

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

SENATE

The regular meeting of Senate was held on Tuesday, March 1, 1994, at 8:00 p.m. in Room E5004.

38. PRESENT

Dr. J. Tuinman (Deputy Chairman), Dr. K. Keough, Dr. K. Bindon, Mr. G. Collins, Mr. R. Ellis, Professor M. Lamb, Dean J. Malpas, Dean T. Murphy, Dr. W. Redden, Dean R. Seshadri, Dean G. Skanes, Dr. M. Volk, Dr. S. Algoo-Baksh, Dr. J. Bear, Dr. J. Bradley, Dr. J. Buffinga, Dr. W. Davidson, Professor S. Findlay, Dr. G. Gardner, Dr. M. Haddara, Dr. G. Handcock, Dr. O. Janzen, Dr. G. Kealey, Dr. W. Kennedy, Professor E. McKim, Dr. W. McKim, Dr. E. Moore, Dr. J. Orr, Dr. R. Payne, Dr. L. Pereira-Mendoza, Dr. H. Peters, Dr. R. Pickavance, Dr. N. Rich, Dr. R. Rompkey, Dr. P. Scott, Dr. D. Treslan, Dr. M. Wernerheim, Dr. P. Wilson, Dr. M. Withey, Mr. D. Baker, Mr. J. Grimes, Ms. P. Grimes, Ms. J. Power, Ms. S. Rich, Mr. D. Whiteley.

39. APOLOGIES FOR ABSENCE

The President, Dr. W. Blake, Acting Dean A. Collins, Dean D. Hawkins, Dean W. Ludlow, Acting Dean A. Ross, Dr. W. Rowe, Professor K. Hestekin, Dr. J. Kennedy, Dr. R. Moore-Orr, Dr. P. Nosko, Dr. T. Patel, Dr. H. Williams, Ms. J. Andrews, Ms. H. Spratt.

40. MINUTES

The minutes of the regular meeting of Senate held February 8, 1994, were taken as read and confirmed with a minor editorial correction to the title of the School of Continuing Education in item 35.34, Revised Constitution for the School of Continuing Education. This correction will be made to the original of the Minutes.

41. HONORARY DEGREES

One name recommended by the Committee on Honorary Degrees was presented to the Senate for awarding of a doctoral degree honoris causa. Dr. Rompkey made a brief statement about the candidate. Members of Senate were given the opportunity to discuss the merits of the candidate before voting. Upon voting by a show of hands, the candidate was approved by at least a two-thirds majority vote.

Dr. Murphy presented one name recommended by the

Committee on Honorary Degrees for the award of the title President Emeritus. Members of Senate were given the opportunity to discuss the merits of the candidate before voting. Upon voting by a show of hands, the candidate was approved for consideration by the Board of Regents by at least a two-thirds majority vote.

42. BUSINESS ARISING

\*Regulations Governing Attendance at Some Pharmacy Academic Functions

At the last meeting of Senate held on February 8, 1994, three proposals for regulations governing Attendance and Neglect of Studies from the Faculty of Business Administration, the School of Physical Education and Athletics and the School of Pharmacy were referred back to the Senate Committee on Undergraduate Studies for further study and for formulation of a policy statement.

A memorandum dated February 15, 1994, has since been received from Dr. B. Virgo, Chairman, Pharmacy Undergraduate Studies Committee, requesting that the following new calendar entry governing attendance for the School of Pharmacy be placed before Senate on its own merits:

Page 275, 1993-94 Calendar, under the heading Evaluation and Promotion, amend clause 2 as follows:

"2.a) Each student is expected to complete the work as described in the current regulations of the School of Pharmacy for each year of the programme and to pass the prescribed academic and professional examinations.

b) Students are required to attend all laboratory classes, Studentship sessions and Clerkship sessions. Classes or sessions that are missed will be excused only for medical/compassionate reasons, which will require suitable documentation. Students so excused are responsible for obtaining the material they missed. Failure to comply with these requirements may result in the student receiving a failing grade in the course."

It was moved by Mr. Collins, seconded by Dr. Scott and carried, to approve these regulations with effect from the date of their approval until such date as the Senate Committee on Undergraduate Studies makes its report to Senate at which time the above regulations will be reconsidered in the context of the report.

