

## SENATE MINUTES

MAY 13, 1997

The regular meeting of Senate was held on Tuesday, May 13, 1997, at 4:00 p.m. in Room E5004.

### 92. PRESENT

The President, Dr. J. Tuinman, Dean W. Blake, Dean I. Bowmer, Mr. G. Collins, Dr. D. Hawkin (for Dean G. Kealey), Professor M. Lamb, Dean A. Law, Dean W. Ludlow, Dean T. Murphy, Dr. J. Pennell, Dean T. Piper, Dr. W. Redden, Dean R. Seshadri, Acting Dean D. Whalen, Dr. M. Volk, Dr. S. Abhyankar, Dr. A. Aboulazm, Dr. G. Bassler, Mr. E. Brown, Professor A. Chadwick, Dr. J. Evans, Dr. S. Goddard, Professor K. Hestekin, Dr. O. Janzen, Dr. R. Lucas, Dr. M. Mulligan, Dr. D. McKay, Capt. W. Norman, Dr. R. Payne, Dr. N. Rich, Dr. V. Richardson, Dr. R. Rivkin, Dr. G. Sabin, Dr. D. Treslan, Dr. C. Turner, Dr. K. Vidyasankar, Professor Y. Walton, Professor D. Walsh, Dr. S. Wolinetz, Dr. C. Wood, Ms. M. Kilfoil, Mr. S. Ennis, Ms. D. Johnston, Mr. C. Lake, Ms. P. McCormick, Mr. S. Musseau, Mr. B. Penney, Mr. J. Reynolds.

On behalf of Senate the President expressed his appreciation to the following Senators whose terms of office expire on August 31, 1997:

Dr. Mahmoud Haddara, Professor Yvette Walton, Dr. William Davidson, Dr. John Evans, Dr. John Gale, Dr. Albert Kozma.

### 93. APOLOGIES FOR ABSENCE

Dr. R. Adamec, Dr. S. Chandra, Dr. W. Davidson, Dr. M. Paul, Dr. S. Saha, Dr. D. Tulett.

### 94. MINUTES

The Minutes of the regular meeting held on April 8, 1997 were taken as read and confirmed.

### 95. REPORT OF THE COMMITTEE ON HONORARY DEGREES AND CEREMONIAL

## 95.1 Academic Dress Hood Colour – Master of Environmental Science

It was agreed to approve a recommendation from the Committee on Honorary Degrees and Ceremonial suggesting that the colour "Pollen" be chosen for the Master of Environmental Science hood.

## 95.2 Nominations for the Status of Professor Emeritus

Seven names were recommended by the Committee on Honorary Degrees and Ceremonial for the award of the title of Professor Emeritus. Senators were given the opportunity to discuss the merits of each of the candidates before voting. Upon voting for each candidate individually by a show of hands, all seven candidates were approved for consideration by the Board of Regents by at least a two-thirds majority vote.

## 96. Mandatory Instructional/Course Evaluations

It was moved by Dr. Treslan, seconded by Mr. Collins and carried, that this item of business, which was tabled at the April 8, 1997 meeting of Senate, be lifted from the table and considered.

In introducing this item, Dr. Treslan referred to a memorandum dated March 20, 1997 which was received from the Senate Committee on Undergraduate Studies forwarding a proposal from Mr. Steve Ennis, Vice-President (Academic), Council of the Students' Union, recommending that a Committee of Senate be struck to consider the issue of mandatory instructional/course evaluations.

In particular, the Senate Committee on Undergraduate Studies recommended that the mandate of the committee should include the following:

- \* to consider the issue of the need for instructional/course evaluations at Memorial University and to make a recommendation to Senate in this regard

- \* to review policies and practices respecting instructional/course evaluations in place in other Canadian Universities

- \* to develop a policy respecting course evaluations for Memorial University in line with policies in place at other Canadian Universities

- \* to develop a common instructional/course evaluation instrument that could be used by all departments/academic units at Memorial University

- \* to investigate and make recommendations with respect to how results from instructional/course evaluations (i.e. student ratings) could be used in combination with other teaching evaluation procedures to allow for improvement and development of courses.

It was moved by Dr. Treslan and seconded by Mr. Ennis that the proposal as submitted be approved.

Following a lengthy discussion regarding the appropriate procedure for the appointment of an ad hoc Committee, it was moved by Dr. Wolinetz, seconded by Professor Walton and carried that, in accordance with Clause C.1 of the Terms of Reference of the Committee on Committees, the proposal be forwarded to the Committee on Committees requesting that it consider the structure, terms of reference and membership for the creation of an ad hoc Committee to examine the issues as outlined in the proposal submitted by the Senate Committee on Undergraduate Studies. It was also requested that the Committee on Committees report back to Senate in this regard at the September 9, 1997 meeting of Senate.

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

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

### 97.1 School of Physical Education and Athletics

Page 256, 1996–97 Calendar following the heading Activity Courses insert the following sentence after the first paragraph:

"Students completing the Bachelor of Physical Education (Co-operative) programme are required to take the activity courses in the sequence as outlined in Table 1."

Following the course description for Physical Education 3210 delete "PHSD 2220" from the prerequisite note and insert the following:

"PHSD 2210".

Following the course description for Physical Education 3220 delete "PHSD 3210" from the prerequisite note and insert the following:

"PHSD 2210".

Following the course description for Physical Education 4210 delete "PHSD 3220" from the prerequisite note and insert the following:

"PHSD 2210".

Following the course description for Physical Education 4220 delete "PHSD 4210" from the prerequisite note and insert the following:

"PHSD 2210".

Amendments to previous calendar changes approved by Senate at a meeting held on February 11, 1997.

Following the heading Regulations for the Degree of Bachelor of Recreation (Co-operative), sub-heading Programme of Study amend Clause 3) e) to read as follows:

"e) Business 2000 (or equivalent)".

Following the heading General Comments insert the following after the seventh paragraph:

"Normally these programmes are offered at the St. John's campus; however, students may be required to complete course work outside the St. John's campus (e.g. Harlow, England; Aberdeen, Scotland; Maine, USA)."

Following the heading Regulations for the Degree of Bachelor of Recreation (Co-operative), sub-heading Admission add the following as the last sentence of clause 5:

"Students admitted under the laddering programme shall normally complete five academic terms and two work-terms."

