

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

The regular meeting of Senate was held on December 10, 2019, at 4:00 p.m. in the Lecture Theatre in the Physical Education Building, Room 2001.

27. PRESENT

The President, Dr. N. Golfman, Dr. N. Bose, Mr. G. Blackwood, Dr. M. Abrahams, Dr. S. Bugden, Dr. I. Dostaler, Dr. A. Gaudine, Dr. K. Goodnough, Dr. K. Jacobsen (via videoconferencing), Dr. G. Naterer, Mr. T. Nault, Dr. M. Piercey-Normore (via videoconferencing), Dr. J. Simpson, Dr. M. Steele, Dr. A. Surprenant, Dr. I. Sutherland, Dr. G. Watson, Dr. T. Adey, Dr. D. Behm, Mr. P. Brett, Dr. G. Cox, Dr. R. Croll (via videoconferencing), Dr. N. Daneshtalab, Mr. E. Durnford, Dr. G. Galway, Dr. S. Ganz (via videoconferencing), Dr. G. George, Dr. E. Haven, Dr. J. Hawboldt, Dr. R. Haynes, Dr. M. Hunter (for Deputy Minister), Dr. E. Kendall, Dr. J. Leibel, Dr. J. Lokash, Dr. S. MacDonald, Dr. E. Merschrod, Dr. J. Munroe, Dr. S. O'Neill, Dr. K. Parsons, Dr. D. Peters, Dr. K. Power, Dr. A. Sarkar, Ms. H. Skanes, Dr. K. Snelgrove, Dr. M. Stordy, Dr. J. Westcott, Ms. A. Francis, Mr. B. Greeley, Ms. K. McLaughlin, Mr. L. O'Neill.

The President welcomed all Senators to this meeting of Senate.

Land acknowledgement:

We respectfully acknowledge the territory in which we gather as the ancestral homelands of the Beothuk, and the island of Newfoundland as the ancestral homelands of the Mi'kmaq and Beothuk. We would also like to recognize the Inuit of Nunatsiavut and NunatuKavut and the Innu of Nitassinan, and their ancestors, as the original people of Labrador. We strive for respectful partnerships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.

Welcome:

Dr. Larry Bauer, Chair, Committee on Undergraduate Scholarships, Bursaries and Awards, for agenda item #7. Committee on Undergraduate Scholarships, Bursaries and Awards – Membership and Terms of Reference

Ms. Charlene Walsh, Chair, and Ms. Sharon Pippy, Secretary, Committee on Course Evaluation, for agenda item #9. Annual Report of the Senate Committee on Course Evaluation – Presentation and Recommendations

The President noted that it would be appreciated if when you speak you use the microphone and introduce yourself and your constituency as Grenfell Campus Senators are joining by videoconferencing and otherwise will not be able to hear.

The President advised that Agenda item 4.B. Education (under Report of the Academic Council of the School of Graduate Studies) on the Regular Agenda has been removed from the agenda.

28. APOLOGIES FOR ABSENCE

Apologies were received from Ms. S. Cleyle, Dr. L. Rohr, Dr. S. Barkanova, Dr. S. Carr, Professor A. Fisher, Dr. S. McConnell, Dr. M. Woods.

29. MINUTES

It was moved by Dr. G. George, seconded by Dr. D. Peters, and carried that the Minutes of the regular meeting held on September 10, 2019, be taken as read and confirmed.

30. REPORT OF THE SENATE COMMITTEE ON HONORARY DEGREES AND CEREMONIAL

Senate moved into a closed session for this item of business in accordance with **Section IV.E.2. SENATE MEETINGS AND PROCEDURES** of the Handbook of Senate By-Laws and Procedures which reads:

Matters of a confidential nature, including honorary degrees, shall be discussed in closed session; observers are not permitted to attend closed sessions.

30.1 Honorary Degree Nominations

The names of eight candidates recommended by the Committee on Honorary Degrees and Ceremonial were presented to the Senate for awarding of doctoral degrees honoris causa. Each candidate was approved by at least a two-thirds majority vote.

31. Special Meeting of Senate – December 11, 2019

The President reminded Senators of the Special Meeting on Wednesday, December 11, 2019, at 9:30 a.m. to consider the Report from the Presidential Search Committee.

CONSENT AGENDA

It was moved by Dr. A. Surprenant, seconded by Dr. E. Kendell, and carried that the consent agenda, comprising the items listed in 32 below, be approved as follows.

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

32.1 Archaeology

Page 585, 2019-2020 Calendar, under the heading 8.6.2 Courses, amend the section as follows:

“6000 Theory and Method in the Study of Archaeology and Prehistory (same as the former 6411)

6001 Interpretative Methods in Archaeology (same as the former 6700)

~~6020 Bioarchaeology~~

~~6040 Human Osteology~~

6095 Advanced Studies in Ethnohistory (*same as History 6095*)

~~6151 Palaeoethnobotany~~

~~6181 Palaeoeskimo Cultures of the Eastern Arctic~~

~~6182 Advances in Material Culture Analysis~~

~~6187 Readings in Maritime Provinces Prehistory~~

~~6189 Palaeopathology~~

6191 Approaches to Early Modern Material Culture

~~6192 Conservation Method and Theory~~

~~6290 Newfoundland and Labrador Prehistory~~

~~6310 Economic Analyses in Archaeology~~

~~6320 Ethnoarchaeology~~

~~6330 Archaeological Field Conservation~~

6409 History of Science and Archaeology

~~6411 Theory and Method in the Study of Archaeology and Prehistory~~

~~6500 Special Topics in Historical Archaeology (prerequisite 6191)~~

6680 Space, Place and Landscape

6680-6699 (excluding 6680, 6685, 6686, 6687) Special Topics in Archaeology and Prehistory

6685 When World's Meet: Nature/Culture and Ontological Conflicts

6686 Archaeology of the Body

6687 Applied Archaeological Sciences

~~6700 Interpretative Methods in Archaeology~~

~~6701 Interpretative Methods in Historical Archaeology~~

~~6890 Graduate Seminar”~~

Page 682, 2019-2020 Calendar, under the heading 36.2.2 Courses, amend the section as follows:

“6000 Theory and Method in the Study of Archaeology and Prehistory (same as the former 6411)

Archaeology (cont'd)

~~6001 Interpretative Methods in Archaeology (same as the former 6700)~~
~~6020 Bioarchaeology~~
~~6040 Human Osteology~~
6095 Advanced Studies in Ethnohistory (*same as History 6095*)
~~6151 Palaeoethnobotany~~
~~6181 Palaeoeskimo Cultures of the Eastern Arctic~~
~~6182 Advances in Material Culture Analysis~~
~~6187 Readings in Maritime Provinces Prehistory~~
~~6189 Palaeopathology~~
6191 Approaches to Early Modern Material Culture
~~6192 Conservation Method and Theory~~
~~6290 Newfoundland and Labrador Prehistory~~
~~6310 Economic Analyses in Archaeology~~
~~6320 Ethnoarchaeology~~
~~6330 Archaeological Field Conservation~~
6409 History of Science and Archaeology
~~6411 Theory and Method in the Study of Archaeology and Prehistory~~
~~6500 Special Topics in Historical Archaeology (prerequisite 6191)~~
6680 Space, Place and Landscape
6680-6699 (excluding 6680, 6685, 6686, 6687) Special Topics in
Archaeology and Prehistory
6685 When World's Meet: Nature/Culture and Ontological Conflicts
6686 Archaeology of the Body
6687 Applied Archaeological Sciences
~~6700 Interpretative Methods in Archaeology~~
~~6701 Interpretative Methods in Historical Archaeology~~
~~6890 Graduate Seminar"~~

32.2 Biochemistry

Page 651, 2019-2020 Calendar, under the heading 27.6 Biochemistry,
amend the section as follows:

“25.6 Biochemistry

- www.mun.ca/sgs/contacts/sgscontacts.php
- www.mun.ca/science
- www.mun.ca/biochem

The Degree of Master of Science is offered in Biochemistry or Food
Science to full-time and part-time students.

