

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

The regular meeting of Senate was held on April 14, 2020, at 4:00 p.m. via WebEx.

59. PRESENT

Dr. S. Knight (Chancellor), The President, Dr. N. Golfman, Dr. N. Bose, Mr. G. Blackwood, Dr. J. Keshen, Dr. D. Hardy Cox, Dr. M. Abrahams, Dr. S. Bugden, Dr. I. Dostaler, Dr. M. Hunter (for Ms. C. Ennis-Williams), Dr. A. Gaudine, Dr. K. Goodnough, Dr. T. Hennessey, Dr. K. Jacobsen, Dr. G. Naterer, Mr. T. Nault, Dr. M. Piercey-Normore, Dr. L. Rohr, Dr. J. Simpson, Dr. M. Steele, Dr. A. Surprenant, Dr. I. Sutherland, Dr. G. Watson, Dr. T. Adey, Ms. A. Ambi, Dr. S. Barkanova, Dr. D. Behm, Mr. P. Brett, Dr. S. Carr, Mr. C. Couturier, Dr. G. Cox, Dr. R. Croll, Dr. N. Daneshtalab, Mr. E. Durnford, Dr. G. Galway, Dr. S. Ganz, Dr. G. George, Dr. E. Haven, Dr. J. Hawboldt, Dr. R. Haynes, Mr. D. Howse, Dr. E. Kendall, Dr. B. LeFrancois, Dr. J. Leibel, Dr. J. Lokash, Dr. S. MacDonald, Dr. S. McConnell, Dr. E. Merschrod, Dr. J. Munroe, Dr. S. O'Neill, Dr. K. Parsons, Dr. D. Peters, Dr. K. Power, Dr. A. Sarkar, Dr. C. Schiller, Ms. H. Skanes, Dr. K. Snelgrove, Dr. M. Stordy, Mr. M. Waller, Dr. J. Westcott, Dr. R. Whitaker, Dr. M. Woods, Ms. A. Abu-Awad, Mr. D. Dunphy, Ms. A. Francis, Mr. B. Greeley, Ms. K. McLaughlin, Mr. O'Neill.

Chair of the Senate Committee on Undergraduate Studies (Standing Invitation)

Dr. S. Sullivan

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:

The President noted that this is her first meeting as the new President. She is sorry that the meeting could not be held in person. She thanked Tom Nault for his guidance and mentorship to get this meeting set up today.

The President noted that it would be appreciated if you please introduce yourself and your constituency when addressing Senate. Keep your microphone on mute unless you are speaking. If you wish to speak on an item, please use the comment feature in WebEx to identify that you wish to speak. Senators who call in will be given an opportunity to make comments before a vote is taken. Please be patient, there may be some small technical glitches as this is the first meeting of Senate taking place remotely.

60. APPROVAL OF AGENDA

It was moved by Dr. A. Surprenant, seconded by Dr. I. Sutherland, and carried the adoption of the agenda.

With the consent of Senate, it was agreed to move agenda item 9 Chair's Report to agenda item 2.

61. MINUTES

It was moved by Dr. I Sutherland, seconded by Dr. T. Hennessey, and carried that the Minutes of the regular meeting held on February 11, 2020, be taken as read and confirmed.

62. Chair's Report

Dr. Timmons stated that she was glad to be here but not the transition she had imagined. She thanked everyone for their cooperation and patience as we hold today's meeting remotely.

There is no update on the budget. Keeping track of costs related to COVID-19.

With COVID-19, faculty have stepped up in the area of research. The Faculty of Medicine was on the news regarding modelling and input to the province. There has been a lot of work done as a university.

Several government packages have been announced supporting student hiring. Faculties should look at these programs to support student employment.

Chair's Report (cont'd)

There was an appeal for donations to provide support for students in need. Drs. Hardy-Cox and Surprenant took the lead and really successful in a short period.

She has met with other campuses and faculties, including Labrador Institute, Marine Institute, Harlow, Grenfell Campus, Genesis, Education Music, Medicine and Engineering. Will be meeting with other faculties soon. Also spoke to Premier, Minister, Major and a number of MP's.

She is eager to visit everyone on all campuses and hear people's stories. Learning more about community outreach.

Today is Dr. Noreen Golfman's last Senate meeting. Thank you to Dr. Golfman for all that she has contributed.

Welcome to Dr. Mark Abrahams as new Provost and Vice-President (Academic) as of May 1st.

CONSENT AGENDA

It was moved by Dr. A. Surprenant, seconded by Dr. G. George, and carried that the consent agenda, comprising the items listed in 63-64 below, be approved as follows.

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

63.1 Master of Maritime Management Program

Page 635, 2019-2020 Calendar, under the heading Regulations Governing the Degree of Master of Maritime Management, amend the section as follows:

20 Regulations Governing the Degree of Master of Maritime Management

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

20.1 Administration

The Master of Maritime Management (M.M.M.) program will be administered by an Academic Director appointed by the Associate Vice-President (Marine Institute), Academic & Student Affairs~~Vice-President (Marine Institute)~~, together with an Academic Advisory Committee.

