



Faculty of Science

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FACULTY OF SCIENCE FACULTY COUNCIL OF SCIENCE MINUTES OF MEETING OF OCTOBER 18, 2017

A meeting of the Faculty Council of the Faculty of Science was held on Wednesday, October 18th, at 1:00 p.m. in room C-2045.

FSC 2534

Present

Biochemistry

Berry, M. Booth, V. Mulligan, M.

Biology

Jones, I. Leroux, S. Staveley, B.

Chemistry

Bottaro, C. Flinn, C. Fridgen, T. Grover, H.

Computer Science

Bungay, S. Wareham, T.

Earth Sciences

Welford, K.

Mathematics & Statistics

Pike, D. Radford, C. Sullivan, S.

Physics & Physical Oceanography

de Young, B. Lagowski, J. Saika-Voivod, I.

Psychology

Neath, I. Thorpe, C.

Dean of Science Office

Foss, K. Foster, A. Jackson, G. Mackenzie, T. Zedel, L.

CITL

Todd, A.

Registrar's Office
Murray, M.

Graduate Students
Adekunle, A.

Undergraduate Students
Fitzgerald, M.
Hillier, L.

FSC 2535 **Regrets**
Clift, T. Mantyka, S. Caines, S.

FSC 2536 **Adoption of Minutes**
Moved: Minutes of September 20, 2017, meeting be adopted (Berry/Sullivan).
Carried.

FSC 2537 **Business Arising:** None

FSC 2538 **Correspondence:** None

FSC 2539 **Reports of Standing Committees:**

A. Undergraduate Studies Committee:

Report presented by Shannon Sullivan, Chair, Undergraduate Studies Committee

a) i) **Moved:** Department of Physics and Physical Oceanography, calendar change, changes to the Minor program for students enrolled in the Computer Engineering and Electrical Engineering programs. (Sullivan/ Lagowski). **Carried.**

ii) **Moved:** Department of Physics and Physical Oceanography, calendar change, changes to the Major and Honours regulations for the Environmental Physics program. (Sullivan/Lagowski). **Carried.**

b) i) **Moved:** Department of Biochemistry, calendar changes, changes to the Biochemistry Major and the Biochemistry and Chemistry Joint Honours programs. (Sullivan/Berry). **Carried.**

ii) **Moved:** Department of Biochemistry, calendar changes, changes to Biochemistry courses and secondary changes to other sections of the calendar. (Sullivan/Booth). **Carried.**

c) i) **Moved:** Department of Chemistry, calendar changes, CHEM 3211 pre-requisites. (Sullivan/Flinn). **Carried.**

B. Graduate Studies Committee: None

C. Nominating Committee: None

D. Library Committee: None

FSC 2540 Report of Teaching Consultant

Amy Todd informed Council that the brown bag sessions have started again. This year the sessions will aim to showcase techniques that individual departments are using in teaching and learning. The upcoming session is showcasing strategies used by the Department of Chemistry in lab instruction, and she encouraged faculty and lab instructors to attend the session.

Also, Brightspace (formerly D2L) has received a facelift. CITL is offering continuous support sessions. In addition, any faculty members having difficulty with the new interface can contact Amy Todd for assistance in getting the support they need.

FSC 2541 Reports of Delegates from Other Councils: None

FSC 2542 Conflict of Interest Presentation – Sean Cadigan, Associate Vice-President (Academic) Programs

The Conflict of Interest Policy applies to all who are employed by the University. There is a lot of emphasis on the policy since as employees we should all act in the best interest of the University. The full presentation is attached.

FSC 2543 Report of the Dean: None

FSC 2544 Question Period

FSC 2545 Adjournment

The meeting adjourned at 1:45 p.m.

