**MUN Logo CMYK**

**SENATE COMMITTEE on UNDERGRADUATE STUDIES**

**MINUTES**

Thursday, November 21, 2024

2:15PM | Brightspace

**CHAIR**

Dr. S. Sullivan

**SECRETARY**

Ms. J. Porter

**PRESENT**

|  |  |
| --- | --- |
| Mr. D. Budden  Dr. J. Browne  Dr. P. Coady (joined 2:50 p.m.)  Dr. E. Davis  Dr. L. Galagedara  Dr. G. George  Ms. C. Parsons  Dr. S. Harding  Ms. J. Howell  Mr. B. Kerr  Ms. A. Watkins  **REGRETS**  Dr. K. Power  Ms. W. Rodgers  **RECORDING**  N/A | Dr. D. Kirby  Ms. S. Papple  Dr. K. Simonsen  Mr. P. Sullivan  Mr. M. Waller  Mr. D. Wells  Dr. V. March  Dr. P. Issashaku  Dr. M. Cheramy  Dr. Bruce-Robertson  Cpt. V. March  **ABSENT**  Mx. A. Zedel  Dr. D. Gill  Dr. P. Marino  Ms. B. Simmons |

**1.0** **Approval of Minutes**

* 1. **Meeting of November 7, 2024**

A draft of the minutes for the meeting of November 7, 2024 was circulated.   
 **MOTION D. Kirby/G. George**

*RESOLVED* that the minutes be approved as circulated.

No further discussion.

**CARRIED**

1. **New Business**
   1. **Proposed Calendar Changes – School of Ocean Technology**

The rationale for these changes is that upon an internal review of program requirements, it was noted that the core requirements did not match for both Majors in the BTech degree.

* Match up Group A and Group B course offerings for both the Engineering Technology and Applied Science and Health Science Technology Majors
  + Add TECH 4010 to the core courses for the Health Science and Technology Major of the BTECH program.
  + Move TECH 4080 from the Group B electives to the Group A electives for the Health Science Technology Major to match the offering in the Engineering Technology Major.
* Update the prerequisite listing for TECH 4019 Research Methods to include TECH 4010 Assessment and Implementation of Technology.
* Modify the Core course credit requirements to 21 credit hours and reduce the Elective course credit hour requirements to 18 for the Health Science and Technology Major.

Notably, TECH 4010 was a core course in the Engineering Technology Major but not the Health Science and Technology Major. TECH 4080 is offered as a Group A elective for the Engineering Technology and Applied Science Major but a Group B elective for the Health Science Technology Major. To maintain consistency, TECH 4080 should be moved to the Group A elective category for the Health Science Technology Major. It was also noted that TECH 4010 (Technological Assessment) was left out of the prerequisite list for TECH 4019, the prerequisite for TECH 4400 (Technological Assessment Project). This omission needs to be rectified as the foundation for the technology assessment process is covered in TECH 4010. With this addition of TECH 4010 and TECH 4020 to the core listing for the Health Science and Technology Major, the core (21) and elective (18) course credit requirements had to be modified to reflect the total program credit requirements of 39 credit hours.

**MOTION** V. March/D. Wells

*RESOLVED* that these program and course changes be approved.

**CARRIED**

* 1. **Academic Misconduct Case – D. Well Investigator (Retroactive Drops Committee)**

D. Wells presented the main points of the academic misconduct case and the Committee was given the opportunity to ask D. Wells questions of fact. D. Wells then excused himself from participating or voting.

**MOTION S. Harding/G. George**

*RESOLVED* that the Committee find the student guilty of academic misconduct (alteration of a medical document) based on the student’s own admission.

No discussion.

**CARRIED**

The Committee moved to the penalty phase of the case. J. Porter confirmed that the student did not have any prior findings of guilt by SCUGS and outlined several precedents for cases of a similar nature.

**MOTION G. George/S. Harding**

*RESOLVED* that the Committee assign the following penalties: Suspension for two semesters (Fall 2024 and Winter 2025), probation until the end of the program, letter of reprimand, and completion of the INTG 1000 course.

No discussion.

**CARRIED**

It was asked if the student could still request the retroactive drops. It was decided that the student could resubmit the request to retroactively drop the courses from Spring 2024 but that it would be requested that this be heard by a different group of committee members.

Abstentions of D. Budden and K. Simonsen noted.