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on recommendation of the Associate Vice-President

Master of Maritime Management Program (cont'd)

~~(Marine Institute), Academic & Student Affairs Vice President (Marine Institute)~~. This committee will consist of the Academic Director as Chair, three members from the Marine Institute, one member from the Faculty of Business Administration and one member from another unit 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 the maritime sector, will provide regular feedback on program content, instruction, and future direction of the Program. Members of this Committee will be appointed by the Dean of Graduate Studies on recommendation of the Associate Vice-President (Marine Institute), Academic & Student Affairs Vice President (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.

20.2 Program

The Master of Maritime Management (M.M.M.) is a comprehensive academic program that provides a broad understanding of the structure and operation of organizations and the factors that influence business decisions in the context of maritime-based organizations. It provides a maritime management focus through the development of knowledge and understanding of the nature of technical operations and the factors that have an impact on their success, as well as the ability to apply these concepts within their organizations.

The program is offered online and requires successful completion of either 1) 24 credit hours of course work and a comprehensive project and report (6 credit hours), or 2) 30 credit hours of course work. Candidates-Students will typically register on a part-time basis.

20.2.1 Admission Requirements

1. Admission to the program is on a competitive basis. To be considered for admission to the program an applicant will normally possess a second class or better undergraduate degree from a university of recognized standing and will normally have:
 - a. ~~a Memorial University of Newfoundland Bachelor of Maritime Studies or Bachelor of Technology, or a comparable undergraduate degree with~~ appropriate maritime sector and business management course work; and
 - b. ~~an~~ appropriate technical knowledge and relevant marine sector employment experience.

Master of Maritime Management Program (cont'd)

~~2.—The deadlines for submission of applications for candidates wishing to enter studies are as follows:~~

- ~~o Fall (September) semester: May 15~~
- ~~o Winter (January) semester: September 15~~
- ~~o Spring (May) semester: January 15~~

~~Applications received after listed deadlines will be considered as time and resources permit.~~

~~3.2.~~ In exceptional cases, applicants who have not completed an undergraduate degree, but who meet all other requirements, may be considered for admission. Preference will be given to those who have at least 10 years of relevant professional and managerial experience, and have successfully completed several years of post-secondary studies. Applicants who do not meet normal admission requirements shall be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.

~~4.3.~~ 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 www.ielts.org. It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

20.2.2 Program of Study

1. ~~Candidates—Students infor~~ the Master of Maritime Management program shall be required to complete a minimum of either:

- a. Twenty-four credit hours of course work and a major project and report (6 credit hours). Course work includes two compulsory core courses (6 credit hours), and six elective courses (18 credit hours), a minimum of three (9 credit hours) from Maritime Management Electives and one (3 credit hours) from Technology Management Electives. Students on the project route will complete MSTM-MARI 6101 Project in Maritime Management (6 credit hours). See Courses.

- i. ~~Core Courses (Two to be completed):~~
MSTM 6041 Marine Policy

Master of Maritime Management Program (cont'd)

~~MSTM 6042 Business of Shipping/Transportation of Goods~~

- ii. ~~**Elective Courses (Six to be completed: a minimum of one from Category A and three from Category B):**~~

~~**Category A**~~

~~MSTM 6022 Communication and Conflict Resolution in a Technical Environment~~

~~MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations~~

~~MSTM 6030 Principles of Management for Engineering Technology Enterprises~~

~~MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments~~

~~MSTM 6039 Sustainability and Environmental Responsibility~~

~~MSTM 6052 Management of Intellectual Property~~

~~MSTM 6054 Technology Assessment~~

~~**Category B**~~

~~MSTM 6027 Coastal and Ocean Environmental Policies~~

~~MSTM 6043 Marine Law~~

~~MSTM 6044 Marine Environment Law and Pollution Control~~

~~MSTM 6045 Port Operations and Management~~

~~MSTM 6046 Information Systems in the Marine Environment~~

~~MSTM 6047 Maritime Security and Event Investigation~~

~~MSTM 6048 Emerging Issues in International Marine Transportation~~

~~MSTM 6049 Maritime Risk Analysis and Management~~

~~MSTM 6050 Maritime Health, Safety, Environment and Quality~~

~~MSTM 6051 International Maritime Compliance & Business Continuity Planning~~

- iii. ~~**Project in Maritime Management**~~
~~MSTM 6101 Project in Maritime Management (6 credit hours)~~

~~Students will choose a topic in consultation with the Academic Director and will work independently to carry out an in-depth study of a problem or application within the area of maritime management and fully document and~~

Master of Maritime Management Program (cont'd)

- iv. ~~present their findings. Preferably the problem will be directly related to a workplace situation.~~

- b. Thirty credit hours on a course-based route. Course work includes two compulsory core courses (6 credit hours), and eight elective courses (24 credit hours), a minimum of four (12 credit hours) from Maritime Management Electives and two (6 credit hours) from Technology Management Electives.
 - i. **Core Courses (Two to be completed):**
 - ~~MSTM 6041 Marine Policy~~
 - ~~MSTM 6042 Business of Shipping/Transportation of Goods~~

 - Elective Courses (Eight to be completed: a minimum of two from Category A and four from Category B):**
 - Category A**
 - ~~MSTM 6022 Communication and Conflict Resolution in a Technical Environment~~
 - ~~MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations~~
 - ~~MSTM 6030 Principles of Management for Engineering Technology Enterprises~~
 - ~~MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments~~
 - ~~MSTM 6039 Sustainability and Environmental Responsibility~~
 - ~~MSTM 6052 Management of Intellectual Property~~
 - ~~MSTM 6054 Technology Assessment~~

