

## SENATE

OCTOBER 9, 2001

The regular meeting of Senate was held on Tuesday, October 9, 2001, at 4:00 p.m. in Room E5004.

### 13. PRESENT

Dr. E. Simpson (Acting Chair), Professor A. Fowler, Acting Dean J. Black, Dean W. Blake, Mr. G. Collins, Dr. T. Gordon, Dr. L. Hensman, Dr. C. Higgs, Dean G. Kealey, Dean R. Lucas, Dr. C. Orchard, Mr. L. O'Reilly, Ms. D. Whalen, Dr. R. Adamec, Dr. J. Ashton, Dr. G. Bassler, Dr. M. Brosnan, Professor M. Coyne, Mr. C. Dennis, Mr. E. Durnford, Dr. J. Evans, Professor M. Hackett, Dr. G. Herzberg, Dr. M. Kara, Professor K. Knowles, Ms. K. Lippold, Dr. D. McKay, Dr. J. McLean, Dr. M. Mulligan, Dr. M. Murray, Dr. D. Neville, Dr. H. Pike, Ms. D. Rehner, Dr. G. Sabin, Dr. W. Schipper, Dr. C. Sharpe, Dr. P. Sinclair, Dr. M. Skipton, Dr. D. Treslan, Mr. J. Tucker, Professor D. Walsh, Dr. B. Watson, Mr. J. Clements, Ms. J. Mahoney, Ms. J. Morgan.

### 14. APOLOGIES FOR ABSENCE

Apologies were received from The President, Dean R. Seshadri, Dr. R. Gosine, Dr. D. Kimberley, Professor V. Kuester, Dr. D. Rideout, Ms. B. Kitchen.

### 15. MINUTES

The Minutes of the meeting held on September 11, were taken as read and confirmed.

### 16. Amendment to Senate Minutes of May 8, 2001

Following the meeting held on September 11, 2001, it was brought to the attention of the Secretary of Senate that at the May 8, 2001 meeting of Senate a motion was made that the proposal for a new M. Mus. Degree in the School of Music be approved in principle, but this motion was omitted from the Minutes.

A memorandum dated September 21, 2001 was received from the Secretary of Senate requesting Senate's approval to amend Minute 87.4 of the May 8, 2001 meeting to read as follows:

#### "87.4 School of Music

A proposal for a new M. Mus. Degree in the School of Music was received from the Academic Council of the School of Graduate Studies. Academic Council is recommending approval of this proposal. Included with the submission was the final Report of the M. Mus. Review Committee and response from the Director of the School of Music which included draft academic regulations for the new programme. New courses and calendar entry for the programme will be submitted for approval at a later date.

It was moved by Dr. Moody–Corbett, seconded by Dr. Gordon and carried that the proposal for a M. Mus. Degree be approved in principle."

It was moved by Mr. Collins, seconded by Dr. Gordon and carried that the Senate Minutes for May 8, 2001 be amended accordingly.

#### 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:

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

##### 17.1 Election of Chair for 2001–2002 Academic Year

A memorandum dated 14 September 2001, was received from Senate Committee on Undergraduate Studies, advising that in accordance with the HANDBOOK OF SENATE BY–LAWS AND PROCEDURES, SECTION V1. SENATE COMMITTEES–SELECTION AND PROCEDURES, A. Senate Committee Procedures, Clause 7., the Senate Committee on Undergraduate Studies, at a meeting held on September 13, 2001, elected Ms. Donna Walsh as Chair for 2001–2002 academic year.

##### 17.2 School of Continuing Education (Division of Lifelong Learning) – Changes to the Diploma in Information Technology Programme

Page 124, 2001–2002 Calendar, immediately following the heading Diploma Programme in Information Technology, amend the paragraph to read as follows:

"The Diploma in Information Technology is designed to provide individuals already possessing a post–secondary degree in any field with the knowledge and skills required to work in today's high technology environment. The programme...and administrative."

