

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

The regular meeting of Senate was held on October 11, 2005, at 4:00 p.m. in Room E5004, Education Building.

13. PRESENT

The President, Dr. E. Campbell, Dr. S. Birnie-Lefcovitch, Dean A. Collins, Dr. D. Dunsmore, Dean G. Gorman, Dean R. Gosine, Dean C. Jablonski, Dean R. Lucas, Dean L. Walker, Ms. D. Whalen, Interim Dean S. Wolinetz, Dr. E. Andrews, Mr. K. Baker, Dr. E. Brown, Dr. G. Clark, Mr. C. Couturier, Dr. M. Daneshtalab, Mr. E. Durnford, Dr. J. Harris, Dr. R. Helleur, Dr. O. Janzen, Dr. D. Kimberley, Dr. S. Kocabiyik, Professor V. Kuester, Dr. M. Morrow, Dr. W. Okshevsky, Dr. D. Peters, Dr. D. Pike, Dr. J. Quaicoe, Dr. V. Richardson, Professor G. Riser, Ms. L. Scott, Dr. M. Tate, Mr. R. Trenholm, Professor D. Walsh, Dr. J. Whitehead, Dr. J. Wyse, Mr. S. Jensen, Mr. S. Sullivan, Ms. Z. Cobb, Mr. C. Flaherty, Ms. K. Giroux-Bougard, Mr. I. Igho-Osagie, Mr. A. Hollett.

The Chair opened the meeting by extending a special welcome to the following newly elected and re-elected Senators:

Dr. Frank King, Faculty of Medicine
Professor Gary Riser, Department of Economics
Mr. Robert Trenholm, Marine Institute
Dr. Christopher Sharpe, Department of Geography
Ms. Sherrie MacCarthy, Graduate Students' Union

14. APOLOGIES FOR ABSENCE

Apologies were received from Mr. R. Ellis, Dr. R. Adamec, Dr. K. Aziz, Captain J. Ennis, Dr. L. Hermanutz, Dr. D. McKay, Dr. C. Popadiuk, Dr. C. Sharpe, Dr. D. Tulett, Dr. J. Wright.

15. MINUTES

The Minutes of the regular meeting held on September 13, 2005, were taken as read and confirmed.

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:

CONSENT AGENDA

It was moved by Professor Walsh, seconded by Dr. Jablonski, and carried that the consent agenda, comprising Items 16 through 17 below, be approved as follows:

16. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

16.1 Election of Chair for 2005-2006 Academic Year

A memorandum dated 23 September 2005, was received from the Senate Committee on Undergraduate Studies advising that at a meeting held on 22 September 2005, Professor Donna Walsh was elected as Chair for the 2005-2006 academic year.

17. REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

17.1 Master of Business Administration

Page 473, 2005-2006 Calendar, under the heading Regulations Governing the Degree of Master of Business Administration, subheading Courses, under the Table III - MBA Electives, subheading Schedule of MBA Electives, delete the course "9021 - 9035. Special Topics" and replace with the following:

"9021 - 9050. Special Topics"

REGULAR AGENDA

18. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

18.1 Code of Academic Integrity

At a meeting held on September 13, 2005, Senate approved the recommendation of the Senate Committee on Undergraduate Studies that an ad hoc Committee be struck to develop a code of academic integrity for both students and faculty. The Committee is now requesting that when the terms of reference are drafted, consideration of its concerns regarding the administration of examinations as outlined in its memorandum of 22 September 2005 be included in the mandate of the ad hoc Committee. It was agreed to refer this recommendation to the Committee on Committees.

19. REPORT OF THE SENATE COMMITTEE ON COURSE EVALUATIONS

The Chairman introduced the report of the Senate Committee on Course Evaluations, a copy of which is lodged in the Senate files.

A lengthy discussion then followed surrounding the implications of implementing the following recommendation of the Senate Committee on Course Evaluations:

"The SCCE recommends that the CEQ forms and instructions be distributed in one of the following ways:

- 1) *by a staff member from within the unit who does not have instructional responsibility for the course;*

Report of the Senate Committee on Course Evaluations (cont'd)

- 2) *by a graduate student from within the unit (the unit may decide that CEQ administration can be included in the teaching assistance duties of the student);*
- 3) *by a MUCEP student hired by the academic unit.”*

During discussion of the above-noted recommendation, several Senators suggested that its adoption may not be practical in that sufficient staff and students are not likely to be available in all academic units thus making it extremely difficult for some Faculties and Schools to administer the CEQs. As a result, it was agreed to request that the Chair of the Senate Committee on Undergraduate Studies and the Chair of the Senate Committee on Course Evaluations look at this from a University-wide perspective and provide a report back to the Vice-President (Academic) and eventually to Senate.

Senate agreed to receive the Report of the Senate Committee on Course Evaluations.

