

## SENATE MINUTES

A special meeting of Senate was held on Tuesday, June 13, 2000, at 4:00 p.m. in Room E5004.

### 109. PRESENT

The President, Dr. E. Simpson, Dr. K. Keough, Dr. D. Stewart for Professor A. Fowler, Professor J. Dempster for Dr. E. Dow, Mr. R. Ellis, Acting Dean M. Haddara, Dean G. Kealey, Dr. G. Hurley for Acting Dean C. Leonard, Dr. C. Loomis, Dean T. Murphy, Dr. C. Orchard, Dr. P. Fisher for Mr. L. O'Reilly, Dr. M. Volk, Ms. D. Whalen for Professor H. Weir, Dr. J. Ashton, Dr. J. Bear, Dr. G. Clark, Professor M. Coyne, Dr. J. deBruyn, Mrs. C. Dutton, Dr. V. Gadag, Dr. S. Ghazala, Dr. D. Goldstein, Professor K. Knowles, Professor V. Kuester, Dr. M. Laryea, Dr. D. McKay, Dr. J. McLean, Dr. M. Mulligan, Dr. J. Parsons, Dr. H. Pike, Dr. N. Rich, Dr. D. Rideout, Dr. C. Sharpe, Dr. P. Sinclair, Dr. D. Treslan, Dr. D. Tulett, Dr. R. Venkatesan, Professor D. Walsh, Dr. B. Watson, Mr. B. Whitelaw, Dr. P. Wilson, Mr. D. Newton, Ms. K. McDonald, Mr. P. Barnes, Mr. K. Dunne, Mr. B. Harvey, Mr. D. Nowak, Mr. L. Walsh.

### 110. APOLOGIES FOR ABSENCE

Apologies were received from Dean W. Blake, Acting Dean C. Doyle, Dr. C. Higgs, Dr. R. Adamec, Professor P. Ayres, Dr. D. Craig, Mr. D. Howse, Dr. M. Paul, Dr. S. Saha, Dr. W. Schipper, Mr. D. Tarrant.

### 111. MINUTES

The Minutes of the meeting held on May 9, 2000 were taken as read and confirmed.

### 112. Report of the Steering Committee on Course Evaluations

At the request of the graduate student representatives, it was agreed to change the order of the agenda so that the Report of the Steering Committee on Course Evaluations could be considered as the first item of business.

At a meeting held on April 11, 2000, Senate agreed that the Report of the Steering Committee on Course Evaluations be tabled and that

a copy of the report be forwarded to the Faculty Association requesting input.

A memorandum dated May 12, 2000, has now been received from Dr. N. Roy on behalf of the Executive of MUNFA advising that the use of course and teaching evaluation data in meeting criteria for tenure and promotion is at the option of the faculty member, and expressing concern that the implementation of a universal course evaluations policy as outlined in the Report would be at odds with the Collective Agreement. The MUNFA Executive requested that the policies and procedures outlined in the Report be modified to indicate that the use of the proposed course evaluation questionnaire is at the option of the faculty member presenting the course.

The MUNFA Executive also requested the deletion of point 5.3 of Appendix D of the Report, Administrative Policies and Procedures, stating that it has the potential to mislead. Point 5.3 reads as follows:

Reports (as specified in sections 4.2 and 4.3) shall be sent to Administrative Heads of academic units for courses within their unit, and shall be used by such committees and for such purposes, as are stipulated by University policies and the MUNFA Collective Agreement.

Professor Graesser, a member of the Committee on Course Evaluations, re-introduced the report stating that there were several reasons why Senate has advanced the matter to this point, i.e.

- o It will be a tangible way for the University to implement its ongoing commitment to excellence in teaching

- o It will be convenient for academic units as well as consistent throughout the University.

- o A committee will be put in place to conduct the course evaluation questionnaire and to put forward to Senate suggestions for amendments, etc.

He commented on the concerns raised by the MUNFA Executive and noted his disagreement with the suggestion that a Senate regulation that mandates a university wide student rating system would conflict with the Collective Agreement. Professor Graesser noted that there are other legitimate uses for the data other than for promotion and tenure and the Collective Agreement does not state that such data cannot be collected throughout the University.