**2.3 Appeal to Repeat Term 5 Engineering**

J. Porter provided a summary of the appeal. The student came to see J. Porter in person and wanted the Committee to know that they were unable to get the medical information to be on the Student Health Certificate as they are not currently a registered student and as such, could not get into the Student Wellness and Counselling Centre. Also, while the request to Engineering was to be promoted to Term 6 and repeat the required Term 5 courses at a different time, the request to SCUGS was to be permitted to repeat all of Term 5. Additional points provided to the Committee included:

* Package of information includes medical documentation related to mother’s illness, response from ENGI appeals committee, medical note for student, passport, breakdown of grades from ENGI courses, student transcript and letter from student to SCUGS.
* After Work Term 2 struggled with deferred exams due to personal and family health issues and was withdrawn from the faculty.
* Would like the opportunity to repeat Term 5.
* Unforeseen circumstances significantly impacted exams during Term 5, including health of mother, migraines and mental health issues.
* Engineering’s letter indicates they are sympathetic to the stressors but feel Term 5 is a fundamental semester. Promotion average was 49.3% instead of the required 60%. Recommendation was to register for non-engineering courses and then re-apply to Engineering at a later date.
* J. Porter indicated that the new appeal information was sent back to Engineering for reconsideration and the decision of Engineering was to uphold the original decision.

**MOTION D. Budden/D. Kirby**

*RESOLVED* that the Committee approve the student’s appeal and permit the student to be re-admitted into the Engineering program to retake Academic Term 5.

**CARRIED**

**2.4 Promotion Appeal - Engineering**

J. Porter outlined the main points of this appeal which included the following:

- the student is in the mechanical engineering who is appealing the decision of promotion.

- The package of information included the student’s email to SCUGS as well as letter to Engineering, information from the appeal to Engineering, including breakdown of grades in ENGI courses, medical documentation, decision letter from ENGI and the student’s transcript.

- Student would like to be promoted to Term 5 as they would like to remain with their cohort.

- Student indicated having migraines during the exam period and provided medical documentation related to this.

- Student provided information about their involvement outside of academics which was referenced by J. Porter without provided information that would allow the student to be identified.

- ENGI letter indicated sympathy for the medical issues but feel repeating semester would prepare the student for success more than writing re-examinations. Additionally, they outlined weak performance in most of the semester courses while also stating the overall average is below the required 60%.

Shannon clarified that the appeal does not include the request to continue with Work Term 2 in Fall 2024. This was not part of the student’s request to SCUGS.

**MOTION M. Cheramy/E. Davis**

*RESOLVED* that the Committee deny the student’s appeal and require the student to repeat Academic Term 4 in the Engineering program as they agree with the reasoning provided by the Faculty of Engineering’s appeal committee.

**CARRIED**

D. Budden noted he would abstain given he is noted in the appeal package. Additionally, G. Geroge and P. Sullivan also abstain.

**2.5 Terms of Reference – Joint AI Sub-committee on Academic Impact of Artificial Intelligence**

Dennis Peters, Associate Vice-President (Academic) (Acting) was invited to speak to SCUGS on this agenda item. D. Peters provided some background on the subcommittee, work that was already achieved by the sub-committee as well as the community of practice that exists through CITL. D. Peters outlined the main goal of the sub-committee and its Terms of Reference. J. Porter indicated that the Terms of Reference have already been endorsed by the Senate Committee on Teaching and Learning.

**MOTION P. Coady/J. Porter**

*RESOLVED* that the Committee endorse the terms of reference as circulated.

The current membership will need to be adjusted as some of the SCUGS members have since changed. Anyone who is interested in participating on the sub-committee can email D. Peters, J. Porter or [scugs@mun.ca](mailto:scugs@mun.ca) to express their interest. R. Milley and P. Sullivan will be updated.

**CARRIED**

The Committee was informed that the Terms of Reference can be shared with other faculty. D. Budden can send D. Peters student representatives for the sub-committee but it was noted that there is membership from the GCSU.

**2.6 Appeal for retroactive drops**

S. Sullivan noted that the student was in his Math 1001 class and provided the committee an opportunity to indicate if they felt he should recuse the Chair for this item. J. Porter provided a summary of the student’s appeal and information received by the unit.

- Student is requesting retroactive drop of Math 1001 and Math 2050 from the Winter 2024 semester. Both courses were taken in an earlier semester.

- Normally when a deferred exam is approved by a unit a grade of ABS is the placeholder for the course. Student is indicating that a 1% was submitted for Math 2050 instead of ABS when a deferred exam request was submitted. Math states that the deferral request was not received at the time the 1% grade was submitted. Student submitted request for Math 1001 but that a separate form was not submitted for Math 2050 (but a note for Math 2050 was included on the request for Math 1001). As a result of the 1% grade being submitted, the academic standing for Spring 2024 was a required withdrawal and student could not register for Spring 2024 courses.

