

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

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

103. PRESENT

The President, Dr. M. Abrahams, Dr. N. Bose, Dr. R. Shea (for Mr. G. Blackwood), Dr. J. Keshen, Dr. S. Bugden, Dr. M. Hunter (for Ms. C. Ennis-Williams), Dr. T. Fridgen, Dr. A. Gaudine, 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, 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. D. Duda, Dr. G. Galway, Dr. G. George, Dr. E. Haven, Dr. R. Haynes, Mr. D. Howse, Dr. E. Kendall, Dr. K. Korneski, Dr. B. LeFrancois, Dr. J. Leibel, Dr. J. Lokash, Dr. S. MacDonald, Dr. M. Marshall, Dr. S. Matthews, Dr. S. McConnell, Dr. E. Merschrod, Dr. J. Munroe, Dr. S. O'Neill, 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. R. Whitaker, Mr. M. Zamanlou, Mr. H. Basemah, Mr. D. Dunphy, Ms. A. Francis, Mr. D. Semerad.

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

Dr. Shannon 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:

Dr. Ashlee Cunsolo, Interim Dean of the Labrador Institute

Ms. Kim Myrick, Chair, Senate Committee on Teaching and Learning, for Agenda Item #9. Fall 2020 Semester Proctored Assessments

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. The chat feature should only be used to request to speak on a motion. Please do not engage in debate or other discussion in the chat. Please be patient, there may be some small technical glitches. For motions of substance, we will use the WebEx feature. You will have approximately 30 seconds to vote on each motion. Senators who are calling in will not be able to vote. In the event of a close vote, Senators on the phone will be asked to verbally vote by roll call.

The President noted that she is currently at Grenfell Campus.

104. APOLOGIES

Dr. D. Hardy Cox, Dr. S. Cadigan, Dr. I. Dostaler, Dr. H. Hair, Dr. T. Hennessey, Dr. K. Jacobsen, Dr. T. Adey, Professor A. Fisher, Dr. K. Parsons,

105. APPROVAL OF AGENDA

It was moved by Dr. M. Steele, seconded by Mr. D. Howse, and carried to adopt the agenda.

106. MINUTES

It was moved by Dr. A. Gaudine, seconded by Mr. D. Semerad, and carried that the Minutes of the regular meeting held on June 9, 2020, be taken as read and confirmed.

107. Remarks from the Chair

The President asked Senators to please note the safety protocols for Memorial's gradual opening.

There are three unfilled vacancies on the Planning and Budget Committee. Please consider putting your names forward as this is important work for our university.

Board of Regents and the Harlow Board recently had meetings and both went well.

The President noted the news release from the Board of Regents thanking the university's faculty, staff, administrators and students for their commitment and dedication to delivering on the mandate of the institution during the COVID-19 pandemic.

Remarks from the Chair (cont'd)

The Strategic Planning process is moving forward. Watch for a call for volunteers for the facilitation team. If you do not get selected as part of the team rest assured there will be many opportunities for input and review.

Pride week, important that we work on ensuring our campus is welcoming to all.

On Memorial Day the President laid a wreath at the war memorial and participated in a video for the province.

Tales from the Road, on an extensive visitation tour of the province. Listening and learning about Memorial's impact on the province and how we can serve our communities better. Follow the President on Twitter @vianne_timmons.

Special thank you to the Vice President at Grenfell Campus for their hospitality and for showing her the amazing work they do.

CONSENT AGENDA

It was moved by Dr. A. Surprenant, seconded by Dr. T. Fridgen, and carried that the consent agenda, comprising the items listed in 108-109 be approved as follows.

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

108.1 Math 6252/Phys 6852

Page 679, 2020-2021 Calendar, under the heading 27.18.3 Courses, amend the section as follows:

“27.18.3 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.

27.18.3.1 Mathematics

- 6100 Dynamical Systems
- 6101 Modern Perturbation Theory
- 6102 Mathematical Biology
- 6104 Infinite Dimensional Dynamical Systems
- 6110 Advanced General Relativity
- 6111 Calculus in Manifolds
- 6112-6119 Special Topics in Applied Mathematics
- 6120 Theoretical Fluid Dynamics
- 6121 Functional Differential Equations
- 6130 Introduction to General Relativity
- 6160 Partial Differential Equations

Math 6252/Phys 6852 (cont'd)

- 6201 Numerical Methods for Partial Differential Equations
- 6202 Nonlinear and Linear Optimization (*credit restricted with Computer Science 6933*)
- 6204 Iterative Methods in Numerical Linear Algebra
- 6205-6209 Special Topics in Numerical Analysis
- 6210 Numerical Solution of Differential Equations
- 6212 Numerical Methods for Initial Value Problems
- 6230 Differentiable Manifolds and Riemannian Geometry
- 6252 Quantum Information and Computing (*cross-listed with Physics 6852*)
- 6299 Master's Project
- 6300 Homology Theory
- 6301 Homotopy Theory
- 6302 Theory of Fibre Bundles
- 6304-6309 Special Topics in Topology
- 6310 Functional Analysis
- 6311 Complex Analysis
- 6312 Measure Theory
- 6313 Functional Analysis II
- 6315-6319 Special Topics in Analysis
- 6320 Group Theory
- 6321 Ring Theory
- 6322 Nonassociative Algebra
- 6323 Homological Algebra
- 6324-6329 Special Topics in Algebra
- 6330 Analytic Number Theory
- 6331 Algebraic Number Theory
- 6332 Point Set Topology
- 6340 Graph Theory
- 6341 Combinatorial Design Theory
- 6342 Advanced Enumeration
- 6343-6349 Special Topics in Combinatorics
- 6351 Advanced Linear Algebra
- 696A/B Graduate Seminar (2 credit hours)

27.18.3.2 Statistics

- 6500 Probability (*credit restricted with former 6586*)
- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6510 Mathematical Statistics
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics

Math 6252/Phys 6852 (cont'd)

- 6559 Statistical Exploration of Data
- 6560 Continuous Multivariate Analysis
- 6561 Categorical Data Analysis
- 6563 Sampling Theory
- 6564 Experimental Designs
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- 697A/B Graduate Seminar Series in Statistics (2 credit hours)”

Page 680, 2020-2021 Calendar, under the heading 27.19.3 Courses, amend the section as follows:

“27.19.3 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.