Insert new paragraph:

"The programme is developed and maintained by an industry advisory committee and the use of industry–leading curriculum. It is offered in a collaborative learning environment with a problem–solving focus. The instructors are experienced and industry–certified by Microsoft, ORACLE and Cisco. Cisco Systems is the worldwide leader in networking for the Internet. The School of Continuing Education is the Cisco Regional Academy for Newfoundland and Labrador."

Immediately following the sub–heading Programme Objectives, insert:

"The programme focus is on five areas: E–Commerce, networking, programming, databases, and organizational skills."

Immediately following the sub–heading Admission Requirements, amend the first sentence to read as follows:

"Applicants to the Diploma in Information Technology normally must have successfully completed a degree from an accredited post–secondary institution and attained a minimum of 65% on the last 15 courses completed."

Immediately following the first paragraph insert the following new paragraph:

"Selection of candidates will be based on academic performance and on other criteria considered suitable for an information technology professional, including but not limited to evidence of the ability to

cope with a demanding schedule or demonstrated mathematical ability."

Immediately following the sub-heading Programme Requirements, amend the paragraph to read as follows:

"The Diploma in Information Technology consists of the set curriculum of 19 courses listed below. All courses are specifically designed for the Diploma in Information Technology only, and are not applicable towards any other existing degree or diploma programme. Students enrolled...part-time programme."

Page 125, 2001-2002 Calendar, immediately following the sub-heading Course Load, amend to read as follows:

"Full-time students in semester one will complete 15 credit hours.

Full-time students in semester two will complete 16 credit hours.

Full-time students may register for an additional three credit hour course while on the work term."

Following the heading Course List, delete the following courses in their entirety:

"2400. Office Suites

3100. Operating Systems II

3110. Unix Operating

3300. Fundamentals of Programming

3400. Business Software Applications

3430. Intranets"

New courses:

"3111. Learning UNIX and Linux (2 cr. hrs.). An introduction to UNIX/Linux and the most commonly used feature of UNIX-like operating systems in an enterprise server environment.

Prerequisite: Information Technology 2100.

NOTE: Credit cannot be obtained for both INFO 3111 and the former 3110.

3301. Introduction to Programming (2 cr. hrs.). An introduction to the fundamentals of structured programming. Topics include: algorithms, programme structures, software design methodology, language constructs, data file basics, and abstract data types.

Prerequisite: Information Technology 2100.

NOTE: Credit cannot be obtained for both INFO 3301 and the former INFO 3300.

3315. Introduction to Databases (1 cr. hr.). The study of the effective use of databases, including design and implementation, and their use in addressing a business data problem.

Prerequisite: Information Technology 1000.

NOTE: Credit cannot be obtained for both INFO 3315 and the former INFO 3400.

3431. E-commerce and Intranet (2 cr. hrs.). An examination of the elements that define e-commerce and Intranet applications. Major elements are the concept, design and construction of web-based data applications involved in both commerce transaction processing and internal resource databases.

Prerequisites: Information Technology 2300.

NOTE: Credit cannot be obtained for both INFO 3431 and the former INFO 3430.

3450. Networking Systems III (2 cr. hrs.). An advanced study of switching techniques and wide area networks.

Prerequisite: Information Technology 3200."

Amend the course description for 1000. Computer Technology, to read as follows:

"This course provides an overview...Understanding of these topics will be enhanced by dismantling and assembling a computer. This course is a prerequisite for all other Information Technology courses."

Following the title for 2100. Operating Systems I, amend the first sentence to read as follows:

"A study of operating systems."

Amend the title and course description for Information Technology 2200, to read as follows:

"2200. Networking Systems I (2 cr. hrs.) A study of the most commonly used networking systems. Topics include...Information Technology 2100."

Following the course description for 2300. Internet Applications, amend the prerequisite to read as follows:

"Prerequisite: Information Technology 1000."

Following the title for 2410. Multi-media Presentations, amend the first sentence to read as follows:

"A study of presentation techniques and appropriate software used in preparing multi-media presentations."

Following the course description for 2410. Multi-media Presentations, amend the prerequisite to read as follows:

"Prerequisite: Information Technology 1000."