Dr. Bear asked if the questionnaire would be anonymous and if there would be a mechanism in place for questioning or rectifying any discrepancies in the results of the questionnaire.

Professor Graesser confirmed that the questionnaire would be anonymous (no names or student numbers).

The President advised that if the policy is approved, then it is incumbent on Senate to deal with any potential misuse of the instrument. He noted that it is within the power of Senate to make any necessary changes to the policy, depending on the particular concerns which are raised. He also commented that the evaluation process would be monitored for the first number of times that it is administered and regular reports will be made to Senate to ensure that the objectives which are set are being met.

It was moved by Mr. Dunne, seconded by Dean Murphy and carried that Recommendations 1, 2 and 3 of the Report (including Appendices D and E) be approved as follows:

- \* That Memorial University adopts the Core Evaluation Questionnaire (CEQ) as a universal questionnaire.

- \* That the CEQ be administered in accordance with the attached Policies and Procedures.

- \* That the administration and dissemination of the results of the CEQ be supervised by a standing Committee of Senate as described in the attached appendix.

It was moved by Mr. Harvey, seconded by Dean Kealey and carried that point 5.3 of Appendix D be amended to read as follows:

Reports (as specified in sections 4.2 and 4.3) shall be sent to Administrative Heads of academic units for courses within their unit, and shall be used by such committees and for such purposes, as are stipulated by University policies and the MUNFA Collective Agreement. Such data should not be used in the Promotion and Tenure process unless there is concurrence from the faculty member.

Dr. Kealey agreed with Dr. Bear's comment that while this amendment is unnecessary because it is included in the Collective Agreement, it is important for Senate to express its support since the statement will provide guidance to the process.

It was moved by Dr. Bear and seconded by Dr. McKay that clause 1.1 of Appendix D. be amended to include the sentence "The use of the proposed questionnaire shall be optional on the part of the instructor". When put to a vote, the motion to amend was DEFEATED.

The vote was then taken on the main motion which was carried.

### 113. Report of the Senate Committee on Undergraduate Studies

#### 113.1 Proposed Change to Application for Admission Deadline Date

Page 271, 2000–2001 Calendar, following the heading Bachelor of Education (Primary/Elementary), subheading Admission, amend the second sentence of clause 1) to read as follows:

"The deadline for submission of applications is February 15."

Page 273, following the heading Bachelor of Education (Intermediate/Secondary), subheading Admission, amend the second sentence of clause 1) to read as follows:

"The deadline for submission of Faculty applications to the Registrar's Office is February 15."

Page 275, following the heading Bachelor of Education (Intermediate/Secondary) Conjoint with Diploma in Education Technology, subheading Admission, amend the second sentence of clause 1) to read as follows:

"The deadline for submission of Faculty applications to the Registrar's Office is February 15."

Page 276, following the heading Bachelor of Music Conjoint with Bachelor of Music Education, subheading Admission, amend the second sentence of clause 1) to read as follows:

"The deadline for submission of applications is February 15."

Page 278, following the heading Regulations for the Degree of Bachelor of Special Education, subheading Admission Requirements, amend the third sentence of clause 1) to read as follows:

"The deadline for submission of applications is February 15."

113.2 Proposed Calendar Changes – School of Nursing: Prior Learning Assessment

Page 322, 1999–2000 Calendar, following the heading Programme of Studies: Bachelor of Nursing (Post–RN), subheading Other Credit Hours, add the following new NOTE: 2) as follows:

"NOTE 2) The Undergraduate Studies Committee, School of Nursing, may recommend that transfer credit (to a maximum of six credit hours) be awarded for certain post basic nursing courses/programmes (of at least 36 hours duration AND approved by a provincial nursing association) or for current Canadian Nursing Association certification. Applications for transfer credit should be made through the Office of the Registrar."

Page 324, 1999–2000 Calendar, following the heading Course List, amend the entry for N 4702. Current Concepts in Pharmacology and Nutrition to include the following prerequisite:

"Prerequisite: N2740."