## 97.2 Faculty of Business Administration

Page 340, 1996-97 Calendar following the heading Regulations for the General Degree of Bachelor of Commerce (Co-operative), sub-heading Admission insert the following new clause:

"10. Graduates of a three-year community college business diploma programme may be considered for admission into Term 3. Space for term 3 admissions is limited and competitive and admission decisions will be based on overall academic performance. Specific course requirements will be determined on an individual basis at the time of admission."

Page 344, following the heading Regulations for the General Degree of Bachelor of Commerce, sub-heading Admission relabel first paragraph as Clause 1.

Relabel and amend paragraph two to read as follows:

"3. Notwithstanding Clause 1 above...."

Insert new Clause 2 to read as follows:

"2. Graduates of a three-year community college business diploma programme may be considered for admission directly into the Bachelor of Commerce degree programme. The admission requirements of the Diploma in Business Administration with respect to work experience outlined in clause 1) b will apply. Applicants should note that admission is competitive and limited and is based on overall academic performance. To be eligible for the General Degree of Bachelor of Commerce such students will be required to complete a minimum of forty-five credit hours from diploma and degree courses beyond those used towards their college diploma. Specific course requirements will be determined on an individual basis at the time of admission."

In the calendar change approved by Senate at a meeting held on February 11, 1997, following the heading Regulations for the General Degree of Business Administration, sub-heading Admission, insert the following new clause:

"5. Notwithstanding clause 4), graduates of a three-year community college business diploma programme may be considered for admission on the basis of their college programme. Such applicants should note that admission is competitive and limited and is based on overall academic performance. To be eligible for the General Degree of Bachelor of Business Administration such students will be required to complete a minimum of forty-five credit hours beyond those used towards their college diploma. Specific course requirements will be determined on an individual basis at the time of admission."

Renumber current Clauses 5, 6, 7 and 8 as 6, 7, 8 and 9.

97.3 Learning to Learn Credit Course Proposal (UCC 2020: Applied Cognitive and Affective Learning Strategies)

Dr. Treslan reported to Senators that the Senate Committee on Undergraduate Studies had approved the above-noted course as proposed by the University Counselling Centre.

During discussion of this item, it was noted that there was no indication that the course proposed had been forwarded to any faculty council for consideration as is the usual practice with new courses.

The Secretary advised Senate that Section 58 A.(e) of the University Act states that "...before making any regulation providing for any new course of study or any change in an existing course of study the Senate shall refer to the appropriate Faculty Council and to the appropriate faculty of the affiliated colleges or institutions the proposed regulation for consideration and report thereon;".

It was moved by Dr. Evans, seconded by Dean Law and carried that the material be forwarded to the Faculty Council of Science for consideration.

97.4 New Programmes: (i) Diploma in Information Technology (ii) Certificate Programme in Records and Information Management, and Changes to the Certificate in Criminology

It was moved by Dr. Treslan, seconded by Ms. Whalen and carried that the following calendar changes be approved. Ms. Whalen responded to a number of questions from Dr. Vidyasankar regarding the Diploma in Information Technology programme.

## New Programme

### "Diploma in Information Technology

#### Introduction

The Diploma in Information Technology is designed to provide individuals already possessing a post-secondary degree or diploma in any field with the knowledge and skills required to work in today's high technology environment. The programme will benefit individuals from a wide variety of backgrounds, including business, education, technical, and administrative.

#### Programme Objectives

Graduates of the programme will:

1. Enhance their academic and other credentials with practical skills in information technology.

Obtain skills and knowledge that will prepare them to work effectively within a high technology environment.

3. Demonstrate the ability to work as part of a team.

#### Admission

The programme consists of two consecutive full-time semesters (or nine consecutive part-time semesters). Applicants to the programme must have successfully completed a degree or diploma from an accredited post-secondary institution. Admission to the programme is limited and competitive. Application to the programme must be made in writing to the Registrar's Office on the

appropriate form, and must include an official transcript of post-secondary marks. Admission is normally considered for the fall semester.

## Registration

Courses can be taken on either a full-time or part-time basis. Some evening and weekend classes may be available for part-time students; however, part-time students must be formally admitted to the programme prior to enrolling in courses restricted to the Diploma.

## Programme Requirements

The Diploma in Information Technology consists of a set curriculum of 20 courses. All courses are specifically designed for the Diploma in Information Technology only, and are not applicable towards any other existing degree or diploma programme. A substantial project will be required of each participant prior to completion of the programme. Students opting to complete the programme on a part-time basis must do so within three calendar years (nine consecutive semesters) from the date of admission to the programme.

## Evaluation

The pass mark for each course is 75%. Evaluation may include, but not be limited to, any or all of the following: projects, assignments, examinations, and class participation.

## Continuation in the Programme

Participants may request permission, in writing, to complete remedial work or be re-evaluated in a course in which they have not obtained a passing grade. Students will be granted this option no more than once in any given course and no more than three times in the programme.

## Programme Fee

Programme fees are payable as follows:



Full-time students: The total current fee for the programme is payable in two equal installments at the beginning of each semester.

Part-time students: Students must complete the programme within three calendar years (nine consecutive semesters) from the date of admission to the programme. The current programme fee will be due and payable in nine equal installments at the beginning of each semester. Part-time students will be liable for any increase in fees during their programme.

### Challenge for Credit

Challenge for credit for a limited number of courses may be considered on an individual basis. Skills assessment testing will take place prior to the commencement of the programme. Students who have successfully completed equivalent credit courses at Memorial University may apply for transfer credit, providing they have obtained a minimum of 75% in such courses.

### Textbooks

Textbooks and course manuals are not included in the programme fee. Most course manuals will be available through the Centre for Personal and Professional Development, while some textbooks will be purchased from the University bookstore.

### Awarding of Diploma

Once all course requirements for the Diploma in Information Technology have been successfully completed, application for awarding of the Diploma must be made in writing on the appropriate form to the Registrar's Office.

### Curriculum

INFO 1000 Computer Technology

INFO 2100 Operating Systems I

INFO 2200 Network Operating Systems I

INFO 2300 Internet Applications

INFO 2400 Office Suites

INFO 2410 Multimedia Presentations

INFO 3100 Operating Systems II

INFO 3110 Unix Operating System

INFO 3200 Network Operating Systems II

INFO 3300 Fundamentals of Programming

INFO 3310 Windows Programming

INFO 3320 Programming with Databases

INFO 3330 Object-Oriented Programming

INFO 3340 Introduction to Programming in Oracle

INFO 3400 Business Software Applications

INFO 3410 Project Planning

INFO 3420 Publishing & Document Management

INFO 3430 Intranets

INFO 3440 Integrated Business Solutions

INFO 4500 Case Study / Student Project

### Course Descriptions

Note: All courses, unless otherwise noted, consist of laboratory and classroom sessions.