25.6.1 Admission

The admission requirements for the graduate programs in Biochemistry
and Food Science are as given under **Regulations Governing Master of
Science Degrees**.

Biochemistry (cont'd)

25.6.2 Program of Study

1. The program of a student for the M.Sc. Degree shall be the responsibility of the supervisory committee, composed of the Supervisor and at least two other faculty members recommended with the concurrence of the Supervisor by the Head of the Department or delegate.
2. All students must enrol in Biochemistry 6999 (Seminars in Biochemistry and Food Science), and must complete Biochemistry 7000 (Graduate Skills) plus a minimum of 6 credit hours of graduate courses with a minimum B grade. Depending on the background and/or area of specialization, a student's program may include additional courses taken for credit in Biochemistry, Food Science, or related subjects.
3. It is the responsibility of the student to arrange regular meetings with the student's supervisory committee. A semi-annual report, prepared by the Supervisor and signed by all members of the supervisory committee, is required to be given to the Head of the Department or delegate.
4. M.Sc. students are required to complete a M.Sc. Oral Defence of their thesis research. The defence will be examined by the Supervisory Committee (at least three voting members) and chaired by the non-voting Deputy Head (Graduate), or delegate. The Defence and first round of questions will be open to the public; the second round of questions will be in camera. Outcomes of the Defence will be:
 - a. “Proceed”—proceed to submission of thesis to SGS for examination; or
 - b. “Do not proceed”—the supervisory committee will convene to make a final recommendation on the student’s overall program as per SGS Regulations 4.9.3.1 and 4.13.1(f).
5. The M.Sc. Degree program will conclude with a thesis examination as prescribed in the Regulations Governing the Degree of Master of Science.”

32.3 Physics

Page 709, 2019-2020 Calendar, under the heading 36.31 Physics and Physical Oceanography, amend the section as follows:

“36.31 Physics and Physical Oceanography

www.mun.ca/sgs/contacts/sgscontacts.php

www.mun.ca/science

www.mun.ca/physics

The following Departmental Regulations are supplementary to the **General Regulations** governing the M.Sc. and Ph.D. degrees. ~~A thorough familiarity with the latter Regulations should be regarded as the prerequisite to further reading in this section.~~

Physics (cont'd)

The Degree of Doctor of Philosophy (Ph.D.) is offered in Physical Oceanography and in Physics. The Department also participates in the interdisciplinary Ph.D. programs in **Environmental Science**, in **Scientific Computing**, and in **Theoretical Physics**.

~~The Department of Physics and Physical Oceanography compiles, and regularly reviews, a brochure which contains reasonably detailed descriptions of currently active research projects, as well as a comprehensive listing of recent research publications, and other material which may be of interest to prospective graduate students.~~

36.31.1 Program of Study

~~The Degree of Doctor of Philosophy (Ph.D.) is offered in Atomic and Molecular Physics, Physical Oceanography in Condensed Matter Physics, and in Theoretical Physics.~~

A program of study for the Ph.D. Degree in Atomic and Molecular Physics, Condensed Matter Physics or in Physical Oceanography shall normally include a minimum of 9 graduate credit hours, beyond those required for the M.Sc. Degree. However, depending on the student's background and area of specialization, more or fewer graduate and/or undergraduate courses may be required.

1. Course Requirements for the Ph.D. Degree in Physical Oceanography
Course requirements shall normally include a minimum of 9 graduate credit hours. At least 6 of these credit hours shall be selected from courses numbered 6300-6399 in the list in Section 36.31.2. For students who have transferred from the M. Sc. degree program in Physical Oceanography (see **Section 4.1.3.1a** of the General Regulations), a minimum of 15 credit hours are required (including courses completed while enrolled in the M.Sc. program), of which at least 12 shall be selected from courses numbered 6300-6399 in the list in Section 36.31.2.

2. Course Requirements for the Ph. D. Degree in Physics
Course requirements shall normally include a minimum of 9 graduate credit hours. At least 6 of these credit hours shall be selected from the list in Section 36.31.2. For students who have transferred from the M. Sc. degree program in Physics (see **Section 4.1.3.1a** of the General Regulations), a minimum of 15 credit hours are required (including courses completed while enrolled in the M.Sc. program), of which at least 12 shall be selected from the list in Section 36.31.2.

3. In exceptional circumstances, modifications to these course requirements as stated in 1 and 2 can be approved by the Departmental Graduate Studies Committee.

4. Comprehensive Examination

The ~~A~~ Comprehensive Examination (as prescribed under **Section 4.8.2** of the General Regulations ~~Comprehensive Examinations~~) shall be an oral one, and ~~may~~ will include the submission and presentation of a written research proposal.

Physics (cont'd)

5. ~~The Ph.D. Program in Theoretical Physics is an interdisciplinary program offered jointly with the Department of Mathematics and Statistics. The regulations for this program are described under the Regulations Governing the Degree of Doctor of Philosophy—~~
Theoretical Physics

Thesis

The Ph.D. degree program will conclude with the submission of a thesis based on original research and an oral defense of the thesis, as prescribed in [Section 4.10](#) of the General Regulations.

36.31.2 Courses

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

- 6000 Condensed Matter Physics I
- 6001 Condensed Matter Physics II
- 6002 Superconductivity
- 6003 Path Integral Techniques in Condensed Matter Physics
- 6010-19 Special Topics in Condensed Matter Physics
- 6040 Biophysics
- 6060-69 Special Topics in Interdisciplinary Areas
- 6200 Nonlinear Dynamics
- 6308 Ocean Dynamics I
- 6309 Ocean Dynamics II
- 6310 Physical Oceanography
- 6313 Physical Fluid Dynamics
- 6314 Field Oceanography
- 6315 Polar Oceanography
- 6316 Ocean Measurements and Data Analysis
- 6317 Ocean Acoustics
- 6318 Numerical Modelling
- 6319 Climate Dynamics
- 6320 Turbulence
- 6321 Coastal Oceanography
- 6322 Stratified Fluids
- 6323 Stability Theory
- 6324 Models in Ocean Ecology
- 6360-69 (excluding 6363) Special Topics in Physical Oceanography
- 6363 Laboratory Experiments in Geophysical Fluid Dynamics
- 6400 Statistical Mechanics
- 6402 Theory of Phase Transitions
- 6403 Stochastic Processes, Time-Dependent and NonEquilibrium Statistical Mechanics

Physics (cont'd)

- 6413 Soft Matter Physics
- 6502 Electrodynamics
- 6720 Theory of Molecules
- 6721 Molecular Spectroscopy
- 6722 Light Scattering Spectroscopy
- 6730 Molecular Theory of Liquids and Compressed Gases
- 6740 Physics of Atomic Collisions
- 6760-69 Special Topics in Atomic and Molecular Physics
- 6800 Group Theory
- 6810-19 Special Topics in Theoretical and Mathematical Physics
- 6850 Quantum Mechanics I
- 6851 Quantum Mechanics II
- 6900 Techniques in Experimental Condensed Matter Physics
- 6910-19 Special Topics in Experimental and Applied Physics