Amend the title and course description for Information Technology 3200, to read as follows:

"3200. Networking Systems II (2 cr. hrs.). A continuation of the more advanced features of networking systems.

Prerequisite: Information Technology 2200."

Following the course description for 3310. Windows Programming, amend the prerequisite to read as follows:

"Prerequisite: Information Technology 3330."

Following the course description for 3320. Programming with Databases, amend the prerequisite to read as follows:

"Prerequisites: Information Technology 3310 and Information Technology 3315."

Following the course description for 3330. Object Oriented Programming, amend the prerequisite to read as follows:

"Prerequisite: Information Technology 3301."

Amend the last sentence of the course description and prerequisite for 3340. Introduction to Programming with Oracle, to read as follows:

An introductory course...data integrity in SQL, DBA, Forms, and using the PL/SQL language.

Prerequisite: Information Technology 3301."

Amend the course description and prerequisite for 3420. Publishing and Document Management, to read as follows:

"A comprehensive look at standard methods and techniques of communicating technical information.

Prerequisite: Information Technology 2410."

Following the course description for 3440. Integrated Business Solutions, amend the prerequisite to read as follows:

"Prerequisite: Information Technology 2410."

Following the course description for 4500. Case Study / Student Project, amend the prerequisite to read as follows:

"Prerequisite: Information Technology 3315 and...or delegate."

Following the course description for 460W. Work Term, amend the prerequisite to read as follows:

"Prerequisite: Successful completion of all other course work."

17.3 Proposal to Offer Bridging Programme at the St. John's Campus in 2001-2002

At a meeting held on May 12, 1998, Senate approved an experimental programme in which students whose high-school averages were in the 65% – 70% range would attend a "summer bridging" programme at Sir Wilfred Grenfell College. Previous evidence had demonstrated that while students with high school averages in this range are likely to be at academic risk in their first university year, a substantial fraction of these students have the potential to succeed in university studies. Sir Wilfred Grenfell's programme has been well subscribed, but there is a demand to offer the programme in the St. John's area.

A memorandum dated September 25, 2001 was received from the Senate Committee on Undergraduate Studies forwarding a proposal to offer a Bridging Programme at the St. John's Campus.

The Bridging Programme will provide an intensive programme in which students would receive instruction in the basic skills required for academic success – time management, literacy, research and study skills. Upon successful completion of the programme, the students will be admitted to Memorial University.

Following a lengthy discussion, it was moved by Professor Walsh, seconded by Mr. Collins and carried, that the Bridging Programme at the St. John's Campus be approved.

In light of a number of questions which were raised by Senators , Dr. Simpson suggested that the Centre for Institutional Analysis and Planning, or other appropriate body, be asked to conduct an evaluation of the programme's effectiveness when sufficient data has been assembled and to report its findings to Senate.

## 18 Report of the Academic Council of the School of Graduate Studies

### 18.1 Department of Computer Science

Page 496, 2001–2002 Calendar, under the heading Computer Science, immediately following the sub-heading Master of Science, delete the last sentence of clause 1. and replace with the following:



"International applicants are strongly encouraged to submit results of the (general) Graduate Record Examination (GRE) Test."

Page 510, under the heading Computer Science, immediately following the sub-heading Doctor of Philosophy, delete the last sentence of clause 1. and replace with the following:

"International applicants are strongly encouraged to submit results of the (general) Graduate Record Examination (GRE) Test."

## 18.2 Department of Earth Sciences

Page 497, 2001–2002 calendar, insert the following new course:

"6177. Mathematical Formulations of Seismic Wave Phenomena (F)"

## 18.3 Revisions to M.A.Sc. Environmental Engineering and Applied Science Regulations

Page 456, 2001–2002 Calendar, insert the following new course:

"Eng. 9625. Environmental Impact of Offshore Operations"

Delete course:

"Eng. 9712. Environmental Hydraulics"

Under clause C)2.ii, amend the fifth line to read as follows:

"And Eng. 9625: and 9 credit hours are selected from Env."

## 18.4 Deletion of Toxicology Programme

Page 502, 2001–2002 Calendar, delete the calendar entry for the Toxicology programme in its entirety.