1000. Computer Technology. This course provides an overview of computer technology and introduces computer basics. Students will become familiar with the basic parts of computer systems and their

functions while learning troubleshooting techniques and distinguishing between hardware and software problems. Configuring hardware through the operating system and component failure will be discussed. Understanding of these topics will be enhanced by dismantling and assembling a computer. Students will become familiar with the alphanumeric keyboard through demonstration and practice. (36 hours) This course is a Prerequisite for all other Information Technology courses.

2100. Operating Systems I. A study of basic DOS commands. Features and benefits of the Windows environment will be discussed in detail. (36 hours) Prerequisite: Information Technology 1000.

2200. Network Operating Systems I. A study of the most commonly used network operating systems. Topics include fundamentals of LAN theory; LAN protocols; network topologies; network security; basic network communication options; and network management. (36 hours)

Prerequisite: Information Technology 2100.

2300. Internet Applications. A study of the Internet and its applications. Topics will include advanced searching techniques, programming languages used in developing applications for the World Wide Web, and creating and maintaining WWW sites. (36 hours)

Prerequisite: Information Technology 2100.

2400. Office Suites. A study of the applications of office suites, and integration of commonly used computer software. Various office suite products will be compared and contrasted. (36 hours)

Prerequisite: Information Technology 1000.

2410. Multi-media Presentations. A study of techniques and appropriate software used in preparing multi-media presentations. Skills will be enhanced through practice sessions. (36 hours)

Prerequisite: Information Technology 2100.

3100. Operating Systems II. A study of more advanced DOS features. Topics include: configuring and reconfiguring computer systems, creating batch files, file organization and editing, and configuring files. (36 hours) Prerequisite: Information Technology 2100.

3110. Unix Operating System. A study of the basic functions of Unix. Topics include: operating systems, simple shell techniques, file editing, command filtering, and piping. (12 hours)

Prerequisite: Information Technology 2100.

3200. Network Operating Systems II. A continuation of the more advanced features of network operating systems. (36 hours)

Prerequisite: Information Technology 2200.

3300. Fundamentals of Programming. An overview of the fundamentals of structured programming and the importance of planning ahead and good programme design. (24 hours)

Prerequisite: Information Technology 2100.

3310. Windows Programming. A study of the fundamental elements of programming in a Windows environment. Topics will include: building a Windows Graphical Interface and the introductory concepts of object-oriented programming. (36 hours)

Prerequisite: Information Technology 3300.

3320. Programming with Databases. A study of applications basics, basic data types, understanding objects and collections, coding for events, writing RDBMS, controlling programmes, testing and debugging the application, run-time errors, and distributing the application. (24 hours)

Prerequisites: Information Technology 3300 and Information Technology 3400.

3330. Object-Oriented Programming. An introduction to OOP languages. Topics will include: using OOP to produce custom mini-applications; incorporating applets into WWW pages; and providing

functionality such as animation, live updating and secure two-way interaction. (72 hours)

Prerequisite: Information Technology 3310.

3340. Introduction to Programming with Oracle. An introductory course to developing applications in the Oracle environment. Topics include: DBMS and SQL, defining and manipulating objects in SQL, controlling security and maintaining data integrity in SQL, and using the PL/SQL language. (36 hours)

Prerequisite: Information Technology 3300.

3400. Business Software Applications. A study of the advanced features of software applications studied in Information Technology 2400. (48 hours) Prerequisite: Information Technology 2400.

3410. Project Planning. A study of the tools and techniques of project management. Appropriate software will be studied and incorporated into class projects. (36 hours)

Prerequisite: Information Technology 2100.

3420. Publishing and Document Management. A comprehensive look at standard methods and techniques of communicating technical information. Topics will include the principles of desktop publishing, applications, requirements, and appropriate software. (36 hours)

Prerequisite: Information Technology 2100.

3430. Intranets. A study of the cross-platform nature of Web Browsers and how this impacts company-based information systems. Topics include: determining what is suitable for publication on an Intranet, groupware, security measures and other related technical issues. (12 hours)

Prerequisite: Information Technology 2100.

3440. Integrated Business Solutions. An introduction to the techniques involved in analyzing a company's information technology needs, and designing a customized solution. (24 hours)

Prerequisites: Information Technology 2100 and 2400.

4500. Case Study / Student Project. A comprehensive analysis of an assigned case. A written report will be required. Skills and knowledge developed throughout the programme will be utilized in solving business-related problems. Using a case approach, students will work in teams to evaluate a company's IT resources and prepare a proposal for a solution that will meet the company's needs. A plan will be generated with suitable phases for implementing the solution. Evaluation will be based on effectiveness of the solution, demonstrated understanding of methodology and available technology, and the clarity, conciseness, and logic of the presentation style.

Prerequisites: Information Technology 3400 and Information Technology 3450, or approval of the Director of the School of Continuing Education, or delegate."

New Programme

"Certificate in Records and Information Management

Background

The "information age" has created an increasing need for the management of this information. As an example, the provincial government is strongly committed to computerizing and decentralizing many of their administrative functions, and this will necessitate a higher degree of awareness and expertise in records and information management throughout the departments.

Many personnel who currently work in records management and archival positions entered the field with few formal credentials specific to the records and information management field. Technological change in the workplace has made the need to upgrade to the current "state of the art" in the field more pressing than ever. In response to this need, representatives of the Provincial Organization of Records Officers, the local of the Association of Records Managers and Administrators, the Association of Newfoundland and Labrador Archivists, the Public Sector Managers Association, and the Newfoundland and Labrador Health Records

Association have been working with representatives of Memorial's School of Continuing Education, Faculty of Business Administration, and Department of Computer Science to develop an appropriate and relevant certificate programme.

The proposed programme is designed to:

(1) provide continuing education to those working in the records, archival and information management fields

(2) provide certification in a developing profession in which practitioners have limited access to relevant upgrading

It is proposed that the certificate programme in Records and Information Management be approved as outlined in this document.

