

Memorial University of Newfoundland
OFFICE OF THE SECRETARY OF SENATE

DIGEST OF SENATE DECREES AND RESOLUTIONS

(September 1969 – August 2020)

October 2020

PREFACE

This Digest, which has been prepared as a reference for members of the University community, is a summary of Senate decrees and resolutions from September 1969 until August 2020. These decrees and resolutions are listed in alphabetic sequence and include a heading, a Senate reference and the text of the Senate Minutes. The Senate reference, which shows the page number and date of the Senate Minutes from which the text is taken, is included after each heading. In cases where an earlier Senate decree is rescinded, the earlier decree may simply be listed with a heading, the Senate reference and a note referring the reader to the latest decree.

This document is not intended to replace Senate Minutes or Senate files and should be used with the knowledge that Senate may at any time change or amend the policies contained herein.

1st edition	--	October 1980
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ACADEMIC ADMINISTRATORS, ad hoc Committee on Procedures Concerning Removal of

71, 97/12/09

In a memorandum dated November 14, 1997 the President and Vice-Chancellor advised that in a minute of November 6, 1997 the Board of Regents has requested "The President, after consultation within and without the University community, to recommend formal procedures for dismissal or other disciplinary measures with respect to academic administrators, including Vice-Presidents, Deans, and Directors".

The President advised that it is his intention to undertake a consultation process as follows:

1. invite any member of the Senate, or Committee of Senate, or for that matter any member of the University community who wishes to express a view on the substance of what I have been asked to do, to do so in writing by the end of January, 1998;
2. meet with the Faculty Council of the Faculty of Science;
3. meet with the group of faculty who have intervened directly at the level of the Board;
4. meet with any other Faculty or Academic Council should a request be made for such a meeting; and
5. write all member of the Association of Universities and Colleges of Canada to request information on such procedures as may exist in other universities.

It is anticipated that this will be accomplished by the end of April 1998, in time to bring to the Board recommendations for its consideration before the end of June 1998.

It was agreed, that since Senate has already, in this initiative provided for the prospect of a consultative Committee, Senate instruct the Committee on Committees to recommend to Senate, membership and terms of reference for an ad hoc Committee for that purpose in as much as the President has been asked to consult both within the University and outside.

43, 97/12/09

Senate agreed to the following terms of reference and membership for an ad hoc Committee on Procedures Concerning the Removal of Academic Administrators as recommended by the Committee on Committees:

The Committee shall:

1. Consult the university community about the procedures which should be used in instances in which the removal of academic administrators prior to the end of their term is being considered.
2. Gather information on the grounds and procedures used at other universities for the removal of academic administrators.
3. Gather information about procedures used at other universities for the evaluation of academic or other administrators.
4. Recommend, if it so chooses, procedures for the interim evaluation of academic administrators.
5. Recommend procedures for use at Memorial University in instances in which the early removal of academic administrators is being considered.
6. The committee shall report to Senate by March 31, 1998. The committee shall make an interim report in time for inclusion with the President's submission to the Board of Regents, or make other arrangements, through Senate, to make its report known to the Board of Regents.

The membership of the ad hoc Committee, as recommended by the Committee on Committees was approved.

197, 98/03/12

In response to a request from the Chair of the ad hoc Committee for a definition of the term “academic administrators”, and on the recommendation of the Executive Committee of Senate it was agreed that a proposed definition proposed by the ad hoc Committee be amended as follows:

1. Deans, the Principal of Sir Wilfred Grenfell College, the University Librarian and Directors who head academic units offering degrees, diplomas or certificates including the Executive Director of the Marine Institute and the Executive Director of Continuing Education
2. The Vice-President (Academic) and the Vice-President (Research)
3. President, unless the contract between the President and the Board includes a clause for termination.

211, 98/05/98

It was agreed that Senate accept and so inform the Board of Regents, the recommendations outlined in the report with respect to evaluation and review of Academic Administrators with one exception, that the mid-term reviews be conducted in all terms, i.e. that the dissenting report be accepted as well.

ACADEMIC ADVISING SYSTEMS, Report of Sub-committee on

211, 93/05/10

In response to Senate’s request, the Senate Committee on Undergraduate Studies undertook a review of academic advising systems at Memorial. The Chair of the Senate Committee on Undergraduate Studies presented the Report of the Senate Committee on Undergraduate Studies Sub-committee on Academic Advising Systems.

It was agreed that Senate receive the Report of the Senate Committee on Undergraduate Studies Sub-committee on Academic Advising Systems, and refer the report to the University administration for implementation of the report’s recommendations in consultation with the appropriate members of the University Community.

ACADEMIC AMNESTY – WORLDWIDE STRIKE FOR CLIMATE ACTION

24, 19/09/10

A motion was received from Robin Whitaker, Senator for Humanities and Social Sciences regarding Academic Amnesty – Worldwide Strike for Climate Action.

Senate passed the following motion:

WHEREAS the evidence of rapid destructive climate change is incontrovertible, with the earth’s land having already warmed by more than 1.5 degrees Celsius since the Industrial Revolution according to the Intergovernmental Panel on Climate Change; and

WHEREAS the negative consequences of climate change are already being felt worldwide through extreme weather, rising sea levels and, notably for this province, diminishing Arctic sea ice and a rapidly heating Arctic, among other changes; and

WHEREAS addressing climate breakdown urgently requires determined and coordinated action; and

WHEREAS Young people and students are taking leadership on confronting these issues where previous generations have failed to do so; and

WHEREAS Memorial University has a special obligation to the people of the province and a duty to its students and their future; and

WHEREAS the student-led Fridays for Future St. John's is organizing a Demonstration on September 27, 2019 as part of the worldwide strike for climate action; and

WHEREAS the student strikers have asked for the support and solidarity of older generations;

Therefore

BE IT RESOLVED THAT Senate encourage academic units and professors to grant Academic Amnesty on September 27 2019 to all students of all Memorial University campuses, insofar as academic units and professors remain flexible in making alternate arrangements, including rescheduling examinations and the deadlines for submission of assignments, and in adopting any other required forms of leniency for students who are absent from classes on September 27 2019 so that they may freely participate in the global strike for climate action without fear of academic repercussions; and

BE IT FURTHER RESOLVED THAT this offer of Academic Amnesty be communicated to students and faculty by Memorial University.

ACADEMIC PROGRAM DELIVERY FOR FALL 2020

604, 20/05/12

Senate approved the following recommendations:

Recommendations:

- 1) Memorial's fall semester will continue with remote instruction of all courses at all campuses of Memorial University. The University's priority is to ensure the health and safety of its students and employees. This means in-person on-campus courses will not resume before January 2021. Memorial will use its best efforts to minimize any impact on student progression in their program.
- 2) Other limited forms of re-opening of on-campus activity in the fall semester will occur in a gradual, measured and safe manner that adheres to the NL government's [COVID-19 Alert Level System](#) and [provincial health authorities](#).
- 3) Academic units may submit a proposal to the appropriate Vice-President for review to permit students onto campus in the fall semester.
- 4) If approved by Senate and Vice-Presidents Council, these principles will be communicated to the Memorial community as soon as possible.
- 5) These principles are not applicable to the Faculty of Medicine, Faculty of Nursing, and School of Pharmacy, nor internships and co-operative education.
- 6) The above recommendations are subject to change at a later date if deemed necessary based on provincial health directives.

ACADEMIC REGULATIONS IN THE CONTEXT OF RETENTION EFFORTS, Report of the Senate Committee on Undergraduate Studies Sub-Committee

51, 97/11/18

The Report of the Sub-Committee which was struck by the Senate Committee on Undergraduate Studies to undertake a review of the academic regulations in the context of an emphasis on the retention of students was submitted.

It was agreed that the following recommendations as outlined in the Report be adopted:

Recommendation 1:

- (i) That the University adopt and implement an effective retention strategy with a view to enhancing student progress and success.
- (ii) That each Faculty and Academic Council examine current regulations, policies and practices in the context of an emphasis on enhancing student progress and success.

Recommendation 2:

That the University recognize that an effective retention strategy is student-centred, that it involves a commitment to improving each student's university experience and enhancing each student's chance of academic success. Such recognition implies the implementation of systematic, coordinated retention strategies including, but not limited to the following:

- providing systems for early identification of "at risk" students and implementing proactive measures to prevent academic failure from occurring
- providing for enhanced advising systems with greater involvement by faculty members
- providing adequate counselling services
- providing excellent instruction and opportunities for learning, particularly at the first year level
- giving individual attention to students
- providing courses designed to enhance student success
- providing adequate sources of extra academic help where necessary

Recommendation 3:

That the University provide the resources necessary to design and implement the strategies that are critical to a successful retention effort.

Recommendation 4:

That the emphasis in re-admission regulations be to provide remedies rather than punishment for academic failure. It is therefore proposed that current General Regulation Y. REGULATIONS FOR RE-ADMISSION be replaced by new Regulation Y. REGULATIONS FOR CONTINUANCE AND RE-ADMISSION.

ACADEMIC REVIEW OF PROGRAMMES

48, 79/01/09

Faculty Councils were asked to undertake an academic review of their programmes.

123, 79/03/13

It was agreed that the reports from the following faculties and schools of the University regarding academic review of programmes be accepted.

School of Business Administration and Commerce

School of Social Work

School of Physical Education and Athletics

Faculty of Medicine

Faculty of Arts

ACADEMIC TRANSCRIPT

147, 07/02/13

"That effective May Convocation 1996, an appropriate transcript notation that will identify the detail related to a previously awarded general degree that has been subsequently upgraded and replaced with an Honors degree."

"That effective May Convocation 2006, display of *Sir Wilfred Grenfell College* within the transcript degree record for those degrees completed according to the Regulations for Degrees at Sir Wilfred Grenfell College."

ACCESSIBILITY FOR STUDENTS WITH DISABILITIES POLICY

120, 17/11/14

It was agreed that the Accessibility for Students with Disabilities Policy be endorsed by Senate and submitted to the Board of Regents for final approval.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES POLICY

218, 13/05/14

It was agreed to endorse the Accommodations for Students with Disabilities Policy and forward to the Board of Regents for approval.

AD HOC COMMITTEE ON LESSENING PAPER-DEPENDENCY OF SENATE

62, 11/01/11

At a meeting held on April 13, 2010, the Senate agreed to establish an ad hoc Committee to identify ways of making Senate less paper-dependent.

It was agreed to approve the following membership and Terms of Reference for the ad hoc Committee:

MEMBERSHIP:

Nominations/Volunteers

- Dr. Gerard Farrell, Faculty of Medicine
- Ms. Lisa Goddard, University Library
- Mr. Bert Riggs, University Library
- Dr. Wilfred Zerbe, Faculty of Business Administration
- Graduate student
- Undergraduate student(s)
- Representative from Computing & Communications
- Representative from Distance Education Learning Technologies
- Registrar or delegate

Terms of Reference:

1. To investigate and recommend ways that Senate and Senate committees can become less paper-dependent, while ensuring that all members of Senate and its committees, as appropriate, have access to all meeting materials
2. To determine order of magnitude costs of recommended solutions
3. To seek assistance and advice from other units as necessary

190, 11/04/12

Interim report of the Committee.

27, 11/09/13

Final report of the Committee.

It was agreed that Recommendation One be adopted and forwarded to the President for appropriate action.

Recommendation One: *That the University commit the resources necessary to procure a full meeting management solution to be used to manage meetings at Memorial and reduce paper dependency.*

It was agreed that Recommendation Two be adopted.

Recommendation Two: That Senate adopt D2L as soon as possible as an interim solution to reduce the paper-dependency of Senate and committees.

It was agreed that Recommendation Three be approved.

Recommendation Three: That a meeting of Senate in the Winter semester 2012 be used to present possible solutions for meeting management to inform senators of the features generally available.

50, 11/11/08

Implementation of D2L for Senate meetings.

56, 11/11/08

Update on D2L.

171, 12/03/13

Review of D2L for Senate meetings.

AD HOC COMMITTEE TO REVIEW REGULATION 8.2 FIREARMS ON CAMPUS

216, 14/06/10

University Regulation 6.2 Firearms on Campus, approved by Senate in November 2013, states

“Memorial University prohibits the possession, storage, or use of firearms, ammunition, or weapons on any property of the University without written permission of the Manager of Campus Enforcement and Patrol. Police officers enrolled in a course who may need to attend classes while on active duty in uniform shall, at the start of classes for each semester/session, present to the course instructor a copy of their written permission.”

At its meeting in April 2014 Senate directed the Senate Committee on Elections and Committees to propose Terms of Reference and Committee membership for an ad hoc committee to review the regulation and make appropriate recommendations.

Senate approved the following membership and terms of reference for the ad hoc Committee:

Membership:

Chair: Dr. Evan Simpson

2 representatives, Faculty of Arts

1 representative, Faculty of Science

1 representative, other faculties/schools, St. John's Campus

1 representative, Grenfell Campus

1 representative, Marine Institute

Director, Risk Management (or delegate)

3 undergraduate students, 1 nominated by each of MUNSU, MISU, GCSU

1 graduate student, nominated by GSU

Terms of Reference

To confirm the current Regulation **6.2 Firearms on Campus** or propose alternate wording together with a rationale for the decision. In reaching a decision, the ad hoc committee will

- Consult broadly with the University community and its stakeholders
- Document practices at other Canadian universities
- Review relevant documents

ADMISSION, PROPOSAL FOR EMERGENCY CHANGE TO THE ADMISSION REQUIREMENTS, FALL SEMESTER, 1994

204, 94/06/94

The President reported that as a result of the current labour dispute between Treasury Board and the Newfoundland and Labrador Teachers' Association, public examinations for June 1994 have been

cancelled and the traditional method for calculating grades for 3000-level high school courses is no longer available. The Department of Education is continuing to investigate ways to determine final grades in courses for all students currently enrolled in school. However, there is considerable uncertainty in the community, particularly for final year high school students, a large proportion of whom have applied to attend the University.

The President advised that this special meeting of Senate had been called to discuss the following proposed response to a situation which is beyond the control of those students.

The following proposals were approved:

(i) that the Note and the first paragraph of Regulation B.2 as outlined on page 56 of the 1993-94 University Calendar and as given below be waived for high school students who apply to attend Memorial University of Newfoundland in September 1994 and who are currently enrolled in 3000-level high school course(s) required for admission:

“NOTE: These revised regulations changing the average required for admission from 60% to 65% will be in effect for the 1993-94 academic year. For September 1994 and for subsequent semesters, the overall average required in those courses on which the admissions average is calculated will be further increased to 70%.

Candidates shall have completed Graduation Requirements for high school as set down by the Department of Education and they shall have obtained credits in the following subjects, as outlined below, with an overall average mark of not less than 65% in those courses at the 3000 level:”

and

(ii) that the following amended requirements for admission be substituted for those students for the 1994 Fall Semester:

“Candidates shall have completed Graduation Requirements for high school as set down by the Department of Education and they shall have obtained credits in the following subjects, as outlined below:”

Applicants who have graduated from high school in Newfoundland prior to 1994 and who are not registered in 3000-level high school courses in 1994 as well as applicants who have followed the high school curricula of other provinces of Canada will be required to meet the admission requirements as specified in the 1993-94 University Calendar.

Because Public Examinations have been cancelled it is also necessary to delete the phrase “public examination results” on lines 5 and 6 of the PROVISIONAL ACCEPTANCE NOTE on Page 57 of the 1993-94 University Calendar and substitute the phrase “final results”.

ADMISSION, PROPOSAL FOR EMERGENCY CHANGE TO THE ADMISSION REQUIREMENTS, 2020-2021 ACADEMIC YEAR

573, 20/04/14

As a result of the current situation with COVID-19, Newfoundland and Labrador public examinations for June 2020 have been cancelled and the traditional method for calculating grades for 3000-level high school courses is no longer available. The Department of Education announced on April 2, 2020 that

“public exams (EECD), high school exams and intermediate final exams will be cancelled.”

There is considerable uncertainty in the community, particularly for final year high school students, a large proportion of whom have applied to attend the University and for whom this situation is beyond their control. Therefore, we are proposing a change to the admissions requirements for general admission.

Faculty and Schools will need to examine and determine how best to proceed with their academic programmes' admission requirements.

The following proposals were approved:

- (i) that the first paragraph of Regulation 4.3.1.1 of the 2019-2020 University Calendar and as given below be waived for Newfoundland and Labrador high school students who apply to attend Memorial University of Newfoundland in the 2020-2021 academic year and who are currently enrolled in 3000-level high school course(s) required for admission:

"The courses below are courses designed for students who intend to seek post-secondary education at the University or other institutions whose programs demand levels of proficiency equivalent to those required by the University. Applicants shall have completed Graduation Requirements for high school as set down by the Department of Education and obtained credits in the following subjects with an overall average of not less than 70% compiled from the grades received in those courses at the 3000 level."

- (ii) that the following amended requirements for admission in line 2 of Regulation 4.3.1.1 be substituted for those students for the 2020-2021 academic year:

"Applicants shall have completed Graduation Requirements for high school as set down by the Department of Education and obtained passing credits in the following subjects at the 3000 level as outlined below:"

- (iii) that Regulation 4.3.1.2 be amended to reflect the cancellation of public exams by adjusting the references to "final examinations" as follows:

a. line 2 substitute "writing of final examinations" with "receipt of final results."

b. line 3 substitute "final examination results" with "final results"

- (iv) Applicants who have graduated from high school in Newfoundland prior to 2020 and who are not registered in 3000-level high school courses in 2020 will be required to meet the admission requirements as specified in the 2019-2020 University Calendar. Advice will be requested from the Department of Education on how to accommodate applicants who have received final results for Level III courses completed in 2020 and apply to Memorial for subsequent academic years.

- (v) At present applicants who have followed the high school curricula of other provinces of Canada and applicants who followed the high school curriculum of another country or a recognized standardized curriculum will be required to meet the admission requirements as specified in the 2019-2020 University Calendar. However, it is proposed that if it is determined by the Admission's Office that, due to the hardship presented by the COVID-19 situation, either or both of these applicant groups require similar accommodations authority shall be given to the Registrar to grant the same waiver and amendments presented here.

ANIMAL CARE POLICY - Senate Committee on Research

70, 73/02/13

The following resolution was approved:

That the principles and, as far as practical, the details, of the Canadian Council of Animal Care's "Care of Experimental Animals - A Guide for Canada" be accepted as University policy.

ANIMAL CARE SEMINAR

168, 85/02/12

A report on the first Animal Care Seminar from the Assistant Dean of Graduate Studies was received for information.

ANTHROPOLOGY AND ARCHAEOLOGY, DEPARTMENT OF

129, 09/02/10

Splitting of the current Department of Anthropology and Archaeology into two separate departments for Undergraduate Studies.

149, 09/02/10

Splitting of the current Department of Anthropology and Archaeology into two separate departments for Graduate Studies.

APPEALS, STUDENT

162, 70/12/08

Cases should appear in the Committee minutes, but not the names of the students concerned.

101, 75/01/14

The Senate cannot entertain an appeal against the decision of the Senate Committee on Undergraduate Studies unless there are substantive new grounds for appeal or unless it can be shown that the Committee erred.

139, 83/04/12

The following policy statement recommended by the Executive Committee of Senate was adopted:

Whenever a student's appeal is denied by a Faculty or School Committee or by a Senate Committee, the student, in the letter of denial, must be advised of the next avenue of appeal which may be taken. Should a student's appeal be denied by the Senate he/she will be advised that within the University no further appeal is possible.

125, 84/03/13

It was agreed that the Senate establish an ad hoc committee to examine the causes and consequences of the marked increase in student appeals and report to the Senate recommending what action might be taken to deal with this situation.

The Committee on Committees was instructed to recommend membership of and terms of reference for such a committee.

136, 84/04/10

At its regular meeting held on March 13, 1984, Senate instructed the Committee on Committees to recommend membership and terms of reference for the Ad Hoc Committee on the Increase in Student Appeals. The following terms of reference were approved:

1. To examine the causes and consequences of the marked increase in student appeals.
2. To report to Senate recommending whatever action might be considered necessary.

11, 85/09/10

As requested by Senate submissions were received from the Academic Councils of the Faculties and Schools and the Senate Committee on Undergraduate Studies outlining procedures currently in place for dealing with student appeals. These submissions were received for information.

28, 85/11/12

At the Senate meeting held on September 10, 1985, it was agreed that Recommendations 6 and 7 of the Ad Hoc Committee on Appeal by Student No. xxxxxxxx be referred to the Senate Committee on Undergraduate Studies for further study and for advice. The recommendations read as follows:

6. That time limits be placed on the launching of appeals so that they can be dealt with quickly.
7. That Senate establish a permanent appeals committee or leave the approval of the holding of an appeal to a group of its officers so that appeals to Senate may be expedited.

In a memorandum dated October 21, 1985, the Senate Committee on Undergraduate Studies recommends that:

- Time limits on appeals not be set since they are not workable.
- Committees and other bodies considering appeals be exhorted to be as prompt as possible, consistent with fair and due process.
- Ad hoc committees struck by Senate be advised of a time by which they should report to Senate. Failure of such committees to report should result in a reminder being sent to them by Senate requesting that either the report or an explanation for the delay be submitted.
- A permanent appeals panel not be created since such a body already exists in the Executive Committee of Senate and students still retain the right to appeal to the full Senate.
- The Executive Committee be empowered, at its discretion, to ask the Committee on Committees to be prepared to nominate an ad hoc committee on a particular appeal should Senate decide that such a committee is needed.
- Appeals procedures be outlined clearly in the University Calendar for the information of students and faculty.

It was agreed to approve the recommendations of the Senate Committee on Undergraduate Studies.

72, 86/01/13

It was agreed that each student appeal involving waiver of the requirements for a degree, diploma, certificate, major or minor must be accompanied by documentation from appropriate University officers outlining the requirements remaining to be met by that student in fulfilling all regulations for the programme of studies under consideration for waiver. It is the responsibility of the appropriate Dean, Director, or Department Head to supply upon request such information to the Secretary of Senate. In addition, the appropriate University officers may be asked to provide for the information of Senate reaction to statements of fact made by students in support of their appeals.

172, 86/05/14

A memorandum dated March 24, 1986, was received from the Engineering Faculty Council concerning time limits on students' appeals. Currently the practice of setting time limits on students' appeals may not be consistent amongst the various faculties and schools. It was agreed therefore to request that the Senate Committee on Undergraduate Studies review this issue and forward a recommendation to Senate for future consideration.

40, 86/11/12

At the May 14, 1986, meeting of Senate it was agreed to refer a memorandum dated March 24, 1986, from the Faculty Council of the Faculty of Engineering and Applied Science concerning time limits on students' appeals to the Senate Committee on Undergraduate Studies for consideration. In a memorandum dated October 16, 1986, the Senate Committee on Undergraduate Studies addressed the concerns raised by the Faculty of Engineering and reaffirmed its earlier recommendation that in general time limits on appeals not be set. However, the committee felt that the existence of time limits in the appeals procedures of a particular faculty, school or programme, would not of itself be a violation of this recommendation though there would need to be a suitable justification for the time limit. It was agreed to receive this report and refer a copy to the Faculty Council for information.

177, 88/04/12

The Senate Committee on Undergraduate Studies submitted a document from the Faculty Council of the Faculty of Engineering entitled 'Proposal on Appeal Procedures'. The Faculty Council recommended that an Appeal Committee of Senate be established to handle student appeals at the Senate level in lieu of

the current practice whereby a student can appeal decisions of faculty councils and committees consecutively to the Senate Committee on Undergraduate Studies, the Executive Committee of Senate and Senate itself. The Senate Committee on Undergraduate Studies expressed concern about the removal from its jurisdiction of student appeals. Accompanying this document was a recommendation from the Executive Committee of Senate recommending that no changes be made to the current appeals process.

Following discussion, it was agreed by majority vote to accept the recommendation of the Executive Committee that no changes be made to the current appeals process.

51, 92/12/08

Senate acknowledged the need to conduct a review of its appeals procedures, particularly appeals regarding non-academic offenses from students registered in programmes offered by professional faculties and schools.

264, 00/05/09

Senate agreed to appoint an ad hoc Committee to review Appeals Procedures, particularly with regard to the number of times an individual can appeal the same case, and the grounds on which an appeal may be re-activated.

180, 08/04/08

It was agreed that Senate request the Senate Committee on Undergraduate Studies further review and modify the undergraduate appeals regulations.

67, 10/01/12

Student Appeals Policy

It was moved that the existing practise of allowing both parties (i.e. the student and academic units) to challenge the decisions of academic appeal bodies be upheld and that the regulations be amended by the Senate Committee on Undergraduate Studies and the Academic Council of Graduate Studies to provide for this practise.

It was then moved by and carried by majority vote to table the motion pending advice from legal counsel as well as review of practices at other Canadian universities.

13, 10/09/14

Senate approved the motion that the existing practice of allowing both parties (i.e. the student and academic units) to challenge the decisions of academic appeal bodies be upheld and that the regulations be amended by the Senate Committee on Undergraduate Studies and the Academic Council of Graduate Studies to provide for this practice.

Appeals of a Non-Academic Nature

51, 91/12/08

Senate acknowledged the need to conduct a review of its appeals procedures, particularly appeals regarding non-academic offenses from students registered in programmes offered by professional faculties and schools.

24, 94/10/11

A review of the appeals procedures relating to appeals regarding non-academic offenses was undertaken by the Registrar in consultation with the Office of Legal Council and the following three recommendations outlined in a memorandum dated August 31, 1994 were adopted by Senate:

1. That behavioural and other non-academic offenses, including complaints initiated by Faculties and Schools which call into question a student's suitability for the profession on the basis of non-academic criteria, be investigated under the Code of Disciplinary Procedures for Students.
2. That the Code of Disciplinary Procedures for Students be examined to identify and correct any ambiguities and deficiencies so as to provide an appropriate mandate to deal with this type of offense.

3. That the Code of Disciplinary Procedures for Students be printed in the calendar and cross-referenced under Faculty and School regulations as appropriate.

172, 12/03/13

The Executive Committee of Senate has established a small working group comprised of representatives from the Senate Committee on Undergraduate Studies and from the Academic Council of the School of Graduate Studies to review the university's appeal procedures.

208, 12/06/22

The Executive Committee agreed to forward to Senate draft changes to the academic appeals regulations for information and to serve as an introduction of the proposed major changes to the appeals regulations before formal consultation is undertaken with faculties/schools/campuses.

Senate agreed the Senate Committee on Undergraduate Studies and the Academic Council of the School of Graduate Studies undertake formal consultations regarding the review of the Academic Appeals Regulations with faculties/schools/campuses during summer and early fall. Following these consultations, the Senate Committee on Undergraduate Studies and the Academic Council of the School of Graduate Studies will make any necessary changes to the documents with a view to forwarding the final documents to Senate for approval in October, 2012.

61, 13/01/08

It was agreed to approve the changes to the Academic Appeal Regulations (Undergraduate) submitted by the Joint Committee of the Senate Committee on Undergraduate Studies and the School of Graduate Studies.

74, 13/01/08

It was agreed to approve the changes to the Academic Appeal Regulations (Graduate) submitted by the Joint Committee of the Senate Committee on Undergraduate Studies and the School of Graduate Studies.

APPLIED OCEAN TECHNOLOGY AND THE GRADUATE DIPLOMA IN APPLIED OCEAN TECHNOLOGY (OCEAN MAPPING), MASTER OF

215, 19/12/10 – Program approved.

APPLIED SCIENCE IN ENERGY SYSTEMS ENGINEERING, MASTER OF

79, 17/09/12 - Program approved.

APPLIED SCIENCE IN ENVIRONMENTAL SYSTEMS ENGINEERING AND MANAGEMENT PROGRAM, MASTER OF

230, 05/05/10

The motion to accept the proposed Master of Applied Science in Environmental Systems Engineering and Management was put to a vote and defeated with 15 members voting in favor and 19 voting against the motion.

251, 05/06/251

The Chairman reminded Senators of a letter dated June 3, 2005 from the Secretary of the Executive Committee of Senate regarding the technical propriety of renewal of a motion. Given the general agreement of Senators that a renewal of the motion was in order, an overview of the proposal for the Master of Applied Science in Environmental Systems Engineering and Management (MESEM) was provided. The motion that the motion defeated at the May 10, 2005 meeting of Senate be renewed and that the program be approved was carried by a majority vote.

APPLIED SCIENCE IN SAFETY AND RISK ENGINEERING, MASTER OF

82, 17/09/12 - Program approved.

ARTS 1000, Music Section

115, 74/02/12

A Music Section of Arts 1000 has been approved. A description of the section is lodged in the Senate files.

ARTS 1000, Report on

99, 73/05/08

The Senate discussed the contents of the Report on Arts 1000, submitted by the Senate Committee on Undergraduate Studies, and the following recommendations were approved:

1. **Administration and future offerings:** It is recommended that individual sections be considered for approval for the 1973-74 academic year, subject to the following additional recommendations. This should, however, be the last trial year for the course; prior to the 1974-75 academic year, a final assessment should be undertaken with a view towards either discontinuing the course or incorporating it as a permanent component in the Junior Studies curriculum. It is, therefore, essential that there be several 1973-74 offerings, and that these be well-publicized to students to permit a realistic approach of actual student interest. Planning and coordination should proceed so as to permit Faculty Council approval of individual sections at least one full term in advance of their offering, i.e. by September, 1973, for winter term 1973-74.
2. **Goals:** It is recommended that the objectives of Arts 1000 be restated and elaborated with attention to the following:
 - (a) The sort of evidence which would indicate short-term "success" of the experiment.
 - (b) Long-run plans for the course should it be regarded as a short-term success. (It is to be more than an isolated "indulgence" of a few students and instructors?)
 - (c) Distinctive relevance to **first-year** programmes. (See recommendations below).
 - (d) Faculty interests to be served, as well as those of students.
3. **Admission and terms offered:** It is recommended that sections be offered only in the winter and spring terms, by which time the student should have an opportunity both to decide if Arts 1000 particularly appeals to him relative to other offerings, and to compile a record to guide instructors selecting students for admission.
4. **Responsible instructors:** It is recommended that one instructor be primarily responsible for each section in areas of planning, coordination and student evaluation, but that each section should include the participation of at least one additional faculty member interested in the specific content of the section.
5. **Level of approach:** It is recommended that future section proposals specifically indicate how subject material is to be developed with reference to the preparation and needs of first-year students. Final assessment must also consider whether sections, as taught, were appropriate for first-year students.

A copy of the full report is lodged in the Senate files.

ARTS AND EDUCATION, MASTER OF

166, 09/04/14 - Program approved.

ARTS, FACULTY OF - Name Change

455, 16/02/16

It was agreed that the proposal to change the name of the Faculty of Arts to Faculty of Humanities and Social Sciences be forwarded to the Board of Regents for final approval.

ATLANTIC BAPTIST UNIVERSITY, Recognition by Memorial University

128, 02/01/08

It was agreed that Memorial University:

- (i) consider, for transfer of credits, courses completed at Atlantic Baptist University, subject to departmental evaluation; and
- (ii) consider for admission to post-baccalaureate programmes, graduates of degree programmes completed at Atlantic Baptist University subject to the agreement of the academic unit concerned and the applicability of the programme completed at Atlantic Baptist University to the programme sought at Memorial.

AWARDING DEGREES AND DIPLOMAS - PROPOSAL TO AMEND GRADUATION AND CONVOCATION PROTOCOLS

548, 19/05/14

A proposal regarding Awarding Degrees and Diplomas - Proposal to Amend Graduation and Convocation Protocols was received from the Committee on Honorary Degrees and Ceremonial.

Under Memorial University's current protocol, degrees and other academic credentials are awarded twice per year during regular Convocations held each spring and fall. The waiting period between the completion of graduation requirements and the awarding of credentials results in many requests from students to receive these earlier. In addition, many students who are eligible will defer their requests to graduate so that they or their family members can attend their Convocation.

A proposal to introduce an annual "in absentia" Convocation in February of each year was considered by Senate at its April 2011 meeting. Following discussion by Senators, the proposal was deemed to be a notice of motion and the Committee on Honorary Degrees and Ceremonial was asked to return with a revised proposal that considered the feedback provided during that meeting.

Having revisited this item, the Committee on Honorary Degrees and Ceremonial proposes the following for Senate approval:

1. Permit the awarding of undergraduate and graduate degrees, diplomas, and certificates at three scheduled times per year, rather than two as is currently the case.
2. Introduce an in-absentia Convocation to occur in February each year during which all eligible graduates who completed their academic programs by the end of the preceding Fall semester may be approved. It is envisioned that this Convocation will occur during, or coincide with, a Senate meeting and would begin in February 2020 for students who complete their programs as of the end of the Fall 2019 semester or earlier.
3. Approve the following with respect to parchments, transcripts, and convocation attendance for graduates:
 - Winter semester (April) completion
 - Permit graduating students to attend either the upcoming Spring or Fall Convocation ceremonies.
 - Issue parchments during Spring Convocation and continue with current practice to release parchments for in-absentia graduates starting the following week.
 - Reflect the related Spring Convocation date as the date of the award on the student's transcript.
 - Spring semester (August) completion
 - Permit graduating students to attend either the upcoming Fall or Spring Convocation ceremonies.
 - Issue parchments during Fall Convocation and continue with current practice to release parchments for in-absentia graduates starting the following week.
 - Reflect the related Fall Convocation date as the date of the award on the student's transcript.
 - Fall semester (December) completion
 - Permit graduating students to attend either the upcoming Spring or Fall Convocation ceremonies.
 - Schedule these parchments for distribution during Spring Convocation and handle those not distributed as they are for students who complete their programs at the end of the Winter semester.
 - Permit February graduates to request early release of parchments.

- Reflect the February meeting during which graduates are approved as awarded date on students' transcripts.
4. Introduce related Calendar changes as outlined in this proposal's first attachment.

It is expected that this change, while significant, will benefit graduating students tremendously. And based on the experience of other institutions that have a similar protocol in place, it is expected to have a minimal impact on the attendance of graduates and their families at Convocation ceremonies.

It was agreed that this report be adopted.

BLUNDON CENTRE, Academic Accommodations Delivered Through the

544, 19/05/14

As a result of a letter, dated July 5, 2018, to the University President from Dr. Robin Whitaker, President, MUNFA, the Senate Committee on Undergraduate Studies, in co-operation with the Academic Council of the School of Graduate Studies, had been asked to consider issues related to the revised procedures for instructors who are teaching students requiring academic accommodations delivered through the Blundon Centre.

The Committees have consulted with relevant stakeholders and considered the relevant issues.

As a result, they have submitted a joint report for the information of the University's Senate.

It was agreed that this report be accepted.

BILL C-54, AD HOC COMMITTEE ON THE IMPLICATIONS OF

29, 87/11/10

The Chairman of the Writer's Union of Canada in a letter dated September 2, 1987, addressed to the President, expressed grave concerns about Bill C-54 - the censorship bill that will shortly be before Parliament for a second reading.

Following discussion, it was agreed to request that the Committee on Committees establish a committee to review this matter. It was suggested that the University Librarian might be asked to serve on the ad hoc committee and that opinions should be sought from the various Councils of the Faculties and Schools and from other groups, such as the MUN Film Society, the Art Gallery and the University Library.

69, 87/12/08

Appointments to the Ad Hoc Committee on the Implications of Bill C-54 were confirmed.

Bill C-54, Report of the Ad Hoc Committee on the Implications of

208, 88/05/10

The Chairman of the ad hoc committee presented the above-noted report to Senate.

It was agreed that Senate accept the committee's report and that the Senate request the Government of Canada to revise Bill C-54 to take into account the points raised in the report, or, failing that action, to withdraw the Bill.

212, 88/05/17

At the Senate meeting held on May 10, 1988, the Report of the Ad Hoc Committee on the Implications of Bill C-54 was received by Senate at which time it was agreed to transmit the report on behalf of the Senate to the appropriate authorities.

At today's meeting it was agreed that the report be circulated to all universities in Canada and that the Division of University Relations be requested to draw attention to this document by whatever means they deem appropriate.

BOOKSTORE SUBCOMMITTEE OF THE SENATE ADVISORY COMMITTEE ON THE UNIVERSITY BUDGET, Report of
83, 83/01/25

The above report was received by Senate at the December 14, 1982, meeting. At that time it was agreed that the recommendations contained in the report would be discussed at the next regular meeting of Senate. At the January 11, 1983, meeting it was agreed that a special meeting of Senate would be held to consider the Bookstore Subcommittee Report. It was also agreed that the recommendations contained in the report would be discussed individually.

Recommendation # 1

It was agreed that, in accordance with Recommendation # 1 of the report, a Senate Advisory Committee on the Bookstore be established to advise the Senate and the Vice-President (Student Affairs and Services) on Bookstore policy and procedures. The Committee on Committees will be requested to formulate for recommendation to Senate, the terms of reference and membership of this committee. It was agreed to suggest to the Committee on Committees that membership should include an undergraduate student, a graduate student, one faculty representative from the professional faculties and schools and one representative from the faculties of Arts and Science.

Recommendation # 2

This recommendation was endorsed by Senate for referral to the Senate Advisory Committee on the Bookstore and the appropriate administrative authorities.

Recommendation # 3

This recommendation was endorsed by Senate for referral to the Senate Advisory Committee on the Bookstore and the appropriate administrative authorities.

Recommendation # 4

This recommendation was endorsed by Senate for referral to the Senate Advisory Committee on the Bookstore and the appropriate administrative authorities.

Recommendation # 5

It was agreed to amend this recommendation to read as follows: that the Bookstore stock an extended range of books and magazines appropriate to a university bookstore; that the Senate Advisory Committee on the University Bookstore advise the Bookstore on the establishment of such a section; and that the Bookstore make provision for staff training to undertake responsibility for this area.

The amended recommendation was then endorsed by Senate for referral to the Senate Advisory Committee on the Bookstore and the appropriate administrative authority.

Recommendation # 6

It was agreed that this recommendation would be referred to the appropriate administrative authority and to the Senate Advisory Committee on the Bookstore.

Recommendation # 7

It was duly moved and seconded that the Senate Advisory Committee on the Bookstore be requested to consider a formal policy concerning the use of excess revenue generated by the Bookstore and make recommendations to the President and the Board of Regents. Following discussion, the mover and seconder agreed to withdraw the motion.

Recommendations Nos. 7 to 32

It was duly moved and seconded that the above-noted recommendations be accepted by Senate and that they be referred to the President and to the Senate Advisory Committee on the Bookstore. Following discussion, the motion was carried.

The Senate expressed its appreciation to the members of the Bookstore Subcommittee of the Senate Advisory Committee on the University Budget for its report.

BOREAL ECOSYSTEMS AND AGRICULTURAL SCIENCES (M.Sc. In BEAS), MASTER OF SCIENCE IN

236, 15/06/09 - Program approved

BRIDGING PROGRAM

74, 03/11/18

It was approved that the Bridging Programme be offered during December 2003 at the St. John's campus.

BUSINESS ADMINISTRATION, Faculty of - Change of Name

79, 73/12/11

The name of the Department of Commerce is changed to the School of Business Administration and Commerce and the School of Business Administration and Commerce is established by the University as an entity independent of the Faculty of Arts.

59, 81/01/13

It was agreed that the name of the School of Business Administration and Commerce be changed to the Faculty of Business Administration and Commerce.

115, 81/03/10

It was agreed that the title of the Faculty of Business Administration and Commerce be changed to the Faculty of Business Administration.

BUSINESS ADMINISTRATION IN SOCIAL ENTERPRISE AND ENTREPRENEURSHIP, MASTER OF

76, 17/09/12 - Program approved.

BUSINESS ADMINISTRATION, MASTER OF (Executive Option in Petroleum)

152, 08/02/12 - Program approved.

CANADIAN STUDIES, DELETION OF PROGRAM AND COURSES

173, 13/02/12 - Deletion of Program and Courses

CASPer Pilot Proposal – School of Pharmacy

192, 19/11/12

A CASPer Pilot Proposal was received from the School of Pharmacy. The CASPer pilot provides a low risk trial of a means of increasing the efficiency of their current non-academic assessment process (behavioural event interviewing) by allowing online, written assessment of an applicant's situational judgment.

It was agreed to approve the CASPer Pilot Proposal.

CENTRE FOR BIOETHICS, FACULTY OF MEDICINE

155, 17/11/14

It was agreed that the proposal for a Centre for Bioethics put forward by the Faculty of Medicine be approved for recommendation to the Board of Regents for its final approval.

CENTRE FOR ENERGY SYSTEMS RESEARCH

736, 18/02/13

It was agreed that the proposal for a Centre for Energy Systems Research put forward by the Faculty of Engineering and Applied Science be approved for recommendation to the Board of Regents for its final approval.

CENTRE FOR EXCELLENCE IN CHORAL MUSIC

35, 12/10/09

It was agreed that the proposal for a Centre for Excellence in Choral Music be approved for recommendation to the Board of Regents for its final approval.

CENTRE FOR INNOVATION, ENTREPRENEURSHIP, AND TECHNOLOGY COMMERCIALIZATION (CIETC)

180, 15/03/10

It was agreed that the proposal to establish a Centre for Innovation, Entrepreneurship, and Technology Commercialization (CIETC) be approved for recommendation to the Board of Regents for its final approval.

CENTRE FOR RISK, INTEGRITY AND SAFETY ENGINEERING (CRISE)

87, 15/11/10

It was agreed that the proposal to establish a Centre for Risk, Integrity and Safety Engineering (CRISE) be approved for recommendation to the Board of Regents for final approval.

CENTRE FOR SOCIAL ENTERPRISE

134, 16/10/11

It was agreed that the proposal to establish a Centre for Social Enterprise be approved for recommendation to the Board of Regents for final approval.

CENTRE FOR THE STUDY OF AGING

42, 18/09/11

It was agreed that the proposal for a Centre for the Study of Aging put forward by Grenfell Campus be approved for recommendation to the Board of Regents for its final approval.

CENTRE OF EXCELLENCE IN OCCUPATIONAL HEALTH AND SAFETY

12, 07/09/11

It was agreed that the proposal for a Centre of Excellence in Occupational Health and Safety, with the exception of the Occupational Health and Safety Clinic, be forwarded to the Board of Regents for consideration.

CENTRE OF REGIONAL DEVELOPMENT STUDIES (CORDS)

45, 03/10/14

It was approved to create a Centre of Regional Development Studies

CERTIFICATE, FORM OF - Camping Leadership Programme

127, 82/04/13

It was agreed that a General Certificate to be offered by the Extension Services in Camping Leadership be approved.

CERTIFICATE, FORM OF - Center for Management Development

128, 82/04/13

It was agreed that the certificate be amended so that it would state or imply nothing more than attendance at and/or successful completion of a specific programme. The certificate was then approved.

It was agreed that the wording of the testamur would be similar in content to that of the certificate, i.e. a format which would state or imply nothing more than attendance at and/or successful completion of a specific programme.

CERTIFICATE, FORM OF - Extension Services

156, 79/05/08

It was agreed that the form of General Certificate and form of Certificate of Proficiency be approved. A copy of these forms is lodged in the Senate files. It was noted that forms of testamurs do not require Senate approval.

152, 80/05/13

It was agreed that the form of certificate be approved, a copy of which is lodged in the Senate files. (For the course "Cost Control Engineering".)

CERTIFICATE, FORM OF - Faculty of Medicine

126, 80/03/11

It was agreed that this is not a proper use for the University crest as inserted on this form and that it should be disallowed. It was agreed as well that this certificate of student participation in the Faculty of Medicine Student Research Forum be changed to indicate that it is not an official University document.

CERTIFICATE, FORM OF - Oxen Pond Botanic Park

106, 82/02/09

It was agreed to approve a testamur, in the form of a certificate, submitted by officials of the Oxen Pond Botanic Park.

CERTIFICATE, FORM OF - School of Social Work

127, 81/04/14

It was agreed that the Testamur for the Field Instruction Training Programme of the School of Social Work be approved. A copy of the testamur is lodged in the Senate files.

CERTIFICATE OF ATTENDANCE - Department of Music

147, 77/05/10

The Department of Music is empowered to issue two Certificates of Attendance, samples of which are lodged in the Senate files. The first is a Certificate of Attendance at the Instruments Music Camp which has been conducted for the past five summers formerly under the auspices of the Extension Service and latterly under the auspices of the Department of Music. The second certificate relates to the Preparatory School Programme operated by the Department of Music on Saturdays during the Fall and Winter Semesters.

CERTIFICATE/NON-CERTIFICATE PROGRAMMES

05, 79/09/11

A report from the Senate Committee on Undergraduate Studies and from the Senate Committee on Extension Service on Certificate and Non-Certificate Programmes were presented for consideration of Senate and their recommendations were approved as follows:

1. Certificates of Proficiency should only be awarded upon successful completion of a programme acceptable to Senate of at least five courses, designed to develop knowledge and/or competence or skill in the exercise of an occupation or profession, and if appropriate a demonstration of a satisfactory level of such knowledge and competence.
2. Where, either by statute or well-established practice, qualification to practice an occupation or profession is determined by a body external to the University, and which body does not recognize University certification as sufficient grounds for admission to the exercise of that occupation or profession, certificates awarded by the University, or any part thereof, should be General Certificates.
3. All courses which may be applied to fulfilling the requirements for the award of a Certificate of Proficiency must be approved by Senate in the normal legislative manner. In the case of Certificates of Proficiency offered through the Extension Service, recommendations from the originating division will be transmitted to the Senate Committee on Extension Service which in turn makes recommendations to the Senate for approval.

4. In the case of Certificates of Proficiency offered by regular teaching units, the Registrar shall certify to Senate that candidates accepted for such awards have satisfied all the conditions established by Senate.
5. In the case of Certificates of Proficiency offered by the Extension Service, the Director of Extension shall certify to Senate that candidates accepted for such awards have satisfied all the conditions established by Senate.
6. Existing general certificate courses and programmes, and proposals for future general certificate courses and programmes, when they originate in one or more of the regular teaching units of the University, must be submitted to the appropriate Faculty Council(s) for recommendation, and to the Senate Committee on Undergraduate Studies for approval in the normal legislative manner.
7. All existing and future general certificate courses and programmes offered in one or more of the regular teaching units of the University are to be transmitted to the Senate Committee on Extension Services for information and comment at the same time as they are submitted to the Senate Committee on Undergraduate Studies for approval.
8. Existing general certificate courses and programmes, and proposals for future general certificate courses and programmes, when they originate in the Extension Service, must be submitted to the Senate Committee on Extension Services for approval.
9. All existing and future general certificate courses and programmes offered by the Extension Service are to be transmitted to the Senate Committee on Undergraduate Studies for information and comment at the same time as they are submitted to the Senate Committee on Extension for approval.
10. Forms for General Certificates may state or imply nothing more than attendance at, and/or successful completion of, a course or programme of courses, and should bear the signature, at the very least, of the programme director (by whatever designation). However, the form must indicate the nature and extent of the work completed.
11. That students who enrol in an institute register for the whole programme, but receive credit only for those parts of the institute not already completed, and pay only for those parts of the institute not already completed.
12. Proposals for institutes and institute courses are to be submitted to the appropriate Faculty Council(s) for recommendation, and from there, to the Senate Committee on Undergraduate Studies or the Senate Committee on Extension for approval as appropriate.
13. Proposals for institutes and institute courses which originate in one or more of the regular teaching units of the University are to be transmitted to the Senate Committee on Extension Services for information and comment at the same time as they are submitted to the Senate Committee on Undergraduate Studies for approval.
14. Proposals for institutes and institute courses which originate in the Extension Service are to be transmitted to the Senate Committee on Undergraduate Studies for information and comment at the same time as they are submitted to the Senate Committee on Extension for approval.

N.B.: It is agreed that Certificates in Continuing Medical Education not be subject to procedures as outlined in above recommendations.

In approving these recommendations, it was agreed that it be ensured that institutes and institute courses must come forward for approval to the Senate itself on the recommendation of the Senate Committee on Undergraduate Studies or the Senate Committee on Extension Service.

It was agreed as well that institute courses may be either specially designed courses or courses already existing in the University Calendar.

CERTIFICATES (from Report on Regional College)

122, 77/04/12

The recommendations of the Senate Committee on Undergraduate Studies regarding Diplomas and Diploma programmes, Certificates of Proficiency, etc., were approved as follows:

1. That Diplomas and Diploma programmes have the nature and character recommended in the report.
2. That Diploma programmes and the award of Diplomas be subject to the same procedures as apply to the approval of Degree programmes and the approval of the award of Degrees.
3. That Certificates of Proficiency have the nature and character recommended in the report.
4. That programmes leading to the award of Certificates of Proficiency and the award of Certificates of Proficiency where offered by or through the Extension Service, require approval by the Senate upon recommendation by the Committee on Extension.
5. That the terms of reference of the Committee on Extension be amended to empower and require it to examine programmes leading to the award of Certificates of Proficiency and to make recommendations concerning the same to Senate; also to recommend to Senate the award of Certificates of Proficiency.
6. That programmes leading to the award of Certificates of Proficiency and the award of Certificates of Proficiency where offered by one of the regular teaching divisions of the University, require the approval of Senate upon the recommendation by the Committee on Undergraduate Studies.
7. That, in addition to Diplomas and Certificates of Proficiency, the only other forms of certification that may be issued by the University or division thereof are: General Certificates (as defined in the Report), Testamurs (as defined in the Report), and Transcripts (as defined in the Report).
8. That only those certification forms may be issued which have been approved by Senate.
9. That the Registrar keep a record of all approved General Certificates.
10. That the Regional College at Corner Brook be empowered to offer its students a General Certificate as prescribed in paragraph 1(a) of the Report; and approved by its Council.
11. That the Senate reaffirm that the Extension Service is empowered to award General Certificates as prescribed in 1(b) and (c) of the Report, as approved by the Director of Extension who shall be advised by the Advisory Committee on Extension, which Committee shall, on behalf of Senate, maintain a watching brief and report annually to Senate on Extension activities in this area.
12. Be it further recommended that candidates who, during the Academic Year 1976-77, satisfy the requirements for a Diploma or Certificate as heretofore defined and instituted, may be awarded their Diploma or Certificate.

CERTIFICATES, Extension Service Certificate Programmes

15, 80/09/09

Procedures for approvals involving Extension Service Certificate Programmes:

It was agreed that the following procedures for dealing with Certificates of Proficiency and other matters handled by the Senate Committee on Extension be approved:

- A. Certificate of Proficiency - Establishment or Abandonment of a Programme:
 1. Regulations and descriptions for programmes and courses are developed within the Extension Service with appropriate consultation with other Departments and Divisions.

2. Extension Service makes recommendations to Senate Committee on Extension.
 3. Senate Committee on Extension makes recommendation to Senate for approval.
- B. Certificate of Proficiency - Changes and Amendments to Programmes, Additions and Deletions of Courses, Changes to Courses:
1. Changes developed within Extension Service with appropriate consultation with other Departments and Divisions.
 2. Extension Services makes recommendations to Senate Committee on Extension.
 3. Senate Committee on Extension makes decision, transmits decision to Senate for information.
- C. Certificates of Proficiency - Approval of Grades:
1. Teaching unit in Extension recommends to Extension Service.
 2. Extension Service recommends to Senate Committee on Extension.
 3. Senate Committee on Extension approves and transmits appropriate information to Senate for information.
- D. Certificates of Proficiency - Approval of Candidates for Certificates:
1. Extension Service recommends to Director of Extension.
 2. Director of Extension certifies to Senate the candidates have completed all requirements of the Certificate and transmits information via Senate Committee on Extension.
 3. Senate Committee on Extension transmits names to Senate for approval.
- E. General Certificates - Establishment or Abandonment of a Programme:
1. Regulations and descriptions for programmes and courses as developed within the Extension Service with appropriate consultation with other Departments and Divisions.
 2. Extension Service makes recommendations to Senate Committee on Extension.
 3. Senate Committee on Extension makes decision and transmits to Senate for information.
 4. Senate Committee on Extension recommends to Senate for approval forms for General Certificate.
- F. General Certificates - Changes and Amendments to Programmes, Additions and Deletions of Courses, Changes to Courses, Approval of Grades:
1. Changes developed within Extension Service with appropriate consultation with other Departments and Divisions.
 2. Extension Service recommends to Senate Committee on Extension.
 3. Senate Committee on Extension approves and transmits appropriate information to Senate.

G. General Certificates - Approval of Candidates for Certificates:

1. Extension Service recommends to Director of Extension.
2. Director of Extension certifies to Senate Committee on Extension the candidates have completed all requirements for the Certificate.
3. Senate Committee on Extension approves and transmits appropriate information to Senate.

H. Independent Courses - Courses not Part of any Specified Certificate Programme but are Considered on Same Academic Level as Certificate Courses:

Same procedures as in F "General Certificates - Changes and Amendments to Programmes ..." above.

I. Diplomas:

No suggestions at this time.

J. Testamurs:

Given for courses and segments of programmes completed by Director of Extension.

K. Block Study Programmes:

As in General Certificates.

CERTIFIED REFUGEE PEOPLE, Admission to Graduate Programmes

84, 80/01/08

Approved

34, 93/11/09

Amended

Senate approved the following amended criteria for admission of Certified Refugees to Graduate Programmes at Memorial University:

1. In cases where candidates are able to provide all necessary documentation regarding previous undergraduate and/or graduate studies, letters of reference, and the results of English Proficiency Tests, the normal admission procedures should be followed.
2. In cases where applicants are unable to provide some or all of the above documents, they must:
 - a) Provide evidence of acceptable proficiency in English;
 - b) Submit copies of all available official and/or unofficial documentation, including transcripts, degree certificates, and letters of reference;
 - c) Demonstrate adequate mastery of the discipline and proposed area of research by means of an examination. This examination may be written or oral or both. This examination will be set and graded by a Committee approved by the Dean of Graduate Studies, on the recommendation of the Head of the appropriate academic unit. The Examining Committee will consist of a minimum of three members: two selected from a list of nominees provided by the Head of the academic unit, and at least one member appointed by the Dean of Graduate Studies.

It will be primarily on the basis of a positive recommendation from this Examination Committee that a decision to admit the candidate to a graduate programme will be based.

CERTIFIED REFUGEE PEOPLE - Admission to the University

06, 80/09/09

It was agreed that the following procedures be approved as University policy governing the admission to this University of people certified as refugees and admitted to Canada as such:

1. That the regulations requiring letters of reference, official high school and/or university transcripts and other official documentation be waived, if necessary, in the case of applicants who are admitted to Canada as refugees.
2. That the requirement to demonstrate ability in the English language not be waived and that the applicant either demonstrate ability through an arrangement with the Department of English Language and Literature, or satisfy the requirements under existing regulations by satisfactorily completing the TOEFL or similarly approved test of English as a foreign language.
3. That in the absence of official transcripts or certification of performance in high school or undergraduate programmes, the following procedures shall apply:
 - (a) High School
 - (i) The applicant shall be interviewed by representatives of the Division of Junior Studies and given whatever placement tests are deemed necessary to establish acceptability for admission to first year courses and the most suitable area of study, e.g. Arts, Science, Education.
 - (ii) The Division of Junior Studies shall be responsible for the fulfillment by the applicant of the requirement of Clause 2 above.
 - (b) Undergraduate Programmes
 - (i) Upon the successful completion of Clause 2, the applicant shall be required to provide a detailed account in writing giving his previous university experiences, indicating the areas of his special interests.
 - (ii) A special evaluation committee shall be established to determine the acceptability of the applicant for admission to the University, the level at which he commences studies and his entitlement to transfer credits, e.g. 10 unspecified credits at first year level.
 - (iii) The special evaluation committee should comprise (a) the Supervisor of Student Affairs (b) a representative of the Registrar's Office (c) the Chairman of the Undergraduate Studies Committee of the Faculty concerned (d) the Head of the Department of each subject area in which the student is claiming credit. This committee should ensure that appropriate examinations are set and graded.
4. In the case of applicants not residents in Newfoundland, it is understood that at least preliminary phases of the testing required in paragraph (iii) above may be carried out on a co-operative basis at an academic centre near the residence of the applicant.
5. The evaluation committee shall report its recommendations on each case to the Senate Committee on Undergraduate Studies for approval.
6. The above procedures shall be reviewed by the special evaluation committee at the end of the academic year 1981, for possible revision, termination or continuation.

CHO REPORT

17, 74/10/08

The following recommendation # 29 of the Cho Report was adopted:

That notwithstanding the policy of this institution of admitting students solely on the basis of academic qualifications, regardless of race, colour, nationality or religion, and notwithstanding the accepted policy of applying a single academic criterion to all applicants, that departments actively recruit more well-qualified applicants for graduate work from Newfoundland, the Atlantic Provinces and the rest of Canada.

CLINICAL PSYCHOLOGY DOCTORAL TRAINING PROGRAM (PSYD)

34, 08/11/18 - Program approved.

COMMUNITY HEALTH, Division of

Name Change.

16, 05/09/13

COMMUNITY INITIATIVES, Centre for the Development of

192, 71/02/09

The Senate recommended to the Board of Regents approval in principle of the establishment of a Centre of which a suggested name is the Centre for the Development of Community Initiatives.

COMPUTER SCIENCE, Establishment of Department of

198, 78/05/09

Senate approved in principle the establishment of a Department of Computer Science and that an interfaculty committee be established under the Chairmanship of the Vice-President (Academic) to make recommendations for the appropriate development of Computer Science within the University and that the Vice-President (Academic) be requested to make such administrative arrangements as may be necessary for the interim effective operation of the existing Computer Science Group.