Conflict of Interest

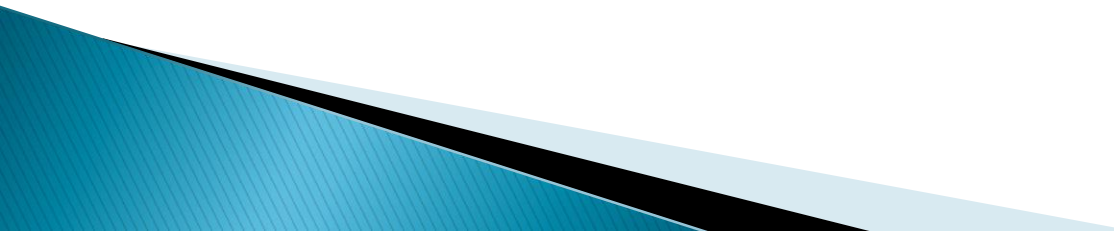
Presentation to Faculty of Science
Sean Cadigan
18 October 2017

COI Policy : ethics, accountability, transparency

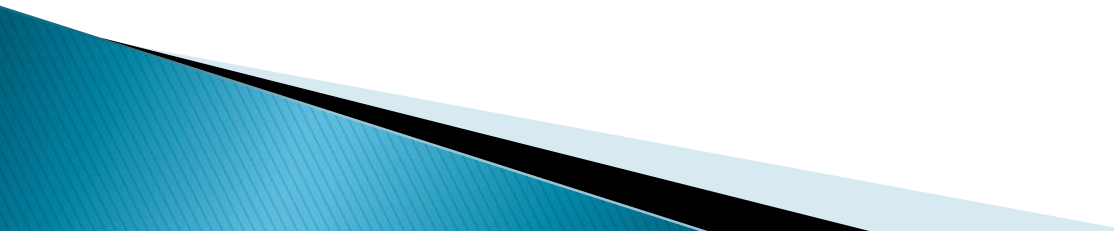
Memorial's commitment : "It is the ethical responsibility for everyone who acts on behalf of the University to ensure that decisions and actions that affect the University are taken in the best interests of the University and are not influenced by personal interests."

(<http://www.mun.ca/policy/site/policy.php?id=277>)

Conflict of Interest

- ▶ COI exists where there is a potential divergence between a faculty/staff member's personal interests and their obligation to the University.
 - ▶ May be real, perceived or potential.
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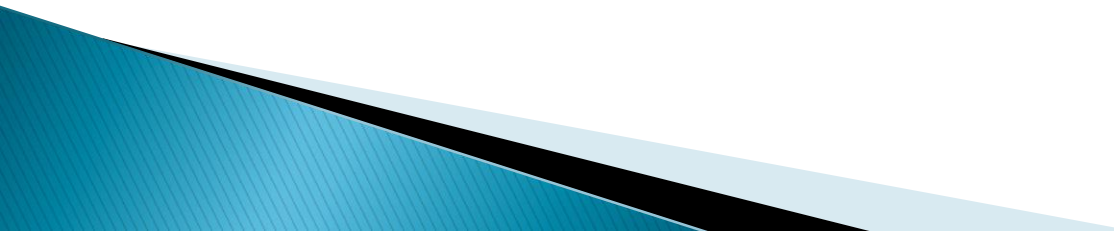
Types of Conflict

- ▶ **Real** – Private interest exists and is known to the faculty/staff member and it has a connection with their University duties that is sufficient to influence the exercise of those duties
 - ▶ **Perceived** – Exists where there is reasonable apprehension of bias
 - ▶ **Potential** – May develop into a real or perceived conflict. Exists as soon as faculty/staff member can foresee they have a private interest that may influence their duties or responsibilities.
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COI Obligations

- ▶ Each Member has a duty to assess his/her own interests, involvement and activities and to report any real, perceived, or potential conflicts of interest.
- ▶ A Member shall not participate in an activity or decision that involves a real, perceived or potential conflict of interest unless such activity or decision has been disclosed to, and approved by, the Conflict of Interest Committee (and if such approval has been given, any terms or conditions made by the Committee are fulfilled).