### Curriculum

Students will be required to complete a total of thirty (30) credit hours as follows:

Required Degree–Credit Courses (12 credit hours):

Mathematics 1080. Calculus Readiness (or equivalent)

Computer Science 2801. Introductory Computing for Business

or

Computer Science 2650. Introduction to Computing and Information Systems (or equivalent)

Business 3700. Information Systems

Business 2000. Business Communications

Required Non–Degree Credit Courses (12 credit hours):

RECM 1000. Introduction to Records Management

RECM 1001. Systems and Functions in Records Management

Prerequisite: RECM 1000

RECM 2000. Records Classification Systems

Prerequisites: RECM 1000 and 1001

RECM 1100. Introduction to Archival Science

Electives (total of 6 credit hours):

Business 5700. Information Systems Analysis and Design

Business 6700. Data Management

Political Science 3540. Principles of Public Administration

Political Science 3741. Public Administration in Canada

Municipal Administration 1701. Introduction to Municipal Accounting

Municipal Administration 2705. Municipal Administration

#### DEGREE CREDIT COURSE DESCRIPTIONS

Business 2000. Business Communications. An emphasis on the understanding and use of various forms of communication in the business organization. From an examination of the communication process, study progresses to planning, and developing skills in written and oral communications including business reports and letter writing.

Business 3700. Information Systems. This course provides an introduction to information systems to support operations and management. Topics include: an overview of information systems technology; data management; systems development approaches; and managing the information systems function.

Prerequisites: Computer Science 2801 (or equivalent computer literacy course) and Term 3 standing.



Note: Credit cannot be obtained for both Business 3700 and the former Business 6300.

Business 5700. Information Systems Analysis and Design. This course provides students with the skills to identify business problems which may be solved using information technology, determine requirements for information systems (IS) solutions, and develop detailed designs which form the basis for implementing systems. Topics may include: role of the user in systems development, systems development life cycle, requirements analysis and conceptual modelling, structured analysis and design, and trends in systems development methodologies. The importance of CASE tools in modern systems development will be emphasized through hands-on exercises.

Prerequisite: Business 3700

Business 6700. Data Management. This course is based on the premise that data is a valuable resource which needs to be managed effectively to provide accurate, complete, timely, relevant, and accessible information to support decision making. Topics may include: enterprise data modelling, logical database design, database management systems, query languages, transaction management and concurrent access, and security.

Prerequisite: Business 3700

Computer Science 2650. Introduction to Computing and Information Technology. This course is intended primarily for students in the Faculty of Science who are not majoring in computer science. It may be of interest, however, to any student who wants to learn about the nature of computation and telecommunication, and about information systems, how they operate and how to use them efficiently. The course introduces students to fundamental concepts of computing, provides a broad overview of computer systems, their functional units and principles of operation, lays foundations for computer programming and exposes students to microcomputer software tools.

Prerequisite: Mathematics 1000 or 1080

Computer Science 2801. Introductory Computing for Business. This course introduces students to computer applications in business, document processing, application development, decision support, and information management. A three hour laboratory is required.

Prerequisite: Mathematics 1000 or 1080

Political Science 3540. Principles of Public Administration. An outline of major theoretical concepts in the field of public administration. The emphasis is on organization theory and practice, administrative decision-making, and organization development. Usually run as a seminar course. This course is relevant to any student contemplating a career in public employment.

Political Science 3741. Public Administration in Canada. Introduction to public administration, history of the public service in Canada, an examination of the structure and functioning of contemporary federal and provincial governments. Topics covered include cabinet organization, financial and personnel management, collective bargaining, and bilingualism.

#### NON-DEGREE CREDIT COURSE DESCRIPTIONS

Municipal Administration 1701. Introduction to Municipal Accounting. This course will focus on the application of generally accepted accounting principles and procedures to a municipal setting. Although generally accepted accounting principles and procedures are equally applicable to government and private industry, emphasis will be placed on municipal applications and on those areas where accounting treatment differs.

Municipal Administration 2705. Municipal Administration. This course examines the policies and procedures of municipal administration. Topics include the principles of municipal administration, the administration of council meetings and activities and the administration of external relations.

#### NON-DEGREE CREDIT COURSES TO BE DEVELOPED

RECM 1000. Introduction to Records Management. This course is an introduction to the records management field, including

professional associations; history of records management; career planning and opportunities; terminology, policies, values and life cycles of records; centralized vs. decentralized filing; filing systems; classification, retention scheduling, correspondence and reports control; and access and privacy legislation.

RECM 1001. Systems and Functions in Records Management. This course covers responsibilities of a records manager and a records office; staff; training; managing unusual formats, such as engineering drawings, maps and photographs; records centres; security of records and office safety; procedures manuals and user guides; and micrographics and archival management.

Prerequisite: RECM 1000

RECM 2000. Records Classification Systems. This course will include theory of classifying, cross-reference methods and purposes, classification techniques, standards, subject classification, subject file classification, systems design, and application and revision.

Prerequisites: RECM 1000 and 1001

RECM 1100. Introduction to Archival Science. An introduction to the theory and practice of archive management including the storage and protection of records in various formats. Discussions include acquisition and appraisal, processing, storage, preservation, access and retrieval."

### Changes to the Certificate in Criminology

Under the compulsory course section of the programme, the requirement for Sociology 3290. Deviance be changed to Sociology 3290. Deviance or Criminology 3310. The Nature and Causes of Crime.

Under the compulsory course section of the programme, the requirement for Sociology 3395. Criminal Justice and Corrections be changed to Sociology 3395. Criminal Justice and Corrections or Criminology 3320. Crime Control and the Management of Criminal Justice.

### 97.5 Proposed New Regulations for the Bachelor of Arts Degree

Dr. Treslan introduced the proposed new regulations for the Bachelor of Arts degree which are recommended for approval by the Senate Committee on Undergraduate Studies.

During the discussion of this item a number of questions were raised by Senators.

In response to a question from Dr. McKay regarding whether any investigation had been undertaken with regard to the numerical content of the numeracy/science requirement, Dean Murphy responded that in formulating the new regulations it was necessary for the Faculty of Arts to work within the 40 course requirement for the degree and hence the modest exposure to numeracy/science.