Page 446, following the heading General Information and Regulations Governing All Graduate Students, para 2, delete:

"Master of Science (Toxicology),"

Page 490, following the heading Regulations Governing the Degree of Master of Science and Specific Programme Regulations, delete "Toxicology" from the preamble.

Page 502, following the heading Regulations Governing the Degree of Master of Science in Pharmacy, amend clause C)1.a) to read as follows:

"Six credit hours...Medicine or Biochemistry."

#### 18.5 Revision to the Constitution of the Academic Council, School of Graduate Studies

A memorandum dated May 16, 2001 was received from the Academic Council of the School of Graduate Studies proposing amendments to its Constitution.

It was moved by Dean Kealey, seconded by Dr. Gordon and carried that the proposed amendments to the Constitution of the Academic Council be approved for submission to the Board of Regents

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

##### 19.1 Review of the Procedures for the Appointment of Public Orator and Deputy Public Orator

At a meeting held on April 10, 2001, Senate considered a memorandum from the Committee on Honorary Degrees and Ceremonial dated April 4, 2001, noting that the terms of office of the incumbents holding the office of Public Orator, Professor Shane O'Dea, and Deputy Public Orator, Dr. Annette Staveley, would expire on April 30, 2001. While reviewing the Procedures for the Appointment of Public Orator and Deputy Public Orator, the Committee noted that these Procedures may require some revisions in order to make them current, and since it would take some time for the Committee to conduct such a review and make recommendations to Senate, it was recommended, and Senate agreed, that the terms of office for both incumbents be extended to October 31, 2001.

A memorandum dated September 25, 2001, has now been received from the Committee on Honorary Degrees and Ceremonial advising

that it has now concluded its review of the Procedures. Copies of the proposed revised document, together with the current procedures were circulated to Senators.

In addition to editorial amendments, the changes can be categorized as follows:

- \* Minor changes to the list of functions assigned to the Public Orator and the addition of a section describing the functions assigned to the Deputy Public Orator.

- \* An increase in the term of office from three to five years in order to reflect the continuity required in these posts.

- \* The addition of a set of procedures for review of the Public Orator and Deputy Public Orator.

Following consideration, it was moved by Mr. Collins, seconded by Dr. Ashton and carried that the following revised Procedures for the Appointment of Public Orator and Deputy Public Orator be approved:

"C. Public Orator, Deputy Public Orator and University Orators

Procedures, Criteria

1. The Senate shall appoint:

A. A Public Orator whose function shall be

- to deliver orations for the presentation of Honorary Graduands at Convocation,

- to prepare research for and write citations on potential honorary graduands for the consideration of Senate,

- to select and advise the University Orators,

- to serve, ex-officio, as a member of the Senate Committee on Honorary Degrees and Ceremonial

## B. A Deputy Public Orator whose function shall be

- to deliver orations for the presentation of Honorary Graduands at convocation

- to advise and assist the Public Orator

- to serve, ex-officio, as a member of the Senate Committee on Honorary Degrees and Ceremonial, in the absence of the Public Orator.

## 2. Eligibility to be a Nominee and a Nominator

The criteria to be a nominee or a nominator shall be the same as that for a member of the academic staff to be eligible for election to the Senate, i.e. all full-time members of the academic staff who are tenured shall be eligible for nomination to the position of Public Orator or Deputy Public Orator and may nominate other qualified individuals for the position.

## 3. Qualifications

The prime criterion for nomination and for appointment shall be demonstrated excellence in the duties associated with the position as outlined above.

## 4. Nomination and Selection Process

When a vacancy exists for the position of Public Orator or Deputy Public Orator, the Secretary of Senate shall circulate to the University community a call for nominations. Written nominations, containing the signatures of the nominee (indicating the nominee's consent) and those of two qualified nominators including the rationale and the nominee's curriculum vitae shall be submitted to the Secretary no later than two weeks after the call for nominations has been circulated. When more than one qualified nomination is received for either position, the Committee on Honorary Degrees and Ceremonial will select one candidate for each position for consideration by Senate.