COMPUTING SERVICES AT MEMORIAL UNIVERSITY, A Review of

208, 87/05/12

Following discussion it was agreed to receive the Report of the Senate Advisory Committee on the University Budget entitled "A Review of Computing Services at Memorial University" which was presented to Senate by the Chairman of the ad hoc subcommittee established to examine computing at Memorial. It was also agreed to circulate copies of the report to members of the Academic Computing Committee and to members of the Administrative Computing Committee.

CONFLICT OF INTEREST POLICY

68, 09/01/13

Approved for submission to the Board of Regents.

CONSTITUTION, Academic Council of the School of Arctic and Sub-Arctic Studies

598, 20/05/12 – approved for submission to the Board of Regents.

CONSTITUTION, Arts and Social Science Academic Council (Grenfell Campus)

208, 17/01/10 - approved for submission to the Board of Regents.

CONSTITUTION, Arts Faculty Council

17, 72/10/10 - approved for submission to the Board of Regents.

41, 75/12/09 - amended.

CONSTITUTION, Business Administration Faculty Council

117, 74/02/12 - approved for submission to the Board of Regents.

36, 81/12/08 - amended.

174, 11/03/08 - amended.

53, 14/12/09 - amended.

459, 16/02/16 - amended.

201, 17/01/10 - amended.

CONSTITUTION, School of Continuing Education

142, 94/02/08

It was agreed, in light of the dissolution of the Division of General Studies, that the name of the School be changed to the School of Continuing Education and that the Constitution be amended accordingly.

It was agreed, in light of the dissolution of the Division of General Studies, to approve the revised Constitution of the School of Continuing Education for submission to the Board of Regents.

166, 98/02/10 - amended.

46, 98/11/10 - amended.

CONSTITUTION, Education Faculty Council

16, 91/09/10 - amended.

201, 17/01/10 - amended.

CONSTITUTION, Engineering and Applied Science Faculty Council

137, 74/04/09 - approved for submission to the Board of Regents.

14, 79/09/11 - amended.

197, 88/04/12 - amended.

79, 15/10/13 - amended.

CONSTITUTION, Fine Arts Academic Council (Grenfell Campus)

208, 17/01/10 - approved for submission to the Board of Regents.

CONSTITUTION, General and Continuing Studies, Council of

46, 84/12/11

At its regular meeting of November 13, 1984, Senate instructed the Committee on Committees to recommend membership and terms of reference for an ad hoc committee to draft a constitution for the School of Continuing Studies and Extension.

Terms of Reference

To consider and recommend an appropriate constitution for the Council of the new School of Continuing Studies and Extension.

21, 87/10/13

The original version of the proposed constitution for the Academic Council of the School of Continuing Studies and Extension was first received by Senate on July 12, 1985, at which time it was agreed to refer the document to the Academic Councils for review and comment. In view of the fact that several Councils were not supportive of some aspects of the proposed constitution, the Executive Committee of Senate requested that the Dean of Continuing Studies and Extension consider redrafting the document. In a memorandum dated September 9, 1987, the Dean submitted a revised constitution for the consideration of Senate.

In submitting the above-noted document to Senate, the Executive Committee recommended that it be referred to the Academic Councils of the Faculties and Schools for review and comment.

It was agreed that the revised constitution be referred to the Academic Councils for review and comment and that the Councils be asked to reply as expeditiously as possible.

14, 90/11/20

The Dean presented the Constitution of the School of General and Continuing Studies and Extension indicating that the document is a revised version of the Constitution of the School of Continuing Studies and Extension which was received by Senate on October 13, 1987 and referred at that time to the Councils of the Faculties and Schools for review and comment. The document now before Senate incorporates the suggested changes.

It was agreed that the Constitution of the school of General and Continuing Studies and Extension be approved for submission to the Board of Regents.

216, 91/04/09

It was agreed to approve the revised Constitution for the School of General and Continuing Studies, as amended, for submission to the Board of Regents.

142, 94/02/08

It was agreed, in light of the dissolution of the Division of General Studies, that the name of the School be changed to the School of Continuing Education and that the Constitution be amended accordingly.

CONSTITUTION, Graduate Studies Academic Council

41, 74/12/10 - approved for submission to the Board of Regents.

103, 75/02/18 - amended.

10, 76/11/12 - amended.

45, 76/12/14 - amended.

114, 82/03/09 - amended.

32, 85/11/12 - amended.

43, 85/12/10 - amended.

63, 87/01/13 - amended.

175, 87/04/14 - amended.

21, 87/10/13 - amended.

11, 91/09/10 - amended.

252, 95/04/11 - amended.

30, 95/09/12 - amended.

274, 97/05/13 - amended.

223, 99/04/13 - amended.

38, 01/10/09 - amended.

39, 11/10/11 - amended.

230, 18/12/11 - amended.

CONSTITUTION, Grenfell Campus Academic Council

03, 76/09/14 - approved for submission to the Board of Regents.

192, 12/04/12 - approved for submission to the Board of Regents.

CONSTITUTION, Grenfell Campus - New Schools

499, 16/05/10

The Board of Regents has approved the creation of three schools at Grenfell Campus, effective September 1, 2016. Given that their constitutions will not be in place at that time, it was agreed that the procedures which currently exist at Grenfell relating to courses, regulations, student appeals and the like as well as membership on Committees, Councils and Senate, be maintained until such time as the Constitutions of Schools are approved by the Board of Regents.

CONSTITUTION, Human Kinetics and Recreation

52, 14/12/09 - amended

CONSTITUTION, Humanities and Social Science Faculty Council

155, 17/11/14 - approved for submission to the Board of Regents.

CONSTITUTION, Junior Studies Academic Council

108, 72/04/11

The report proposing amendments to the Constitution and the Rules and Procedures of the Council of Junior Studies was approved.

CONSTITUTION, Libraries Academic Council

10, 14/09/09 - amended

CONSTITUTION, Marine Institute Academic Council

190, 94/04/12 - approved for submission to the Board of Regents.
234, 00/04/11 - amended.
184, 07/05/08 - amended.
23, 08/10/14 - amended.
233, 10/04/13 - amended.
14, 13/09/10 - amended.
10, 14/09/09 - amended.
458, 16/02/16 - amended.

CONSTITUTION, Medicine Faculty Council

27, 71/11/09 - approved for submission to the Board of Regents.
158, 79/05/08 - amended.
37, 81/12/08 - amended.
22, 13/10/08 - amended.
107, 17/10/10 - amended.

CONSTITUTION, Music Academic Council

175, 86/05/14 - approved for submission to the Board of Regents.
16, 91/09/10 - amended.
243, 95/03/14 - amended.
24, 02/09/10 - amended.
33, 04/10/12 - amended.
55, 15/09/08 - amended.

CONSTITUTION, Nursing Academic Council

09, 74/09/10 - approved for submission to the Board of Regents.
17, 84/09/11 - amended.
94, 89/03/14 - amended.
33, 96/09/10 - approved for submission to the Board of Regents.
93, 03/12/09 - amended.
239, 15/06/09 - amended.
652, 20/07/14 - amended.

CONSTITUTION, Pharmacy Academic Council

175, 86/05/14 - approved for submission to the Board of Regents.
210, 87/05/12 - amended.
11, 87/09/08 - amended.
14, 89/09/12 - amended.
114, 92/01/14 - amended.
93, 03/12/09 - amended.
11, 08/09/09 - amended.
22, 09/11/10 - amended.
55, 11/11/08 - amended.
87, 15/11/10 - amended.
155, 17/11/14 - amended.
43, 18/09/11 - amended.

CONSTITUTION, Physical Education Faculty Council

27, 84/11/13 - approved for submission to the Board of Regents.
9, 94/09/13 - amended.

CONSTITUTION, Science and the Environment (Grenfell Campus)

208, 17/01/10 - approved for submission to the Board of Regents.

CONSTITUTION, Science Faculty Council

18, 72/10/10 - approved for submission to the Board of Regents.
39, 73/09/11 - amended.
18, 75/10/14 - amended.
67, 79/02/13 - amended.
17, 84/09/11 - amended.
17, 99/09/14 - amended
93, 03/12/09 - amended.
552, 19/05/14 - amended.

CONSTITUTION, Social Work Academic Council

07, 74/09/10 - approved for submission to the Board of Regents.
14, 13/09/10 - amended.

CONTINUING STUDIES AND EXTENSION, Establishment of the School of

31, 84/11/13

At the September 11, 1984, meeting of the Senate the President reported on the action that he contemplated taking in connection with the principal recommendations contained in the Report of the Ad Hoc Committee on Part-time Credit Studies. The President reported at tonight's meeting that the Board of Regents had approved the establishment of a new school of Continuing Studies and Extension including the establishment of an academic governing council. He now asked Senate to strike an ad hoc committee to consider and recommend an appropriate constitution for the council and to report to Senate early in 1985.

It was agreed to refer this matter to the Committee on Committees to establish membership of the Committee.

N.B. See "Constitution, General and Continuing Studies".

CONTRACT RESEARCH POLICY

30, 74/11/12

The revised Contract Research Policy, recommended by the Senate Committee on Research was amended and approved, subject to further amendments on legal or administrative advice.

162, 78/03/14

The following revised Contract Research Policy was approved:

1. Preamble

Research contracts can be of considerable value in assisting the University in its research function. Unlike many grants, contracts usually provide full costs of research, both direct and indirect. In many discipline areas they are the main source of research funding and in many others, the main source for achieving substantial results.

Contracts, however, place greater legal requirements on the University and it is necessary to clearly state where the consequent responsibility lies within the University.

The University must also ensure that these greater legal responsibilities do not conflict with the University's basic commitment to the free pursuit of knowledge.

It is also possible that major research contracts may have major academic consequences for the University. It is necessary that such possible consequences be assessed by the appropriate academic bodies.

2. Regulations

- (i) All research contracts involving the use of University facilities must be made with the University through its duly authorized officers.
- (ii) Contract proposals should be processed through the same channels as grants, i.e., Department Head or equivalent, Dean and Director, Office of Research (on behalf of the President). In the case of research contracts which could distort the academic priorities of the University, the Dean or Director, Office of Research may refer the proposal to the Senate Committee on Research for advice. Such advice must be sought and given within a period of time which would not jeopardize the success of the proposal.
- (iii) In cases where the contracting agency is both the initiator and the main beneficiary of the contract, it should normally pay all the costs, both direct and indirect, and including the salaries or appropriately prorated portions thereof, of the researchers.
- (iv) In cases where the contract provides for the payment of salaries, or portions thereof, such payments will be in the form of reimbursement to the University.
- (v) Notwithstanding the provisions of (iii) above, the University is free to subsidize the costs of research which is judged to be of special significance even though the idea for such research may originate outside the University.
- (vi) In the case of all research contracts, the project title and granting agency should be published in the University - normally in the official publication of the Division of University Relations and Development.
- (vii) All researchers, whether faculty members, research assistants, research associates, post-doctoral fellows, graduate students, or others, should be informed by the principal researcher of the conditions attaching to any research contract in which it is proposed that they be involved.
- (viii) Normally the principal researcher must retain the right to publish his work. A deferral of publication at the request of the contracting agency for a reasonable period of time* may be permitted if it is clearly warranted by the nature of the work. Any exception to these provisions must be subject to a formal review procedure between the University and the agency concerned. This review procedure should be carried out in the first instance at the faculty level.
- (ix) The release of a graduate thesis to the public domain will remain at the discretion of the student as under existing University regulations, except that, in the case of contract research, the student must exercise his option at the time of joining the project if so required by the terms of the contract.
- (x) The contract should not limit access to raw data subject to the possibility of deferral as defined in (viii) above; subject further to the provision that the principal researcher must be alone responsible for the security of confidential data dealing with identifiable persons; and subject, finally, to the provision that data supplied by the contracting agency is the property of that agency within whose sole jurisdiction its disposition lies.
- (xi) These regulations will be generally applicable throughout the University. None of them should, however, inhibit the University from making exceptions as may from time to time be appropriate.

*It should be noted that standard federal government regulations (DSS1053) call for a three-month deferral or twelve months in the case of possible patentable material.

99, 05/01/11 - Revised.

CONVOCATION

221, 71/06/22

Senate approved the principle that Spring Convocation extend over more than two days in future, if deemed necessary.

92, 72/03/14

The Senate recommended to the Board of Regents that Convocation membership on the Board be increased to four.

138, 83/04/12

The President informed members that a special Convocation which was under consideration for late Spring 1983 will not now be held. He also reported on a recommendation of the Committee on Honorary Degrees that only one honorary degree per session should be awarded at the forthcoming Spring Convocation. It was agreed to accept this recommendation for the Spring Convocation as well as for future Convocations.

18, 83/11/08

In recognition of the tenth anniversary of the first graduating class in Engineering at Memorial, permission was granted to award two honorary degrees at the session in which Engineering degrees are being conferred.

136, 86/03/11

Upon the recommendation of the Committee on Honorary Degrees, Senate authorized a Special Convocation in October 1986 on the occasion of the holding of the Association of Universities and Colleges of Canada annual meeting in St. John's at which time the 75th Anniversary of the founding of the Association is to be celebrated. It is planned to confer one honorary degree on this occasion. A nomination will be forthcoming from the Honorary Degrees Committee in due course.

The Chairman also announced that one session of the 1986 regular Fall Convocation will be devoted to celebrate the contribution of Science and in particular the contribution of the Department of Earth Sciences to the Province. The occasion will also mark the beginning of construction of the new building for the Centre for Earth Resources Research. In view of past practice with respect to similar occasions, approval was given to the conferring at that time of three honorary degrees to individuals who are to be nominated in the first instance by the Department of Earth Sciences.

93, 89/03/14

To coincide with the opening of the new building to house the Department of Earth Sciences and its Centre for Earth Resources Research permission was granted to award three honorary degrees at one session of the Fall Convocation, 1989.

15, 91/09/10

It was agreed to approve a recommendation from the Committee on Convocations, Academic Dress and Ceremonial thereby enabling the following functions to be performed at future Convocations.

- (i) Official signing of minute books by the Visitor.
- (ii) Recognition of Distinguished Teachers and University Research Professors.
- (iii) Awarding of Certificates and Diplomas at regular Convocation ceremonies.

38, 92/11/10

As the Faculty of Medicine will celebrate in 1993 the 25th anniversary of its founding and also mark the 20th reunion of its first graduating class three nominations were put forward for approval, to be awarded at the session in which the Doctor of Medicine degrees are to be conferred at the Spring Convocation 1993.

The Chairman served notice that he will undertake discussions with the Committee on Honorary Degrees on the current process for selecting honorary degree candidates with a view to bringing recommendations to Senate for consideration.

111, 95/01/10

It was agreed on the recommendation of the Committee on Honorary Degrees and Ceremonial that the name of the Ph.D. thesis supervisor be included in the Convocation programme for students graduating with that degree.

222, 10/04/13

Senate approved the following three recommendations:

Recommendation 1

It is recommended that Memorial University, following the Academic Regalia Inter-collegiate Color standard, adopt the principle of assigning one hood colour per faculty/school or per interdisciplinary degree program.

Recommendation 2

Further, it is recommended that the fifteen (15) hood colours changes be approved.

Recommendation 3

It is recommended that a distinctive Memorial University hood, to be worn with a black Oxford gown, be approved as appropriate academic attire for those university personnel who hold a degree, but do not own their own academic attire, when they are participating in Convocation or officially representing Memorial University at other ceremonies. The design of the hood is based on Memorial's academic dress tradition and official colours: a hood made of black stuff, trimmed with claret satin, and the black neck band edged with claret on the upper portion and white on the lower. As with all other Memorial hoods, the inside lining is panels of claret and white satin.

CONVOCATION, PROPOSAL FOR AN *IN ABSENTIA*

193, 11/04/12

Proposal for an *in absentia* Convocation was received. It was agreed that this proposal should be considered as notice of motion and that the Committee on Honorary Degrees and Ceremonial would be asked to reconsider the proposal taking into account comments made at this meeting of Senate.

COPYRIGHT AND ROYALTIES, Policy on

159, 75/05/13

A policy on Copyright and Royalties as proposed by the Senate Committee on Research was approved in principle, subject to legal review.

83, 78/01/10

The following University Copyright and Royalties Policy, proposed by the Senate Committee on Research, was approved:

1. Preamble

The first consideration of the University is to promote teaching, research and publication. Such scholarly interests should be encouraged without regard to potential gain from royalties and other such income. The University promotes and encourages scholarly activity for research and teaching

purposes by providing, free of charge, access to the library, use of offices and basic laboratory facilities and the use of other normal academic facilities.

2. Definitions

- (a) is the sole right to produce or reproduce a work or any substantial part thereof in any material form whatsoever; to perform it, or any substantial part thereof in public; and to publish it, or any substantial part thereof.
- (b) **Literary works** means books, pamphlets and other writings including maps, charts, plans, tables and compilations.
- (c) **Dramatic Works** means plays, including any piece of recitation or choreographic work.
- (d) **Musical works** means any combination of melody or harmony, either printed, reduced to writing or otherwise graphically produced or reproduced, and includes records and perforated rolls.
- (e) **Artistic works** includes works of painting, drawing, sculpture, artistic craftsmanship, architectural designs or models, engravings, etchings, lithographs, wood-cuts, prints, photographs or similar works.

3. Policy

(a) Copyright

- (i) The copyright on all literary works, dramatic works, musical works and artistic works is vested in the creators.
- (ii) Notwithstanding paragraph 3(a)(i), the creators and the University may negotiate specific conditions which may vest the copyright in the University or provide the University with a royalty-free licence to use the material.

(b) Royalties

- (i) The University will make no claim to the proceeds of publication for which it has provided no more than normal academic facilities.
- (ii) When the University has subsidized publication by advancing extraordinary assistance it may negotiate specific conditions with the creators to participate in royalties.
- (iii) Whenever a research grant or other subsidy is made the University shall stipulate at the time it offers the grant or subsidy if it wishes to stake a claim to royalties that may accrue from publication thus supported and if it does not, it shall be deemed to have waived any claim to royalties or other income.
- (iv) Any funds which accrue to the University for royalties in which it participates should be used to promote research and publication.

Appeals

Any dispute between the creators and the University over matters covered by the University Copyright and Royalties Policy shall be submitted for arbitration to an appeals committee. The appeals committee shall consist of one member nominated by the University, one member nominated by the creators and a chairman. The chairman shall be the person named in paragraph IV(ii)(d) of the Terms and Conditions of Employment for Teachers.

COPYRIGHT POLICIES AND PROCEDURES

40, 80/11/18

The Vice-President (Academic) presented a copy of a report from a committee established to examine copyright policies and procedures for instructional materials, together with forms of agreement for the preparation and maintenance of such materials.

It was agreed that a Senate Committee on Copyrights be established as recommended in the report. It was agreed as well that the Committee on Committees be asked to recommend membership and terms of reference for the Committee on Copyrights.

N.B. See "Standing Committees of Senate"

COPYRIGHT, REPORT OF THE SENATE COMMITTEE ON

255, 99/05/11

It was agreed that the recommendation of the Senate Committee on Copyright that the University adopt the Statement of Principles for the Management of Copyright in the Digital Environment as published by the Canadian Association of Research be accepted.

N.B. A copy of the Statement is lodged in the Senate Committee's files.

COURSE DESCRIPTIONS, COMMON

35, 89/12/12

At the Senate meeting held on February 10, 1987, concern was expressed about the practice of having a common course description for two courses and the implication that topics taught in such courses could vary from semester to semester and from year to year. Two examples given were Psychology 1000/1001 and Biology 1001/1002. It was agreed at that time to request the Senate Committee on Undergraduate Studies to review this matter and subsequently report to Senate its findings and recommendations.

In a memorandum dated November 6, 1989, the Senate Committee reported that following consultation with the various faculties and schools it was agreed that the practice of using common course descriptions is not perceived to be a problem and recommended that the practice continue.

Senate endorsed this recommendation.

COURSE EVALUATIONS, Committee on

186, 71/01/12

A Committee on Course Evaluations is to be established, consisting of faculty and students, to determine the usefulness of course evaluations and the structure any course evaluations should take.

192, 71/02/09

The Terms of Reference for the Committee on Course Evaluations are:

To study the whole matter of course evaluation and to report to the Senate thereon.

COURSE EVALUATIONS, Publication of

274, 02/05/14

Senate rules for the dissemination and publication of course evaluations which were approved on October 9, 2001 state that "reports for all sections in the University shall be published for access by students, in printed form to be available in University libraries, and in electronic form on the University web site". So far, publication has not occurred for two main reasons, (i) it has proven labourious and time consuming to devise an efficient system, and (ii) the publication of reports is an important part of a grievance which has been laid against the University by the Faculty Association. After consultation with the Course Evaluations Committee the Vice-President (Academic) recommended to Senate that publication of section reports will, upon request of the instructor, be deferred until the outcome of the grievance is known, at which time Senate can determine how to proceed.

It was moved, seconded and carried that publication of section reports will, upon the request of the instructor, be deferred pending the outcome of the grievance.

571, 20/04/14

Senate agreed that the CEQ be suspended until the end of Winter 2021.

COURSE EVALUATIONS, Reports of the Senate Committee on

32, 02/10/08

The Chair introduced the Report which outlined the operation of the Committee and included advice on possible revisions of the Policies and Procedures and the Course Evaluation Questionnaire including the following three recommendations:

Recommendation 1: The SCCE recommends the following explicit language for Term of Reference 11 of the Committee's Terms of Reference:

"The committee will recommend policies for evaluation of courses or course sections which may be exempt from using the CEQ".

It was moved, seconded and carried that Recommendation 1 be approved.

Recommendation 2: The SCCE recommends the following explicit change to Section 5.5 of the Administrative Policies and Procedures:

"The original hard copies of CEQ's or transcriptions will be returned to the instructors after the Committee is satisfied that the summarized data are collected and reported. The electronically captured quantitative data for each administration of the CEQ shall be archived by the Centre for Institutional Analysis and Planning for subsequent access and analysis by academic units or *bona fide* academic researchers or research units. Access to these data shall be granted only with the approval by the Committee on Course Evaluation on terms agreed to in writing between the Committee and the Recipient".

It was moved, seconded and carried that Recommendation 2 be approved.

Recommendation 3: The SCCE recommends the following explicit change to Section 3.5 and the appropriate related changes to Sections 4.1, 4.2 and 5.1 of the Administrative Policies and Procedures:

3.5 Supplementary questions may be administered with the CEQ in three ways:

- 3.5.1 An academic unit may administer a separate course evaluation form in tandem with the CEQ. The responses to items on this additional form will be processed by the academic unit.
- 3.5.2 An academic unit may arrange with CIAP to have a limited number of additional structured response items printed on the CEQ. The responses to these additional items will be processed by CIAP.
- 3.5.3 An academic unit or an individual instructor may provide at the time the CEQ is administered a separate sheet of paper containing a limited number of structured response items to be answered on the CEQ. The responses to these additional items will be processed by CIAP.

4.1 Data from the core questionnaire will be captured and summarized by the Centre for Institutional Analysis and Planning. Any supplementary questionnaire (under section 3.5.1) will be detached and returned to the department or unit for processing by its own procedures, subject to

maintenance of student anonymity. No questionnaires or results shall be returned to instructors prior to the submission of final grades for the course in question.

4.2 For each course section, response distributions to core questions (and any additional quantitative questions included under section 3.5.2 or 3.5.3) will be summarized by frequency percentage, means, and standard deviations of those responding to the item. The report for the section will identify the course and section and the instructor.

5.1 The Centre for Institutional Analysis and Planning shall send summary reports of the core questionnaire (and any supplementary questions under 3.5.2 and 3.5.3) for each section, together with applicable departmental and University summaries (as specified in sections 4.2 and 4.3), to each instructor. Reports shall be sent as soon as possible after final grades have been submitted.

It was moved, seconded and carried that Recommendation 3 be approved.

31, 03/09/09

The Chair introduced the report drawing the attention of Senate to the following recommendations:

Recommendation 1: That publication of CEQ results begin with the Spring and Summer 2003 sessions.

It was moved and seconded that Recommendation 1 be approved.

Recommendation 2: That instructors with less than two years teaching experience at Memorial University be given the opportunity to opt out of publication of their CEQ results until they have reached that level of experience.

Several Senators noted that students should be entitled to review the CEQ results of all instructors, including those new to Memorial.

Following a lengthy discussion, it was moved and seconded that Recommendation 2 be approved. However, when put to a vote, the motion was defeated.

33, 04/10/14

Senate approved the following three recommendations:

Recommendation 1: The SCCE proposes that the following statement regarding the purpose of the CEQ be endorsed by Senate:

“The SCCE recognizes several potential purposes of the CEQ. These are:

- (1) to help instructors improve the quality of their teaching;
- (2) to provide a standard measure of teaching effectiveness;
- (3) to help students make choices among courses.”

Recommendation 3: The SCCE, in keeping with the Senate motion of 8 October 2002 (21.1) that “The Committee will recommend policies for evaluation of courses which may be exempt from using the CEQ,” is proposing that:

- for all Graduate Courses with an enrolment of ten or more, evaluation using the current CEQ form be mandatory;
- for all Graduate Courses with an enrolment under ten, evaluation using the current CEQ form be voluntary.

Recommendation 4: With reference to the Senate motion on 14 May 2002.⁹⁹ [“After consultation with the Course Evaluations Committee, the Vice-President (Academic) recommended to Senate that publication of section reports will, upon request of the instructor, be deferred until the outcome of the grievance is known, at which time the Senate can determine how to proceed.”], it is the view of the SCCE that publication of CEQ results may proceed with data from Spring 2003 onward. The Committee will await direction from Senate to commence publication.

69, 06/12/12

Senate approved the following recommendations:

Recommendation 1: The SCCE proposes that section 1.2 of the Administrative Policies and Procedures be reworded as follows:

“1.2 The following types of courses may be evaluated by a method other than the CEQ. If the CEQ is not administered, an alternative method of evaluation shall be established. The alternative method shall include a form of written student ratings and reporting of such ratings, with due regard for student anonymity. Specifications for the alternative method shall be submitted, with the approval of the Administrative Head of the academic unit, to the Committee on Course Evaluation for information no later than the end of the second week of classes in the term.

1.2.1 Courses with enrolment fewer than 10.

1.2.2 Team-taught or modularized courses.

1.2.3 Correspondence courses.

1.2.4 Web based courses.

1.2.5 Non-degree-credit courses.”

Recommendation 2: The SCCE proposes that section 3.4 of the Administrative Policies and Procedures be reworded as follows:

“3.4 The Centre for Institutional Analysis and Planning will supply each department with packages of questionnaires for each course section for administration each semester. The department administrative office will be responsible for distribution of the questionnaire in each class, according to the following principles:

- that the CEQ shall be administered by a person appointed by the department head but who is other than the course instructor or a student in that course section, unless approved by the SCCE
- that the department shall be responsible for ensuring the integrity of the CEQ process: that those who administer the CEQ are instructed in and follow the Senate procedures.

The administrator assigned by the department will distribute the questionnaires and provide instructions to the class after the instructor has left the classroom. The completed surveys and blanks will be collected by the administrator at the end of the class period. The completed surveys will be counted by the administrator and placed in an envelope and sealed. The sealed envelope shall bear the date of administration, the course name and section number, the instructor’s name, the number of completed surveys and the administrator’s signature. The administrator will bring the envelope and blank forms to the administrative office of the department or unit who will forward the envelopes to the Centre for Institutional Analysis and Planning for processing.”

Recommendation 3: The SCCE proposes that section 4.2 of the Administrative Policies and Procedures be reworded as follows:

“4.2 For each course section, response distributions to the core questions (and any additional quantitative questions included under section 3.5.2 or 3.5.3) will be summarized by frequency percentages, averages, and decile ranking of those responding to the item. The report for the section will identify the course and section, and the instructor.”

Recommendation 4: The SCCE proposes that section 5.4 of the Administrative Policies and Procedures be reworded as follows:

“5.4 Two weeks after distribution of section reports to instructors and Department Heads, the one-page CEQ reports for all CEQ-mandated sections in the University shall be published for access only by students in electronic form on the University Self-Service web site. The published reports will contain a summary of each question by average (mean), and frequency, along with the relevant department/academic unit aggregate statistics, including deciles.

5.4.3 A user agreement will accompany the on-line reports to prevent misuse of the information.”

11, 08/09/09

The following motion was approved and it was agreed to revise section 5.4 of the Policies and Procedures:

“The SCCE endorses the MOU reached between MUNFA and the University Administration regarding the publication of CEQ results, specifically that faculty members will be given the option each semester to request that their course section summary reports not be made available for viewing on student self-service.”

250, 10/05/11

It was agreed that Senate accept the recommendation of the Senate Committee on Course Evaluations that a review of the CEQ be conducted as outlined in the document from the Committee dated April 30, 2010.

84, 12/01/10

Senate adopted Recommendations 1-4:

Recommendation 1

Pilot an online administration of the course evaluation questionnaire in winter 2012. Should the pilot project prove successful, the model will be implemented as a permanent replacement for the current CEQ form and process.

Recommendation 2

For the pilot, the SCCE recommends changing, modifying, and adding question items to the questionnaire.

Recommendation 3

Retain the ‘Instructor-Provided Questions’ and promote the use of this feature. A bank of questions for such use has been provided.

Recommendation 4

As part of the pilot project, the SCCE recommends promoting and facilitating culture change toward course evaluation at Memorial in concert with the Teaching and Learning Framework.

Senate approved Recommendation 5:

Recommendation 5

The SCCE recommends establishing a process to review regularly the course evaluation procedure.

183, 13/02/12

Online Course Evaluation Questionnaire (CEQ) - Evaluation of the Pilot Project

It was agreed to accept and implement all three recommendations:

1. to initiate the full implementation of the online Course Evaluation Questionnaire form within the current Winter 2013 semester,
2. to move forward with the newly modified 13 item questionnaire, and
3. to continue with increased efforts to promote greater participation rates.

230, 13/06/11

It was agreed to amend, along with one friendly amendment, the Policies and Procedures for the Course Evaluation Questionnaire (CEQ).

231, 19/12/10

Senate approved the following two recommendations:

Recommendation 1: Revise the Purpose Statement for CEQ

Revised Purpose Statement:

As one part of an overall approach to course evaluation, the intent of the CEQ is to collect constructive information from students about learning experiences in their courses. CEQ results provide instructors with an opportunity to consider student feedback for the ongoing development of their courses and of their teaching practice; they help inform academic administrators about students' perceptions of teaching and learning in their units; and acknowledge the value of students' involvement in the evaluation process.

Recommendation 2: Review and align the CEQ form, processes and policies with the revised purpose statement to address the following sub-recommendations:

2.a. Refocus the CEQ instrument to reflect the revised purpose

2.b. Improve the reporting and use of CEQ results

2.c. Develop and promote a broader system of course evaluation where CEQ is one of several measures used

566, 20/04/14

The Senate Committee on Course Evaluation proposed the following:

- The report publication site, which is currently in place for students in self-service, be suspended effective this winter 2020 semester. The Committee plans to initiate a consultation process with students to determine how CEQ information can be shared with students going forward and will engage the members of the student unions at Memorial in these discussions.
- Section 5.4 (and sub-sections) be struck from the policies and procedures for course evaluation to reflect the suspension of CEQ publication. Section 5.4 includes reference to the CEQ publication opt-out process for instructors, a change that will need to be communicated to all teaching unions.

Senate agreed that the report publication site, which is currently in place for students in self-service, be suspended effective this winter 2020 semester and that Section 5.4 (and sub-sections) be struck from the policies and procedures for course evaluation to reflect the suspension of CEQ publication.

571, 20/04/14

At the December 10, 2019, meeting of Senate, the Senate Committee on Course Evaluation (SCCE) presented a report that recommended a change to the purpose of the Course Evaluation Questionnaire (CEQ) and subsequent changes to the instrument, reporting processes and overall approach to course evaluation at Memorial. Senate approved these recommendations and the SCCE committed to begin work on their implementation.

The report and recommendations were based on the collection of information and evidence identifying several concerns with the current approach and indicating ways the process can be improved. The changes that are required will necessitate consultation with students, instructors and administrators, and collaboration with other units and Committees. This raises the question of the feasibility of continuing the current process when it has been acknowledged that changes are needed. Since improvements to the CEQ will be incremental, the SCCE will find itself repeatedly updating the policies and procedures for course evaluation as it works towards a new system, such as it has with the recent proposal to Senate Executive regarding discontinuation of CEQ publication.

In consideration of this and in light of recent and emerging events, **Dr. Golfman is recommending that the CEQ be suspended until the end of Winter 2021.** The SCCE will need time to consider the change in focus and design of the CEQ in light of Senate's decision. A pause in the administration of the CEQ will allow the University to properly realign the instrument and the processes with due regard to consultation, without having to maintain the current system with the issues that have been identified. There continues to be concern over the administrative burden presented by the CEQ at a time of increased fiscal pressure, and the recommendations concerning CEQ reporting could elevate these pressures if the SCCE can focus on the implementation of improved reporting procedures. Consideration must also be given to the recent events related to the COVID-19 pandemic and the changes to course delivery the University is currently navigating, as we do not yet know what the long-term implications of this will be over the next few semesters.

It is important to stress that this pause represents a suspension, not a cancellation, of course evaluation at Memorial. During this suspension, faculty will continue to be supported by CITL to undertake their own activities to collect evidence of teaching effectiveness. Dr. Golfman recognizes the impact of this decision on students and faculty. While students will not have a standardized opportunity to provide feedback to their instructors regarding their course experience, and instructors will not have a formalized mechanism to learn about student perceptions of their course, this does not mean that assessment of these activities has to cease. Rather, they will be driven by faculty's own work to identify and record elements of their teaching practice. She sees the implications of suspending an institutional process to be short-term. Suspension of CEQs will allow time and attention to be given to the modifications that have been deemed necessary by the SCCE and Senate so that an improved system for collecting evidence of teaching effectiveness at Memorial can be developed.

Senate agreed that the CEQ be suspended until the end of Winter 2021.

652, 20/07/14

In December 2019, Senate approved recommendations contained in the annual report of the Senate Committee on Course Evaluation (SCCE) that included the adoption of a revised purpose statement for the Course Evaluation Questionnaire (CEQ). This new purpose now necessitates refocusing the CEQ instrument to reflect the revised purpose, and improving the reporting and use of CEQ results. In addition, a recommendation to develop and promote a broader system of course evaluation where the CEQ is just one of several measures used, was also approved.

As this recommendation to develop a system of evaluating courses and tracking effectiveness is multifaceted and broader than the review of the CEQ alone, it goes beyond the current terms of reference for the SCCE. Both Chairs of the Senate Committee on Teaching and Learning (SCTL) and the SCCE agreed that the liaison relationship between the SCCE and SCTL can help support the work associated with this recommendation but that it would be necessary to have an appropriate oversight body to direct this important work. The Chairs reached out for advice to the group which included Gavan Watson, Tom Nault, Kim Myrick, Keith Matthews, Sharon Pippy, Charlene Walsh), as to how to proceed. Based on these consultations and consideration of Senate Executive, it is proposed that an ad hoc committee of Senate be struck to oversee the implementation of this work. Recognizing that membership and terms of reference of the Committee would ultimately be determined by Senate, a drafted terms of reference and potential membership structure has been submitted for your consideration.

From the terms of reference and proposed membership, you can see the stakeholder representation is broad and inclusive. The mandate and guiding principles ensure consideration of fairness, equity, diversity, inclusion, that the new system will be free of bias, and is well situated within the context of the literature and best practice.

At the April meeting of Senate, CEQ activities were suspended until the end of the Winter 2021 semester, which provides an opportunity, though still a time sensitive one, to do the necessary consultations and investigations/research/review to develop a system of evaluating courses and teaching effectiveness.

It was moved that an ad hoc committee of Senate be struck to oversee the implementation of the work. The motion failed.

It was then moved and carried to defer it back to the committee.

COURSE EVALUATIONS, Senate ad hoc Committee on
244, 97/05/13

A memorandum dated March 20, 1997, was received from the Senate Committee on Undergraduate Studies forwarding a proposal from the Vice-President (Academic), Council of Students' Union, recommending that a Committee of Senate be struck to consider the issue of mandatory instructional/course evaluations.

It was agreed that an ad hoc Committee be struck to consider the issues as outlined in the proposal submitted by the Senate Committee on Undergraduate Studies.

13, 97/09/09

The following Structure, Terms of Reference and Membership of the Senate ad hoc Committee on Course Evaluations were approved:

1. To review the variety and use of course evaluations in all faculties and schools at Memorial University.
2. To assess policies and practices respecting course evaluations in place in other Canadian universities, including their impact and effectiveness.
3. To explore how course evaluations and other sources of input could be used for the improvement and development of courses.
4. To consider the need for course evaluations at Memorial University and to make recommendations to Senate in this regard.
5. To develop policies on course evaluations suitable for Memorial University.
6. On the basis of its investigations, to make appropriate recommendations to Senate regarding the design and development of course evaluation instruments and the resources which would be required to implement them and monitor their impact.

The membership of the committee will include:

- 6-8 academic staff members, broadly representative of schools and faculties
- equal numbers of faculty and students with graduate students included in the latter category
- a representative of the Dean of Student Affairs,
- a representative of the Dean of Graduate Studies,
- a representative from the Instructional Development Centre, Continuing Education

33, 97/10/14

The revised membership of the ad hoc Committee on Course evaluations was approved with the addition of representation from Sir Wilfred Grenfell College.

46, 98/11/10

The final report of the ad hoc Committee was received. It was agreed that following recommendations contained therein be adopted:

1. That Memorial adopt a course evaluation policy that all faculty would be encouraged to support.
2. That a steering committee be appointed to oversee the work of a small group of professionally competent individuals who would be given the task of designing a course evaluation system. The system would include a means of collecting data, as well as procedures to process and distribute information as appropriate under the policies adopted by the university.
3. That the policy embrace the concept of universality, i.e., that a core questionnaire with between 10-20 standard questions about a course be used by all professors across the university who choose to participate, and responses to these questions would be made available to the CSU and GSU.
4. That the policy include a process to assure confidentiality, i.e., responses to surveys could be categorized in a single blind review. In other words, professors would not have access to the names of students who filled out forms; but, an intermediary body composed of both faculty and students (to be created) would be able to identify students and arbitrate if any dispute arose over the accuracy or fairness of any responses, or if any other difficulties arose from the evaluation.
5. That the steering committee investigate electronic methods of collecting survey responses and the resources for achieving this.
6. That the policy and practice of course evaluations be monitored and evaluated biennially.

It was agreed to refer the question of the appointment of a steering committee, including appropriate student representation, to the Committee on Committees for subsequent report to Senate.

54, 98/12/08

The following terms of reference for the Steering Committee on Course Evaluations, as received from the Committee on Committees, were approved:

The Steering Committee on Course Evaluations shall:

- (i) Develop a course evaluation policy in accord with the report and recommendations of the Ad Hoc Committee on Course Evaluations, adopted by Senate on November 10, 1998. This should be a policy that all faculty can be encouraged to support. (see appendix)
- (ii) Develop a system of course evaluations in accord with the recommendations of that report. The system should include a means of collecting data, as well as procedures to process and distribute information as appropriate under the policies adopted by the university.
- (iii) Through the Vice President (Academic) designate a small group of professionally competent individuals charged with the task of designing a course evaluation system.
- (iv) Oversee the work of that group.
- (v) Report to Senate within one year on progress toward establishing appropriate policies and systems for their implementation.
- (vi) Monitor the initial implementation of policies and procedures decided upon.
- (vii) Make recommendations to Senate about policies and procedures and the ongoing monitoring and operation of the course evaluation system by December, 2000.

(viii) The committee shall choose its chair from among the academic staff members on the committee.

(ix) The committee shall choose its deputy chair from among the students on the committee.

It was agreed that the Vice-President (Academic) be asked to provide the necessary funding to enable the Steering Committee on Course Evaluations to design a course evaluation system for Memorial University.

COURSE NUMBERING STRUCTURE, SECOND LANGUAGE CREDITS

83, 70/03/10

The course numbering structure for second language credits is as follows:

All language courses other than English are to be numbered as follows:

1000-1001 (i.e. not linked) Introductory

150A-150B Intermediate

200A-200B Advanced

or 2000-2001.

COURSE NUMBERING SYSTEM FOR CONTINUING STUDIES

145, 80/05/13

Approved.

227, 91/05/14

Amended.

The Director of Continuing Studies advised that as a result of a Senate ruling on November 20, 1990 all students pursuing certificate programmes must first be admitted to Memorial University. The Office of the Registrar has agreed to assist the Division of Continuing Studies with the implementation of this regulation. As a result, the non-degree course numbers which are now five-digits must be changed to four-digits.

Effective Fall Semester 1991

first digit denotes level:

1 = introductory level course

2 = more advanced or specialized course

3 = seminar or workshops

second digit denotes programme:

3 = Criminology

6 = Library Studies

7 = Municipal Administration

8 = Distance Education

third and fourth digit denote recommended sequence.

COURSE NUMBERING TO MEET REQUIREMENTS OF SEMESTER SYSTEM

82, 70/03/10

Numbering of courses to meet the requirements of the semester system must be left to the discretion of the Timetable Committee.

COURSE NUMBERS, Guidelines for Using

164, 87/03/10

At the request of the Executive Committee guidelines were drafted by the Office of the Registrar for use when new courses or changes to existing courses are being proposed. These guidelines which were

circulated to the Academic Councils of the Faculties and Schools for review and comment, were endorsed with minor modifications by the Councils.

It was agreed to approve the following separate guidelines for undergraduate and graduate course numbers:

Undergraduate Courses

Unless a department can present a rationale to the contrary, it is proposed that the following guidelines be used when considering course changes:

New course numbers should be introduced only under one of the following conditions:

- (a) When a **new** course is proposed.
- (b) When the year or term at which a course is to be offered changes (e.g. when a course is more appropriately offered at the third year rather than the second year or in term 3 rather than in term 2, the course number may be changed resulting in credit restriction or equivalency notes being added).
- (c) When the material of one or more courses is expanded to two or more courses or when the material of two or more courses is reduced to one course, new numbers may be introduced with attendant notes regarding credit restriction or equivalencies.

NOTE 1: Course titles and/or course descriptions may be revised but such revisions do not require changes in course numbers.

NOTE 2: Course numbers should be deleted when a course is discontinued permanently. Such course numbers should not be used again for a new course.

Graduate Courses

New course numbers should be introduced only under one of the following conditions:

- (a) When a new course is proposed.
- (b) When a department has undertaken major revisions of a programme, and can justify the need for the renumbering and sequencing of course numbers.
- (c) When the material of one or more courses is expanded to two or more courses, or when the material of two or more courses is reduced to one course, new numbers may be introduced with attendant notes regarding credit restriction or equivalencies.

NOTE 1: Course titles and/or descriptions may be revised, but such revisions do not require changes in course numbers.

NOTE 2: Course numbers should be deleted when a course is discontinued permanently. Such course numbers should **not** be used again for a new course.

COURSE OFFERINGS, Procedures for Changes in Departmental

191, 71/02/09

Substantive changes in course offerings and departmental regulations for one academic year must be submitted to the appropriate committee on undergraduate studies before October 1st of the previous academic year, and must be submitted to the Faculty Council at least two weeks in advance of the November meeting of the previous academic year.

COURSE TIMETABLING 2020, MOTION ON

667, 20/07/14

Senate approved the following motion regarding Course Timetabling:

While recognizing that more than 80% of remotely-delivered course sections in the Fall 2020 semester have already been assigned a timeslot, and acknowledging that some remotely-delivered course sections in the Fall 2020 semester will be taught entirely asynchronously and therefore will not require any scheduled meeting times, the Senate Committee on Undergraduate Studies encourages academic units to assign time slots to all appropriate remotely-delivered course sections in the Fall 2020 semester. In so doing, academic units should align with the University's normal time slots to minimize clashes in student schedules.

If instructors of course sections with no scheduled meeting times elect to schedule teaching activities during the Fall 2020 semester, they should accommodate the timeslots assigned to the other courses for which their students are registered.

COURSES, Academic Approval of Off-Campus

44, 73/10/09

Before any course normally offered by a department of the University may be offered anywhere except on the St. John's Campus or at an affiliated institution, it must be approved by the Dean of the Faculty for the semester and for the locality in which it is proposed that it be offered. The Dean is to approve the offerings of such a course only upon recommendation by the Department concerned.

COURSES, ACCELERATED - Report on

140, 79/05/08

51, 98/01/98

It was agreed that Senate Resolution of May 8, 1979 be rescinded.

N.B. See Special Sessions, Guidelines for

COURSES, CORRESPONDENCE

143, 74/05/13

Correspondence courses are to be introduced at Memorial University.

29, 76/11/09

Memorial University will discontinue to recognize Queen's University correspondence courses, effective September, 1977.

131, 83/03/08

It was agreed that correspondence courses offered by other recognized universities or university colleges and applicable for credit toward their degree programmes may be recognized for credit by Memorial University.

COURSES, CREDIT OFFERED BY NON-TEACHING UNITS, ad hoc Committee to Consider Implications of

73, 97/12/09

On the recommendation of the Executive Committee of Senate, it was agreed to ask the Committee on Committees to recommend to Senate membership and terms of reference for an ad hoc Committee to consider the implications of Credit Courses being offered by non-teaching units.

107, 98/01/13

The terms of reference, as recommended by the Committee on Committees, were approved as follows:

- (i) identify those non-teaching units which may be in a position to offer credit courses, eg. C-CORE, OSC, Counselling Centre,
- (ii) consider whether non-teaching units proposing credit courses should identify which degree, major, minor or other programme will accept the course for credit in their proposal.

- (iii) consider whether explicit Senate approval for each such course should be required (courses offered by approved teaching units may be approved by the Committee on Undergraduate Studies),
- (iv) identify a first level of student appeal for such courses
- (v) consult widely with faculties and schools on these matters, and
- (vi) comment on any other aspects of this matter deemed necessary by the ad hoc committee.

The membership of the ad hoc Committee, as recommended by the Committee on Committees was also approved.

COURSES, Deadline for Submission

24, 72/11/07

New courses must be submitted for approval at least two semesters before they are offered. The Medical and Engineering Faculties would be exempt from this requirement, but other exceptions would require the express approval of Senate.

COURSES, DISTANCE EDUCATION - Prior Allocation for

29, 87/11/10

Approved.

17, 90/11/20

Amended.

It was agreed that prior allocation privileges be extended to all students in distance education courses who:

- (a) require a course(s) to complete their declared major or minor, and have thirty or more courses completed towards a degree programme;

OR

- (b) require a maximum of two courses to complete a certificate or diploma programme may apply to reserve space in a specific course(s) before registration actually begins. The University will make every effort to give priority to those needing reserved space in distance education courses.

The request must be in writing and should indicate the specific course(s) required and the reason for the request. It must be received at the appropriate regional office of the Division of Continuing Studies one week prior to the first day of registration.

Deadline Date for Adding Distance Education Courses

Previously the deadline date for students registering in or adding correspondence courses was one week prior to the beginning of lectures in that semester. Because of the centralized process of registration and distribution of materials, it was agreed that the deadline for adding distance education courses be the normal deadline of two weeks following the first day of lectures of any semester.

COURSES, LINKED - Credit for "A" Part of

44, 74/12/10

In future, when formerly linked courses are unlinked and the Head of the Department certifies that the content of the courses remains the same, the Registrar is to be empowered to award credit to any students who have previously completed the "A" part only.

COURSES, Policy on

80, 72/09/11

The Senate instructed the Academic Planning Committee to formulate University policy concerning the offering of courses or subjects in a faculty, division, or department which are normally considered to be in the domain of another faculty, division or department.

COURSES, Policy Regarding Inactive

189, 02/02/12

The Senate approved the following Policy Regarding Inactive Courses:

POLICY REGARDING INACTIVE COURSES

The University Calendar contains the catalog of courses offered at Memorial. Retaining in the catalog, courses which have not been taught for a number of semesters, sets expectations that the courses are, or will be, available at some time. Given that the Calendar should reflect courses that are being delivered, courses that are inactive will be removed from the Calendar in accordance with the following procedures:

1. Any course which has not been delivered in the previous three academic years and is not scheduled to be offered in the academic year in question will be considered inactive and with the agreement of the Head of the academic unit offering the course will be deleted from the next printing of the Calendar. Inactive courses will be kept in the on-line catalog with a status of "Parked". The procedure to "park" courses will be as follows:
 - (i) each Fall, normally in October, the Registrar's Office will provide each academic unit with the preliminary list of courses to be parked.
 - (ii) academic units will be given an opportunity to identify and delete from this preliminary list, those courses which they plan to offer during the next calendar year or those courses which are required in a degree, diploma, certificate, major, or minor program and hence should continue to be listed in the calendar or which, in the judgement of the Head of the academic unit should remain in the Calendar. Units may also add to the list of parked courses, other courses which are not planned to be offered in the next several academic years.
 - (iii) following receipt of the final list of parked courses from the academic unit, these courses will be removed from the next printing of the Calendar.
 - (iv) courses in the special topics course number ranges will be exempt from the process to "park" courses.
 - (v) notwithstanding this procedure to "park" inactive courses, academic units are encouraged to review their course offerings on a regular basis and to delete courses that are no longer offered via the prescribed process for Calendar revision.
2. Academic units wishing to reactivate a "parked" course must notify the Office of the Registrar. Only those reactivated courses that are to be offered on a regular basis will be reinstated in the Calendar.
 - (i) If it is anticipated that the reactivated course will be offered on a regular basis then the academic unit must notify the Registrar by March 1 of any year so that the course can be included in the appropriate course listings in the next printing cycle of the Calendar.
 - (ii) If the reactivated course is being offered for one semester only, then the academic unit must notify the Office of the Registrar following the normal process for establishing courses in the Class Schedule.

NOTE: To avoid the risk of students repeating courses with the same content but different course numbers, academic units, when proposing a new course, are expected to check their “parked” courses to confirm that the proposed new course does not duplicate an existing “parked” course.

90, 03/12/09

It was agreed that the *Policy Regarding Inactive Courses* be referred back to the Senate Committee on Undergraduate Studies and the Academic Council of the School of Graduate Studies with a request that consideration be given to whether the Policy should be revised to include a stipulation that after a specified period of time, inactive courses will be deleted.

The motion that Senate accept the amendments to the Policy Regarding Inactive Courses was carried.

The motion that the Senate Committee on Undergraduate Studies and the Academic Council of the School of Graduate Studies be asked to consider whether the *Policy Regarding Inactive Courses* should be revised to include a stipulation that after a specified period of time, inactive courses be deleted, was carried.

COURSES, Specification of Courses in Programmes - Faculty of Science

05, 79/09/11

It was agreed that the Senate confirm the ruling of the Senate Committee on Undergraduate Studies that either of the following two statements regarding specification of courses in programmes, Faculty of Science, is acceptable depending on the wording of the Departmental regulations as approved by Senate:

1. Within the scope of the general University and Faculty regulations a Department may require in a programme not only the 12-15 courses in the Major (2.(a)) and any immediate prerequisites of these courses, but also additional courses in subjects outside the Major which it deems desirable although not necessarily immediate prerequisites to courses in the Major.
2. Within the scope of general University and Faculty regulations a Department may advise students to take a programme of courses in the Major and recommend courses outside the Major, but this advice and recommendations notwithstanding a student may then graduate with the Major of that Department with any combination of courses which fulfill general University and Faculty regulations.

CREDIT, MEASURE OF

301, 95/05/09

It was agreed to approve in principle the recommendation of the Senate ad hoc Committee to Review the Measure of Credit that the measure of credit used by Memorial University be changed so that a standard course is valued at three credits.

CREDIT, REVIEW OF THE MEASURE OF

152, 94/03/01

Senate agreed that the Committee on Committees be asked to strike an ad hoc Committee to undertake a review of the measure of credit used at this University in accordance with the suggestions contained in memoranda dated February 9, 1994, and January 25, 1994, from the Registrar and the Assistant Registrar/Systems Manager.

CREDIT, IMPLEMENTATION PLAN FOR CONVERSION FROM SEMESTER CREDITS TO CREDIT HOURS AS THE UNIT OF CREDIT

82, 96/01/17 - approved

Senate agreed that the implementation plan as for conversion from semester credits to credit hours as the unit of credit as the submitted by the Office of the Registrar and as outlined below, be approved.

1. Definitions

A CREDIT HOUR is the measure used to reflect the relative weight of a given course towards the fulfilment of appropriate degree, diploma, certificate, major, minor, or other programme requirements. Normally, a course has a credit value of three credit hours. A weight of one credit hour normally means that the course meets for lectures one hour per week for the duration of a semester or two hours per week for the duration of a session. The number of hours of required instruction, outside of lecture time, such as laboratory instruction, tutorials, etc. may or may not impact on the number of credit hours assigned to a particular course and academic units may recommend to the Senate a greater or lesser whole number of credit hours for a particular course.

A number of definition changes will be forwarded for approval to Senate via the Senate Committee on Undergraduate Studies, and the Academic Council of the School of Graduate Studies in the near future.

2. Calendar Conversion

Almost all current degree, diploma, certificate, major, minor and other programme requirements are written in terms of courses. The conversion of the calendar language to the new measure of credit can be accomplished by multiplying the current calendar language of "X courses" by three (3) to arrive at "3X credit hours". For example, the current regulations for the general degree of Bachelor of Arts would be converted from "For the General Degree of Bachelor of Arts, a candidate must have completed at least forty courses..." to "For the General Degree of Bachelor of Arts, a candidate must have completed at least 120 credit hours..."

Editorial leeway will be needed to deal with other slightly more complex versions.

3. Fees Regulations

The Comptroller's Office is working in conjunction with the Office of the Registrar to re-write the fees regulations for the consideration of the Board of Regents.

4. Conversion of Transcripts

Again, the conversion will be accomplished by multiplying existing semester credits (earned, attempted, quality, transfer, etc.) and points by three (3) to arrive at 3X credit hours and 3Y points effective Sept 1, 1996. However, in the case of transcripts the conversion will be retroactive to Sept. 1, 1980, in order to simplify the application of credit hours to the different programme requirements, particularly for the automated degree audit system.

5. Computer System Conversion

The Banner Student Administration System will be modified to use credits hours as the measure of credit.

6. Post-Conversion Calendar Changes

After the conversion process for the University Calendar is completed (February 1996), any calendar changes forwarded to Senate must be expressed in terms of credit hours by the originating academic unit.

CREDIT, TRANSFER

124, 77/04/12

College of Fisheries - Memorial University may recognize for transfer credit certain courses offered by the College of Trades and Technology, St. John's, Newfoundland, and the College of Fisheries, St. John's, Newfoundland.

124, 77/04/12

College of Trades and Technology - Memorial University may recognize for transfer credit certain courses offered by the College of Trades and Technology, St. John's, Newfoundland, and the College of Fisheries, St. John's, Newfoundland.

177, 88/04/12

Association of Atlantic Universities Policy Statement on

In an attempt to standardize credit transfer procedures among its member institutions, the Association of Atlantic Universities prepared a Policy Statement on Credit Transfer. The document was referred by the President to the Senate Committee on Undergraduate Studies for review and subsequent recommendation to Senate in regard to our University's acceptance of it in whole or in part.

In a memorandum dated March 23, 1988, the Senate Committee on Undergraduate Studies expressed general agreement with the Association of Atlantic Universities Policy Statement on Credit Transfer but noted that the following recommendation is at variance with the current undergraduate practice at Memorial:

No subject or discipline taught at an AAU or AUCC member institution should be excluded from consideration for credit transfer unless expressly prohibited by the receiving institution's act or charter.

In view of this variance, the Senate Committee referred the matter to the Councils of the Faculties and Schools for review and comment. Responses indicated that the Councils were generally in agreement in principle with the AAU's recommendation that no subject or discipline taught at an AAU or AUCC member institution be excluded from consideration for credit transfer. However, the School of Nursing and the Faculty of Arts expressed concern about the evaluation of subjects for which there will be no expertise in the discipline available on Campus. The Senate Committee further stated that while most Faculties and Schools felt that such credits could be included as open electives in degree programmes, acceptance for particular degree programmes was felt to be the prerogative of the Faculties and Schools.

Following discussion it was agreed to approve in principle the AAU Policy Statement on Credit Transfer. A copy of this document is lodged in the Senate files. It was noted that questions of detail concerning the evaluation of such courses as well as the applicability of such courses to specific degree programmes have yet to be decided.

66, 90/02/13

Faculty of Science Policy Regarding Unspecified Transfer Credits in Subject Areas Not Taught at Memorial University.

The Senate, at a meeting held on April 12, 1988, approved in principle the following AAU Policy Statement on Transfer Credit:

"No subject or discipline taught at an AAU or AUCC member institution should be excluded from consideration for credit transfer unless expressly prohibited by the receiving institution's act or charter..."

In this regard the Faculty of Science submitted for approval the following policy regarding the evaluation of such courses as well as the applicability of such courses to the General and Honours degrees of Bachelor of Science:

"When a student in the Faculty of Science at Memorial University presents for transfer a credit course completed at an AAU (Atlantic Association of Universities) or AUCC (Association of Universities and Colleges of Canada) member institution and this course is not in a discipline represented by a department, school, or faculty at Memorial University, then an unspecified credit will be awarded.

