2012, were approved

#### **3. Business arising from minutes**

None.

#### **4. Dean's remarks**

None.

#### **5. Committee reports**

Proposed Calendar Changes - Communications Studies (Buffinga / Cadigan)

Discussion of why a larger block of special topics courses wasn't proposed instead.  
Friendly amendment: change the number of special topics courses from 3 to 10.  
CARRIED

Proposed Calendar Changes - Department of History (Cadigan / Rankin)  
CARRIED

Proposed Calendar Changes - Department of Linguistics (MacKenzie / Thareau)  
CARRIED

Proposed Calendar Changes - Department of Religious Studies (Parker / Dold)  
CARRIED

Proposed Calendar Changes - Department of Computer Science (Catto / Walsh)  
CARRIED

Proposed Calendar Changes - Faculty of Arts (Marland / Catto)

Catto - similar resolution passed at Science Council yesterday. Responsibility for deferring deposition of the Honours' thesis in the library would now rest with the departments in the Faculty of Arts instead of SCUGS.

Discussion of the need to defer making Honours theses public. Clarification - the right to defer is in the calendar already; this motion is only about deferring responsibility to the Department. The Department could decide to never honour such requests, etc.

CARRIED

Proposed Calendar Changes - Faculty of Arts (for discussion purposes) - removing inactive courses from the calendar. (Marland / Mather)

Alex Marland coordinated an omnibus proposal from participating departments.

CARRIED

## **6. Discussion of Interdisciplinary programs**

Academic Planning Committee was revived in F2012, and the attached recommendations are a product of the work they have been doing. The proposals have also been reviewed by CUGS.

“Questions and Answers - Interdisciplinary Undergraduate Programming, Certificates, and Concentrations” had been distributed to Faculty Council.

It was pointed out that the document appears to indicate that interdisciplinarity is a bad idea. The issue of what makes interdisciplinary programs successful or not was raised.

There are three very successful interdisciplinary programs in Arts. The successful ones appear to be managed by a department (exception: Police Studies), which ensures that offerings for the interdisciplinary program are available when needed.

We need mechanisms, including proper resourcing, to ensure that truly interdisciplinary programs will be successful. The current grant funding environment favours interdisciplinarity.

The question was raised as to whether interdisciplinary programs are needed. Students take many of their Arts courses outside of their chosen discipline. However, it is not just Arts students who take our interdisciplinary minors.

There is also an argument for recruitment requests to be made on the basis of a need for shared positions, to promote interdisciplinarity. As a Faculty, we need to think about interdisciplinarity, what we have in common, what we do really well.

Who should be responsible for interdisciplinary programs, the Faculty of Arts or Heads or

others? Our current method of attributing enrolments to departments may disfavour interdisciplinarity. The programs that work best are departmentally-based and are championed by individuals; there is no enduring administrative structure for interdisciplinary programs. There are also implications for equitable distribution of workload within the faculty - interdisciplinary programs are not bringing huge enrolments / class sections to individual departments.

What principles should we employ to make the proposed changes to the interdisciplinary programs? Can we use the same arguments as for interdisciplinary graduate programs being under the purview by SGS? Large, healthy interdisciplinary research clusters could create the impetus and structure needed to promote interdisciplinary programs; a vital teaching/research link. CRCs at Université du Québec - the funds were used to support interdisciplinary research clusters (and someone nominally holds the Chair).

We are currently working on solutions for the negative aspects of some interdisciplinary programs, but want to clear the way to develop positive, creative programmes.

The short-term, immediate problem is that the Faculty of Arts has been burdened with LLL certificates, with no additional resources.

Arts Faculty Council discussed the difficulty of finding proponents for managing Minors – there is no perceived reward; being a coordinator is ‘service’, which is not a consideration for promotion to Full Professor. [Note: after the minutes for this meeting were approved, there was a clarification, namely that, while being a coordinator is recognized in the P&T process as specified in the CA re ‘service’, in actual practice, it weighs little in P&T considerations.]

## **7. Discussion of Lifelong Learning Certificates and the desirability of certificates in Arts**

Certificates are a good vehicle for engagement with community members; note, however, that most of the people who take certificates are also MUN students. Students do want certificates, which make their CV/transcripts stand out.