43. \*REPORT OF THE EXECUTIVE COMMITTEE OF SENATE

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

\*Report of the Senate Committee on Undergraduate Studies

It was moved by Dr. Treslan, seconded by Dr. Malpas, and carried, that the following undergraduate calendar changes be approved or received for information as appropriate:

43.1 \*Policy on Student Appeals

At a meeting held on January 20, 1994, the Senate Committee on Undergraduate Studies considered the Policy on Student Appeals as originally drafted by the Sub-Committee of the Senate Committee on Undergraduate Studies at Sir Wilfred Grenfell College and revised the document taking into account suggestions made by the Executive Committee of Senate and the University Legal Counsel.

Following consideration, the Committee agreed to forward this revised policy to the Executive Committee of Senate for consideration and approval with the recommendation that the policy be included in the University Calendar in a suitable location. The Committee suggested that the policy could be incorporated under the present General Regulation C. APPEALS PROCEDURES, retitled as APPEALS POLICY AND PROCEDURES.

Following discussion, it was moved by Dr. Treslan, seconded by Dr. Scott and carried, that this policy as outlined below, including amendments by the Executive Committee of Senate, be approved.

"Preamble

Memorial University is governed by regulations whose purpose is to ensure fair and equitable treatment for the entire university community. Some of the regulations deal with the normal workings of the university (classification of degrees, registration deadlines, etc.) and pertain to all students across the board. Other regulations, however, especially those concerned with readmission and academic dishonesty, apply to certain students in certain specific situations. Every student has the right to appeal decisions resulting from the application of university regulations.

Appeals are made before specific committees that exist at the university to provide an objective review of students' cases. The appeals process is

designed to assist students at critical points in their university career, not to intimidate them.

The purpose of this document is to outline the procedures by which appeals may be made and to ensure that students are given advice that will allow them to make the best possible case when preparing an appeal. Please refer to Section C. APPEALS PROCEDURES for information concerning where appeals should be directed.

#### Policy on Student Appeals

1. The responsibility for making an appeal before the appropriate committee of the university rests with the student.
2. Reasons for initiating an appeal before the appropriate committee include the following:
  - a) medical problems
  - b) bereavement
  - c) other acceptable cause
3. Students should prepare as strong a case as possible. It is therefore recommended that students seek advice when launching their appeal. Such advice can be obtained from a variety of sources:
  - a) Students should consult with the Office of the Registrar for the appropriate regulations and appeal procedures.
  - b) Students may use an advisor or facilitator in preparing their appeals, such as:
    - a faculty advisor
    - a counsellor
    - designated faculty, who have made themselves familiar with the appeals process and who are willing to undertake the role of student advisor or facilitator
    - the Council of the Students' Union (CSU)
4. A student submitting an appeal must present to the appropriate committee a personal letter including reasons for the appeal.

Students must present independent evidence to corroborate statements made in the letter of appeal. Preferably, this evidence will come from a professional, such as a doctor, a counsellor, or a professor, however letters from other knowledgeable parties may be acceptable.

In cases where an appeal is made on medical

grounds, medical notes must be sufficiently specific to allow appropriate consideration of the student's case. The note must also clearly state that, in the opinion of the doctor, the problem was serious enough to have interfered with the student's work. Students should refer to policy respecting information required for medical certificates for more complete information.

Students claiming bereavement as grounds must provide proof of death and evidence of a close personal relationship between themselves and the deceased.

5. The committees to which appeals are made do require substantial information about the reasons for the appeal in order to make their decisions. However, the committees also recognize the student's rights to confidentiality.

With this in mind, a student may discuss the reasons for his or her appeal with a University/College counsellor, who, with the student's permission and provided sufficient reasons exist, may then write a letter to the appropriate committee confirming that there were sufficient grounds for an appeal without disclosing the special personal and confidential details of the case.

Students should also consult the University Statement on Confidentiality available from the Office of the Registrar and appended to this document.