Examples of COI

- ▶ *Interest in a Research, Business, Contract or Transaction*
 - ▶ *Involvement in Personnel Decisions*
 - ▶ Influencing Purchase of Equipment/Materials or Services
 - ▶ Acceptance of Gifts, Benefits or Financial Favours
 - ▶ Use of Information
 - ▶ Use of Students, University Personnel, Resources or Assets
 - ▶ Participating in the tenure review or reviewing of grants involving a person where the Member is Family, Personal, Professional Associate or Academic Supervisor.
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COI and the Collective Agreement

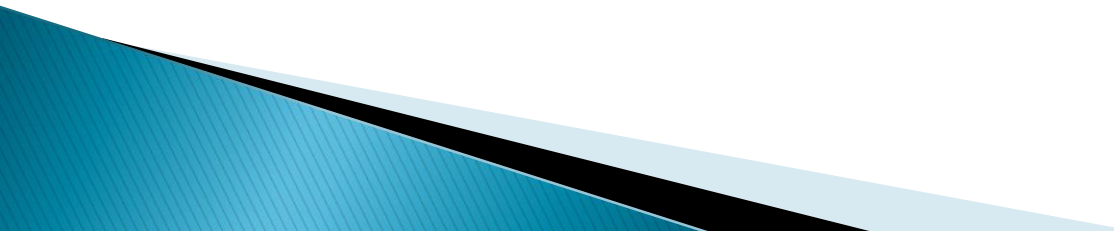
- ▶ Conflict of Interest Policy Collective agreement now more closely aligned with COI policy: 7.12, 7.13, 8.03, 8.04
- ▶ No faculty member can participate in peer review processes (search, P & T, etc.) if a conflict of interest exists
- ▶ Faculty member shall inform the Head asap so that the conflict may be allowed and managed, or disallowed
- ▶ ***May need to be referred*** to University COI Committee for determination
- ▶ If conflict can not be managed, faculty member must either resign from committee or remove themselves from the situation

Student Supervision & the CA

- ▶ 7.13 Where a Faculty Member who is a member of the Search Committee has within the past six (6) years been an academic supervisor of a candidate under consideration, that Faculty Member shall recuse him or herself from serving on the Committee for that search.
- ▶ 8.04 Where a Faculty Member who is a member of the Promotion and Tenure Committee has within the past six (6) years been an academic supervisor of a candidate under consideration, that Faculty Member shall recuse him or herself from serving on the Committee for that candidate.

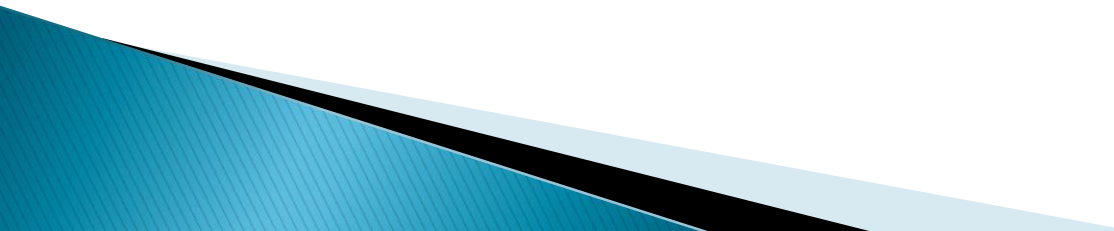
When is a Colleague a Professional Associate?