- a) The awarding of this type of transfer credit shall be done by the Registrar and a copy forwarded to the Department Head of the student's Major.
- b) The maximum number of unspecified transfer credits in this category which shall be applicable to the Bachelor of Science degree shall be five.
- c) For the purposes of Regulation 3(ii), Regulations for the General Degree of Bachelor of Science, any number of such unspecified credits in the aggregate shall count as one subject area."

It was agreed to approve the above-noted policy for inclusion in the Digest of Senate Decrees and Resolutions. It was agreed as well to approve the appropriate calendar changes.

08, 89/09/12

Transferability of Courses from the Certificate Programmes in Business Administration and Public Administration Offered Through Extension Services.

Following discussion of the above-noted item it was agreed to request the Senate Committee on Undergraduate Studies to draft a specific resolution in this regard for debate at Senate.

17, 89/10/10

It was agreed that the following resolution be approved for inclusion in the Digest of Senate Decrees and Resolutions:

"Credit may be recognized for certain courses successfully completed as part of the Certificate Programmes in Business Administration or in Public Administration offered by Memorial University's Extension Services Division. Such credit will be considered on an individual basis upon application to the Registrar and shall be subject to appropriate departmental evaluation and University Regulations."

28, 90/12/11

Applicability of Credits from Courses Completed for Professional Designations (i.e. C.A., C.G.A., C.M.A. etc.)

In accordance with General Note 4 in the Faculty of Business Administration section of the University Calendar (page 318, 1990-91 Calendar) "... the Committee on Undergraduate Studies, Faculty of Business Administration, may approve that credit for certain Business courses may be granted for accredited professional courses passed and leading to professional designation (e.g. C.A., C.G.A., C.M.A.). These courses will be considered on a subject by subject basis deemed to be equivalent to Business programme courses." Under present policy as agreed by the Senate Committee on Undergraduate Studies, April 23, 1981, these credits may be applied to Business degree and diploma programmes only.

In a memorandum dated November 14, 1990 the Senate Committee on Undergraduate Studies recommended that the credit restriction on the applicability of courses completed for professional designations (e.g. C.A., C.G.A., C.M.A. etc.) be lifted and that they be accepted towards all university programmes where Business courses are applicable. The Committee noted that in the case of the Faculty of Arts the lifting of the restriction is limited to those courses for which exact Business course equivalents have been determined.

It was agreed that this recommendation be approved.

In response to a question it was agreed that approval would be granted retroactively for credits awarded to date.

288, 95/05/09

Pan-Canadian Protocol on the Transferability of University Credits

It was agreed to approve in principle the Pan-Canadian Protocol on the Transferability of University Credits as follows:

“Given the importance of promoting student mobility across Canada at the university level;

given the high quality and standards of all universities in Canada;

given the evolving characteristics of the Canadian university student body where students are generally older, more mobile, and more likely to be forced by work-related or personal reasons to register in more than one university to complete their undergraduate work;

given the need to reassure students that all course work satisfactorily completed in the first two years of university study will be considered for recognition of credit should they be granted admission at another university; and

given the need to reassure students that the process of transferring to another university in Canada will not result in undue additional costs or in the need to repeat essentially equivalent previous learning experiences,

the [name of university] undertakes to take the necessary measures to ensure that, by September 1, 1995, all course work completed by transfer students during the first two years of university study in Canada [including the final year of studies leading to a diploma of college studies (DCS) in Quebec and the university transfer courses offered by community colleges and university colleges in British Columbia and Alberta] will be recognized and fully credited for the purposes of granting a degree provided that:

1. the transfer student is deemed admissible and has been presented with an offer of admission;
2. the transfer student has achieved a passing grade in his/her course(s) and has obtained grade levels that would normally be required of continuing students; and
3. the credits earned are related to the programme of study in which the transfer student will register, or the credits can be counted as electives for the programme of study.”

151, 08/02/12

Request to Recognize Work Completed at Non-Accredited Institutions

It was agreed that the Office of the Registrar be granted authority to recognize post-secondary institutions for transfer of credit to Memorial University of Newfoundland subject to the conditions outlined in the memorandum dated December 6, 2007, from the Office of the Registrar.

Taylor’s College, Malaysia, Recommendation that Transfer Credit be Awarded for Courses Completed at

227, 05/05/10

It was agreed to approve that Memorial University recognize courses completed at Taylor’s College, Malaysia for transfer credit. It is also understood that granting credit for specific Memorial University courses for courses completed at Taylor’s College would be subject to departmental evaluation and recommendation.

8, 06/09/12

Transfer Credit be Awarded for Courses Completed through the Canadian Armed Forces

Memorial University may recognize for transfer credit certain courses completed through the Canadian Armed Forces (subject to departmental evaluation and approval).

7, 07/09/12

Transfer Credit be awarded for Courses completed at Canadian Mennonite University

That transfer credit be awarded for courses completed at the Canadian Mennonite University as recommended by the academic units at Memorial.

8, 07/09/12

That Transfer Credit be awarded for courses completed through the Teaching English to Speakers of Other Languages Program (CELTA)

That transfer credit be awarded for courses completed through the Teaching English to Speakers of Other Languages program (CELTA) as recommended by the Faculty of Education.

CSU OFFICERS-RELAXATION OF ACADEMIC REGULATIONS, Policy on

143, 75/04/08

Approved.

137, 77/05/10

Amended.

Senate approved the following amendments to the policy and procedures governing appeals from CSU Officers for Relaxation of Academic Regulations. The amended document now reads:

1. Following the final date for undergraduate students to drop courses without academic prejudice, and not later than three weeks prior to the commencement of final examinations in any semester, students who had been particularly active in student activities may apply to the Senate Undergraduate Studies Committee for permission to drop any or all of his/her courses without prejudice.
2. That the application for this permission must be supported by the President of the CSU, the Vice-President (Student Affairs and Services), and the Dean or Director of the student's faculty.
3. That in any one semester this special exemption will be granted to no more than five students.
4. That all applications for exemption be directed to the Registrar who will convene a meeting of those individuals noted in 2 above for their selection and recommendation to the Senate Undergraduate Studies Committee of the five most appropriate students.

44, 82/12/14

It was agreed that the Senate Undergraduate Studies Committee be requested to re-examine the policy of Relaxation of Academic Regulations for CSU Officers and students who engage in activities on behalf of the CSU.

140, 83/04/12

At the request of Senate, the Senate Committee on Undergraduate Studies re-examined the current policy on Relaxation of Academic Regulations for CSU Officers. Following discussion, it was agreed that the present policy will be continued, and the guidelines as outlined in the Senate Minutes of May 10, 1977, will be more strictly adhered to in future. It was also agreed that the appropriate authorities and the President of the Council of the Students' Union are to be so advised.

DEAN'S AWARD, Faculty of Engineering and Applied Science

18, 74/10/08

The Dean's Award for the Faculty of Engineering and Applied Science was approved.

DECANAL, DIRECTORIAL OR PRINCIPAL'S LISTS

14, 89/09/12

At a meeting held on June 19, 1989, the Executive Committee agreed to submit a document entitled "Academic Honour Roll" to Senate recommending that Senate instruct the various faculties and schools which have not already done so, to establish Decanal or Directorial lists, to report to Senate the criteria used to establish such lists and to report to Senate on an annual basis the names of students added to the lists.

It was moved, seconded and carried, that this recommendation be approved.

In response to a question from the floor, it was agreed that systems or processes which are already in place in certain faculties and schools and are similar to that described in the document are taken as fulfilling this directive.

216, 91/04/09

At a meeting held on September 12, 1989 Senate instructed the various faculties and schools which have not already done so, to establish Decanal or Directorial lists, to report to Senate the criteria used to establish such lists and to report to Senate on an annual basis the names of students added to the lists.

At the October 9, 1990 Senate meeting this item was again discussed and it was agreed at that time to request those Deans and Directors who have already established such lists to share the criteria used with other faculties and schools. The Secretary of Senate agreed to undertake this task and on January 17, 1991 this information was sent to the Deans, Directors and Principal of the Sir Wilfred Grenfell College. The majority of the faculties and schools, and the Sir Wilfred Grenfell College, have now established criteria and those who have not are in the process of doing so. Copies of the criteria received to date were submitted to Senate for information. Also submitted was the Dean's List 1990-91, Faculty of Arts. The Secretary of Senate reported that the remaining information will be forwarded to Senate as it becomes available.

09, 92/09/08

In view of recent Senate policy regarding Decanal, Directorial or Principal's lists the Office of the Registrar recommended

- (i) that the award of this distinction be placed on the official Memorial academic transcripts of the students added to these lists.
- (ii) that the format of the entry be as indicated in the following example and that the entry be located at the beginning of the transcript with the other distinctions such as scholarships awarded:

"Faculty of Arts Dean's List - 1991-92"

- (iii) that the following notation be placed on the academic transcripts of graduate students who have been awarded the distinction by the Dean of the School of Graduate Studies upon the recommendation of the appropriate academic unit:

"Fellow of the School of Graduate Studies - year"

It was agreed that the above-noted recommendations be approved.

Regarding recommendation (ii) it was pointed out that in the Faculty of Engineering and Applied Science the Dean's List is prepared on a semester basis, not yearly. The Registrar indicated this would be taken into account.

Entries on students' transcripts will be retroactive to the beginning of the formulation of these lists.

In response to a question from the Vice-President (Research), the Associate Dean of Graduate Studies agreed to discuss with the Academic Council of the School of Graduate Studies the question of noting on students' Memorial transcripts the award of National Scholarships.

211, 93/05/10

The title of Fellow of the School of Graduate Studies will be awarded only once to successful nominees during the last year of their graduate programme.

This distinction will be annotated on the student's Memorial University transcript.

The title recognizes outstanding academic achievement through a graduate programme, and nominees must meet all applicable criteria as outlined below. Nominations must be submitted to the Dean of Graduate Studies by the heads of academic units at least one month prior to Convocation, i.e. April and September.

Criteria

Nominees must have:

- (1) Maintained a high academic standing, defined as an 'A' grade in each graduate programme course or an 85 overall average in graduate programme courses taken at Memorial University.
- (2) Demonstrated performance of special merit in the graduate programme. Factors which may be considered include, but are not limited to, the following:
 - (a) an active and successful research programme
 - (b) publications, presentations or patents
 - (c) honours, awards or scholarships
 - (d) other factors deemed relevant by the head of the academic unit

11, 94/09/13

It was agreed that the current practice of distributing Deans', Directors' and Principals' Lists to Senate be discontinued, and that in future, the lists, together with the academic standards required to be eligible for inclusion on the lists be published in the Gazette on an annual basis.

34, 02/10/08

Recommendations 1-8 of the Recommendations and Implementation Plan of the ad hoc Deans', Directors', Principal's List Committee were approved.

DEGREE CERTIFICATES AT SIR WILFRED GRENFELL COLLEGE

149, 06/04/11

The College Academic Council requested that Sir Wilfred Grenfell College appear in addition to Memorial University of Newfoundland on the degree certificates of graduates who complete degrees according to the Regulations for Degrees at Sir Wilfred Grenfell College. It was agreed, as recommended by the Committee on Honorary Degrees and Ceremonial, to approve the amended degree certificates of graduates who complete degrees according to the Regulations for Degrees at Sir Wilfred Grenfell College.

DEGREES, POLICY ON POSTHUMOUS AWARD

216, 13/05/14

Senate agreed to approve the following Policy on Posthumous Award of Degrees:

Memorial University Policy on Posthumous Award of Degrees

At the request of the family of a deceased student, Memorial University will consider the award of a posthumous degree where the student has successfully completed all requirements of his or her program or, with due consideration to academic and institutional integrity, has sufficiently met the requirements to be awarded the degree posthumously, normally in accordance with the minimum criteria as outlined below.

Procedures and Criteria:

The request for consideration must be submitted to the University Registrar (for undergraduate degrees) or the Dean of the School of Graduate Studies (for graduate degrees) who will verify the death of the student and ascertain his or her enrollment status and academic standing. The University Registrar or Dean of the School of Graduate Studies, as appropriate, will initiate and oversee the process for consideration and approvals as noted below.

A. Undergraduate degrees

An undergraduate degree may be awarded posthumously provided that:

- a) The student had successfully completed a minimum of 75% of the degree requirements and/or was enrolled in the final year of his or her program;
- b) The student was in good academic standing of a high enough standard that eventual graduation was expected;
- c) A favourable recommendation for award of the posthumous degree is received from the Dean of the relevant Faculty/School, supported by the department of the student's Major, if applicable;
- d) Final Senate approval is granted.

B. Graduate Degrees

A graduate degree may be awarded posthumously provided confirmation of the following in accordance with the deceased student's program of study:

- a. For course-based masters programs, confirmation that:
 - i. The student had successfully completed a minimum of 75% of the degree requirements and/or was enrolled in the final year of his or her program;
 - ii. The student was in good academic standing of a high enough standard that eventual graduation was expected;
 - iii. A favourable recommendation for the award of the posthumous degree has been received from the Dean of the relevant Faculty/School, with evidence of the support of the Head of the department of the student's area of specialization, if applicable;
 - iv. Final Senate approval has been granted.
- b. For thesis or major research/project report programs, confirmation that:
 - i. The student had successfully completed all required courses for the program and submitted a suitable draft of the thesis or major research/project report;
 - ii. The student was in good academic standing of a high enough standard that eventual graduation was expected;
 - iii. A favourable recommendation for the award of the posthumous degree is received from the Dean of the relevant Faculty/School, with evidence of the support of the student's primary supervisor (and Head of the student's area of specialization, if applicable), and verifying the student's program standing;
 - iv. Final Senate approval has been granted.

Provided the final decision of Senate is favorable, the degree will customarily be conferred at the next regularly scheduled Convocation, following which the parchment will either be mailed to the family with an appropriate covering letter or presented by an appropriate University official to the family in a private gathering. A notation of 'Degree granted posthumously' will appear on the transcript but not on the parchment.

DEMONSTRATION ON PRINCE PHILIP PARKWAY - Academic Prejudice

36, 80/10/29

The purpose of the meeting was to consider a recommendation from the Senate Committee on Undergraduate Studies regarding students involved in the demonstration from October 20 to October 22, 1980.

Following discussion, it was agreed that the following policy with respect to individuals involved in the demonstration on October 20 to 22, 1980, be approved:

In general, the University should ensure that, insofar as is possible, there will be no academic prejudice in respect of time lost because of involvement in the demonstration during the week of October 20 to October 24, 1980. In particular,

1. Where a test, examination or laboratory has been missed by reason of the protest or a test or examination has been written under difficult circumstances, the Department shall either (a) reschedule the test, examination or laboratory or (b) assign a mark prorated on other term work.
2. Deadlines for assignments due during that week shall be extended.
3. Where marks are assigned for class attendance and/or class participation, no account shall be taken of classes missed during those specific times.
4. The deadline date for the Fall Semester of the 1980-81 academic year for dropping courses without incurring academic prejudice is to be extended from Monday, October 27, to Monday, November 3, 1980.

Students are urged to make representation to the appropriate officials as soon as possible.

It was agreed as well that the Secretary write to Heads of Departments, the Editor of the MUSE and the President of the Council of Students' Union advising them of Senate's decision.

DENTISTRY, Report of the Academic Planning Committee on

79, 77/12/13

It was agreed that approval be granted to the appointment of a faculty dental advisor or advisors and that other appropriate steps be taken to encourage Newfoundland students to seek information about admission to dental schools and to identify themselves as potential candidates for admission to the dental profession.

DIARY, University

145, 70/10/13

Those responsible for the University Diary should:

- (a) Note that the University Diary is in part an academic matter.
- (b) Publish the University Diary two years in advance.
- (c) Not permit the alteration of dates in the University Diary once they have been published, except where special circumstances warrant.

173, 70/12/08

As of the **Fall Semester 1971**, all semesters shall consist of at least twelve full teaching weeks, plus a mid-term break not to exceed three working days and a formal examination period.

201, 71/04/13

The Advisory Committee on the Timetable recommended:

1. That as of Fall Semester 1971 each semester consist of at least twelve working weeks, a study break of at least two weekdays and a formal examination period.
2. That the days that remain in the week of the study break be used in case of cancellation of classes to ensure that there be at least twelve working Mondays, twelve working Tuesdays, and so forth.

116, 74/02/12

The following was approved by Senate:

1. That as of Fall Semester 1974 each semester consist of at least twelve working weeks, a study break of at least two working days and a formal examination period.

2. That, where possible, the days which remain in the week of the study break be used in case of cancellation of classes to ensure that there are at least twelve working Mondays, twelve working Tuesdays and so forth.

14, 76/10/12

It was agreed that a five-year University Diary proposed by the Timetable Committee be accepted for planning purposes. A copy of the diary is lodged in the Senate files.

112, 84/03/13

Timetable changes for **Fall Semester 1984** were discussed at the Senate meeting held on February 14, 1984, and referred to the Senate Timetable Committee for advice. The Timetable Committee, in a memorandum dated February 29, 1984, recommends the following:

- (i) The acceptance of a revised University Diary for Fall Semester, 1984, to include a two day semester break. In order to satisfy the requirement for twelve of each teaching day, classes will be offered on the Saturdays of the weekends before and after the break. The Committee felt that there is enough flexibility in laboratory schedules to enable most departments to avoid laboratory classes on these two Saturdays.
- (ii) That the one day gap between the end of classes should be retained and further recommends that Regulation O.6 of the General Regulations be modified for the 1984 Fall Semester only to prohibit any written examinations or tests whatsoever during the three day period December 10-12, 1984. Language oral examinations and laboratory examinations would be exempt from this prescription on December 10 and 11.
- (iii) That the arrangements for registration be re-examined to see if any time can be saved, for example, by holding junior and senior division registration concurrently on at least one day. If any time can be saved teaching should start earlier and the time saved used to enlarge the break between the end of classes and start of exams.

Following discussion -

Recommendation (i) was approved.

Recommendation (ii) was approved and it was agreed that notices to this effect would be sent to Deans, Directors and Department Heads.

Regarding Recommendation (iii) The Registrar stated the time allotted for registration has been kept to a minimum and with the present system of registration it is not feasible to register junior and senior division students on the same day.

12, 84/09/11

A memorandum dated August 16, 1984, was received from the Faculty Association of Memorial University requesting an amendment as follows to Senate Minute 65 of March 13, 1984, concerning timetable changes for **Fall Semester 1984**:

“At the discretion of instructors, classes will be offered on Saturday, November 3rd, to replace the lecturing day of Thursday, November 8th, and on Saturday, November 17th, to replace the lecturing day of Friday, November 9th.”

Following discussion it was agreed that Senate Minute 65 of March 13, 1984, be amended as above.

111, 85/01/08

Circulated at the meeting was a memorandum dated January 7, 1985, received from the Vice-President (Academic) enclosing a submission from the University Timetable Committee recommending changes to

the University Diary for the **Spring Semester 1985**. These changes resulted from the inclusion of six week courses during both the first and second sessions of the Spring Semester.

Following discussion it was agreed that the revised University Diary for Spring Semester 1985 be approved notwithstanding any Senate minute to the contrary.

The Vice-President (Academic) also noted for the information of Senate that the second half of Spring Semester will continue to be called Summer Session during the 1984-85 academic year and will remain under the management of the Division of Part-time Credit Studies.

113, 85/02/12

At the January 8, 1985, meeting of Senate the revised University Diary for **Spring Semester/Summer Session, 1985**, as recommended by the University Timetable Committee, was approved. At its meeting of January 31, 1985, the Executive Committee considered correspondence received from the Dean of the Faculty of Education and the Head of the Department of Educational Administration objecting to the changes to the Diary for the 1985 Summer Session. Following review of this correspondence the Executive Committee referred the matter back to the Timetable Committee suggesting that a further review of the revised Diary was warranted and asked the committee to report to Senate on February 12.

In response, the Committee on the Timetable recommended that the revised diary approved by Senate on January 8, 1985, be amended to reflect the following change: Summer Session should revert to the dates which appear in this year's University Calendar, i.e. registration for Summer Session to take place on June 25, classes to commence on June 26, lectures to end on August 7, examinations to end on August 10.

It was agreed to accept the recommendations of the Timetable Committee.

37, 88/11/08

The Senate Timetable Committee was asked to consider a motion from the Sir Wilfred Grenfell College Academic Council as follows:

"That the College incorporate a two-day Study Break in the Fall and Winter Semesters of the academic years 1988-89 through 1992-93 according to the Diary developed by the Timetable Committee." (College Timetable Committee).

The Senate Advisory Committee on the University Timetable for reasons outlined in a memorandum dated October 21, 1988, recommended against acceptance of the proposal from the Sir Wilfred Grenfell College Academic Council. However, during discussion of the matter several speakers voiced disagreement with the Timetable Committee's arguments. These speakers emphasized that an academically sound proposal should not be disallowed on the campus of Sir Wilfred Grenfell College simply because it is not logistically feasible to implement on the larger St. John's Campus.

Following discussion the motion not to accept the proposal from the Sir Wilfred Grenfell College Academic Council was put to a vote and defeated.

126, 03/01/14

It was agreed to approve the following amendment to the 1974/02/12 Senate Resolution:

"That as of Fall Semester 2003:

Each Fall and Winter semester shall consist of:

1. at least twelve working Mondays, twelve working Tuesday, and so forth;
 2. a mid-semester break of at least two weekdays, one of which may be a statutory holiday;
 3. a study break of at least two weekdays between the last day of classes and the start of examinations;
- and

4. a formal examination period.

Each Spring Semester shall consist of:

- (i) at least twelve working Mondays, twelve working Tuesdays and so forth; the first half of Spring Semester is designated as Intersession and the second half is designated as Summer Session;
- (ii) a mid-semester break of at least two weekdays; and
- (iii) a formal examination period.”

55, 15/09/08

It was agreed to approve the following amendment to the Senate Resolution of 03/01/14:

“Each Fall and Winter semester shall consist of:

1. At least twelve working Mondays, twelve working Tuesdays and so forth;
2. A mid-semester break of at least two weekdays in the Fall semester, one of which may be a statutory holiday, and five weekdays in the Winter semester, one of which may be a statutory holiday;
3. A study break of at least two weekdays between the last day of classes and the start of examinations; and
4. A formal examination period.”

604, 17/02/28

It was agreed to endorse the following four recommendations:

1. Waive the requirement of at least 12 working Mondays, Tuesdays, Wednesdays, Thursdays and Fridays for Winter 2017 for all campuses of Memorial University.
2. Endorse the encouragement of all instructors to make every effort to make up missed classes. If a makeup class is not possible, at a minimum instructors should arrange, where possible, to have missed material made available via online technology, through email or through the University Library system. Evaluations should not occur during any makeup classes. Communication on this issue could be forwarded by the Provost to all Deans for circulation to instructors.
3. Use Saturdays to formally reschedule missed teaching time should additional time be lost due to closures. While not common, Saturdays have been used in the past. Communication would be circulated to the entire university community - classrooms would be set aside for use, instructors would be encouraged to provide the makeup class but would be told that evaluations could not occur on the Saturday.
4. Senate Committee on Undergraduate Studies be asked to consider a more permanent solution to the issue.

DIPLOMA IN ANCIENT WORLDS

44, 15/09/08

The motion to approve the Diploma in Ancient Worlds was carried.

DIPLOMA IN ENGLISH AS A SECOND LANGUAGE, Deletion of Program

173, 13/02/12 - Deletion of Program

DIPLOMA IN ENVIRONMENTAL HUMANITIES

71, 17/09/12

The motion to approve the Diploma in Environmental Humanities was carried.

DIPLOMA IN HERITAGE RESOURCES - Deletion of Program

173, 13/02/12 - Deletion of Program

DIPLOMA IN HUMANITIES

41, 15/09/08

The motion to approve the Diploma in Humanities was carried.

DIPLOMA IN POLICE STUDIES

207, 04/05/11

The motion to approve the Diploma in Police Studies was carried.

DIPLOMAS AND DIPLOMA PROGRAMMES

122, 77/04/12

The recommendations of the Senate Committee on Undergraduate Studies regarding Diplomas and Diploma Programmes, Certificates of Proficiency, etc., were approved. (See pages 13 and 14 under "Certificates").

34, 85/11/12

In a memorandum dated September 11, 1985, the Dean of Business Administration expressed concern with respect to the use of the term "diploma" in connection with the Diploma Programme in Engineering Management which was approved by Senate on May 14, 1985. The Associate Dean of Engineering, in a memorandum dated November 12, 1985, outlined the structure of the programme and indicated that it would be inappropriate to equate the post-baccalaureate diploma programme in Engineering Management to a certificate programme.

The Chairman of the Senate Committee on Undergraduate Studies pointed out that the Senate Minute of April 12, 1977, under the heading "Report of the Senate Committee on Undergraduate Studies - Matters Pertaining to the Regional College at Corner Brook" reads: "That Diplomas and Diploma programmes have the nature and character recommended in the Report (from Report on Regional College)". The report states:

"A diploma shall be awarded to candidates who, having been admitted to the University as fully accredited students, have completed all the requirements of a structured programme of studies as determined by the Senate; and shall attest to a measure of formal education in a specific professional area. Diploma programmes may be designed for undergraduate students, but, in general, the Diploma will represent a post-graduate qualification. (The Diploma in Education is a case in point, certifying as it does, not a set of narrowly specific skills, but a measure of general professional education)."

In light of the above-noted description of the nature of a "diploma" it was agreed that the Engineering Management Programme as advanced by the Faculty of Engineering retain the designation "Diploma".

DIPLOMAS FOR PRESENTATION TO GRADUATES

44, 70/02/14

A standard diploma form in English was adopted by the University in the form of a single sheet. A diploma is to be prepared for every graduating student.

DIPLOMAS, New Design

92, 70/03/17

A diploma form designed by Mr. I. Stewart was adopted by the University.

DISCIPLINARY PROCEDURES, CODE OF

106, 70/04/14

A proposed Code of Disciplinary Procedures as amended was approved for submission to the Board of Regents. A copy of this document has been deposited in the Senate files.

EARTH SCIENCES, DEPARTMENT OF

62, 82/02/09

The establishment of the Department of Earth Sciences embracing the Department of Geology and the Geophysics Group was approved.

EDITORIAL ADVISORY BOARD

115, 92/01/14

In a memorandum dated January 13, 1992 the President advised that under authority of Senate Minute #70 (February 27, 1979) a President's Editorial Advisory Board, charged with matters related to the use of the University's imprimatur, has been appointed for the period January 1, 1992 to December 31, 1992.

The Board will, by delegated authority, report to the Vice-President (Academic) and will assist him in administering the University's support for scholarly publications.

EDITORIAL PUBLISHING POLICY, Scholarly Publishing

105, 79/02/27

It was agreed that control of the Imprint of Memorial University of Newfoundland be unequivocally delegated to an Editorial Board appointed annually by the President.

EDUCATION, Departments in the Faculty of

195, 71/02/16

It was decided that the Department of Educational Foundations be divided into two separate departments, one to be known as the Department of Educational Foundations, the other as the Department of Educational Psychology, Guidance and Counselling.

EDUCATION, Diploma in

53, 71/12/14

A candidate who holds a degree from a recognized university may be awarded a Diploma in Education, provided that he completes ten courses in Education approved by the Dean of the Faculty of Education.

EDUCATION, Discontinuance of Diploma in

98, 72/03/14

The Senate approve discontinuance of the Diploma in Education as of August 31, 1973.

EDUCATION, Doctor of Philosophy Program in the Faculty of

111, 04/01/13

The motion to approve the Doctor of Philosophy Program in the Faculty of Education was carried.

EDUCATION, GRADUATE DIPLOMA IN (READING DEVELOPMENT AND INSTRUCTION)

541, 20/02/11 – Program approved.

EDUCATION, MASTER OF (READING DEVELOPMENT AND INSTRUCTION)

534, 20/02/11 – Program approved.

EDUCATION, PROVINCIAL DEPARTMENT OF - Reorganization

21, 80/09/09

The Deputy Minister of Education advised Senate that the Department of Education has been reorganized into three sections as follows: Administration and Finance; Post-Secondary and Continuing Education; and Elementary and Secondary.

EDUCATIONAL MEDIA, Policy Guidelines

120, 72/05/09

The Educational Media Policy Guidelines, submitted by the Joint Committee on Faculty and Staff Affairs, was approved in principle and submitted to the Board of Regents. The relevant documents dated May 3, 1972, are lodged in the Senate files.

ENGAGEMENT FRAMEWORK

75, 12/01/12

Development of the Engagement Framework.

199, 12/05/08

Update on the Development of the Engagement Framework

22, 12/09/25

It was agreed to endorse the Draft: Memorial University's Public Engagement Framework Document and use it as a framework.

196, 13/03/12

Capstone Document

It was agreed to endorse (in principle only) the Capstone values, mission and vision.

ENGINEERING, Accreditation of Programme

127, 75/03/18

The Dean of Engineering reported that the Engineering Programme as presently offered has been accredited by the Canadian Accrediting Board. This results from a visit here of representatives of the Board who expressed themselves as favourably impressed with what they saw and the sound development of the programme to date. They were not, however, prepared to accredit the engineering programme under which the class of 1974 graduated as, in their opinion, it appeared possible under that programme for students to avoid what they felt to be essential professional courses. In spite of withholding formal accreditation, the Canadian Accreditation Board was prepared to write the professional engineering associations in each of the provinces suggesting that special consideration be given to the position of those students who graduated in the class of 1974. The Local Association of Professional Engineers recognize graduates of the class of 1974 as duly qualified and such problems as may arise apply only to those practicing their profession in other provinces.

It is the policy of the Canadian Accreditation Board to make an assessment in the final year of a specific programme but accreditation will not be granted by CAB until students have graduated from the programme. The President and the Dean gave assurances that the question of removing any difficulties arising from this for the 1974 class will be actively followed up.

27, 77/11/08

The Faculty of Engineering and Applied Science have been granted full accreditation for a five-year period.

ENGINEERING AND APPLIED SCIENCE, Faculty of - Discipline Name Change

193, 00/02/08

It was agreed that a proposal to change the name of the discipline of Electrical Engineering to Electrical and Computer Engineering be forwarded to the Board of Regents.

ENGINEERING AND APPLIED SCIENCE, FACULTY OF - Strategic Plan 2013-2018

53, 13/12/10

It was agreed to recommend to the Board of Regents the creation of a departmentalized structure for the Faculty of Engineering and Applied Science.

ENGINEERING MANAGEMENT PROGRAM, MASTER OF

65, 09/01/13 - Program approved.

ENGLISH AS A SECOND LANGUAGE PROGRAMS

8, 05/09/13 - Approved.

ENHANCING ACADEMIC PERFORMANCE

185, 09/05/12 - Program approved.

ENROLLMENT, Report of the Subcommittee on the Need to Limit

32, 85/11/12

The Report of the Subcommittee on the Need to Limit Enrollment was approved in principle by the Senate Academic Planning Committee and submitted to Senate for action as required. As well, the Committee

recommended that the report be forwarded to appropriate deans and directors for information, discussion and action as required.

It was agreed that the Report of the Subcommittee on the Need to Limit Enrollment be referred to the Academic Councils of the Faculties and Schools for consideration and recommendation and to the Presidential Advisory Committee on the Problems of Increased Enrollment for review and appropriate action.

176, 86/05/14

A summary of Faculty Council responses to the Report of the Subcommittee on the Need to Limit Enrollment (the Winter Report) was received from the Academic Planning Committee for information.

46, 86/11/12

Following receipt of the Academic Planning Committee's interim report to Senate on May 14, 1986 a sub-committee prepared a checklist of items from the Winter Report. These items were considered at a meeting of the Academic Planning Committee on October 1, 1986, and a summary of the comments was submitted to Senate for information. A copy of this document is lodged in the Senate files.

ENROLMENT PLAN 2020

186, 14/04/22

It was agreed to accept the Enrolment Plan 2020 which will go forward to the Board of Regents on May 8 for approval.

ENVIRONMENTAL POLICY INSTITUTE - GRENFELL CAMPUS

48, 10/12/14

It was agreed to approve a proposal to establish an Environmental Policy Institute at the Grenfell Campus as a type 2 institute. The proposal was forwarded to the Board of Regents for consideration and approval if appropriate.

ENVIRONMENTAL SCIENCE, PH.D. PROGRAM IN

20, 09/10/14 - Program approved.

ETHNOMUSICOLOGY, MASTER OF ARTS AND DOCTOR OF PHILOSOPHY PROGRAM IN

57, 04/12/14 - Program approved.

EUROPEAN STUDIES, Deletion of Program and Courses

173, 13/02/12 - Deletion of Program and Courses

EXAMINATION SCRIPTS

13, 88/09/13

Policy and Procedures: Student Access to Final Examination Scripts - See Calendar

EXAMINATIONS AND OTHER MEANS OF EVALUATION, Establishment of Senate Committee on

97, 70/03/31

It was agreed that a Senate Committee on Examinations and Other Means of Evaluation be established to consist of equal numbers of faculty and of students, to study the whole matter of course evaluation and examinations and to report to the Senate thereon.

207, 71/04/13

The Report of the Committee on Examinations and Evaluation was received. A copy is lodged in the Senate files.

EXAMINATIONS, DEFERRED

132, 80/04/08

In response to a question regarding problems experienced with the present examination schedule, particularly with respect to the fact that a number of students have been scheduled to write three examinations in one day, the Secretary of Senate advised that the Senate Committee on Undergraduate Studies has ruled that the requirement to write three examinations in one day constitutes acceptable cause for granting a deferred examination.

172, 86/05/14

A memorandum dated April 14, 1986, was received from the Head of the Department of Mathematics and Statistics concerning requests from students for a deferred examination when they are assigned three examinations in a twenty-four hour period.

On the recommendation of the Executive Committee of Senate it was agreed that in cases where the writing of three examinations in a twenty-four hour period is considered to be acceptable cause for a deferred examination, then the second examination in the twenty-four hour period is that which must be deferred.

95, 89/03/14

It was agreed to request the Senate Committee on Undergraduate Studies to re-examine the policy with respect to deferred examinations and to report back to Senate at a time convenient to the committee.

02, 89/09/12

The Senate Committee on Undergraduate Studies, at Senate's request, re-examined the current university policy respecting deferred examinations. In a memorandum dated July 11, 1989, the Secretary of the committee reported as follows:

"In undertaking this review, the committee sought from Deans and Directors information regarding the procedures and guidelines currently in place in their faculties and schools for deferred examinations. The responses received indicated variations in procedures and practices amongst faculties and schools, and amongst departments in the same faculty, in the implementation of deferred examination regulations.

We have discussed these responses, and the general question of deferred examinations, at length. It is important to recognize that the authority to grant deferred examinations was devolved to the individual departments by Senate on the understanding that knowledge of an individual student would assist departments in reaching a decision on a particular request. We therefore recommend that, consistent with General Regulation R.9 and R.10, departments should use their discretion in judging the merits of each individual case, and furthermore, that regulations and guidelines that automatically exclude or require granting of a deferred examination should not be in place. There might be some exceptions to this latter recommendation, i.e. in the case of three examinations on one day, which would justify university-wide guidelines, but the principle of departmental discretion should be fundamental to the process of granting of deferred examinations.

In addition, we recommend that departments be reminded that existing regulations allow the option of granting a grade based on a student's term work, rather than requiring a deferred examination."

Following discussion the recommendations noted above were approved. The appropriate calendar changes resulting from these recommendations were also approved.

EXAMINATIONS, DEFERRED, MUNSU Motion Concerning Acceptable Cause for

186, 01/04/10

Senate approved the following motion which was submitted by MUNSU requesting that the attendance by students at the Peoples Summit and the demonstrations occurring between April 20 and 24, 2001 in conjunction with the Free Trade Area of the Americas meeting to be held in Quebec City be considered acceptable cause for deferred examinations:

BE IT RESOLVED THAT Senate encourages departments and professors to be flexible, in so far as it is feasible, in making alternative formal arrangements for examinations for students attending the summit on these dates, on condition that these students express in writing to the department chair and professor their wish to attend the summit by April 16, 2001.

EXAMINATIONS, External Qualifying

81, 73/12/11

Since the Senate is the highest academic body of the University, and since one of the prime functions of the Senate is to maintain academic standards, efforts should be made to obtain the results of external qualifying examinations sat by those who have just graduated from this University, or who are shortly to graduate from this University (e.g. the R.N. examinations and any information obtained be reported to the Senate.)

EXAMINATIONS, Final

191, 04/03/09

A memorandum was received from the Senate Committee on Undergraduate Studies recommending that the University retain the current model of examination scheduling using each semester's student registration to generate the final examination schedule. The Committee undertook a review of the alternative models for scheduling of final examinations and considered the following options:

1. The current model: generated using each semester's student registrations.
2. An examination schedule which is created by tying examination times to teaching times.
3. An examination schedule which is created based on historical registrations (i.e. registration patterns).

The Committee sought the views of academic councils of faculties and schools and with the exception of the School of Music, all indicated their support of Option 1, which is the current model.

The motion that the scheduling of final examinations would continue to be generated using each semester's student registrations, was carried.

EXAMINATIONS, Public: Request for Reinstatement of Standard Examinations for High School Students

220, 99/04/13

In May, 1996, the University was advised by the Department of Education that Public Examinations would be cancelled for that year. Subsequently, in October 1996, the Minister of Education announced that Public Examinations would be discontinued and that high school students would be evaluated in accordance with the student evaluation policy of each school board.

Following an examination of the Report of a Subcommittee appointed by the Senate Committee on Undergraduate Studies to examine this issue, Senate agreed that the following motion be forwarded to the Department of Education:

That Memorial University, through its Senate, request that the Provincial Government proceed immediately to reinstate standard Public Examinations for graduating high school students.

17, 99/09/14

A letter dated June 30, 1999 was received from the Deputy Minister of Education advising that a working group has been established to prepare a set of recommendations for consideration by the Executive of the Department of Education.

EXAMINATIONS, Supplementary

65, 70/02/24

With the introduction of the semester system, there shall be no supplementary examinations.

216, 93/05/10

Senate approved the following motion submitted by the Dean of Science:

“That Senate approve in principle the reinstatement of supplementary examinations, to become effective for the 1993/94 academic year, with the implementation details to be worked out by the Senate Committee on Undergraduate Studies”

150, 94/03/01

A memorandum dated February 15, 1994, has been received from the Secretary, Senate Committee on Undergraduate Studies, concerning the motion from Senate that the Senate Committee on Undergraduate Studies work out the implementation details for the reinstatement of supplementary examinations to become effective for the 1993/94 academic year.

In accordance with the request of Senate, a review of practice and policy at a representative number of Canadian Universities was undertaken and “Draft Guidelines to Govern Supplementary Examinations” were prepared in the Registrar’s Office and submitted to the Senate Committee on Undergraduate Studies. At its meeting held on August 5, 1993, the Committee considered and approved the draft guidelines for circulation to Faculty Councils.

Responses received from faculties and schools indicate that there is limited support for the proposal. The Faculties of Arts, Education and Engineering, and the School of Pharmacy reject outright the reintroduction of supplementary examinations. The Faculty of Business Administration will support the proposal only if it is implemented by all faculties and schools. Sir Wilfred Grenfell College will support the proposal only if departmental discretion is allowed. Most of the support for supplementary examinations comes from the Faculty of Science and the Schools of Music and Nursing. However, within the Faculty of Science, there is outright rejection of the proposal from some departments and most advocate departmental discretion.

Following careful consideration of the responses from faculties and schools, the Senate Committee on Undergraduate Studies agreed that the reinstatement of supplementary examinations, approved in principle by Senate, not be implemented university-wide. However, the Committee felt that academic units that might wish to implement supplementary examinations for their units should propose appropriate regulations for the consideration and approval of Senate.

Senate agreed that academic units which wish to implement supplementary examinations for their units should propose appropriate regulations for the consideration and approval of Senate.

EXAMINATIONS, Unanimous Consent

153, 86/05/13

The Senate Committee on Undergraduate Studies, for the reasons outlined in their memorandum of April 18, 1986, recommended to Senate that:

- Senate advise Deans/Directors to investigate allegations of violations of Regulation Q.6(b) and Q.6(c) in their Faculties/Schools and to take appropriate action where allegations are found to be true.
- Senate exhort Deans to ensure that Faculty members are made aware of these regulations and the necessity of adhering to them.

The Senate Committee pointed out that there seems to be a misapprehension on the part of some faculty and students that if there is mutual agreement in a class between an instructor and students, that an examination can be administered either in the last two weeks of the lecturing period or in the period between the last day of lectures and the beginning of the formal examination period. Therefore, the Committee further recommended that Senate ask Deans to advise faculty that instructors and students in a course do not have the authority to waive Senate regulations.

Following discussion it was agreed to endorse the recommendations of the Senate Committee on Undergraduate Studies.

It was then agreed that the following Senate resolution dated March 31, 1980, be rescinded.

97, 80/03/31

It was agreed that the special arrangements made to accommodate certain departments in the matter of the scheduling of final examinations during the last week of lectures and during the “cram week” be approved, subject to the condition that in each case of special arrangement the **unanimous consent** of the students concerned has been obtained.

EXCHANGE STUDENTS, University Policy on

36, 82/11/09

The Senate supports and encourages the development of exchange student programmes between Memorial University and other recognized universities. Such programmes should be arranged on behalf of this University by the appropriate Faculty or School, subject to administrative policies and to the general academic regulations and policies of the University, in particular those governing admission/re-admission of students and those governing advanced standing/transfer credit. All such arrangements must be endorsed by the executive officers of the participating institutions.

Students entering such programmes will continue to enjoy graduate student support or any other forms of support granted by this institution which may have been in place before the initiation of the exchange portion of their programmes. In all instances, the same criteria for eligibility and continuance shall apply. The above notwithstanding, this policy involves no other financial commitment on the University or its units.

Exchange programmes may be either formal or informal, but it is considered that the minimum requirements acceptable are those enumerated in this policy. The agreement between the University of Bergen and Memorial University of Newfoundland is considered to be a model for the drafting of future formal exchange programmes between MUN and other institutions.

EXTENSION SERVICE CREDIT COURSES OFFERED, Advisory Committee on

29, 74/11/12

An Advisory Committee on Extension Service Credit Courses Offered was set up.

23, 77/10/11

It was agreed that the Advisory Committee on Extension Service Credit Courses Offered be removed from the list of Standing Committees of Senate. The Division of Part-time Studies has an appointed Dean, and since its programmes and courses are University undergraduate programmes, academic matters will presumably be referred to departments and the Senate Undergraduate Studies Committee. Off-campus problems dealing specifically with ETV courses will probably be usefully referred to the Advisory Committee on ETV.

FACULTY AS GRADUATE STUDENTS, Policy Regarding

34, 87/12/08

The Academic Council of the School of Graduate Studies submitted the above-noted item to Senate for approval at a meeting held on May 12, 1987. In light of concerns raised by Senate at that time, it was referred back to the Council for reconsideration.

At tonight's meeting the following documents were presented for consideration:

(1) A memorandum dated November 18, 1987, from the Academic Council, School of Graduate Studies, recommending approval of the following policy regarding Faculty as graduate students:

“A faculty member may pursue a post-baccalaureate degree programme of studies only in a department/division or academic unit other than the department/division or academic unit in which he/she holds a position or normally teaches.”

(2) A memorandum dated November 17, 1987, from the Associate Dean of Arts expressing his concerns with the implementation of such a policy.

(3) A memorandum dated November 26, 1987, from the Secretary, Executive Committee of Senate, recommending that the proposal from the Academic Council be amended to read:

“A tenured or tenure-track faculty member may be admitted to a post-baccalaureate degree programme of studies only in a department/division or academic unit other than the department/division or academic unit in which he/she holds a position or normally teaches.”

It was duly moved and seconded that the policy regarding Faculty as graduate students as amended by the Executive Committee of Senate be approved.

Following considerable discussion the motion was carried.

It was agreed that the effective date for implementation of this policy be September 1, 1989.

FACULTY TEACHING LOADS, Recommendation on

81, 83/01/11

At the March 31, 1982, meeting of the Senate Executive, a document dated February 25, 1982, concerning the above-noted item was received from the Faculty Council of Science. This item was referred to the various faculties and schools for comment. Copies of replies from the faculties and schools were forwarded to the Academic Council of the School of Graduate Studies for consideration as they were received by the Secretary of Senate. On behalf of the Academic Council of the School of Graduate Studies it was agreed that the following recommendation be approved:

“That the teaching of graduate courses and the supervision of graduate students be taken into account in determining and assessing faculty teaching loads, but that the manner of the implementation of the policy be the responsibility of the individual Faculty or School.”

FINE ARTS (MFA), MASTER OF

752, 18/03/13 - Program approved.

FINE ARTS, Report of the President's Committee on

19, 83/11/08

The above-noted report was received at the meeting held on October 11, 1983, at which time a general discussion of the recommendations took place and agreement was reached to continue discussions at a later meeting.

It was agreed that the recommendations contained on page 33 of the Report would be considered serially. Following discussion it was agreed to endorse Recommendations (1) and (2) and submit them to the President for appropriate action. These recommendations read as follows:

1. That the University immediately take steps to establish a School of Fine Arts comprising Departments of Visual and Theatre Arts.
2. That the Departments be developed simultaneously and on one campus.

It was agreed to defer discussion of Recommendation (3) which reads as follows:

3. That Sir Wilfred Grenfell College be chosen as the site of the School.

Recommendations (4), (5) and (6) are to be considered by the President and the Board of Regents.

26, 83/12/13

At the Senate meeting held on November 8, 1983, the above-noted report was received by Senate. At that time Recommendations (1) and (2) of the report were endorsed by Senate and submitted to the President for appropriate action. Recommendation (3) - "That Sir Wilfred Grenfell College be chosen as the site of the School" - was deferred.

Following discussion it was agreed to endorse the recommendation that Sir Wilfred Grenfell College be chosen as the site of the School.

N.B. See "Sir Wilfred Grenfell College"

FIREARMS ON CAMPUS

35, 13/11/12

Revised Regulation moved in the University Calendar under Section 6 Non-Academic Regulations as Subsection 6.2 Firearms on Campus.

It was agreed that Senate recommend to the Board of Regents the establishment of a university group to propose a formal weapon policy and agreed there would be communication with the Chief of the Royal Newfoundland Constabulary regarding flexible scheduling for officers.

53, 15/12/09

The Report of the Ad hoc Committee to Review Firearms on Campus, Regulation 8.2, was received by Senate. It was noted that simultaneously with the work of the Committee, the Board has begun to formulate a general Weapons Policy for the University. As Senate is responsible for determining academic regulations, the Ad hoc Committee limited their consideration to academic matters, i.e. the classroom.

Senate approved for recommendation to the Board of Regents for its final approval that Regulation 8.2 be replaced with the following statement:

"Memorial University prohibits firearms in classrooms on its campuses."

FIRST YEAR PROGRAMMES OF STUDY AT MEMORIAL UNIVERSITY, REPORT ON

35, 93/11/09

In a letter dated October 18, 1993, the Vice-President (Academic) on behalf of the Academic Planning Committee put forward four recommendations for the consideration of Senate with respect to the Report on First-Year Programmes of Study at Memorial University.

Following a long discussion on the impact that these recommendations could have on the structure of the University and the admission of students to the various Faculties and Schools, it was agreed that the following recommendations be approved:

1. THAT Senate encourage Faculties and Schools to admit students to first entry degree programmes in the first semester, where this is academically desirable.
2. THAT Senate encourage Faculties and Schools which do not admit students to first entry degree programmes in the first semester to admit them at the end of the first year where this is academically desirable.
3. THAT Senate refer the matter of limiting the number of courses students may complete prior to their acceptance into a first-entry degree programme to the Senate Undergraduate Studies Committee.
4. THAT Senate direct the Registrar to bring to Senate changes in the Calendar stemming from the termination of General Studies as an administrative unit.

FIRST YEAR SUCCESS INTERIM REPORT

20, 13/10/08

Status update for Senate.

FISHERIES SCIENCE, Master of Science in

588, 17/02/28 - Program approved.

FISHERIES SCIENCE, Doctor of Philosophy in

594, 17/02/28 - Program approved.

FRENCH AND CANADIAN QUALIFICATIONS, Reciprocal Recognition

73, 70/03/10

AUCC policy on reciprocal recognition of French and Canadian qualifications was accepted with some reservations.

FRENCH AND SPANISH, Department of

79, 73/12/11

It was agreed that the name of the Department of Romance Languages be changed to the Department of French and Spanish, effective September 1, 1974.

FRENCH AND SPANISH/GERMAN AND RUSSIAN - Combining of Two Departments

499, 16/05/10

It was agreed that the proposal to combine the Department of French and Spanish and the Department of German and Russian and create a new Department of Modern Languages, Literatures and Cultures, be forwarded to the Board of Regents for approval.

FRENCH LANGUAGE CENTRE

195, 71/02/16

The Senate recommended to the Board of Regents approval in principle of the creation of a French Language Centre, to be administered by the University.

FRENCH, PLACE OF FOR ADMISSION AND DEGREE PURPOSES - Report on

106, 78/02/14

The Senate Committee on Undergraduate Studies presented a report and relevant statistics on the Place of French for Admission and Degree Purposes in response to a request from Senate that the Committee review the University's admission requirements with a view to finding ways of encouraging the learning of French in high school.

The report stated: "During discussion concerning the particular question of encouraging the learning of French in high school, the suggestion was made that the committee should address itself to the more general question of encouraging the learning of French at the high school level and the university level, possibly by the re-introduction of a second language requirement for both admission and degree purposes. Agreeing with the suggestion, the committee then broadened its terms of reference to include a study of the place of French for both admission and degree purposes in its considerations."

It was agreed that the committee be asked to continue the discussion with the broadened terms of reference suggested by them.

GENERAL STUDIES, School of

111, 84/03/13

A submission was received from the Academic Planning Committee regarding a proposed new structure for the Division of Junior Studies to be renamed the School of General Studies. This item was postponed at the February 14, 1984, meeting of the Senate.

The Chairman of the Academic Planning Committee and Acting Director of Junior Studies outlined the proposal now before Senate and answered questions put forward by the members.

Following discussion it was agreed to recommend to the Board of Regents that the Division of Junior Studies be restructured as outlined in the amended document and that it be renamed as the School of General Studies.

162, 84/05/08

In a memorandum dated April 25, 1984, the Secretary of the Board of Regents advised that the Board of Regents, at its meeting of April 12, 1984, gave approval to:

The recommendation of the Senate regarding the restructuring of the Junior Division and the establishment of the School of General Studies.

142, 94/02/08

It was agreed, in light of the dissolution of the Division of General Studies, that the name of the School be changed to the School of Continuing Education and that the Constitution be amended accordingly.

It was agreed to approve the revised Constitution of the School of Continuing Education for submission to the Board of Regents.

GOVERNMENT WHITE PAPER ON POSTSECONDARY EDUCATION, AD HOC COMMITTEE ON THE

126, 90/04/10

It was moved and seconded that

- a) the Senate strike an *ad hoc* committee to examine the academic implications for the university of the recommendations of the report of the Task Force on Science Education (The Crocker Report), and the Newfoundland Government White Paper on Postsecondary Education, "Postsecondary Educational Agenda for the Future".
- b) the report of this committee and its recommendations when approved by Senate, form the basis of the response of the University to government initiatives arising from the implementation of the Crocker Report and the White Paper.

Following considerable discussion the motion was put to a vote and carried.

Subsequent to approval of the motion the Chair of the Senate Committee on Committees recommended appointments to the ad hoc committee. The appointments were confirmed.

143, 90/05/08

At the Senate meeting held on April 10, 1990, the Committee on Committees was instructed to develop terms of reference for the ad hoc committee to examine the academic implications for the University of the recommendations of the report of the Task Force on Science Education (The Crocker Report), and the Newfoundland Government White Paper on Postsecondary Education, "Postsecondary Educational Agenda for the Future".

At tonight's meeting the Chair of the Committee on Committees reported that the committee had consulted with the newly appointed members of the ad hoc committee and in view of the fact that the Crocker Report has already elicited a great breadth and diversity of response from all areas and levels of the University, including a substantial statement from a member of the ad hoc committee, the Committee on Committees recommended the adoption of the following:

"Ad Hoc Committee on the Government White Paper on Education

Terms of Reference

The committee will:

- (1) Solicit comments on the White Paper from members of the University, to be received no later than 15 June 1990;
- (2) Having considered the comments, generate a report to be presented to the first meeting of Senate in Fall, 1990."

22, 90/11/20

At the request of the Chair, the Chair of the Ad Hoc Committee on the Government White Paper on Postsecondary Education presented the committee's report, expressed thanks to members of the University community who had responded to the committee's invitation for input and then invited questions and/or comments from Senators.

By way of process the President indicated that since the provincial government required a consolidated response on the White Paper from the University in early October and since the ad hoc committee's report had not been finalized at that time, he met with the Chair of the ad hoc committee and used the committee's preliminary recommendations in responding to Government.

A number of observations and comments were made on a variety of topics covered in the White Paper, including the following:

- 1) the evolution of the White Paper.
- 2) the changing status of the Government Department responsible for postsecondary education.
- 3) the meaning of affiliation of the Marine Institute with this University.
- 4) the concept of a common first year for students attending community colleges and institutes and the transferability of these credits to Memorial.
- 5) the impact of an additional university campus on funding and enrollment levels of the two existing campuses.

It was then agreed to receive the report, to forward a copy to the Deputy Minister of Education and to make the report available to any individual who might request a copy.

WHITE PAPER ON PUBLIC POST-SECONDARY EDUCATION AND COST RECOVERY COURSES AND PROGRAMS

15, 04/09/14

It was moved and seconded that the membership and terms of reference for the ad hoc committee of Senate to respond to the White Paper on Public Post-Secondary Education and Cost Recovery Courses and Programs be approved.

It was moved and seconded that a representative from the Graduate Students' Union be added to the membership of this ad hoc Committee.

The amended membership and terms of reference for the ad hoc committee of Senate to respond to the White Paper on Public Post-Secondary Education and Cost Recovery Courses and Programs are as follows:

Preamble:

The Committee shall draft for consideration by Senate, responses to the Commissioner and Advisor appointed in respect to the White Paper on Public Post-Secondary Education as announced by the Minister of Education on June 29, 2004. Additionally, the Committee shall review and advise Senate on the matter of Cost Recovery Courses and Programs as outlined in a memorandum dated 2004-06-07 from Dr. David L. Thompson, to the Secretary of Senate. Related documents are attached.

Membership:

- (a) Three academic staff members, some of whom are or recently have been, members of Senate (Dr. Steven Wolinetz, Professor Donna Walsh, Dr. Peter Scott)

- (b) One undergraduate student to be determined by MUNSU (Mr. Cletus Flaherty)
- (c) One representative of academic Deans and Directors (Dr. Ray Gosine)
- (d) Secretary of Senate (Mr. Glenn W. Collins)
- (e) Director of the Centre for Institutional Analysis and Planning (Mr. Paul Chancey)
- (f) One graduate student to be determined by the GSU (Darren Newton)

The Committee may appoint resource personnel as deemed appropriate.

Terms of Reference and Timelines:

1. (a) Prepare, for the consideration of Senate, draft responses to questions raised by the Commissioner, bearing in mind the preliminary views of the ad hoc Committee regarding the matter of cost recovery courses and programs in the context of the White Paper. Timeline: September 15 - October 5
 - (b) Present the draft responses to Senate, and record the views of Senate. Timeline: October 12
 - (c) Incorporate revisions to the draft document reflecting the views of Senate. Timeline: October 13 - 14
 - (d) Meet with the Commissioner, Advisor and other members of the White Paper panel to present the views of Senate. Timeline: October 15 - 18
 - (e) Prepare a final report to Senate incorporating the response to the White Paper and the final recommendations of the ad hoc Committee regarding the matter of cost recovery courses and programs. Timeline: October 19 - December 1
2. Examine and make recommendations on any other matter deemed by the ad hoc Committee to be relevant to its principal tasks.

34, 04/10/12 - Draft Response

GRADE XI GENERAL PROGRAMME IN ENGLISH

18, 71/11/09

The Senate approved in principle acceptance of the Grade XI general programme in English for the purpose of the admission requirements.

GRADE XII AND SENATE JURISDICTION

80, 72/01/11

The Chairman circulated and drew attention to an official press release from the Minister of Education and Youth, announcing that the Government had agreed in principle to introducing Grade XII in the Province of Newfoundland and Labrador. The Minister's release indicated that this would be the equivalent of first-year University which students, under the arrangement referred to, could now complete at home. The release, it was noted, contained two other errors dealing with (1) the University's policy of admitting new students in the various semesters, and (2) the formula for Government payments to the University.

A draft statement submitted by the Vice-President which, it was proposed, would be placed in the press was discussed. The Senate, at the outset, agreed that a statement should be made asserting that the University alone has the authority to decide what courses it would accept for University credit and correcting the other errors of fact in the Minister's statement. There was, however, some division of opinion about the tone of the draft communication, and particularly its reference to the readiness of the Newfoundland schools to undertake a Grade XII programme.

Having regard to the criticisms expressed, it was agreed to leave the redrafting of the release, in the sense of the discussion, to the officers of the Senate.

GRADE XII, Senate Ad Hoc Committee on

47, 79/01/09

Since the Provincial Government is presently examining the question of introducing Grade XII into the school system, the Senate agreed to establish an ad hoc committee to study the implications of this on Memorial University.