MEMORIAL UNIVERSITY POLICY  
RESPECTING INFORMATION REQUIRED  
FOR MEDICAL CERTIFICATES

(Approved by Senate on November 10,

1987)

Students who request permission to drop courses to withdraw from University studies, to have examinations deferred or to obtain other waivers of university, departmental or course regulations based on medical grounds are required by the University to produce a note from a physician in support of their request. Such notes must be sufficiently specific to allow a proper consideration of the student's case. The University requests that in future all medical notes be on letterhead, be signed by the physician and include details on the following:

- confirmation of the specific dates on which the student visited the doctor.

- the degree to which the illness (or treatment, in the case of medication, for example) is likely to have affected the student's ability to study, attend classes, or sit examinations.
- the length of time over which the student's abilities were likely hampered by the medical condition (e.g. recurring and severe back pain over a two-month period would likely have a more adverse effect on studies than a single episode of back pain requiring bed rest for a week).
- the fitness of the student to resume studies (it is in the student's best interest not to return to his/her studies prematurely).

CONFIDENTIALITY:

The University respects the confidentiality of all material contained in medical notes. Physicians who are concerned with releasing any of the above information on a student's medical condition might wish to follow the practice of the Student Health Service at the University. The Health Service releases medical notes to the student, and the student then forwards the note to the University. In such cases, it is advisable to retain a copy of the note in case verification is required at a later date (there have been cases where legitimate notes have been tampered with to the student's advantage)."

43.2 \*Faculty of Education

Page 64, 1993-94 Calendar, under the heading S. Regulations for Examinations and Evaluations, amend Notes: 1) to read:

"NOTES: 1) The application of Clause 6 to the Faculty of Medicine, Clause 6(a) to the Faculty of Engineering and Applied Science, and Clauses 6(b) and (c) to the School of Nursing and the Faculty of Education (with respect to accelerated courses offered by the Faculty of Education) is subject to interpretation by the appropriate Faculty Committee on Undergraduate Studies.

43.3 Report on Readmission Appeals Considered by the Special Senate Subcommittee on Readmissions and Senate Committee on Undergraduate Studies

A Report on Readmission Appeals considered by the Special Senate Subcommittee on Readmission and the Senate Committee on Undergraduate Studies was received for information.

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.

Following discussion, it was moved by Dr. Kealey, seconded by Dr. Murphy and carried, that academic units which wish to implement supplementary examinations for their units should propose appropriate regulations for the consideration and approval of Senate.

Dr. Malpas presented lists of candidates for graduate degrees for the Spring Convocation, 1994, certified that each candidate had fulfilled all requirements for the degree indicated and recommended that they be admitted thereto. It was moved by Dr. Malpas, seconded by Mr. Collins and carried, that the lists of candidates be approved as follows:

DOCTOR OF PHILOSOPHY  
MASTER OF ARTS  
MASTER OF BUSINESS ADMINISTRATION  
MASTER OF EDUCATION  
MASTER OF ENGINEERING  
MASTER OF SCIENCE

43.6 Report of the Senate Advisory Committee on the Library:

Confidentiality of Library Borrowing Records

Mr. Ellis presented a submission approved by the Senate Advisory Committee on the Library for a revision of the library policy concerning the confidentiality of borrowing records.

It was moved by Mr. Ellis, seconded by Dr. Kealey and carried, that the following revision be received:

Report 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."

43.7 \*Calendar Changes Resulting from the Termination of General Studies

A memorandum dated January 19, 1994, has been received from Ms. MaryJane Puxley, Assistant



Registrar, Office of the Registrar, outlining calendar changes resulting from the termination of the Division of General Studies.

It was moved by Mr. Collins, seconded by Dr. Malpas and carried, that the calendar changes outlined in the memorandum dated January 19, 1994, be approved.

43.8 Review of Measure of Credit Used at Memorial

It was moved by Mr. Collins, seconded by Dr. Scott and carried, 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.

43.9 Faculty of Arts, Dean's List, 1993-94

The names of students selected for the Dean's List for the 1993-94 academic year, Faculty of Arts, were received for information.

OTHER BUSINESS

44. Undergraduate Student Representation on the Senate Committee on the University Timetable

It was moved by Dr. Pereira-Mendoza, seconded by Dr. Treslan and carried, that Paula Grimes be named the undergraduate student representative on the Senate Committee on the University Timetable until April 30, 1994.

45. ADJOURNMENT

The meeting adjourned at 8:50 p.m.