The problem with LLL certificates was that the mechanism (Extension Services) was done away with, on the grounds that it did not make money. Note, however that some certificates (Criminology) were quite successful. Need the university to support engagement by not requiring the enterprise to be money-making.

The certificates that Arts took over had a significant academic component (which also helped to increase our course registrations). The non-academic courses are a problem. Arts also took over some LLL certificates for ‘moral’ reasons - e.g., Criminology had many students, who were part-way through their certificate program. Most of these were Arts students. The original intent of taking over LLL certificates was to remove non-academic courses, and redesign the certificates to be entirely academic (like diplomas).

We need to be careful about the reasons for promoting or having certificates; they do not typically lead to certification or job qualifications in a straightforward way.

Certificate vs. diploma? The number of courses distinguishes between the two: six courses for a certificate and more, usually 12, for a diploma.

Do we need certificates, diplomas, concentrations, minors; i.e., a plethora of classifications? Note the unique-to-MUN-Arts requirement for students to do a Minor in addition to their major. A concentration (which is noted on a student's transcript), may be the ideal way to go; it is flexible and any courses that meet the requirement can count towards the concentration. Discussion of tentative plan for CUGS to annually provide a list of courses that can be used towards a concentration.

At the meeting on January 16, 2013, Arts Faculty Council will vote on specific proposals. But we need to ensure that students know the LLL certificates will not be accepting new students; Arts doesn't want to support the certificates in their current form.

Some sense that this process is rushed. Suggestion to separate out and deal with LLL certificates at January 16, 2013 meeting. Slated for removal, in addition to the LLL certificates are: Major in Canadian Studies, ESL diploma (suspended), Minor in European Studies (coordinator recommends its removal), Diploma in Heritage Resources (suspended), Minor in Russian Studies (coordinator recommends its removal). Suggestion to present the motions in a non-omnibus manner so we can separate out and potentially table individual proposals on January 16th.

Dr. Marland is available to discuss any aspect of the proposals.

## **8. Announcements, AOB.**

## **9. Adjournment**

A motion to adjourn (Lynne Phillips / Carrie Dyck) was **approved**. The meeting ended at 12:43.

## **10. Present**

Lynne Phillips (Dean of Arts); Carrie Dyck (minutes), Betty Foley, Alex Marland, Denise Hooper (Dean of Arts' office); John Buffinga (German and Russian); Andrew Fitzgerald, MUNSU; Karen Stanbridge (Sociology); Donna Walsh (English); Lisa St. Croix (DELTS); Milo Nikolic, Tana Allen (Classics); Diane Tye (Folklore); Anne Thareau (French and Spanish); Sean Cadigan, Lianne Leddy, Robert Sweeny, Marica Cassis (History); Danial Duda (Library representative); Jennifer Connor (Medicine); Mike DeRoche, Kim Ian Parker, Pat Dold (Religious Studies); Luke Ashworth (Political Science); Lisa Rankin (Archaeology); Douglas Wharram, Paul De Decker, Marguerite MacKenzie (Linguistics); Norm Catto, Karyn Butler, Charles Mather, Chris Sharpe (Geography); Anne Morris (Sociology); Sonja Boone (Gender Studies)

## **11. Regrets**

Ashley Holloway (MUNSU); Katherine Side (Gender Studies); Bill Schipper (English);  
David Pierce

**Questions and Answers**  
**Interdisciplinary Undergraduate Programming, Certificates and Concentrations**  
*(prepared for discussion purposes only)*

**Q. What interdisciplinary undergraduate programs are currently offered by the Faculty of Arts?**

The Faculty of Arts offers a variety of interdisciplinary/multidisciplinary programs listed in the 2012-13 edition of the university calendar.

Major in Canadian Studies  
Major in Communication Studies  
Major in Drama and Music\*  
Major in Law and Society  
Major in Police Studies  
Minor in Aboriginal Studies  
Minor in European Studies  
Minor in Film Studies  
Minor in Law and Society  
Minor in Newfoundland and Labrador Studies  
Diploma in Applied Ethics (mostly Philosophy courses)  
Diploma in English as a Second Language (mostly English courses)  
Diploma in Geographic Information Sciences (mostly Geography courses)  
Diploma in Heritage Resources (mostly Archeology and Folklore courses)  
Diploma in Police Studies

There are also Diplomas in Creative Writing; in Performance and Communications Media; and in Professional Writing that are comprised entirely of English courses. \*Deleting the Major in Drama and Music was approved by Senate for the 2013-14 calendar.