Dr. Volk expressed concern that Music and Fine Arts are not included in the core requirements, that the new regulations reduce the number of electives and will make it more difficult for Arts students to include Music and Fine Arts courses in their programmes.

Dean Murphy answered that while a decision was made early in the development of the programme to include in the core only those courses offered by the Faculty of Arts, within the new regulations it is possible for students to complete a minor in Music or Music History.

Dr. Tuinman expressed concern regarding the second language requirement and asked if the Faculty of Arts has discussed the possible impact this may have on enrollment in the Faculty at a time when enrollment is already dropping.

Dean Murphy stated that the matter has been discussed at a number of different levels. It has been established that at least two other universities in the Atlantic provinces have a universal second language requirement in their programmes. He also said that it is the intention of the Faculty to monitor the situation with regard to any effect the language requirement may have on recruitment. If it proves to be a matter for concern, the issue will be discussed again.

Following further discussion, it was moved by Dr. Treslan, seconded by Dean Murphy and carried, that the new regulations for the degree of Bachelor of Arts be approved as follows:

Page 113–14, 1996–97 Calendar, delete current entry beginning with heading Degree Regulations and ending with Note 2 following Regulation 11, and replace with the following:

## "DEGREE REGULATIONS

In these regulations, all references to Heads of Departments and Programme Supervisors are to be read as "Head of Department or delegate" and "Programme Supervisor or delegate".

## REGULATIONS FOR THE GENERAL DEGREE OF BACHELOR OF ARTS

Students who register in a programme leading to the degree of Bachelor of Arts on or after September 1998 will be governed by these regulations. Students who registered in a programme leading to the degree of Bachelor of Arts prior to September 1998 may elect to come under these regulations.

### 1. Degree Components

The General Degree of Bachelor of Arts consists of the following components:

courses from a set of Core Requirements, some of which may also satisfy requirements of the Major and Minor programmes

an approved concentration of courses known as the Major programme

an approved concentration of courses known as the Minor programme

elective courses

A candidate for the General Degree of Bachelor of Arts must complete a minimum of 120 credit hours in courses subject to the following regulations.

## 2. Core Requirements

All candidates must complete the following Core Requirements. Courses satisfying Core Requirements may also be used to satisfy requirements of Major and Minor programmes, subject to notes 1, 2 and 3 below:

a) English Requirement. Six credit hours in courses in English at the first-year level.

b) Second Language Requirement. Six credit hours in courses in a single language other than English, or demonstration of equivalent competency in a second language.

c) Numeracy/Science Requirement. Six credit hours in courses chosen from Mathematics 1xxx, Science 1000, and the Science List below.

d) Humanities Requirement. Twelve credit hours in courses in at least two disciplines chosen from the Humanities List below. These courses are exclusive of the minimum requirements for English and a second language as stated in a) and b) above.

e) Social Sciences Requirement. Twelve credit hours in courses in at least two disciplines chosen from the Social Sciences List below.

f) Research/Writing Requirement. Completion of six credit hours in courses in Social Sciences or Humanities which are designated research/writing courses will satisfy Clause 2.(f) and may concurrently satisfy six credit hours from Clause 2.(d) and/or 2.(e) above.

Students are strongly advised to complete the Core Requirements within the first 60 credit hours of the undergraduate programme.

NOTES: 1. To satisfy the minimum Core Requirements, students shall take no more than nine credit hours in courses from any one discipline.

2. Students may apply up to nine credit hours of the Core Requirements towards the Major programme and up to nine credit hours of the Core Requirements towards the Minor programme.

3. Specific Core Requirements may also be satisfied by the demonstration of equivalent competency in accordance with University regulations, e.g., advanced standing, challenge for credit, etc.

## DISTRIBUTION OF HUMANITIES, SOCIAL SCIENCE, AND SCIENCE

### HUMANITIES SOCIAL SCIENCE SCIENCE

Classics Anthropology Biochemistry

English Economics Biology

French & Spanish (1) Folklore Chemistry

German & Russian (1) Geography (2) Computer Science

History (3) History (3) Earth Science

Philosophy Linguistics Geography (2)

Religious Studies Political Science Mathematics & Statistics

Law & Society 2000 (3) Sociology Physics

Medieval Studies 2000 Law & Society 2000 (3) Psychology

Women's Studies 2000 (3) Women's Studies 2000 (3)

NOTES: (1) Where a department offers two distinct disciplines, students who major and minor in that department can apply up to 18 credit hours from the major and minor to satisfy Core Requirements. For example, a student doing a German major and a Russian minor may complete 18 credit hours applicable to core requirements in courses in the Department of German and Russian: nine credit hours in German to fulfill the second language requirement as well as three of the required 12 credit hours in a humanities discipline. The remaining nine credit hours in Humanities could be fulfilled by Russian courses done for the minor.

(2) All non-laboratory Geography courses are designated Social Science courses. All Geography courses with laboratories are designated Science courses. The three-course limit in one department for meeting Core Requirements will apply.

(3) Where a department or programme is listed in both the Humanities and Social Science Lists, the three-course limit in one department for meeting Core Requirements will apply.

### 3. The Major Programme

A candidate shall complete an approved concentration of courses to be known as the Major programme, consisting of not fewer than 36 nor more than 45 credit hours taken in a subject listed in Clause 3.(a) or 3.(b) below.

a) Major programmes are available in the following subjects and are administered by departments: Anthropology, Classics, Computer Science, Economics, English Language and Literature, Folklore, French, Geography, German, History, Linguistics, Mathematics and Statistics, Philosophy, Political Science, Psychology, Religious Studies, Russian, Sociology, Spanish.

b) Major programmes are available in the following subjects which, because of their interdepartmental character, will each be administered jointly by the participating departments through a Programme Supervisor. These programmes shall require not fewer than 36 nor more than 54 credit hours for the Major.

- \* Interdisciplinary Major Programme in Drama and Music
- \* Multidisciplinary Major Programme in Canadian Studies
- \* Multidisciplinary Major Programme in Medieval Studies

\* Sociology/Anthropology Interdepartmental Major Programme

c) A candidate who has completed courses in the area of the Major at another university is required to complete at least 12 credit hours in that subject at this University.

d) A candidate must follow the regulations for the Major programmes as set forth in the appropriate section of the Calendar.



e) The Head of the Department or Programme Supervisor of the Major programme will advise the candidate on the selection of courses in the Major.

f) In Departments which offer programmes leading to both a degree of Bachelor of Arts and a degree of Bachelor of Science, candidates are free to choose the degree programme they wish to follow and may change from one to the other; however, they may not obtain both degrees in the same Major subject.