### 113.3 Department of Geography – Calendar Changes

Page 158, 1999–2000 Calendar, following the heading Course Descriptions, insert the following new course as follows:

"3495. Regional Geography of Labrador. A holistic study of the Geography of Labrador, including the terrain, geology, Quaternary history, climate, vegetation, and fauna; the cultural geography of Labrador, including Innu, Inuit, Métis, and Settler people and communities; economic activities in Labrador, and the interaction of the Labrador economy within Newfoundland, Canada, and globally; the management of physical and human resources; and the geographic techniques used to investigate and understand Labrador's unique Geography."

### 114. Report of the Academic Council of the School of Graduate Studies 114.1 Block of Special Topics Numbers – Faculty of Business Administration

Page 439, 1999–2000 Calendar, following the subheading Table III – MBA Electives, insert the following:

"9001–9025. Special Topics"

### 114.2 Revisions to Graduate Programme – Department of Folklore

Page 431, 1999–2000 Calendar, following the heading Folklore, subheading Master of Arts, delete items 2., 3., and 4. in their entirety and replace with the following:

"2. The M.A. programme will normally be completed within six consecutive semesters (i.e. a two year period). The degree of Master of Arts in Folklore may be taken by course work and comprehensive examination or by course work and thesis. Both options are available to full-time and part-time students.

A) M.A. with thesis:

i) Students choosing to do the M.A. with thesis must normally complete a minimum of 24 credit hours plus a thesis. The required courses are:

a) 6010, 6020, and 6030, normally taken as an integrated foundation in the Fall Semester.

b) At least one of the following: 6100, 6120, 6130, 6200, 6210, 6220, 6250, 6260, 6360, 6720.

c) At least one of the following: 6300, 6310, 6350, 6370, 6400, 6410, 6420, 6430.

d) Nine additional credit hours to be selected from courses in the groups listed above or from the other courses offered by the Department.

ii) A brief thesis pre-proposal, including a statement of topic, working title, plan of research, ethics statement, preliminary bibliography, and the name of a preferred Supervisor, shall be submitted no later than the end of the candidate's second semester. A full proposal shall normally be submitted to the Department of Folklore at the end of the candidates fourth semester. Following approval of the thesis proposal and consultation with the candidate, the Supervisor and thesis topic will be recommended to the Dean.

B) M.A. without thesis:

i) Students choosing to do the M.A. without thesis must normally complete a minimum of 30 credit hours plus comprehensive examination. The required courses are:

a) 6010, 6020, and 6030, normally taken as an integrated foundation in the Fall Semester.

b) At least one of the following: 6100, 6120, 6130, 6200, 6210, 6220, 6250, 6260, 6360, 6720.

c) At least one of the following: 6300, 6310, 6350, 6370, 6400, 6410, 6420, 6430.

d) Fifteen additional credit hours to be selected from courses in the groups listed above or from the other courses offered by the Department.

ii) Each candidate selecting the M.A. without thesis option shall normally submit, by the end of the candidates's second semester, written notification of intention to take comprehensives. Each candidate selecting the non-thesis option shall normally write the comprehensive examination at the end of the candidate's fifth semester in the programme. The comprehensive examination will be graded by a comprehensive examination committee appointed by the Dean of Graduate Studies on the recommendation of the Head of the Department, in accordance with General Regulations governing the School of Graduate Studies."

#### 114.3 Revisions to Graduate Programme – Department of French and Spanish

Page 448, 1999–2000 Calendar, heading French and Spanish, subheading Master of Philosophy, delete the entry in its entirety.

Page 432, 1999–2000 Calendar, following the heading French and Spanish, delete the entry in its entirety and replace with the following:

"Professor and Head of Department

D. Graham

1. The degree of Master of Arts is offered in French Studies and may be taken by full-time or part-time study. "French Studies" may take the form of the study of literature, language, cinema, literary theory, and other aspects of Francophone civilizations.

2. Applicants for the M.A. programme are normally expected to have completed the Honours degree with a second-class standing or better. An applicant who does not hold an Honours degree or its equivalent may be required to complete such additional undergraduate courses as the Department considers necessary, prior to admission or as part of the programme.