At a meeting of the Senate provision will be made for a discussion of the merits of the candidate recommended by the Committee for Public Orator or Deputy Public Orator before voting takes place; the name of the candidate recommended by the Committee for each position shall be voted on individually by show of hands and approval will require a simple majority vote of those members present and voting. If the Senate does not approve the candidate recommended for a position, the Committee on Honorary Degrees and Ceremonial will be asked to select another candidate for that position for the consideration of Senate.

The successful candidate for each position will be offered the position by the Chairman of Senate for a period of five years with renewal at the pleasure of Senate following a successful review as indicated below in section 5.

NOTE: In order to stagger the terms of office for these two positions, the first appointment to the position of Deputy Public Orator after September 1, 2001, will be for a period of four years. Subsequent terms of office will be for five years.

#### 5. Review of the Public Orator and Deputy Public Orator

-In the first month of the final year of the term of office of the Public Orator or Deputy Public Orator, the Secretary of Senate shall inquire of the incumbent whether he or she wishes to be considered for another term.

NOTE: The first review of the Public Orator and Deputy Public Orator will be conducted as soon as possible after approval by Senate of these Procedures and Criteria.

-Should the incumbent signify that he or she wishes to be considered for another term, the Secretary of Senate shall advise the Committee on Honorary Degrees and Ceremonial that a review is required and shall fix a date by which the Committee's report shall be rendered.

-The Committee shall establish its own procedures, which may include a process of consultation with faculty members and staff in the University. The Committee may also consult with any other persons or bodies it considers appropriate to its task.

- If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.

-The Committee shall report to the Senate recommending that the incumbent be renewed for another term or that a search be initiated.

- If the review results in a decision that a search should be initiated, the search will proceed according to Clause C.4 above.

6. University Orators may be appointed ad hoc by the Public Orator or, in the absence of the Public Orator, by the Deputy Public Orator."

It is intended that the first review of the Public Orator and Deputy Public Orator should commence as soon as possible after the approval by Senate of these procedures, but because the Deputy Public Orator is teaching at the Harlow campus for the duration of the 2001 Fall Semester, it will be difficult to commence the review at this time. In order to facilitate the review, the Committee on Honorary Degrees and Ceremonial recommended a further extension for the terms of office for both incumbents to March 31, 2002.

It was moved by Mr. Collins, seconded by Dr. Ashton and carried that the term of office for the Public Orator, Professor Shane O'Dea, and the Deputy Public Orator, Dr. Annette Staveley, be extended to March 31, 2002.

## 19.2 Suggestions for Honorary Degree Candidates

Mr. Collins invited Senators to submit nominations for honorary degrees to the Committee on Honorary Degrees and Ceremonial as soon as possible for consideration by the Committee for Spring and Fall Convocations, 2002.

## 20. Report of the Committee on Course Evaluations

Dr. McKay, Chair of the Senate Committee on Course Evaluations, introduced the Report of the Committee dated 19 September 2001, outlined the contents of the Report and answered questions from Senators. He advised Senators that the Committee is required by its Terms of Reference to report to Senate in September of each year. In light of the fact that it is difficult to finalize a report to Senate during the summer months, Dr. McKay recommended an amendment to the Terms of Reference to give the Committee more flexibility.

It was moved by Dr. McKay, seconded by Dr. Adamec and carried that item 9 of the Terms of Reference for the Committee on Course Evaluations be amended to read as follows:

"The Committee shall report to Senate in September or October each year on the operation of the Policies and Procedures, including advice on possible revision to the Policies and Procedures and the Core Evaluation Questionnaire."

Following consideration of the Report, it was moved by Dr. McKay, seconded by Dr. Sabin and carried that Recommendations 1 – 4 be approved as follows:

1. That the Director of the Centre for Institutional Analysis and Planning (CIAP) or delegate replace the Manager of the Instructional Development Office as an ex-officio member and Secretary of the Committee.
2. That the 'Centre for Institutional Analysis and Planning' replaces 'Instructional Development Office' throughout the Terms of Reference and the Administrative Policies and Procedures.
3. That CIAP will maintain a secretariat for the Committee. (Note: Requires addition of section 10 to the Terms of Reference)
4. That the Manager of the Instructional Development Office remain on the Committee as an ex officio member.