 - Category B**
 - ~~MSTM 6027 Coastal and Ocean Environmental Policies~~
 - ~~MSTM 6043 Marine Law~~
 - ~~MSTM 6044 Marine Environment Law and Pollution Control~~
 - ~~MSTM 6045 Port Operations and Management~~
 - ~~MSTM 6046 Information Systems in the Marine Environment~~
 - ~~MSTM 6047 Maritime Security and Event Investigation~~
 - ~~MSTM 6048 Emerging Issues in International Marine Transportation~~
 - ~~MSTM 6049 Maritime Risk Analysis and Management~~
 - ~~MSTM 6050 Maritime Health, Safety, Environment and Quality~~
 - ~~MSTM 6051 International Maritime Compliance & Business Continuity Planning~~

Master of Maritime Management Program (cont'd)

2. Up to three relevant elective courses (9 credit hours) may be transferred from other 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.

3.
 - a) Students with full-time status may register for a maximum of 9 credit hours in any regular semester and a maximum of 6 credit hours in intersession or summer session.

 - b) Students with part-time status may register for a maximum of 6 credit hours in any regular semester and a maximum of 3 credit hours in intersession or summer session.

 - c) Students may register for additional courses in a semester or session with the permission of the Academic Director of the Program.

20.2.3 Evaluation

1. ~~Candidates—~~Students completing for the Master of Maritime Management degree must obtain a grade of **B or better** in all program courses.
2. ~~Candidates—~~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 ~~candidate—~~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 ~~candidate's—~~student's program after which the ~~candidate—~~student shall be required to withdraw from the program.

20.2.4 Courses

Core Courses

MARI MSTM 6041 Marine Policy (CR the former MSTM 6041)

MARI MSTM 6042 Business of Shipping/Transportation of Goods (CR the former MSTM 6042)

Elective Courses

Maritime Management Electives Category B

MARI MSTM 6027 Coastal and Ocean Environmental Policies (CR the former MSTM 6027)

MARI MSTM 6043 Marine Law (CR the former MSTM 6043)

Master of Maritime Management Program (cont'd)

[MARI MSTM 6044 Marine Environment Law and Pollution Control \(CR the former MSTM 6044\)](#)

[MARI MSTM 6045 Port Operations and Management \(CR the former MSTM 6045\)](#)

[MARI MSTM 6046 Information Systems in the Marine Environment \(CR the former MSTM 6046\)](#)

[MARI MSTM 6047 Maritime Security and Event Investigation \(CR the former MSTM 6047\)](#)

[MARI MSTM 6048 Emerging Issues in International Marine Transportation \(CR the former MSTM 6048\)](#)

[MARI MSTM 6049 Maritime Risk Analysis and Management \(CR the former MSTM 6049\)](#)

[MARI MSTM 6050 Maritime Health, Safety, Environment and Quality \(CR the former MSTM 6050\)](#)

[MARI MSTM 6051 International Maritime Compliance & Business Continuity Planning \(CR the former MSTM 6051\)](#)

Technology Management Electives Category A

[TECH 6022 Communication and Conflict Resolution in a Technical Environment \(CR the former MSTM 6022\)](#)

[TECH 6023 Strategic Planning, Policy, Participation and Management in Technical Operations \(CR the former MSTM 6023\)](#)

[TECH 6030 Principles of Management for Engineering Technology Enterprises \(CR the former MSTM 6030\)](#)

[TECH 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments \(CR the former MSTM 6034\)](#)

[TECH 6039 Sustainability and Environmental Responsibility \(CR the former MSTM 6039\)](#)

[TECH 6052 Management of Intellectual Property \(CR the former MSTM 6052\)](#)

[TECH 6054 Technology Assessment \(CR the former MSTM 6054\)](#)

Project in Maritime Management

[MARI MSTM 6101 Project in Maritime Management \(6 credit hours\)](#)
[Students will choose a topic in consultation with the Academic Director and will work independently to carry out an in-depth study of a problem or application within the area of maritime management and fully document and present their findings. Preferably the problem will be directly related to a workplace situation.](#)

63.2 Master of Philosophy General Regulations

Page 643, 2019-2020 Calendar, under the heading 24 Regulations Governing the Degree of Master of Philosophy, 24.2 Program of Study, amend the section as follows:

Master of Philosophy General Regulations (cont'd)

“24.2 Program of Study

1. Every student shall ~~read-complete at least 30 credit hours in~~ program courses in one subject or in a combination of closely related subjects as recommended by the relevant Department (and Director of Studies in the case of the program in Humanities), and approved by the Dean. Students must consult their specific program of study for more detailed requirements.
2. A student may be required also to take additional credit hours in program courses, which must be recommended by the relevant Department (and Director of Studies in the case of the program in Humanities), and approved by the Dean.
3. Students registered in the program in Humanities will be required to maintain and submit for evaluation a program Journal (see **Program of Study, 3. of the Regulations for the Degree of Master of Philosophy in Humanities**).
4. No student while classified as a part-time student may take more than 6 credit hours in any one semester.
5. No student may take more than 9 credit hours in graduate courses in a single semester, nor any credit hours in undergraduate courses at the same time as 9 credit hours in graduate courses; in no case may graduate and undergraduate credit hours combined exceed 12 in any one semester.
6. The course program will culminate in a general comprehensive examination (see **Evaluation - General Comprehensive Examination** below).
7. Every student shall be assigned to a tutor recommended by the relevant Department (and Director of Studies in the case of the program in Humanities), and approved by the Dean.
8. The Dean may approve an application to transfer from the M.Phil. to the M.A. or M.G.S. only when a new integrated program, acceptable to the Dean, is submitted.”