3.a) The programme for a Master of Arts (thesis option) will consist of 12 credit hours in graduate courses, plus research activities and a thesis of approximately eighty pages. The language of the thesis will normally be French. The thesis proposal, after being approved by the supervisor, will be submitted by the candidate normally



before the end of the third semester of studies to the Departmental Graduate Studies Committee, who will decide whether or not to grant its approval. A paper drawn from the thesis will be presented within the departmental seminar series, usually at some time between submission of the final draft thesis to the supervisor and the submission of the thesis to the School of Graduate Studies.

b) The programme for a Master of Arts (non-thesis) will consist of 21 credit hours in graduate courses.

4. All Candidates shall choose

a) a minimum of 3 credit hours from courses listed in the "Methods Series";

b) a minimum of 3 credit hours from courses listed in the "Corpus Series."

5. Candidates' programmes will normally include

a) training in research methodology

b) attendance at departmental seminars.

6. The programme for each candidate must be approved by the Departmental Graduate Studies Committee.

#### Courses

A selection of the following graduate courses will be offered to meet candidates' requirements, as far as the resources of the Department will allow.

#### Methods Series

6010. General Theory of Literature

6011. General Theory of the French Language

6020. Literature and Psychoanalysis

6021. Mythocriticism

6022. History, Society, Ideology and Texts

6030. Grammar of the Text

6031. Narratology

6032. Genetic Criticism and Exegesis

Corpus Series

6101. The Female Voice: Women's Writing and its Contribution to the Development of French and Francophone Texts

6102. History of the French Language

6110–6119. Paraliterature and Traditional Culture

6120–6129. Texts/Images/Sounds

6130–6139. Personal/Intimate Literature

6140–6149. Genres and Discursive Forms

6150–6159. Special Topics"

Page 433, 1999–2000 Calendar, following the heading Français, delete the entry in its entirety and replace with the following:

Professeur et Directeur du Département

D. Graham

1. Le diplôme de Maîtrise ès Arts en études françaises peut sanctionner des études à temps plein ou à temps partiel. Les "études françaises" pourront comprendre l'étude de la littérature, de la langue, du cinéma, de la théorie littéraire et d'autres aspects des civilisations francophones.

2. Pour être admis au programme de Maîtrise ès Arts, on doit normalement détenir un diplôme de B.A. avec spécialisation

("Honours") en français, et une note moyenne d'au moins "B". Le Département pourra obliger toute personne ne détenant pas ce diplôme ou son équivalent à suivre certains cours du premier cycle avant d'être admise au programme de M.A. ou bien pendant ses études de maîtrise.

3.a) Le programme de Maîtrise ès Arts (option mémoire) comprendra un minimum de douze heures de crédit au niveau maîtrise; des recherches; et un mémoire d'environ 80 pages, normalement rédigé en français. Le projet de mémoire approuvé par le directeur de mémoire sera officiellement présenté par le/la candidate normalement avant la fin du troisième trimestre d'études au comité départemental du deuxième cycle qui décidera d'octroyer ou non son approbation du projet. Un article tiré du mémoire sera présenté dans le cadre des séminaires départementaux, normalement à un moment donné entre la soumission définitive du mémoire au directeur de mémoire et la soumission du mémoire à l'École des Études supérieures.

b) Le programme de Maîtrise ès Arts (sans mémoire) comprendra un minimum de vingt-et-une heures de crédit au niveau maîtrise.

4. Tout programme comprendra

a) un minimum de 3 heures de crédit de la série "Méthodes";

b) un minimum de 3 heures de crédit de la série "Corpus";

5. Le programme comprendra normalement

a) une formation en méthodologie de la recherche;

b) l'assistance aux séminaires du Département.

6. Le programme de chaque candidat-e doit être approuvé par le comité départemental.

## COURS

Les cours suivants seront offerts selon les possibilités du Département.