~~Table of Credit Restrictions—Physics and Physical Oceanography
(Credit may be obtained for only one course from each of the pairs of courses listed in this table.)~~

Present Course	Former Course	Present Course	Former Course
6000	6050	6318	6304
6001	6051	6321	6303
6002	6822	6321	6304
6003	6820	6323	6303
6200	6821	6402	6401
6308	6312	6403	6401
6309	6311	6403	6824
6313	6301	6502	6500
6316	6302	6502	6501
6317	6823	6722	6790

~~Members of the Department carry out research in several areas of experimental and theoretical physics, including atomic and molecular physics, condensed matter physics, physical oceanography, theoretical geophysics and applied nuclear physics. In atomic and molecular physics, there are experimental programs in collision induced infrared absorption spectroscopy, electron emission spectroscopy of simple molecules, molecular ions and free radicals, laser induced fluorescence spectroscopy, and Raman spectroscopy, and theoretical work on atomic and molecular collisions. The work in condensed matter physics includes experimental programs in solid state nuclear magnetic resonance on systems of biophysical interest, Raman spectroscopy of lipid bilayers and membranes, studies of phase transitions using Brillouin and Raman spectroscopy,~~

Physics (cont'd)

~~studies of instabilities and pattern formation in simple fluid dynamical systems, and spectroscopic studies of molecular crystals. Theoretical condensed matter physics research involves studies of magnetism, superconductivity, and the statistical mechanics of polymers and lipid bilayers. The Physical Oceanography group carries out field and laboratory research on several projects which take advantage of Newfoundland's unique oceanographic environment, using acoustic and other remote sensing techniques. These include studies of circulation on the Newfoundland and Labrador shelves, Labrador current dynamics, fjord dynamics, submarine canyons and sediment transport dynamics in the nearshore zone and on the shelf. Theoretical oceanographic studies involve the modelling of ocean circulation, gravity wave phenomena and other aspects of ocean dynamics. Research in theoretical geophysics is concentrated on whole Earth dynamics, with special emphasis on the physics of the liquid core (the Earth's "third ocean") as inferred from its wave spectrum and the associated momentum transfer to the deformable solid parts of the Earth. In nuclear physics, research is done on the atmospheric concentrations of radioactive elements and on dosimetry for medical applications.~~

Note: For Geophysics, see **Earth Sciences.**”

32.4 Education

Page 618, 2019-2020 Calendar, under the heading 12.9 Courses, amend the section as follows:

“12.9 Courses

Course descriptions for graduate courses in Education are available at the [Faculty of Education graduate website](#).

A selection of the following graduate courses shall be offered to meet the requirements of students, as far as the resources of the Faculty allow.

- 6100 Research Designs and Methods in Education
- 6105 Social and Cultural Difference and Education
- 6106 Popular Culture and Literacy Education
- 6107 Arts Education: Creativity in the Classroom
- 6108 Literacy and Language Education: Sociocultural Perspectives
- 6202 Social Context of Educational Leadership
- 6203 Leadership: Theory and Practice
- 6204 Educational Administration: Theory and Practice
- 6205 Educational Policy: Theory and Practice
- 6290 Research and Development Seminar in Educational Leadership Studies
- 6291 Internship in Educational Leadership Studies (6 credit hours)
- 6292 Project in Educational Leadership Studies (6 credit hours)

Education (cont'd)

- 6293 Paper Folio in Educational Leadership Studies (6 credit hours)
- 6300 Teaching and Learning
- 6321 Supervisory Processes in Education
- 6330 Educational Finance
- 6335 Legal Foundations of Educational Administration
- 6390 Research and Development Seminar in Curriculum, Teaching and Learning Studies
- 6391 Internship in Curriculum, Teaching and Learning Studies (6 credit hours)
- 6392 Project in Curriculum, Teaching and Learning Studies (6 credit hours)
- 6393 Paper Folio in Curriculum, Teaching and Learning Studies (6 credit hours)
- 6394 Biographical Explorations of Teaching and Learning
- 6410 Seminar on Philosophical Issues in Educational Policy and Leadership
- 6420 Ethical Issues and Perspectives in Educational Practice and Policy
- 6425 Comparative Perspectives in Public Education, Reform, and Leadership
- 6426 Computer Applications in Educational Administration
- 6427 School Community Partnerships
- 6440 Family-School Relations: Leadership and Policy Implications
- 6461 Graduate Research Writing
- 6462 Cultural Landscapes, Knowledge and Pedagogy
- 6463 Relationships First: Rethinking Educational Engagement (*credit may be obtained for only one of 6463 or 6936*)
- 6465 School Violence: Leadership and Policy Implications
- 6466 Qualitative Research Methods
- 6467 Quantitative Research Methods
- 6468 Critical Approaches to Educational Research
- 6469 Theoretical and Methodological Foundations of Action Research
- 6470 Word and Sentence Level Reading Development and Instruction
- 6502 Contexts of Music Education
- 6503 Teaching Music from the Podium
- 6504 Musicianship, Pedagogy, and Learning
- 6590 Research and Development Seminar in Information Technology in Education
- 6600 Learning and Motivation
- 6602 Curriculum Studies
- 6603 Place, Ecology and Education
- 6610 Research on Computers in the Curriculum
- 6615 Educational Software Prototyping and Evaluation
- 6620 Issues and Trends in Educational Computing
- 6630 Critical Issues in Mathematics Education
- 6632 Current Research in Teaching and Learning of Elementary School Mathematics (*prerequisite: 6630*)

Education (cont'd)

- 6634 Teaching and Learning to Solve Mathematics Problems (*prerequisite: 6630*)
- 6635 Teaching and Learning Geometry
- 6636 Teaching and Learning the Concept of Number and Operations
- 6639 Technology and the Teaching and Learning of Mathematics (*prerequisite: 6630*)
- 6641 Writing in the Primary, Elementary and Secondary Schools
- 6642 Developmental Reading (K-8)
- 6643 Contemporary Issues in Intermediate and Secondary English
- 6644 Drama in Education
- 6645 Literature for Children and Adolescents
- 6646 Literature in the Secondary School
- 6647 Diagnosis and Remediation of Reading and Writing Difficulties
- 6649 Exploring Multiple Literacies
- 6653 Contemporary Issues in Science Education I
- 6655 The Nature of Science and Science Education
- 6658 Teaching and Learning Scientific Concepts, Laws, and Theories
- 6660 Information Technology
- 6661 Applications of Media in Education
- 6662 Research Seminar in Teacher-Librarianship
- 6663 The Organization of Learning Resources
- 6664 Seminar in School Improvement
- 6668 Current Issues in Second Language Education
- 6669 Graduate Seminar in Second Language Teaching and Learning
- 6670 Teaching and Learning Social Studies
- 6671 Research in Social Studies Education
- 6672 Issues and Trends in Social Studies
- 6673 Second Language Teaching, Learning and Curriculum (*credit may be obtained for only one of Education 6673, the former 6665 or 6667*)
- 6674 Research in Second Language Writing Education
- 6675 Current Issues in Rural Education
- 6676 Research and Practice in TESL/TEFL (Teaching English as a Second/Foreign Language)
- 6693 Literacy for the Young Child in Home and School
- 6700 Ethical and Legal Issues in Counselling
- 6701 Issues and Methodologies in Learning and Developmental Research
- 6702 Counselling: Theory and Practice
- 6705 Nature and Development of School Counselling Services
- 6706 Career Education and Career Counselling
- 6707 Assessment for Counsellors
- 6708 Group Counselling: Theory and Practice
- 6709 Assessment of Intelligence and Learning Skills
- 6710 Issues in Development and Implementation of Special Education Policy and Practices
- 6711 Behaviour Modification in the Educational Setting

