

## SENATE MINUTES

DECEMBER 8, 1998

The regular meeting of Senate was held on Tuesday, December 8, 1998, at 4:00 p.m. in Room E5004.

### 36. PRESENT

The President, Dr. J. Strawbridge, Dr. K. Keough, Professor A. Fowler, Dean I. Bowmer, Mr. G. Collins, Dr. G. Gardner for Acting Dean W. Davidson, Dr. E. Dow, Dr. C. Higgs, Dr. N. Golfman for Dean G. Kealey, Dean W. Ludlow, Dr. C. Orchard, Dean T. Piper, Dean R. Seshadri, Dr. M. Volk, Professor H. Weir, Dr. A. Aboulazm, Dr. R. Adamec, Professor P. Ayres, Dr. J. Bear, Dr. S. Chandra, Dr. D. Craig, Dr. J. Evans, Dr. S. Ghazala, Professor K. Hestekin, Dr. H. Hulan, Professor V. Kuester, Dr. M. Laryea, Dr. R. Lucas, Dr. I. Mazurkewich, Dr. M. Mulligan, Dr. V. Maxwell, Dr. D. McKay, Dr. R. Payne, Dr. H. Pike, Dr. N. Rich, Dr. V. Richardson, Dr. S. Saha, Dr. D. Thompson, Dr. D. Treslan, Dr. D. Tulett, Dr. R. Venkatesan, Professor D. Walsh, Dr. B. Watson, Dr. B. Whitelaw, Dr. P. Wilson, Dr. S. Wolinetz, Dr. C. Wood, Mr. D. Kirby, Mr. C. Corbett, Ms. K. Durant, Ms. T. O'Reilly, Ms. L. Patey, Mr. S. Shave.

### 37. APOLOGIES FOR ABSENCE

Apologies were received from Mr. W. Green, Dr. R. Klein, Dr. M. Paul, Dr. R. Rivkin, Mr. J. Dalton, Ms. D. Hardy, Ms. K. McDonald, Ms. N. Pike.

### 38. MINUTES

The Minutes of the regular meeting held on November 10, 1998, were taken as read and confirmed.

### 39. Report of the Committee on Honorary Degrees and Ceremonial

The names of four candidates recommended by the Committee on Honorary Degrees and Ceremonial were presented to the Senate for awarding of doctoral degrees honoris causa. Professor D. Walsh and Dr. D. Treslan. each made a brief statement about one candidate and Professor Adrian Fowler made statements about two

candidates. Members were given the opportunity to discuss the merits of the candidates before voting. Upon voting by a show of hands, each candidate was approved by at least a two-thirds majority vote.

## REPORT OF THE EXECUTIVE COMMITTEE ON SENATE

It was agreed by separate motion where necessary, that the report of the Executive Committee be approved as follows:

### 41. \*Report of the Senate Committee on Undergraduate Studies

#### 41.1 Annual Report 1997-98

A memorandum dated October 23, 1998 was received from the Senate Committee on Undergraduate Studies, together with its Annual Report for 1997-98.

This item was received for information.

#### 41.2 Faculty of Business Administration

Page 371, 1998-99 University Calendar, following the heading Regulations for the Diploma in Business Administration, immediately preceding 1)b), insert the following new paragraph in 1)a):

"Overall academic performance is an important criterion in reaching decisions on applications for admission, and will be considered, in addition to the average on the five courses required for admission, in the selection process. Students with weak overall academic records are unlikely to be admitted."

Concern was expressed by Senators that the sentence "Students with weak overall academic records are unlikely to be admitted" is ambiguous.

It was agreed that the Faculty of Business Administration be asked to consider re-wording this sentence in the Regulations for the Diploma in Business Administration and also in all other Business Administration programmes in which it appears in order to remove ambiguities and to provide more clarity.

Amendment to Calendar change approved September 8, 1998:

Page 375, 1998–99 University Calendar, amend the prerequisites for Business 6010 and 7000 as follows:

Delete "(or) permission of instructor."

42. \*Report of the Academic Council of the School of Graduate Studies

42.1 Master of Engineering

Page 423, 1998–99 University Calendar, following the heading Regulations Governing the Degree of Master of Engineering subheading D. Industrial Internships, delete the subheading and current entry, and replace with the following:

"D. INDUSTRIAL INTERNSHIP OPTION

The Faculty encourages graduate students to undertake internships of work in industry. Internships in industry will permit students either (a) to focus on the practicalities of research projects which have been well defined before the student enters an internship, or (b) to develop and define a research project from problems experienced during the internship. Encouragement to undertake an internship will be given only where it is clear that one of these expectations can be met.