As well, in the Division of Lifelong Learning section of the calendar there are four certificates for which the Faculty of Arts assumed administrative responsibility as of mid-2012 when Lifelong Learning was closed.

Certificate in Criminology  
Certificate in Newfoundland Studies  
Certificate in Public Administration  
Certificate in Regional Policy and Development

Furthermore, new proposals for interdisciplinary Arts programs have been under development by various faculty. The university administration is keen that a Major in Aboriginal Studies be created. The Faculty of Music is urging the adoption of a Music and Culture major. The Faculty of Education is interested in supporting a Minor in English as a Second Language.



**Q. What is the difference between an undergraduate Diploma and an undergraduate Certificate?**

According to the Glossary of Terms in the university calendar, a diploma “is an academic designation awarded for the completion of a specified program of study which is of shorter duration than a degree and longer duration than a certificate.” The Faculty of Arts calendar entry states that a Diploma program will “assume and build upon the theoretical knowledge acquired in the completion of an undergraduate degree and will assist in easing the transition of graduates to the workplace”, and “consist[s] of between 24 and 36 credit hours in courses as specified in individual programs, including a field component of 6 credit hours in an approved instructional field placement and/or instructional field courses.”

According to the Glossary of Terms, a certificate “is an academic designation awarded for the completion of a specified program of study which is of shorter duration than a degree or diploma.” According to Senate Decrees and Resolutions, a Certificate must be “at least five courses”. It is generally understood that a certificate is intended to act as a university entry point for the many types of people who may or may not intend to pursue a degree; for lifelong learners who may not be able to regularly attend daytime courses delivered at the St. John’s campus; as an extra for students pursuing a degree; and as a supplement to graduates who choose to return to university.

**Q. What kinds of problems exist with Arts interdisciplinary Major, Minor and (some) Diploma programming?**

By all accounts the Faculty of Arts is experiencing considerable challenges with offering interdisciplinary programming in cases where such programs do not foremost involve courses offered by a single department. Problems include, but are not limited to:

- The calendar’s interdisciplinary program entries often identifies courses that are not offered frequently enough, that are not offered by distance and that are no longer offered at all, whereas new courses that are highly relevant and available are not listed or not done quickly enough. Even when efforts are undertaken to update calendar listings within a couple of years these can be out of date;
- The inclusion of courses that Department Heads, who rotate over time, may have no idea are listed as interdisciplinary program requirements and/or which are not a priority to departmental program needs or faculty preferences;
- The limited time and energy that interdisciplinary program coordinators have to invest in administering the program, often with a remuneration incentive that cannot be justified in the face of other pressures and priorities;
- There is often a reliance on per-course instructors (PCIs) which for some programs means that the program is under constant resource and planning stress, and it is not necessarily able to deliver programming of the same academic nature that tenured faculty or tenure-track faculty would;
- Students becoming stressed and frustrated when they have to adjust their lives to accommodate the availability of a required course. In cases when a required course is no longer offered they must pursue waivers, pay higher tuition fees to take a course at another institution for transfer to MUN and/or abandon the program as they wait for the course to be offered one day;
- Excessive administrative burden for non-faculty advisors, staff in the Office of the Registrar and other front-line staff who deal with student inquiries and program issues; and,
- Time spent by members of the Committee on Undergraduate Studies subcommittee on adjudicating requests for waivers that have been submitted by program coordinators, Heads, advisors and/or students.

**Q. What are the reasons for problems with Arts interdisciplinary Major, Minor and (some) Diploma programming?**

Reasons for these challenges appear to include, but are not limited to:

- The wide variety of students whose scheduling flexibility ranges considerably compared with that of Majors in a departmental program who are more like a cohort;
- The departmental process of preparing teaching plans that prioritize departmental faculty and program needs, and therefore which do not always consider, consult or prioritize the needs of interdisciplinary programs;
- Interdisciplinary programs that are rigid in stipulating what course numbers must be completed, without offering a choice of course requirements and/or with no evident objective criteria for requiring select courses while excluding others that seem equally if not more applicable;
- The considerable frustration that faculty experience with the burden of requesting calendar change proposals, which often leads to them pursuing the easier route of requesting the CUGS subcommittee to issue a waiver. This leads to a handful of members of CUGS routinely receiving and adjudicating course waivers for some students often without applying a blanket waiver for the benefit of all or triggering a calendar change, and often without the benefit of consistent adjudication criteria over time;
- The existence of interdisciplinary Majors that do not have dedicated faculty resources whose area of research and/or teaching aligns closely with interdisciplinary courses;
- The changing nature of departmental faculty research and/or teaching that has some faculty gravitating towards interdisciplinary programming to the potential detriment of their home department;
- The lack of importance placed on interdisciplinary programming when discussions about new hires takes place; and
- A general lack of resources and/or efficient use of existing resources.

**Q. What are the challenges associated with the Faculty of Arts administering the Certificates in Criminology, Newfoundland Studies, Public Administration and in Regional Policy and Development?**

In addition to the same challenges that exist with existing Arts undergraduate interdisciplinary programming, the certificates listed in the Lifelong Learning section of the calendar have additional issues, including but not limited to:

- As with much Arts programming, students do not have to declare that they are pursuing a certificate until they apply to graduate, making it impossible to know who is in a certificate program;
- In some cases the calendar stipulates requirements for Lifelong Learning non-credit courses that no longer exist and which the relevant Arts departments are unable to deliver. Sociology is unable to commit to Criminology 1302, 1303 and 3301 and Geography is unable to commit to Regional Policy and Development 1800, 2800 and 3000. Temporary course waiver substitutions are in place to accommodate students requiring these courses;
- The Certificate in Criminology is very popular, with an average of 157 students completing the program annually, many of whom are believed to be existing students pursuing programs in Sociology or Police Studies;

- The Certificate in Public Administration has been plagued by difficulties requiring course substitutions that tend to be Political Science public policy courses. When Business introduced a variety of prerequisites for Business courses this meant that Certificate students had to complete a variety of prerequisite courses including in English however when Business tentatively relaxed those prerequisites it experienced difficulties teaching Business's non-English students. Moreover, required courses in Political Science have not been available, resulting in routine course substitutions for public policy courses;
- With the departure of a key faculty member Geography is not in a position to offer key courses related to the Certificate in Regional Policy and Development. As waivers have been routinely granted in the Public Administration certificate for students to take public policy courses there is an increasing blurring between the two certificates;
- The Government of Newfoundland and Labrador is very keen to increase the public policy capacity among its existing and future workforce, an objective shared by the Harris Centre, and yet relatively few undergraduate course titles/descriptions at MUN explicitly state that they deal with public policy;
- There is considerable overlap between the Certificate in Newfoundland Studies and the Minor in Newfoundland Studies, making it possible for students pursuing the latter to simultaneously obtain the former; and,
- As the domestic and international demand increases for distance delivery programming and post-secondary education so too is the demand for shorter and specialized programs like certificates.

#### **Q. What is a concentration?**

A definition of a concentration is not included in the university calendar's Glossary of Terms. It is used by different faculties and departments to denote that a student within a program has selected courses within a particular sub-area. Thus, as a student chooses the combination of required and elective courses towards a degree and/or Major he/she may choose a specified number of courses from within a designated cluster of courses. This focus is noted on the transcript as a concentration.

The option of pursuing a concentration is important to students because this can encourage them to consider a universe of courses that are of interest to them that they may not otherwise have explored or prioritized; increase their potential eligibility for scholarships and awards; can support an application to graduate school; and can be used to support employment options and career paths. This has proven to be a popular option within Political Science (which has concentrations in Canadian Government and Global Studies) and exists elsewhere such as within Grenfell's Major in Environmental Studies (Environmental Perspectives, Outdoor Environmental Pursuits) and Major in English (Canadian Literature, Dramatic Literature, Modern Literature). However unless there is flexibility in offering and choosing courses, as with any programming the administrative and completion burdens can be excessive, which requires careful program design. Permitting necessary flexibility can raise questions about the usefulness of a concentration unless there are clear criteria that can be easily pursued and administered.

*(Note: This document was prepared by Alex Marland on December 6 for the purposes of discussion. It may inadvertently contain errors or omissions that can be rectified as appropriate)*