A person with whom the Member has or has had *within the previous five years*, a close or substantial professional relationship and includes, but is not limited to, a relationship of *mentor, co-author, research collaborator or research investigator or employment supervisor of the Member.*

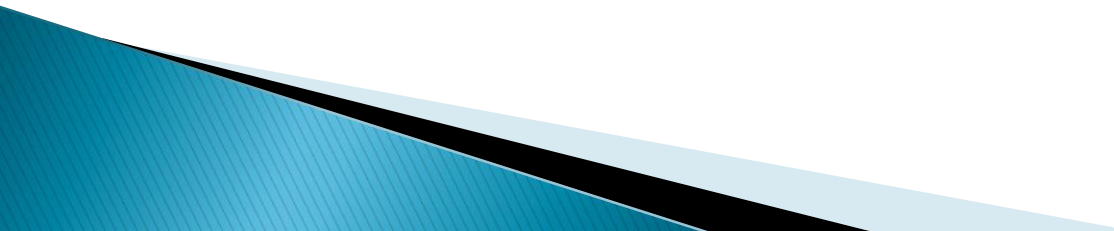


Examples of COI

In all cases: if Member is Family, Personal, Professional Associate of student and/or student's family:

- ▶ Academic Program Decisions Affecting Students
 - ▶ Whole or Partial Evaluation of Student's Academic Work
 - ▶ Involvement in Compliance Decisions Affecting Students
 - ▶ Participation by a Member in decisions to determine compliance with University policies or codes and/or related sanctions
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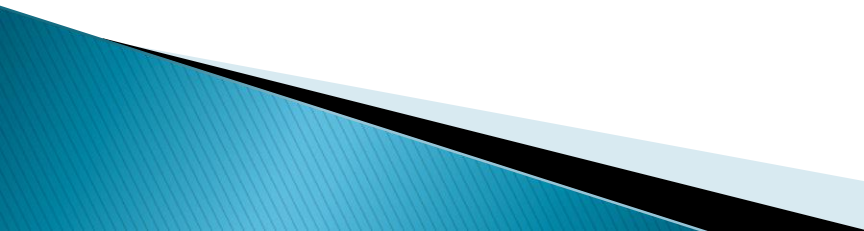
Examples of COI

- ▶ Advancing of Outside Interests for Personal Gain
 - ▶ Undertaking of Outside Activity
 - ▶ Political Activity
 - ▶ Conflict of Commitment
 - ▶ *Other – these are examples, not an exhaustive or exclusive list.*
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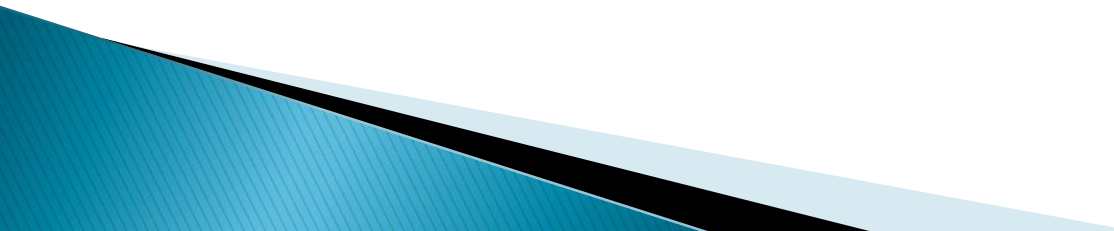
It's Not Only Up to You

- ▶ Members obliged to pursue others' COI by:
 - Discussion with the person(s) in COI
 - Referring the matter to such person(s) head
 - Or by reporting “the matter under the provisions of the *Protected Disclosure Policy*”
(<http://www.mun.ca/policy/site/policy.php?id=108>)

Related Policies

- ▶ Protected Disclosure
 - ▶ Telecommunications
 - ▶ Purchasing
 - ▶ Off-Campus Use of Equipment
 - ▶ Ethics in Research Involving Human Participants
 - ▶ Integrity in Scholarly Research
 - ▶ Solicitation of Gifts
 - ▶ Memorial University of Newfoundland Procedures Governing The Appointment, Review, Promotion And Tenure of Academic Administrators
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Admin. Heads in Conflict

- ▶ Usual Remedy: Head of Record
 - ▶ Principle: Your conflict extends to those you recommend for appointment.
 - ▶ Effect: Head of Record is your Admin. Head or their delegate
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Questions