Education (cont'd)

- 6712 The Nature and Assessment of Behaviour Disorders in Children and Adolescents
- 6713 Educational Applications of Contemporary Cognitive Psychology
- 6714 Principles and Practices in Exceptionality
- 6715 The Theory and Practice of Peer Helping Programs
- 6716 Working with Families and Parents
- 6717 Counselling Adolescents
- 6718 Elementary School Counselling
- 6719 Cultural Issues in Counselling
- 6720 Internship in Counselling Psychology (9 credit hours)
- 6755 Nature and Assessment of Learning Disabilities
- 6801 Foundations of Post-Secondary Programs
- 6802 Adult Learning and Development
- 6803 Research in Post-Secondary Education
- 6804 Leadership and Human Resource Development in Post-Secondary Education
- 6805 Advanced Human Resource Communications
- 6806 Interprofessional Education in the Health Professions
- 6807 Economics and Finance of Post-Secondary Education
- 6822 Foundations of Instructional Design in Post-Secondary Education
- 6823 Principles of Program Design and Development
- 6831 Organization and Administration of Student Services for the Adult Learner
- 6832 Issues and Trends in the Administration of Post-Secondary Education
- 6841 Student Development Theory, Services and Programs in Post-Secondary Education
- 6890 Research and Development Seminar in Post-Secondary Studies
- 6891 Internship in Post-Secondary Studies (6 credit hours)
- 6900-6910 Special Topics (excluding 6909)
- 6909 Narrative Approaches to Teaching, Learning and Research
- 6911 Multiage Education: An Introduction
- 6912-6950 Special Topics (excluding 6913, 6923, 6924, 6927,6931, 6932, 6936, 6938, and 6940)
- 6913 Putting Action Research Methodologies into Practice (*prerequisite: 6469 Theoretical and Methodological Foundations of Action Research*)
- 6923 Perspectives in Indigenous Education
- 6924 Decolonizing Pedagogies
- 6927 Digital Game-based Learning
- 6931 Educational Technology Law
- 6932 Intellectual Technology Law in Teaching and Learning
- 6938 Advanced Individual Counselling: Theory and Practice (*prerequisite 6702 and 6708*)
- 6940 Administration of Student Services in Post-Secondary Education”

REGULAR AGENDA

33. Report of the Academic Council of the School of Graduate Studies
- 33.1 Marine Institute

It was moved by Dr. A. Surprenant, seconded by Dr. R. Haynes, and carried that on page 576, 2019-2020 Calendar, following section 4.14 Provision for Reapplication, insert the following new section and renumber subsequent sections as follows:

“5 Regulations Governing the Degree of Master of Applied Ocean Technology and the Graduate Diploma in Applied Ocean Technology (Ocean Mapping)

www.mi.mun.ca

Vice-President (Marine Institute)

G. Blackwood

The degree of Master of Applied Ocean Technology (M.A.O.T.) is offered in Ocean Mapping (OM). There is also a Graduate Diploma in Applied Ocean Technology in the field of Ocean Mapping.

The programs will be administered by an Academic Director appointed by the Associate Vice-President Academic (Marine Institute), together with an Academic Advisory Committee.

The Academic Advisory Committee will be appointed by the Dean of Graduate Studies on recommendation of the Associate Vice-President Academic (Marine Institute). This Committee will consist of the Academic Director as Chair and five members of the academic community of the University. Normally, all appointments will be for a period of three (3) years.

A Technical Advisory Committee consisting of a cross-section of members with professional expertise related to ocean technologies, will provide regular feedback on program content, instruction, and future direction of the programs. Members of the Technical Advisory Committee will be appointed by the Dean of Graduate Studies on recommendation of the Associate Vice-President Academic (Marine Institute). The Academic Director will be an ex-officio member and Chair of the Technical Advisory Committee. Normally all appointments will be for a period of three (3) years.

5.1 Graduate Diploma in Applied Ocean Technology (Ocean Mapping)

The Graduate Diploma in Applied Ocean Technology (Ocean Mapping) is an applied and technical program offered by the School of Ocean Technology, at the Fisheries and Marine Institute. This program is for

Marine Institute (cont'd)

students who aim to pursue a career in ocean mapping, and includes specialized skills training that will empower students to conduct industry-ready tasks and applied research in any aspect of ocean mapping.

These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland

5.1.1 Admission Requirements

To be considered for admission to the Graduate Diploma in Applied Ocean Technology (Ocean Mapping), an applicant must be eligible to register in the Master of Applied Ocean Technology program (see **Master of Applied Ocean Technology, Admission Requirements** below).

5.1.2 Program of Study

The program is offered primarily on-campus and includes a field course component during which attendance at the Marine Institute Campus is required. Students will normally register on a full-time basis. The program can be completed on a part-time basis.

Students in the program are normally required to complete 15 credit hours of course work, specifically:

- Four (4) in-class courses: OTEC 6000, 6001, 6002, and 6003 from **Core Courses**; and
- One (1) field course: OTEC 6004 from **Core Courses**.

Students may be required to take additional courses.

Courses required for the Graduate Diploma in Applied Ocean Technology (Ocean Mapping) are listed in the **Courses** section under the Master of Applied Ocean Technology program.

5.1.3 Evaluation

1. Students in the Graduate Diploma in Applied Ocean Technology (Ocean Mapping) must obtain a grade of B or better in all program courses.
2. Students who receive a grade of less than B in any course will be permitted to remain in the program provided the course is repeated and passed with a grade of B or better. Alternatively, the student may, on the recommendation of the Academic Director, and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the student's program after which the student shall be required to withdraw from the program.

Marine Institute (cont'd)

5.2 Master of Applied Ocean Technology

The Degree of Master of Applied Ocean Technology (Ocean Mapping) is an applied and technical program offered by the School of Ocean Technology, at the Fisheries and Marine Institute. The Master of Applied Ocean Technology is offered, at present, in Ocean Mapping. This program is for students who aim to pursue a career in ocean mapping, and includes specialized skills training that will empower students to conduct industry-ready tasks and applied research in any aspect of ocean mapping.

These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland

5.2.1 Admission Requirements

Admission to the program is on a limited and competitive basis.

1. To be considered for admission to the program an applicant will normally possess a relevant second class or better undergraduate degree in the areas of science, technology, engineering or equivalent, both in achievement and depth of study, from an institution recognized by the Senate.

2. Any other applicant may be considered for admission provided that:

- a. The applicant has completed a second-class or equivalent undergraduate degree from an institution recognized by the Senate;
- b. The applicant demonstrates a satisfactory level of knowledge of math and science through undergraduate or graduate course work; and
- c. The applicant demonstrates in a statement of interest, a commitment and passion for ocean mapping and related technology through combined efforts of prior technical training in a relevant ocean technology field and employment or experience in field schools, research programs, the ocean technology industry, regulatory agencies or government departments, non-governmental organizations, consulting activities, or other relevant activities.

Completion of additional course work in math, science, and/or related technology may be required for applicants applying under this clause.