Dr. Campbell then briefed Senate on the recent outcome of a MUNFA grievance regarding the dissemination of CEQ results. He noted that the panel was chaired by Bruce Outhouse, assisted by two others, one appointed by the administration and one appointed by MUNFA. This panel heard the original MUNFA grievance with respect to the introduction of the CEQs. At that time, the panel ruled in favor of the administration at Memorial University of Newfoundland. MUNFA then grieved the manner by which the results are disseminated and once again, it went to arbitration using the same panel.

Shortly before the arbitration hearing, MUNFA's lawyer wrote Dr. J. Strawbridge advising that they were going to argue that putting CEQ results in the library and on the web site violates the province's new Access to Information and the Protection of Privacy Act (ATIPPA). These issues had not been raised at the grievance meetings leading to the arbitration. At the arbitration hearing, the question of the administration of CEQs was raised again, but the board ruled that this issue was settled.

However, the board unanimously agreed with MUNFA that the manner of dissemination violates the management rights clause. Since CEQs are not mentioned in the collective agreement, their introduction was an exercise of management rights. However, the management rights clause says that the administration must exercise their rights in a fair, reasonable and equitable manner. The board ruled that violating ATIPPA is an unreasonable exercise of the University's management right. Dr. Campbell noted that officials of the University are currently negotiating with MUNFA to determine a fair, reasonable and equitable method of disseminating CEQ results in light of the new privacy legislation.

20. REPORT OF THE SENATE COMMITTEE ON COMMITTEES

On behalf of the Committee on Committees, Dr. Clark presented the Report of the Committee. It was moved by Dr. Clark, seconded by Mr. Collins, and carried that the report of the Committee on Committees, comprising items 20.1 through 20.3 below, be approved.

20.1 Memorial University of Newfoundland Students' Union Representation on Senate Committees

It was agreed to accept the recommendation of the Committee on Committees that the following nominations from the Memorial University of Newfoundland Students' Union for representation on Senate Committees be approved:

Advisory Committee on the Bookstore

Chad Griffiths

Advisory Committee on the Library

Alison Corbett

Advisory Committee on the University Timetable

Emilie Martin

Committee on Copyright

James Farrell

Committee on Educational Technology

Nicole Chipman

Committee on Research

Charlie Bishop

Committee on Senate Elections

Heather Forsey

Committee on Undergraduate Scholarships and Financial Aid

Kristopher Smith

Committee on Course Evaluations

Richard Kelly

20.2 Revisions to the Terms of Reference to Standing Committees of Senate

In September 2003, Senate approved the membership and terms of reference for the ad hoc Committee on Senate Reform. The principle mandate of the Committee was to consider and recommend ways of expediting Senate business so that the Senate could direct attention towards strategic rather than operational matters.

At a meeting held on May 11, 2004, Senate considered the final report of the ad hoc Committee and approved the following recommendation:

“(i) *request that the Committee on Committees re-examine committees of Senate in order to determine:*

- (a) *whether all of its present committees are necessary*
- (b) *whether the terms of reference of all or some of its committees should be revised.”*

Revisions to the Terms of Reference to Standing Committees of Senate
(cont'd)

At a meeting held on September 8, 2004, the Committee on Committees endorsed that recommendation and subsequently, requested each Senate Committee to conduct a review of its membership and terms of reference.

As a result of this review, the following changes to membership and/or terms of reference for the Committees listed below were approved by Senate:

A. Senate Committee on Educational Technology

The revised membership and terms of reference read as follows (Note: use of the underscore indicates new text and the strikeout indicates current text that is to be eliminated):

1. Membership
 - (a) One undergraduate student
 - (b) One graduate student
 - (c) One representative from Computing and Communications
 - (ed) An appropriate number of academic staff members who will include as far as possible balanced representation from the different discipline groups (Arts, Science, etc.)

2. Terms of Reference
 - (a) to act in an advisory and consultative capacity to the Senate and to the ~~Executive Director of the School of Continuing Studies~~ Distance Education and learning Technologies (DELT);
 - (b) to investigate and determine any issues of priority, or of suitability, which may arise in the development and delivery of technology-based instructional programmes by the University.
 - (c) to promote continuing enquiry and understanding among members of the University concerning the appropriate use of ~~technology-based learning; information and communication technologies in teaching and learning; and~~ teaching and learning; and ~~and~~
 - (d) to review ~~the means of technology-based distribution and their impact on education to ensure that they are appropriate and adequate to the context in which they are applied.~~ access to and use of information and communication technologies in teaching and learning at Memorial to ensure that they are appropriate and adequate to the context.