#### 4. The Minor Programme

A candidate shall complete an approved concentration of courses to be known as the Minor programme, consisting of at least 24 credit hours taken in a subject other than that of the Major chosen, either from Clause 3.a) above or from the Minor programmes listed below.

a) A candidate must follow the regulations for the Minor programme as set forth in the appropriate section of the Calendar.

b) The Head of the Department or Programme Supervisor of the Minor programme will advise the candidate on the selection of courses in the Minor.

c) A candidate who has completed courses in the area of the Minor at another university is required to complete at least six credit hours in that subject at this University.

d) A Minor programme in Business Administration is available to candidates for the Bachelor of Arts degree. This programme is governed by regulations which are detailed under the Calendar entry for the Faculty of Business Administration.

e) A Minor programme in Music History is available to students with some background in Music. This programme is governed by regulations which are detailed under the Calendar entry for the School of Music. Candidates interested in this Minor programme must apply in writing to the Director of the School of Music prior to April 15th of the year in which admission is sought.

f) Minor programmes are available in the Faculty of Science. These programmes are governed by regulations which are detailed under the Faculty of Science Calendar entries for each department.

g) Up to 12 credit hours in courses offered by a single department as part of a multidisciplinary programme may be used to satisfy the requirements for the Minor, provided they are in accordance with the regulations governing that Minor.

h) Multidisciplinary Minor programmes are available in Law and Society, Medieval Studies, Newfoundland Studies, Russian Studies and Women's Studies. In addition, a Sociology/Anthropology Interdepartmental Minor programme is available. These programmes are governed by regulations which are detailed under the Calendar entries for Law and Society, Medieval Studies, Newfoundland Studies, Russian Studies, Sociology/Anthropology, and Women's Studies.

i) As an alternative to a Minor, a candidate may complete a second Major programme and must follow all General and Departmental or Programme Regulations for this Major programme.

NOTE: Departmental regulations are not intended to debar students from completing more than the minimum required credit hours in the subjects of their Major and Minor.

## 5. Electives

Further courses may be chosen from the subjects listed in Clauses 3 and 4 above, or from any other courses approved by the Committee on Undergraduate Studies, Faculty of Arts (see Schedule A below), provided that, of the 120 credit hours required for the degree, at least 78 credit hours shall be completed in the subjects listed in Clauses 3 and 4 above.

NOTE: A maximum of 45 transfer credit hours in French are applicable to the degree.

## ADMISSION TO MAJOR AND MINOR PROGRAMMES

NOTE: These regulations shall also apply to multidisciplinary and interdepartmental programmes.

Students are advised that admission to Major and Minor programmes within the Faculty of Arts may be limited and competitive.

Admission to all Major and Minor programmes within the Faculty is upon formal application to the department of the subject of Major or Minor after completion of the department's admission requirements.

Unless otherwise indicated by the departmental admission regulations published in the University Calendar under departmental regulations, students upon submission of a Change of Academic Programme Form are normally admitted to the department of Major or Minor after successful completion of 30 university credit hours.

Students are strongly advised to consult with departments before applying for admission to the department of their intended Major or Minor.

#### UNDECLARED STUDENTS

1. Students who enter the University in or after September 1994 may indicate, on the application for admission to the University, that they are entering the Faculty of Arts. Students who indicate the Faculty of Arts on the application form will not declare their major or minor when they apply for admission to the University. Until they declare a major and/or minor, they will be classified as undeclared candidates for the BA.

Note: Students are reminded that the Academic Advising Centre (S-4053, tel. 737-8801) will assist them in the process of choosing programmes.

2. Students entering the University in or after September 1994 who indicate, on the application for admission to the University, that they wish to enter a faculty or a school other than the Faculty of Arts or who indicate no preference for a faculty or school, may without prejudice apply to enter the Faculty of Arts at a later time.

3. Candidates for the BA who are classified as undeclared and students covered by Regulation 2 above who wish to become candidates for the BA, may declare their major and their minor (or second major) chosen according to Regulations 3 and 4 above,

a) no earlier than the completion of 30 credit hours, and

b) normally no later than the semester in which they next attend the University following the completion of 60 credit hours.

Note: Students must consult the Heads of Departments or the Programme Supervisors of their proposed majors and minors regarding department or programme requirements. In addition, students are advised to consult with Heads of Departments or Programme Supervisors before registering for any semester or session.

4. Declaration of major and minor (or second major), or any change to the major or minor, will be done by means of the Change of Academic Programme Form, which must be signed by the appropriate Head of Department or Programme Supervisor and submitted to the Office of the Registrar.

## GRADUATION REQUIREMENTS

In order to graduate with the General Degree of Bachelor of Arts, a candidate shall obtain:

a) An average of 60% or higher on the minimum number of courses prescribed for the major programme, excluding 1000-level courses, and

b) An average of 60% or higher on the minimum number of courses prescribed for the minor programme, excluding 1000-level courses, and

c) An average of 1.0 points or higher per credit hour on the courses in Arts disciplines as indicated in Clause 3.a) above.

NOTES:

1. In the context of this regulation, any student attaining a grade of 55% or less in any course beyond the 1000-level in the major or minor is required to seek the advice of the appropriate department(s) at the beginning of the next semester to ensure that adequate progress is being maintained.

2. The minimum number of courses prescribed shall be understood to include any specific courses prescribed in the regulations of any department but excluding and 1000-level courses listed."

#### 97.6 Sir Wilfred Grenfell College

Delete the Calendar entry for Forestry as approved by Senate at a meeting held March 12, 1996 and replace with the following:

#### "FORESTRY

Under the terms of a Memorandum of Understanding (MOU) between Sir Wilfred Grenfell College and the University of New Brunswick, students are able to complete the first two years of UNB's Bachelor of Science programme in Forestry at SWGC. Once they have successfully completed the courses required by this MOU, students will be permitted entry into the third year of UNB's five-year degree programme. For more specific details about this programme, contact the College Registrar, Sir Wilfred Grenfell College, Corner Brook, Newfoundland, A2H 6P9.