122, 79/03/13

The following terms of reference were approved for the Senate Ad Hoc Committee on Grade XII:

1. To examine governmental policies with respect to the introduction of Grade XII in light of the effects they may have on the University, and to propose to Senate such reformulation of University policy and regulations considered necessary to further the aims of the University and the best interests of the students who will be entering the University after the introduction of Grade XII.
2. To propose to the Senate recommendations for specific temporary adjustments which would facilitate the aims of the University and the best interests of the students during the transitional period for the introduction of Grade XII.
3. To solicit and receive briefs from individuals, groups and organizations, internal and external to the University, and to establish such subcommittees as it deems necessary to facilitate its own deliberations.
4. To make such interim reports as are requested by Senate and to present a final report by January 1980.

21, 80/09/09

It was agreed that the Interim Report of the Ad Hoc Committee on Grade XII be received for information.

102, 81/02/10

The Report of the Senate Ad Hoc Committee on Grade XII was presented for consideration of Senate. Following discussion of the report, it was agreed that the report be accepted. However, it was agreed that discussion of the recommendations contained in the report be deferred until the next regular meeting of the Senate.

128, 81/04/14

Following further discussion on the above-noted report, it was agreed that the recommendations contained in the report be referred to the appropriate academic and administrative bodies of the University for consideration and necessary action.

GRADE "NPF", Discontinuance of

57, 73/11/13

The grade or notation of "NPF" (No Paper Failed) is to be dropped from grades or notations entered on student transcripts or course records, and a student who fails to write a final examination be given a mark of zero for that examination alone unless he be excused from writing that examination on medical or other valid grounds.

GRADES, Procedure for Approval of

186, 78/05/09

At the end of each semester, the Registrar shall report to the Senate Committee on Undergraduate Studies on the grades he/she has received with a statement as to whether these grades have been provided in the appropriate form and are accompanied by the required signatures. The Registrar will indicate the courses, if any, for which this affirmation cannot be given. The Committee will take into account this report in reaching a decision on whether or not to approve the grades.

15, 78/10/10

It was agreed that, should circumstances arise whereby appropriate authorities are not available for consultation on questionable grades, such grades be withheld.

191, 04/03/09

The motion that effective with the Fall Semester 2004, the approval of grades be delegated to the decanal level rather than to the Senate Committee on Undergraduate Studies, was carried.

53, 15/09/08

It was agreed to approve the following three recommendations:

- (i) Senate no longer delegate its authority to monitor grades, to flag grades considered to be anomalous, and to request explanations for anomalies to the Senate Committee on Undergraduate Studies;
- (ii) Senate delegate its authority to monitor grades, to flag grades considered to be anomalous, and to request explanations for anomalies to the decanal level (vice-presidents for Grenfell Campus and the Marine Institute)
- (iii) Each faculty and school be requested, on a semester basis, to submit to the Senate Committee on Undergraduate Studies a report summarizing the grades review process, its findings and follow-up actions, if applicable.

GRADES, Senate Ad Hoc Committee on Changing

202, 00/03/14

At the request of the Executive Committee of Senate, Senate debated Question 3. of the Report of a one person sub-committee which was submitted to the Executive Committee of Senate regarding an administrative grade change for a student. Question 3. reads as follows:

3. While we have procedures and protocols regarding changing grades, is the lack of specific regulations a problem that should be addressed.

Senate agreed to strike an ad hoc Committee to investigate Question 3. in the context of and using the example of the case of the change of grade of Student *****.

234, 00/04/11

Senate approved the membership of the ad hoc Committee on Procedures for Changing of Grades.

GRADING SYSTEM, Changes to Memorial University's

212, 01/05/08

A submission was received from the Senate Committee on Undergraduate Studies making the following recommendations for changes to the current grading practices used by Memorial University. The changes are designed to make Memorial's grading practices more directly comparable with systems employed by other universities in Canada and the United States.

Recommendation #1.

The three-point grading system currently in use at the University be replaced by a four-point system where four is associated with a letter grade of A.

It was moved, seconded and carried, that Recommendation 1 be approved.

Recommendation #2.

The current practice of reporting grades in multiples of five be abandoned.

It was moved, seconded and carried, that Recommendation 2 be approved.

Recommendation #3.

That the University adopt the grading system employed by the University of Toronto, effective September 2002.

Proposed Grading System for Memorial

90-100	A+	with a grade point value of 4.0
85-89	A	with a grade point value of 4.0
80-84	A-	with a grade point value of 3.7
77-79	B+	with a grade point value of 3.3
73-76	B	with a grade point value of 3.0
70-72	B-	with a grade point value of 2.7
67-69	C+	with a grade point value of 2.3
63-66	C	with a grade point value of 2.0
60-62	C-	with a grade point value of 1.7
57-59	D+	with a grade point value of 1.3
53-56	D	with a grade point value of 1.0
50-52	D-	with a grade point value of 0.0

A motion to approve Recommendation 3 was tabled and referred back to the Senate Committee on Undergraduate Studies requesting that further consultation be undertaken with the academic and faculty councils for report back to Senate in the early Fall.

Recommendation #4.

All non-credit courses and courses where the grade of Pass or Fail is assigned will be excluded from the calculation of the cumulative grade average and the grade point average.

It was moved, seconded and carried, that Recommendation 4 be approved.

Recommendation #5 (b)

The best attempt in repeated courses will be included in the cumulative averages. The calculation of the semester grade average and grade point average would remain unchanged.

It was moved, seconded and carried, that Recommendation #5(b) be approved.

Recommendation #6.

In addition to the reporting of the cumulative grade average and the grade point average, the cumulative grade point average of courses used to satisfy degree requirements needs to be calculated and recorded separately on the transcript following completion of a degree programme.

It was moved, seconded and carried, that Recommendation 6 be approved.

Recommendation #9

The earliest feasible target date should be set for the implementation of the new system.

It was moved, seconded and carried, that the implementation date be set for September 1, 2001 with retroactive effect to September 1, 1980, with respect to recommendations 1, 2, 4, 5(b) and 6. With regard to Recommendation 3, consideration of the implementation date will be included when Senate resumes its discussion of this matter.

254, 02/03/12

It was moved, seconded and carried, that the motion to approve Recommendation 3 be postponed indefinitely.

GRADUATE COURSE, Definition of

143, 83/04/12

The Academic Council of the School of Graduate Studies, in response to a request from Senate to re-examine the current definition of a graduate course, has submitted the following recommendation:

“The definition of a graduate course as given in the calendar is acceptable to a large majority of the academic units. It is general, as it should be, to accommodate the legitimate variations between the different teaching units and is consistent with a similar definition for an undergraduate course. It is recommended that the definition of a graduate course stand, as it is in the Calendar, without any changes.”

It was agreed that the current definition of a graduate course remain unchanged.

GRADUATE COURSES IN STATISTICS AND RESEARCH DESIGN IN THE SCHOOL OF GRADUATE STUDIES, Report of the Ad Hoc Committee to Review

29, 80/10/14

It was agreed that the above-noted report be referred back to the Academic Council of the School of Graduate Studies for further consideration in light of comments made by Senate members. A copy of the report is lodged in the Senate files.

GRADUATE DEGREES, CANDIDATES FOR - Full-time/Part-time

144, 77/05/10

It was agreed that the following recommendations, submitted by the Academic Council, School of Graduate Studies, be approved by Senate, where applicable, or, otherwise, transmitted to the appropriate body:

1. That the University should give formal recognition to the differences which exist in Graduate Studies between full-time and part-time students, and between fee schedules for full-time and part-time studies.
2. It should be recognized that some students may wish to change their status from full-time to part-time or vice versa during the course of their programmes but, if a differential fee structure is adopted, care should be taken to ensure that such changes cannot be elected to the financial disadvantage of the University, e.g. by electing part-time status for the full-time preparation of a thesis. Transfer from full-time to part-time status should only be approved for good cause acceptable to the Dean of Graduate Studies.
3. In the nature of most graduate programmes, status as full-time or part-time cannot be defined in terms of number of courses for which a student is registered in any semester or year.
4. That in light of two considerations, viz:
 - (i) that full-time graduate students will frequently be employed as assistants by the University, and
 - (ii) that employees of the University will seek admission to graduate programmes as part-time candidates,

there must be a limit to the amount of work performed for the University which will be regarded as consistent with the maintenance of full-time student status.

5. Each department offering graduate studies should specify in the Calendar whether or not part-time candidacy is permitted. Typical Calendar entries might read, for example, “The degrees of M.A. and M.Sc. are offered in Geography by full-time or part-time study. The degrees of M.Sc. and Ph.D. are

offered in Biochemistry by full-time study only.” Departments and academic subunits of the University have been canvassed, and the enclosed table* indicates the responses received in a survey conducted by the Dean of Graduate Studies with respect to their indications regarding full-time versus part-time studies being desirable in their individual departments.

6. It is recommended that the minimum periods are: at the Master's level one year for full-time and three years for part-time, and at the Ph.D. level, two years for full-time and four years for part-time candidacy. It is further recommended that the maximum periods are: at the Master's level four years for full-time and six years for part-time, and at the Ph.D. level five years for full-time and seven years for part-time candidacy.
7. Fellowships, Assistantships or Bursaries shall be awarded by the Office of the Dean of Graduate Studies only to full-time candidates.
8. That part-time candidates are ineligible to apply for leave of absence from the programme except by reason of prolonged illness or other good cause duly authenticated. Full-time candidates may apply for leave of absence which will be granted only for good cause acceptable to the Dean of Graduate Studies. Leaves of absences will be granted for a maximum period of twelve months.
9. That formal recognition be given to differential fee schedules between full-time and part-time studies and that an annual or semester fee replace the present programme and semester fee, for example,

Master's full-time: \$500/annum OR \$167/semester
Master's part-time: \$300/annum OR \$100/semester

Ph.D. full-time: \$620/annum OR \$207/semester
Ph.D. part-time: \$443/annum OR \$148/semester
10. Students who complete their course work as full-time candidates and wish to complete the thesis as part-time candidates will pay the schedule of fees applicable for full-time candidacy for the first two years in a programme.
11. Summer Session registration in the Faculty of Education by full-time teachers will be handled either as part of a part-time candidacy for the whole year, or as full-time candidacy for the Summer Session with leave of absence for the balance of the year in which no studies were undertaken.
12. Part-time candidates taking courses will be limited to registration for a maximum of two courses in any semester.
13. Members of the University faculty and staff will not be granted exemption from tuition fees when admitted to a graduate degree programme.
14. Students who have been required to take a qualifying year or semester of courses prior to admission to a graduate programme will pay the normal undergraduate fee for full-time or part-time study, irrespective of whether the courses they are taking are undergraduate or graduate courses. Persons who have not been admitted to a graduate programme but are permitted to register for graduate courses, for any purpose, will pay the normal fee applicable to undergraduate courses.

*(A copy of this document has been placed in the Senate Files.)

GRADUATE STUDIES, Establishment of the School of

02, 74/09/10

It was agreed that a School of Graduate Studies be established, with its own Council.

GRADUATE STUDIES, SCHOOL OF - Increased School of Graduate Studies Funding Period - Doctoral Students

92, 02/12/10

It was agreed to adopt the following recommendation in the form of advice to the Board of Regents, where formal approval is required, regarding Ph.D. funding:

“That an academic unit may, at its discretion, recommend to the School of Graduate Studies that funding for any student in a Ph.D. programme be extended to a maximum of four years.”

GRENFELL CAMPUS DEANS AND SCHOOLS

177, 15/03/10

It was agreed to replace Grenfell's four divisions with three schools effective September 2016.

GUIDELINES AND RECOMMENDATIONS ON STUDENT ACCESSIBILITY TO REMOTE LEARNING 2020

663, 20/07/14

A memorandum dated July 5, 2020, was received from Kim Myrick, Chair, Senate Committee on Teaching and Learning, regarding Senate approval of Guidelines and Recommendations on Student Accessibility to Remote Learning.

On July 2, 2020, the Senate Committee on Teaching and Learning (SCTL) convened and discussed the Student Accessibility to Remote Learning in Online Courses Guidelines and Recommendations – Academic Scenario Planning Committee. As Chair of the SCTL, Ms. Myrick is a member of the Academic Scenario Planning Committee. She submitted the document to the SCTL for consideration.

The SCTL endorses the document with the provision that a central authority is assigned to recommendation #6 with appropriate resources allocated by the university. Recommendation #6 of the document states: “For any remaining students where the above initiatives still do not provide adequate computer or Internet access, then Memorial will handle these on a case-by-case basis whereby the student can email or call a contact person at Memorial for assistance.”

All committee members were in favour.

The SCTL requests Senate approval of the document with the endorsement stated above.

Senate approved the document Student Accessibility to Remote Learning in Online Courses Guidelines and Recommendations – Academic Scenario Planning Committee with the endorsement stated.

HANDBOOK OF SENATE BY-LAWS AND PROCEDURES

111, 95/01/10 - approved.

HANDICAPPED STUDENTS, Faculty of Medicine

59, 81/01/13

It was agreed that the Report on Handicapped Students submitted by the Faculty of Medicine be received for information of Senate.

HEALTH ETHICS, Master of

59, 13/01/08 - Program approved

HIRING POLICY - University

215, 71/05/11

The following policy was adopted by the University for faculty and equivalent appointments:

- (i) All such appointments must be widely advertised, in **University Affairs** and in other Canadian publications where appropriate, and such advertisements must leave a reasonable time for response before a deadline for consideration of the resulting applications.

- (ii) Senate was asked to take note of the following resolution of the Faculty Council of Arts and Science that: "Of applicants with comparable qualifications and experience, Canadian citizens should be given preference over non-Canadians," but that Senate take no further action of this matter.

HONORARY DEGREE, Policy on Revocation of an

513, 19/02/12

It was agreed that the following procedures be approved.

Statement on revocation of an honorary degree

The Senate Committee on Honorary Degrees and Ceremonial may make a recommendation to Senate to revoke an Honorary Degree. In making such a recommendation the Committee shall consider as grounds for revocation any action or conduct which undermines the credibility or integrity of the Honorary Degree, or detracts from Memorial University's original grounds for conferring the degree. The recommendation will be considered at an in-camera meeting of Senate and a decision to revoke will require an affirmative vote of at least two thirds of all members present.

Procedure for revocation of an honorary degree

- 1) A written request, with supporting reasons, to consider the revocation of an honorary degree may be made by any person to the Secretary of Senate. The Secretary of Senate shall acknowledge all requests received. The Secretary of Senate may initiate a request for consideration of revocation on their own accord.
- 2) The Secretary of Senate will bring any request to consider the revocation of an honorary degree to the Senate Committee on Honorary Degrees and Ceremonial.
- 3) The Senate Committee on Honorary Degrees and Ceremonial will consider any such request received, and if, in its opinion, there are insufficient grounds to proceed further, the Secretary of Senate will send a reply to that effect to the person who submitted the request.
- 4) If the Senate Committee on Honorary Degrees and Ceremonial determines there may be reasonable grounds for the revocation of an honorary degree, the request will be subject to the rest of this procedure.
- 5) The Secretary of Senate, on behalf of the Committee on Honorary Degrees and Ceremonial, will send, by registered letter (or equivalent), a written notice advising the person, on the basis of the allegations set out in the notice, that revocation of their honorary degree is under consideration. Within the time prescribed in the notice, the person may:
 - a. make representations respecting the matter under consideration or any allegation of fact set out in the notice, or
 - b. voluntarily return their degree parchment, and relinquish all rights and privileges associated with their honorary degree.

Further, the notice will indicate that the revocation process will continue, even if the person omits to reply within the prescribed time.

- 6) If the person elects to voluntarily return their honorary degree, they will notify the Secretary of Senate in writing of that fact within the time prescribed in the notice. After the Senate Committee on Honorary Degrees and Ceremonial accepts the voluntarily returned honorary degree, the person's name will be struck from Memorial's record of honorary graduates, and the person must return the honorary degree parchment to the Secretary of Senate. The Secretary of Senate shall notify the Chair of the Senate Committee on Honorary Degrees and Ceremonial that the honorary degree parchment has been voluntarily returned.

- 7) If the person elects to make representations respecting the matter under consideration or any allegation of fact set out in the notice, the person or his or her representative may, within the time prescribed in the notice or as otherwise authorized by the Secretary of Senate, make representations in writing.
- 8) If, within the time prescribed in the notice or authorized by the Secretary of Senate, the person fails to respond to the notice, the Secretary of Senate will request that the Senate Committee on Honorary Degrees and Ceremonial act in accordance with this procedure.
- 9) If the person has made representations, the Secretary of Senate will send all relevant documentation to the Senate Committee on Honorary Degrees and Ceremonial for its consideration.

After due consideration, the Senate Committee on Honorary Degrees and Ceremonial will vote on if the honorary degree should be revoked.

- a. If a simple majority of the members present and voting of the Senate Committee on Honorary Degrees and Ceremonial supports revoking the person's honorary degree, the Committee shall prepare for the Senate a report that contains its recommendation and reasons to revoke the honorary degree.
 - b. If a simple majority of the members present and voting of the Senate Committee on Honorary Degrees and Ceremonial does not support revoking the honorary degree, the person shall be notified, and the request to revoke the honorary degree shall be considered closed.
- 10) If the recommendation to revoke the person's honorary degree is made to Senate, the Senate shall consider the recommendation in an in-camera session, and require 2/3's (two-third's) majority vote of the senators present and voting to revoke the degree.
 - a. If Senate votes in favour of revoking the honorary degree, the person shall be informed of the decision and be instructed to return their honorary degree parchment. The person's name shall be struck from Memorial's records and the person shall lose all rights and privileges associated with their honorary degree.
 - b. If Senate does not vote in favour of revoking the honorary degree, the person shall be informed of the decision, and the request to revoke their honorary degree shall be considered closed.
 - 11) After a request to revoke an honorary degree has been considered by the Senate Committee on Honorary Degrees and Ceremonial and/or the Senate and has been closed, a subsequent request to revoke an honorary degree for that person shall be dismissed unless substantial new evidence is presented that was not available at the time the initial request was considered.
 - 12) In instances where an honorary degree has been revoked, the affected person would not be eligible to be nominated for another honorary degree.
 - 13) Normally, requests for revocation of an honorary degree from a deceased person will not be considered.

HONORARY DEGREES, REGULATIONS FOR

300, 60/03/15 - approved.
32, 70/01/13 - amended.
143, 70/10/13 - amended.
129, 74/03/19 - amended.
172, 86/05/14 - amended.

15, 91/09/10 - amended.
178, 92/04/14 - amended.
36, 93/11/09 - amended.
29, 02/10/08 - amended.
297, 18/01/09 - amended.
547, 20/02/11 – amended.

See Handbook of Senate By-Laws and Procedures.

HONOURS DISSERTATION, Credit for

191, 71/02/09

The Honours Dissertation shall be equivalent to one credit (i.e. equivalent to one course).

HONOURS DISSERTATIONS, Deadline date for

161, 70/12/08

The deadline date for the submission of Honours Dissertations shall be three weeks before the end of the relevant semester.

HONOURS ESSAYS AND DISSERTATIONS, Report Release Form

140, 79/05/08

A Release Form for Honours Essays and Dissertations for use in the Faculties of Arts and Science was approved. A copy is lodged in the Senate files.

HUMAN KINETICS AND RECREATION, School of

25, 01/09/11

The name of the School of Physical Education, Recreation and Athletics was changed to the School of Human Kinetics and Recreation.

49, 02/12/10

It was agreed to approve the revised Human Kinetics and Recreation section of the calendar.

It was agreed that HKR 2005, Stress Management, would not be submitted to the Board of Regents until the matter is reconsidered by the Senate Committee on Undergraduate Studies, the School of Human Kinetics and Recreation and the Department of Psychology. Once full consultation occurs, a report would be submitted to Senate.

HUSKY CENTRE OF EXCELLENCE IN SALES SUPPLY CHAIN MANAGEMENT

21, 19/09/10

It was agreed that the proposal for a Husky Centre of Excellence in Sales Supply Chain Management put forward by the Faculty of Business Administration be approved for recommendation to the Board of Regents for its final approval.

INDIGENOUS RESEARCH POLICY

597, 20/05/12

It was agreed to table the endorsement of the Indigenous Research Policy to a future Senate meeting.

632, 20/06/09

Research Impacting Indigenous Groups Policy
Senate endorsed the following motion:

Motion:

Whereas this University has no overarching policy specific to governing research that impacts Indigenous peoples or Indigenous communities;

and whereas this policy presented to you has received input from many Indigenous and non-Indigenous groups and individuals;
and whereas the Senate Committee on Research has reviewed and approved this policy presented to you,
and whereas certain research funding agencies may require that such a policy exist;
and whereas it is otherwise desirable that this University have such a policy;
and therefore it is moved that the Research Impacting Indigenous Groups Policy, as described in the document RIIG Policy May 2020 be endorsed by this Senate.

INTELLECTUAL PROPERTY POLICY

24, 07/10/09

School of Graduate Studies Policy on Intellectual Property approved.

20, 14/10/14

It was agreed that the School of Graduate Studies' Policy on Intellectual Property (2007) be rescinded and replaced by a set of guidelines for graduate students and supervisors.

210, 08/05/13

University-wide Intellectual Property Policy was endorsed for submission to the Board of Regents for approval.

387, 18/01/09

It was agreed to endorse the Policy on Intellectual Property.

INTENSIVE ENGLISH BRIDGE PROGRAM AT GRENFELL (IEBP-G)

157, 12/02/14

Senate approved the Intensive English Bridge Program at Grenfell (IEBP-G).

INTERDISCIPLINARY PH.D. PROGRAM

40, 07/11/13

It was agreed to approve the Interdisciplinary Ph.D. Program.

INTERNATIONAL BACHELOR OF BUSINESS ADMINISTRATION

124, 06/02/14 - Program approved.

INTERSESSION - Sir Wilfred Grenfell College

70, 77/02/08

It was agreed that the Corner Brook Campus be empowered to continue the pilot project of Intercession for the Summer of 1977.

INTERSESSION, Report on

05, 77/09/13

A report was submitted by the Senate Committee on Undergraduate Studies on the feasibility of replacing Summer Session with an Intercession and Summer Session. The Committee's recommendations were resolved as follows:

1. That a short Intercession **not** be introduced at the St. John's Campus.
2. That Summer Session be retained substantially in its present form.
3. That Intercession at the Regional College be retained, subject to continuing annual review.
4. That Third Semester be retained on the St. John's Campus and that Administration and Departments endeavour to ensure that a suitable range of courses are offered in Arts, Science and Education during Third Semester on the St. John's Campus.

JUNIOR COLLEGES, Report of Academic Planning Committee

13, 71/10/12

The Senate approved in principle the establishment of one or more regional branches of the University outside the St. John's area.

16, 71/11/09

It was reported for the information of Senate that the Board of Regents approved in principle the establishment of one or more branches of this University outside the St. John's area.

JUNIOR DIVISION, Ad Hoc Committee to Review

29, 72/11/07

The Committee on Committees was asked to nominate a committee to undertake a review of the Junior Division.

38, 72/12/12

The Senate approved terms of reference and membership of a committee to carry out a review and evaluation of Junior Division.

JUNIOR STUDIES, Report of the Committee on

76, 74/12/10

It was agreed that the principles enunciated below be reaffirmed or adopted by Senate, as the appropriate case may be:

1. The University must continue to honour its commitment to first-year teaching and small classes, using the best available teachers wherever they may be found.
2. The interviewing and counselling services established in the Division of Junior Studies must be maintained.
3. The foundation programme must be continued and improved.
4. The degree programmes of the University must be integrated from first year through to graduation.
5. Academic standards must be maintained or raised.
6. Excellence in teaching must be encouraged and rewarded.
7. Administrative procedures must be so designed that no member of the faculty will be in any doubt about his position, nor about the established lines of authority and responsibility.

The following modifications of the existing system were adopted:

1. In those departments where it would be mutually acceptable, there should be a closer integration between the Division of Junior Studies and Senior Division. A greater exchange of teaching between first and senior year instructors should be arranged. Faculty members of the Division of Junior Studies should serve departmental committees and should participate in departmental meetings, seminars, etc. Salary, tenure and promotion policies should be closely co-ordinated.
2. The role and responsibilities of co-ordinators should be clearly defined and co-ordinators should be involved in the process of defining these responsibilities.

(The Vice-President (Academic) reported that he intends to strike a representative committee to define the role and responsibilities of co-ordinators).

3. More effort should be directed towards the preparation and introduction of foundation courses, such courses to be subjected to periodic and systematic evaluations.

4. Departments should assume full responsibility for the academic counselling of all students beyond the first year who have declared a major; in the case of students beyond the first year who have not declared a major (including those who are taking a combination of first and second year courses), academic counselling would continue to be the responsibility of the Division of Junior Studies.
5. To ensure the degree of administrative integration consistent with 1 above, the Head of the Division of Junior Studies should be an Associate Dean of Arts and Science.
6. The Academic Council of the Division of Junior Studies, as a legislative body, should be abolished. Members of the Division of Junior Studies would have automatic membership in the Faculty Council of Arts or Science as appropriate.

It was agreed also that the Division of Junior Studies continue under that name but modified as herein proposed.

N.B. The Board of Regents, at its meeting of April 12, 1984, gave approval to the recommendation of the Senate regarding the restructuring of the Junior Division and the establishment of the School of General Studies.

LABRADOR CITY COLLEGIATE, Accreditation

74, 70/03/10

Labrador City Collegiate is authorized, for a three-year trial period, to offer for University credit first-year subjects or equivalents in consultation with the University, examinations to be set and marked under the control of the University.

140, 84/05/08

Labrador City Collegiate - Accreditation. This item was discussed at the Senate meeting held on March 13, 1984, at which time it was agreed that officials at Labrador City Collegiate would be asked if they wish to continue the First Year University Programme at that institution so that the necessary steps could be taken with regard to extending accreditation.

The Principal of the Labrador City Collegiate, in a letter dated March 29, 1984, states that the School is not in a position to offer the First Year University Programme during the 1984-85 school year and requests that the Senate hold their accreditation in abeyance for one year.

It was agreed that this matter would be brought forward to Senate for review next year.

219, 85/05/14

Accreditation of the Labrador City Collegiate's First Year Memorial University Programme is being held in abeyance pending notification as to whether or not the programme will be offered in the 1985-86 academic year. In a memorandum dated March 5, 1985, the Principal of Labrador City Collegiate stated a committee for re-introduction of the programme is actively pursuing this matter and as soon as details are available Senate will be notified.

As Senate is not scheduled to meet until September, it was agreed that the Executive Committee be authorized to decide on the accreditation status of the programme should funding be made available.

LABRADOR INSTITUTE BECOMING AN ACADEMIC UNIT

22, 19/09/10

Senate considered a proposal for the transition of the Labrador Institute into an Academic Unit, based on the recommendations of the Labrador Institute Strategic Task Force, and with the approval of the President and Vice-Presidents' Council, which was received from Dr. Ashlee Cunsolo, Director, Labrador Institute of Memorial University.

Senate approved the following motions:

Motion 1:

The Labrador Institute become an academic unit subject to Senate approving the Labrador Institute's constitution.

Motion 2:

Senate supports the Labrador Institute's strategic plan to become an academic campus of Memorial University subject to the report of the Labrador Campus Development Working Group being endorsed by Senate.

LAW, School of

61, 77/01/11

The Senate adopted a report rejecting the proposal of the establishment of a School of Law at Memorial University at the present time.

LEARNING RESOURCES, Division of

32, 78/12/12

Formal recognition was given to the Division of Learning Resources in the Faculty of Education.

LEGAL STUDIES, Report from the Subcommittee of the Academic Planning Committee

10, 87/09/08

Following considerable discussion, it was moved and seconded that the report be received.

It was then duly moved, seconded and carried that the motion be amended to read as follows: "that the report be received and forwarded to the Academic Councils of the Faculties and Schools for consideration and comment, and that the report, together with the comments of the Councils, be reconsidered by Senate in not less than eighteen months".

The main motion as amended was then put to a vote and carried.

17, 87/10/13

In a memorandum dated October 5, 1987, the following was proposed:

"that Senate inform the units to which the report has been circulated that, in addition to commenting on the report, all units in the University are free to consider any of the options discussed in the report (such as courses in legal studies and visiting appointments) and that any unit may formulate specific proposals on these lines, as may be relevant to the unit."

It was agreed that the Academic Councils be so informed.

101, 89/04/11

The above-noted report was received by Senate at a meeting held on September 8, 1987, and it was agreed to refer the report to the Councils of the Faculties and Schools for consideration and comment. It was also agreed at that time that the report together with the comments of the Councils would be reconsidered by Senate in not less than eighteen months.

In this regard the Secretary of the Executive Committee, in a memorandum dated March 29, 1989, reported to Senate that the majority of Councils had responded, however replies were not received from five Councils.

Following discussion it was agreed to postpone this item until replies have been received from those Councils which have not responded to date and also to request those Councils to reply as expeditiously as possible.

140, 90/05/08

The Secretary reported that in 1987 Senate received the above-noted report and it was agreed at that time to refer the matter to the Councils of the Faculties and Schools for consideration. To date responses have

been received from all Councils with the exception of the Faculty Council of Medicine. An interim reply has been received from the Council of the Faculty of Arts informing Senate that consultation was continuing and that an opinion would, in time, be rendered.

It was agreed that discussion would be deferred until such time as the Faculty Council of the Faculty of Arts has reported its views to Senate.

LIBRARY - STANDARDS OF BEHAVIOUR IN MEMORIAL UNIVERSITY LIBRARIES

184, 07/05/08

LIBRARY BORROWERS' NAMES, Confidentiality of

143, 83/04/12

In response to a concern raised by Senate concerning the confidentiality of library borrowers' names, the following report has been received:

"A form 'Request for Confidentiality of Borrower's Record' was considered and adopted for MUN's Library. It reads "I wish that my current borrowing record be held in confidence by the Library. If material which I have on loan is needed by another patron, I agree to return it according to the loan regulations of the Library. This request expires on August 31, 1983. The Library maintains no record of past borrowing by individual patrons."

Thus, the Library will keep the names of current borrowers confidential only if the borrowers have requested such action. Appropriate forms (c.f. above) may be obtained from the Circulation Division.

It is understood that this policy and procedure with respect to confidentiality will be reviewed prior to September 1983 at which time modifications, if necessary, will be implemented.

151, 94/03/01

It was agreed to receive the following revisions of the library policy concerning the confidentiality of borrowing records which was presented by the Chairman of the Senate Advisory Committee on the Library:

University Library System Confidentiality of Patron Records

The University Library System operates on the basis that all records of patron borrowing are confidential between the Library and the patron. Therefore, it will not divulge any information regarding a patron to a third party except where permission has been granted by the patron concerned.

The Library will provide a mechanism for seeking and recording a patron's permission to divulge information. Upon receiving a request for the identity of a patron who has a specific item out on loan, the University Library System will release the name and department of the present borrower only if the present borrower has given written permission for that information to be released.

LIBRARY, Checking of Books, Briefcases, etc.

22, 69/12/09

It was agreed that the Senate agree to the principle of checking books, periodicals, bags and briefcases taken out of the Library in order to ensure that library materials are properly checked out.

LIBRARY FINING POLICY

195, 71/02/16

Any policy of fining adopted by the Library in its attempt to recover overdue books or periodicals is to be applied equally to all users of the Library.

LIBRARY, Reports from the Senate Advisory Committee on

15, 83/10/11

The above-noted report concerns the following motion put forward at the Senate meeting of November 10, 1981, "that the Senate take whatever steps are necessary to establish a permanent Library Advisory Board." The report, in part, states: "... From the time that the motion was made in Senate to the present, a number of changes in the operation of the Library have taken place. The late University Librarian had initiated a much more open system of communications within the Library and had moved to establish a wide range of committees, the better to involve rank-and-file librarians in the formulation of policy. The current Librarian has continued that policy. In addition, the Senate Advisory Committee on the Library now has representation on three of the major committees within the Library: Audio-Visual Services, Cataloguing Access, and Library Systems. Information on the budget and the progress of spending is also more readily available to members of the Senate Advisory Committee on the Library.

Therefore, the Senate Advisory Committee on the Library does not feel that it would now be appropriate to establish a permanent Library Advisory Board."

It was agreed to accept the report of the Senate Advisory Committee on the Library.

177, 87/04/14

The Chairman of the Senate Advisory Committee on the Library, was invited to attend the meeting to present the following two recommendations which the Committee recommends that Senate adopt as policy:

1. SACL recommends to Senate that it make its approval of any new course or programme at either the undergraduate or graduate level contingent upon the University Administration's providing separate funding for any additional library materials needed to support the new course or programme.
2. SACL recommends to Senate that it urge the University Administration to adopt a policy of providing the Library with a start-up grant to buy retrospective materials to support the teaching and research of each newly-hired tenure-track faculty member if the Library's collection does not already have the necessary material.

In forwarding this document to Senate the Executive Committee recommended that Senate reject Recommendation No. 1 as being unworkable and inadvisable.

It was duly moved and seconded that Recommendation 1 be approved.

During the discussion which followed it was pointed out that the Library cannot be expected to provide funds for all new courses and programmes. Therefore academic units should ensure that resources necessary to support new courses and programmes are available prior to submitting their proposals to the Senate Committee on Undergraduate Studies for approval. It was agreed that the Secretary would write to the Dean, Directors and Department Heads in this regard.

In light of the foregoing discussion the mover agreed, with the consent of the seconder, to withdraw his motion.

It was agreed to refer Recommendation 2 to the President for appropriate action.

29, 89/11/14

The Report of the Senate Advisory Committee on the Library was presented to Senate by the Chairman of the committee. The Chairman addressed the committee's concerns with respect to cut-backs in library acquisitions and requested Senate's comments on the following two motions contained in the report which were presented by the committee to the University Librarian:

1. The committee accepts, with regret, the necessity of cancelling subscriptions for those items from the original list of 691 titles for which there has been no explicit case made for retention.

2. The committee suggests that no cancellations be made of subscriptions for those titles (approximately 330) for which the Collections Librarians have received requests for retention, until after the December meeting of Senate.

The considerable discussion which followed focused on cut-backs in Library acquisitions, on the effects of these cut-backs and on funding for the Library. Avenues to raise more money for the Library were explored and consideration was given to the manner in which additional funding could best be spent to serve the long term needs of the University. The Chairman indicated that he would welcome any suggestions in these areas.

52, 90/01/09

The Chairman of the Senate Advisory Committee on the Library, presented the committee's report concerning "Policy for Library Acquisitions". Following discussion it was agreed

- 1) that Senate, in the form of advice to the University administration in setting of budget priorities, endorse in principle the policy that base levels of annual support should be set which would permit the Library
 - a) to maintain serials subscriptions at a level no lower than the level established after the final phase of the periodical use study (study number 4) is completed (Fall 1990).
 - b) to maintain monograph purchases at a level equivalent (*mutatis mutandis*) to that of 1984-85.
- 2) that there be commitment to maintain these levels for four years, after which they would be subject to review.
- 3) that formulas be agreed to for adjusting the level of funding depending on price inflation, currency exchange fluctuations, growth in publishing volume, changes in University teaching and research programmes, and other factors as necessary.

LIFELONG LEARNING

204, 12/05/08

Closure of the Division of Lifelong Learning as of August 31, 2012.

MANAGEMENT, MASTER OF

615, 20/06/09 – Program approved

MANAGEMENT, MASTER OF SCIENCE IN

178, 14/03/11 - Program approved

MARINE BIOLOGY, Doctor of Philosophy in

161, 13/02/12 - Program approved

MARINE BIOLOGY, Master of Science in

160, 13/02/12 - Program approved

MARINE INSTITUTE (The Fisheries and Marine Institute of the Memorial University of Newfoundland)

"A Sea Change"

212, 93/05/10

In a memorandum dated April 22, 1993, the Vice-President (Academic), on behalf of the Academic Planning Committee, put forward for Senate's consideration the following two motions with respect to the report "A Sea Change".

"(A) An institutional commitment be made to develop an umbrella structure to integrate/coordinate Memorial University's programs of research and teaching in the broad domain of marine and fisheries studies.

(B) The current programs at the Marine Institute be examined for their potential expansion into degree programs and that proposals for such degree programs, where suitable, be brought to Senate through the established channels.”

A memorandum dated May 3, 1993, entitled “Marine Institute of Memorial University- Motion Before Senate” was received from the President. This memorandum was in response to a request from the Executive Committee of Senate to provide a brief historical background on marine issues to accompany the above-noted document to Senate.

At the request of the Chair, Senate Committee on Research, a memorandum dated May 4, 1993 entitled “A Sea Change”, was circulated at tonight’s meeting.

It was agreed that Motions (A) and (B) be approved.

MARINE STUDIES, MASTER OF

66, 15/10/13 - Program approved.

MARITIME MANAGEMENT, MASTER OF

229, 10/04/13 - Program approved.

MARITIME STUDIES, DOCTOR OF PHILOSOPHY IN

595, 20/05/12 – Program approved.

MARITIME STUDIES (SAFETY: THE HUMAN ELEMENT), MASTER OF SCIENCE IN

592, 20/05/12 – Program approved.

MARKING SYSTEM AT MEMORIAL

09, 78/09/12

The Senate Committee on Undergraduate Studies was requested to look into the system of computing averages for scholarship purposes at this University.

09, 79/03/13

The Senate Committee on Undergraduate Studies was previously asked to look into the system of computing averages for scholarship purposes at this University and they advised that it “sees no reason for action in this matter, since criteria other than grade averages are used in determining the awarding of most scholarships.” This reply was accepted.

MATHEMATICS, Ad Hoc Committee to Investigate the High Failure Rates in First Year Mathematics Courses

87, 96/01/17

It was agreed that Senate strike an ad hoc Committee to investigate the reasons for the high failure rate in first year Mathematics Courses at this University and to recommend ways to improve that failure rate to one which approaches the average failure rate for all other first year Memorial University courses. In this regard the Committee on Committees was asked to prepare for Senate approval in February 1996, membership (which will include at least one member external to Memorial University) and detailed terms of reference for the ad hoc Committee.

235, 96/03/12

Senate approved the following Terms of Reference for the Ad Hoc Committee:

The Committee shall:

1. investigate the reasons for the high failure rate in first-year Mathematics courses, and in particular, the high failure rate in Mathematics 1001 (Fall Semester, 1995)

2. recommend solutions to deal with any problems identified
3. report to Senate no later than the October 1996 meeting
4. be composed of seven (7) members, one of whom to be a Professor of Mathematics from another Canadian University who will be selected by the other members of the committee
5. elect its own chair and devise its own procedures
6. the Registrar's Office shall provide support services to the Committee.

The composition of the Ad Hoc Committee was approved.

203, 97/03/11

The Chair of the Senate ad hoc Committee on First Year Mathematics introduced the Report of the Committee. During a general discussion of the Report, and in response to a suggestion from a Senator, the Acting Chair agreed to commit resources to study the University performance of students who have completed the new Mathematics programme recently implemented in this Province.

Following the general discussion of the Report, a vote was taken on each of the recommendations as follows:

Recommendation 1.

That the Department of Mathematics and Statistics, in consultation with the Provincial Department of Education, develop an appropriate General Entrance Examination for Mathematics. A detailed proposal should be brought to Senate no later than January, 1998, for implementation in the 1998-99 academic year.

It was agreed that Recommendation 1. be endorsed and referred to the Head, Department of Mathematics and Statistics through the Dean of Science.

Recommendation 2.

That a detailed study be carried out to determine the effectiveness of the current Mathematics Foundation programme in preparing students for Mathematics 1080 and Mathematics 1081.

It was agreed that Recommendation 2. be endorsed and referred to the Head, Department of Mathematics and Statistics through the Dean of Science.

Recommendation 3.

That the Head of the Department of Mathematics and Statistics and Dr. Sherry May meet with the Deputy Registrar with the aim of identifying possible ways of assigning credit to students who have completed a Foundation Mathematics sequence.

It was agreed that Recommendation 3. be endorsed and referred to the Head, Department of Mathematics and Statistics through the Dean of Science.

Recommendation 4.

That students who have completed Level III Advanced Mathematics with a mark of 70% or more be prohibited from registering for Mathematics 1080.

This recommendation was not endorsed.

Recommendation 5.

That the Scholarship Committee investigate its current criteria for awarding Entrance Scholarships.

It was agreed that Recommendation 5. be endorsed and referred to the Committee on Undergraduate Scholarships and Financial Aid.

Recommendation 6.

That the prerequisite for Mathematics 1001 be Mathematics 1000 or a mark of at least 55% in Mathematics 1081.

It was agreed that Recommendation 6. be endorsed and referred to the Head, Department of Mathematics and Statistics.

Recommendation 7.

That the Department of Mathematics and Statistics schedule 3-hour final examinations in all first-year Mathematics courses.

It was agreed that Recommendation 7. be endorsed and referred to the Head, Department of Mathematics and Statistics.

During discussion of this recommendation, a number of Senators expressed the opinion that the option of scheduling 3-hour final examinations should be available in courses in other disciplines than Mathematics.

Recommendation 8.

That the Department of Mathematics and Statistics explore more effective ways to use the laboratory period in Mathematics 1001, and identify the resources needed to implement these.

It was agreed that Recommendation 8 be endorsed and referred to the Department of Mathematics and Statistics through the Dean of Science.

Recommendation 9.

That the Department of Mathematics and Statistics explore, in conjunction with the Registrar's Office, the feasibility and staffing implications of including a laboratory component in all 1000-level Mathematics courses.

It was agreed that Recommendation 9. be endorsed and referred to the Head, Department of Mathematics and Statistics through the Dean of Science.

Recommendation 10.

That the Head of the Department of Mathematics and Statistics explore the feasibility of piloting SI support in a selection of first-year Mathematics courses for the Fall 1997 semester.

It was agreed that Recommendation 10. be endorsed and referred to the Head, Department of Mathematics and Statistics through the Dean of Science.

Recommendation 11.

That the University provide to the Department of Mathematics and Statistics the resources to conduct an Annual Professional Development Seminar.

It was agreed that Recommendation 11. be endorsed and referred to the Head, Department of Mathematics and Statistics through the Dean of Science.

Recommendation 12.

That the Senate ask for a report on the disposition of each of these recommendations for the April, 1998 meeting of Senate.

It was agreed that Recommendation 12. be accepted.

MATHEMATICS, STATISTICS AND COMPUTER SCIENCE, Department of 27, 74/11/12

The name of the Department of Mathematics is to be changed to the Department of Mathematics, Statistics and Computer Science.

N.B. The Department of Computer Science was established in May 1978.

MEDALS FOR EXCELLENCE, Regulations Governing the Awarding of University

206, 71/04/13 - approved.

112, 76/04/13 - amended.

128, 84/04/10 - amended.

179, 87/04/14 - amended.

27, 95/09/12 - amended.

227, 15/05/12 - amended.

The document, as amended, reads as follows:

“The University Medals are awarded on the basis of academic excellence. Only one medal may be awarded in any discipline, in any academic year. The academic year, for the purpose of these regulations, includes the Spring and immediately preceding Fall Convocations. The medals are awarded by the Senate Committee on Undergraduate Scholarships, Bursaries and Awards and if, in any year, no candidate in a discipline is considered deserving, no medal will be awarded in that discipline.

The following criteria will govern the awarding of University Medals:

1. In the Faculty of Education, the Faculty of Engineering and Applied Science, the Faculty of Medicine, the School of Nursing, the School of Pharmacy, the School of Human Kinetics and Recreation, the School of Social Work, the School of Music, and the Faculty of Business Administration a student must:
 - a) be a candidate for the professional degree of the Faculty or School;
 - b) not already hold a baccalaureate or its equivalent in the same subject area from this or another institution of higher learning;
 - c) have completed, as a student at this University, at least 50% of the courses required for the degree;
 - d) be judged to be an outstanding student in the professional studies of the Faculty or School, and be nominated to the Senate Committee on Undergraduate Scholarship, Bursaries and Awards by the Dean, Director or Department Head, as appropriate.

2. In the Faculty of Arts, the Faculty of Science and at Grenfell Campus a student must:
 - a) be a candidate for the degree of Bachelor of Arts (Honours or General), Bachelor of Science (Honours or General), Bachelor of Fine Arts (Theatre or Visual Arts);
 - b) not already hold a baccalaureate or its equivalent in the same subject area from this or another institution of higher learning;
 - c) have completed, as a student at this University, at least twelve courses in the subject in which he/she majored/specialized, normally excluding any course in which aegrotat standing or “pass” was granted;
 - d) have completed, as a student at this University, at least 50% of the courses required for the degree;
 - e) be judged by the Department of his/her major/specialization to be an outstanding student in his/her discipline, and be nominated to the Senate Committee on Undergraduate Scholarships, Bursaries and Awards by the Dean, Director, Principal or Head of the Department of his/her major/specialization for the award. Given comparable performance, a student completing an Honours degree shall be given preference.

3. At the Marine Institute a student must:
 - a) be a candidate for the degree of Bachelor of Maritime Studies, Bachelor of Technology (Engineering & Applied Science Option), Bachelor of Technology (Health Science Technology Option);
 - b) not already hold a baccalaureate or its equivalent in the same subject area from this or another institution of higher learning;
 - c) have completed at this University at least 30 credit hours required for the degree; normally excluding any course in which aegrotat standing or “pass” was granted;
 - d) be judged by the Department of his/her specialization to be outstanding in his/her discipline, and be nominated to the Senate Committee on Undergraduate Scholarships, Bursaries and Awards by the Marine Institute Scholarship Committee.

MINIMUM ACADEMIC REQUIREMENTS

1. For the Faculty of Arts, the Faculty of Science and at Grenfell Campus:

To be eligible for a University Medal, a student must have obtained an “A” average with no mark below “B” in his/her twelve best courses in the subject or his/her major/specialization and be graduating with a first class degree.

2. For the Professional Medals:

In those professional studies where grades are awarded on a course basis and degrees are classified, the academic requirements for the medals in the Arts and Science disciplines shall apply. In other cases, the requirement shall be an “A” standing in the professional courses and a first class degree. In the case of professional studies where letter grades are not awarded, or degrees are not classified, medal shall be awarded on the recommendation of the Dean, Director or Department Head.

3. For the Marine Institute:

To be eligible for a University Medal, a student must have obtained an “A” average with no mark below “B” in the courses required for the degree. As the degree is not classified, medals shall be awarded on the recommendation of the Head of the School.”

Provision for Waiver

Regulations concerning the administration of Scholarships/Bursaries/Awards/Medals/ and Prizes may be waived by the Senate Committee on Undergraduate Scholarships and Financial Aid on the recommendation/request of the Dean/Director/Principal/Head of the appropriate Academic Unit.

209, 87/05/12

The Chairman, Senate Committee on Scholarships, attended the meeting to present the following two recommendations to Senate for approval:

1. To replace the University Medal for Academic Excellence in Engineering by separate Medals of Excellence in Civil Engineering, Electrical Engineering, Mechanical Engineering, and Naval Architectural Engineering;
2. To bring this change to the attention of the other professional Faculties and Schools and to ask them if they have well-defined and distinct programmes within their academic units which should be considered for separate Medals of Excellence.

If Senate approves proposal No. 1 the Committee requested that the first of the new medals be awarded at the May Convocation, 1987, noting that *not* all Medals of Excellence need be awarded every year.

Following discussion it was agreed to approve proposal No. 1 and the Committee's recommendation that the medals be awarded at the May Convocation, 1987.

It was also agreed to accept recommendation No. 2 and the Secretary was asked to take appropriate action in this regard.

MEDALS, FOR EXCELLENCE IN GRADUATE STUDIES

26, 95/09/12

It was agreed to replace the University Medal for Excellence in Graduate Studies with the following:

The University Medal for Excellence in an All-Course Master's Programme

The medal is awarded by the Dean of Graduate Studies to a student graduating at the Master's level who has demonstrated academic excellence in course work throughout his/her graduate programme. One medal may be awarded in each academic year.

The University Medal for Excellence in a Thesis Based Master's Programme

The medal is awarded by the Dean of Graduate Studies to a Master's candidate who has demonstrated excellence in the production of a thesis. One medal may be awarded in each academic year.

MEDALS, GOVERNOR GENERAL'S GOLD MEDAL AND DEAN'S AWARD FOR THESIS EXCELLENCE

Procedures for Selection of Winners

200, 92/05/01

1. The winner of the Governor General's Gold Medal and the winner of the Dean of Graduate Studies' Award for Excellence will be chosen by the Dean on the recommendation of the Awards and Medals Committee of the School of Graduate Studies. The Committee will consist of three persons elected by the Academic Council of the School of Graduate Studies from a slate prepared by the Nominating Committee. These persons will be appointed for a three year period except in the first instance when one member will be appointed for one year, another for two years and the third for three years.

2. The Governor General's Gold Medal will normally be awarded to a Ph.D. candidate and the Dean's Award to a Master's candidate. If no suitable Ph.D. candidate is nominated, the Governor General's Gold Medal may be awarded to a suitably qualified Master's candidate.
3. The recommendation of the Awards Committee will be delivered at least two weeks before the May Convocation. The awards need not be made if there are no suitable candidates.
4. The Awards Committee may co-opt members as necessary and may seek advice from Faculty and others outside the Committee as appropriate.
5. The Awards Committee will consider only candidates nominated by the various Faculties and Schools of Memorial University of Newfoundland.
6. Each Faculty and School may nominate one candidate for each award to the Awards Committee. The selection of the candidate will be made internally by the Faculty or School and the selection procedures used will be determined entirely by the particular Faculty or School.
7. Nominations made by the Faculties and Schools to the Awards Committee must be received no later than the last day of April in the year in which the award is to be made.
8. Eligible candidates for the Dean's award must have completed all requirements for the degree by the last day of April in the year in which the award is to be made and no earlier than the corresponding date in the previous year.
9. Eligible candidates for the Governor General's Gold Medal must meet one of the following requirements:
 - a) In the case of a graduate degree involving a thesis, the candidate must have submitted the thesis by the February deadline for submission of theses in the year in which the award is to be made and no earlier than the corresponding date in the previous year.
 - b) In the case of a graduate degree which does not involve a thesis, all final grades must have been submitted to the Office of the Registrar by the last day of April in the year in which the award is to be made and no earlier than the same date in the previous year.
10. Nomination of candidates by the Faculties or Schools to the Awards and Medals Committee must include the following documentation:
 - a) A letter of nomination from the Faculty outlining
 - i) the worthiness of the candidate,
 - ii) where appropriate the significance of the candidate's thesis,
 - iii) the nature of the work, and
 - iv) any further information which is deemed to be relevant,and in addition for the Governor General's Gold Medal Award:
 - b) The candidate's graduate transcript.
 - c) The ranking of the candidate in each graduate course completed.

MEDICAL CERTIFICATES, Information Required for

24, 87/11/10

See General Academic Regulations (Undergraduates), University Calendar

132, 06/02/14

16, 12/09/25

Implementation of the "Student Medical Certificate" adopted.

MEDICINE, FACULTY OF - Academic Status of Postgraduate Medical Students Following Strike of Residents and Interns

158, 82/05/11

The above-noted report dated April 21, 1982, from the Council of the Faculty of Medicine, was received.

MEDICINE, FACULTY OF - Appeals of Academic Decisions, Postgraduate Medical Studies

10, 81/09/08

Approved (Appeals Procedures for Residency Training Programme)

45, 82/01/12

Approved (Appeals for Internship Programme)

200, 92/05/01

Revised

PREAMBLE:

Programmes under the jurisdiction of the Postgraduate Medical Studies Office maintain a mechanism for appeal of academic decisions. Students shall be informed of the different evaluation modalities which may be used by the respective programme committee. Students who are in jeopardy of failing rotations should be given an interval assessment and given an opportunity to rectify deficiencies.

Each programme committee shall review candidates on an annual basis to determine if they fulfil the criteria for promotion to the next academic year. Promotion will be based only on evaluation modalities for that academic year.

The following outline the definitions and procedures for failure of an academic year.

DEFINITIONS:

1. **Failure:** (a) Failure to meet satisfactory standards in knowledge, skills and attitude;
(b) Unfitness for the practice of medicine in general;
(c) Unfitness for the practice of medicine in the particular speciality in which the student is obtaining further training.
2. **In-Training Evaluation Report:** The formal evaluation report prepared for each Interne and Resident on each rotation.
3. **Programme Committee:** The Medical Education Committee (Internship) or the appropriate Residency Programme Committee.
4. **Rotation:** A defined educational experience in a single discipline. (Normally, a rotation would be of four weeks' duration in the internship programme and of two to three months' duration in the residency programme.

GENERAL TERMS OF REFERENCE FOR MEDICAL EDUCATION COMMITTEE (INTERNSHIP)

To implement the policies devised by the Postgraduate Medical Studies Committee with regard to internship.

To select and recommend applicants for appointment.

To provide interviewing and counselling services to appointees in order to determine the most appropriate internship experience.

To provide counselling services during the internship year for academic and non-academic problems and for career choices.

To maintain a record of concurrent interne evaluations.

To determine requisite, educational content of the programmes.

To evaluate the programmes and component services within these programmes.

To recommend promotion at year-end or failure after review of the interne's overall performance as reflected in each portion of the Interne In-Training Evaluation Report.

To recommend and administer additional training periods, if appropriate, for internes who are not considered to have successfully completed the year.

To prepare an annual report for the Postgraduate Medical Studies Committee.

GENERAL TERMS OF REFERENCE FOR RESIDENCY PROGRAMME COMMITTEES

To develop a clear programme plan, including objectives relating to knowledge, skills, and attitudes and based upon the general objectives of training in the specialty as published in the specialty training requirements of the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada, which plan should also indicate the methods by which the objectives are to be achieved and the role played by each rotation and by each participating institution;

To select candidates for admission to the programme, in accordance with policies determined by the faculty postgraduate medical education committee;

To conduct the programme, including the rotation of residents to ensure that each resident is advancing and gaining in experience and responsibility in accordance with the educational plan;

To establish mechanisms to provide career planning and counselling for residents and to deal with problems such as those related to psychological stress;

To assess performance of each resident through a well organized programme of in-training evaluation which will include the final evaluation at the end of the programme as required by the College;

To maintain an appeal mechanism through which the residency programme committee should receive and review appeals from residents and, where appropriate, refer the matter to the faculty Postgraduate Medical Studies Committee.

Such other responsibilities which may be considered specific to the individual programme.

PROCEDURES:

STUDENT ASSESSMENT

1. The methods of evaluation shall be determined by the Programme Committee subject to any faculty or general regulations. Written assessments will be completed for rotations in a timely manner, so that students may be made aware of imminent failure.
2. If it is decided that additional work is required before a final evaluation is done, the student will be informed in writing of the requirements to be met, and the make-up will begin as soon as possible. A mid-term written interim assessment will be completed. The final written evaluation will be done when the make-up is completed.
3. The student will be given the opportunity to review all written assessments and should be asked to sign the assessment to indicate that it has been reviewed.
4. The Programme Committee will recommend termination of training if a student is classified as a failure. In particular, the following shall apply:

(A) Interne Programme

I Failure

Failure to meet reasonable expectations as defined in the Interne In-Training Evaluation Report in one or more categories in a single rotation will require review by the Committee. In particular, the following is considered grounds for failure in the Interne Programme:

Failure to meet reasonable expectations, as defined in the Interne In-Training Evaluation Report, in overall competence in two rotations **AND** an affirmative response, by the evaluator, to the question, "Do you consider that this candidate has weakness that requires further training in this area before entering independent practice?"

II Unfitness for the practice of medicine in general

The following list (which is merely illustrative rather than exhaustive) indicates some of the situations in which a trainee's aptitude and fitness may be considered unsatisfactory:

- (1) Conviction for criminal activity;
- (2) Persistent substance abuse or use of drugs, alcohol or related substances at a time or in a manner that might affect clinical performance;
- (3) Any physical, mental or psychological condition that affects the individual's ability to perform competently as a physician in the specific specialty in which he is training;
- (4) Unethical behaviour (as defined by the Canadian Medical Association code of ethics);
- (5) Any irregularity during evaluation procedures (as outlined in University regulations).

(B) Residency Programme

I Failure

Criteria for satisfactory academic performance in each Residency Programme are established by the relevant programme committees and are available to all trainees. In particular, the following is considered grounds for failure in a Residency Programme:

- (1) A negative response, on two rotations during one residency year, to the following question on the In-Training Evaluation Report: Do you consider that this individual has reached a level of competence compatible with his level of training?
- (2) A failure in any other evaluation modalities as outlined by the Residency Programme Committee.

II Unfitness for the practice of medicine in general

The following list (which is merely illustrative rather than exhaustive) indicates some of the situations in which a trainee's aptitude and fitness may be considered unsatisfactory:

- (1) Conviction for criminal activity;
- (2) Persistent substance abuse or use of drugs, alcohol or related substances at a time or in a manner that might affect clinical performance;
- (3) Any physical, mental or psychological condition that affects the individual's ability to perform competently as a physician in the specific specialty in which he is training;

(4) Unethical behaviour (as defined by the Canadian Medical Association code of ethics);

(5) Any irregularity during evaluation procedures (as outlined in University regulations).

III Unfitness for the practice of medicine in the particular speciality in which the student is obtaining further training.

Certain specialities require specific attributes, both attitudinal and technical, which are different from those necessary for the practice of medicine in general. If, after a careful review of the student's abilities, it is the opinion of the Residency Programme Committee that a student lacks aptitude in that speciality, the student will be asked to withdraw.

Credit for completion of the year of training may be granted at the discretion of the Residency Programme Committee.