3. Applicants who did not complete a baccalaureate or post-graduate degree at a recognized university where English is the primary language of instruction must normally complete either the:

- a. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or
- b. International English Language Testing System (IELTS) and achieve a score of 7 (or higher).

Information regarding the TOEFL is available from the Educational Testing Service at www.ets.org. IELTS information is available at

Marine Institute (cont'd)

www.ielts.org. It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

5.2.2 Program of Study

Students in the Master of Applied Ocean Technology program are required to complete 30 credit hours of course work through either the Project Route or the Course Route.

The program is offered primarily on-campus and includes a field course component during which attendance at the Marine Institute Campus is required. Students will normally register on a full-time basis. The program can be completed on a part-time basis.

1. **Project Route:**

30 credit hours (24 credit hours of course work and a comprehensive project course (6 credit hours))

- Eight (8) **Core Courses** (24 credit hours)
 - Seven (7) in-class courses: OTEC 6000, 6001, 6002, 6003, 6005, 6008 and 6010 from **Core Courses**; and
 - One (1) field course: OTEC 6004 from **Core Courses**
- **Project Course** OTEC 6100 (6 credit hours)
- Students may be required to take additional courses.

OTEC 6100 is normally completed after all other program requirements have been met. In addition:

1. The Academic Director/Program Chair will approve the student's Project Supervisor.
2. Students will choose a topic/project in consultation with the Academic Director and Project Supervisor.
3. The project report will be evaluated by two examiners.

2. **Course Route:**

30 credit hours of course work

- Eight (8) **Core Courses** (24 credit hours)
 - Seven (7) in-class courses: OTEC 6000, 6001, 6002, 6003, 6005, 6008 and 6010 from **Core Courses**; and
 - One (1) field course: OTEC 6004 from **Core Courses**
- Two (2) **Electives** (6 credit hours)
- Students may be required to take additional courses.

Courses required for the Master of Applied Ocean Technology (Ocean mapping) are listed in the **Courses** section.

5.2.3 Transfer Credits

Up to three relevant elective courses (9 credit hours) may be transferred into the Master of Applied Ocean Technology program from other

Marine Institute (cont'd)

graduate programs within the School of Graduate Studies or from other post-secondary institutions recognized by Senate, subject to the approval of the Dean of Graduate Studies on the recommendation of the Academic Director.

5.2.4 Evaluation

1. Students in the Master of Applied Ocean Technology program must obtain a grade of B or better in all program courses.
2. Students who receive a grade of less than B in any course will be permitted to remain in the program provided the course is repeated and passed with a grade of B or better. Alternatively, the student may, on the recommendation of the Academic Director, and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the student's program after which the student shall be required to withdraw from the program.

5.3 Courses

5.3.1 Core Courses

- OTEC 6000: Ocean Mapping Essentials I
- OTEC 6001: Ocean Mapping Essentials II
- OTEC 6002: Applied Geodesy and Positioning
- OTEC 6003: Applied Hydrography
- OTEC 6004: Field Course in Ocean Mapping (PR: OTEC 6000, 6001, 6002, 6003)
- OTEC 6005: Applied Underwater Acoustics
- OTEC 6008: Applied Geostatistical Analysis and Seabed Characterization
- OTEC 6010: Marine Geology and Geophysics

5.3.2 Electives

- OTEC 6007: Autonomous Vehicles for Ocean Mapping
- OTEC 6013: MetOcean Instrumentation and Observation
- OTEC 6014: Introduction to Marine Renewable Energy (MRE) (CR: MSTM 4055)
- GEOG 6821: Advanced Computer Mapping
- MSTM 6001: Fisheries Ecology
- MSTM 6011: Introduction to Integrated Coastal and Ocean Management / Marine Spatial Planning
- MSTM 6015: Marine Protected Areas
- MSTM 6027: Coastal and Ocean Environmental Policies
- MSTM 6039: Sustainability and Environmental Responsibility
- OCSC 7100: Biological Oceanography

Marine Institute (cont'd)

5.3.3 Project Course

- OTEC 6100: Applied Ocean Technology Project in Ocean Mapping (6 credit hours)”

Page 559, 2019-2020 Calendar, under the heading 3.2.1 Graduate Diplomas, amend the section as follows:

- **Applied Ocean Technology**
- Graduate Diploma in Applied Ocean Technology (Ocean Mapping)
- **Business Administration**
- Graduate Diploma in Business Administration
- **Education**
- Diploma in Post-Secondary Studies (Health Professional Education)
- Graduate Diploma in Education (Educational Leadership Studies)
- **Engineering**
- Graduate Diploma in Engineering
- **Fisheries and Marine**
- Graduate Diploma in Marine Studies (Fisheries Resource Management)
- **Humanities and Social Sciences**
- Graduate Diploma in Humanities and Social Sciences
- **Medicine**
- Graduate Diploma in Medicine (Clinical Epidemiology)
- Graduate Diploma in Medicine (Community Health)
- **Nursing**
- Graduate Diploma in Nursing (Post Master’s Nurse Practitioner)

34 Proposed Changes to Senate Elections Procedures

Proposed Amendments to Senate Bylaw II. Membership of Senate and Elections to Senate, Section C. Procedures, were received from the Senate Committee on Elections and Committees. Mr. Tom Nault, Chair of the Committee, presented the proposed amendments.

It was moved by Mr. P. Brett, seconded by Dr. G. Watson, and carried that the following amendments be approved with the friendly amendment in Clause 4(p) of replacing “seven working days” with “five working days”.

C. Election of Academic Staff Members

1. (a) Eligibility to be an elector
 - (i) All full-time members of the academic staff of the constituencies defined in C.2.(a) below (except the Marine Institute) who are either tenured or beyond their first year in the University shall be eligible to be electors.
 - (ii) All full-time members of the academic staff at the Marine Institute as defined in items (a) and (b) of the

Proposed Changes to Senate Elections Procedures (cont'd)

Constitution of the Academic Council and section 1.1 of the By-Laws of the Marine Institute who are either permanent or temporary and beyond their first year in the Institute shall be eligible to be electors.

Note 1: The following are not eligible to be electors (or to be elected) in any constituency:

Sessional lecturers

Visiting lecturers Visiting professors Professores Emeriti Part time professors

Academic staff members on leave without pay

Note 2: The following are not eligible to be elected in any constituency (but may be electors):

Ex-officio members of the Senate (as defined in paragraph A. (b) above)

(b) Eligibility to be elected

(i) All full-time members of the academic staff of the constituencies defined in 2. below who are tenured or permanent (exclusive of any person who is an ex officio member) shall be eligible for election.

(ii) All full-time members of the academic staff of the Marine Institute as defined in items (a) and (b) of the Constitution of the Academic Council of the Marine Institute and section 1.1 of the By-Laws of the Marine Institute who are permanent (exclusive of any person who is an ex officio member) shall be eligible for election.

(c) All full-time members of the academic staff of the constituencies defined in 2. below who have, during the three academic terms preceding the normal election period, taught at least 50% of their workload in a constituency other than that to which they were appointed may choose to exercise their electoral rights in that other constituency. The Chair of the Committee on Senate Elections and Committees must be notified of such a choice in January of each year.

(d) All full-time members of the academic staff who hold appointments in more than one academic unit (whether joint appointment or cross appointment) may choose to exercise their electoral rights in one of the constituencies to which they have been appointed. The Chair of the Committee on Senate Elections and Committees must be

Proposed Changes to Senate Elections Procedures (cont'd)

notified of such a choice in January of each year. In the event that such notification is not received by the end of the month specified above, such members of the academic staff will be deemed to be members of the constituency in which they performed the major portion of their university duties in the immediately preceding three academic terms.