The MOU stipulates that students must complete the following courses before being admitted into the third year of UNB's programme:

Biology 1001, 1002, 2010

Chemistry 1200, 1001 (or equivalent)

Mathematics 1000 (or 1080 and 1081), 2050

Computer Science 2602

Statistics 2510 (or equivalent)

Earth Science 1000

English 1000 (or equivalent)

Forestry 1001, 1010, 1011, 2001, 2221, 2222, 2223, 2224, 2225

NOTE: Forestry 1001, 2001 are 5-day field camps that will be completed in late August, prior to the start of the Fall semester.

For detailed information about the UNB programme, contact the Assistant Dean, Faculty of Forestry, University of New Brunswick, Fredericton, New Brunswick, E3B 6C5."

### New Courses

Forestry 1001. Forestry Fall Camp I. (2 cr. hrs.) Forestry Fall Camp I serves as an introduction to the first year of the forestry programme at SWGC. Each day the students will be exposed to a variety of forestry activities through field trips and hands-on experience. Problem-based learning will be introduced by means of a variety of exercises and projects. Enrolment in this field camp is restricted to students who have registered for Forestry 1010 in the Fall semester.

Five-day field course prior to the beginning of Fall semester.

Forestry 2001. Forestry Fall Camp II. (2 cr. hrs.) Fall Camp II is designed to introduce second-year forestry students at SWGC to the relevance of forestry ecosystem classification. Investigations will be made into soil characteristics and how these relate to forest type and human intervention. Shrub and plant identification will be emphasized.

Prerequisite: Forestry 1011.

Five-day field course prior to the beginning of Fall semester.

Forestry 2221. Physiological Ecology of Forest Vegetation. An introductory course in silvics and forest ecology intended to prepare the students for learning about silviculture. Silviculture is the activity of growing trees for future use. The course will cover some of the fundamental principles of silvics (i.e. the physiological ecology of trees) particularly those that are essential for informed

decision making in forestry management. Laboratory studies will focus on the identification of some of the common North American tree species by gross morphological and microscopic features.

Prerequisites: Biology 2010, Chemistry 1001 (or equivalent).

Lectures: Three hours per week.

Laboratory: Three hours per week.

Forestry 2222. Forest Climatology. Long- and short-term weather patterns greatly influence the structure and development of forest ecosystems. Forestry 2222 investigates how various aspects of weather and climate act to affect plant and animal populations. Topics will include:

- \* basic climatology and meteorology concepts
- \* the effects of weather and climate on forest plant and animal populations over a range of scales of time and space
- \* the soil-water-air-plant continuum
- \* energy balance of individual plants and animals as well as entire forests

Four hours of lecture/laboratory per week.

Forestry 2223. Forest Dynamics and Management. An introduction to forest management and some of the decision making processes employed by foresters. Topics covered will include: forest change over time, and; management goals and objectives. In laboratory exercises students will be involved in a variety of activities concerning forest management issues including the use of models to predict and plan forest development over time.

Prerequisite: Forestry 1011.

Lectures: Three hours per week.

Laboratory: Three hours per week.

Forestry 2224. Forest Management Concepts, Human Intervention and the Forest Community. This course will examine some of the actions commonly undertaken in silviculture. A problem-based

learning approach will have students develop their understanding and knowledge of many of the techniques commonly used by silviculturists. The effects of the activities will be investigated primarily at the level of forest communities over a range of time scales. The following are among the topics to be covered:

- \* Fundamentals and mechanics of species and density control
- \* Financial costs and benefits

Prerequisite: Forestry 1011.

Four hours of lecture/laboratory per week.

Forestry 2225. Forest Soils. Soils form a critical component in the air–water–soil continuum which is vital to the growth and development of forests. Without soils trees would find it difficult to find the anchorage which enables them to grow as large as they do. It is through the soil medium that forest vegetation receives moisture and nutrients. Forestry 2225 will introduce students to the complex world of forest soils through investigation of the physical, chemical biological and biochemical properties. Soil formation and development will be discussed in regard to parent material, geological processes, climate, topography and other influences.

Prerequisite: Chemistry 1001 (or equivalent).

Lectures: Three hours per week.

Laboratory: Three hours per week."

New Course

History 2120. The History of Canadian–American Relations, 1783 to the Present. A survey of the major themes in the history of Canadian–American relations, from the American Revolution to the present. Emphasis will be placed on economic, social, political and cultural developments.

98. Report of the Academic Council of the School of Graduate Studies

98.1 Revisions to M.Eng. Regulations



Page 397, 1996–97 Calendar, following the heading Regulations Governing the Degree of Master of Engineering insert new clauses D and E to read as follows:

#### "D. INDUSTRIAL INTERNSHIPS

The Faculty encourages graduate students to undertake internships of work in industry. These may be taken at any point in an M.Eng. programme for duration normally up to a maximum of two semesters and shall be arranged with the permission and assistance of the supervisor and the Dean of the Faculty of Engineering and Applied Science. 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. Throughout the internship the student will register as a part time student.

#### E. FAST-TRACK OPTION

Students registered in academic term 7 of a Memorial undergraduate engineering programme are eligible to apply for admission to an M.Eng. fast-track option. The purpose of the option is to encourage students interested in pursuing graduate studies to begin their research-related activities while still registered as an undergraduate student. While enrolled in the option, a student may complete some of the M.Eng. degree requirements and, hence, potentially be able to graduate earlier from the M.Eng. programme.

Students shall enroll in the M.Eng. fast-track option concurrently with their undergraduate programme during the fall semester prior to academic term 8. Prior to entering the fast track option, students must apply for and receive an exemption from work term 6. While enrolled in the option a student must be registered in full-time graduate studies during the fall semester prior to academic term 8; during academic term 8, the student must take a leave of absence from the graduate programme. A student enrolled in the fast-track option shall undertake research related to their field of study and

shall normally complete at least 3 credit hours from graduate courses relevant to their M.Eng. programme.

In the fall semester following academic term 7, fast track option students will pay only the graduate fees appropriate to graduate students following plan A of general regulation B.3.c (i.e., the 6 semester plan). In the succeeding winter semester, while completing academic term 8 of their undergraduate programme, fast-track option students will pay only the appropriate undergraduate fees.