APPEALS PROCEDURE

1. The recommendation to terminate a student's programme will be communicated by the Programme Committee to the Assistant Dean for Postgraduate Medical Studies. The student will be notified by registered mail from the Registrar of the decision.
2. A student who wishes to appeal such a decision must do so, in writing, within fourteen days of notification of the decision. Such an appeal must be directed to the Registrar and must state the grounds for the appeal. The appeal will be forwarded to the Dean of the Faculty of Medicine by the Registrar.
3. The Assistant Dean for Postgraduate Medical Studies will request that the Programme Committee review the original decision in light of the stated grounds for such appeal. Should the original decision be maintained, the appeal will then be referred to the Postgraduate Medical Studies Committee.
4. The Assistant Dean for Postgraduate Medical Studies will convene a meeting of the Postgraduate Medical Studies Committee to consider the appeal within 14 days of receiving the final decision of the Programme Committee. The Registrar will be invited to attend the meeting.
5. The Assistant Dean for Postgraduate Medical Studies will ensure that all relevant information contained in the student's file is available to the Postgraduate Medical Studies Committee and to the student.
6. The Assistant Dean for Postgraduate Medical Studies will inform the student of the time of the meeting and will invite the student to attend. A student who chooses to attend may be accompanied by a representative member of Professional Association of Internes and Residents of Newfoundland or by a member of the faculty.
7. The student will be notified by the Assistant Dean for Postgraduate Medical Studies, in writing, of the decision of the Postgraduate Medical Studies Committee. If the decision of the Programme Committee is reversed, the student will be reinstated immediately. Any conditions to be satisfied by the student after reinstatement, as set down by the Postgraduate Medical Studies Committee, will be communicated to the student by the Assistant Dean for Postgraduate Medical Studies.
8. The Assistant Dean for Postgraduate Medical Studies will advise the Programme Committee of the Committee's decision.
9. Documents relating to the appeal will be sent to the Office of Postgraduate Medical Studies for storage in the student's file.

10. The proceedings of the appeal and its outcome will be reported to the next meeting of the Faculty Council. In this report, every effort will be made to protect the anonymity of the student.

11. If the original decision of the Programme Committee is sustained, the student will be informed in writing, by the Assistant Dean for Postgraduate Medical Studies, of the final avenue of appeal within the Faculty of Medicine which is to the Executive Committee of the Faculty of Medicine.

MEDICINE, FACULTY OF - Postgraduate Interns

120, 70/12/08

It was agreed that postgraduate categories of interns be created in the Faculty of Medicine.

MEDICINE, FACULTY OF - Postgraduate Residents

170, 70/12/08

It was agreed that Postgraduate categories of residents be created in the Faculty of Medicine.

MEMORANDUM OF UNDERSTANDING BETWEEN ATLANTIC CANADIAN UNIVERSITIES AND COMMUNITY COLLEGES FOR THE ENCOURAGEMENT OF TRANSFER AGREEMENTS

7, 07/09/11

It was agreed that Memorial University of Newfoundland be a signatory to the Memorandum of Understanding between Atlantic Canadian Universities and Community Colleges for the Encouragement of Transfer Agreements.

175, 08/03/11

It was agreed that Memorial University of Newfoundland should continue to be a signatory to the memorandum under the additional condition that the following operating principle (which was inserted in the draft agreement following the Senate meeting of September 11, 2007) be removed:

“Institutions accepting transfer student will agree to recognize the standards required for successful course or program completion including PLAR processes from the transferring institution.”

MEMORIAL UNIVERSITY CENTRE FOR SCIENTIFIC COMPUTING AND NUMERICAL ANALYSIS

205, 14/06/10

It was agreed that the proposal for a Memorial University Centre for Scientific Computing and Numerical Analysis be approved for recommendation to the Board of Regents for its final approval.

MEMORIAL UNIVERSITY FACULTY OF LAW PROPOSAL

118, 18/11/13

It was agreed that Senate endorse the Memorial University Faculty of Law Proposal and that the Faculty of Law be cost neutral, including infrastructure, to the University, and will be forwarded to the Board of Regents for final approval.

MEMORIAL UNIVERSITY STATEMENT ON OPEN ACCESS

193, 12/04/10

Senate agreed to endorse this statement on Open Access.

METRIC CONVERSION OF ACADEMIC PROGRAMMES

181, 78/04/11

Senate approved the following resolutions submitted by the Executive Committee on behalf of the Ad Hoc Committee on Metric Conversion:

1. The MUN Metric Conversion Committee recommends that, effective September, 1980, in the conformity with target dates* relevant to high schools in the Province, SI metric units be used exclusively in all first-year level courses involving measurements.

2. The MUN Metric Conversion Committee recommends that SI metric units be introduced into all subsequent courses not later than September, 1982, in accordance with the published plan of Metric Commission Sector Committee 10:04 (Universities and Colleges).

*It should be noted that the Metric Commission Sector 10:1 (Primary and Secondary Education) Plan, envisages complete conversion to Syst mme Internationale d'Unit s by September, 1979.

MIDTERM BREAK

173, 70/12/08

Midterm break is not to exceed three working days.

N.B. See "Diary, University" (Week-long Midterm Break)

MULTIPLE MUN DEGREES, Report of Committee on

30, 81/11/10

The Report of the Committee on Multiple MUN Degrees was received by Senate. It was agreed that the following recommendation be accepted:

A potential graduate student shall not be denied admission to any programme leading to a post-graduate degree/degrees at Memorial University solely on the grounds of being a graduate of this University.

MUNSU - DAY OF ACTION

135, 02/01/08

Senate passed the following motion in response to a request from MUNSU for leniency for students who wish to participate in a National Day of Action to demand the restoration of suitable levels of funding to public post-secondary institutions:

That Senate encourages academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submissions of assignments, for students who are absent from classes between 12:00 noon and 2:00 p.m. on February 6, 2002 so that they may freely participate in the Day of Action with no fear of academic repercussions.

116, 04/01/13

The unions requested that Senate approve the following motion:

Whereas the Senate recognizes the importance of the Canadian Federation of Students National Day of Action;

Be it resolved that the Senate encourage academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, for students who are absent from classes between 11:00 a.m. and 3:00 p.m. on February 4, 2004 so that they may freely participate in the Day of Action with no fear of academic repercussions.

It was approved that the Senate encourage academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, for students who are absent from classes between 12:00 p.m. and 2:00 p.m. on February 4, 2004 so that they may freely participate in the Day of Action with no fear of academic repercussions.

102, 05/01/11

The Unions requested that the following motion be approved:

“Whereas the Senate recognizes the importance of the Canadian Federation of Students National Day of Action;

Be it resolved that the Senate encourage academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, for students who are absent from classes between 12:00 and 2:00 p.m. on February 2, 2005 so that they may freely participate in the Day of Action with no fear of academic repercussions.”

29, 06/11/14

A request was received from the Memorial University of Newfoundland Students’ Union, the Graduate Students’ Union and the Marine Institute Students’ Union advising that the Unions’ would be participating in a Canadian Federation of Students National Day of Action on February 7, 2007. The National Day of Action has been called in order to raise public awareness about the role of post-secondary education and to pressure government to reinvest in affordable, high-quality education. On this day, students in Newfoundland and Labrador will be participating in rallies and events in conjunction with students, faculty and other organizations from across Canada. Senate passed the following motion:

“Whereas the Senate recognizes the importance of the Canadian Federation of Students National Day of Action;

Be it resolved that the Senate encourage academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, for students who are absent from classes on February 7th, 2007 so that they may freely participate in the Day of Action with no fear of academic repercussions.”

136, 16/10/11

A request was received from the Memorial University of Newfoundland Students’ Union noting that on Wednesday, November 2, 2016, students across the country will be participating in a National Day of action on Post-Secondary Education organized through the Canadian Federation of Students.

The Memorial University of Newfoundland Students’ Union is requesting that students be granted academic amnesty so as to ensure they will not be academically penalized for participating in the November 2 Day of Action.

Senate passed the following motion:

“Whereas the Senate recognizes the importance of the Canadian Federation of Students National Day of Action;

Be It Resolved That the Senate encourage academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, and adopting any other required forms of leniency for students who are absent from classes on November 2, 2016 so that they may freely participate in the Day of Action with no fear of academic repercussions.”

231, 18/12/11

A request was received from the Memorial University of Newfoundland Students’ Union noting that on February 6, 2019, students are planning a provincial day of action, calling on the provincial government to reverse the funding cuts to Memorial that have left our institution compromised.

Senate passed the following motion:

"BE IT RESOLVED THAT Senate encourage academic units and professors grant Academic Amnesty on

February 6, 2019 to all students of all Memorial University campuses, insofar as academic units and professors remain flexible in making alternate arrangements, including rescheduling examination and the deadlines for submission of assignments, and in adopting any other required forms of leniency for students who are absent from classes on February 6, 2019 so that they may freely participate in the Day of Action without fear of academic repercussions; and

BE IT FURTHER RESOLVED THAT this offer of Academic Amnesty be communicated to students and faculty by Memorial University."

MUSIC, Department of

115, 75/03/11

The interim report of the Committee on the Department of Music was adopted in principle, except that, in the initial stages of growth, a Department of Music be established within the Faculty of Arts rather than a School of Music as recommended by the Committee.

MUSIC PROGRAMME, PROVINCIAL HIGH SCHOOL

02, 73/09/11

The Provincial High School Music Programme for Grade XI is accepted as satisfying the conditions for admission to Memorial University and Music is in lieu of the second specified Arts or Science course presently required.

MUSIC, School of

22, 85/10/08

It was agreed to recommend to the Board of Regents that the name of the Department of Music and the Head of the Department of Music be changed to the School of Music and the Director of the School of Music, the proposed School of Music to be established as a school administratively independent of the Faculty of Arts with the Director reporting to the Vice-President (Academic).

34, 85/11/12

In a memorandum dated October 21, 1985, the Vice-President (Academic) advises that the Board of Regents, at a meeting held on October 10, 1985, gave its approval to change the name of the Department of Music to the "School of Music" and the title of the Head of the Department of Music to "Director of the School of Music".

The Board approved further that the School of Music be established as a school administratively independent of the Faculty of Arts with the Director reporting to the Vice-President (Academic).

It was agreed that the School of Music be asked to prepare a draft constitution for consideration of Senate at the earliest possible date.

47, 85/12/10

The Executive Committee of Senate, in a memorandum dated November 29, 1985, recommends that the procedures which currently exist between the Faculty of Arts and the former Department of Music relating to courses, regulations, student appeals and the like, as well as membership on Committees, Council and Senate, be maintained until such time as the Constitution for the School of Music is approved by the Board of Regents. Senate concurred with this recommendation.

NEWFOUNDLAND AND LABRADOR RESIDENT DEFINITION

119, 17/11/14

It was agreed that the Newfoundland and Labrador resident definition be endorsed by Senate and submitted to the Board of Regents for final approval.

"Newfoundland and Labrador resident definition:

The applicant must be a citizen or permanent resident of Canada and must meet at least one of the following four criteria:

1. The applicant has attended a Newfoundland and Labrador high school within the two years prior to the semester which admission is sought. This includes those students who are deemed to have met Newfoundland and Labrador high school requirements through other equivalent means (e.g. homeschooling).
2. At the time of general application to the University, the permanent home address for the applicant or the applicant's parent/guardian is located in Newfoundland and Labrador. Applicants may be required to provide evidence of permanent home address.
3. The applicant is in receipt of a Newfoundland and Labrador student loan issued by NL Student Aid.
4. The applicant has lived in the province for 12 consecutive months without undertaking full-time studies at a recognized post-secondary institution."

NEWFOUNDLAND INSTITUTE FOR COLD OCEAN SCIENCE

21, 79/10/09

It was agreed that the following recommendation of the Faculty Council of Science be approved:

That Memorial University establish a Newfoundland Institute for Cold Ocean Science based in the Faculty of Science to provide for the co-ordination and development of scientific knowledge and other studies related to development and exploitation of the Cold Oceans of importance to the Province of Newfoundland and Labrador.

NOMENCLATURE COMMITTEE

80, 77/12/13

The Board of Regents requested Senate to appoint three faculty members to serve on the Nomenclature Committee, which has been struck to consider the matter of naming certain University buildings.

NURSING, School of

117, 74/02/12

It was agreed that the School of Nursing be established as a professional school administratively independent of the Faculty of Arts.

NURSING, SCHOOL OF - Change of Name

118, 18/11/13

It was agreed that the proposal that the name of the School of Nursing be changed to the Faculty of Nursing be approved for recommendation to the Board of Regents for the final approval.

NURSING, School of - Phase Out of the BN (Post RN) Program

226, 13/06/11

It was agreed that the BN (Post RN) program be phased out over three years ending August 31, 2016.

NURSING, School of - Proposed Pilot Project in Nursing Cooperative Education Programme

111, 85/01/08

A memorandum dated December 19, 1984, was received from the Senate Academic Planning Committee recommending that Senate approve in principle a pilot project in Cooperative Education for certain students enrolled in the Bachelor of Nursing degree programme.

It was agreed to approve in principle the pilot project in Nursing Cooperative Education.

NURSING EDUCATION, CONSOLIDATION OF

192, 11/04/12

Status Report on the Consolidation of Nursing Education.

OCCUPATIONAL HEALTH AND SAFETY (MOHS), MASTER OF

749, 18/03/13 - Program approved.

OCCUPATIONAL THERAPY, Report of Academic Planning Committee on

79, 77/12/13

The Academic Planning Committee recommended that a programme in Occupational Therapy not be established at this time.

OCEAN SCIENCES CENTRE

159, 12/02/14

It was agreed to recommend to the Board of Regents that the status of the Ocean Sciences Centre be changed from that of a research unit to an academic unit.

OIL AND GAS ENGINEERING, MASTER OF APPLIED SCIENCE IN

27, 08/11/18 - Program approved.

OIL AND GAS ENGINEERING, MASTER OF ENGINEERING AND DOCTOR OF PHILOSOPHY IN,

158, 07/02/13

OIL AND GAS STUDIES PROGRAM, MASTER OF

245, 03/03/11

OMBUDSPERSON, Proposal for an Office of

226, 98/04/14

The Council of Students' Union and the Graduate Students' Union requested an endorsement from Senate of a joint proposal for a University Ombudsperson.

Senate agreed to support the proposal in principle and to urge the Board of Regents to implement the establishment of such an office.

PANDEMIC RESPONSE 2020, MOTIONS REGARDING MEMORIAL'S

588, 20/05/12

Senate approved the following Motions:

Motion #1:

That the Secretary of Senate review and document the processes for all decisions of an academic character made by the University during the period of the COVID-19 pandemic, and issue a report to Senate that includes recommendations on how to align University emergency response plans with academic governance norms and Section 56 of the Memorial University Act.

Motion #2:

That the Senate depart from its normal meeting schedule as set out in IV.A.2 of the Handbook of Senate By-Laws and Procedures and hold regular meetings in June, July, and August of 2020.

PARSONS REPORT, Report of Ad Hoc Committee on

111, 75/02/18

Senate adopted the following recommendations from the Report of the Ad Hoc Committee on the Parsons Report:

1. That the University foster and support a policy enabling a higher proportion of our population to qualify for and obtain a university education, irrespective of socio-economic background.

(The foregoing was approved in principle, pending receipt of more specific wording from the ad hoc committee).

2. That in order that qualified students may make a reasoned and suitable choice of post-secondary educational offerings, uninfluenced by purely financial considerations, the University support a public policy of comparable financial aid to students in all post-secondary institutions.
3. That the University devote more resources and effort to acquainting the public with the proper functions of the university in our society.
4. That the University assume a greater responsibility in seeing that every Newfoundland high-school student is properly informed about the variety of programmes offered by the University; student aid; housing; and any other matter affecting the decision about whether or not to attend university.
5. That the University set up small task forces to devise ways and means of achieving objectives agreed upon by the Senate.

It was agreed that Senate defer discussion of a further motion: "That the University, in cooperation with the Department of Education, commission a study of the future of education in the Province during the next ten years, with particular reference to teacher supply and demand," until it can be determined what is presently being done in this regard.

145, 75/04/08

A memorandum was received from the Vice-President (Academic) setting out a suggested redraft of Resolutions 1 and 2 of the Parsons Report of the above-noted ad hoc committee. It was agreed that the redraft be approved as follows:

The University will cooperate fully with Government, with the Newfoundland Teachers' Association, with School Boards or with other appropriate bodies to develop and to implement such policies as will encourage a higher proportion of our population to qualify for and to obtain post-secondary education irrespective of socio-economic background; and, in order that qualified students may make a reasoned choice among post-secondary programmes, uninfluenced by purely financial considerations, will encourage and support a public policy of comparable financial aid to students in all post-secondary institutions.

PART-TIME CREDIT STUDIES, Division of

62, 77/01/11

The Chairman informed Senate that because of the wide range of functions involved, it is not thought desirable to continue the amalgamation of the extension services and extramural studies. He suggested that a Division of Part-time Credit Studies be set up, focusing on the needs of part-time students and having responsibility also for extramural credit studies off campus, summer session and intersession.

106, 78/02/14

A special ad hoc committee was struck to investigate and report on the desirability and feasibility of distinctive programmes for part-time students.

165, 78/03/14

The terms of reference for the Ad Hoc Committee on Part-time Studies was approved.

105, 79/02/27

The following recommendations of the Senate Ad Hoc Committee on Part-time Studies were approved:

1. That the University actively encourage the expansion of present part-time programmes and the initiation of new ones.
2. That the University adopt an active campaign aimed at increasing the awareness of full- and part-time instructors with regard to the University's serious commitment to part-time students and to the particular challenges of adult education and life-long learning.

23, 83/11/08

It was agreed that Senate act immediately to establish a special committee to examine and to make recommendations upon all aspects of part-time credit studies at this University. The Committee on Committees was instructed to recommend membership of and terms of reference for such a committee.

33, 83/12/13

As requested by Senate the Committee on Committees submitted the terms of reference and nominations for membership on the Senate Ad Hoc Committee on Part-time Credit Studies. It was agreed that the membership of the committee be expanded to include one member of the Faculty of Business Administration. A nomination will be forwarded to the Committee on Committees by the Faculty.

Terms of Reference

- (i) To examine all aspects of part-time credit studies at Memorial University of Newfoundland.
- (ii) To propose such reformulations as are considered necessary to further the aims of the University and the best interests of part-time students.
- (iii) To submit a report to Senate at the April, 1984, meeting.

161, 84/05/08

It was agreed to receive the report of the committee noting that the specific recommendations contained therein would be considered at a future date.

The Chairman thanked the committee for its report and indicated that his office would consider the information in the report if any necessary action must be taken concerning the Division of Part-time Credit Studies prior to the next regular meeting of Senate.

02, 84/09/11

The President reported as follows on the action that he contemplated taking in connection with the principal recommendations contained in the report:

1. A recommendation will be going before the Board of Regents to integrate the Divisions of Part-time Credit Studies and Extension Service including the establishment of an academic governing council in the manner recommended in the report. The name of the proposed new division is still under active consideration.
2. A Search Committee will be chosen by the President to recommend the selection of a new Dean to head the proposed division.
3. Senate will be asked to strike an ad hoc committee to consider and recommend an appropriate constitution for the proposed council.

The President stated he had discussed the above proposals with members of the ad hoc committee, with the Director of Extension Service and with the Acting Director of the Division of Part-time Credit Studies and that he had obtained consensual agreement. He further stated that a formal document will be presented to Senate for consideration at a future meeting.

It was agreed that the report be received.

N.B. See "Continuing Studies and Extension, School of"

PEOPLES REPUBLIC OF CHINA POLICY ON ACADEMIC DEGREES

115, 81/03/10

It was agreed that the above-noted policy statement be received for information.

PHARMACY (PharmD.), Doctor of

409, 16/02/16

PHARMACY (PharmD. for Working Professionals), Doctor of

474, 17/02/28 - Program approved.

PHARMACY, Programme in

79, 77/12/13

Approval in principle was given to the establishment of a degree programme in Pharmacy, the programme to be a joint endeavour between the College of Trades and Technology and the University.

56, 03/11/18

It was agreed to approve the new School of Pharmacy 1+4 Curriculum.

92, 03/12/09

Senate considered a recommendation from the Calendar Review Committee as to whether or not the reformatted regulations for the School of Pharmacy would have to be submitted to Senate for approval for inclusion in the 2004-2005 Calendar.

The motion that the newly revised calendar entry for the School of Pharmacy be submitted to Senate for approval for inclusion in the 2004-2005 calendar was withdrawn.

The motion that the reformatted regulations for the newly approved 1+4 Pharmacy program be included in the 2004-2005 calendar, without having to be resubmitted to Senate for approval was carried.

103, 81/02/10

The Vice-President (Academic) advised that the proposed programme in Pharmacy, the establishment of which was previously approved by Senate, is being planned and details of the programme will be submitted to Senate for consideration at a later date.

PHILOSOPHY, DOCTOR OF PHILOSOPHY IN

182, 13/02/12 - Program approved

PH.D. CANDIDATES, Supervisors for

103, 78/02/14

The following guidelines, recommended by the ad hoc committee appointed to review the practice of maintaining an approved list of Ph.D. supervisors, were approved:

- I. To be appointed Supervisor of a Ph.D. thesis a Faculty member will normally
 1. Hold a Ph.D. degree himself/herself or its equivalent;
 2. Have already supervised successfully one or more graduate theses;
 3. Have taught courses at the graduate level;
 4. Have been engaged in continuing research since the award of his/her highest earned degree;
 5. Have agreed to undertake the supervisory duties to be assigned to him/her.

- II. A Department head who recommends as supervisor a member of his/her Department who does not satisfy one or more of the normal requirements listed in 1 to 4 above, will, at the Dean's request, provide the Dean with a written statement justifying his/her recommendation.
- III. A Faculty member who feels himself/herself to be qualified and competent to supervise a Ph.D. thesis, but who is consistently denied an opportunity to do so by his/her Department Head (or Dean), may lodge a complaint with the Dean of Graduate Studies, who, if he/she fails to resolve it himself/herself, will appoint and **ad hoc** committee of three (to include one member from, other than the Head of, the Department concerned) to mediate between the disputants in the case.

PH.D. ORALS, External Examiner at

151, 70/11/10

The external examiner or examiners for the Ph.D. thesis is required to be present at the oral defense of theses by doctoral candidates. The requirement for the presence of an examiner may be waived only by the Senate Committee on Graduate Studies.

PH.D. SUPERVISORS, Criteria for a List of

204, 71/04/13

The following criteria was set up for an approved list of Ph.D. supervisors:

1. A continuing record of research achievement since his/her highest earned degree.
2. Normally, experience in the supervision of research and/or teaching at the graduate level.
3. Additional criteria reflecting particular needs of the individual faculties.

PHYSICAL EDUCATION, AND ATHLETICS, School of - Change of Name

20, 76/10/12

The name of the Department of Physical Education and Athletics was changed to the School of Physical Education and Athletics.

25, 98/09/08

The name of the School of Physical Education and Athletics was changed to the School of Physical Education, Recreation and Athletics.

25, 01/09/11

The name of the School of Physical Education, Recreation and Athletics was changed to the School of Human Kinetics and Recreation.

PHYSIOTHERAPY, Report of the Academic Planning Committee on

79, 77/12/13

The establishment of a degree programme in Physiotherapy was approved in principle.

PILOT - SUPPORT STUDENTS WITH ACADEMIC CHALLENGES PROGRAM

156, 12/02/14

Senate agreed to endorse the pilot project and approve the two new courses associated with it.

PLAGIARISM DETECTION

14, 05/09/13

It was moved and carried that the University should not at this time subscribe to plagiarism detection tools at an institutional level.

It was moved and carried that the Senate request the Committee on Committees to draft terms of reference and recommend membership for an ad hoc Committee of Senate to develop a code of academic integrity for both students and faculty.

Ad hoc Committee to develop a Code of Academic Integrity

63, 06/01/10

At a meeting held on September 13, 2005, Senate approved the recommendation of the Senate Committee on Undergraduate Studies that an ad hoc Committee be struck to develop a code of academic integrity for both students and faculty. It was agreed to request the Senate Committee on Committees to draft terms of reference and recommend membership for an ad hoc Committee of Senate to develop a code of academic integrity for both students and faculty. It was moved and carried that the membership and terms of reference for the Senate ad hoc Committee on Academic Integrity be approved.

11, 07/09/11 - Final Report - accepted.

148, 09/02/10

The Memorial University of Newfoundland Code - approved.

PRESIDENTIAL TASK FORCE - Order of University Priorities

111, 76/03/09

It was agreed to establish a Presidential Task Force on the order of University priorities, with a series of sub-Task Forces dealing with Revenue, Faculty, Academic Support Services, Services to Students, Administrative Support Services, Research and Community Services.

PRESIDENTIAL TASK FORCE, Report of Steering Committee on

24, 76/10/26

The resolutions from the Initial Report of the Presidential Task Force were approved as follows:

1. WHEREAS the University in the modern world is universally recognized as an institution primarily concerned with higher education both for its own sake and for the benefits it may bestow upon the larger community beyond its walls.

BE IT RESOLVED that this Senate affirms that the primary goals and functions of Memorial University of Newfoundland are, by providing the necessary human resources, intellectual and social environment, physical facilities and appurtenances, and enabling structures, services and devices, to foster in its members general intellectual development in the direction of intellectual excellence and to inculcate upon those of its members who elect to pursue them the specialized knowledge and skills of certain learned professions; to encourage the pursuit of knowledge and ideas of all kinds, their advancement, examination, analysis, and evaluation both as an end in itself and as a means to solving some of the problems in a changing world and to enhancing the quality of life; to ensure that the higher education referred to above be of such a nature as to make for intelligent and sensitive citizenship and effective leadership; and to make its resources of learning and expertise available to the community at large, in particular the Province of Newfoundland; to draw wherever possible upon the unique resources for study and scholarship that this Province provides; and, by whatever means may be available, both to encourage the pursuit of higher education by all those within our community who are best able to profit from it and to attempt to remove all such obstacles (inequalities of opportunity for example) that still make this difficult for many.

2. WHEREAS the financial resources available to this University are at present and may be for some time to come strictly limited, a circumstance that perforce restricts the areas in which and the extent to which we can achieve the excellence of performance, service and product that we would aspire to in achieving the goals and fulfilling the functions outlined in Resolution 1.

BE IT RESOLVED that in allocating the financial resources that are available to us the first priority, demanding the greatest proportion of these resources, its undergraduate teaching and allied research in the liberal arts, the social sciences, the natural sciences, and those specialized professions whose unique services the larger community would seem to stand most in need of, to wit, (in order alphabetical rather than of importance) Business Administration and Commerce, Engineering and Applied Science, Health Sciences as presently organized, Social and Community Service, and Teacher Education.

3. WHEREAS the fullest and best exploitation, development, and application of the potentialities of the human resources that are the **sine qua non** of any University, namely its faculty and students, can only be achieved where and when the opportunities and means exist to enable them to explore the various and varied **terrae incognitae** of human knowledge and, perchance, advance their frontiers, and WHEREAS such activities are essential to the best and fullest achievement of all the goals outlined in Resolution 1.

BE IT RESOLVED that in allocating the financial resources available to the University a sufficiently high priority be assigned to the provision of the facilities, opportunities, and time to ensure the fruitful pursuit of research and practice of scholarship.

4. WHEREAS to ensure the proper and efficient operation of the University in pursuing the ends by way of the means indicated in the foregoing resolutions, administrative, secretarial, clerical, technical and other support staff and support systems are essential.

BE IT RESOLVED that a sufficiently high priority be assigned to providing such administrative and other support personnel, systems, and facilities as are demonstrably essential, and that their deployment be so ordered as to contribute with maximum efficiency to the achievement of the goals and the fulfillment of the functions of the University outlined in the foregoing resolutions.

The complete report of the Steering Committee is lodged in the Senate files.

36, 76/11/23

The resolutions from the Report of the Presidential Task Force submitted by the Steering Committee were approved as follows:

WHEREAS the Senate has resolved that in allocating financial resources the first priority shall be undergraduate teaching and allied research in the various undergraduate programmes offered in the University, BE IT FURTHER RESOLVED that in implementing this principle, having regard to both the demands of teaching effectiveness, efficiency, and adequacy, and the recognized limitations upon resources, the following policies and procedures be adopted:

In Respect of Academic Staff

1. Where it is not detrimental to the stability and efficacy of teaching programmes, a number of faculty vacancies may be filled, where feasible, by visiting, sessional or part-time appointments, local resources for the procurement of such service to be fully exploited.
2. Deans and Directors shall explore all possibilities for persons with competence in fields other than those to which they are appointed, to be used as teachers in other units, wherever appropriate, and whenever savings might be accomplished by so doing.
3. Faculty/student ratios or costs per student should not be the basis upon which faculty requirements are determined, except that a faculty/student ratio of 1/15 (i.e. 1/75 course registrations per semester) in any component should be accepted as sufficient evidence that all faculty are fully employed in teaching; the replacement of any permanently or temporarily vacated faculty post should be justified to the President or his delegate in terms of the number of courses which must be offered and on the basis of a standard teaching load within the unit concerned, the same justification to be required of all new posts.
4. Normally, an instructor in Junior Division, or teaching at the first-year level, should not be asked to teach more than 100 students in a semester and at other levels the limit should be 120, unless suitable arrangements for teaching assistance can be made.

5. Section size above the first-year level may only be limited on the authority of Heads or equivalent in consultation with Deans or Directors and where, because of large numbers, student assistants, or markers are utilized or other expedients are used, every effort should be made to ensure that the quality of instruction is not impaired.
6. Departments having few "majors" should be sufficiently staffed to meeting student requirements and to maintain the discipline within the University, preferably at a level commensurate with the offering of a minimal honours programme.

64, 77/01/25

The remaining resolutions of the 2nd Report of the Steering Committee on the Presidential Task Force were discussed and resolved.

70, 77/02/08

Discussion resumed on the final section of the 2nd Report of the Steering Committee on the Presidential Task Force.

100, 77/02/22

In the 3rd Report of the Steering Committee on the Presidential Task Force, the recommendations were resolved.

PRESIDENTIAL TASK FORCE, Symons Report

167, 78/04/11

The recommendations of the Task Force were resolved as follows:

1. (a) That the Senate request all departments of the University, through the appropriate faculties, to review their activities in the light of the Symons Report, with special attention to its Recommendations 2, 18, 20, 21, 24, 25, 26, 27, 28, 29, 30, 32, 34, 36, 38, 39, 40, 43, 44, 46, 47, 48, 54, 57 and 62.
- (b) That the Senate appoint a committee to receive faculty and departmental reports and, on the basis of them, to make further recommendations to the Senate.
- (c) That relevant information be gathered annually and reviews carried out periodically.
2. That all faculties and schools be asked to examine the desirability and feasibility of adopting the policy outlined in Recommendation 2 following, and to report back to Senate:

"That all undergraduates be required to take, during their first or second year, a two-semester course focussed upon the political institutions, social structure, and cultural and economic life of Canada. Such a course could be planned and taught co-operatively by faculty members in several departments."
3. That appropriate bodies seek means to facilitate more exchange of students between Memorial University and other Canadian universities.
4. That appropriate bodies seek means to facilitate more exchange of faculty between Memorial University and other Canadian universities.

The following recommendations were referred to the Executive Committee:

5. That the Faculties of Education, Arts and Science be asked to consider ways of increasing communication between the university and teachers in the school system of this Province.

6. That the Faculties of Education, Arts and Science should be asked to devote attention to the school curriculum in Newfoundland, with special attention to Canadian content.

A copy of the section of the Symons Report setting out the recommendations noted in Recommendation I of the Task Force Report, is lodged in the Senate files.

PROCTORED ASSESSMENTS, FALL 2020 SEMESTER

657, 20/07/14

At the June 19, 2020, meeting of the Senate Committee on Teaching and Learning (SCTL) the subject of proctored assessments for the fall 2020 semester at Memorial University was discussed considering the current circumstances of COVID-19. The subject was entered on the meeting agenda by Dr. Gavan Watson, Associate Vice-President, Teaching and Learning/Director, Centre for Innovation in Teaching and Learning with supporting documents for consideration by the SCTL.

After a lengthy discussion on the subject, the SCTL passed a motion to bring a recommendation forth for approval.

Senate approved the following recommendation along with a friendly amendment:

For the Fall semester, proctored assessment can be available to faculty, but proctored assessments should only be used if no other option is feasible. Prior to selecting proctored assessments, faculty should consider any other method to reduce the need for proctored assessments, such as restructuring course work to increase the amount of low-stakes evaluation, up to and including assigning P/F grades based on term work. Approval for a proctored assessment would be made by the Dean of the academic unit.

PROFESSOR EMERITUS, APPROVAL OF NOMINATIONS BY SENATE

220, 13/05/14

It was agreed that the approval of Professor Emeritus Nominations be dealt with in a similar way as the approval of Honorary Degree Candidates in that either a one-page summary is provided to Senate or the letter from the Dean plus the letter from the Department Head of Arts or Science is provided to Senate.

PROFESSOR EMERITUS, CRITERIA AND PROCEDURES

222, 05/05/10

At a meeting held on April 20, 2005, the Committee on Honorary Degrees and Ceremonial, in light of the very considerable increase in the number of nominations for Professor Emeritus, reviewed the Criteria and Procedures as outlined in the Handbook of Senate By-Laws and Procedures. In a memorandum to Senate dated April 29, 2005, the Committee noted that while the criteria as defined in Clauses 2 and 3 minimally met the intent of the Senate in conferring this distinction, a rewording to more clearly reflect that intent was in order.

The Committee also noted two awkward aspects of the current Clause 4 of the Procedures in that:

- A nomination may be blocked or stopped at a senior level beyond the academic unit and not receive consideration by the Committee (except as provided for in the last sentence of clause 4).
- The current language requires that a nomination must be approved by the President who must then serve later as Chair of the Committee and as Chair of Senate.

It was agreed to adopt the revised Criteria and Procedures for Professor Emeritus. The revised Criteria and Procedures read as follows:

“B. Professor Emeritus--Criteria, Procedures

1. The Committee on Honorary Degrees and Ceremonial shall receive suggestions for and shall present to the Senate nominations for the title of Professor Emeritus for eventual approval by the Board of Regents.
2. The title of Professor Emeritus is open only to highly distinguished retired members of the faculty of Memorial University of Newfoundland whose contributions to the University were substantially above the norm for their discipline. To be eligible, a person must have served at least ten years as a regular full-time faculty member at this University and must have held the rank of Professor upon retirement.
3. The prime criteria for nomination shall be a sustained and superlative record as a scholar, as a teacher, or as an academic administrator or any combination of these. In determining which candidates within a Department, School or Faculty are suitable for nomination to this category, comparison should be made with Professores Emeriti who have been appointed during the previous five years and with members of the faculty who are retired or are due to retire within the next five years.
4. Suggestions for nominations including both the rationale and the candidate's curriculum vitae should be forwarded to the Head, Director or Dean of the academic unit in which the nominee served. The nominee's candidacy must be approved by the administrative Head of the academic unit. The Dean in the case of departmentalized units and the Vice-President (Academic) will add their recommendations to the nomination and forward it to the Committee on Honorary Degrees and Ceremonial. The Committee shall present to Senate only those nominations which it endorses. The Committee on Honorary Degrees and Ceremonial shall also receive nominations from any member of the University Community.
5. The Senate procedure shall be the same as for the election of candidates for honorary degrees. However, since this is an appointment, albeit honorary, the Board of Regents must also approve each candidate elected by the Senate before the appointment can be made.
6. Public recognition of a Professor Emeritus or Professores Emeriti shall be given at a Convocation to which the Professor Emeritus or Professores Emeriti shall be invited and a certificate shall be presented to each of those appointed.
7. All faculty members holding the title “Professor Emeritus” will:
 - (a) have the right to participate in academic processions at Convocation.
 - (b) have their names listed in the University Calendar;
 - (c) be entitled to use their former departmental, school or faculty general office as a mailing address for academic mail;
 - (d) receive notices of and invitations to departmental, school or faculty seminars.
8. While the allocation to Professores Emeriti of office space, laboratory space and secretarial assistance in support of scholarly work are not to be considered automatic privileges, such support may be granted by the Department Head, Director or Dean subject to the exigencies of the academic unit. Such privileges will normally be granted on a yearly basis and shall be subject to annual review.”

219, 13/05/14

It was agreed to approve the following amendments along with a friendly amendment to Clauses 1-3 of Senate By-Law V.B. Professor Emeritus - Criteria, Procedures:

“B. Professor Emeritus--Criteria, Procedures

1. The Committee on Honorary Degrees and Ceremonial shall receive suggestions for and shall present to the Senate nominations for the title of Professor Emeritus for eventual approval by the Board of Regents.

2. The title of Professor Emeritus is open only to highly distinguished faculty members who, at the time of their retirement, were full-time academic staff members of Memorial University of Newfoundland and retired members of the faculty of Memorial University of Newfoundland whose contributions to the University were substantially above the norm for their discipline. To be eligible, a person must have served at least ten years as a regular full-time faculty member at this University and must have held the rank of Professor upon retirement.

3. The prime criteria for nomination shall be a sustained and superlative record as a scholar, as a teacher, or in service to the university or to the community ~~as an academic administrator~~ or any combination of these. In determining which candidates within a Department, School or Faculty are suitable for nomination to this category, comparison should be made with Professores Emeriti who have been appointed during the previous five years and with members of the faculty who are retired or are due to retire within the next five years.”

552, 19/04/14

It was agreed to approve the following amendments to Clause V.B.4:

“4. Suggestions for nominations including the rationale and the candidate's curriculum vitae should be forwarded to the Head, Director or Dean of the academic unit in which the nominee served. A one-page statement that describes the candidate's accomplishments and provides a rationale for the award of Professor Emeritus is to be included. This statement will be used at Senate should the Senate Committee on Honorary Degrees and Ceremonial recommend the award. The nominee's candidacy must be approved by the administrative Head of the academic unit. The Dean in the case of departmentalized units and the Vice-President (Academic) will add their recommendations to the nomination and forward it to the Committee on Honorary Degrees and Ceremonial. The Committee shall present to Senate only those nominations which it endorses. The Committee on Honorary Degrees and Ceremonial shall also receive nominations from any member of the University Community.”

PROFESSOR EMERITUS, POLICY REGARDING THE STATUS OF

24, 91/10/08

See Handbook of Senate By-Laws and Procedures.

174, 92/03/10

In a memorandum dated January 21, 1992, the Secretary of the Board of Regents advised that the Board granted approval to the Policy Regarding the Status of Professor Emeritus.

PUBLIC HEALTH, MASTER OF

204, 08/05/13 - Program approved.

PUBLIC ORATOR, PROCEDURES FOR APPOINTMENT OF

35, 94/12/13

Approved.

See Handbook of Senate By-Laws and Procedures.

QUALITY OF STUDENT LIFE - Ad Hoc Committee on

45, 79/12/11

The following terms of reference for the Ad Hoc Committee on the Quality of Student Life were approved:

The Committee shall examine:

1. programmes already in place, or actions already being taken by units within the university, such as, but not limited to Junior Studies, ETV, Extension and Public Relations, which address the matter of quality of student life at this University.
2. documents, reports, statements of university policy, and research related to the matter of student life;
3. the public image of the University; and
4. all aspects of "quality of life" at the University.

The Committee shall then make specific recommendations to Senate. The Committee shall report back to the Senate by the end of the Winter Semester 1980.

QUALITY OF STUDENT LIFE, Report of the Senate Ad Hoc Committee on

47, 80/12/09

It was agreed that the Interim Report of the Senate Ad Hoc Committee on the Quality of Student Life be received.

147, 81/05/12

Following discussion, it was agreed that the Report of the Senate Ad Hoc Committee on the Quality of Student Life be referred to the Academic Councils and other appropriate bodies of the University for comment prior to the September 1981 meeting of Senate.

31, 81/11/10

At a meeting of the Senate Executive Committee held on October 28, 1981, it was agreed that the Secretary prepare a summary of the comments and recommendations received from the various Faculty Councils for presentation to Senate. This document will be circulated to members shortly and the above report will be placed on the agenda for the December meeting of Senate.

34, 81/12/08

A Summary of Recommendations of the Report on the Quality of Student Life, prepared by the Office of the Registrar, was circulated at the meeting prior to discussion. It was noted that final examinations are now in progress at the University and it was felt that because of this only one student representative attended the meeting. It was therefore agreed that this be postponed until the January 12, 1982, meeting of Senate to give the student senators an opportunity to take part in the discussion. Apologies were extended to those invited to attend the meeting.

50, 82/01/12

A summary of the recommendations contained in the Report of the Senate Ad Hoc Committee on the Quality of Student Life was prepared by the Office of the Registrar. It was agreed that the recommendations contained in this summary would be individually discussed. The Chairman and members of the ad hoc committee were available to answer any questions put forward. The following recommendations were discussed in detail and received for information and/or referral to the appropriate administrative office.

35 a

36 b,c,d,e

38 f. 1,2,3,4

39 g

40 a,b,c,d

41 e,f (It was agreed that Recommendation 41 f will be discussed later in the Report).

It was also agreed that the remainder of the recommendations be deferred until the next regular meeting of Senate.

108, 82/02/09

As agreed at the meeting of January 12, 1982, the Summary of Recommendations, prepared by the Office of the Registrar, are to be discussed individually. The following recommendations were discussed at today's meeting:

42 g,h

43 i

It was agreed that Recommendations 42(g)(h) be referred to the Committee on the University Timetable to explore the feasibility of their implementation.

It was agreed that Recommendation 43(i) be referred to the Senate Academic Planning Committee with the request that they undertake a study of the structure of the academic year at this University and submit a report to Senate.

119, 82/03/09

As agreed at the meeting of January 12, 1982, the Summary of Recommendations of the above report, prepared by the Office of the Registrar, are to be discussed individually. The following recommendations were discussed in detail and received for information and/or referral to the appropriate administrative office:

Page 45 3. a,b,c

Page 46 d,e,f

Page 47 g,h

Page 48 i,j

Page 49 k

Page 50 l

The following recommendations were referred to the Senate Committee on Undergraduate Studies for advice regarding the feasibility of their implementation:

Page 50 m

Page 51 n

127, 82/04/13

At the request of Senate, the Committee on the University Timetable in memoranda dated February 16 and March 12, 1982, submitted their reactions to Recommendations 41 e, 42 g and 42 h, of the Report of the Senate Ad Hoc Committee on the Quality of Student Life. The Chairman of the Committee on the University Timetable, presented the reports of the committee and responded to questions. It was agreed to accept the committee's recommendations in this regard.

The Chairman of the Academic Planning Committee stated that his committee is currently involved in discussions on Recommendation 43(i) which has a bearing on the above noted recommendations. He also advised that a subcommittee has been set up and consultation will take place with the Registrar and the Chairman of the Timetable Committee. A report will be forthcoming.

128, 82/04/13

As time did not permit discussion of this item, it was agreed that the Secretary investigate the feasibility of setting up a special meeting at a time that would be appropriate to the members of Senate with special reference to the student representatives.

132, 82/05/11

At the request of Senate at its regular April meeting, the Secretary investigated the feasibility of setting up a special meeting to discuss the Report of the Senate Ad Hoc Committee on the Quality of Student Life at

a time that would be appropriate to members of Senate, with particular regard for student representatives. The Secretary reported that although attempts were made to contact the student representatives only one undergraduate student was in a position to attend such a meeting. As a result a special meeting to discuss the report was not called but the item was placed on the Senate agenda for tonight's meeting.

It was noted that one graduate student representative attended the meeting and there were no undergraduate representatives present. It was agreed to postpone discussion of the report.

01, 82/09/14

In a memorandum dated August 31, 1982, the Senate Executive Committee recommended to Senate that the Report on the Quality of Student Life be removed from the agenda of the regular meetings of the Senate and that a special meeting or series of special meetings be arranged to deal with this report. The committee suggested that the first meeting take place on Tuesday, September 28, 1982, at 7:30 p.m. Senate concurred with this recommendation.

13, 82/09/28

The following documents were circulated to members for discussion at this meeting:

1. Summary of Submissions prepared by the Office of the Registrar.
2. Submission from the Faculty of Arts (not included in the summary).
3. Submission from the Faculty of Medicine (not included in the summary).
4. Memorandum dated May 25, 1982, from the Senate Committee on Undergraduate Studies, re Recommendations page 40, c, page 40, d, page 50, m, and page 51, n.
5. Summary of the Recommendations prepared by the Office of the Registrar.

There was general agreement that the submissions received from the Faculties of Arts and Medicine would be considered as part of the document entitled "Summary of Submissions".

The Chairman reminded Senate that recommendations listed up to page 52 had been dealt with by Senate and had been referred to the appropriate academic committees and/or administrative officers. In particular, Recommendations page 40,c, page 40,d, page 50, m, and page 51, n, were referred to the Senate Undergraduate Studies Committee and in a memorandum dated May 25, 1982, the following observations and comments were received from that committee.

Recommendation page 40, c

While the Committee felt that it was neither desirable nor feasible to place restrictions on the number of pieces of work assigned in courses at different levels, it was recognized that students' work loads could be excessive, and it was agreed that it be recommended to Senate:

- (1) that instructors be asked to obtain an estimate of the amount of time that students spend on completing assignments.
- (2) that a reminder be sent to Heads of departments and academic units asking them to undertake periodic reviews of the methods of evaluation being used in the courses offered in their departments and academic units.

Recommendation page 40, d

With reference to this recommendation, it was agreed that this committee would undertake to discuss with Junior Division the extent to which evaluation deadlines result in a student's confronting a large number of tests and assignments midway through the term.

Recommendation page 50, m

With regard to this recommendation, there was general agreement by the committee that advice should be available to students, especially in the period prior to registration, and that students should be made aware that this advice is available. It was felt that the task of designing and/or maintaining advising systems

should be taken on by the Deans and Directors of the various Faculties and Schools and it was agreed that it be recommended to Senate:

That the Deans and Directors of the various Faculties and Schools be asked to provide a statement on:

- (i) the nature of systems presently in place in their Faculties and Schools for advising students;
- (ii) the nature of systems presently in place in their Faculties and Schools for allocating lecture and laboratory sections to students prior to registration;
- (iii) the methods employed in their Faculties and Schools to make students aware of these systems;
- (iv) the relationship, if any, between systems of advising and systems for allocation of lecture and laboratory sections prior to registration.

Recommendation page 51, n

Placing recommendation (n) in the context of the report, it was agreed that the suggestion for investigation of a pre-registration system was linked with the proposal concerning advising systems. It was, therefore, felt that it was inappropriate to further discuss the question of pre-registration until, as recommended above, information concerning advising systems has been received from the Deans and Directors of the various Faculties and Schools.

It was agreed to receive the report of the Senate Committee on Undergraduate Studies for information and/or referral to the appropriate administrative offices.

The following recommendations were then discussed individually:

Recommendation page 52, o

It was noted that a subcommittee of the Academic Council of the School of Graduate Studies is preparing a report on academic grievance procedures at the graduate level and it is expected a report will be forthcoming within the next two months.

It was agreed to refer this recommendation to the Vice-President (Student Affairs and Services) requesting that he confer with the Council of the Students' Union and the Registrar to ensure that the spirit of this recommendation is carried out.

Recommendation page 53, p

No action was considered necessary on this recommendation.

Recommendation page 53, q

It was agreed to refer this recommendation to the Council of the Students' Union noting that the Faculty of Arts, and other faculties, have established committees to study the quality of the academic life of students.

Recommendation page 54, a

It was agreed to refer this recommendation to the Council of the Students' Union. The Chairman noted that this recommendation is already under active consideration.

Recommendation page 55, b

It was agreed to refer this recommendation to the Council of the Students' Union with the deletion of the phrase "and Student Affairs" from line one of the recommendation.

Recommendation page 55, c

It was noted that the P.J. Gardiner Institute for Small Business endorses this recommendation.

Recommendation page 57, d

No action was taken on this recommendation.

Recommendation page 58, a

It was agreed that since a Subcommittee of the Senate Committee on the Budget is examining the bookstore operation, no further action was necessary.

Recommendation page 59, b

It was agreed to refer this recommendation to the appropriate administrative authorities with the following amendment: insert "where possible", after "departments".

Recommendation page 59, c

It was agreed to refer this recommendation to the Vice-President (Student Affairs and Services) with the suggestion that consideration be given to the establishment of satellite bookstores within the University.

Recommendation page 60, d

It was agreed to modify this recommendation as follows and refer it to the Vice-President (Student Affairs and Services):

"That the present system of tendering cafeteria contracts to a single operator be reconsidered and a system of tendering to more than one operator be examined."

Recommendation page 60, e

It was agreed to refer this recommendation to the Vice-President (Student Affairs and Services).

Recommendations page 61, f,h

No further action was deemed necessary on these two recommendations.

Recommendations page 63, a,b,c,d,e

It was agreed to refer these recommendations to the President.

Recommendations page 64, f,g,h,i

It was agreed to refer these recommendations to the Vice-President (Student Affairs and Services) with Recommendation 64, i, also being referred to Canada Employment Centre on Campus.

Recommendations page 65, a, page 66, b.1,b.2,c

The Chairman reported that many of these recommendations have been or are being implemented. It was agreed to refer these recommendations to the appropriate administrative officials noting that they have been endorsed by Senate.

Recommendations page 66, a, page 67, b,c,d,e,f,g - Native Students

It was agreed that these recommendations together with the comments of the Faculties and Schools as they appear in the various submissions, be referred to the Presidential Advisory Committee on Native Students.

Recommendations page 67, a,b,c,d,e,f - Foreign Students

It was agreed to refer these recommendations to the Presidential Committee on Foreign Students for study. It was noted that Recommendation 67, f, has already been implemented.

Recommendations page 68, a,b,c - Female Students

It was agreed that these recommendations be referred to the Vice-President (Student Affairs and Services) for consideration.

Recommendations page 68, a,b - Mature Students

- a. It was noted that this recommendation has already been implemented.
- b. It was agreed to refer this item to the Vice-President (Student Affairs and Services) for action with the comment that Senate endorses this recommendation.

Recommendations page 68, a,b - Graduate Students

- a. It was agreed to refer this recommendation to the Graduate Students' Union and to the Dean of Graduate Studies.
- b. It was agreed to refer this recommendation to the Division of University Relations and Development for consideration.

Recommendation page 69, c

This item which has been studied by the Faculty Council of Science is currently being reviewed, at the request of Senate, by the Councils of the various Faculties and Schools. It was agreed that no further action was necessary.

Recommendation page 69, a

It was agreed that this recommendation be amended by deleting the reference to brewery representatives and then be referred to the Vice-President (Student Affairs and Services), the Council of the Students' Union and the Graduate Students' Union for action.

Recommendation page 69, b

It was agreed to refer this recommendation in conjunction with Recommendation page 69,a, above to the Vice-President (Student Affairs and Services), the Council of the Students' Union and the Graduate Students' Union.

41, 82/11/09

- a. At the request of Senate, Recommendations page 63, a,b,c,d,e, of the above report were referred to the Office of the President. A response from the President, dated October 15, 1982, was received for information.
- b. Recommendation page 50, m, of the above report was referred to Deans and Directors by Senate. A memorandum, dated October 15, 1982, was received from the Associate Director of Junior Studies, describing the system used by Junior Studies for advising students.

49, 82/12/14

At the request of Senate

- a. Recommendation page 40, d, of the above report was referred to the Senate Committee on Undergraduate Studies. The committee's response dated November 1, 1982, was received for information.
- b. Recommendations page 65, a, page 66, b.1,b.2,c, of the above report were referred to the Office of the Vice-President (Administration and Finance). A response dated October 25, 1982, was received for information.
- c. Recommendations page 59, b, page 40, c, page 50, m, of the above report were referred to the Dean of Medicine. A reply dated October 26, 1982, was received for information.
- d. Recommendation page 50, m, of the above report was referred to the Dean of Arts. A reply dated November 18, 1982, was received for information.
- e. Recommendation page 68, b, of the above report was referred to the Director of University Relations and Development. A reply dated November 1, 1982, was received for information as well as a reply from the Assistant Dean of Graduate Studies.

81, 83/01/11

At the request of Senate, Recommendations page 40, c, page 50, m, and page 59, b, were referred to the Dean of Education. A reply dated November 23, 1982, was received for information.

127, 83/02/08

At the request of Senate, Recommendation page 50, m, was referred to the Dean of Science. A reply dated January 7, 1983, was received for information.

05, 83/09/13

At the request of Senate, Recommendations page 66, a, page 67, b,c,d,e,f, and g were referred to the Presidential Advisory Committee to Study the Quality of Life on Campus for Native Students. A reply, dated April 25, 1983, was received for information.

QUEEN'S COLLEGE - Suspension of Affiliation

151, 74/05/13

The affiliation with St. Bride's College and Queen's College will be suspended.

QUEEN'S COLLEGE - Affiliation with Memorial University

118, 82/03/09

In a memorandum dated January 13, 1982, the Provost of Queen's College stated that Queen's College is re-instituting a programme of theological training. He requested that affiliation with Memorial University, which was suspended in May 1974 because of the cessation of theological studies at Queen's, be re-instated.

It was agreed that affiliation with Queen's College be re-instated.

REALIGNMENT OF THE DEPUTY PROVOST PORTFOLIO

201, 14/04/22

The Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies gave a presentation to Senate on the Portfolio Realignment.

35, 14/11/18

It was agreed to endorse Phases II and III of the implementation plan for the realignment of the Deputy Provost portfolio.

REGISTRATION, Report of the Ad Hoc Committee on Alternate Methods of

154, 86/05/13

The above-noted report was received by Senate.

It was agreed that the Registrar be authorized to proceed with the method of registration as outlined in the committee's report for a one year period on an experimental basis commencing in September, 1986, and that an ad hoc committee be established to monitor and report to Senate on the success or otherwise of this operation.

27, 86/10/14

The Secretary of the Executive Committee reported the following action taken by that committee prior to the 1986 Fall Registration with regard to the Report of the Ad Hoc Committee on Registration:

In attempting to implement the recommendations of the Report of the Ad Hoc Committee on Alternate Methods of Registration it was determined by the Office of the Registrar that for those students who register by mail (e.g. correspondence course students) as well as for those smaller groups of students who register in person (e.g. off-campus part-time students) it would be more practical to sub-divide such categories into six or seven different priorities and not fourteen as stated in the report. In view of this it was agreed to give the Office of the Registrar authority to determine the number of priority divisions most appropriate for each category of students noting that if such authority were given the spirit and intent of the report as approved by the Senate would be preserved in all respects.

REGISTRATION, Ad Hoc Committee on

24, 86/09/09

Appointments to the Ad Hoc Committee on Registration were confirmed.

REGISTRATION, Report of the Ad Hoc Committee on

28, 87/11/10

The Chairman of the above-noted committee, at the request of the Chair presented a brief outline of the committee's report.

Following discussion, it was moved and seconded that the committee's recommendations 1 to 5 be accepted. The recommendations read as follows:

1. That the system of priority registration used in 1986-87 be continued with the modification proposed below.
2. That priority within credit groups be assigned according to a student's GPA **in the better of** either the last ten (10) credits attempted or the overall record.
3. That this modification be implemented in Fall 1988, when Telephone Registration is begun.
4. That a committee be established to examine the academic implications of granting registration priority by GPA. In particular, it should give attention to trends in the GPAs of weaker students, whether there are concentrations of weaker students in certain courses, and whether courses with large numbers of weaker students exhibit bi-modal grade distributions.
5. That Senate consider seeking a long-term alternative to priority registration to deal with the problems of crowding and excess student demand for courses that result from the University's present fiscal crisis.

It was moved, seconded and carried that the motion be amended to read "the committee's recommendations 1 to 4 be accepted".

The motion, as amended, was carried.

It was agreed to refer Recommendations 1 to 3 to the Registrar and Recommendation 4 to the Committee on Committees for appropriate action.

Following discussion of Recommendation 5, it was agreed that Recommendation 5 be referred to the Academic Planning Committee for further study. It was suggested that the Academic Planning Committee may wish to seek comments from the various Councils of the Faculties and Schools before finalizing its report to the Senate.

REGISTRATION - Ad Hoc Committee on Priority Registration

69, 87/12/08

Appointments to the Ad Hoc Committee on Priority Registration by Grade Point Average were confirmed.

100, 89/04/11

In an interim report of the Ad Hoc Committee on Priority Registration the committee asked Senate if it wishes to have an immediate report based on surveys which have been conducted or whether Senate wishes to wait until the committee has had time to prepare data that would permit analysis of the grade distributions of multi-section courses.

Following discussion it was agreed to give the committee an opportunity to examine the data before reporting to Senate.

It was requested that a student representative be appointed to serve on the Ad Hoc Committee on Priority Registration. In this regard it was agreed to request the Council of the Students' Union to put forward a nomination to the Committee on Committees.

REGISTRATION GPA for College Transfer Year Students From the College of the North Atlantic

241, 00/05/09

It was agreed that Memorial's Registration Policy be amended effective September 2000 to provide for registration of College Transfer Year Students from the College of the North Atlantic on the basis of GPA.

REGISTRATION, Report of the Subcommittee to Review the Registration Priority System Currently in Place at Memorial University

232, 96/03/12

The report of the Subcommittee to Review the Registration Priority System Currently in Place at Memorial University which was appointed by the Senate Committee on Undergraduate Studies at the request of the Executive Committee of Senate has now been received.