63.3 Archaeology

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

“8.6.2 Courses

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

- 6020 Bioarchaeology
- 6040 Human Osteology
- 6095 Advanced Studies in Ethnohistory (*same as History 6095*)
- 6151 Palaeoethnobotany

Archaeology (cont'd)

- 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 Archaeology
- 6411 Theory and Method in the Study of Archaeology and Prehistory
- 6500 Special Topics in Historical Archaeology (*prerequisite 6191*)
- 6680-6699 (excluding 6682 and 6687) Special Topics in Archaeology and Prehistory
- 6682 Advances in Environmental Archaeology
- 6687 Applied Archaeological Sciences
- 6700 Interpretative Methods in Archaeology
- 6701 Interpretative Methods in Historical Archaeology
- 6890 Graduate Seminar”

Page 683, 2019-2020 Calendar, under the heading 36.2.2 Courses, amend the section as follows:

“36.2.2 Courses

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

- 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 Archaeology
- 6411 Theory and Method in the Study of Archaeology and Prehistory
- 6500 Special Topics in Historical Archaeology (*prerequisite 6191*)

Archaeology (cont'd)

- 6680-6699 (excluding 6682 and 6687) Special Topics in Archaeology and Prehistory
- 6682 Advances in Environmental Archaeology
- 6687 Applied Archaeological Sciences
- 6700 Interpretative Methods in Archaeology
- 6701 Interpretative Methods in Historical Archaeology
- 6890 Graduate Seminar”

64. Senate Committee on Elections and Committees

64.1 Names for Membership on Senate Standing Committees – MUNSU and GSU

The Committee on Elections and Committees approved the following membership on Senate and Senate Standing Committees for a term expiring April 30, 2020:

Senate Committee on Academic Appeals

Derek Semerad (MUNSU student representative)
Abeer Abu-Awad (MUNSU student representative)
Jessica Richards (MUNSU student representative)
John Godfrey (MUNSU student representative)
Advay Khaitan (MUNSU student representative)
Sabir Manzoor (GSU student representative)

Committee on Course Evaluation

Advay Khaitan (MUNSU student representative)

Senate Committee on Undergraduate Studies

Liam O’Neill (MUNSU student representative)

64.2 Senate Elections, 2020-2021

A memorandum dated January 31, 2020, from the Secretary of Senate and Chair of the Committee on Elections and Committees was received reporting the entitlement of each constituency to seats on Senate for the 2020-2021 academic year in accordance with the Procedures for Selection of Senate Members. The entitlement of each constituency is as follows:

Business Administration	2
Education	2
Engineering & Applied Science	4
Grenfell Campus - School of Arts and Social Science	2
Grenfell Campus - School of Fine Arts	2
Grenfell Campus - School of Science and Environment	2
Human Kinetics and Recreation	2

Senate Elections, 2020-2021 (cont'd)

Humanities and Social Sciences	6
Library	2
Marine Institute	6
Medicine	6
Music	2
Nursing	2
Pharmacy	2
Science	6
Social Work	2
TOTAL	<u>50</u>

Senate Elections for 2020-2021 will be conducted shortly and the results will be submitted to Senate when they are finalized.

REGULAR AGENDA

65. Academic Unit Planning (AUP) Procedures – Revisions

A memorandum dated February 14, 2020, was received from Dr. E. Kendall, Chair, Academic Unit Planning Committee, requesting that the Revised Academic Unit Planning (AUP) Procedures be placed on the agenda for the March meeting of Senate with time allotted for a presentation from the Chair of AUPC and discussion of revised procedures. As these Procedures have pan-institutional implications, the AUPC are seeking their endorsement by Senate.

In September 2017, Senate approved AUP procedures for both the St. John's Campus and Marine Institute. During the subsequent process of developing procedures for Grenfell Campus the AUPC felt it prudent to assemble a single Procedures document for all campuses. The revised Procedures document captures all elements of AUP in a multi-campus format. Other notable changes include:

- The Procedures no longer stipulate that all AUP documents be published online. The Committee received advice from the Office of General Counsel that all documents should not be posted publicly, due to privacy concerns. Instead the Procedures require publication of an executive summary of the Self-Study and Panel Report, prepared by the Unit. This remains consistent with the intention of AUP as a formative process by and for the Unit, it respects privacy and yet maintains adequate transparency.
- A schedule and structure for AUPs conducted at the Grenfell Campus was added.
- Adjustments were made to the Marine Institute schedule to align with its internal planning timelines.

Academic Unit Planning (AUP) Procedures – Revisions (cont'd)

- A site visit template was added.
- A complete listing of academic units by campus, specifying the Dean of Record, was added as an Appendix. The AUPC will maintain the currency of this list.

In completing this revision, the Committee received input from members of Deans Council, administration at the Marine Institute and Grenfell Campus, as well as the Senate Committee on Course Evaluations.