2. Constituencies

- (a) The list of electors shall be divided into the following constituencies:

Faculty of Business Administration
Faculty of Education
Faculty of Engineering and Applied Science
Faculty of Humanities and Social Sciences
Faculty of Medicine
Faculty of Science
Marine Institute
School of Human Kinetics and Recreation
School of Music
School of Nursing School of Pharmacy
School of Social Work
School of Arts and Social Science at
Grenfell Campus
School of Fine Arts at Grenfell Campus
School of Science and the Environment at
Grenfell Campus University Library

- (b) At an appropriate time each year, as determined by the Committee on Senate Elections and Committees, the appropriate Dean for each constituency shall compile a list of electors for that constituency, which shall consist of:
all electors (as defined in paragraph C.1.(a) above) who hold full-time appointments in that unit, excluding those electors who elect membership in another constituency in accordance with the provisions of paragraph C.1.c) above,
those electors from other constituencies who elect membership in that constituency in accordance with the provisions of paragraph C.1(c), and
those electors who elect membership (or who are deemed to be members) in that constituency in accordance with the provisions of paragraph C.1(d).
- (c) The appropriate Dean for each constituency shall forward a copy of the list of electors for that constituency to the

Proposed Changes to Senate Elections Procedures (cont'd)

Chair of the Committee on Senate Elections and Committees each year before a deadline determined by the Committee on Senate Elections and Committees and shall notify the Chair of the Committee on Senate Elections and Committees promptly of any changes in that list.

3. Representatives

The constituency representatives of the Senate shall be made up as follows:

(a) The number of seats shall be divided into the total number of full-time electors in all constituencies as defined by paragraphs C.1. and C.2. The figure obtained shall then be divided into the number of electors in each constituency to determine the number of representatives to which each constituency is entitled.

(b) Each constituency whose numbers do not warrant election of two or more senators (using the formula above) shall, nevertheless, be entitled to elect two representatives. The number of seats to which the remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to two representatives under this clause and the number of seats so taken.

(c) Each constituency whose numbers warrant election of more than six senators, (after the procedures of paragraphs C.3.(a) and C.3.(b) above have been completed), shall, nevertheless, be entitled to elect six representatives. The number of seats to which the remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to six representatives under this clause and the number of seats so taken.

(d) Where the number of representatives to which a constituency is entitled is not a whole number, (after the procedures of paragraphs C.3.(a), C.3.(b) and C.3.(c) above have been completed), the Committee on Senate Elections and Committees shall implement a rounding (up or down) to a neighbouring whole number, such that there is no change in the total number of constituency representatives of the Senate.

Proposed Changes to Senate Elections Procedures (cont'd)

4. Rules for Election

- (a) At least seven weeks prior to each annual Senate election, the ~~University Registrar~~ Secretary of Senate shall notify all electors of the date and time of the deadline for the receipt of nominations for election to the Senate. Nominations must remain open for at least one week. The deadline for the receipt of nominations cannot be later than four weeks before the date of the annual Senate election.

Note: The "date of the annual Senate election" shall be the deadline for the receipt of ballots.

- (b) Each candidate for election to the Senate must be nominated by two qualified electors from the same constituency as the candidate. The consent of the candidate must be indicated clearly on the nomination form.

- (c) ~~A nomination dated on or before the deadline but received by the University Registrar after the deadline may be accepted only if the University Registrar has received, before the deadline, a message by telephone, fax or e-mail advising the University Registrar of that nomination. All~~ nominations must be received by the Senate Office on or before the deadline. Nominations may be submitted either by hard copy or electronically by email.

- (d) In the event that all vacancies in a constituency are for terms of equal duration and the number of nominations in that constituency, at the time of the deadline, is equal to or less than the number of vacancies to be filled, then all candidates in that constituency shall be declared elected by acclamation and no ballot is required.

- ~~(e) In the event that all vacancies in a constituency are for terms of equal duration and the number of nominations in that constituency at the time of the deadline is less than the number of vacancies to be filled, then all candidates in that constituency shall be declared elected by acclamation.~~

- (f) (e) In the event that the vacancies in a constituency are for terms of different durations and the number of nominations in that constituency at the time of the deadline is less than or equal to the number of vacancies of greatest duration to be filled, then all candidates in that constituency shall be declared elected by acclamation.

Proposed Changes to Senate Elections Procedures (cont'd)

- (g) ~~(f)~~ Whenever the number of nominations in a constituency at the time of the deadline is less than the number of vacancies in that constituency to be filled, the Committee on Senate Elections and Committees may, at its discretion, extend the deadline for nominations for those vacancies, or it may organize a separate by-election to fill the remaining vacancies. In the event that the deadline for nominations is extended, the ~~University Registrar~~ Secretary of Senate shall notify all electors in the relevant constituency of the date and time of the new deadline for the receipt of nominations.
- (h) ~~(g)~~ Where none of the provisions of paragraphs C.4.(d)-~~(f)~~~~(e)~~ above apply, the ~~University Registrar~~ Secretary of Senate shall arrange for ~~special ballot papers to be prepared and mailed to each elector at least two weeks before the date of the election~~ an online election to be conducted and electors shall have at least 14 days to cast their ballot.
- (h) The use of an online system to conduct elections shall ensure that votes are cast anonymously, distribution of invitations to vote are sent directly to eligible electors' university provided email account, and electors receive at least one reminder to vote.
- (i) If a vacancy in a constituency exists on January 1 and there is no by-election in progress for that vacancy or a vacancy in a constituency occurs between January 1 and the deadline for the receipt of nominations of the next annual Senate election, then the by-election to fill that vacancy shall be combined with the annual Senate election for that constituency. The candidate elected to fill that vacancy shall serve only the balance of the period for which the member being replaced was elected.
- (j) Where a by-election must be held separately from the annual Senate election, the Committee on Senate Elections and Committees shall decide the timetable for the by-election, consistent with the procedures for the annual Senate election, where possible.
- (k) Each voter will indicate their unweighted preference(s) for up to the number of candidates to which his/her constituency is entitled (including any vacancies due to concurrent by-elections).

Proposed Changes to Senate Elections Procedures (cont'd)

- ~~(l) Ballot papers shall be returned to the University Registrar in specially prepared envelopes. Votes cast in the election will be counted by the University Registrar in the presence of the Committee on Senate Elections whose members will serve as scrutineers.~~
- (m) (l) The candidates with the most votes shall be declared elected. In the event that vacant seats are of different durations, the candidate with the most votes will be awarded the seat with the longest duration, the candidate with the second most votes will be awarded the seat with the second longest duration, etc.
- (n) (m) In the event of a tie in any election, the Committee on Senate Elections and Committees shall determine, by lot, which of the candidates shall serve and/or which shall serve the shorter term.
- (n) Eligible electors can submit concerns about an election to the Secretary of Senate who shall investigate and report findings to the Committee on Elections and Committees
- (o) The Committee on Elections and Committees will consider any findings related to an election, and make a determination if the findings had a material impact on the result of an election. If Committee on Elections and Committees determines a material impact on the election, the Committee can invalidate the results of the election and order that the election be conducted again once the findings have been addressed.
- (p) The Committee on Elections and Committees will declare the results of the election results provisional for a period of five business days. During this period, all candidates shall be informed of the results and can initiate an appeal within this five day period.
- (q) If an appeal is received, the Committee on Elections and Committees shall review the appeal and determine if the issues raised in the appeal had a material impact on the election. If a material impact is found, the Committee shall determine how best to address the situation.
- (r) A candidate can appeal a decision of the Committee on Elections and Committees, within five business days of receiving a decision from the Committee on Elections and

Proposed Changes to Senate Elections Procedures (cont'd)

Committees, to the Executive Committee of Senate, whose decision shall be final.