## Série Méthodes

6010. Théorie générale de la littérature

6011. Théorie générale de la langue française

6020. Littérature et psychanalyse

6021. Mythocritique

6022. Histoire, société, idéologie, et textes

6030. Grammaire du texte

6031. Narratologie

6032. Génétique et critique (thématique et herméneutique)

## Série Corpus

6101. La voix féminine: la contribution féminine au développement du texte français et francophone

6102. Histoire du français

6110–6119. Paralittératures et cultures traditionnelles

6120–6129. Textes/Images/Sons

6130–6139. Littérature personnelle/intime

6140–6149. Discours et genres

6150–6159. Sujets spéciaux

115. Diploma in Advanced Studies in Civil Engineering, Mechanical Engineering, Electrical Engineering, Ocean Engineering and Environmental Engineering and Applied Science

Page 374, 1999–2000 Calendar, following the heading Continuing Engineering Studies, delete the section Diploma in Advanced

Studies in Civil, Mechanical, Electrical and Ocean Engineering, and replace with the following:

"Diploma in Advanced Studies in Civil Engineering, Mechanical Engineering, Electrical Engineering, Ocean Engineering and Environmental Engineering and Applied Science

These programmes have been designed to meet the needs of professional engineers in the civil, mechanical, electrical, environmental and ocean engineering disciplines who want to keep up to date in their area of specialization. The program consists of two components:

- a) A compulsory set of core courses representing 12 credit hours of study;
- b) 12 credit hours selected from a group of technical courses."

116. Student #7663263 – Letter dated May 30, 2000, from Ms. Maureen Ryan

A letter dated May 30, 2000 was received from Ms. Maureen Ryan, Stewart McKelvey Stirling Scales regarding procedures to be followed in considering the application of Student #7663263 for re-admission to the University and to the Faculty of Education, and recommending to Senate and any committee reviewing this student's application, that any individual who has prejudged the application, or who cannot, in fairness, look at the application without bias or prejudice, should remove him/herself from the decision making process.

At a meeting of the Executive Committee of Senate held on May 31, 2000 it was agreed that the letter be submitted to Senate and that a copy be forwarded to the Chair of the Committee on Committees requesting that, in light of the contents of Ms. Ryan's letter, the proposed membership of the ad hoc Committee to consider an Application for Re-admission from Student #766326, as outlined in a memorandum dated 26 May 2000, be reviewed.

This correspondence was received for information.

117. Report of the Committee on Committees

117.1 Revised Terms of Reference and Membership for an ad hoc Committee to consider an application for Re-admission from Student #7663263

At a meeting held on May 9, 2000, Senate approved terms of reference for an ad hoc committee to consider an application for re-admission from Student #7633263, subject to necessary review and consultation with legal counsel.

A memorandum dated 26 May, 2000, was received from the Committee on Committees advising that, following consultation with legal counsel and following consultation within the Committee, the terms of reference were amended to read as follows:

The Senate ad hoc committee to consider the application for re-admission by student #7663263:

1. Will examine all documents submitted by the student in support of his application;
2. May examine any other written evidence which it deems relevant;
3. May interview any individuals, organization or institutions it deems relevant;
4. Will make a recommendation to the Senate at the September 2000 meeting with regard to the student's application for re-admission to the University as a student, without providing any recommendation as to the application for acceptance into the Faculty of Education.

It was moved by Mr. Newton, seconded by Mr. Dunne and carried, that 4. be amended to read as follows:

4. Will make a recommendation to the Senate in a timely fashion with regard to the student's application for re-admission to the University as a student, without providing any recommendation as to the application for acceptance into the Faculty of Education.

It was moved by Dr. Sharpe, seconded by Mr. Dunne and carried, that the revised terms of reference, as amended at today's meeting, be approved.

The Committee on Committee also advised that the following individuals have agreed to serve on the ad hoc Committee:

Dr. Lessey Sooklal Faculty of Business Administration

Dr. Robert Adamec Department of Psychology

Ms. Lorna Bennett School of Nursing

Dr. Leslie Phillips School of Pharmacy

Dr. Sheila Lynch Faculty of Medicine

Dr. Sharpe advised that he has reviewed Ms. Maureen Ryan's letter dated May 30, 2000 and he is satisfied that the membership of the Committee meets the requirements outlined in that letter.

It was moved by Dr. Sharpe, seconded by Dean Murphy and carried that the membership of the ad hoc committee be approved.

It was also agreed that the ad hoc Committee be advised to use the services of legal counsel for guidance to ensure that Student #7663263 is treated with fairness and to ensure that he is provided with his right to natural justice.