The President invited Dr. Edward Kendall to speak to the revised procedures and answer any questions from Senators.

It was moved by Dr. E. Kendall and seconded by Mr. C. Couturier to approve the revisions to the procedures.

Questions/Comments from Senators:

- Error in appendix A. Units by non-departmentalized, should be departmentalized.
- Appendix D is missing.
- Appendix F – Site Visit Itinerary. Includes weekly lunches/suppers, 12 hour days, overnight accommodations. Concerns about the planning of these days.
 - Dr. Kendall noted that these are recommendations. Each unit will decide for themselves, these are just suggestions.
- The site itinerary could be excluding people who can't do working lunches/suppers etc.
- Documents don't need to be published on line. Don't know if this is transparent. Will they publish?
 - Dr. Kendall noted that summaries will be published, based on legal advice the full reports should not be publically posted as they may contain confidential information.
- There are five purposes of AUP, should have equity as a purpose. Is it possible to revisit the purposes?
 - Dr. Kendall noted that this is going to be a living document. Will bring back to the committee and discuss further. This kind of document needs flexibility.
- Needs to be explicit that this is a sample only. It would exclude external examiners.
 - Dr. Kendall noted that this entire document is just a recommendation. It was brought to Senate because Senate approved the original document. Use as a guideline. Committee has no authority over the process.

Academic Unit Planning (AUP) Procedures – Revisions (cont'd)

The motion was put to a vote and carried to approve the revisions to the procedures noting to use it as a guideline only, ie. the schedule is a sample only.

66. Action Items Related to the Course Evaluation Questionnaire (CEQ)

A memorandum dated February 21, 2020, was received from Charlene Walsh, Chair, Senate Committee on Course Evaluation, to follow-up on the December 10, 2019 Senate meeting, where the Senate Committee on Course Evaluation (SCCE) presented its annual report with recommendations for the CEQ. One recommendation approved by Senate was to adopt a new purpose statement for the CEQ. As outlined in both the report and presentation, this revised purpose statement removes any claim that CEQ results provide (1) a standard measure of teaching effectiveness, and (2) assistance to students with course selection.

At a subsequent meeting of the SCCE in February, the Committee discussed a number of action items coming out of the recommendations approved by Senate. In particular, adoption of the new purpose statement for the CEQ has immediate implications for the publication of CEQ reports.

The SCCE is, therefore, proposing the following:

- The report publication site, which is currently in place for students in self-service, be suspended effective this winter 2020 semester. The Committee plans to initiate a consultation process with students to determine how CEQ information can be shared with students going forward and will engage the members of the student unions at Memorial in these discussions.
- Section 5.4 (and sub-sections) be struck from the policies and procedures for course evaluation to reflect the suspension of CEQ publication. Section 5.4 includes reference to the CEQ publication opt-out process for instructors, a change that will need to be communicated to all teaching unions.

It is recognized that these sections of the policies and procedures will need to be revisited following the additional work on reporting being initiated by the SCCE and replaced by alternative wording when new practices are adopted for the sharing of CEQ information with students. Until that time, however, the policies should accurately reflect current practice since it is the guiding document for the CEQ. The SCCE intends to append new language to the policies related to student reporting when those details have been determined.

Action Items Related to the Course Evaluation Questionnaire (CEQ)
(cont'd)

The revised purpose statement also has implications for the presentation of comparative (aggregate) statistics on reports, which is an item that will be addressed in the immediate future. The SCCE will also move forward with consultations to improve the reporting of CEQ information overall and the redevelopment of the CEQ instrument, as per Recommendation 2. They will communication back to Senate on these further action items as work evolves.

**Student Rating of Courses and Instruction
Administrative Policies and Procedures**
(Revised as of June 2013 Senate meeting)

1. **A uniform procedure for the student rating of courses and instruction shall be followed throughout the University.**
 - 1.1 This procedure shall include the administration of the Course Evaluation Questionnaire (CEQ) in all courses, except as provided for in these policies.
 - 1.2 The following types of courses may be evaluated by a method other than the CEQ. If the CEQ is not administered, an alternative method of evaluation shall be established. The alternative method shall include a form of written student ratings and reporting of such ratings, with due regard for student anonymity. Specifications for the alternative method should be documented by the Administrative Head of the academic unit.
 - 1.2.1 Courses with enrolment less than 5.
 - 1.2.2 Team-taught courses.
 - 1.2.3 Non-degree-credit courses.
 - 1.2.4 Modularized courses or courses offered outside of the normal time frame for a semester or session, as defined by the University Calendar.
 - 1.3 Academic units or instructors may administer supplementary evaluation instruments (as per section 3.7).

2. **Committee on Course Evaluation**

All aspects of the administration, compilation, distribution and publication of the Course Evaluation Questionnaire will be the responsibility of the Committee on Course Evaluation, a standing committee of Senate.