- Math indicates that the email from T. Stuckless references August 2024 but it should have been April 2024. This correction was communicated to J. Porter by T. Stuckless via telephone.

- Student states they were under significant stress during the time that the deferrals were to be written, mainly due to student status.

- As an international student, they need to be registered for Fall 2024 and is looking to be permitted to pursue late adds for the courses they have been attending this Fall.

**MOTION P. Coady/S. Harding**

*RESOLVED* that the Committee approve the student’s appeal to retroactively drop Math 1001 and Math 2050 based on the fact that the unit should have known the intent of the student to defer Math 2050 exam (as it was noted on the Math 1001 request) and an ABS grade should have been submitted.

**CARRIED**

S. Sullivan abstained from any discussion and voting on the matter due to the issue noted at the start of the discussion.

**2.7 Resolution to Pause Teaching – Revised Document**

S. Sullivan presented the revised memo related to the pausing of teaching during a labour disruption. The revisions include 1) indicating it is a best practices document, one that will represent a recommendation from Senate to the Board but not an attempt by Senate to dictate the Board’s actions, 2) adjusting the reference to MUNFA so that it is a more generic reference to the principal teaching union and 3) clarifying that the text is to be added to the Senate Handbook of Decrees and Resolutions.

**MOTION S. Harding/D. Kirby**

*RESOLVED* that the Committee endorse this revised memo.

One member asked if reference to Memorial University of Newfoundland could be changed to reflect the “official” name of Memorial University of Newfoundland and Labrador. The chair clarified that while MUNL is used by people throughout the institution, the official name has not yet been changed in the University Act. Given this memo is an official endorsement

**CARRIED**

**2.8 Calendar Changes – School of Science and the Environment (Grenfell)**

The existing Calendar entry for SC 4950, which is the Senior Project course for the B.Sc. in General Science, does not reflect current practice. Typically, what occurs is more in line with other “4950” courses at Grenfell Campus, where there is an expectation that students should complete a significant piece of written work. This proposal is an attempt to describe current practice accurately and to make this expectation clear to both students and supervisors.

**MOTION** L. Galagedara/C. Parsons

*RESOLVED* that these program and course changes be approved.

**CARRIED**

**2.9 Calendar Changes – Faculty of Humanities and Social Sciences**

The calendar description for the Dean’s Award for Exemplary Co-op Performance does not state that the award should be noted on the student’s transcript. The proposed change corrects that by adding language explicitly stating students will have a transcript notation. This addition ensures that the process for selection of a winner will be duly initiated by the Registrar’s Office.

**MOTION** K. Simonsen/J. Porter

*RESOLVED* that these program and course changes be approved.

**CARRIED**

The proposed new course, CMST 3003: The Complexities of Data, serves to expand the course offerings of the growing Communication and Media Studies program and responds to the AUP feedback and student interest in more courses that address issues of social justice. The proposed course will increase the number of courses available to support our newly established Honours Program to ensure that students are able to get the required number of credits to complete the degree.

**MOTION** K. Simonsen/M. Cheramy

*RESOLVED* that the course changes be approved.

J. Porter indicated that she will adjust the abbreviated course title to remove the course subject code and number.

**CARRIED**

The proposed course, CMST 4004: Frontiers of Synthetic Media, serves to expand the course offerings of the growing Communication and Media Studies program. This course will be regularly taught by our newest faculty members. The proposed course will increase the number of courses available to support our newly established Honours Program to ensure that students are able to meet the required number of credits to complete the degree. The proposed course offers an advanced level of study of AI that complements CMST 3002 AI and Society. It examines the underlying technical logics and protocols of contemporary Synthetic Media in order to show how such logics work symbiotically with the political, textual, and representational logics and protocols of such technologies.

**MOTION** K. Simonsen/P. Coady

*RESOLVED* that the course changes be approved.

J. Porter indicated that the pre-requisite as it is currently stated is difficult to code in Banner. A suggested change to the pre-requisite wording was suggested and supported by the department. J. Porter she will adjust the pre-requisite.

**CARRIED**

**3.0** **Standing Discussion Item: Updates from the Registrar’s Office and Senate**

Nothing major to report from the Office of the Registrar and Senate at this time.

**4.0 Standing Discussion Item: Academic Misconduct**

The meeting with the University Librarians is scheduled for next week.

**ADJOURNMENT**

As there was no further business, the meeting adjourned at 4:00 p.m.