It was agreed that the recommendations of the Subcommittee be accepted as follows:

1. Maintain the current registration priority scheme of ranking students in terms of nearness to completion of the degree and then GPA.
2. Adopt as policy the current practice of allowing newly-admitted students the first chance to register. It was recognized during this review that this group of students were not considered in the original priority scheme, because at that time (1990), these students did not register using the telephone registration system. Fall Semester 1995 was the first time that all of these students were able to register by telephone.
3. Maintain the current positioning of transfer students (i.e. students transferring with degrees be positioned midway in the 30 or more credit group and all other transfer students be positioned midway in the fewer than 30 credit group). It should be noted that individual academic units have the authority to allow any student, including transfer students, to be admitted even though the enrollment limits of a particular course section have been met. Thus, if the head of an academic unit felt that a particular transfer student was disadvantaged by the priority scheme he/she could decide to accept that student into a course even though it was already full.

Registration Priority Policy

80, 07/01/09

Amended

REGULATION CHANGES

08, 88/09/13

In approving the changes in the admission requirements it was agreed by Senate to observe its commonly accepted principle that changes to regulations which are to the advantage of students may be implemented immediately whereas changes which are to the disadvantage of students must be promulgated in the University Calendar before implementation.

118, 03/01/14

The Senate Committee on Undergraduate Studies submitted a proposal to Senate for approval at a meeting held on January 14, 2003, recommending that Clause 7.1.3 of the General Academic Regulations (Undergraduate): Regulation 7 EXAMINATIONS be amended. In light of concerns raised by Senate at that time, it was agreed to refer the proposed amendment back to the Senate Committee on Undergraduate Studies for further study.

30, 05/11/08

At a meeting held on September 13, 2005, Senate considered a memorandum dated 28 June 2005 from the Senate Committee on Undergraduate Studies entitled "General Academic Regulation 7.1.3 Examinations". At that time, several representatives from the Faculty of Medicine noted that the Faculty teaches courses in two, three or four week blocks and suggested that the adoption of this amendment would make it extremely difficult, if not impossible, for the Faculty to teach many of its courses. As a result,

it was agreed to refer the proposed amendment back to SCUGS with a view to re-examining the regulation from the perspective of the Faculty of Medicine.

The Senate Committee on Undergraduate Studies, having reviewed the Regulation with a view to the concerns raised by the Faculty of Medicine and the fact that other academic units may either request provision for exceptions to the rule in certain instances, or have courses which by their nature warrant on-going/standing exemptions to the rule, forwarded a proposed amendment to the General Academic Regulation 7.1.3 Examinations for the consideration of Senate.

The motion to approve the amended General Academic Regulation 7.1.3 Examinations, carried.

14, 04/09/14

General Academic Regulation 4.7.2. WITHDRAWING FROM THE UNIVERSITY WITHOUT ACADEMIC PREJUDICE

Senate reviewed a proposal from the Senate Committee on Undergraduate Studies in which it is being recommended that the General Academic Regulation 4.7.2 be revised so that there is consistency between what is entered on the academic record when a student withdraws from the University and when a student drops a course or courses within the first two weeks of the semester. The Committee undertook a review of "General Academic Regulations 4.7.2 Withdrawing from the University without Academic Prejudice" and "4.6.2 Dropping Courses without Academic Prejudice". The review indicated that there is a difference with respect to what will be entered on the academic record when a student withdraws and when a student drops a course or courses within the first two weeks of the semester. Regulation 4.7.2 stipulates that the letter grade of "DR" will be assigned to all courses when a student withdraws without academic prejudice within the first seven weeks of the semester, whereas Regulation 4.6.2 specifies that a course dropped within the first two weeks will not be entered on the student's record. The Committee is also recommending that changes to academic records will be made only upon individual request from a student.

It was noted the desirability for students to receive feedback on course performance before deciding whether to drop a course and it was questioned whether or not seven weeks is an appropriate period for students to drop courses without academic prejudice. It was suggested that this question be put to the Senate Committee on Undergraduate Studies for further study.

Following discussion, the motion to approve the General Academic Regulation 4.7.2., was carried.

55, 04/12/14

Regulations Governing Admission/Readmission to the University (Undergraduate) - Section 3, CATEGORIES OF APPLICANTS, ADMISSION CRITERIA AND OTHER INFORMATION

The motion to approve the permanent adoption and expansion of the early final admissions initiative whereby all applicants in their final year of high school would be considered for early, final admission provided they meet the academic standards approved for the pilot initiative, was carried.

229, 05/05/20

General Academic Regulation 7.5.2 - Rereading of Final Examination Scripts

The motion that Senate request academic units to develop policies and procedures governing re-reads in keeping with the current General Regulation 7.5.2 for dissemination to students and faculty which was carried.

08, 06/09/12

Regulation 2.2.3 Test of English as a Foreign Language (TOEFL)

The motion that the regulations governing proof of English proficiency be updated to reflect an appropriate minimum score for the new Test of English as a Foreign Language (TOEFL) internet-based test (iBT) was carried.

34, 06/12/12

Clause 4.4.7.2 Withdrawing from the University without Academic Prejudice - General Academic Regulations (Undergraduate)
Amended.

173, 08/03/11

Clause 2.3 Categories of Applicants, Admission Criteria and Other Information of the Regulations Governing Admission/Readmission to the University (Undergraduate).
Amended.

175, 08/03/11

Undergraduate Tuition Refund Regulation
Amended.

142, 09/02/10

General Academic Regulation 4.11 Academic Misconduct
Amended.

185, 09/05/12

Invigilation Procedures
Approved.

17, 09/10/13

A Guiding Document for the Preparation of an H1N1 Preparedness Plan
Approved.

50, 09/12/08

Waiver of Regulations and Appeal of Regulations
Amended.

56, 09/12/08

Appeal of Regulations
Amended.

REGULATIONS, DELEGATION OF AUTHORITY FOR WAIVERS OF

114, 92/01/14

The Executive Committee, at a meeting held on December 18, 1991, agreed to recommend to Senate that, on a trial basis until the end of the 1991-92 academic year, the Senate Committee on Undergraduate Studies be delegated authority to approve waiver of regulations for undergraduate students and the Academic Council of the School of Graduate Studies be delegated authority to approve waiver of regulations for graduate students. At the end of the trial period the process would be reviewed to determine whether or not it should be implemented on a permanent basis. Appropriate regulation changes and amendments to the terms of reference of various Senate and Faculty Committees would also be considered at that time.

Following discussion it was agreed that the above-noted recommendation be approved.

06, 92/09/08

In accordance with the directive of Senate, the Senate Committee on Undergraduate Studies assumed authority to approve waivers of regulations for undergraduate students for the period January 1992 to August 1992. At the end of this period the Committee was asked to report back to Senate. The Senate Committee's report, and a brief summary of cases considered, was received at tonight's meeting. The Senate Committee recommended that:

“1. Authority for waiver of regulations pertaining to a particular Faculty or School should be vested in the Undergraduate Studies Committee of that Faculty or School.

2. Authority for waiver of general university regulations such as Residence Requirements should continue to be vested in the Senate Committee on Undergraduate Studies.

3. Authority to consider and make decisions respecting appeals against decisions of Faculties and Schools should be vested in the Senate Committee on Undergraduate Studies.”

Given that the preparation of appropriate regulation changes reflecting the above recommendations will take some time, the Senate Committee further recommended that for the period commencing September 1, 1992 and expiring March 31, 1993, Senate vest in the Senate Committee on Undergraduate Studies and the Committees on Undergraduate Studies of the Faculties and Schools the authority to grant waivers and make decisions regarding appeals as indicated in Recommendations 1, 2 and 3.

It was agreed that the above-noted recommendations be adopted. Following discussion the above recommendations were approved with the assurance that once each semester, a summary of cases considered, as presented with today's report, will be forwarded to Senate.

In accordance with the directive of Senate, the Academic Council of the School of Graduate Studies assumed authority to approve waivers of regulations for graduate students for the period January 1992 to August 1992. At the end of this period the Council was asked to report back to Senate. The Council's report, and a brief summary of cases considered, was received at tonight's meeting.

The Council recommended that this temporary change be implemented on a permanent basis and indicated that appropriate regulation changes as well as appropriate amendments to the terms of reference of the various committees or to the constitution of the Council as required will be undertaken. Given that the preparation of these changes will take some time, the Council recommended that for the period commencing September 1, 1992 and ending August 31, 1993 Senate vest in the Academic Council of the School of Graduate Studies the authority to grant waiver of regulations.

It was agreed to approve the above-noted recommendations. These recommendations were approved with the assurance that once each semester, a summary of cases considered, as presented with today's report, will be forwarded to Senate.

REGULATIONS, DEPARTMENTAL

191, 71/02/09

Substantive changes in course offerings and departmental regulations for one academic year must be submitted to the appropriate committee on undergraduate studies before October 1st of the previous academic year, and must be submitted to the Faculty Council at least two weeks in advance of the November meeting of the previous academic year.

05, 71/10/12

Any departmental regulation may be waived, upon request of the Head of the Department concerned, by the appropriate Faculty Committee on Undergraduate Studies.

RESEARCH CENTRE FOR THE STUDY OF MUSIC, MEDIA AND PLACE

190, 11/04/12

It was agreed to designate the Research Centre for the Study of Music, Media and Place as a type 2 institute. The proposal was forwarded to the Board of Regents for consideration and approval if appropriate.

RESEARCH, Report of the Senate Committee on

158, 82/05/11

Ethical Policy and Procedures for Research Involving Human Subjects.

It was agreed that the above document be approved.

45, 03/10/14

Policy on Ethics of Research Involving Human Participants

It was agreed that the Revised Policy on Ethics of Research Involving Human Participants be approved.

It was agreed that the above-noted document be referred to all appropriate academic bodies within the University for consideration. These academic bodies are to report back to Senate at the October 1982 meeting. The motion was carried.

Further consideration of the main motion is to be postponed pending receipt of replies from the appropriate academic bodies.

32, 82/11/09

It was agreed that the document, as amended, be approved.

42, 82/12/14

It was agreed that the document entitled "Ethical Policy and Procedures for Research Involving Human Subjects" approved by Senate at the November 9, 1982, meeting be amended as follows:

Clause I. PURPOSES. Delete last sentence and replace by the following: "These (ethical policies and procedures) are designed to ensure that the process of the advancement of knowledge through research involving human subjects will not in any way limit respect for the dignity and welfare of the participants."

The document, as amended, reads as follows:

I. **Purposes**

While the University is fully committed to the promotion and assistance of excellence in Research and Scholarship, it recognizes as well that the conduct of research must be guided by ethical principles which will protect fully the rights and welfare of the participants. The following is a statement of the University's ethical policy and procedures for research involving the use of human subjects. These (ethical policies and procedures) are designed to ensure that the process of the advancement of knowledge through research involving human subjects will not in any way limit respect for the dignity and welfare of the participants.

II. Definition of "Human Subject"

For the purpose of this policy, the term "subject" signifies any person who is used as a source of raw or unformulated data in the conduct of research.

III. **Policy**

In all research involving the use of human subjects, the following principles should be adhered to:

1. An individual shall be accepted as a research subject only after he/she has consented to participate in the research. Such consent is valid only if the individual is first given a full and frank explanation of the objectives of the research, its possible benefits and risks, and of the procedures to be followed.
2. The subject does not abdicate his/her rights by consenting to participate in a research project. He/she may withdraw from participation in the research at any time.
3. In the case of subjects who cannot be expected to give informed consent due, for example, to mental incompetence, informed consent must be received from someone having properly constituted authority, together with written consent from an impartial person who may act as an

independent advocate. In research involving children as subjects, the informed consent of parents or guardians and, where practical, of children should be obtained.

4. The subject has rights to privacy, anonymity, and confidentiality of information divulged, unless the subject explicitly gives permission otherwise.
5. Deception should only be used where clearly necessitated by the objectives of the research, and only when debriefing is possible. On those rare occasions where deception can be justified, debriefing should always take place as soon as possible. Consent to use data must always be obtained from the subject after debriefing. Deception may never be used when any risk to the subject is involved.
6. Research must be so conducted as to minimize any risk to subjects.
7. Persons incapable of giving informed consent should only be used as subjects where the choice of such persons is intrinsic to the investigation.

IV. Procedures

A two-tier system of committees will be maintained to review research projects involving human subjects.

A. University Committee on Ethics of Research Involving Human Subjects

The Senate Committee on Research shall act as this Committee. In exercising its responsibility in this regard, it may on an ad hoc basis add to its membership as required.

Responsibilities:

1. To formulate and review ethical policy and procedures for research involving the use of human subjects.
2. To review and approve any additional guidelines which review committees may consider necessary as supplementary to those constituting the overall University guidelines.
3. To review research projects whenever there is a strong minority objection within a review committee, and to review cases whenever a review committee has doubts about the ethics of a project.

B. Ethics Review Committees

Faculties or other units which carry out a substantial volume of research involving human subjects shall have a standing committee to assess the ethical acceptability of research projects. Where the volume of work does not warrant a standing committee, some units may appoint committees on an ad hoc basis.

Responsibilities

1. To review proposed research involving human subjects to determine whether or not it meets the necessary standards of ethical acceptability in accordance with this policy and in accordance with any other guidelines adopted by the faculty or unit concerned.
2. To establish adequate monitoring procedures, with special attention being paid to research employing deception and to cases where there seems to be a potential for risk to the subjects.

3. For each project reviewed, to submit to the Director, Office of Research, a record of the decision made. Whenever the decision involves a strong minority objection and whenever a review committee has doubts about the ethics of a project, record of the decision will so state, and the case will be brought to the attention of the University Committee on Ethics by the Director, Office of Research.
4. To submit an annual written report to the University Committee on Ethics of Research Involving Human Subjects.

V. Responsibilities of Principal Investigator

1. The principal investigator has the responsibility to ensure that his/her research is conducted in an ethical fashion in accordance with the ethical principles established in this policy and in any other appropriate guidelines adopted by the faculty or unit concerned and must sign a statement that he/she will adhere to these principles in the conduct of his/her research.
2. Any principal investigator proposing to conduct research involving the use of human subjects has the responsibility of ensuring that his/her proposed research is reviewed by an ethics review committee and that it receives confirmation of ethical acceptability before being conducted. The principal investigator must provide the review committee with whatever information concerning his/her proposed research the review committee might require in order to attest to the ethical acceptability of the research.

VI. Responsibilities of Office of Research

1. To ensure that faculties and units conducting research involving the use of human subjects are aware of the University's ethical policy and procedures with respect to such research.
2. To assist such faculties and units in matters pertaining to the implementation of the University's ethical policy for research involving human subjects.

VII. Additional Guidelines

The following additional guidelines and policies applying to specific sections of the University are recognized:

(As other guidelines are reviewed and approved by the University Committee on Ethics of Research, they shall be listed within this section.)

253, 99/05/11

Restructuring of Ethics Review Process at Memorial to Meet the Requirements of the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans

The following recommendations of the Senate Committee on Research were approved by Senate:

1. Memorial shall have three (3) research ethics boards (REB).
2. One shall be the existing Human Investigation Committee (HIC), which will continue to evaluate medical and biomedical research, regardless of the faculty, school, or college from which the research originates.
3. All other research from the St. John's campus, regardless of the faculty or school from which it originates, will be within the jurisdiction of a new committee, here called the non medical REB. The non-medical REB shall be formed from the existing Ethics Review Committees of the Faculties of Arts, Business Administration, Education, and Science, and of the Schools of Physical Education and Social

Work. Researchers from other faculties and schools, notably Music and Engineering will submit their proposals to HIC or to the non-medical REB, as appropriate.

4. The third REB shall be established at Sir Wilfred Grenfell College (SWG). It shall consider all research, other than medical and biomedical research, originating at SWGC.
5. The structure of the existing HIC (the medical REB), will continue unchanged provided it meets the requirements of the Tri-Council Policy Statement concerning community representation, an individual knowledgeable in ethics, and an individual knowledgeable in the law. Its chair and members shall be appointed by the President of the University or the President's delegate.
6. The non-medical REB at St. John's shall be composed of a chair, appointed by the President of the University or the President's delegate, and one (1) representative from each of its constituent elements. These representatives shall be selected by means approved by their constituencies.
7. The REB at SWGC shall be composed of a chair, appointed by the President of the University or the President's delegate and a minimum of two (2) other members, drawn from the faculty at SWGC, and selected by means approved by that institution.
8. As research ethics boards must have among their members a person knowledgeable in ethics and a representative of broader community, both the non-medical REB on the St. John's campus and the REB at SWGC shall nominate candidates to fill these positions. The actual appointments shall be made to the President of the University or the President's delegate.
9. Each Board shall devise its own internal rules of operation which may include procedures to expedite the review of proposals. These rules shall be reported to the Senate Committee on Research (SCOR) which will, in turn, submit them to Senate. These rules shall be published and made available to the University community.
10. All three Boards shall make annual reports of their activities to the SCOR which will, in turn, submit them to Senate.
11. Nothing in this report shall be construed to prohibit departments, faculties, or schools from maintaining advisory committees on ethical research involving human subjects. However, such committees will not have official standing or any relation to the three Boards; neither may they officially certify research as meeting acceptable ethical standards.

300, 95/05/09

Draft Policy Statement on Integrity in Scholarly Research.

It was agreed to endorse the Draft Policy Statement on Integrity in Scholarly Research.

RESEARCH STRATEGY

29, 11/09/13

Senate endorsed this document.

RESIDENCE REGULATIONS

79, 72/01/11

The Senate approved, in principle, waiving of the residence requirements for a small number of senior teachers in the Province. These teachers fall into two categories:

1. The first includes a small number, perhaps six to ten, who, during the years 1949 to 1955, were permitted by special arrangement between the University and the Provincial Department of Education to complete their First Grade teaching certificate through Summer Session. Some of the ablest of these, namely those under consideration, having achieved a reasonably high degree of University success, were encouraged to continue their professional and academic studies and because of the

University's more extensive course offerings in Summer Session and Evenings in recent years, have been able to meet all the internal requirements for the degree.

2. A few teachers, at the most ten to twelve, who have taught for as many as thirty years and, being in their late forties or early fifties, are approaching retirement age. These have met the internal requirements for the Bachelor of Arts (Education) degree by carefully choosing from the more extensive course offerings, in line with degree patterns, that the University has made available during the past five or six years through Summer Session, Evening and Off-Campus courses.

Individual cases will be presented through the Faculty of Education to the Senate Committee on Undergraduate Studies for approval.

149, 75/05/13

In view of the special circumstances of students registered for the Bachelor of Vocational Education programme, the residence requirement for a first degree is to be waived, provided that the students complete at least three courses, either consecutively or concurrently, in not less than eight consecutive weeks.

27, 87/11/10

It was agreed that the Undergraduate Studies Committee of the Faculty of Arts be empowered to waive General Regulation E, Clause 2, Residence Requirements for First Degree in the case of French Majors who are required by departmental regulations to study for at least six weeks in a French milieu.

REVIEW OF UNITS AND PROGRAMMES, Procedures for the

262, 00/05/09

Senate agreed to accept the Procedures for the Review of Units and Programmes as prepared by the Senate Committee on Academic Planning.

REVIEW OF UNIVERSITY INSTITUTES AND CENTRES, Procedures for the

25, 01/09/11

Senate approved Procedures for the Review of University Institutes and Centres as proposed by the University Planning and Budget Committee.

RUSSIAN STUDIES MINOR, Deletion of Program

173, 13/02/12 - Deletion of Program

SCHOLARSHIPS, BURSARIES AND AWARDS

183, 04/02/10

The following categories of scholarships, bursaries and awards were recommended by the Senate Committee on Undergraduate Scholarships and Financial Aid:

Scholarship - A scholarship is based on academic performance and is awarded to the student with the highest average meeting the conditions of the scholarship. Scholarship standing is required for all scholarships.

Bursary - A bursary is based primarily on financial need and may be awarded to full-time students who have a minimum GPA of 2 (out of a possible 4) and meet the other conditions of the bursary.

Award - An award is offered to recognize special achievements or to assist with special projects or travel. Awards may be given to students with a minimum of clear standing (as defined by the University) and meeting the other conditions of the award.

The motion to approve the proposed definitions of scholarships, bursaries and awards as noted above was carried. It was also agreed that the Dean of Arts would forward suggestions for calendar changes to the Dean of Student Affairs for further consideration, following which a supplementary report will be considered.

SCHOLARSHIPS, ENTRANCE

257, 95/04/11

It was agreed that the policy regarding not awarding Entrance Scholarships to out-of-province students and those who have previously matriculated should be revised as follows:

Recommendation I

That entrance scholarships be open to Canadian citizens and landed immigrants graduating from secondary schools within Canada who are admitted to Memorial University on the basis of high school grades and current entrance standards and who meet the current definition of scholarship standing.

Recommendation II

That entrance scholarships be opened to students entering Memorial who are not coming directly from high school. This will be limited to those who have previously matriculated, are admitted to the university on the basis of high school grades and current entrance standards and who meet the current definition of scholarship standing.

115, 04/01/13

The Senate Committee on Undergraduate Scholarships and Financial Aid is proposing the introduction of undergraduate entrance scholarships for international students. The Committee noted that at a meeting held on February 6, 2003, the Board of Regents had approved an increase in tuition fees for international undergraduate students and that it had been agreed that a certain percentage of the international tuition differential would be set aside to fund entrance scholarships for international undergraduate students.

While Senate approved the proposal in principle, it was suggested that the wording be revised to clearly reflect the intent. In this regard, it was proposed and agreed by Senate that:

- specific revisions be made to Clause 6 to include an indication that candidates for international entrance scholarships are expected to have achieved academic standing comparable to academic standing prescribed for entrance scholarships awarded to Newfoundland and Labrador and Canadian applicants.
- the opening phrase in the proposed calendar entry be changed to read "A distinct Undergraduate Entrance Scholarships program is available for international students and will be administered by the Committee on Undergraduate Scholarships and Financial Aid".

It was also suggested that the phrase "must be registered for" in the proposed calendar entry should read "must register for" since students will not be registered at the time they are to be considered for these scholarships.

It was agreed that the International Entrance Scholarships proposal be referred back to the Committee on Undergraduate Scholarships and Financial Aid with a request that the document be reviewed by the Committee to ensure that the revised wording reflects the intent and re-submitted to Senate for approval.

181, 04/02/10

At a meeting held on January 13, 2004, Senate approved, in principle, a submission from the Committee on Undergraduate Scholarships and Financial Aid proposing the introduction of undergraduate entrance scholarships for international students. While the proposal was approved in principle, Senate in a memorandum dated 15 January 2004 from the Acting Secretary, referred the proposal back to the Committee on Undergraduate Scholarships and Financial Aid with a request that the document be reviewed by the committee to ensure that the revised wording reflects the intent and that the proposal be re-submitted to Senate for approval.

A response dated January 20, 2004 was received from the Senate Committee on Undergraduate Scholarships and Financial Aid recommending changes to reflect the new scholarship program.

However, concern was expressed that the wording still may not reflect the intent of the program, since one interpretation of the current wording is that the scholarship cannot be awarded until after the first year is completed. It was also suggested by several Senators that since the word "matriculated" may be confusing it be replaced with the phrase "graduated from high school".

It was then moved that the word "matriculated" be replaced by the phrase "graduated from high school". However, when put to a vote, the motion to amend the main motion was defeated.

The vote on the main motion to approve the International Entrance Scholarships program was carried by a majority vote.

18, 09/10/13

Entrance Scholarships for Aboriginal Students
Approved for recommendation to the Board of Regents.

20, 12/09/25

Undergraduate Entrance Scholarship Program

The Senate Committee on Undergraduate Scholarships, Bursaries and Awards, has developed, and unanimously approved, four motions to change the Undergraduate Entrance Scholarship Program. These changes will provide financial stability to this program by not over-spending the available operating funding dedicated to the scholarship program. At the same time, the importance of this program is recognized and as such the revisions endeavor to ensure integrity of the program and continued benefit to the students attending Memorial.

The Committee has developed two motions to take effect in 2013-14 that require approval from Senate. Senate approved Motions #1 and #2.

Motion #1

Early offers of entrance scholarships valued at \$2000 and above will continue to be made based upon midterm averages of 90% or higher. However, eligibility will require that candidates maintain a Final Admission Average (FAA) of at least 90%. (Please note that the \$1000 scholarships are already based on the FAA)

Motion #2

The number of \$1000 Entrance Scholarships will continue but will be limited to staying within a predetermined budget amount and be awarded in a declining approach to students with less than 90% Final Admission Average (FAA) in ranked order until the available funding is exhausted.

The following motions of the Senate Committee on Undergraduate Scholarships, Bursaries and Awards, were received for the information of Senate:

Motion #3

General Entrance Scholarships currently offered at the \$3,500 level will be reduced to \$3,000.

Motion #4

The Centre for Institutional Analysis and Planning will conduct yearly reviews of the scholarship program and jointly present results to the Provost and the Senate Committee on Undergraduate Scholarships in late Winter or early Spring Semesters of each year. Communication of these changes to the Entrance Scholarship Program will need to be conveyed starting Fall 2012 as the Student Recruitment team will begin visiting schools in late September.

214, 14/06/10

The Senate Committee on Undergraduate Scholarships, Bursaries, and Awards has developed and approved a motion for changes to the Undergraduate Entrance Scholarship Program. Senate approved the following motion:

Motion:

That the current Undergraduate Entrance Scholarship Program, wherein \$1000, \$2000, and \$3000 scholarships are awarded, be replaced, effective for students entering Memorial in the Fall 2015 semester and later, by a system wherein students are awarded scholarships valued at \$2550 and \$1275. Scholarships will be provisionally offered in descending order based on the admission average within the parameters of annually-allocated funds, with the proviso that two \$2550 scholarships be awarded per every one \$1275 scholarship each year.

12, 14/09/09

The Senate Committee on Undergraduate Scholarships, Bursaries and Awards has developed and approved a motion for changes to the "stacking limit", as this recommendation is informally known. Senate approved the following motion:

Motion:

A student may receive in any one scholarship year, one general scholarship/bursary/award (i.e. not based on a recommendation from an academic unit) administered by the Senate Committee on Undergraduate Scholarships, Bursaries and Awards. Students who have received a general scholarship/bursary/award, may receive additional academic unit scholarship(s)/bursary(s)/award(s) (i.e. those based on a recommendation of the appropriate academic unit) administered by the Senate Committee on Undergraduate Scholarships, Bursaries and Awards. In the latter case academic units are encouraged wherever possible to maximize the number of students who will benefit from the scholarship program.

SCHOLARSHIPS FOR TEACHERS IN SCIENCE

110, 72/05/09

It was proposed that the Minister of Education be asked to give immediate consideration to the establishment of special grants or scholarships for prospective Science teachers.

SCHOLARSHIPS – MEDALS OF ACADEMIC EXCELLENCE

201, 19/11/12

The Senate Committee on Undergraduate Scholarships, Bursaries and Awards, considered a memorandum requesting recommendations on the monetary awards associated with Medals of Academic Excellence. Following careful discussion, the Committee felt that the monetary component of the Medals of Academic Excellence is secondary to the prestige associated with being awarded the Medal, and that the current award of \$50 diminishes rather than enhances that prestige.

Senate agreed that this request be approved and the \$50 award be removed from university medals.

SCHOLARSHIPS, STANDING FOR UNDERGRADUATE STUDENTS

175, 93/04/13

It was agreed that the following recommendations submitted by the Senate Committee on Scholarships and Financial Aid be approved:

Recommendation 1

Scholarship standing for undergraduate entrance students is defined as a 75% average compiled from the grades received in final secondary school courses required for university admission.

Scholarship standing for undergraduate students is defined as a 75% average at the end of two out of the last three semesters in the previous scholarship year and the successful completion of not less than ten credits in those two semesters. In considering students who complete more than ten courses in those two semesters, the average on the actual number of courses taken will be reviewed. Students who fail one or more courses during the scholarship year, regardless of the number of courses completed, will not be eligible for scholarships.

In the case of students in Co-op programmes, scholarship standing is defined as a 75% average over the most recent two academic semesters in the preceding four semesters. Students must have been enrolled

as regular full-time Co-op students. Students who failed an academic course or work term during the four semester period will not be eligible for scholarships.

Awards must be taken during the scholarship year for which they are awarded.

Recommendation 2

A student may receive in any one scholarship year one general award of any value administered by the Senate Committee on Scholarships, Awards, and Financial Aid or more than one award to a combined value of 1.5 times the per semester tuition for five (5) courses. In addition, students may receive, upon recommendation of the appropriate academic unit, awards administered by the Senate Committee such that the total of general and academic unit specific awards does not exceed three times the per semester tuition of five (5) courses.

SCHOLARSHIPS, Value of Undergraduate

08, 82/09/14

In a memorandum dated June 25, 1982, the Board of Regents reported to Senate as follows:

Resolved:

That the Board of Regents approves the Senate recommendation to consider increasing the value of undergraduate scholarships over which it has control to an amount at least as high as the Student Aid deductible amount.

SCIENCE 115B, Credit for

139, 80/05/13

It was agreed that students on the Bachelor of Arts (Education) programme who have completed Geology 1500 be permitted to complete Science 115B for credit without having completed Science 115A.

SCIENTIFIC COMPUTING, PH.D. PROGRAM IN

90, 17/09/12 - Program approved.

SECTION COSTS, Report of the Senate Advisory Committee on the University Budget

159, 87/03/10

The above-noted report was presented to Senate by the Chairman of the committee, who attended the meeting and was invited to speak to the report.

The committee in its report proposed the following two motions:

1. THAT Senate request the Administration to set up the appropriate procedures to generate, on an annual basis, enrollment and cost information similar to that included in this report, and to make this information available to Senate.
2. THAT Senate request the Administration to ensure that all teaching units indicate with their proposals for programme changes, whether the cost of the programme changes can be met within the current budget of the unit or will require additional funds.

Following considerable discussion it was agreed that resolution No. 1 be adopted.

It was moved and seconded that resolution No. 2 be adopted. The motion failed.

99, 89/04/11

Section Costs for the Fiscal Years 1985/86 Through 1987/88.

The following two motions contained in the report were approved:

Motion I. THAT Senate set up a Standing Committee on Enrollment (subject to review after three years), which would provide Senate with information such as:

- 1) the course load taken by full-time students each semester;
- 2) the time students take to graduate with general and honours degrees in the different disciplines;
- 3) the number of students who drop out before graduation, expressed as a percentage of the cohort that enrolled with them, the stage at which they drop out, and if possible, their reasons for doing so;
- 4) the average number and level of courses, surplus to the graduates' degree requirements, that were taken by each year's graduates, and, if possible, the reasons why the graduates took the extra courses; and
- 5) the rationale that the various teaching units use to plan their course offerings, and to limit section size and the number of students that they will accept to major (or minor) in their discipline.

Motion II. THAT the University be asked to generate as much of the information listed in Motion I as is currently available, and to cooperate with the Committee on Enrollment in setting up procedures to obtain additional information required by it.

It was agreed to request the Committee on Committees to bring forward at the next meeting of Senate recommendations respecting the Standing Committee on Enrollment.

191, 91/02/12

Section Costs for the Fiscal Years 1988-89 and 1989-90

It was agreed to receive the above-noted report and to act on the recommendations. It was also agreed to forward a copy of the report to all academic departments.

SEMESTER BREAK

221, 95/02/14

It was agreed to ask the Senate Committee on the University Timetable to examine the late placement of Memorial's semester break.

SEMESTERIZATION, Committee on

107, 72/04/11

It was agreed that a committee be established to make a thorough review of semesterization and its effect on faculty, students and quality of the learning environment.

118, 72/05/09

The terms of reference for the Senate Committee on Semesterization were established.

02, 76/09/14

It was agreed that the Committee on Committees be asked to nominate a Steering Committee for the purpose of directing discussions in Senate of the Report of the Presidential Task Force, the Report of the Committee on Semesterization and the Report on the Intersession held at the Western Regional College in 1976.

N.B. See "Presidential Task Force, Report of the Steering Committee on"

SENATE ADVISORY COMMITTEE ON THE UNIVERSITY BUDGET - Reports

115, 81/03/10

A letter was received from the Past-Chairman, Senate Advisory Committee on the Budget, asking that reports of the committee be made available by placing them in the University Library. Following discussion, it was agreed that reports of this committee be placed in the University Library.

SENATE ADVISORY COMMITTEE TO THE PRESIDENT ON THE BUDGET

33, 74/11/12

The Committee on Committees was directed to strike a Senate Advisory Committee to the President on the Budget.

SENATE AGENDA, Mailing of

82, 78/01/10

The Executive Committee advised that only material received by the close of business on the third Thursday of each month will be submitted to the following Senate meeting.

SENATE CHAMBERS, Relocation of

46, 12/11/13

The following recommendation was received from the Provost and Vice-President (Academic):

RECOMMENDATION:

To relocate the Senate Chambers from ED-5004 to the new Lecture Theatre in the Physical Education Building, beginning at a time in the Winter Semester to be determined by Senate Executive and/or Senate.

It was agreed to have the first meeting in January 2013 at the new Lecture Theatre on a trial basis.

219, 13/05/14

The President noted that the HKR Lecture Theatre works well for Senate meetings and that E5004 is being repurposed.

The President noted that they are looking at other options for a room which is more parliamentary in style and will look at future proposals. He pointed out that space is a problem on this campus.

SENATE COMMITTEES REPORTING TO SENATE

21, 12/09/25

It was agreed that each Committee of Senate submit a summative report at each regular meeting of Senate outlining the business of that Committee since its last report for a one year trial basis.

147, 16/11/08

It was agreed that, instead of monthly reports, standing committees provide an annual written report, as currently required in the Senate By-Laws, and make an annual presentation to Senate.

Two additional possible committees were considered but rejected:

1. Considering an Academic Space Committee, members of the ad hoc Committee met with the Vice-Presidents' Space Committee. After learning of their activities and issues, it was decided that a more appropriate course of action is to invite the Associate Vice-President (Facilities) to present to Senate on an annual basis.
2. Considering a Committee on Enrolment Management, it was felt that such a group would more appropriately report to the Provost, although there is room for joint discussion with the Committee on Teaching and Learning. The proposed Terms of Reference for the University Planning and Budget Committee also will serve to provide Senate with information on the progress around the Enrolment Plan as it seeks regular updates from the custodians of the document.

SENATE COMMITTEES, REVIEW OF

204, 11/05/10

A draft memorandum dated April 19, 2011, regarding Review of Senate Committees was received for the consideration of Senate. It was agreed that this memorandum be forwarded to the Senate Committee on Elections and Committees as a guide in its process of formulating a renewed Senate Committee structure for the consideration of Senate.

SENATE DOCUMENTS, CONFIDENTIALITY OF

19, 69/11/18

Senate Minutes should no longer be marked "Private and Confidential" and that when matters of a confidential nature are discussed they should be recorded in a supplement to the minutes to be marked "Private and Confidential".

115, 81/03/10

It was agreed that non-confidential minutes of Senate and of Senate Committees be made available upon request.

SENATE DOCUMENTS, Distribution at Meetings

79, 72/01/11

The Senate will not entertain at any regular meeting any discussion of, or motions concerning, documents which were not circulated to members at least five days prior to the meeting, except with special leave of the Senate.

SENATE ELECTIONS, Pilot on Online Voting for 2019

516, 19/02/12

It was agreed to approve a pilot of online voting for 2019 Senate Elections. It was suggested that it would be useful to submit a report to Senate after giving the results of the online voting.

553, 19/05/14

A Report on Online Senate Election Pilot was presented to Senate.

Given the success of the pilot for online voting for Senate elections, the Committee on Elections and Committees recommends:

- The pilot online voting process be used for any by-elections conducted in the 2019-2020 Academic Year

It was agreed to approve this recommendation.

- Changes to the Senate Bylaws be considered that will allow online voting to take place for all future Senate elections and by-elections

It was agreed to approve this recommendation.

SENATE GRADUATE STUDENT MEMBERS

18, 88/09/13

The procedures for the election of graduate students to the Senate were amended to read:

"The Graduate Students' Union shall select three representatives, each representing a different academic area. The selection procedures shall be determined by the Graduate Students' Union.

20, 93/09/14

It was agreed to approve in principle a request from the President of the Graduate Students' Union, that commencing in the 1994-95 academic year, the term of office of Graduate Students' Union representatives should run from April 1 to March 31, and that officers of the GSU will become ex-officio members of Senate and Senate Committees as follows:

President:	Senate
Vice-President (Academic):	Academic Planning Committee
Treasurer:	Advisory Committee on the University Budget

It was also agreed to request the Committee on Committees to review its terms of reference to incorporate these changes.

SENATE MEETINGS

39, 72/12/12

Two special Senate meetings are to be held each year, for example, one in November and one in March, exclusively for general discussions and question and answer sessions.

49, 85/12/10

In a memorandum dated November 29, 1985, the Executive Committee of Senate recommends that the date of the November 1986 meeting of Senate be changed from Tuesday, November 11, Remembrance Day, to Wednesday, November 12. Senate concurred with this recommendation.

11, 90/10/09

It was agreed that at the November and March Senate meetings at least one hour will be set aside for each special meeting. It was also agreed to request the Academic Planning Committee to prepare agendas for this portion of the meeting. Suggestions for topics to be discussed should be forwarded to the Secretary of that Committee.

295, 96/05/14

It was agreed that, for a trial period of one year, commencing September, 1996, the starting time for meetings of Senate be changed from 8:00 p.m. to 4:00 p.m.

210, 97/03/11

It was agreed that the starting time for Senate meetings of 4:00 p.m. be made permanent.

147, 16/11/08

It was agreed that Senate adopt the use of videoconferencing to allow Grenfell Campus senators and remote guests unable to attend in person, to attend meetings of Senate and its committees. CITL has agreed to prepare a proposal regarding the installation, cost, timeframe, et cetera, of equipping the Senate meeting room with conferencing capabilities.

147, 16/11/08

It was agreed that Senate introduce annual general orientation for newly elected senators. This orientation could be held towards the end of the Spring semester before the start of the new academic year in September. It would be open to all senators but designed for the newcomer and delivered by an experienced senator, in consultation with the offices of the Secretary and Chair of Senate.

SENATE MEMBERS, PROCEDURES FOR SELECTION OF

216, 69/03/11 - approved.

147, 74/05/13 - amended.

57, 77/01/11 - amended.

98, 77/02/08 - amended.

121, 84/03/13 - amended.

171, 85/02/12 - amended.

10, 85/09/10 - amended.

18, 88/09/13 - amended.

108, 89/05/09 - amended.

19, 91/09/10 - amended.

176, 94/04/12 - amended.

19, 08/10/14 - amended.

156, 17/11/14 - amended.

220, 19/12/10 – amended.

653, 20/07/14 – amended.

See Handbook of Senate By-Laws and Procedures.

SENATE MEMBERSHIP - Amendments to Section 56 of the Memorial University Act

156, 82/05/11

It was agreed that the three recommendations contained in the Report of the Academic Planning Committee regarding ex-officio membership on Senate be approved.

Recommendation 1

That the assignment of ex-officio seats for the academic year 1982-83 remain as at present.

Recommendation 2

The Vice-President (Health Sciences and Professional Schools) and pro-Vice-Chancellor be invited by the Chairperson of Senate to attend Senate until such time as the other recommendations are carried out.

Recommendation 3

That representation be made to Government to amend the University Act as follows:

"56. The Senate of the University shall be composed of

(a) the Chancellor of the University

(b) ex-officio members, who shall be

- (i) the President of the University, who shall be Chairman thereof,
- (ii) the Vice-President (Academic) of the University, who shall be Deputy Chairman thereof,
- (iii) the Deputy Minister of Education and Youth of the Province,
- (iv) the Vice-President (Health Sciences and Professional Schools) of the University,
- (v) the Principal of the Sir Wilfred Grenfell College,
- (vi) the Deans of the Faculties of the University,
- (vii) the Dean of Graduate Studies,
- (viii) the University Librarian,
- (ix) the University Registrar,
- (x) other persons, holding office within the University or in any of the colleges or institutions affiliated with the University, to be chosen by the Senate in a manner approved by the Board.

(c) members from the academic staff of the Faculties and Schools of the University, exclusive of any person who is a member by virtue of paragraph (b), to be elected in a manner approved by the Board, and

(d) eight members from the students in attendance at the University, to be chosen in a manner approved by the Board.

(e) The number of members elected in (c) shall be two times the number of members appointed in (b)."

106, 84/02/14

An Act to amend the Memorial University Act was received by Senate for information. The Acting Chairman of Senate informed members that the President intends to recommend to the Board of Regents the appointment of the following officers to the Senate as provided for under item 56(b)(x) of the amended Act:

Dean of Student Affairs and Services
Director, Division of Junior Studies
Director, Extension Service
Director, School of Nursing
Director, School of Physical Education and Athletics
Director, School of Social Work

Senate endorsed the selection of officers and the Secretary was instructed to advise the Senate Committee on Elections of both the changes to the University Act and the anticipated appointments referred to above in order that these can be taken into account when conducting the 1984-85 Senate Elections.

110, 84/03/13

The President informed members of the Senate that the six additional ex-officio members appointed to the Senate in accordance with procedures approved by the Board of Regents may attend meetings of Senate as observers until such time as the Senate Elections are finalized and the elected members are named.

172, 85/02/12

The following recommendations submitted by the Executive Committee of Senate were approved:

“(1) Section 56(b)(iii) of the Memorial University Act lists the Deputy Minister of Education or his designate as an ex-officio member of Senate. Since the provincial government department responsible for Memorial University has been changed from the Department of Education to the Department of Career Development and Advanced Studies, it was agreed to recommend to the Board of Regents that steps be taken to initiate appropriate amendments to the Act.

(2) Clause A of the Procedures for Selection of Senate Members, approved by Senate on March 13, 1984, requires that “the ‘ex-officio’ members of Senate, referred to in Section 56(b)(x) in the Memorial University Act R.S.N. 1970, c.231 (as amended), shall be subject to annual review by the Senate at a Spring meeting.” With the naming of a Dean for the new School of Continuing Studies and Extension, the Executive Committee recommends that the review be conducted at the February meeting of Senate and it further recommends that the Dean of Continuing Studies and Extension should replace the Director of Extension Service as an ex-officio member of Senate.”

In accordance with minute 2812.7 of the Board of Regents, it was agreed to forward this recommendation to the President for appropriate action.

203, 85/05/14

A memorandum dated May 2, 1985, was received from the Secretary of the Board of Regents enclosing copies of correspondence from officials of the provincial government indicating that subparagraph (iii) of paragraph (b) of Section 56 of the Memorial University Act had been repealed and the following substituted: “(iii) the Deputy Minister of Career Development and Advanced Studies or a representative of the Deputy Minister.”

47, 85/12/10

In a memorandum dated November 19, 1985, the Secretary of the Board of Regents advised that the Board, at a meeting held on November 14, 1985, amended Board Minute 2812.7 to make provision for the appointment of two additional ex-officio members on Senate. The minute as amended now reads:

“That pursuant to Section 56(b)(x) (of the Memorial University Act), the ex-officio members, **eight in number**, shall be appointed by the President, who shall seek and receive the advice of Senate respecting the appointments.”

The Board also ruled that this amendment will take effect on September 1, 1986.

Following discussion of this item the President recommended that the Director of the School of Music and the Director of the School of Pharmacy be named as the two additional ex-officio members on Senate commencing September 1, 1986. It was agreed to accept this recommendation.

During discussion reference was made to an earlier Senate recommendation to the Board of Regents that steps be taken to amend the University Act providing for an increase in student representation on Senate

from eight to eleven. The Chairman indicated that in view of the above additions to Senate membership he would suggest to the Board of Regents that this number be increased by one, to twelve.

126, 86/02/11

In a memorandum dated December 19, 1985, the Secretary of the Board of Regents reported that at a meeting of the Board of Regents held on December 12, 1985, the following resolution was passed with respect to the above:

RESOLVED: That the Board submit to the Lieutenant-Governor-in-Council a request that Section 56(d) of the Memorial University Act be amended to increase the student membership on Senate from **eight** to **twelve**.

165, 87/03/10

The Secretary of the Board of Regents in a memorandum of February 10, 1987, advised that Section 56 of the Memorial University Act has been amended to make provision for an increase in the number of student representatives on Senate from eight to twelve. At the request of the Executive Committee of Senate the Chairman of the Academic Planning Committee met with the Dean of Student Affairs and Services, the President of the Council of the Students' Union and the President of the Graduate Students' Union to discuss the allocation of the additional four seats. In addition, the Chairman of the Academic Planning Committee reported that through the Vice-Principal he had consulted with the President of the Council of the Students' Union at Sir Wilfred Grenfell College. As a result of these meetings he reported that all parties were in agreement to recommend to the Board of Regents that the four additional seats be allocated as follows:

Council of the Students' Union
St. John's Campus - TWO
Council of the Students' Union
Sir Wilfred Grenfell College - ONE
Graduate Students' Union - ONE

It was agreed to endorse this recommendation and forward it to the Board of Regents for approval.

179, 87/04/14

In a memorandum dated March 19, 1987, the Secretary of the Board of Regents advised that the Board approved the allocation of the four additional student seats.

235, 91/05/14

The University Librarian gave notice that at the next regular meeting of Senate he would move that the elected members of Senate include one individual elected from among the Librarians at Memorial University.

It was agreed to refer this item to the Senate Committee on Elections to consider what mechanism would have to be put in place if this resolution were to be adopted by Senate at the next regular Senate meeting scheduled to be held on September 10, 1991. In response to a question from the floor the University Librarian said that 'Librarians' include those from St. John's and Sir Wilfred Grenfell College.

17, 91/09/10

At a meeting of the Senate held on May 14, 1991, the University Librarian gave notice that at the next regular meeting of Senate he would propose the following motion:

"That the elected members of Senate include one individual elected from among the Librarians at Memorial University."

In introducing the motion at the meeting the University Librarian acknowledged a recommendation for amendment from the Senate Committee on Elections suggesting that since the number of seats to which each constituency is entitled varies from year to year and is dependent on the number of eligible voters in each constituency, the motion should be amended as follows:

"That the elected members of Senate include at least one individual elected from among the Librarians at Memorial University.

The motion as amended was carried.

At the request of Senate, at a meeting held on May 14, 1991, the Committee on Senate Elections was asked to consider the changes needed to implement this resolution. In this regard it was agreed to accept the Committee's recommendation for the following amendments to Section 56(c) of the Memorial University Act and to the Procedures for Selection of Senate members.

Note: In the following amendments the word "library" has been substituted for the "libraries" which was contained in the original submission. The correct wording was left to the discretion of the University Librarian and the Secretary of Senate.

Section 56(c) of the Memorial University Act

Line 2, delete the word "and"; after the word "Schools" insert the words "and Library". The clause, as amended, would read as follows:

"such members from the academic staff of the Faculties, Professional Schools and Library of the University, exclusive of any person who is a member by virtue of paragraph (b), elected in such number and manner as may be approved by the Board, but the number elected under this paragraph shall be not less than twice the number of members named or chosen under paragraph (b); and"

It was agreed to recommend that the Board of Regents urge the government to initiate the above amendments as soon as possible.

It was noted that the amendments to the Procedures for Selection of Senate Members will take effect only after the Memorial University Act has been amended to include the Library as a constituency of Senate.

185, 92/04/14

The Senate Research Committee recommended that the Vice-President (Research) should become an ex officio member of Senate. It was agreed to recommend this to the Board of Regents.

106, 99/01/10

Senate agreed to approve for submission to the Board of Regents a recommendation from the Committee on Senate Elections that, in accordance with the provisions of Clause 56.(b)(x) of the Memorial University Act, R.S.N. 1970, c.231 (as amended), the Executive Director of the Fisheries and Marine Institute be named as a member of Senate by the Board of Regents effective immediately.

66, 99/12/14

Senate agreed to approve for submission to the Board of Regents a recommendation from the Committee on Senate Elections that Clause II.A.(c) MEMBERSHIP OF SENATE AND ELECTIONS TO SENATE, of Section 54 of the Memorial University Act be interpreted to include Librarians in order to facilitate the inclusion of the University Library as a constituency of Senate.

197, 00/02/08

In a memorandum dated 18 January, 2000, the Board of Regents approved a recommendation from Senate that Clause II.A.(c) MEMBERSHIP OF SENATE AND ELECTIONS TO SENATE, of Section 54 of

the Memorial University Act be interpreted to include Librarians, in order to facilitate the inclusion of the University Library as a constituency of Senate.

60, 09/12/08

The Director, Distance Education and Learning Technologies, is requesting a Senate Seat for Distance Education and Learning Technologies.

The request has been forward to the Committee on Senate Elections for analysis and for a list of options which may be available. In the interim, it was agreed to invite the Director to meetings of Senate as an observer. In this regard, it was agreed to forward the Director a copy of the agendas for future meetings of Senate.

47, 12/11/13

The Provost and Vice-President (Academic) is recommending to the Senate Committee on Elections and Committees that with the closure of Lifelong Learning, this leaves a vacant seat on the Senate, the Director of Distance Education, Learning and Teaching Supports (DELTS) be assigned an ex-officio seat on Senate.

It was agreed that the ex-officio seats on Senate be maintained at its current number by making the Director of DELTS an ex-officio member and that the President be asked to approve the appointment.

141, 16/11/08

It was agreed that where a student is a senator by virtue of an executive position on a student union, such senators be permitted to send a delegate with voting privileges. Additional student senators selected by their student union would be treated as elected senators and would not have such privilege.

622, 17/03/14

Senate approved the following three recommendations:

- Cooperative education coordinators should be eligible to be elected as senators, representing the faculty/school in which they are embedded. All but two of the respondents indicated support for this approach.
- The Faculty of Humanities and Social Sciences should be a single constituency. All but two respondents indicated support for this approach.
- Scenario Three (two seat minimum and cap of six seats) should be the new model for distribution of elected Senate seats. 8 of 13 respondents indicated preference for this allocation model.

With the approval of the three recommendations, the Senate By-Laws need to be updated as follows:

“II. MEMBERSHIP OF SENATE and ELECTIONS TO SENATE

- A. Section 54 of The Memorial University Act states:
The Senate of the University shall be composed of
- (a) the Chancellor of the University;
 - (b) ex officio members who shall be

- i. the President of the University, who shall be the chairman thereof,
- ii. the Vice-President (Academic) of the University, who shall be the deputy chairman thereof,
- iii. the Deputy Minister of Education or a representative of the Deputy Minister,
- iv. the Vice-President (Health Sciences and Professional Schools) of the University,
- v. the Vice President of Grenfell Campus,
- vi. the Deans of the Faculties of the University,

- vii. the Dean of Graduate Studies
 - viii. the University Librarian
 - ix. the University Registrar and
 - x. such other persons holding office within the University or in any of the colleges or institutions affiliated with the University chosen in such number and manner as may be approved by the Board;
- (c) such members from the academic staff of the Faculties and Professional Schools of the University, exclusive of any person who is a member by virtue of paragraph (b), elected in such number and manner as may be approved by the Board, but the number elected under this paragraph shall be not less than twice the number of members named or chosen under paragraph (b); and
- (d) Thirteen members from the students in attendance at the university, including at least one student from the Marine Institute, one graduate student and one student from Grenfell Campus, with all members to be chosen in a manner approved by the Board.

B. Section 55 of The Memorial University Act states:

1. Members of the Senate chosen pursuant to subparagraph (x) of paragraph (b) or paragraph (d) of section 54 shall be chosen annually and shall hold office for a period of one year and where a vacancy occurs in respect of any such member, that vacancy shall be filled in the same manner as applied to the member in respect of whom the vacancy occurred, and the person filling the vacancy shall serve for the balance of the year for which the member he or she replaced was chosen.
2. Members of the Senate elected pursuant to paragraph (c) of section 54 shall be elected for a three year period and where a vacancy occurs in respect of such a member that vacancy shall be filled by the Senate and the person filling the vacancy shall serve for the remainder of the term of office of the member being replaced.
3. Where a member of the Senate resigns, becomes incapable of acting, becomes a member of the teaching or administrative staff or of the governing body of a college or institution affiliated with the University, not being the body he or she was chosen or elected to represent, or otherwise ceases to hold the qualifications required under section 54 for his choice or election, his or her seat shall become vacant and a declaration of the existence of the vacancy entered upon the minutes of the Senate shall be conclusive evidence thereof.
4. Members of the Senate are eligible to be again chosen or to be re-elected, as the case may be.

The following procedures have been approved by the Board of Regents.

C. Election of Academic Staff Members

1. (a) Eligibility to be an elector
 - (i) All full-time members of the academic staff of the constituencies defined in C.2.(a) below (except the Marine Institute) who are either tenured or beyond their first year in the University shall be eligible to be electors.
 - (ii) All full-time members of the academic staff at the Marine Institute as defined in items (a) and (b) of the Constitution of the Academic Council and section 1.1 of the By-Laws of the Marine Institute who are either permanent or temporary and beyond their first year in the Institute shall be eligible to be electors.

Note 1: The following are not eligible to be electors (or to be elected) in any constituency:
Sessional lecturers
Visiting lecturers
Visiting professors
Professores Emeriti
Part time professors
Academic staff members on leave without pay

Note 2: The following are not eligible to be elected in any constituency (but may be electors):
Ex-officio members of the Senate (as defined in paragraph A. (b) above)

(b) Eligibility to be elected

(i) All full-time members of the academic staff of the constituencies defined in 2. below who are tenured or permanent (exclusive of any person who is an ex officio member) shall be eligible for election.

(ii) All full-time members of the academic staff of the Marine Institute as defined in items (a) and (b) of the Constitution of the Academic Council of the Marine Institute and section 1.1 of the By-Laws of the Marine Institute who are permanent (exclusive of any person who is an ex officio member) shall be eligible for election.

(c) All full-time members of the academic staff of the constituencies defined in 2. below who have, during the three academic terms preceding the normal election period, taught at least 50% of their workload in a constituency other than that to which they were appointed may choose to exercise their electoral rights in that other constituency. The Chairman of the Committee on Senate Elections must be notified of such a choice in January of each year.

(d) All full-time members of the academic staff who hold appointments in more than one academic unit (whether joint appointment or cross appointment) may choose to exercise their electoral rights in one of the constituencies to which they have been appointed. The Chairman of the Committee on Senate Elections must be notified of such a choice in January of each year. In the event that such notification is not received by the end of the month specified above, such members of the academic staff will be deemed to be members of the constituency in which they performed the major portion of their university duties in the immediately preceding three academic terms.

2. Constituencies

(a) The list of electors shall be divided into the following constituencies:

~~Humanities (in the Faculty of Arts)~~

~~Classics
English Language and Literature
French and Spanish
German and Russian
History
Linguistics
Philosophy
Religious Studies~~

~~Social Sciences (in the Faculty of Arts)~~

~~Anthropology
Archaeology
Economics
Folklore
Geography~~

~~History~~
~~Political Science~~
~~Sociology~~

Faculty of Business Administration
Faculty of Education
Faculty of Engineering and Applied Science
Faculty of Humanities and Social Sciences
Faculty of Medicine
Faculty of Science
Marine Institute
School of Human Kinetics and Recreation
School of Music
School of Nursing
School of Pharmacy
School of Social Work
School of Arts and Social Science at Grenfell Campus at Corner Brook
School of Fine Arts at Grenfell Campus
School of Science and the Environment at Grenfell Campus
University Library

- (b) At an appropriate time each year, as determined by the Committee on Senate Elections, the appropriate Dean or ~~Director~~ for each constituency shall compile a list of electors for that constituency, which shall consist of:
- all electors (as defined in paragraph C.1.(a) above) who hold full-time appointments in that unit, excluding those electors who elect membership in another constituency in accordance with the provisions of paragraph C.1.c) above, those electors from other constituencies who elect membership in that constituency in accordance with the provisions of paragraph C.1(c), and those electors who elect membership (or who are deemed to be members) in that constituency in accordance with the provisions of paragraph C.1(d).
- (c) The appropriate Dean or ~~Director~~ for each constituency shall forward a copy of the list of electors for that constituency to the Chair of the Committee on Senate Elections each year before a deadline determined by the Committee on Senate Elections and shall notify the Chair of the Committee on Senate Elections promptly of any changes in that list.

3. Representatives

The constituency representatives of the Senate shall be made up as follows:

- (a) The number of seats shall be divided into the total number of full-time electors in all constituencies as defined by paragraphs C.1. and C.2. The figure obtained shall then be divided into the number of electors in each constituency to determine the number of representatives to which each constituency is entitled.
- (b) Each constituency whose numbers do not warrant election of ~~a single~~ two or more senators (using the formula above) shall, nevertheless, be entitled to elect ~~one~~ two representatives. The number of seats to which the remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to a two representatives under this clause and the number of seats so taken.
- (c) Each constituency whose numbers warrant election of more than six senators, (after the procedures of paragraphs C.3.(a) and C.3.(b) above have been completed), shall, nevertheless, be entitled to elect six representatives. The number of seats to which the

remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to six representatives under this clause and the number of seats so taken.

- (e)(d) Where the number of representatives to which a constituency is entitled is not a whole number, (after the procedures of paragraphs C.3.(a) ~~and~~ C.3.(b) and C.3(c) above have been completed), the Committee on Senate Elections shall implement a rounding (up or down) to a neighbouring whole number, such that there is no change in the total number of constituency representatives of the Senate.

4. Rules for Election

- (a) At least seven weeks prior to each annual Senate election, the University Registrar shall notify all electors of the date and time of the deadline for the receipt of nominations for election to the Senate. Nominations must remain open for at least one week. The deadline for the receipt of nominations cannot be later than four weeks before the date of the annual Senate election.