Action Items Related to the Course Evaluation Questionnaire (CEQ)
(cont'd)

3. **Administration of the evaluation questionnaire**
- 3.1 The Centre for Institutional Analysis and Planning will co-ordinate the administration of the CEQ on behalf of the Committee on Course Evaluation, according to the operational guidelines approved by that Committee as stipulated in its Terms of Reference.
- 3.2 The Course Evaluation Questionnaire shall be administered starting during the last two weeks of class in a 12-13 week semester or the last week of class in any shorter session, until the day before the start of the examination period for that semester or session.
- 3.3 The questionnaire will be administered online through Student Self-Service.
- 3.4 Academic units shall confirm with the Centre for Institutional Analysis and Planning those courses in their unit that are to be evaluated with the CEQ each semester, and shall ensure that course and instructor information is accurate prior to administration.
- 3.5 Courses that are confirmed to use the CEQ for evaluation in a semester or session will have the online CEQ generated in Student Self-Service. Access to the online CEQ form for each course section will be given to each student registered in that course section as per Registrar records.
- 3.6 At the time of administration, students shall be informed of the purposes of the rating procedure and of the university policies for distribution and publication of results. The Committee on Course Evaluation shall prepare this information to accompany the forms in the online system.
- 3.7 Supplementary questions may be administered with the CEQ in three ways:
 - 3.7.1 An academic unit or instructor may administer a separate course evaluation form in tandem with the CEQ. The responses to items on this additional form will be processed by the academic unit by its own procedures, subject to maintenance of student anonymity. No questionnaires or results shall be returned to instructors prior to the submission of final grades for the course in question.

Action Items Related to the Course Evaluation Questionnaire (CEQ)
(cont'd)

3.7.2 An academic unit may arrange with the Centre for Institutional Analysis and Planning to have a limited number of additional structured response items appear on the CEQ, to be used by all course sections within the unit. The responses to these additional items will be processed by CIAP.

3.7.3 An individual instructor may provide students with up to 10 structured response items to be answered on the CEQ (Instructor Provided Questions, or IPQs). The responses to these additional items will be processed by CIAP.

4. **Compilation of results**

4.1 Data from the questionnaire will be captured within the online evaluation system and summarized by the Centre for Institutional Analysis and Planning.

4.2 For each course section, response distributions to the core quantitative questions (and any additional quantitative questions included under section 3.7.2 or 3.7.3) will be summarized by frequency percentages and averages based on those responding to the item. This will constitute the “Summary Report” for the section and will identify the course and section, and the instructor.

4.3 For comparison, the average of the quantitative items (excluding items 8 and 9) on the core questionnaire for CEQ-mandated courses (courses that do not meet one or more of the exclusion criteria specified in section 1.2) will be compiled each semester for the following aggregations and will be included on each Summary Report for CEQ-mandated courses:

1. Department/academic unit
2. Campus

4.4 A table of percentile distribution scores will be compiled for each campus and level each semester, provided there are at least 10 CEQ-mandated courses within that campus and level combination.

4.5 For each course section, a report of the qualitative questions (written comments) will also be generated. This will constitute the “Comment Report” and will identify the course and section and the instructor.

Action Items Related to the Course Evaluation Questionnaire (CEQ)
(cont'd)

5. Dissemination and publication of results

5.1 The Centre for Institutional Analysis and Planning shall provide the Summary Reports of the core questionnaire (and any supplementary questions under 3.7.2 and 3.7.3) for each section, together with applicable aggregate summaries (as specified in sections 4.2 and 4.3), and the Comment Report, to each instructor. Reports shall be provided as soon as possible after final grades have been submitted. No results shall be returned to instructors prior to the receipt, by the Registrar's Office, of final grades for the course in question.

5.2 Instructors may include these reports in their Teaching Dossier.

5.3 The Summary Reports of the quantitative questions (as specified in sections 4.2 and 4.3) shall be sent to Administrative Heads of academic units for courses within their unit, and shall be used by such committees and for such purposes, as are stipulated by University policies and the MUNFA Collective Agreement. Such data should not be used in the promotion and tenure process unless there is concurrence from the faculty member.

~~5.4 Two weeks after distribution of section Summary Reports to instructors and Academic Unit Heads, the Summary Reports for CEQ-mandated sections in the University shall be published for access only by students in electronic form on the University Self-Service web site. Instructors will be given the option each semester to request, no later than one week after the end of classes, which, if any, of their course section summary reports not be made available for viewing on student Self-Service. The published reports will contain a summary of each question by average (mean), and frequency, along with the relevant department/academic unit and campus aggregate statistics.~~

~~5.4.1 Published reports shall include an explanation of the methodology underlying the ratings, with advice regarding interpretation of the statistical summaries.~~

~~5.4.2 Reports shall be archived for electronic access for five years.~~

~~5.4.3 A user agreement will accompany the on-line reports to prevent misuse of the information.~~

5.54 The electronic data for each administration of the CEQ shall be archived by the Centre for Institutional Analysis and Planning for subsequent access and analysis by academic units or bona fide academic researchers or research units. Access to these data shall

Action Items Related to the Course Evaluation Questionnaire (CEQ)
(cont'd)

be granted only with the approval by the Committee on Course Evaluation on terms agreed to in writing between the Committee and the Recipient.

The President invited Charlene Walsh to speak to the proposal and answer any questions from Senators.

It was moved by Mr. P. Brett and seconded by Dr. M. Steele that the report publication site, which is currently in place for students in self-service, be suspended effective this winter 2020 semester and that Section 5.4 (and sub-sections) be struck from the policies and procedures for course evaluation to reflect the suspension of CEQ publication.

Questions/comments from Senators:

- Would it be an implication that the reports not be on self-service. Would it be a reason that would be necessary.
 - It would be for current as well as well as previous semesters
 - CEQ results not reliable. Don't show evidence of good teaching practice. We looked at students use and it was quite low.
- Hesitant to remove previous CEQ reports as they provide information to students for courses they register for.