Students registered in the M.Eng. programme may, with the permission of their supervisor, the Dean of the Faculty of Engineering and Applied Science, and the Dean of Graduate Studies select the Industrial Internship Option. Students registered in the option must satisfy the degree regulations for an M.Eng. program. In addition, students in the Industrial Internship Option:

\* must take at least nine credit hours of the courses required for their

programme on campus: the remaining required courses maybe taken on or away from campus: those taken at other universities require pre-approval by the Dean of the School of Graduate Studies

on the recommendation of the Faculty of Engineering and Applied Science

\* shall normally spend 8 to 12 months of their programme at an internship in industry

\* shall normally spend at least two semesters on campus on a full-time basis

as a graduate student at this university

\* shall submit a concise progress report to their supervisors, no later than the

end of each semester while on a internship"

#### 43. Amendments to the Criteria for the Director's List – School of Music

A memorandum dated 10 November 1998 was received from the School of Music outlining proposed changes to the criteria for the Director's List.

It was moved by Dr. Volk, seconded by Mr. Collins and carried that the amendments to the criteria for the School of Music Director's List be approved.

The criteria as amended reads as follows:

#### CRITERIA

Nominations to the Director's List shall be made in May of each year. Students named to the Director's List shall normally have satisfied the following conditions:

- 1) They must be registered for the Bachelor of Music degree or Bachelor of Music/Bachelor of Music Education Conjoint degrees.
- 2) They shall have completed at least 27 credit hours applicable to the degree over two semesters in the past twelve months.

3) In these 27 credit hours they shall have attained an overall average of at least 80%.

4) Graduating students who do not meet the requirement in 2) above may be named to the list if they have completed a minimum of 20 credit hours and have a cumulative average of at least 80%.

5) Other nominations may be made at the discretion of the Director of the School of Music for performance of particular merit.

## PROCEDURE

1) A list of students named to the Director's List will be displayed in a prominent place in the School of Music.

2) All students on the Director's List will receive a letter of congratulations from the Director.

## Report of the Committee on Committees

On behalf of the Committee on Committees, Dr. Wolinetz presented the Report of the Committee as follows:

### 44.1 Steering Committee on Course Evaluations

At a meeting held on November 10, 1998, Senate agreed to adopt the recommendations outlined in the Report of the Senate ad hoc Committee on Course Evaluations. Recommendation 2. of the Report suggested 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", and it was agreed to refer the question of the appointment of a steering committee to the Committee on Committees for subsequent report to Senate.

A memorandum dated December 8, 1998, has now been received from the Committee on Committees outlining the following terms of reference and membership for the Steering Committee on Course Evaluations:

### Terms of Reference

The Steering Committee on Course Evaluations shall:

1. 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)

2. 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.

3. Through the Vice President (Academic) designate a small group of professionally competent individuals charged with the task of designing a course evaluation system.

4. Oversee the work of that group.

5. Report to Senate within one year on progress toward establishing appropriate policies and systems for their implementation.

6. Monitor the initial implementation of policies and procedures decided upon.

7. Make recommendations to Senate about policies and procedures and the ongoing monitoring and operation of the course evaluation system by December, 2000.

8. The committee shall choose its chair from among the academic staff members on the committee.

1. The committee shall choose its deputy chair from among the students on the committee.

#### Appendix:

Recommendations approved by Senate, November 10, 1998:

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 professors across the university who choose to do so, 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.

#### Membership:

Abraham Ross, Psychology

Mark Graesser, Political Science

Simon Taggar, Business Administration

Gerry White, Research Computing Specialist, Faculty of Education

June Harris, Medicine

Paul Wilson, SWGC

Darren Newton, graduate student

Chris Corbett, undergraduate student

Ron Fitzpatrick, undergraduate student

Corrie Wade, undergraduate student

It was moved by Dr. Wolinetz, seconded by Dr. Aboulazm and carried that the terms of reference for the Steering Committee on Course Evaluations be approved.

It was also moved by Dr. Wolinetz, seconded by Dr. Saha and carried that the membership of the Steering Committee on Course Evaluations be approved:

It was then moved by Dr. Hulan, seconded by Dr. Gardner and carried 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.

#### 44.2 Graduate Student Representation on Senate Standing Committees

The following graduate students have been nominated to Senate Standing Committees for 1998–99:

Committee on Honorary Degrees and Ceremonial Nancy Peckford

Committee on Educational Technology Lynette Hillier

Advisory Committee on the Bookstore Lynn Harling

Committee on Committees Nancy Peckford

Committee on Copyright Johanna MacDonald

Advisory Committee on the University Budget Tanya Bolduc

It was moved by Dr. Wolinetz, seconded by Dr. Craig and carried, that these nominations be approved.

Special Meeting of Senate

In answer to a question from a Senator regarding the special meeting of Senate which had been scheduled to follow this meeting, Dr. Strawbridge advised that, as requested by Senate, the Committee on Academic Planning at recent meetings has been discussing the proposal from the Department of Mathematics for the use of SAT II Level IC and Level IIC in Mathematics as prerequisite for 1000-Level Mathematics courses. The Committee is considering the issues involved with this proposal and anticipates having a discussion document ready for Senate in the new year.

ADJOURNMENT

The meeting adjourned at 5:00 p.m.