#### 117.2 Nominations to the University Planning and Budget Committee

On behalf of the Committee on Committees, it was moved by Dr. Sharpe, seconded by Dean Murphy and carried, that the following persons be appointed to serve on the University Planning and Budget Committee:

Dr. John Usher, Faculty of Business Administration (Senator)

Dr. Michael Wernerheim, Department of Economics (Senator)

Ms. Sheila Singleton, Office of the Registrar (Nominated by the President)

Dr. Simpson advised Senate that the Board of Regents has declined to appoint a representative to the University Planning and Budget Committee at this time.

#### 118. Revised University Policy on Integrity in Scholarly Research

At a meeting held on February 8, 2000, at the request of Dr. Keough, Senate agreed to defer consideration of this item since the language in the Collective Agreement relating to this issue was still under discussion at the bargaining table.

A memorandum dated May 30, 2000, was received from the Office of Research forwarding a revised University Policy on Integrity in Scholarly Research which incorporates a number of additional revisions to the earlier document dated October 19, 1999.

Dr. Keough introduced the document and outlined the various revisions which had been made to the document.

It was moved by Dr. Keough and seconded by Dr. Kealey to adopt the revised version of the policy.

A lengthy discussion ensued and it was agreed that the following points be relayed to the Committee on Research:

- o A suggestion that point 4. of Section II, Integrity in Scholarly Research, be amended to read as follows:

- o ensuring access to the data resulting from scholarly activity for a reasonable period of time, except where such access could violate the anonymity of subjects or the confidentiality of data;



- o Concern that the second sentence on page 2 regarding destruction of material is problematic, since long term storage is expected except where it is decided between the researcher and the subject that such storage is not necessary or appropriate.

- o A question regarding whether the omission of staff and faculty colleagues from the section on page 2. dealing with exploitation of students is deliberate or an oversight.

- o A question regarding the remedies which may be available if senior academic administrators default on their duties as outlined in section IV.

- o Concern that Section V, Investigating Reports of Misconduct in Research does not make provision for oral complaints, in the event that a person does not wish to put a complaint in writing.

- o A question as to whether or not the procedures should cover the unlikely circumstance where the President is the subject of the complaint.

It was agreed that the document be referred back to the Committee on Research noting the above and other comments which Senators may wish to forward individually to the Committee.

Item for Information

119. Resignation from Senate of Dr. Nathan Rich

A letter dated 16, May 2000, was received from Dr. Nathan Rich tendering his resignation from Senate.

A by-election is currently being conducted in the Faculty of Science to fill the vacancy caused by Dr. Rich's resignation.

## OTHER BUSINESS

### 120. Expression of Appreciation

The President expressed to the following Senators whose terms of office have expired or who have resigned, appreciation for their contribution to Senate:

Dr. Elizabeth Dow, Dr. Clar Doyle, Mr. Carson Leonard, Dr. Maureen Volk, Dr. David Craig, Dr. Sue Ghazala, Dr. Ross Klein, Dr. Wade Locke, Dr. Nathan Rich, Dr. David Tulett, Dr. Ramachandran Venkatesan, Dr. Paul Wilson, Mr. Brian Harvey, Dr. David Tarrant, Mr. Peter Barnes.

### 121. Remarks from the Chair

The President reported that the Convocation ceremonies which were held in the gymnasium of the Physical Education Building this Spring were carried out with decorum and the reports he received from graduating students, parents and friends with respect to the physical setting of the ceremony were remarkably positive. He also commented on the tremendous success of the Sir Wilfred Grenfell Convocation. He gave credit to the staff and faculty involved, and thanked all those who participated.

He reported that the large majority of graduating students that he had spoken to had either secured jobs or were entering into programmes of further study. On behalf of the University, the President expressed appreciation to all students, faculty and staff who helped to make this possible.

The President advised that the Governor General and her husband recently visited Sir Wilfred Grenfell College, where they met with the theatre group and toured the Art Gallery.

The President closed by wishing everyone a productive and happy summer.

### 122. ADJOURNMENT

The meeting adjourned at 5:50 p.m.