Note: The "date of the annual Senate election" shall be the deadline for the receipt of ballots.

- (b) Each candidate for election to the Senate must be nominated by two qualified electors from the same constituency as the candidate. The consent of the candidate must be indicated clearly on the nomination form.
- (c) A nomination dated on or before the deadline but received by the University Registrar after the deadline may be accepted only if the University Registrar has received, before the deadline, a message by telephone, fax or e-mail advising the University Registrar of that nomination.
- (d) In the event that all vacancies in a constituency are for terms of equal duration and the number of nominations in that constituency, at the time of the deadline, is equal to the number of vacancies to be filled, then all candidates in that constituency shall be declared elected by acclamation and no ballot is required.
- (e) In the event that all vacancies in a constituency are for terms of equal duration and the number of nominations in that constituency at the time of the deadline is less than the number of vacancies to be filled, then all candidates in that constituency shall be declared elected by acclamation.
- (f) In the event that the vacancies in a constituency are for terms of different durations and the number of nominations in that constituency at the time of the deadline is less than or equal to the number of vacancies of greatest duration to be filled, then all candidates in that constituency shall be declared elected by acclamation.
- (g) Whenever the number of nominations in a constituency at the time of the deadline is less than the number of vacancies in that constituency to be filled, the Committee on Senate Elections may, at its discretion, extend the deadline for nominations for those vacancies, or it may organize a separate by-election to fill the remaining vacancies. In the event that the deadline for nominations is extended, the University Registrar shall notify all electors of the date and time of the new deadline for the receipt of nominations.
- (h) Where none of the provisions of paragraphs C.4.(d)-(f) above apply, the University Registrar shall arrange for special ballot papers to be prepared and mailed to each elector at least two weeks before the date of the election.

- (i) If a vacancy in a constituency exists on January 1 and there is no by-election in progress for that vacancy or a vacancy in a constituency occurs between January 1 and the deadline for the receipt of nominations of the next annual Senate election, then the by-election to fill that vacancy shall be combined with the annual Senate election for that constituency. The candidate elected to fill that vacancy shall serve only the balance of the period for which the member being replaced was elected.
- (j) Where a by-election must be held separately from the annual Senate election, the Committee on Senate Elections shall decide the timetable for the by-election, consistent with the procedures for the annual Senate election, where possible.
- (k) Each voter will indicate his/her unweighted preference(s) for up to the number of candidates to which his/her constituency is entitled (including any vacancies due to concurrent by-elections).
- (l) Ballot papers shall be returned to the University Registrar in specially prepared envelopes. Votes cast in the election will be counted by the University Registrar in the presence of the Committee on Senate Elections whose members will serve as scrutineers.
- (m) The candidates with the most votes shall be declared elected.
- (n) In the event of a tie in any election, the Committee on Senate Elections shall determine, by lot, which of the candidates shall serve and/or which shall serve the shorter term.

The University Registrar shall report the results of the elections to the President of the University as Chairman of the Senate.

5. Term of Office

- (a) Members elected to replace those whose term of office has expired shall normally serve for a three-year term. Where a vacancy occurs from any cause other than expiration of term of office, that vacancy shall be filled by election and the person filling such vacancy shall serve for the balance of the period for which the member he/she replaces was elected.
- (b) Where terms of office shorter than three years arise in any constituency, the term of office of each winning candidate shall be determined by the number of votes the candidate receives, i.e. the winning candidate receiving the lowest number of votes shall serve the shortest term.
- (c) In the event of a tie in any election, the Committee on Senate Elections shall determine, by lot, which of the candidates shall serve and/or which shall serve the shorter term.

D. Selection of Student Members

1. The Graduate Students' Union shall select three representatives, each representing a different academic area. The selection procedures shall be determined by the Graduate Students' Union.
2. Ten Senators shall be selected by the undergraduate students, each representing a different academic area. The ten undergraduate student senators shall consist of seven student senators from the St. John's campus, two student senators from the Grenfell Campus at

Corner Brook and one student senator from the Marine Institute. The procedure controlling such selection shall be determined by the respective Students' Union.

3. To be eligible for selection to the Senate, an undergraduate student shall be in clear standing and be enrolled in a program offered through the campus of Memorial University, which the student represents in accordance with D.2 above.
4. The Students' Unions will strive for a balance of student senators representative of the student body.

E. Term of Office for Student Members

1. The term of office for student representatives shall run from May 1 to April 30.

F. Secretary of Senate

1. The University Registrar shall be the Secretary of Senate. The Secretary may appoint a recording secretary (non-voting) to record the proceedings of Senate."

The Senate election process will now use the new formula with the following allocation of seats on Senate:

- 6 seats: Humanities and Social Sciences
Marine Institute
Medicine
Science
- 4 seats: Engineering and Applied Science
- 2 seats: Business Administration
Education
Grenfell Campus - School of Arts and Social Science
Grenfell Campus - School of Fine Arts
Grenfell Campus - School of Science and Environment
Human Kinetics and Recreation
Library
Music
Nursing
Pharmacy
Social Work

SENATE MINUTES, Distribution of

180, 70/12/18

Senate minutes will be distributed to all Heads of Departments.

SENATE, Open Meetings of

13, 71/01/12

It was agreed that the following persons be admitted to meetings of the Senate as observers: (i) members of Convocation, (ii) all registered students, (iii) all full-time employees of the University.

Admission of observers is to be limited to an appropriate number by distribution of tickets or by a signing in procedure.

The use of photographic or recording equipment is prohibited at meetings of the Senate.

Observers are not permitted to speak at meetings of the Senate.

220, 71/05/18

It was agreed that meetings of Senate should be open to members of the faculty and full-time students, and to such other persons as the Senate shall approve on the recommendation of a committee to be established by the Senate, with the provision that matters of a confidential nature be discussed in closed session.

SENATE PROCEDURES

141, 70/10/13

104, 95/01/10

Resolutions regarding Senate Procedures were adopted. See the Handbook of Senate By-Laws and Procedures.

SENATE REFORM

252, 03/03/11

It was agreed that Senate strike an ad-hoc committee to explore the possibility that some routine course approvals and regulation revisions be delegated, as appropriate, to committees reporting to Senate and/or be facilitated by electronic means, and suggest the necessary changes in Senate's policies and procedures.

It was also agreed that the mandate of the ad hoc committee include the study and recommendations for resolution of the matter of Section 54(b)(x) Appointees to Senate and Marine Institute student representation on Senate.

Membership and Terms of Reference

266, 03/04/08

Amended

281, 03/05/13

Amended

30, 03/09/09

Amended

55, 03/11/18

46, 03/10/14

The interim report of the ad hoc Committee on Senate Reform was presented to Senate. It was approved that:

- Senate adopt a consent agenda as described in the ad hoc Committee's report.
- Senate adopt a consistent format for presentation of proposals to Senate, including an Executive Summary.
- the ad hoc Committee will not, at this stage, consult with Councils about this matter.

Final Report

214, 04/05/11

The Final report of the ad hoc Committee on Senate Reform was presented to Senate. The following recommendations were approved:

Recommendation 1:

To facilitate efficient consideration of requests to Senate for routine course approvals and regulation revision approvals.

- (i) That Senate adopt the use of a consent agenda, as described in this Report, for less substantive matters.

- (ii) That Senate adopt the use of a consistent format, as described in this Report, for presentation of proposals to Senate, including an Executive Summary; it is recommended that the electronic Course/Program Proposal Format developed by the Senate Committee on Undergraduate Studies be adopted as the standard format.

Recommendation 2:

That the Senate Committee on Committees be asked to review the terms of reference and necessity of each committee of Senate.

Recommendation 3:

That the Executive Committee of Senate, as part of its overall responsibility for Senate's agenda consider: the use of *rapporteurs* on major reports; asking Deans and Directors to report on strategic issues; asking constituencies such as student unions whether they wish to develop topics for Senate discussion, as well as other devices which might help focus Senate discussion.

Recommendation 4:

That Heads of larger departments, such as the Faculty of Arts and Science, not be added as *ex-officio* members of Senate.

Recommendation 5:

- (i) That a permanent Senate seat be allocated to Marine Institute students from within existing student seats.
- (ii) That the seat to be re-allocated be from the nine undergraduate seats.
- (iii) That based on student enrollment, the undergraduate seat to be re-allocated to Marine Institute students be from Sir Wilfred Grenfell College.

Recommendation 6:

That a principle for determining student representation on Senate be established and enshrined in the Memorial University Act. In keeping with the principle of allocating elected Senate seats in proportion to the number of *ex-officio* seats, the ad hoc Committee is recommending that the Board of Regents request that the Memorial University Act be amended, at the next opportunity, to change student representation on Senate from the fixed number of twelve, by bringing Section 54(d) of the Act in line with Sections 54(b) (x) and 54 c).

The proposed amendment to the Act would then read:

"54(d) members from the students in attendance at the University to be chosen in a number and manner that may be approved by the Board, but the number chosen under this paragraph shall not be less than half the number of members named or chosen under paragraph (b)."

The motion to approve Recommendation 6, was tabled.

17, 04/09/14

A recommendation was received by the Secretary of Senate from the Memorial University of Newfoundland Students' Union requesting that the following Recommendation 6 of the Final Report of the

ad hoc Committee on Senate Reform, as tabled at a meeting of Senate held on May 11, 2004, be lifted from the table:

That a principle for determining student representation on Senate be established and enshrined in the Memorial University Act. In keeping with the principle of allocating elected Senate seats in proportion to the number of ex-officio seats, the ad hoc Committee is recommending that the Board of Regents request that the Memorial University Act be amended, at the next opportunity, to change student representation on Senate from the fixed number of twelve, by bringing Section 54(d) of the Act in line with Sections 54(b) (x) and 54 c).

The proposed amendment to the Act would then read:

"54(d) members from the students in attendance at the University to be chosen in a number and manner that may be approved by the Board, but the number chosen under this paragraph shall not be less than half the number of members named or chosen under paragraph (b)."

It was approved that the motion to approve Recommendation 6 be lifted from the table.

MUNSU requested a generous interpretation of the proposed amendment to the University Act in that the number of student Senators would not be less than one-half the number of ex-officio members, thereby presenting an opportunity to increase the number of student senators from 12 to 13 to reflect as far as possible the increase in ex-officio and elected seats which occurred in 1995 with the addition of one ex-officio Senator (Executive Director of the Marine Institute) and two elected Senators. If the Act is changed as proposed, it is recommended that this additional seat be allocated to Sir Wilfred Grenfell College.

Following consideration, it was approved that Senate approve for submission to the Board of Regents the above noted recommendation of the ad hoc Committee bearing in mind the generous interpretation proposed by MUNSU. In keeping with the principle of allocating elected Senate seats in proportion to the number of ex-officio seats, Senate will recommend that the Board of Regents request that the Memorial University Act be amended to change student representation on Senate from the fixed number of twelve, by bringing Section 54.(d) of the Act in line with Sections 54 (b)(x) and 54 (c) as noted above.

16, 05/09/13

In a letter dated September 22, 2004, Senate recommended to the Board of Regents that the Memorial University Act be amended to change student representation on Senate from the fixed number of twelve, by bringing Section 54.(d) of the Act in line with Sections 54 (b)(x) and 54 (c). If approved, the proposed amendment to the Act would have read as follows:

"54(d) Members from the students in attendance at the University to be chosen in a number and manner that may be approved by the Board, but the number chosen under this paragraph shall not be less than half the number of members named or chosen under paragraph (b)."

Subsequently, a letter dated October 29, 2004 was received from the Board of Regents advising that the proposed amendment to the Act was recommended for approval. In a letter dated December 14, 2004 the Minister of Education advised the Board of Regents that the Memorial University Act was amended increasing student representation on the Senate from 12 to 13 and that Section 54(d) of the Memorial University Act now reads as follows:

"54(d) 13 members from the students in attendance at the university, including at least one student from the Marine Institute, one graduate student and one student from Grenfell College, with all members to be chosen in a manner approved by the Board."

While the language of the Act is somewhat different from what was proposed, the intent is the same as that proposed by MUNSU in a letter dated August 20, 2004, and agreed to by Senate on September 14, 2004, whereby a generous interpretation of the proposed amendment to Section 54(d) be made to

increase the number of student seats from 12 to 13. As a result of this amendment to the Act, the Executive Committee, following consultation with MUNSU, GSU, GCSU and MISU recommended that Clause II.D.2 of the Handbook of Senate By-Laws and Procedures be amended to read as follows:

“Ten Senators shall be selected by the undergraduate students, each representing a different academic area. The ten undergraduate student senators shall consist of seven student senators from the St. John’s campus, two student senators from the Sir Wilfred Grenfell College at Corner Brook and one student senator from the Marine Institute. The procedure controlling such selection shall be determined by the respective Students’ Union.”

It was moved and carried that Senate approve for submission to the Board of Regents the above noted recommendation.

20, 14/10/14

It was agreed to strike an ad hoc Committee on Senate Reform to review the structure, operation, and types of committees of Senate with the following Membership and Terms of Reference:

Ad hoc Committee on Senate Reform

Membership

- a) President and Vice-Chancellor (Chair of Senate)
- b) Provost and Vice-President (Academic)
- c) Secretary of Senate
- d) Dean of Graduate Studies
- e) A representative of the remaining Deans
- f) One undergraduate student to be recommended by MUNSU, one undergraduate student to be recommended by GCSU, and one undergraduate student to be recommended by MISU
- g) One graduate student to be recommended by GSU
- h) Eight (8) academic staff members, including 4 Senators, one representative from Grenfell Campus, and one representative from the Marine Institute

The Committee will be co-chaired by the President and Provost.

Terms of Reference

Consistent with the compositions, duties, and powers of the Senate and the duties and powers of the Board of Regents as defined by the Memorial University Act, the ad hoc Committee is charged with the following responsibilities:

- a) To consider procedures that will facilitate more efficient consideration of requests to Senate for routine course approvals and regulation revision approvals.
- b) To consult with Senate Committees and/or Academic Councils that regularly submit requests for course or regulation approvals to Senate and to consider the recommendations coming from these bodies.
- c) To consult with faculty and academic councils and to consider the recommendations coming from those councils.
- d) To consult with administration units (e.g. Registrar’s Office) that are involved in the implementation of decisions related to course or regulation changes and to consider the recommendations coming from these units.
- e) To consult with administrative units (e.g. Computing and Communications) that may be able to provide advice regarding appropriate technology that may be employed to improve the efficiency of considering routine approval requests and to consider the recommendations coming from these units.

- f) To examine and make recommendations on any other matter deemed by the Ad-hoc Committee to be relevant to its principal task.
- g) To present a report on Senate Reform, including the presentation of alternative procedures for improving the efficiency of routine requests for Senate approval, to Senate at a future meeting, but within 6 months from the date of approval of these Terms of Reference.
- h) To review the recommendations that were adopted following the review of Senate conducted in 2004 and determine the success of the implementation of those recommendations.
- i) To examine the current membership composition and allocation of Senate seats.

225, 15/05/12

Interim report received from the *Ad hoc* Committee on Senate Reform as directed by its Terms of Reference to present a report within six months of the date of the approval of its Terms of Reference.

117, 16/09/13

The Secretary of Senate, gave a review of the composition of Senate. Section 54 of the Memorial University Act stipulates that the number of elected senators shall be not less than twice the number of ex-officio members. These seats are distributed across the fifteen constituencies of Senate based upon the number of electors in each constituency, with each constituency having at least one elected senator. The number of elected senators per constituency ranges from one to ten. Because of this broad range in number of elected senators per constituency, and in light of the fact that it is traditionally difficult to fill all the elected seats in the larger constituencies, Senate included in the Terms of Reference of the ad hoc Committee on Senate Reform, "to examine the current membership composition and allocation of Senate seats".

The introduction of three schools at the Grenfell Campus makes it especially timely to review the allocation of Senate seats. With the inclusion of three new Deans as ex-officio members of Senate, the number of elected seats increases from 44 to 50. Further, we assume that, when the constitutions of the new schools are approved, Senate will move to redefine its constituencies, replacing the Grenfell Campus with the three new schools. There is also an anomaly in the constituencies in that the Faculty of Humanities and Social Sciences, unlike any other Faculty or School, is divided into two constituencies, Humanities (Classics, English, History, Linguistics, Modern Languages, Literatures and Cultures, Philosophy and Religious Studies) and Social Sciences (Anthropology, Archaeology, Economics, Folklore, Geography, History, Political Science and Sociology). Should the two constituencies be combined, it would not impact the number of elected seats in the Faculty as a whole.

The Senate Committee on Elections and Committees, responsible for the election of senators, offered the ad hoc Committee four potential models for the distribution of elected Senate seats:

1. Use the current allocation model
 - a. The number of seats is divided into the total number of full-time electors in all constituencies. The figure obtained is then divided into the number of electors in each constituency to determine the number of representatives to which each constituency is entitled.
 - b. Each constituency, whose numbers do not warrant election of a single senator (using the formula above), shall, nevertheless, be entitled to elect one representative. The number of seats to which the remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to a representative under this clause and the number of seats so taken.
2. Scenario One: Assign each constituency a minimum of two seats. Since the number of elected seats is twice the number of ex officio seats, and since each Dean is an ex officio member of Senate, this

assigns the elected seats associated with the Dean to his/her constituency. The Faculty of Humanities and Social Sciences is an exception.

3. Scenario Two: Assign each constituency a minimum of one seat, but cap the number of seats assigned to any constituency at six seats.

4. Scenario Three: Assign each constituency a minimum of two seats, but cap the number of seats assigned to any constituency at six.

The distribution of seats for each of the three models, assuming 50 elected senators and the three new Schools as constituencies, is included in the following Table.

Possible Distributions of Senate Seats

Constituency	Current Allocation	Scenario 1	Scenario 2	Scenario 3
Business Administration	2	2	2	2
Education	2	2	2	2
Engineering and Applied Science	3	2	4	3
Grenfell Arts and Social Science	41	2	2	2
Grenfell Science and Environment	0	2	2	2
Grenfell Fine Arts	0	2	1	2
Human Kinetics and Recreation	1	2	1	2
Humanities	4	3	6	4
Library	2	2	2	2
Marine Institute	6	5	6	6
Medicine	10	8	6	6
Music	1	2	1	2
Nursing	1	2	1	2
Pharmacy	1	2	2	2
Science	9	7	6	6
Social Sciences	3	3	5	3
Social Work	1	2	1	2

¹The current allocation of seats to the Grenfell Campus

The Senate Committee on Elections and Committees supports the adoption of Scenario Three, since

- (i) It allocates the elected seats associated with each Dean to that Dean's constituency. The remaining elected seats, existing due to the other ex-officio members (President, Vice-Presidents, Deputy Minister of Advanced Education and Skills, University Registrar) are distributed according to constituency size.
- (ii) Caps reduce the possibility of any constituency having a number of seats disproportionate to other faculties.

Before making a final recommendation on the current membership composition and allocation of Senate seats, the ad hoc Committee is seeking input from Senate on

- (i) The formula to be used in calculating the allocation of elected seats to constituencies

- (ii) The constituencies of Senate and, in particular, whether the Departments of the Faculty of Humanities and Social Sciences should be a single constituency.

The Secretary of Senate then opened up the floor for questions/comments from Senators.

The Secretary of Senate will take these comments/questions back to the Senate Committee on Elections and Committees for discussion.

140, 16/11/08

The Final Report on Senate Reform was received from the *Ad hoc* Committee on Senate Reform.

Senate approved the following recommendations:

Recommendation One: Where a student is a senator by virtue of an executive position on a student union, such senators be permitted to send a delegate with voting privileges. Additional student senators selected by their student union would be treated as elected senators and would not have such privilege.

Recommendation Two: That Senate not delegate further authorities. The Consent Agenda works well in allowing Senate to review and approve routine business and should continue to be used.

Recommendation Three: That the Advisory Committee on the Bookstore be dissolved as the operation of a for-profit business on campus is not a consideration of Senate. The Bookstore is now the responsibility of Ancillary Services, within the portfolio of the Deputy Provost; the Director of Ancillary Services can be asked to consider the value of an Advisory Committee within his/her structure. Any such committee should have student representation mirroring that on Senate committees.

Recommendation Four: That the Advisory Committee on the Library be dissolved, as the Academic Council of the Library, which already fulfils a similar mandate, has pan-university faculty/school representation as well as Senate representation. Additionally, consideration of library matters as they impact the academic mission of the University will be included in the mandate of the Committee on Research and the proposed Committee on Teaching and Learning.

Recommendation Five: That the Advisory Committee on the University Timetable be dissolved, as its duties have been absorbed by the Committee on Undergraduate Studies.

Recommendation Six: That the Committee on the University Calendar be dissolved, as the Committee has little business and the Calendar Editor can seek advice from the University community, including the Executive Committee of Senate and Secretary of Senate, as needed.

Recommendation Seven: That the Committee on Educational Technology be disbanded. Its Terms of Reference address technology as it supports teaching and learning; this discussion can be had in a broader context by the proposed Committee on Teaching and Learning. Administrative technology matters do not fall within the purview of Senate but within the portfolio of the Chief Information Officer. He/she can be asked to consider the value of an Advisory Committee within that structure; any such committee should have student representation mirroring that on Senate committees.

Recommendation Eight: That the Committee on Copyright be disbanded, and its mandate be absorbed by the Committee on Research.

Recommendation Nine: That a new Teaching and Learning Committee be created.

Membership:

- (a) An appropriate number of Teaching and Learning Chairs
- (b) An appropriate number of additional academic staff members
- (c) University Librarian, or delegate
- (d) University Registrar, or delegate
- (e) Director of the Centre for Institutional Analysis and Planning (CIAP), or delegate
- (f) Director of the Centre for Innovation in Teaching and Learning (CITL), or delegate
- (g) Manager, Teaching and Learning Supports, CITL
- (h) 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
- (i) One graduate student, appointed by the Graduate Students' Union

Terms of Reference:

- (a) to monitor and support the recommendations of the Teaching and Learning Framework and Plan;
- (b) to undertake, every five years, a review of the strategic framework and plans related to teaching and learning;
- (c) to receive regular updates from the Centre for Innovation in Teaching and Learning (CITL) on innovations in teaching and learning, and to advise Senate on such matters;
- (d) to act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect the teaching and learning at the University;
- (e) to review qualitative and quantitative data on student engagement and the student educational experience, and to make recommendations to Senate based on such data;
- (f) to maintain close liaison with the Senate Committee on Course Evaluation.

Recommendation Ten: That the Terms of Reference of the Committee on Course Evaluation be updated to include “to maintain close liaison with the Senate Committee on Teaching and Learning”.

Recommendation Eleven: That the Membership of the Committee on Research include “University Librarian or delegate” and update its Responsibilities to be [additions underlined:

Responsibilities

- (a) to encourage and promote research in co-operation with the Office of Research and academic units at Memorial University by identifying areas in which to improve our success with Tri-Council (SSHRC, NSERC and CIHR) and other major funding agencies or organizations;
- (b) to present proposals and recommendations for consideration to the Senate on:
 - (i) existing University research policies,
 - (ii) the development and implementation of new University research policies, including commercialization and knowledge transfer,
 - (iii) scholarly communication, including open journals,
 - (iv) the implications of major proposals that might affect established academic priorities, and
 - (v) the prioritization of research initiatives for the disposition of discretionary research funds accruing to the University;
- (c) to act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect research at the University;
- (d) to make recommendations on copyright-related issues involving researchers, such as Open Access and intellectual property;
- (e) to recommend to the President:
 - (i) faculty members for the President's Award for Outstanding Research,
 - (ii) faculty members to serve on the Selection Committee for the University Research Professorships.

Recommendation Twelve: That the Membership and Terms of Reference of the University Committee on Admissions be updated to reflect current practice, as follows:

Membership:

- (a) University Registrar or delegate, normally from the Academic Advising Center
- (b) An Assistant Registrar – Admissions, who will serve as convenor
- (c) Senior Academic Advisor or Associate Dean, Faculty of Humanities and Social Sciences
- (d) Senior Academic Advisor or Associate Dean, Faculty of Science
- (e) An appropriate number of faculty members; insofar as possible, the Committee shall have balanced representation from the faculties/schools that offer direct entry to applicants who are new to post-secondary studies
- (f) At least one of the members from c, d or e shall be a senator
- (g) Director, Blundon Centre or delegate
- (h) Director, Counselling and Wellness Centre or delegate
- (i) An undergraduate student appointed by the Memorial University Students' Union

Terms of Reference

- (a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at a campus other than the Grenfell Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions. Requests from those seeking admission to study at the Grenfell Campus will be considered by the Grenfell Admissions Committee.
- (b) To review applications for admission under, but not limited to, the following situations:
 - a. Special Circumstances. Current high school students or graduates providing evidence of special circumstances beyond the applicant's control, including personal, family or health issues, which have interfered with the applicant's academic performance in the final year of high school. Decisions will be based on an assessment of the applicant's academic readiness for post-secondary studies.
 - b. Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial's admission requirement but have a slate of courses that adequately prepare them for their declared program.
 - c. Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
 - d. Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
 - e. English Proficiency. Applicants not meeting the English proficiency requirements. Decisions of the Committee are final and no further appeal is possible.
- (c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances.
- (d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant.
- (e) To invite guests to meetings as appropriate to provide insight and expertise.

Recommendation Thirteen: That the Membership and Terms of Reference of the Grenfell Campus Committee on Special Admissions be updated to reflect current practice, as follows:

Membership:

- (a) Associate Vice-President Grenfell Campus (Academic), or delegate
- (b) Registrar (Grenfell Campus), or delegate
- (c) Manager, Academic Advising (Grenfell Campus) or delegate
- (d) Grenfell Campus Faculty member or alternate as elected by the Grenfell Campus Nominating Committee
- (e) An undergraduate student appointed by the Grenfell Campus Student Union.

Terms of Reference

- (a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at the Grenfell

Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions.

- (b) To review applications for admission under, but not limited to, the following situations:
- a. Special Circumstances. Current high school students or graduates providing evidence of special circumstances beyond the applicant's control, including personal, family or health issues, which have interfered with the applicant's academic performance in the final year of high school. Decisions will be based on an assessment of the applicant's academic readiness for post-secondary studies.
 - b. Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial's admission requirement but have a slate of courses that adequately prepare them for their declared program.
 - c. Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
 - d. Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
 - e. English Proficiency. Applicants not meeting the English proficiency requirements. Decisions of the Committee are final and no further appeal is possible.
- (c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances
- (d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant
- (e) To invite guests to meetings as appropriate to provide insight and expertise.

Recommendation Fourteen: That the University Committee on Admissions and the Grenfell Campus Committee on Special Admissions undertake a review of the procedures for hearing appeals for admissions, considering the procedures of the Senate Committee on Academic Appeals and the principles of natural justice. The procedures should be included in the Handbook of Senate By-Laws and Procedures.

Recommendation Fifteen: That, instead of monthly reports, standing committees provide an annual written report, as currently required in the Senate By-Laws, and make an annual presentation to Senate.

Two additional possible committees were considered but rejected:

1. Considering an Academic Space Committee, members of the ad hoc Committee met with the Vice-Presidents' Space Committee. After learning of their activities and issues, it was decided that a more appropriate course of action is to invite the Associate Vice-President (Facilities) to present to Senate on an annual basis.
2. Considering a Committee on Enrolment Management, it was felt that such a group would more appropriately report to the Provost, although there is room for joint discussion with the Committee on Teaching and Learning. The proposed Terms of Reference for the University Planning and Budget Committee also will serve to provide Senate with information on the progress around the Enrolment Plan as it seeks regular updates from the custodians of the document.

Recommendation Sixteen: That Senate adopt the use of videoconferencing to allow Grenfell Campus senators and remote guests unable to attend in person, to attend meetings of Senate and its committees. CITL has agreed to prepare a proposal regarding the installation, cost, timeframe, et cetera, of equipping the Senate meeting room with conferencing capabilities.

Recommendation Seventeen: That Senate introduce annual general orientation for newly elected senators. This orientation could be held towards the end of the Spring semester before the start of the new academic year in September. It would be open to all senators but designed for the newcomer and delivered by an experienced senator, in consultation with the offices of the Secretary and Chair of Senate.

SENATE REVIEW COMMITTEES, Evaluation - Faculty, School, Department or Programme

165, 78/03/14

It shall be a normal rule of Senate that there shall be a formal evaluation of each Faculty, School, Department or Programme after each six years, by an ad hoc committee of Senate. An exception could be made where the Faculty, etc., is subject to external evaluation by a national body whose report is made available to Senate.

SENATE REVIEW COMMITTEES, Membership and Terms of Reference

134, 79/04/10

The following terms of reference, terms of membership and internal procedures were approved for the Senate Review Committees:

Terms of Reference:

The Review Committee will investigate and evaluate the following aspects of the Programme, Department, School or Faculty being reviewed:

- (i) the undergraduate programme
- (ii) the graduate programme
- (iii) the research effort and directions
- (iv) facilities and support: particularly numbers of faculty and support staff, housing, equipment, laboratories, relevant library holdings, computer facilities, etc., especially as they apply to (i), (ii) and (iii).
- (v) the balance between teaching and research within the unit.

The Committee will be expected to comment upon:

- (i) where duplication of effort may occur in (i) or (ii) and/or where new areas should be pursued or certain areas strengthened in (i), (ii) or (iii),
- (ii) the potential for interactions with other units within the University.

Any special criteria for the review which have been approved by the Senate will be supplied by the Secretary of Senate. After considering any necessary preliminary documentation, the Committee will normally be expected to carry out a site visit of approximately three days' duration during which time the matters listed above should be discussed with faculty, support staff and students.

The Committee will normally be expected to report within two months of their site visit. It is expected that, besides providing a summary of their findings in the areas listed above, the Committee may make recommendations about ways in which improvement in any area of concern might be accomplished. The Committee will be expected to set out the basis for specific recommendations. Since the report of the Committee will be a public document of Senate, the Committee is to be instructed that its report should contain no reference to individual faculty members or staff.

Terms of Membership:

The Committee on Committees shall recommend to Senate the names of five individuals to comprise each Review Committee. They shall be selected in the following way:

- (i) one from among the names of three appropriate external reviewers who have been sought from the President of an appropriate national professional organization;
- (ii) one from among the names of three external reviewers submitted by the appropriate Department Head and/or Dean or Director;
- (iii) one from among three names of individuals from a related area at Memorial or from a local or regional professional association, these having been submitted by the Department Head and/or Dean or Director;

- (iv) one from a related discipline or field at MUN as selected by the Committee on Committees;
- (v) a voting chairman selected by the Committee on Committees from among the faculty of another university.

In the case of faculties with departments, it is recommended that the names suggested under (ii) and (iii) will be a joint submission from the Department Head and the Dean.

Internal Procedures:

1. That the Office of the Vice-President (Academic) be responsible for logistics for each Review Committee.
2. That, on receipt of each Review Committee report, the Secretary of Senate will edit the report so as to omit references to individuals before its public distribution.
3. That the members of the unit concerned be presented with the edited report in advance of its presentation to the full Senate. The appropriate Head, etc., or any member of the unit under review will have the opportunity to supply additional relevant material when the report is presented to Senate.
4. That the Faculty Councils be asked to present for Senate approval, criteria which Review Committees will use in their evaluation of the Faculty or Department within the Faculty, which will be included in the terms of reference of the Committee.
5. At the May meeting of Senate the Executive Committee will propose the units to be reviewed in the following academic year.

43, 79/12/11

It was agreed that, where Senate Review Committees are struck to review departments which have a component within the Division of Junior Studies, a sixth member with expertise and specific interest in teaching in that field be selected from among the names of three external reviewers submitted by the Director of Junior Studies, the appropriate Head of Department and the Junior Studies Co-ordinator.

SENATE REVIEW COMMITTEES, Principles and Procedures for Departmental Reviews Authorized by the Senate

59, 81/01/13

Approved.

62, 81/02/10

Amended

It was agreed that the following revised principles and procedures for Departmental Reviews authorized by the Senate be approved:

1. The primary purpose of a Departmental Review authorized by the Senate is to provide an analysis of the teaching and research programmes helpful to the development of the Department and the Faculty to which it belongs.
2. The terms of reference for each Review Committee must be agreed by Senate and must be stated before the review is undertaken.
3. The Review Committee Report shall be sent to the Secretary of the Senate, with a copy of the Dean of the Faculty and the Head of the Department concerned, and where appropriate, the Dean of Graduate Studies, the Director of Junior Studies, and the Principal of the Sir Wilfred Grenfell College.
4. The Secretary of the Senate shall circulate copies of the report to all members of the Senate before the next regular meeting of the Senate.5. The Department shall review the report and inform the Dean of any errors of fact or interpretation, and the degree to which the department concurs with the

analysis offered by the Review Committee.

5. The Department, in consultation with the Dean and other appropriate officers, shall then initiate any agreed administrative or academic changes arising out of the Review Committee's recommendations.
6. The Dean shall furnish the Senate with a written report which shall include:
 - (a) a statement of the Department's reaction to the report including reference to perceived errors of fact or interpretation and to their concurrence or otherwise with the analysis offered by the Review Committee;
 - (b) a statement detailing the actions taken to implement changes recommended by the Review Committee.

This report shall be transmitted to the Secretary within four months of the reception by the Senate of the Review Committee Report, and shall be circulated by the Secretary to members of the Senate for the next regular meeting.

SENATE REVIEW COMMITTEES - Reports

34, 80/10/14

Department of Chemistry

The Report of the Senate Review Committee for the Department of Chemistry was presented for consideration of Senate.

It was agreed that a committee be struck to study the above-noted report and related documents and report to Senate by November 18, 1980. This committee is to be small, preferably consisting of three elected Senate members. Members of the department under review are **not** to serve on the committee.

It is understood that this procedure is not to be a precedent in the case of other departments under review. It was agreed as well that the Committee on Committees appoint members to this committee, as well as draw up terms of reference in light of the comments by Senate members. Such membership and terms of reference are to be ratified by Senate at its next meeting.

37, 80/10/29

Membership and terms of reference for the Chemistry Review Senate Committee were approved:

The Committee was asked to make every attempt to report at the November 18th meeting of Senate.

Terms of Reference:

1. To examine the Chemistry Review Committee Report package.
2. To meet with members of the Department and other appropriate persons, as deemed necessary, to seek clarification on academic matters where recommendations are made (in the report) based on facts claimed to be in error or misconceptions claimed to be present.
3. In its report and in steering the Senate Review Committee Report through Senate, to provide comment on recommendations contained in it that are of academic relevance; especially in the light of, but not exclusive to, their findings under (2) above.

47, 80/12/09

The Report of the Senate Steering Committee on Review of the Department of Chemistry was received. Following discussion, it was agreed that the Academic Council of the School of Graduate Studies be asked to review the policy of discouraging Memorial's undergraduate students from doing graduate work at Memorial University.

It was then agreed to defer a final decision on the report's recommendations until the next meeting of the Senate.

The memorandum from the Dean of Medicine outlining suggestions regarding such Reviews was deferred as well.

Department of Educational Administration

34, 80/10/14

In accordance with the internal procedures approved by Senate on April 10, 1979, criteria for review of the Department of Educational Administration were presented by the Faculty of Education for approval of Senate:

It was agreed that these criteria be approved. A copy of these criteria is lodged in the Senate files.

06, 82/09/14

The Report of the Senate Review of the Department of Educational Administration was received. Discussion was deferred pending receipt of the Report of the Dean of Education.

127, 83/02/08

The Report of the Dean of Education on the Senate Review of the Department of Educational Administration was received.

Department of Educational Foundations and Department of History

102, 81/02/10

The Report of the Senate Review Committee of the Department of History and the Report of the Senate Review Committee of the Department of Educational Foundations were received. However, it was agreed that both reports be dealt with according to the revised Principles and Procedures for Departmental Reviews Authorized by the Senate at this meeting. The reports were, therefore, deferred until receipt of reports from the appropriate Deans.

Department of Educational Foundations

13, 81/09/08

The Report of the Dean of Education on the Senate Review of the Department of Educational Foundations was received.

Department of English Language and Literature

121, 82/04/13

The above-noted report was circulated to members of Senate prior to the meeting and, as indicated by the Chairman at the meeting held on March 9, 1982, correspondence relating to the report was tabled at this meeting.

It was agreed that the Report of the Senate Review Committee of the Department of English Language and Literature be received. Discussion of the Review Report was deferred pending receipt of the Report of the Dean of Arts which, according to Senate procedures, is to be transmitted to the Secretary within four months of the reception by Senate of the Review Committee Report. In view of the fact that Senate, after the May meeting, is not scheduled to meet until September 1982 and in view of the fact that the Department of English Language and Literature will have a new Department Head as of July 1, 1982, the Dean of Arts requested an extension of this four month period for receipt of his report by Senate.

It was agreed that an extension of the four month period be approved and that the report be submitted to Senate at the October 1982 meeting.

27, 82/10/12

It was agreed that the Report of the Dean of Arts on the Senate Review of the Department of English Language and Literature be received. Following discussion of the report, it was agreed that the Department of English Language and Literature be required to report to Senate, at the October 1983 meeting, on the implementation of the recommendations and the developments arising from the report.

41, 82/11/09

A response from the members of the Department of English Language and Literature at the Sir Wilfred Grenfell College, concerning the above report, was received.

Department of History

147, 81/05/12

The Report of the Dean of Arts on the Senate Review of the Department of History was received. Following discussion of the report, it was agreed that Senate reaffirm the principle of maintaining small classes in first-year courses (see minutes of Senate dated December 10, 1974).

Department of Physics

13, 81/09/08

The Report of the Senate Review of the Department of Physics was received. Discussion was deferred pending receipt of the Report of the Dean of Science.

128, 82/04/13

The Report of the Dean of Science on the Senate Review of the Department of Physics was received.

147, 81/05/12

With respect to the review process as presently constituted, it was agreed that no further Departments be selected for review until the Senate has examined the reports on the six departments presently being reviewed or on which reviews have been completed.

127, 83/02/08

The Chairman informed the Senate that six departmental reviews have been completed and none are currently in progress.

Department of Physics and Physical Oceanography

51, 95/12/12

The Board of Regents advised that at a meeting held November 15, 1995 approval was given to a change in the name of the Department of Physics to the Department of Physics and Physical Oceanography.

SENATE, SPECIAL MEETINGS OF

231, 19/12/10

Senate considered a memorandum from the Secretary, Planning and Budget Committee proposing changes to the wording of section IV.A.4 of the Senate by-laws:

At the November and March Senate meetings at least one hour shall be set aside for a special meeting. The University Planning and Budget Committee shall prepare the agenda for this portion of the meeting. Suggestions for topics to be discussed may be forwarded by members of Senate to the Secretary of the University Planning and Budget Committee.

Although it was decided not to propose any changes, committee members expressed interest in inviting members of Senate to propose topics for these special meetings at the December meeting of Senate so there can be more engagement at Senate.

SENATE STANDING COMMITTEES - Membership and Terms of Reference

25, 05/10/11

Provision for Retired Academic Staff Members to Complete Terms of Office on Standing Committees of Senate

In order to make provision for continued service on Senate Committees and in order to alleviate the current difficulties being experienced in attracting volunteers to serve on Senate Committees, Senate accepted the recommendation of the Committee on Committees that clause VI.C.3(a) of the Handbook be amended to include the following note:

“NOTE: An academic staff member who retires from the University after his/her appointment but before the expiry of his/her term of office on a Senate Committee will be eligible to serve the remainder of the three year term.”

Membership

04, 69/10/14

It was agreed that the extent and proportion of the student representation on Senate Committees be left to the discretion of the Committee on Committees.

28, 78/11/14

The following regarding overlapping membership on Senate standing committees was approved by Senate:

“In order to achieve continuity of an overlapping membership on Senate standing committees, effective May, 1979, the terms of appointment to these committees shall be three years, with the exception of those for ex-officio and student members. Students shall be appointed for a one year term. To achieve overlapping membership, the Committee on Committees should, at its discretion, recommend some appointments for one and two year terms during the next two years.”

In the event of a member not being able to serve out a term for which he was appointed, he would be replaced by a person who could serve for the duration of the term.

114, 89/05/09

During the presentation of nominations for appointments to the various Senate Committees several comments and questions were raised from the floor. These included a question as to whether Senate Committees generally are reviewed from time to time to determine if they are active or whether or not a committee should be dissolved if its purposes has been served. In this regard it was suggested that the Committee on Committees review the Senate Committee on Educational Technology. A comment was also made that the slate of nominations included several names which appeared on two or more committees. It was suggested that the whole process of nomination be reviewed with the objective of securing more nominees than vacancies on committees thereby ensuring that elections are held. It was also suggested that this matter be reviewed more thoroughly at a future meeting of the Senate.

Academic Unit Planning Committee

Membership

207, 14/06/10

Approved

511, 19/02/12

Amended

Terms of Reference

207, 14/06/10

Approved

511, 19/02/12

Amended

Advisory Committee on the Bookstore

Membership

13, 84/09/11

The Chairman of the Senate Advisory Committee on the Bookstore recommends that the number of committee members be increased from six to ten. It was agreed that the Committee on Committees be asked to appoint four additional members to the Advisory Committee on the University Bookstore.

67, 06/12/12

Amended

216, 10/02/09

Amended

212, 14/06/10

Amended

See Handbook of Senate By-Laws and Procedures.

141, 16/11/08

It was agreed that the Advisory Committee on the Bookstore be dissolved as the operation of a for-profit business on campus is not a consideration of Senate. The Bookstore is now the responsibility of Ancillary Services, within the portfolio of the Deputy Provost; the Director of Ancillary Services can be asked to consider the value of an Advisory Committee within his/her structure. Any such committee should have student representation mirroring that on Senate committees.

Terms of Reference

137, 83/03/08

Approved

189, 94/04/12

Amended

See Handbook of Senate By-Laws and Procedures.

67, 06/12/12

Amended

212, 14/06/10

Amended

See Handbook of Senate By-Laws and Procedures.

141, 16/11/08

It was agreed that the Advisory Committee on the Bookstore be dissolved as the operation of a for-profit business on campus is not a consideration of Senate. The Bookstore is now the responsibility of Ancillary Services, within the portfolio of the Deputy Provost; the Director of Ancillary Services can be asked to consider the value of an Advisory Committee within his/her structure. Any such committee should have student representation mirroring that on Senate committees.

Advisory Committee on Extension Service

Terms of Reference

176, 78/04/11

- (i) To act in an advisory, consultative and supporting capacity to the Director of Extension.
- (ii) To act in an advisory and consultative capacity to the Vice-President (Academic) in matters relating to Extension programmes.
- (iii) To consider for recommendation to Senate for approval, programmes leading to the award of a Certificate of Proficiency.
- (iv) To certify to the Senate that candidates accepted for the award of Certificates of Proficiency have fulfilled all the conditions established by Senate.
- (v) To consider for recommendation to Senate for approval, forms of certification for such Certificates of Proficiency or General Certificates as are required for Extension Service programmes.
- (vi) To maintain for Senate a watching brief on all Extension programmes and to report to Senate annually or more frequently when it is deemed appropriate.

08, 85/09/10

In a memorandum dated June 11, 1985, the Dean of Continuing Studies and Extension requested that the Senate Committee on Extension be asked to continue its role with regard to any Certificate Programmes that might originate from Continuing Studies until the Constitution of the School is approved.

It was agreed that the Senate Committee on Extension be given authority to comply with this request.

Advisory Committee on the Library

Membership

200, 88/04/12

As recommended by the Committee on Committees, it was agreed to change the expiry date of the term of office for members serving on the Committee on the Library from September to May.

216, 10/02/09

Amended.

141, 16/11/08

It was agreed that the Advisory Committee on the Library be dissolved, as the Academic Council of the Library, which already fulfils a similar mandate, has pan-university faculty/school representation as well as Senate representation. Additionally, consideration of library matters as they impact the academic mission of the University will be included in the mandate of the Committee on Research and the proposed Committee on Teaching and Learning.

Terms of Reference

176, 78/04/11

Approved.

131, 80/04/08

Amended.

See Handbook of Senate By-Laws and Procedures.

60, 11/01/11

Amended.

See Handbook of Senate By-Laws and Procedures.

141, 16/11/08

It was agreed that the Advisory Committee on the Library be dissolved, as the Academic Council of the Library, which already fulfils a similar mandate, has pan-university faculty/school representation as well as Senate representation. Additionally, consideration of library matters as they impact the academic mission of the University will be included in the mandate of the Committee on Research and the proposed Committee on Teaching and Learning.

Advisory Committee on the University Budget

Terms of Reference

179, 78/04/11

Approved.

06, 78/09/12

Amended.

187, 94/04/12

Amended.

193, 00/02/08

Senate agreed that the present Advisory Committee on the University Budget and the present Senate Committee on Academic Planning be abolished and replaced by the University Planning and Budget Committee.

Advisory Committee on the University Timetable

Membership

216, 10/02/09

Amended.

141, 16/11/08

It was agreed the Advisory Committee on the University Timetable be dissolved, as its duties have been absorbed by the Committee on Undergraduate Studies.

Terms of Reference

179, 78/04/11

See Handbook of Senate By-Laws and Procedures.

60, 11/01/11

Amended.

See Handbook of Senate By-Laws and Procedures.

141, 16/11/08

It was agreed the Advisory Committee on the University Timetable be dissolved, as its duties have been absorbed by the Committee on Undergraduate Studies.

Committee on Academic Appeals

67, 10/01/12 - approved.

Membership

214, 10/02/09

Approved

216, 10/02/09

Amended.

62, 13/01/08

Amended.

173, 13/02/12

Amended.

381, 18/01/09

Amended.

See Handbook of Senate By-Laws and Procedures.

Terms of Reference

214, 10/02/09

Approved.

62, 13/01/08

Amended.

173, 13/02/12

Amended.

See Handbook of Senate By-Laws and Procedures.

223, 15/05/12

Amended.

381, 18/01/09

Amended.

See Handbook of Senate By-Laws and Procedures.

37, 12/10/09

It was agreed to authorize the Secretary of Senate to release the Report of the Senate Committee on Academic Appeals to students if a request is made.

201, 17/01/10

Amended.

See Handbook of Senate By-Laws and Procedures.

Committee on Academic Planning**Terms of Reference and Membership**

177, 78/04/11

Approved

188, 94/04/12

Amended

199, 94/05/10

Amended

193, 00/02/08

Senate agreed that the present Advisory Committee on the University Budget and the present Senate Committee on Academic Planning be abolished and replaced by the University Planning and Budget Committee.

Committee on Committees

Membership

13, 84/09/11

It was noted by the Chairman of Senate that the practice of appointing members to the Committee on Committees, i.e. by nomination from that Committee itself, may not be in accordance with the policy approved by Senate. The Chairperson of the Committee was asked to consider previous documentation on this matter and to report back to Senate at a future meeting.

175, 85/02/12

A memorandum dated January 11, 1985, from members of the Senate Committee on Committees regarding nomination procedures followed by that Committee was received for information.

175, 85/02/12

It was agreed that

- (i) the Committee on Committees shall be empowered to choose its Chairman, for subsequent ratification by Senate, from amongst those of its number who are elected members of the Senate.
- (ii) membership of the Committee on Committees shall be for three years. Vacancies occurring through resignation or leave shall be filled by the remaining members of the Committee and notified to Senate.

Note: In the case of students, membership will normally be for one year.

269, 03/04/08

It was agreed to change the Terms of Reference for the Committee on Committees to include the Secretary of Senate as an ex-officio member with regular voting privileges.

216, 10/02/09

Amended.

171, 11/03/08

It was agreed that the Committee on Committees be abolished.

Terms of Reference

179, 78/04/11

Approved.

176, 85/02/12

Revised.

31, 92/10/13

Revised.

See Handbook of Senate By-Laws and Procedures.

22, 91/10/08

Following discussion of the procedure for setting up committees at the September 10, 1991, meeting a member of Senate agreed to formulate a precise motion for presentation at tonight's meeting.

In presenting the motion the mover drew attention to the terms of reference of the Committee on Committees, item (ii), approved by Senate on February 12, 1985, which states: "To nominate membership of committees created by the Senate, including the Committee on Committees." The mover commended

the Committee on Committees, both present and previous members, on the accomplishment of the arduous task of soliciting and recruiting members for Senate committees. Nevertheless he suggested it would be appropriate for the Senate to elect each year the Committee on Committees.

It was then moved, seconded and carried that Senate strike an ad hoc committee from among its members to look at:

- (a) The terms of reference of the Committee on Committees (with particular reference to clause (ii) of the 1985 terms of reference).
- (b) The procedural mechanism to be adopted by the Committee on Committees for setting up Senate committees (with particular reference to the suggestions contained in a memorandum from the Chair of the Committee on Committees).

Following a call for nominations from the floor, the membership of the ad hoc committee was approved.

28, 92/10/13

The Chair of the Ad Hoc Committee to Review the Committee on Committees, presented the Report of the Committee. Senate agreed to accept the majority and minority reports of the Committee.

Following considerable discussion of the recommendations contained in the report, a vote was taken on each recommendation as follows:

Recommendation 1

That the membership of the Committee on Committees shall be as follows:

1. Three members of Senate (excluding student members), elected annually to one-year terms by and from the Senate by secret ballot. At least one of these three members shall be female.

The Secretary of Senate shall circulate to senators a call for nominations immediately after the conclusion of Senate elections each year. Written nominations, containing the signatures of the nominee and one nominator, who must also be a non-student member of Senate, shall be submitted to the Secretary no later than two weeks after the call for nominations has been circulated. Senators whose terms expire before the start of the next academic year shall not be eligible to be nominated. Newly elected senators whose terms on Senate do not commence until the following September shall be eligible to be nominated but shall not be eligible to nominate others or to vote in the election. The Committee on Senate Elections shall conduct a secret ballot election by mail. All non-student members of Senate, including those whose terms expire before the following September, shall be eligible to vote in the election. The female candidate with the most votes shall be elected. Of the remaining candidates, the two with the most votes shall also be elected.

2. Two students, one chosen by the Council of the Students' Union and one chosen by the Graduate Students' Union.
3. Nine faculty and one librarian, elected to three-year terms by and from the following Senate constituencies:

- One from Business Administration
- One from Education or Physical Education
- One from Engineering and Applied Science
- One from Humanities or Music
- One from Medicine
- One from Nursing or Pharmacy
- One from Science

One from Social Sciences or Social Work
One from Sir Wilfred Grenfell College
One from the University Library

The candidate in each constituency with the most votes shall be declared elected. Where two constituencies share a seat (for example, Education and Physical Education), that committee member shall be elected by the combined membership of both constituencies.

Elections by secret ballot shall be conducted by the Committee on Senate Elections at the same time as elections to Senate. Unless otherwise specified here, election procedures shall be the same as those followed for election of members of the Senate. Nominations must be submitted in writing and must contain the signatures of the nominee and one nominator, both of whom must be eligible electors in the constituency (or, in the case of shared seats, in either one of the constituencies).

All terms on the Committee on Committees shall commence on 1 September in the year of the election. Terms of the elected members shall be staggered so that three elected members are replaced each year. In the first election (Spring 1993), three members shall be elected to three-year terms, three members to two-year terms, and three to one-year terms. Before the call for nominations is issued, the Committee on Senate Elections shall draw lots to determine which seats shall be elected for which terms.

The Committee on Committees shall elect its chair each year from among the faculty on the committee who are members of Senate (whether elected by Senate or from a faculty constituency).

It was agreed that recommendation 1 be approved.

It was agreed that the phrase "Senate constituencies" would be interpreted to include the University Library for the purpose of Clause 3 above until the University Act is amended to include the University Library as a Senate constituency.

Recommendation 2

That the terms of reference of the Committee on Committees be amended. See Terms of Reference, page ***.

It was agreed that Recommendation 2 be approved.

Recommendation 3

That the Senate instruct the Committee on Committees to undertake a thorough review of all Senate standing committees and their terms of reference. The Committee on Committees shall also be asked to recommend guidelines on the membership of each committee for ratification by Senate. The Committee on Committees' report should answer, but not be limited to, the following questions:

1. How many members shall there be on each committee? How many faculty, students and ex-officio members?
2. Must all or some members of each committee be members of Senate? If so, how many?
3. Do all committee members vote or are some non-voting?
4. Who chairs each committee? How is the chair selected? How often? Annually? Must the chair of any or all committees be a senator?
5. Should any committee members be selected directly by their constituencies?

6. Should all standing committees be required to report to Senate in writing at least once a year?

The Committee on Committees shall be asked to present its recommendations to Senate in the form of bylaws on standing committees, no later than the April meeting of 1993. If substantial revisions to committee membership are recommended, the Committee shall recommend a timetable and procedure for phasing in the changes.

It was agreed that Recommendation 3 be approved. In the event the April 1993 deadline cannot be met it was agreed that a preliminary report would be forwarded to Senate.

Recommendation 4

That Senate appoint an ad hoc committee to compile a handbook of Senate bylaws. Bylaws on standing committee membership and terms of reference, once presented by the Committee on Committees and approved by Senate, shall form part of these bylaws.

The ad hoc committee on bylaws shall be composed of the Secretary of Senate; five faculty members, at least three of whom shall be members of Senate; and two students, one chosen by the Council of the Students' Union and one chosen by the Graduate Students' Union.

It was agreed that Recommendation 4 be approved. It was also agreed to request the Committee on Committees to nominate membership of the ad hoc committee.

Recommendation 5

That the Chair of Senate initiate consultation with Sir Wilfred Grenfell College regarding College participation on and communication with Senate standing committees.

It was agreed that Recommendation 5 be approved.

48, 95/11/14

Senate approved a recommendation from the Committee on Committees that the Marine Institute be added to the list of constituencies for election to the Committee on Committees.

216, 10/02/09

It was agreed that the operations of the Committee on Committees be suspended and that its mandate (i.e. Terms of Reference) be transferred immediately and for a one year period to the Committee on Senate Elections, a Committee with a similar mandate which has operated successfully for many years.

61, 11/01/11

Amended.

See Handbook of Senate By-Laws and Procedures.

171, 11/03/08

It was agreed that the Committee on Committees be abolished.

Committee on Convocations, Academic Dress and Ceremonial

Terms of Reference

180, 78/04/11

31, 94/11/08

Amalgamated with Committee on Honorary Degrees.

Committee on Copyright

Membership

216, 10/02/09

Amended.

142, 16/11/08

It was agreed that the Committee on Copyright be disbanded, and its mandate be absorbed by the Committee on Research.

Terms of Reference

46, 80/12/09

Approved.

134, 86/03/11

Amended.

234, 91/05/14

Amended.

See Handbook of Senate By-Laws and Procedures.

50, 13/12/10

Amended.

See Handbook of Senate By-Laws and Procedures.

142, 16/11/08

It was agreed that the Committee on Copyright be disbanded, and its mandate be absorbed by the Committee on Research.

Committee on Course Evaluation

Membership

216, 10/02/09

Amended.

55, 11/11/08

Amended.

192, 12/04/10

Amended.

499, 19/02/12

Amended.

Terms of Reference

192, 12/04/10

Amended.

143, 16/11/08

Amended.

See Handbook of Senate By-Laws and Procedures.

Committee on Educational Technology

Membership

216, 10/02/09

Amended.

142, 16/11/08

It was agreed that the Committee on Educational Technology be disbanded. Its Terms of Reference address technology as it supports teaching and learning; this discussion can be had in a broader context by the proposed Committee on Teaching and Learning. Administrative technology matters do not fall within the purview of Senate but within the portfolio of the Chief Information Officer. He/she can be asked to consider the value of an Advisory Committee within that structure; any such committee should have student representation mirroring that on Senate committees.

Terms of Reference

178, 78/04/11

Approved.

67, 87/01/13

Revised.

265, 00/05/09

Revised

See Handbook of Senate By-Laws and Procedures.

232, 05/05/10

Revised.

23, 05/10/11

Revised.

210, 14/06/10

Amended.

See Handbook of Senate By-Laws and Procedures.

142, 16/11/08

It was agreed that the Committee on Educational Technology be disbanded. Its Terms of Reference address technology as it supports teaching and learning; this discussion can be had in a broader context by the proposed Committee on Teaching and Learning. Administrative technology matters do not fall within the purview of Senate but within the portfolio of the Chief Information Officer. He/she can be asked to consider the value of an Advisory Committee within that structure; any such committee should have student representation mirroring that on Senate committees.

Committee on Elections, Committees and Bylaws

(Previously Committee on Elections and Committees – name changed 655, 20/07/14)

Membership

171, 11/03/08

Approved.

Terms of Reference

171, 11/03/08

Approved.

459, 16/02/16

Amended.

655, 20/07/14

Amended.

Committee on Enrollment

Terms of Reference

108, 89/05/09

Approved

189, 94/04/12

Amended

229, 00/04/11

Committee abolished

Committee on Honorary Degrees

Membership

216, 10/02/09

Amended.

Terms of Reference

180, 78/04/11

31, 94/11/08

Amalgamated with Committee on Convocations, Academic Dress and Ceremonial.

Committee on Honorary Degrees and Ceremonial

(Previously Committee on Convocations, Academic Dress and Ceremonial and Committee on Honorary Degrees)

Membership

487, 16/04/19

Amended.

Terms of Reference

31, 94/11/08

See Handbook of Senate By-Laws and Procedures.

487, 16/04/19

Amended.

See Handbook of Senate By-Laws and Procedures.

Committee on Research

Membership

22, 84/10/09

The Dean of Graduate Studies requested that representatives from the Social Sciences and the Faculty of Engineering and Applied Science should be appointed to this Committee. The Chairperson of the Committee on Committees agreed to submit to Senate the names of two additional faculty members as noted above.