Revisions to the Terms of Reference to Standing Committees of Senate
(cont'd)

Senate Committee on Undergraduate Studies

In light of Senate's decision at its March 2004 meeting to delegate the approval of grades to the decanal level rather than to the Senate Committee on Undergraduate Studies, the following revised wording for clause VII.J.(1) of its terms of reference was approved (Note: use of the underscore indicates new text and the strikeout indicates current text that is to be eliminated):

~~“To approve all final grades for undergraduate courses before they are released by the Registrar’s Office. To monitor grades, to flag grades considered to be anomalous, and to request from academic units, explanations for anomalies. {Effective Fall Semester 2004 authority to approve final grades before they are released by the Office of the Registrar has been delegated by Senate to the decanal level, i.e. deans/directors/principal (SWGK)}.”~~

Committee on Honorary Degrees and Ceremonial

Senate approved a recommendation that the Chancellor become an ex-officio member of the Committee.

Senate Advisory Committee on the Library

Senate agreed with the recommendation that the number of representatives be increased with at least three members each from the Arts, Sciences, professional schools and constituent branches, and one from the Library and requested that the Committee on Committees take this into account in the spring during the annual process of staffing Senate Committees.

- B.** Senate agreed with the assessment of the following committees that they are necessary and that their terms of reference are in order:

Committee on Course Evaluations
Committee on Senate Elections
Senate Advisory Committee on the University Timetable
Planning and Budget Committee
Executive Committee of Senate
Senate Committee on Copyright

Dr. Clark noted that the following committees are expected to report at a later date:

Advisory Committee on the University Bookstore
Committee on Undergraduate Scholarships and Financial Aid

Dr. Clark advised that the Committee on Committees agreed to seek additional information from the Committee on Research.

20.3 Provision for Retired Academic Staff Members to Complete Terms of Office on Standing Committees of Senate

A letter dated September 28, 2005 was received from the Committee on Committees noting that while Clauses C.2.(a) and C.3.(a) of the Handbook of Senate By-Laws and Procedures define the guidelines for the appointment of members to standing committees of Senate, the guidelines are silent on the status of those academic staff members who retire after their appointment but before the expiry of their term of office on a committee.

In order to make provision for continued service on Senate Committees and in order to alleviate the current difficulties being experienced in attracting volunteers to serve on Senate Committees, Senate accepted the recommendation of the Committee on Committees that clause VI.C.3(a) of the Handbook be amended to include the following note:

“NOTE: An academic staff member who retires from the University after his/her appointment but before the expiry of his/her term of office on a Senate Committee will be eligible to serve the remainder of the three year term.”

21. MEMORIAL UNIVERSITY OF NEWFOUNDLAND STUDENTS' UNION REPRESENTATION ON THE SENATE COMMITTEE ON COMMITTEES

An e-mail dated September 15, 2005 was received from the Memorial University of Newfoundland Students' Union nominating Matthew Sheppard as undergraduate student representative for the Committee on Committees. Since the Committee on Committees is not involved in the process of recommending membership for any of its members, Mr. Collins submitted this nomination to Senate recommending its approval.

The motion to approve the nomination was moved by Mr. Collins, seconded by Mr. Flaherty and carried.

22. REMARKS FROM THE CHAIR - QUESTIONS/COMMENTS FROM SENATORS

- The President advised that work is continuing on the Strategic Planning Process. He noted that a number of Key Strategic Issue Groups have been formed to deal with the various important issues. A forum to discuss the Key Strategic Issues has been scheduled to take place on November 4, 2005.
- On September 14, 2005, a delegation from the Université du Québec visited Memorial and the President noted that officials from both institutions are trying to identify common areas of research and teaching.
- During the period October 6 - 8, 2005, the President visited the United Arab Emirates regarding collaboration in *Gateway Without Borders*, as well as in several marine and petroleum initiatives.

Remarks from the Chair - Questions/Comments from Senators (cont'd)

- The President noted that he had an opportunity to visit the College of the North Atlantic campus at Qatar on October 9, 2005 regarding undergraduate degree programs for graduates of diploma programs.
- On September 24, 2005, the President attended an Affinity Newfoundland and Labrador event held in Calgary, Alberta and noted that approximately \$10,000 was raised which will go towards scholarships. He also visited the Harlow campus on October 4, 2005 where a similar event was held.
- The official opening of the INCO Innovation Centre was held on September 20, 2005.
- Dr. Meisen reported that the Sir Wilfred Grenfell College bid to manage the Pepsi Centre was accepted by the Corner Brook City Hall. He also noted that on September 19, 2005, he travelled with Dr. Campbell to Sir Wilfred Grenfell College and met with students, faculty and staff.
- On October 11, 2005, the President attended the Employee Service Awards ceremony.

23. ITEM FOR INFORMATION:

The Executive Committee of Senate denied the following appeal:

ECS 2005-06: #3 - Appeal against the decision of the Senate Committee on Undergraduate Studies to deny the student probationary promotion from Academic Term 4 of the Engineering program permission to re-write examinations for some or all courses in that term.

24. ADJOURNMENT

The meeting adjourned at 4:40 p.m.

CHAIRMAN

SECRETARY