The motion was put to a vote and carried.

67. Suspension of CEQ Administration

A memorandum dated March 25, 2020, was received from Noreen Golfman, Provost and Vice-President (Academic), regarding suspension of CEQ administration.

At the December 10, 2019, meeting of Senate, the Senate Committee on Course Evaluation (SCCE) presented a report that recommended a change to the purpose of the Course Evaluation Questionnaire (CEQ) and subsequent changes to the instrument, reporting processes and overall approach to course evaluation at Memorial. Senate approved these recommendations and the SCCE committed to begin work on their implementation.

The report and recommendations were based on the collection of information and evidence identifying several concerns with the current approach and indicating ways the process can be improved. The changes that are required will necessitate consultation with students, instructors and administrators, and collaboration with other units and Committees. This

Suspension of CEQ Administration (cont'd)

raises the question of the feasibility of continuing the current process when it has been acknowledged that changes are needed. Since improvements to the CEQ will be incremental, the SCCE will find itself repeatedly updating the policies and procedures for course evaluation as it works towards a new system, such as it has with the recent proposal to Senate Executive regarding discontinuation of CEQ publication.

In consideration of this and in light of recent and emerging events, **Dr. Golfman is recommending that the CEQ be suspended until the end of Winter 2021.** The SCCE will need time to consider the change in focus and design of the CEQ in light of Senate's decision. A pause in the administration of the CEQ will allow the University to properly realign the instrument and the processes with due regard to consultation, without having to maintain the current system with the issues that have been identified. There continues to be concern over the administrative burden presented by the CEQ at a time of increased fiscal pressure, and the recommendations concerning CEQ reporting could elevate these pressures if the SCCE can focus on the implementation of improved reporting procedures. Consideration must also be given to the recent events related to the COVID-19 pandemic and the changes to course delivery the University is currently navigating, as we do not yet know what the long-term implications of this will be over the next few semesters.

It is important to stress that this pause represents a suspension, not a cancellation, of course evaluation at Memorial. During this suspension, faculty will continue to be supported by CITL to undertake their own activities to collect evidence of teaching effectiveness. Dr. Golfman recognizes the impact of this decision on students and faculty. While students will not have a standardized opportunity to provide feedback to their instructors regarding their course experience, and instructors will not have a formalized mechanism to learn about student perceptions of their course, this does not mean that assessment of these activities has to cease. Rather, they will be driven by faculty's own work to identify and record elements of their teaching practice. She sees the implications of suspending an institutional process to be short-term. Suspension of CEQs will allow time and attention to be given to the modifications that have been deemed necessary by the SCCE and Senate so that an improved system for collecting evidence of teaching effectiveness at Memorial can be developed.

It was moved by Dr. N. Golfman and seconded by Mr. C. Couturier that the CEQ be suspended until the end of Winter 2021.

Suspension of CEQ Administration (cont'd)

Questions/comments from Senators:

- At the Division of Community Health, Faculty of Medicine, they have their own form and are good with that. Helps us understand teaching quality.
- Collective agreement invites faculty members to demonstrate effective teaching.
- There are still expectations. A teaching file compiled.
- Faculty members want to get feedback and how they are performing.
- Promotion and tenure. New faculty members coming in. They need to know they need to demonstrate teaching effectiveness. If we remove it, we need to support these people. To demonstrate teaching effectiveness, support young faculty members as they go through the process.
- Guidelines exist in collective agreement on teaching effectiveness.
- Evidence based. Not a flawed instrument to guide their courses.
- CEQ is flawed. Not giving us any useful information.
- Suggest and explore an external instrument.

Dr. Golfman noted that we need to look for a better instrument. We should not using something we are only half happy with. We should not take it for granted. She hopes people will be engaged as this goes forward.

The motion was put to a vote and carried.

68. Admission Proposal for Emergency Change to the Admission Requirements, 2020-2021 Academic Year

As a result of the current situation with COVID-19, Newfoundland and Labrador public examinations for June 2020 have been cancelled and the traditional method for calculating grades for 3000-level high school courses is no longer available. The Department of Education announced on April 2, 2020 that

“public exams (EECD), high school exams and intermediate final exams will be cancelled.”

There is considerable uncertainty in the community, particularly for final year high school students, a large proportion of whom have applied to attend the University and for whom this situation is beyond their control. Therefore, we are proposing a change to the admissions requirements for general admission. Faculty and Schools will need to examine and determine how best to proceed with their academic programmes' admission requirements.

Admission Proposal for Emergency Change to the Admission Requirements, 2020-2021 Academic Year (cont'd)

The following is proposed:

- (i) that the first paragraph of Regulation 4.3.1.1 of the 2019-2020 University Calendar and as given below be waived for Newfoundland and Labrador high school students who apply to attend Memorial University of Newfoundland in the 2020-2021 academic year and who are currently enrolled in 3000-level high school course(s) required for admission:

“The courses below are courses designed for students who intend to seek post-secondary education at the University or other institutions whose programs demand levels of proficiency equivalent to those required by the University. Applicants shall have completed Graduation Requirements for high school as set down by the Department of Education and obtained credits in the following subjects with an overall average of not less than 70% compiled from the grades received in those courses at the 3000 level.”