- (s) At the end of the provisional period, and after any appeals have been settled, the Committee on Elections and Committees shall declare the results official and Secretary of Senate shall report the results of the elections to the President of the University as Chair of the Senate.

~~The University Registrar shall report the results of the elections to the President of the University as Chair of the Senate.~~

~~5. Term of Office~~

- ~~(a) Members elected to replace those whose term of office has expired shall normally serve for a three year term. Where a vacancy occurs from any cause other than expiration of term of office, that vacancy shall be filled by election and the person filling such vacancy shall serve for the balance of the period for which the member replaced was elected.~~
- ~~(b) Where terms of office shorter than three years arise in any constituency, the term of office of each winning candidate shall be determined by the number of votes the candidate receives, i.e. the winning candidate receiving the lowest number of votes shall serve the shortest term.~~
- ~~(c) In the event of a tie in any election, the Committee on Senate Elections and Committees shall determine, by lot, which of the candidates shall serve and/or which shall serve the shorter term.”~~

35. University Planning and Budget Committee – Terms of Reference

Proposed Amendments to the Terms of Reference for the University Planning and Budget Committee were received from the University Planning and Budget Committee. Dr. Noreen Golfman, Chair of the Committee, presented the proposed amendments.

It was moved by Dr. Golfman, seconded by Dr. E. Kendall, and carried that the following amendments be approved.

University Planning and Budget Committee – Terms of Reference (cont'd)

University Planning and Budget Committee **Member until August 31**

Vice-President (Academic), Chair	
Fisher, Andrew (Mechanical Engineering), <u>Vice-Chair</u>	2022 (Senator)
Brett, Paul (Marine Institute)	2020 (Senator)
Haghiri, Morteza (Grenfell Campus)	2020 (Senator)
Kendall, Ed (Radiology)	2020 (Senator)
Woods, Mike (Medicine)	2020 (Senator)
Bazan, Carlos (Civil Engineering)	2021
Hamid Usefi (Mathematics and Statistics)	2022*
Vacant (Academic staff member)	
Vacant (Academic staff member)	
Abbas, Saeel (Graduate Student (GSU))	2020 (April 30)
Medon, Jill (Undergraduate Student (MUNSU))	2020 (April 30)
Vacant (Undergraduate Student (MISU))	2020 (April 30)
Vacant (Undergraduate Student (GCSU))	2020 (April 30)
Associate Vice-President (Academic)	
Porter, Jennifer (Office of the Registrar)	
Director of Budgets	
Director of Centre for Institutional Analysis and Planning, <u>Secretary</u>	

* New Member

1. Membership:

- (a) Provost and Vice-President (Academic), Chair ex-officio
- (b) Associate Vice-President (Academic) ex-officio
- (c) Nine members of the academic staff:
 - (i) To be appointed by Senate on the recommendation of the Committee on Committees, giving due weight to considerations of diversity and individual qualities of nominees.
 - (ii) At least five faculty members (Including Marine Institute instructors) who are not administrative heads of academic units.
 - (iii) Not more than one from each academic unit (i.e. non-departmentalized faculties, schools, or departments within departmentalized faculties.)
 - (iv) To be appointed to staggered 3-year terms.
 - (v) Three to be Senators.
- (d) Three undergraduate students, one nominated by the Memorial University of Newfoundland Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.
- (e) One graduate student (nominated by the Executive Council of GSU)

University Planning and Budget Committee – Terms of Reference (cont'd)

- (f) The following three officials shall serve on the committee in a resource and non-voting capacity:
 - (i) Director of Centre for Institutional Analysis and Planning, committee secretary.
 - (ii) Director of Budgets
 - (iii) One support staff member (to be selected by the committee)
- (g) The Vice-Chair of the Committee to be a senator elected by the committee members.

2. Quorum

- (a) For the transaction of business, the full Committee shall require the presence of at least 33 $\frac{1}{3}$ % + 1 of the membership, excluding those serving in a resource capacity.

3. Terms of Reference - The activities of the committee will include the following four areas:

1. Planning. The committee will:

- a. advise the Senate on development of all university frameworks, plans and related documents, making recommendations for their approval by the Senate and the Board.
- b. monitor the progress of established plans, frameworks and related documents. The committee will seek regular updates from the custodians of these documents and provide an annual update to Senate on progress towards goals.
- c. review and advise Senate regarding initiatives established to enhance institutional effectiveness and promote more efficient use of resources.

2. Budget. The committee will:

- a. advise senior administrators on matters related to budget issues, including the university's budget submission to government on behalf of Senate as required
- b. advise Senate and senior administration about the priorities and allocation strategies for the funding provided to the university from government and other sources
- c. advise Senate regarding major new initiatives that have significant implications for resources, including personnel, space and capital expenditures. The Committee shall assess these initiatives in light of the university frameworks and plans, institutional priorities, and the university budget.

University Planning and Budget Committee – Terms of Reference (cont'd)

3. Research Centres and Institutes. The committee will:
 - a. oversee the policy and procedures associated with the establishment of research centres and Institutes at Memorial
 - b. review proposals to establish research centres and institutes, and make recommendations for approval to senate.
 4. Special Meetings of Senate. The committee will recommend to Senate topics of strategic interest for special meetings to be held in the fall and spring of each year.
 4. Reporting – In addition to monthly reports, the PBC will submit an annual report of its activities to Senate.”
36. Committee on Undergraduate Scholarships, Bursaries and Awards – Membership and Terms of Reference

Proposed Amendments to the Membership and Terms of Reference for the Committee on Undergraduate Scholarships, Bursaries and Awards were received from the Committee on Undergraduate Scholarships, Bursaries and Awards. Dr. Larry Bauer, Chair of the Committee, presented the proposed amendments.

It was moved by Dr. A. Surprenant, seconded by Dr. N. Bose, and carried that the following amendments be approved.

“Senate Committee on Undergraduate Scholarships, Bursaries and Awards

1. Membership
 - ~~(a) Deputy Provost (Students) and Associate Vice President (Academic) Undergraduate Studies~~
 - ~~(b) Director, Student Success Programs~~
 - ~~(a) Registrar or designate~~
 - ~~(e)(b) _____~~ Manager, Scholarships and Awards
 - ~~(d) Registrar~~
 - ~~(e) Director, Office of Student Recruitment~~
 - ~~(f)(c) _____~~ Three undergraduate students, one appointed by the Memorial University Students’ Union, one by the Marine Institute Students’ Union, and one by the Grenfell Campus Student Union.
 - ~~(g)(d) _____~~ An appropriate number of academic staff members
2. Terms of Reference
 - (a) To initiate and formulate policies for the awarding of undergraduate scholarships, bursaries, awards, medals and other distinctions ~~for Undergraduate~~ for the approval of Senate.