Upon completion of their undergraduate programme, students may register in the M.Eng. programme on a full-time basis. All courses taken as part of their graduate programme while enrolled in the M.Eng. fast-track option are credited towards the M.Eng. degree course credit hour requirements. Courses taken as credit towards a student's undergraduate degree may not be credited towards a student's graduate degree; courses credited towards a student's graduate degree may not be credited towards a student's undergraduate degree. Students who do not complete their undergraduate degree within one year of entering the fast-track option will normally be required to withdraw from their M.Eng. programme."

Relabel current Clauses D, E, F, G and H as F, G, H, I and J.

## 98.2 Revision to Constitution Governing the Academic Council of the School of Graduate Studies

At a meeting held on March 5, 1997, the Academic Council of the School of Graduate Studies approved a motion that the Dean of Student Affairs and Services be added as an ex-officio member of Council and that the Constitution Governing the Academic Council of the School of Graduate Studies be amended accordingly.

It was moved by Dr. Hawkin, seconded by Mr. Collins and carried that the proposed amendment to the Constitution of the Academic Council of the School of Graduate Studies be submitted to the Board of Regents for consideration.

## 99. Report of the Committee on Committees

## 99.1 Availability of Resources for New Programmes

At a meeting held on February 11, 1997, Senate agreed that the Committee on Committees be asked to examine the resource implications of new programmes and changes to existing programmes.

A report dated April 16, 1997 has now been received from the Committee on Committees recommending changes to the Terms of Reference of the Senate Committee on Academic Planning and the Senate Committee on Undergraduate Studies as follows:

### Senate Committee on Academic Planning

Add new item 2(b) as follows:

"(b) To consider the availability of both material and non-material resources for new and existing graduate and undergraduate programmes."

Re-number the former item (b) as (c)

Add a new item (d) as follows:

"(d) The Committee shall elect a vice chair from among the academic staff members serving on the committee. The vice chair shall substitute for the chair when the latter is absent from campus or otherwise unable to attend regular meetings of the committee."

### Senate Committee on Undergraduate Studies

Revise 3(e) to include the following statement after the first sentence:

"The Committee may require units submitting such proposals to indicate in writing that sufficient material and non-material resources are available to operate the proposal and the ways, if any, that existing programmes may be affected. In the event that the Committee is not satisfied, it may request further information or refer the matter to the Senate Committee on Academic Planning for further consideration."

It was moved by Dr. Wolinetz, seconded by Dr. Tuinman and carried, that the Report of the Committee on Committees regarding Availability of Resources be accepted.

#### 99.2 Nominations for Vacancies on Senate Standing Committees

On behalf of the Committee on Committees, Dr. S. Wolinetz moved that the following additional appointments to Senate Standing Committees recommended by the Committee be approved:

Committee on Undergraduate Scholarships and Financial Aid

Member until September

Kiash, Robin (Marine Institute) 2000

Committee on Undergraduate Studies

Member until May

Vidyasanker, Krishnamurty (Computer Science) 2000

#### 99.3 Undergraduate Student Representation on Senate Standing Committees

On behalf of the Committee on Committees, Dr. Wolinetz moved that the following appointments recommended by the Committee be approved. The motion was seconded by Dr. Treslan and carried.

Advisory Committee on the Bookstore: Adam Lucas

Advisory Committee on the Library: Melanie Tucker

Advisory Committee on the University Budget: Glenn Beck

Advisory Committee on the University Timetable: Penny McCormick

Committee on Copyright: Scott Sawler

Committee on Educational Technology: Tom Andrews

Committee on Honorary Degrees and Ceremonial: Randy Evans

Committee on Research: Michelle Brazil

Committee on Undergraduate Scholarships And Financial Aid: Randy Miller

Committee on Senate Elections: Leigh Borden

Committee on Undergraduate Studies Jason Reynolds

Ms. Penny McCormick has been selected by the Council of Students' Union as the undergraduate student representative on the Committee on Committees.

#### 100. Senate Elections

A memorandum dated April 30, 1997 was received from the Committee on Senate Elections advising that the following people have been elected/re-elected to the Senate for a term of office commencing September 1, 1997, and expiring August 31, 2000:

#### CONSTITUENCY NAME

Engineering and Applied Science

Dr. Gary Sabin

Dr. Ramachandran Venkatesan

Medicine

Dr. David Craig

Pharmacy

Dr. Christopher Turner

Physical Education and Athletics

Professor Vivienne Kuester

Science

Dr. Suad Ghazala

Dr. Howard W. Hulan

Dr. Alan Whittick

Social Sciences

Dr. Wade Locke

Sir Wilfred Grenfell College

Dr. Paul Wilson

#### 101. Committee on Committee Elections

A memorandum dated April 30, 1997 was received from the Committee on Senate Elections advising that the election process for the Committee on Committees for 1996-97 is still ongoing. The term of office for members of the Committee on Committees does not commence until September. The results of the elections will be presented to Senate at the September 9, 1997 meeting of Senate.

#### 102. Memorandum dated April 28, 1997 from the Council of Students' Union Concerning Undergraduate Student Membership on Senate

A memorandum dated April 28, 1997 was received from the Council of Students' Union concerning undergraduate student membership on Senate. The student membership for Senate in the Summer Semester is as follows:

Glenn Beck (President of the CSU)

Chris Lake (V.P. Executive)

Penny McCormick (V.P. Academic)

Jason Reynolds

In addition the terms of office for Steve Ennis and Dawn Johnston have been extended until the end of the Spring Semester.

#### ITEMS FOR INFORMATION

103. Memorandum dated April 3, 1997 from Dr. J. Brosnan, Head, Department of Biochemistry

A memorandum dated April 3, 1997 from Dr. J. Brosnan, Head of the Department of Biochemistry regarding the offering of Biochemistry 1430, Biochemistry for Nurses, at Sir Wilfred Grenfell College was received for information.

104. Memorandum dated March 26, 1997 from the Dean of Science to the Head, Department of Mathematics and Statistics

A memorandum dated March 26, 1997 was received for information from the Dean of Science to the Head, Department of Mathematics and Statistics requesting that the Department of Mathematics and Statistics proceed with their departmental plans for addressing the recommendations outlined in the Report of the Senate ad hoc Committee on First Year Mathematics, which was received by Senate at the March 11, 1997 meeting.

105. Student Appeals

The Secretary of the Executive Committee reported that one student appeal (MUN NO. 8434729) was denied. One undergraduate student appeal (MUN No. 8567422) was upheld.

106. ADJOURNMENT

The meeting adjourned at 5:50 p.m.