It was moved by Dr. McKay, seconded by Dr. Brosnan and carried that Recommendation 5, with an amendment to include the words "or transcriptions", be approved as follows:

5. That original hard copies or transcriptions of CEQ's be returned to the instructors after the Committee is satisfied that the summarized data are collected and reported.

It was moved by Dr. McKay, seconded by Dr. Brosnan and carried that Recommendation 6 be approved as follows:

6. For courses or sections in which the CEQ is not used, that policies and procedures for the administration of course evaluations be drafted.

During discussion of this document and the question of student anonymity, it was suggested that a move to a web based format would deal with the question anonymity and also resolve problems with the storage of data. Dr. McKay responded that the Committee is looking at this possibility of web based questionnaires.

In answer to a question regarding the disposition of a grievance of the use of the Course Evaluation Questionnaire, Dr. Simpson advised Senate that the discussions are ongoing, but implementation of the policy will proceed.

Dr. McKay advised Senators that within the next few weeks, academic units will be receiving the lists of courses to be evaluated.

## 21. Committee on Committees

On behalf of the Committee on Committees, Dr. Brosnan, who was recently appointed as Chair presented the Report of the Committee and moved that the following appointments to standing committees as recommended by the Committee be approved. The motion was seconded by Dean Kealey and carried.

### Committee on Committees

Tanya Dunphy (Graduate Student)

Claudia Powell (Undergraduate Student)

University Planning and Budget Committee

Kirk Wiseman



Advisory Committee on the Bookstore

Adam Barnes

Advisory Committee on the Library

Claudia Powell

Advisory Committee on the University Timetable

Jamie Clements

Committee on Copyright

Daniel Maveneka

Committee on Educational Technology

Joby Fleming

Committee on Research

Marcus Penney

Committee on Senate Elections

Daniel Maveneka

Committee on Undergraduate Scholarships and Financial Aid

Meaghon Dunphy

Committee on Undergraduate Studies

Gail Bell

Committee on Admissions

Erin Farrell

The Committee on Committees also reported that the Secretary of Senate will be invited to attend the next meeting of the Committee on Committees in an ex officio capacity.

## 22. Remarks from the Chair – Questions/Comments from Senators

Dr. Simpson made the following remarks for the information of Senators:

\* Dr. Simpson drew the attention of Senators to the fact that the Strategic Framework and the actions taken towards its implementation are available for viewing on the World Wide Web at [www.mun.ca/ciap/planning](http://www.mun.ca/ciap/planning).

\* Deans and Directors recently attended a retreat to discuss "Conditions of Academic Success of Students at Memorial". Some of the outcome of those discussions will form the basis of a special meeting of Senate in November.

\* Dr. Simpson and the Acting Vice-President (Research and International Relations) have struck a committee to plan a University Assembly on the general topic of research to lay the ground work for a general research strategy for the University. Also under consideration is a University Assembly in the 2002 Winter Semester on Teaching.

\* Approximately thirty academic staff members took part recently in a leadership development exercise which was organized by Dr. Simpson. The event proved to be remarkably energizing. He noted that leadership pervades a healthy institution and expresses itself in a variety of forms, many of them informal, and leads to a "take charge attitude" by faculty members, and facilitates grass roots and ground up change. Dr. Simpson commented that the exercise was an exhilarating one and that he hoped the momentum could be maintained.

## 23. ITEMS FOR INFORMATION

The Executive Committee denied the following appeals:

Student #200144491 – Appeal for Admission to Memorial University for Fall Semester, 2001.

Appeal from the Faculty of Business Administration against Decision of the Senate Committee on Undergraduate Studies Regarding an Appeal by Student #9715384.

The Executive Committee upheld the following appeals:

Student #200150886 – Appeal for Admission for Fall Semester, 2001.

#### 24. ADJOURNMENT

The meeting adjourned at 5:30 p.m.