- (ii) that the following amended requirements for admission in line 2 of Regulation 4.3.1.1 be substituted for those students for the 2020-2021 academic year:

“Applicants shall have completed Graduation Requirements for high school as set down by the Department of Education and obtained passing credits in the following subjects at the 3000 level as outlined below:”

- (iii) that Regulation 4.3.1.2 be amended to reflect the cancellation of public exams by adjusting the references to “final examinations” as follows:

- a. line 2 substitute “writing of final examinations” with “receipt of final results.”

- b. line 3 substitute “final examination results” with “final results”

- (iv) Applicants who have graduated from high school in Newfoundland prior to 2020 and who are not registered in 3000-level high school courses in 2020 will be required to meet the admission requirements as specified in the 2019-2020 University Calendar. Advice will be requested from the Department of Education on how to accommodate applicants who have received final results for Level III courses completed in 2020 and apply to Memorial for subsequent academic years.

Admission Proposal for Emergency Change to the Admission Requirements, 2020-2021 Academic Year (cont'd)

- (v) At present applicants who have followed the high school curricula of other provinces of Canada and applicants who followed the high school curriculum of another country or a recognized standardized curriculum will be required to meet the admission requirements as specified in the 2019-2020 University Calendar. However, it is proposed that if it is determined by the Admission's Office that, due to the hardship presented by the COVID-19 situation, either or both of these applicant groups require similar accommodations authority shall be given to the Registrar to grant the same waiver and amendments presented here.

The President invited Shannon Sullivan and Tom Nault to speak to the proposal and answer any questions from Senators.

It was moved by Mr. C. Couturier and seconded by Dr. G. George to approve the proposal.

Questions/comments from Senators

- Not for Medicine?
 - Dr. Sullivan noted that it applies to university general admission.
- Engineering is competitive entry, any advice for how they select?
 - Dr. Sullivan noted that there is no perfect solution. Looking for least worst solution. This is not a situation that students caused. Valuable to err on giving the students the benefit of the doubt. Give students an opportunity to succeed.
- There is still online teaching for students. There are no public exams, they get the mark they get. Students continue to learn by online teaching.
- Dr. Golfman noted that there were conversations with the Department of Education and invited the Registrar into those conversations. This is an agreement we have come to about admission. There is a lack of preparedness for students especially Mathematics. Looking at special tutorial modules. There is still ongoing conversations. Deans' Council has some resource people looking at some modeling for the Fall with some what if's. There are a lot of questions on the table.
- Dr. Sullivan noted that he is part of the working group. What can we do for students coming in that are missing elements? Some schools are semesterized and these students are missing more than non-semesterized schools. Don't want students to be negatively impacted.
- Concerns about equality. Automatic waiver for Newfoundland and Labrador students but not other students in other places. Other students disadvantaged.

Admission Proposal for Emergency Change to the Admission Requirements, 2020-2021 Academic Year (cont'd)

- Mr. Nault noted that we will be as lenient as possible with other students. For professional schools, average based on what we have, we will be as flexible as we can.
- Agree with giving students opportunities and opening doors for students, but grades not always a good indicator.
- What is the difference in automatically accepting NL students and international students. Provide same approach.
 - Mr. Nault noted they will be as flexible as possible with international students.
- Dr. Sullivan noted that any professional school needs to bear in mind some have 3000 level grades. AP exams still going ahead. Don't want to give an advantage or disadvantage students.
- Is Memorial involved in other groups with other Registrars etc.
 - Mr. Nault noted there are discussions between Registrar's across the country, though circumstances of the institutions may vary, institutions are generally being as flexible as they can.
- Dr. Surprenant noted that graduate admissions were done before COVID-19. They are proceeding with admissions as they always do. International students are being given information, they can start their programs abroad.
- International students most likely cannot start their programs if they are receiving funding as they will not have a SIN number. Concerns over self isolation is required at port of entry for 14 days and then when entering Newfoundland and Labrador.
- Any possibility of a Pan Canadian Policy?
 - Mr. Nault noted that they are being as flexible as possible. Different universities have different admission requirements and different levels of competitiveness.
- Students will need help with Mathematics. Lots of work for us to do to nourish. Some excelled, some didn't. This is an opportunity to admit students who might not have been admitted.
- Update Senate at next meeting on admissions?
 - Mr. Nault noted that in September/October could provide some data.
- How were decisions made up until now ie Pass/Fail. As Senate has not met, how were decisions made?
 - Mr. Nault noted that there was an Emergency Operations Committee and subcommittee developed. The Executive Committee of Senate utilized its authority to approve as required. The Committee on Honorary Degrees and Ceremonial decided to postpone convocation. Proposals would have gone through a Senate committee besides the Executive Committee of Senate.

The motion was put to a vote and carried.

69. Remarks from the Chair

The President noted that the remote meeting went really well. Thank you to Tom Nault for setting this up. This is an unusual orientation for her but got a sense of how Senate runs. She would encourage students to sign up for Spring/Summer courses. This will give students a sense of stability in an uncertain time.

70. Motion to Adjourn

It was moved by Dr. B. LeFrancois, seconded by Mr. L. O'Neill, and carried that the meeting be adjourned.

71. ADJOURNMENT

The meeting adjourned at 5:35 p.m.

CHAIR

SECRETARY