216, 10/02/09

Amended.

73, 11/12/13

Amended.

143, 16/11/08

Amended.

602, 20/05/12

Amended.

Terms of Reference

113, 81/03/10

Approved.

39, 89/12/12

Amended.

53, 90/01/09

Amended.

95/01/10

Amended.

See Handbook of Senate By-Laws and Procedures.

233, 05/05/10

Revised.

146, 06/03/14

Revised.

143, 16/11/08

Amended.

602, 20/05/12

Amended.

Committee on Scholarships and Financial Aid

Terms of Reference

180, 78/04/11

See Handbook of Senate By-Laws and Procedures.

111, 95/01/10

It was agreed that the Senate Committee on Scholarships and Financial Aid be renamed the Senate Committee on Undergraduate Scholarships and Financial Aid.

Senate Committee on Undergraduate Scholarships, Bursaries and Awards

Name Change

Membership

216, 10/02/09

Amended.

230, 19/12/10

Amended.

Terms of Reference

66, 06/12/12

230, 19/12/10

Amended.

Committee on Senate Elections

Membership

216, 10/02/09

Amended.

Terms of Reference

177, 78/04/11

Approved

187, 94/04/12

Amended

See Handbook of Senate By-Laws and Procedures.

171, 11/03/08

It was agreed that the Committee on Senate Elections be renamed the Senate Committee on Elections and Committees.

Committee on Undergraduate Scholarships and Financial Aid

111, 95/01/10

217, 04/05/11

The motion to approve the pilot initiative in relation to early entrance scholarship offers which was approved.

209, 08/05/13

It was agreed that the pilot initiative which will see all early scholarship offers confirmed unless the applicant achieves a final admission average of less than 75%, be approved as University Policy.

Committee on Undergraduate Studies

Membership

216, 10/02/09

Amended.

30, 13/11/12

Amended.

37, 15/09/08

Amended.

787, 18/04/10

Amended.

502, 19/02/12

Amended.

Terms of Reference

175, 78/04/11

Approved

186, 94/04/12

Amended

31, 94/11/08

111, 95/01/10

See Handbook of Senate By-Laws and Procedures.

Revised.

232, 05/05/10

Revised

157, 06/04/11

60, 11/01/11

Amended.

See Handbook of Senate By-Laws and Procedures.

65, 13/01/08

Amended.

See Handbook of Senate By-Laws and Procedures.

30, 13/11/12

Amended.

See Handbook of Senate By-Laws and Procedures.

368, 16/02/16

Amended.

See Handbook of Senate By-Laws and Procedures.

39, 16/09/13

Revised.

See Handbook of Senate By-Laws and Procedures.

502, 19/02/12

Amended.

Executive Committee of Senate**Membership**

216, 10/02/09

Amended.

455, 16/02/16

Amended.

Terms of Reference

180, 78/04/11

Approved.

33, 78/12/12

Amended.

13, 91/09/10

Amended.

185, 94/04/12

Amended.

See Handbook of Senate By-Laws and Procedures.

62, 13/01/08

Amended.

See Handbook of Senate By-Laws and Procedures.

455, 16/02/16

Amended,

See Handbook of Senate By-Laws and Procedures.

Committee on the University Calendar

Membership

216, 10/02/09

Amended.

141, 16/11/08

It was agreed that the Committee on the University Calendar be dissolved, as the Committee has little business and the Calendar Editor can seek advice from the University community, including the Executive Committee of Senate and Secretary of Senate, as needed.

Terms of Reference

64, 06/01/10

68, 06/12/12

Senate approved the motion that the reformatted regulations for the Faculty of Engineering and Applied Science as well as any other academic units' sections that may be similarly revised in the future need not be resubmitted to Senate for approval.

141, 16/11/08

It was agreed that the Committee on the University Calendar be dissolved, as the Committee has little business and the Calendar Editor can seek advice from the University community, including the Executive Committee of Senate and Secretary of Senate, as needed.

Grenfell Campus Committee on Special Admissions

Membership

145, 16/11/08

Amended.

Terms of Reference

145, 16/11/08

Approved.

147, 16/11/08

It was agreed that the University Committee on Admissions and the Grenfell Campus Committee on Special Admissions undertake a review of the procedures for hearing appeals for admissions, considering the procedures of the Senate Committee on Academic Appeals and the principles of natural justice. The procedures should be included in the Handbook of Senate By-Laws and Procedures.

Subcommittee on Part-time Credit Studies

13, 79/09/11

It was agreed that the Committee on Part-time Credit Studies be set up as a Subcommittee of the Senate Committee on Undergraduate Studies and that its Terms of Reference be as follows:

- (i) To report to the Senate Committee on Undergraduate Studies with respect to courses and programmes for part-time students, and on any other matters pertaining to part-time studies which it from time to time sees fit;
- (ii) Generally to assist Faculty Councils in the preparation of courses and programmes for part-time students, and specifically to act in a coordinating capacity between departments, Faculty Councils and the Division of Part-time Credit Studies in the preparation of courses and programmes for part-time students;
- (iii) To act generally in an advisory capacity to the Dean of Part-time Credit Studies, and specifically
 - a. to assist the Dean in identifying community needs for new courses and programmes for part-time students;
 - b. to advise the Dean with respect to innovations in course delivery;
 - c. to advise the Dean in planning and allocating resources for the Division of Part-time Credit Studies;

- d. to assist the Dean in promoting the orderly development of part-time study and distance education;
 - e. to review continually the range and balance and accessibility of courses offered through the Division of Part-time Credit Studies, and to advise the Dean thereon.
- (iv) On behalf of the Senate Committee on Undergraduate Studies to promote interchange between the Committee and the Senate Committee on Extension Services, and to act as the Committee's principal liaison with the Committee on Extension Services.

Teaching and Learning Committee

Membership

142, 16/11/08

Approved.

386, 18/01/09

Amended.

Terms of Reference

142, 16/11/08

Approved.

386, 18/01/09

Amended.

University Committee on Admissions

41, 84/01/10

Note 4 (p. 67 of the 1983-84 University Calendar) under the heading **Admission to the University**, Section A, Application for Admission, states that where circumstances warrant students not meeting the General Admission Requirements may be admitted to the University with the approval of the Committee on Admissions. This Note first appeared in the 1973-74 University Calendar. A Committee on Admissions comprising the Registrar (or delegate), the Admissions Officer, the Director of Junior Studies (or delegate), and the Assistant Director of Junior Studies has, since the introduction of the "special admissions clause", considered the admission of students in this category. The Senate Committee on Undergraduate Studies recommends that Senate ratify the present membership and establish up-to-date terms of reference which it is felt should be limited to consideration of cases covered by Note 4.

It was agreed that the Committee on Committees be asked to make a recommendation concerning the ratification of the present membership and terms of reference of the Committee on Admissions as recommended by the Senate Committee on Undergraduate Studies.

Guidelines for consideration of cases of early admission, established by the Committee on Admissions, were received by Senate for information and a copy of this document is lodged in the Senate files.

Membership

216, 10/02/09

Amended.

144, 16/11/08

Amended.

Terms of Reference

110, 85/01/08

Approved

189, 94/04/12

Amended

See Handbook of Senate By-Laws and Procedures.

137, 06/02/14

Amended.

144, 16/11/08

Amended.

147, 16/11/08

It was agreed that the University Committee on Admissions and the Grenfell Campus Committee on Special Admissions undertake a review of the procedures for hearing appeals for admissions, considering the procedures of the Senate Committee on Academic Appeals and the principles of natural justice. The procedures should be included in the Handbook of Senate By-Laws and Procedures.

University Planning and Budget Committee

Membership

216, 10/02/09

Amended.

103, 15/12/08

Amended.

508, 19/02/12

Amended.

228, 19/12/10

Amended.

Terms of Reference

Approved

193, 00/02/08

267, 00/05/09

Revised

156, 09/02/10

Quorum Revised

See Handbook of Senate By-Laws and Procedures

209, 14/06/10

Amended

See Handbook of Senate By-Laws and Procedures

103, 15/12/08

Amended

See Handbook of Senate By-Laws and Procedures

207, 12/06/22

Senate agreed in principle a recommendation from the Planning and Budget Committee that Senate create an APR Committee.

228, 19/12/10

Amended.

See Handbook of Senate By-Laws and Procedures

SENATE STANDING COMMITTEES, APPROVAL OF MEMBERSHIP ON COMMITTEES OF SENATE

107, 17/10/10

The following motion was approved:

MOTION:

Senate delegates the authority to approve membership on committees of Senate (excluding Elections and Committees) to the Senate Committee on Elections and Committees. Approval of membership for Senate Committee on Elections and Committees would remain with the Senate, or Senate Executive during the time period that Senate does not meet.

SENATE STANDING COMMITTEES, REVIEW REPORT OF SENATE COMMITTEE ON COMMITTEES

184, 94/04/12

It was agreed that the Report on the Review of the Standing Committees of Senate undertaken by the Senate Committee on Committees be approved as outlined below:

Recommendation 1:

- (a) The chair of the Executive Committee of Senate, Honorary Degrees Committee, and the Committee on Convocations, Academic Dress and Ceremonial shall be the President.
- (b) The chair of the Academic Planning Committee shall be the Vice-President (Academic).
- (c) The chair of the Senate Elections Committee shall be the Secretary of Senate.
- (d) Except for the Committees specified in (a), (b) and (c) all chairs shall be elected by the corresponding committees for a one-year term.
- (e) The Committee on Committees shall designate a convenor for the committees in category (d).

Recommendation 2:

A quorum for all committees shall be 33¹/₃% plus one of the voting members.

Recommendation 3:

All standing committees of Senate shall provide a written report to Senate at least once a year.

INFORMATION RECEIVED ON APPOINTMENT

Recommendation 4:

On appointment to a Senate Committee the individual be provided with terms of reference for the Committee and, where appropriate, a copy of the last written annual report of the Committee.

TERMS OF REFERENCE OF COMMITTEES

There were a few recommended changes in the terms of reference for different committees. Most constitute editorial changes or minor revisions to reflect current practice or terminology. The Committee on Committees recommends changes to the terms of reference of the following committees:

- Executive Committee of Senate
- Committee on Undergraduate Studies
- Committee on Senate Elections
- Advisory Committee on the University Budget
- Academic Planning Committee
- Advisory Committee on the Bookstore
- Committee on Enrollment
- University Committee on Admissions

(For Terms of Reference for individual committees see Handbook of Senate By-Laws and Procedures.)

SENATE UNDERGRADUATE STUDENT MEMBERS

18, 88/09/13 - approved

61, 95/12/12 - amended

The procedures for the election of undergraduate students to the Senate were amended as follows:

Nine senators shall be selected by the undergraduate students, each representing a different academic area. The nine undergraduate student senators shall consist of seven student senators from the St. John's campus and two student senators from the Regional College at Corner Brook. The procedures controlling such selection shall be determined by the respective Council of the Students' Union.

To be eligible for selection to Senate, an undergraduate student shall have obtained a minimum of twenty semester credits and be in clear standing except in the case of Sir Wilfred Grenfell College at Corner Brook where a minimum of ten semester credits must be obtained and in the case of the Marine Institute where a student shall have obtained fifteen semester credits, be in clear standing as defined by the Institute's academic regulations and be enrolled in a programme offered through the Institute.

20, 93/09/14

It was agreed to approve in principle a request from the President, and Vice-President (Academic), Council of Students' Union, that commencing in the 1994-95 academic year, the term of Office of Council of Students' Union representatives on Senate and Senate Committees should run from April 1 to March 31, and that officers of the CSU will become ex-officio members of Senate and Senate Committees as follows:

President:	Senate
Vice-President Executive:	Senate
Vice-President (Academic):	Senate and Executive Committee of Senate
Vice-President (Academic's) Councillor:	Senate Committee on Undergraduate Studies and Academic Planning Committee

It was also agreed to ask the Committee on Committees to review its terms of reference to incorporate these changes.

229, 96/02/13

The Board of Regents advised that approval had been given to a recommendation from Senate that one of the seven seats on Senate currently assigned to undergraduate students on the St. John's campus be made available to the students of the Marine Institute for a period of two years.

The Board also approved the amendment to the criteria for eligibility of undergraduate students for selection to Senate which was approved at a meeting of Senate held on December 12, 1995.

187, 07/05/08

It was agreed that the following amendments be approved for submission to the Board of Regents

"II. MEMBERSHIP OF SENATE and ELECTIONS TO SENATE

D. Selection of Student Members

1. The Graduate Students' Union shall select three representatives, each representing a different academic area. The selection procedures shall be determined by the Graduate Students' Union.
2. Ten Senators shall be selected by the undergraduate students, each representing a different academic area. The ten undergraduate student senators shall consist of seven student senators from the St. John's campus, two student senators from the Sir Wilfred Grenfell College at Corner Brook and one student senator from the Marine Institute. The procedure controlling such selection shall be determined by the respective Students' Union.

3. To be eligible for selection to the Senate, an undergraduate student shall be in clear standing and be enrolled in a program offered through the campus of Memorial University, which the student represents in accordance with D.2 above.
4. The Students' Unions will strive for a balance of student senators representative of the student body.

E. Term of Office for Student Members

1. The term of office for student representatives shall run from May 1 to April 30."

Senate also approved the related proposal from MUNSU that Section VI.A.6 "Senate Committee Procedures" be amended so that the term of office for student representatives on Senate Committees shall be from May 1 to April 30 as well as Section VII.J. and L. "Standing Committees" in order to reflect the change in titles for members of the revised executive structure of MUNSU as follows:

"VI. SENATE COMMITTEE PROCEDURES

6. The term of office of student representatives on Senate Committees shall be from May 1 to April 30."

"VII. STANDING COMMITTEES

J. Committee on Undergraduate Studies

1. Membership
 - (a) Vice-President (Academic)
 - (b) Registrar
 - (c) Chair, Academic Studies Committee, Grenfell Campus
 - (d) Chairs of the Undergraduate Studies Committees of all Schools and Faculties
 - (e) Chair of the Undergraduate Studies Committee of the Division of Lifelong Learning or its equivalent
 - (f) Director of Advocacy (MUNSU) (or designated alternate) and another undergraduate student
 - (g) An appropriate number of academic staff members

L. Executive Committee of Senate

1. Membership
 - (a) Chair of Senate, Chair
 - (b) Chair of University Planning and Budget Committee
 - (c) Registrar
 - (d) Dean of Graduate Studies
 - (e) Chair of Senate Committee on Undergraduate Studies
 - (f) Director of Advocacy MUNSU (or designated alternate)
 - (g) Vice-President Academic of the GSU (or designated alternate)
 - (h) An appropriate number of academic staff members"

SHIPBUILDING PROGRAMME

60, 77/01/11

The proposal of the Faculty of Engineering and Applied Science to establish a Shipbuilding Engineering Programme was approved in principle.

SIR WILFRED GRENFELL COLLEGE, Reports

122, 77/04/12

The recommendations of the Report of the Senate Committee on Undergraduate Studies on Matters Pertaining to the Regional College of Corner Brook were approved. (See pages and under "Certificates").

32, 85/11/12

The Report on Phasing in of Four-Year Degree Programmes as Sir Wilfred Grenfell College was approved in principle by the Senate Academic Planning Committee and submitted to Senate for approval. The submission was accompanied by a recommendation from the Senate Executive Committee that the document be referred to the Academic Councils of the Faculties and Schools for review and comment.

It was agreed that the report be referred to the Academic Councils of the Faculties and Schools for review and comment as recommended by the Senate Executive Committee.

SIR WILFRED GRENFELL COLLEGE, Presidential Committee on the Future Development of

60, 86/12/09

A letter dated November 21, 1986, from the President outlining the terms of reference and membership of the Presidential Committee on the Future Development of the Sir Wilfred Grenfell College was received for information.

37, 89/12/12

In a memorandum dated November 10, 1989, the Academic Planning Committee presented the Report of the Presidential Committee on the Future Development of the Sir Wilfred Grenfell College for consideration and approval of Senate and for subsequent submission to the Board of Regents. The Chairman of the Presidential Committee, provided background information on the establishment of the committee and the proposal now before the Senate. A member of the Presidential Committee provided a brief history of the College and its continuing development.

Following considerable discussion it was agreed that the recommendations contained in the report be adopted in principle by the Senate in the form of advice to the Board of Regents.

142, 90/05/08

In a memorandum dated April 25, 1990, the Secretary of the Board of Regents reported that at a meeting held on March 8, 1990, the Board of Regents passed the following resolution:

RESOLVED: that the Board of Regents approves in principle the Report on the Future Development of Sir Wilfred Grenfell College but will defer development until Government approves the necessary funds.

SIR WILFRED GRENFELL COLLEGE, New Degree Programmes

186, 87/05/12

A submission was received from the Sir Wilfred Grenfell College requesting approval to offer two degree programmes. In introducing this document the A/Chairman, Senate Committee on Undergraduate Studies, referred to the recommendations contained in the Report of the President's Committee on Fine Arts which were endorsed by Senate at meetings held on November 8 and December 13, 1983. The recommendations read as follows:

1. That the University immediately take steps to establish a School of Fine Arts comprising Departments of Visual and Theatre Arts.
2. That the Departments be developed simultaneously and on one campus.
3. That Sir Wilfred Grenfell College be chosen as the site of the School.

Following considerable discussion it was agreed by separate motion to approve two new programmes to be offered at the Sir Wilfred Grenfell College - the Bachelor of Fine Arts (Visual Arts) and the Bachelor of Fine Arts (Theatre).

N.B. See "Fine Arts, Report of the President's Committee on".

182, 93/05/10

In introducing new degree programmes for Sir Wilfred Grenfell College, the Chair of the Senate Committee on Undergraduate Studies stated that extensive discussions had taken place with appropriate academic units on the St. John's Campus, and that the programmes were approved by the Academic Council at Sir Wilfred Grenfell College and the Senate Committee on Undergraduate Studies. The document included:

- the Bachelor of Arts Degree Regulations (SWGC)
- the regulations and courses for the specialization in English
- the regulations and courses for specialization in Cognitive Studies
- the regulations and courses for specialization in Psychology

Senate agreed that the regulations for the above-noted degree programmes be approved.

Bachelor of Arts in Tourism Studies

243, 05/06/14

Bachelor of Business Administration

35, 06/12/12

Bachelor of Resource Management

179, 07/05/08

SIR WILFRED GRENFELL COLLEGE, Committee on Special Admissions

63, 96/11/12

It was agreed in principle to accept a proposal from Sir Wilfred Grenfell College for the establishment of a Committee on Special Admissions at the College.

209, 97/03/11

Membership

- a) Principal
- b) College Registrar
- c) Senior College Academic Advisor

Terms of Reference

- a) The Sir Wilfred Grenfell College Committee on Admissions shall review applications for admission from undergraduate applicants to Sir Wilfred Grenfell College not meeting the General Admission Requirements.

SIR WILFRED GRENFELL COLLEGE REVIEW, Davies/Kelly Report

191, 07/05/08

Report of the ad hoc Committee to advise Senate on the Implications for Senate of the Davies/Kelly report on the Sir Wilfred Grenfell College Review

193, 07/06/12

Ad Hoc Committee of Senate to Make Recommendations to Senate on the Future Structure, Composition, Duties and Powers and All Related Matters Concerning the Senate(s) of Memorial University of Newfoundland

13, 07/09/11

Response from Minister of Education regarding the Report of the ad hoc Committee to advise Senate on the implications for Senate of the Davies/Kelly Report on the Sir Wilfred Grenfell College Review.

13, 07/09/11

The Mandate and Membership Structure of the ad hoc Committee of Senate to make Recommendations to senate on the Future Structure, Composition, Duties and Powers and all related matters concerning the Senate(s) of Memorial University of Newfoundland were approved:

24, 07/10/09

Membership approved.

98, 08/01/22

Report of the ad hoc Committee of Senate to make Recommendations to Senate on the Future Structure, Composition, Duties and Powers and all related matters concerning the Senate(s) of Memorial University of Newfoundland.

162, 08/02/12

The Board of Regents resolved to convey the report of the Senate ad hoc Committee to the Stakeholder Advisory Committee. The Board also requested that Senate consider writing a similar report allowing for the operation of two Senates with two Boards. It was agreed that:

*“That Senate reactivate the **ad hoc Committee of Senate to make Recommendations to Senate on the Future Structure, Composition, Duties and Powers and all related matters concerning the Senate(s) of Memorial University of Newfoundland** and request that the Committee reconvene and prepare a second report allowing for the operation of two Senates with two Boards as suggested by the Board of Regents in the memorandum from the Secretary of the Board to the Secretary of Senate dated February 12, 2008.”*

163, 08/02/26

Second Report of the ad hoc Committee of Senate to make Recommendations to Senate on the Future Structure, Composition, Duties and Powers and all related matters concerning the Senate(s) of Memorial University of Newfoundland.

SOCIAL WORK, School of - Change of Name

117, 74/02/12

The name of the Department of Social Work and the Head of the Department of Social Work is to be changed to School of Social Work and the Director of the School of Social Work, and the School of Social Work is to be established as a professional school administratively independent of the Faculty of Arts.

SOCIAL WORK, School of - Accreditation

27, 77/11/08

The School of Social Work has been granted full accreditation for a five-year period.

SOCIOLOGY/ANTHROPOLOGY, Separation of Departments

26, 72/11/07

The Department of Sociology and Anthropology is to be replaced by two separate departments, effective September 1, 1973.

SPECIAL SESSIONS, Guidelines for

52, 98/01/13

It was agreed that the existing Policy for Approval of Courses in Accelerated Format be rescinded and replaced with the following:

1. That the approved University diary shall be followed appropriately by all academic units. Sessions outside of normal time frame should be approved only in exceptional cases. Accelerated sessions should be held within the start and end dates for the semester where possible and in no circumstances should a session begin before the previous semester's grading cycle is complete, so that students' academic standing from the previous semester can be finalized.

2. That teaching units wishing to offer one or more courses in an accelerated format or outside the normal time-frame of a semester or teaching session must submit a proposal, through normal channels, to the Senate Committee on Undergraduate Studies for approval, and to the Registrar for information well in advance of the semester so that information regarding scheduling, deadlines, etc. can be published in registration materials distributed to students. The following guidelines should be used:

For Fall semester request permission no later than April

For Winter semester request permission no later than August

For Spring semester request permission no later than January

3. That the proposal which academic units must submit as described in Clause 2 shall include the following:
 - a) The start and end dates for the special session including the final examination time, if any.
 - b) Sufficient rationale to explain why the course(s) cannot be taught following the semester dates given in the approved University diary.
 - c) In cases where an academic unit is proposing a course(s) which is of shorter duration than the semester or teaching session in which it is to be given, it must satisfy the Senate Committee on Undergraduate Studies:
 - (i) that good and sufficient reasons acceptable to the Senate Committee on Undergraduate Studies exist for offering the course in an accelerated format; and
 - (ii) that the shortened format will not bring a loss in pedagogical strength (supervision, facilities, commitment of student and instructor);
4. That where semesters or other teaching sessions overlap, a student's registration will be subject to the General Regulation, **COURSE LOAD**.

STATISTICS OFFERINGS, Report of the Senate Undergraduate Studies Ad Hoc Subcommittee on

122, 81/04/14

It was agreed that the Report of the Senate Undergraduate Studies Ad Hoc Subcommittee on Statistics Offerings be approved. It was noted that most of the recommendations contained in the report have since been carried out and that steps have been taken to initiate action on the five remaining recommendations.

ST. BRIDE'S COLLEGE

53, 73/02/13

On the recommendation of the Senate Committee on Affiliated Institutions, it was agreed that St. Bride's College be authorized to offer a two-year Arts programme.

151, 74/05/13

The affiliation with both St. Bride's College and Queen's College will be suspended.

ST. PIERRE LYCÉE, Credit for Work at the

07, 80/09/09

The Department of French and Spanish has requested that the University grant credit for work completed at the St. Pierre Lycée by Memorial University students. Four students from Memorial participate in this programme each year during Fall and Winter Semesters.

It was therefore agreed that six unspecified credits in French at the third-year level be awarded for work completed at the St. Pierre Lycée. No credit will be awarded in English, History or Geography for these courses.

STRATEGIC FRAMEWORK FOR MEMORIAL UNIVERSITY

34, 00/12/12

The Vice-President (Academic) introduced a revised draft of the document "A Strategic Framework for Memorial University" incorporating changes which had been suggested by Senators at a previous meeting.

Senate confirmed the document as the Strategic Framework for Memorial and for presentation to the Board of Regents.

STRATEGIC INTERNATIONALIZATION PLAN

22, 14/10/14

Dr. Gosine, Vice-President (Research) *pro tempore*, gave a presentation on the Strategic Internationalization Plan 2020, which they aim to launch in January 2015.

104, 15/01/13

It was agreed to endorse the Strategic Internationalization Plan 2020.

STRATEGIC PLAN, "LAUNCH FORTH...August 1993"

29, 93/10/12

Following a summary of the development of the document from its beginnings in 1991 to its presentation at Senate for endorsement this evening, it was agreed that the following motion, notice of which had been previously given, be approved:

"That Senate endorses the Strategic Plan for the University as outlined in the document entitled LAUNCH FORTH...August, 1993."

STRATEGIC PLAN AND TARGETS DOCUMENTS

84, 07/01/30

That Senate confirm the documentation presented at today's meeting as the latest Strategic Plan for Memorial University of Newfoundland for presentation to and approval by the Board of Regents. Recognizing that the documentation remains dynamic particularly during this approval process, Senate agrees to give the Vice-President (Academic) authority to make editorial changes that are in keeping with the intent and spirit of the documentation confirmed today. However, if either the Board of Regents or the Government of Newfoundland and Labrador propose substantive changes to the Strategic Plan, Senate requires that the amended documentation be returned to Senate for further consideration.

STRATEGIC PLANNING, MUN

624, 20/06/09

Senate endorsed the MUN Strategic Planning document.

STRATEGIC RESEARCH INTENSITY PLAN

187, 14/04/23

It was agreed to accept the Strategic Research Intensity Plan which will go forward to the Board of Regents on May 8 for approval.

102, 15/12/08

Strategic Research Intensity Plan Progress Report 2014-15

STUDENT CODE OF CONDUCT

10, 13/09/10

Senate endorsed the Student Code of Conduct as presented, expecting that attention will be given to various elements raised in today's discussion as the document moves forward through its approved mechanism.

135, 14/02/11

New "Student Code of Conduct" section added to the University Calendar in the "General Information" section of all Faculty and School sections and in the Marine Institute and Grenfell Campus sections.

STUDENT SUCCESS PLAN

210, 04/05/11

The motion to endorse the Student Success Plan, was carried. This endorsement also recognized the importance of an annual review by the Senate Committee on Undergraduate Studies and by Senate of the extent to which the stated goals set out in this plan are achieved.

STUDENT TEACHING GUIDELINES

211, 71/05/11

The following guidelines for Student Teaching requirements were approved:

1. Students who have previously completed successfully a Student Teaching Programme at Memorial University may be excused the present programme.
2. Students who present evidence that they have successfully completed a programme of Student Teaching satisfactory to the Student Teaching Division, at some professional school other than Memorial University, may be excused the present programme.
3. Students who have at least one year of teaching experience and who produce written reports from their former Principal or other appropriate authority to the Director of Student Teaching, certifying the quality of their experience to be satisfactory, may be excused, at the discretion of the Director of Student Teaching, the spring block of student teaching.
4. Students who have at least two years of teaching experience and who produce written reports from their former Principal or other appropriate authority to the Director of Student Teaching, certifying the quality of their experience to be satisfactory, may at discretion of the Director, be excused from the student teaching requirement.

Applications for waiver of Student Teaching in whole or in part not covered by these guidelines will be considered by the Director of Student Teaching in consultation with the Associate Dean.

SUMMER SESSION

98, 70/03/31

As of the summer of 1971,

1. Summer Session shall be seven weeks in duration.
2. Each course given in Summer Session shall be equivalent in content to the same course given in a normal semester.
3. Students shall not be permitted to register for more than three semester courses in a Summer Session, and not more than two when one is a laboratory course.

162, 70/12/08

The following points regarding Summer Session, were approved.

1. Summer Session courses may be run consecutively.
2. A student may, with the permission of the department concerned, be permitted to take both parts of a linked course at the same Summer Session if they run consecutively.
3. With the permission of the department, a course and its prerequisite may both be taken at the same Summer Session if they are offered consecutively.

SUMMER SESSION - Corner Brook and Grand Falls

82, 72/02/08

The Senate endorsed the principle of establishing a Summer Session at Corner Brook and Grand Falls, in addition to St. John's.

SUMMER SESSION, Report on

05, 77/09/13

A report on the feasibility of replacing Summer Session with an Intersession and Summer Session was submitted by the Senate Committee on Undergraduate Studies. The Committee's recommendations were approved as follows:

1. That a short Intersession **not** be introduced at the St. John's Campus.
2. That Summer Session be retained substantially in its present form.
3. That Intersession at the Regional College be retained, subject to continuing annual review.
4. That Third Semester be retained on the St. John's Campus and that Administration and Departments endeavour to ensure that a suitable range of courses are offered in Arts, Science and Education during Third Semester on the St. John's Campus.

SUSTAINABILITY DECLARATION

10, 09/09/08

Received for consultation and forwarded to the Board of Regents for approval.

TEACHER EDUCATION, REPORT OF THE PRESIDENTIAL COMMITTEE TO REVIEW, A REPORT ON FOCUSING OUR FUTURE

94, 89/03/14

The above-noted report was received for information. The Secretary of the Executive Committee of Senate, in a memorandum dated February 24, 1989, reported that a copy of the report was forwarded to the Dean of Education for appropriate action.

TEACHING AND LEARNING FRAMEWORK

173, 11/03/08

Summary of progress of Teaching and Learning Framework document.

206, 11/05/10

The Teaching and Learning Framework document was presented to Senate.

It was agreed unanimously that Senate endorse this document and use it as a framework to move forward.

65, 18/10/09

It was agreed to endorse the Teaching and Learning Framework and forward to the Board of Regents for final approval.

TEACHING FACILITIES, Ad Hoc Committee to Investigate the Problem of

30, 84/11/13

It was agreed that Senate immediately set up an ad hoc committee to investigate the problem of teaching facilities and, after consultation with faculty and students, to draw up guidelines for the construction of new instructional environments (teaching rooms, laboratories, resource rooms, computing facilities, etc.) and to suggest remedies for the upgrading of presently inadequate teaching facilities, especially in those buildings which currently bear the brunt of the teaching load.

This item will be forwarded to the Committee on Committees for appropriate action.

45, 84/12/11

At its regular meeting of November 13, 1984, Senate instructed the Committee on Committees to recommend membership and terms of reference for the above-noted committee.

Terms of Reference

To investigate the problem of teaching facilities and, after consultation with faculty and students, suggest means by which present facilities might be upgraded and establish guidelines for the construction of new facilities.

133, 86/03/11

The Report of the Senate Ad Hoc Committee on the Problem of Teaching Rooms was presented to Senate by the Chairman of the Committee.

Following discussion of the report it was agreed that Senate request that the University Administration give the most serious consideration to the recommendations contained therein. In approving this motion it was agreed to note that Senate had not positively endorsed each recommendation contained in the report.

TECHNOLOGY MANAGEMENT, MASTER OF

208, 10/02/09 - Program approved.

TECHNOLOGY TRANSFER AND COMMERCIALIZATION STRATEGY

88, 15/11/10

Senate endorsed this document.

TEXTBOOKS: AD HOC COMMITTEE ON THE QUESTION OF THE SELECTION OF TEXTBOOKS IN THE CONTEXT OF ACADEMIC FREEDOM

145, 83/04/12

It was agreed that an ad hoc committee be established to examine the question of the selection of text books in the context of academic freedom and to make recommendations to Senate in respect of an appropriate University policy in this regard. It was also agreed that such a committee should include student representation.

177, 83/05/10

Terms of Reference:

- (i) Investigate procedures of textbook selection with particular reference to multi-section courses both within Memorial University of Newfoundland and in universities throughout Canada and elsewhere.
- (ii) Investigate the literature of academic freedom for reference to textbook selection and will elicit opinions from professional organizations, student organizations, and other relevant organizations and individuals.
- (iii) Make recommendations to the Senate on the subject of textbook selection in the context of academic freedom.
- (iv) Report to the Senate for the October 1983 Senate meeting.

23, 83/11/08

The ad hoc committee established to examine the question of the selection of textbooks in the context of academic freedom and to make recommendations to Senate in respect of an appropriate University policy in this regard was received.

The Committee's recommendations are as follows:

1. There should be no attempt made to promulgate rules concerning textbook selection beyond the department level.

2. Given that instructors are competent to teach the courses they are assigned to, in the very rare instances where an instructor who must teach a course or who has begun to teach it cannot agree with his/her colleagues in the choice of text, the residual right of choosing the text must remain with the instructor.

It was agreed that the recommendations of the ad hoc committee be approved.

THEORETICAL PHYSICS, PH.D. PROGRAM

8, 07/09/12 - Program Approved.

THESES, GRADUATE, Distribution of

101, 72/03/14

Senate approved the regulation that all graduate theses accepted by Memorial University of Newfoundland be sent to the National Library for filming and inclusion in **Canadiana** and be made available for distribution at Memorial University of Newfoundland. Exceptions can be made by the Senate Committee on Graduate Studies, granting the author the concession that the submission of the thesis to the National Library for filming would be delayed for one year, with possible annual renewals, following the approval of the thesis.

The Senate approved the requirement that all doctoral candidates submit an abstract of their dissertation in an acceptable format for inclusion in **Dissertation Abstracts**.

THESES, GRADUATE, External Examiners

151, 70/11/10

The external examiner or examiners for the Ph.D. thesis is required to be present at the oral defense of theses by doctoral candidates. The requirement for the presence of an examiner may be waived only by the Senate Committee on Graduate Studies.

89, 73/04/10

The following was referred to the Senate Committee on Graduate Studies for consideration and report:

“At least one of the examiners of all Masters’ theses must be external to the University.”

134, 74/04/09

The following motion was approved. At least one of the examiners of all Masters’ Theses must be external to the Department or equivalent.

117, 82/03/09

Senate approved in principle the policy that external examiners of all Master’s theses and reports be appropriate personnel external to the University.

THESES REPORT RELEASE FORM - Revised

39, 74/12/10

A revised Report Release Form for Graduate Theses was approved. A copy is lodged in the Senate files.

THESIS, Report of the Committee on Production and Preservation of

21, 81/10/13

Discussion centered on the following:

1. reducing (to zero, if possible) the number of our theses that would be rejected for filming by the National Library of Canada;
2. ensuring that the archival copy of theses housed in the Centre for Newfoundland Studies is the best available;

3. streamlining what is now a complicated system for handling theses.

The Graduate Studies Office lacks the manpower to check each thesis thoroughly page by page to catch errors in its physical appearance or layout, breaches of copyright, etc. Consequently, this task has been performed by staff of the University Library but, unfortunately, after the thesis has been passed by the examiners and, usually, after the student has left the immediate area. Errors spotted at this point are corrected by the Library staff, if possible. Otherwise, attempts are made to contact the student through the Graduate Studies Office, often without success. Consequently, some theses have never been sent for filming to the NLC and their research content thus lost to the academic community. Other theses have been sent to the NLC only to be rejected - their research content equally lost.

The committee recognizes that this thorough physical check of theses is happening too late in the process. It must be done when the student is still available to make necessary corrections. We, therefore, recommend the following:

At the same time as the examiners are checking their copies of the thesis for subject content, the Library staff will check the original for physical errors. (The use of Library staff at this point has been approved by the University Librarian). Problems cited by the Library staff will be brought to the attention of the thesis supervisor, via the Graduate Studies Office, for correction by the student, just as are problems found by the examiners. Thus, the final version of the thesis will be acceptable both in content and appearance. The thesis (original plus copy) that then comes to the Library requires minimal checking and is of NLC standard.

We feel that this procedure will alleviate the problems mentioned in 1 and 3.

The requirements of the NLC pertaining to the microfilming of theses is outlined in the document entitled "Canadian Theses on Microfiche Service" which is distributed to departments by the Graduate Studies Office. The committee welcomes the fact that these requirements are being incorporated into the revised edition of "Graduate Thesis - Procedures and Guide".

As per the motion passed in the April 20/81 meeting of Academic Council, the original transcript of all theses will not be submitted. The committee wishes to ensure that a superior print copy remains available on campus. The procedures for handling original copies of theses is further complicated when some are to be retained by the University Library, while others are to be returned to students. Therefore, the committee moves:

"That the original typeset of all theses and degree reports be retained by the University Library."

This procedure should help in matters 2 and 3 above.

THESIS, Report of the Committee to Investigate the Use of Word Processors in the Production of 19, 81/10/13

1. **Characters**

The letters should appear sharp and clear over their full extent. There should be no broken or uneven characters. Computer print-outs from line printers and dot matrix printers are not acceptable.

2. **Font**

An open, large typeface is to be preferred. Letters must not be so thin as to make reproduction difficult. Italics should be avoided except for emphasis or for insertions. OCR (Optical Character Reader) typeface is not acceptable. ASCII (American Standard for Computer Information Interchange) font is not acceptable.

3. **Pitch**

Characters should be ten-pitch and larger. Ten-pitch elements must be used on a ten-pitch font. Exceptions are permitted where symbols are necessary.

4. **Ribbons**
Ribbons must be of the nonfabric, singlestrike variety.
5. **Reduction**
It is very difficult to reproduce and to read reduced material in thesis. Consequently, candidates are discouraged from using reduced material in their theses. If reduction of printed material is absolutely necessary, it must not exceed fifty percent. If original diagrams or figures are to be reduced for insertion into a thesis or report, the size of lettering and symbols on the original should be sufficiently large that the size on the reduced material is no smaller than ten-pitch.
6. **Justification**
Right justification is at the discretion of the candidate.
7. **Paper Quality and Weight**
Paper should be good quality bond (50% rag) which may be fitted into a word processor by using some process such as that known as "Speedi Carrier" (available through Moore Business Forms) using a "fugitive" glue to secure individual pages to the paper carrier.

Final General Comment

If candidates have any doubt as to the suitability of their proposed thesis production, they should submit a single page to the Dean of Graduate Studies for examination and approval before committing themselves to the final production of the thesis.

THESIS, SOCIAL WORK

191, 71/02/09

The Bachelor of Social Work Thesis shall be equivalent to one credit (i.e. equivalent to one course).

TRANSDISCIPLINARY SUSTAINABILITY, DOCTOR OF PHILOSOPHY IN

621, 20/06/09 – Program approved

TROIS RIVIERES, Summer Course

04, 71/10/12

Attention of the Senate was drawn to the success of the six week residential course in French given jointly by Memorial and the University of Saskatchewan, Saskatoon, at Trois Rivieres, Quebec, in cooperation with the University of Quebec during the Summer of 1971.

TYPEWRITTEN ASSIGNMENTS

141, 90/05/08

It was moved, seconded and carried that the present Senate Resolution governing typewritten assignments be rescinded and replaced with the following:

"Undergraduate students are not required to submit in typewritten form, essays, projects, or assignments, or any other work forming part of their recognized programmes of study, except in the case of Honours Essays or Dissertations for ultimate submission to the University Library or when the following three conditions are met:

(1) when projects or assignments or parts of projects or assignments can be rendered only as computer-generated output for reasons of technology;

OR

when students have enrolled in a course designated CAL (Computer-Assisted Learning) or any other course in which students are taught the use of the computer to meet the course-requirements:

OR

when assignments or projects requiring typewritten or computer-generated formats have received prior approval from the Undergraduate Studies Committee of the appropriate Faculty or professional school;

AND

- (2) when students are duly notified, within the first two weeks after the start of lectures in any semester and not later than one week after the start of lectures in any session, that typewritten or computer-generated work is required;

AND

- (3) when the academic unit that intends to require particular formats ensures, *before* seeking approval from the appropriate Undergraduate Studies Committee or notifying students, that students have adequate access to the equipment necessary for the purposes listed in (1) above.”

UNIVERSITY ACT, Amendment

72, 73/02/13

The following summary of requests for amendments to the University Act was submitted for the information of Senate:

1. To provide legal protection and powers to the Security Force of the University as are afforded to the Constabulary. This means, in effect, that members of the Security Force will become Special Constables.
2. An explicit statement of the disciplinary jurisdiction of the University.
3. An increase in the number of the members of the Board of Regents elected by Convocation from two to four members.
4. Appointment of a President. A proposed amendment transfers the power of appointment from the Lieutenant-Governor-in-Council in consultation with the Board of Regents, to the Board of Regents in consultation with the Senate and with the approval of the Lieutenant-Governor-in-Council.
5. Composition of the Senate. It has been requested that the Dean of Graduate Studies be made a statutory member of the Senate, as are the other Deans.
6. Appointment of Senate Committees. This request is to delete the words “from amongst its own members”. This will legalize the practice of the Senate of selecting committee members who are not members of the Senate.
7. Affiliated colleges or institutions. The present Act states that the number of courses offered to students of affiliated colleges or institutions towards the degree shall be **fewer** than half the total number of courses required for a degree. It has been requested that the words “fewer than” be deleted and replaced by the words “not more than”.

78, 98/01/13

On the recommendation of the Executive Committee of Senate, it was agreed to ask the Senate Committee on Undergraduate Studies to re-examine the current Policy with regard to Typewritten Assignments.

91, 73/04/10

Police status is being sought for certain members of the Security Force.

19, 75/10/14

An amendment to the University Act, designating the University as private property, will be presented to the next regular session of the House of Assembly.

N.B. See also “Senate Membership”.

UNIVERSITY, Autonomy of

97, 93/01/12

The President briefed senators on the changes to the provincial auditor general's legislation which have resulted in Memorial University being defined as an agency of government. An article, "Legislative changes challenge Memorial's autonomy", which appeared in the December 17, 1992 issue of the Gazette was copied for circulation at tonight's meeting. The President outlined what has transpired to date and promised to keep Senate informed of developments in this area. It was unanimously agreed:

"that Senate express its support to the President and to the Board of Regents in their efforts to ensure that the autonomy of the University and its fundamental right of academic freedom not be abridged through legislation or actions of the Government, in particular by treating the University as an agency of Government under the direct jurisdiction of the Auditor General or the Public Accounts Committee."

65, 96/11/12

Copies of correspondence between the President and Mr. Loyola Sullivan, Leader of the Opposition, were circulated to Senators. This correspondence concerned a request made to the University under the Freedom of Information Act, and also raised the issue of the University's relationship to the Auditor General. In a letter dated November 5, 1996, Mr. Sullivan stated that the University should be treated as an agency of the Crown and that he objects to "any amendment which exempts the University from the kind of proceedings the Auditor General is responsible to undertake with respect to other agencies and departments".

The President advised that since Mr. Sullivan's letter poses a very clear threat to the functioning of the University as a university as opposed to an agency of government he thought it advisable to bring this correspondence to the attention of Senate. He then asked Senate to reaffirm its January 12, 1993 stand on this issue to support him in his efforts to ensure that the autonomy of the University is maintained.

Senate resolved to reaffirm its January 12, 1993 stand on this issue.

76, 96/12/10

A memorandum dated November 15, 1996 was received from the Board of Regents informing that the Board of Regents at its meeting held on Thursday, November 14, 1996, endorsed the resolution of Senate which was passed at its meeting of November 12, 1996.

16, 08/09/09

Statement from the Board of Regents regarding Memorial University's Autonomy

24, 08/10/14

Three members of Senate nominated to the ad hoc Committee of the Board of Regents

46, 08/12/16

A memorandum was received from the Chair, Board of Regents, regarding the Report of the ad hoc Committee of the Board of Regents to recommend amendments to the Memorial University Act to Secure Autonomy for Memorial University of Newfoundland.

71, 09/02/04

Four motions were approved.

214, 10/02/09

Joint Government/University Committee on University Autonomy
Membership

UNIVERSITY CALENDAR AND REVIEW DEADLINES

48, 02/12/10

A proposal dated May 16, 2002 was received from the Undergraduate Programs Review Committee of the Faculty of Business Administration proposing an investigation into the possibility of entering calendar changes and revisions into the Faculty's website to be viewed as definitive, thereby shortening the time to introduce new programs or revisions. At the request of the Secretary of Senate, the Senate Committee on Undergraduate Studies, at a meeting held on October 24, 2002, considered the proposal and recommended the following:

- The University should have only one definitive version of the Calendar and the version on the website should be the same as the printed version;
- Academic units can opt to use their individual websites to inform interested parties of any calendar changes which are approved by Senate but not yet included in the University Calendar. However, academic units should not change the web Calendar which is the official University document;
- The Calendar Review Committee should be consulted regarding this proposal.

It was unanimously carried that the above three recommendations be endorsed and that no further action be taken at this time.

UNIVERSITY CALENDAR, Discontinuance of the Printed

52, 14/12/09

It was agreed that effective immediately the university calendar will no longer be printed.

UNIVERSITY CALENDAR, Editor

26, 78/11/14

It was agreed that the Registrar be given the responsibility for editing of the University Calendar.

28, 83/12/13

A request was received from the Senate Committee on Undergraduate Studies recommending that the University Calendar be reviewed with a view to removing sexist phraseology.

It was agreed that this recommendation be accepted and that the Registrar, as Editor of the Calendar, be asked to carry out this task which would be limited to the removal of sexist pronouns.

UNIVERSITY CALENDAR, Entries re Textbooks

139, 80/05/13

It was agreed that such items as textbooks in course descriptions not be listed in the University Calendar.

UNIVERSITY CALENDAR, Report of the Ad Hoc Committee on the

217, 91/04/09

The terms of reference of the Ad Hoc Committee on the University Calendar were approved.

234, 91/05/14

The membership of the Ad Hoc Committee on the University Calendar was confirmed.

11, 91/09/10

The Chair of the ad hoc committee presented the above-noted report to Senate. The ad hoc committee was asked to determine whether a change is needed in the current style of the University Calendar, and if any change is needed, to evaluate different style guides that might be available and recommend an appropriate style guide for adoption.

It was moved and seconded that the Report of the Ad Hoc Committee including the following four recommendations contained in the report be approved:

1. that the Canadian Press Stylebook be adopted as the style guide for the production of the Memorial

University Calendar;

2. that in cases where academic or professional usage dictates a variant, the academic unit concerned make that usage clear;
3. that the Senate, in co-operation with the Division of University Relations, develop a mechanism for establishing acceptable variants;
4. that the Senate establish a list of such variants and authorize their adoption.

Following considerable discussion the motion was defeated. There was also general agreement with the Chairman's conclusion that by implication it is the view of Senate that the University Calendar, as printed, is acceptable and that no change in the current style of the Calendar is necessary.

UNIVERSITY CALENDAR, WEB LINKS FOR ESL PROGRAM (ST. JOHN'S)

16, 19/09/10

The following motion was approved by Senate:

"Grant the University Registrar or delegate, the authority to have all detailed information on the English as a Second Language Programs at Memorial University's St. John's Campus displayed in the University Calendar through a web link and to modify the Calendar language to reflect this change."

UNIVERSITY CALENDAR, WEB LINKS FOR FEES AND CHARGES AND SCHOLARSHIP, BURSARIES AND AWARDS

105, 18/10/10

The following motion was approved by the Executive Committee of Senate:

"Grant the University Registrar or delegate, the authority to have all detailed information on fees and charges, as well as scholarships, bursaries and awards, displayed through a web link."

UNIVERSITY CALENDAR, WEB LINKS FOR LISTING OF NAMES

115, 17/11/14

The following motion was approved by the Executive Committee of Senate:

"Grant the University Registrar or delegate, the authority to include in the University Calendar only the lead in each faculty/school/unit and display the unit's website address for the complete and updated list."

UNIVERSITY INSTITUTES AND CENTRES, Policies and Procedures for the Establishment of

25, 01/09/11

Senate approved Policies and Procedures for the establishment of University Institutes and Centres as proposed by the University Planning and Budget Committee.

UNIVERSITY MARSHAL

102, 03/01/14

Upon an announcement from the University Marshal that he will not be seeking another term after the expiration of his current term of office, it was approved that the nomination and selection process for a new University Marshal be initiated.

91, 15/11/10

In accordance with the Procedures for Appointment of University Marshal, nominations were invited from eligible members of the University community to fill this vacancy.

A new University Marshal was appointed; the appointment commences immediately and expires December 31, 2018, with the renewal at the pleasure of Senate.

UNIVERSITY MARSHALL EMERITUS

66, 94/01/11

Senate approved a proposal dated January 11, 1994 from the Honorary Degrees Committee that the honorary title of University Marshall Emeritus be established and awarded to the individual named, in accordance with the procedures outlined in the memorandum from the Committee.

UNIVERSITY PRIORITIES AND RESOURCES, Final Report of the Task Group on - Discussion Paper on University Transformation Principles, Strategies and Priorities

205, 98/03/10

The Vice-President (Academic), Co-chair of the Task Group on University Priorities and Resources introduced the Discussion Paper on University Transformation Principles, Strategies and Priorities and advised that the purpose of the special meeting was to convey Senate's views on this matter to the larger University community and to the Senate Committee on Academic Planning.

It was agreed that Senators charge themselves to meet and consult with their constituencies on future directions and priorities of Memorial University and to report back to the Senate the results of their consultations.

UNIVERSITY TIMETABLE

221, 95/02/14

It was agreed on the recommendation of the Advisory Committee on the University Timetable to implement a new university timetable.

VETTING OF MATERIAL PUBLISHED BY THE UNIVERSITY

05, 78/09/12

The following procedures to ensure that any booklet, brochure or leaflet originating from any Department, School, Faculty or other division of the University which deals with or refers to a course or courses and/or programme(s) or regulation(s) is in conformity with Senate policy and regulations, were approved:

1. Any of the above listed material other than that dealing with Extension Service activities or with Graduate Studies, shall first be submitted to the Registrar for vetting. After examination of the material the Registrar shall either refer it back to the originating division for reconsideration or submit it to the Senate Committee on Undergraduate Studies for approval.
2. Any of the above listed material dealing with Extension Service activities shall first be submitted to the Registrar for vetting. After examination of the material the Registrar shall either refer it back to the originating division for reconsideration or submit it to the Senate Committee on Extension Services for approval.
3. Any of the above listed material which deals with or refers to Graduate Studies shall be submitted to the Office of the Dean of Graduate Studies for examination and approval.

VOCATIONAL EDUCATION DIPLOMA/DEGREE PROGRAMME

135, 74/04/09

Approval in principle was given to a proposal for a diploma/degree programme in Vocational Education Teacher Preparation.

W.A.M.U.N. DOCUMENT ON DECLINING ENROLLMENTS

30, 79/11/13

It was agreed that Senate establish an ad hoc committee concerning the W.A.M.U.N. Document on Declining Enrollments, to be named the Ad Hoc Committee on the Quality of Student Life.

WOMEN'S STUDIES, Department of

166, 07/04/10

WOMEN'S STUDIES, Department of - Change of Name

150, 12/02/14

161, 12/02/14

Senate agreed to change the name of the Department from Women's Studies to Gender Studies.

WRITING POLICY

190, 94/04/12

Senate approved a proposal outlined in a memorandum dated March 31, 1994, from the Chair, Senate Academic Planning Committee that Senate establish an ad hoc committee with the following mandate:

"To recommend to Senate academic and administrative policies and practices aimed at improving the written communication skills of students within the university, both at the graduate and undergraduate levels."

22, 94/10/11

It was agreed to approve the following terms of reference for the ad hoc committee as recommended by the Committee on Committees:

1. determine faculty members' perceived difficulties with students' writing;
2. determine students' perceived difficulties with writing;
3. determine the need for a university-wide policy on writing;
4. if such a need exists, recommend a policy or alternative policies for consideration;
5. include an implementation plan.

212, 97/04/08

The Chair of the Senate ad hoc Committee on Writing introduced the Report of the Committee.

A vote was taken on each of the recommendations outlined in the Report, which include amendments suggested by Senators, and agreed to by those members of the ad hoc Committee in attendance, as follows:

Recommendation 1.

The Senate should request all academic units of the University to develop a plan to design, implement and monitor a writing enhancement policy, whether it be a Writing Across the Curriculum (WAC), or some other approach.

Recommendation 2.

All units should report to Senate within one year outlining their plans and indicating who will be responsible for carrying them out.

It was agreed that Recommendations 1 and 2 be endorsed and referred to Faculty and Academic Councils.

Recommendation 3.

A faculty position charged with coordination of the Teaching of Writing should be created. The duties of the person appointed should be (as on page 18 of the Report).

It was agreed that Recommendation 3. be endorsed and referred to the Vice-President (Academic).

Recommendation 4.

The Senate should establish a set of writing expectations for students throughout the University. These should be promulgated in the University Calendar. (A proposed statement of expectations is attached as Appendix V. of the Report)

It was agreed that Recommendation 4. be endorsed and referred to the Senate Committee on Undergraduate Studies and Academic Councils of the School of Graduate Studies and Marine Institute.

Recommendation 5.

Each Faculty or School should consider setting a minimum standard of writing as part of its admission requirements, or alternatively, set in place a process by which students who enter without meeting such standards will have reached an acceptable level of writing competence before graduating.

Recommendation 5. was not endorsed.

Recommendation 6.

All academic units should, wherever feasible, emphasize the importance of writing skills and assign some proportion of course grades for writing at all levels.

Recommendation 6. was not endorsed.

Recommendation 7.

Students should be informed that good writing is expected in their courses and is a legitimate object of grading in all disciplines. This should be emphasized in the Calendar, in brochures from the Writing Centre, and in the course descriptions and grading proposals given to students at the beginning of each course.

It was agreed that Recommendation 7 be endorsed and referred to Senate Committee on Undergraduate Studies, all academic and faculty councils and the Writing Centre for appropriate action as recommended.

Recommendation 8.

Each academic unit should assign its teaching in such a way that instructors who undertake writing courses can do so without an unfair increase in workload.

Recommendation 8. was not endorsed

Recommendation 9.

Faculty members should be encouraged actively and explicitly to instruct students in writing, especially in the writing conventions of their own discipline.

It was agreed that Recommendation 9. be endorsed and referred to Academic and Faculty Councils.

Recommendation 10.

Administrators should make it clear that student complaints or low teaching evaluations which can be shown to be due to the instructor enforcing reasonable writing standards will not affect a faculty member's promotion or tenure. (If other measures proposed in these recommendations are successful and a high standard of writing becomes part of University culture, instructors who actively assist students in this area can expect their teaching evaluations to rise, not fall.)

Recommendation 10. was not endorsed.

Recommendation 11.

Where faculty members wish to include evidence of their competence in teaching writing in their teaching dossier, they should be encouraged to do so.

Recommendation 11. was not endorsed.

Recommendation 12.

Students in every Faculty and School should be required to take an extra writing course in their first semester at Memorial. This writing course might be in any discipline, not necessarily in English. At the end of the course, students who achieve some minimum standard, to be set by each Faculty and School, would be exempted from some part of future writing requirements within the Academic Unit. Students who do very poorly should be required to take extra remedial courses in writing, probably non-credit courses.

Recommendation 12. was not endorsed.

Recommendation 13.

An exit examination for writing competence should NOT be instituted.

It was agreed that Recommendation 12. be APPROVED.

Recommendation 14.

The University should strongly recommend that the Provincial Department of Education improve the writing abilities of students who graduate from high school. In particular, the need for good writing in all subject areas, not only Language Arts, should be emphasized.

It was agreed that Recommendation 14. be endorsed and referred to the Vice President (Academic).

Recommendation 15.

Memorial University's Faculty of Education should be asked to review its programme to ensure that future school teachers understand the importance of, and the methods for teaching, good writing.

It was agreed that Recommendation 15. be endorsed and referred to the Faculty of Education.

Recommendation 16.

The University should establish a formal line of communication about writing with the NLTA. A University representative (preferably the Writing Coordinator, if one is appointed) should be encouraged to seek a seat on the NLTA Special Interest Council on English.

It was agreed that Recommendation 16. be endorsed and referred to the Vice-President (Academic).

Recommendation 17.

The Writing Centre's mandate should be expanded to include the implementation of a programme to inform faculty members, especially those teaching designated writing courses, about the most recent pedagogical techniques in the teaching of writing.

It was agreed that Recommendation 17. be endorsed and referred to the Vice-President (Academic).

Recommendation 18.

The Writing Centre should consider a decentralized structure, with branches within various Faculties and Schools. The Centre should also expand its present policy of recruiting tutors familiar with the needs of each Faculty or School.

It was agreed that Recommendation 18. be endorsed and referred to the Vice-President (Academic).

Recommendation 19.

The Writing Centre should be funded to maintain a library of books, software and other materials helpful for improving the teaching and learning of writing.

It was agreed that Recommendation 19. be endorsed and referred to the Vice-President (Academic).

Recommendation 20.

Graduate students with the appropriate writing skills should be granted teaching assistantships to teach and correct writing, even in classes outside their home departments, when the instructor lacks the time or expertise for such teaching and correcting.

It was agreed that Recommendation 20. be endorsed and referred to Deans, Directors, Executive Director of the Marine Institute and Principal of Sir Wilfred Grenfell College.

Recommendation 21.

The Graduate Programme in Teaching should explicitly incorporate a unit on techniques for the teaching of writing.

It was agreed that Recommendation 21. be endorsed and referred to the Academic Council of the School of Graduate Studies.