Committee on Undergraduate Scholarships, Bursaries and Awards –
Membership and Terms of Reference (cont'd)

~~(b) To create Calendar entries for Scholarships, Bursaries and Awards and to make changes to the Calendar entries on the behalf of Senate.~~

(b) To provide advice and support in the creation of terms of reference for scholarships, bursaries and awards.

(c) To award scholarships, bursaries, awards, medals and other distinctions on behalf of Senate.

~~(d) To advise the Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies~~To advise the Registrar with regard to scholarships and bursaries.

(e) To receive reports from sub-committees as appropriate.

(f) To report annually to Senate on the activities of this committee.”

37. Special Meetings of Senate

A memorandum dated November 25, 2019, was received from Mr. Keith Matthews, Secretary, Planning and Budget Committee, advising that at its meeting on November 19, 2019, the University Planning and Budget Committee (PBC) discussed whether to propose changes to the wording of section IV.A.4 of the Senate by-laws:

At the November and March Senate meetings at least one hour shall be set aside for a special meeting. The University Planning and Budget Committee shall prepare the agenda for this portion of the meeting. Suggestions for topics to be discussed may be forwarded by members of Senate to the Secretary of the University Planning and Budget Committee.

Although it was decided not to propose any changes, committee members expressed interest in inviting members of Senate to propose topics for these special meetings at the December meeting of Senate so there can be more engagement at Senate.

38. Annual Report of the Senate Committee on Course Evaluation –
Presentation and Recommendations

A memorandum dated November 4, 2019, and Annual Report 2019, was received from Charlene Walsh, Chair, Senate Committee on Course Evaluation. The President invited Ms. Charlene Walsh, Chair of the Senate Committee on Course Evaluation, and Ms. Sharon Pippy, Secretary, Senate Committee on Course Evaluation, to present the report and recommendations regarding the Course Evaluation Questionnaire (CEQ).

Ms. Walsh thanked Senate for the opportunity to present this report through a PowerPoint presentation at today's meeting.

Annual Report of the Senate Committee on Course Evaluation –
Presentation and Recommendations (cont'd)

Background – History of the CEQ

- Fall 2001 – 1st CEQ Administration – Paper-based
- 2010-2012 – CEQ Review, Online Pilot
- Winter 2013 – Online CEQ adopted
- November 2013 – CEQ expands to MI degree, CNS, WRSON and online courses
- 2014 – Student survey, Be Heard!
- March 2015 – CEQ added to MUN Mobile

Background – CEQ Facts and Figures

- Three cycles of CEQ administration per year spanning 15 weeks per semester (pre-administration, administration, post-administration)
- Approximately 1,600 course sections evaluated in Fall and Winter, 500 in Spring
- Administration of the CEQ is an intensive and wide-reaching activity in terms of time and people
 - CIAP staff: one dedicated position, two other staff as support
 - 40 Academic Units: Deans/Heads and administrative staff
 - Instructors and students
 - Information Technology Services (ITS) and Registrar's Office staff support

Report Context

- Mandate of the SCCE to report and advise on course evaluation and the CEQ
- Activities since 2016 presentation to Senate
- Emerging concerns re: CEQ and its process

Data Gathering Activities and Results

- 3-phase data gathering approach
 - Instructor survey
 - Focus group sessions
 - Environmental scan

Instructor Survey and Focus Group Sessions

- Three broad categories of concerns identified:
 - Validity/usefulness
 - Fairness as a measure
 - Reporting and use of results

Environmental Scan

- Course evaluation processes at other universities vary but key characteristics of student rating systems reviewed include:
 - use of relevant questions;

Annual Report of the Senate Committee on Course Evaluation –
Presentation and Recommendations (cont'd)

- utilizing other components of course evaluation (mid-term evaluation, peer review);
- variations in reporting formats;
- flexibility and customization;
- completion tied to demographics;
- variations for anonymity
- guidance for students on how to provide feedback
- Course evaluation Literature indicates:
 - ratings influenced by multiple biases
 - ratings may not be valid measures of teaching effectiveness
 - ratings should be one component of several used to evaluation courses
- Trends and practices suggests ways forward:
 - CEQs for formative purposes
 - Informed consent and safeguards
 - Protect from discrimination and harassment
 - Statistically valid and appropriate reporting
 - Recognize students for their contribution

CEQ Purpose Statement Review

- Current CEQ purpose statement – endorsed by Senate in 2004

*“The SCCE recognizes several potential purposes of the CEQ.
These are:*

- (1) to help instructors improve the quality of their teaching;*
- (2) to provide a standard measure of teaching effectiveness;*
- (3) to help students make choices among courses.”*

(1) to help instructors improve the quality of their teaching

- Valuable data for instructors – to review a summary of students’ perception of the course
- Review of questions
- Customize and provide additional functionality
- Results used as a formative measure

(2) to provide a standard measure of teaching effectiveness

- Bias and impacts
- Used by units in various ways
- Perhaps should not be used to compare different instructors but perhaps review a single instructor’s ratings over time (longitudinally)
- Modification of reporting to units

Annual Report of the Senate Committee on Course Evaluation –
Presentation and Recommendations (cont'd)

(3) to help students make choices among courses

- Not a fair strategy if #2 above is not valid
- Learning experiences
- Student use of published results

Recommendations:

Recommendation 1: Revise the Purpose Statement for CEQ

Revised Purpose Statement:

As one part of an overall approach to course evaluation, the intent of the CEQ is to collect constructive information from students about learning experiences in their courses. CEQ results provide instructors with an opportunity to consider student feedback for the ongoing development of their courses and of their teaching practice; they help inform academic administrators about students' perceptions of teaching and learning in their units; and acknowledge the value of students' involvement in the evaluation process.

Recommendation 2: Review and align the CEQ form, processes and policies with the revised purpose statement to address the following sub-recommendations:

- 2.a. Refocus the CEQ instrument to reflect the revised purpose*
- 2.b. Improve the reporting and use of CEQ results*
- 2.c. Develop and promote a broader system of course evaluation where CEQ is one of several measures used*

Summary

- Instructors value course evaluations and student feedback via the CEQ
- Use of CEQ results for formative purposes and make positive changes to the instrument, processes and reporting
- Consider a multi-faceted course evaluation approach that includes the CEQ as one component
- Opportunity to work with the Memorial University Community to develop a more comprehensive course evaluation system to reflect the evolving landscape

The President thanked Ms. Walsh and Ms. Pippy for their presentation.

Annual Report of the Senate Committee on Course Evaluation –
Presentation and Recommendations (cont'd)

It was moved by Dr. J. Munroe, seconded by Dr. E. Kendall, to approve Recommendation 1.

A discussion then ensued with questions and comments from the floor covering such topics as:

- Inappropriate comments. Anonymous comments needs to be addressed.
- Do CEQ's work?
- CEQ summative. It should be ongoing throughout the course. Should have more quantitative data given to instructors along with CEQ at the end of the semester.
- Question of bias. Should not be used for assessment of teaching effectiveness for purposes of promotion and tenure.
- Is the purpose to evaluate courses or is it to evaluate teaching effectiveness?
- What actions come from the revised purpose?
- CEQ needs to be looked at due to poor response rates.
- CEQ not very good, should remove phrase "As one part of an approach to course evaluation" from Recommendation 1.

The motion was put to a vote and carried.

It was moved by Dr. B. LeFrancois, seconded by Mr. P. Brett, and carried to approve Recommendation 2.

39. Remarks from the Chair

The President commented on the following:

- No direction has been received from province on budget allocation for next fiscal year
- President's Awards tomorrow

40. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

CHAIR

SECRETARY