- 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 Special Topics in Physical Oceanography (excluding 6363)
- 6363 Laboratory Experiments in Geophysical Fluid Dynamics
- 6400 Statistical Mechanics

Math 6252/Phys 6852 (cont'd)

- 6402 Theory of Phase Transitions
- 6403 Stochastic Processes, Time-Dependent and Non-equilibrium Statistical Mechanics
- 6413 Soft Matter Physics
- 6502 Electrodynamics
- 6722 Light Scattering Spectroscopy
- 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
- 6852 Quantum Information and Computing (*cross-listed with Math 6252*)
- 6900 Techniques in Experimental Condensed Matter Physics
- 6910-19 Special Topics in Experimental and Applied Physics

Note:

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

Page 727, 2020-2021 Calendar, under the heading 37.26.4 Courses, amend the section as follows:

“37.26.4 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.

37.26.4.1 Mathematics

- 6100 Dynamical Systems
- 6101 Modern Perturbation Theory
- 6102 Mathematical Biology
- 6104 Infinite Dimensional Dynamical Systems
- 6110 Advanced General Relativity
- 6111 Calculus in Manifolds
- 6112-6119 Special Topics in Applied Mathematics
- 6120 Theoretical Fluid Dynamics
- 6121 Functional Differential Equations
- 6130 Introduction to General Relativity
- 6201 Numerical Methods for Partial Differential Equations
- 6202 Nonlinear and Linear Optimization (*credit restricted with Computer Science 6933*)
- 6204 Iterative Methods in Numerical Linear Algebra
- 6205-6209 Special Topics in Numerical Analysis
- 6210 Numerical Solution of Differential Equations (for Computational Science students only - required core course)
- 6212 Numerical Methods for Initial Value Problems
- 6230 Differentiable Manifolds and Riemannian Geometry

Math 6252/Phys 6852 (cont'd)

- 6252 Quantum Information and Computing (cross-listed with Physics 6852)
- 6300 Homology Theory
- 6301 Homotopy Theory
- 6302 Theory of Fibre Bundles
- 6304-6309 Special Topics in Topology
- 6311 Complex Analysis
- 6312 Measure Theory
- 6313 Functional Analysis II
- 6315-6319 Special Topics in Analysis
- 6320 Group Theory
- 6321 Ring Theory
- 6322 Nonassociative Algebra
- 6323 Homological Algebra
- 6324-6329 Special Topics in Algebra
- 6330 Analytic Number Theory
- 6331 Algebraic Number Theory
- 6340 Graph Theory
- 6341 Combinatorial Design Theory
- 6342 Advanced Enumeration
- 6343-6349 Special Topics in Combinatorics

37.26.4.2 Statistics

- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics
- 6559 Statistical Exploration of Data
- 6561 Categorical Data Analysis
- 6564 Experimental Designs
- 6563 Sampling Theory
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- Notice that, although the courses 6160, 6310, 6332, 6351, 6500, 6510 and 6560 cannot be used to fulfill the 6 credit hours graduate courses requirement, any of them can be listed as part of the program of study as additional course work, whenever the supervisory committee deems it appropriate.

Page 732, 2020-2021 Calendar, under the heading 37.31.2 Courses, amend the section as follows:

Math 6252/Phys 6852 (cont'd)

“37.31.2 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
- 6413 Soft Matter Physics
- 6502 Electrodynamics
- 6722 Light Scattering Spectroscopy
- 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
- 6852 Quantum Information and Computing (*cross-listed with Math 6252*)

Math 6252/Phys 6852 (cont'd)

- 6900 Techniques in Experimental Condensed Matter Physics
- 6910-19 Special Topics in Experimental and Applied Physics

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

109. Report of the Senate Committee on Elections and Committees

109.1 Names for Membership on Senate Standing Committees

The Committee on Elections and Committees has approved the following membership on Senate Standing Committees for a term commencing September 1, 2020, and expiring August 31, 2023:

Academic Unit Planning Committee

Ann Dorward (Medicine)

Senate Committee on Academic Appeals

Karen Dobbin-Williams (Nursing)

Executive Committee of Senate

Edward Kendall (Medicine)

Ken Snelgrove (Engineering)

The Committee on Elections and Committees has approved the following membership on Senate Standing Committees for a term expiring April 30, 2021:

Academic Unit Planning Committee

Derek Semerad (MUNSU student representative)

University Planning and Budget Committee

Yousef Alabed (MUNSU student representative)

The Committee on Elections and Committees has approved the following membership on Senate Standing Committees for a term expiring July 22, 2020:

University Planning and Budget Committee

Pragadeesh Ravichandran (GSU student representative)

REGULAR AGENDA

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

110.1 Faculty of Nursing

It was moved by Dr. A. Gaudine, seconded by Dr. S. Bugden, and carried that the following calendar changes be approved.

Page 447, 2020-2021 Calendar, under the heading 5.1 General Information, amend the section as follows:

“5.1 General Information

1. Entry to the Bachelor of Nursing (Collaborative) Program is competitive for a limited number of seats. Meeting the minimum requirements for admission does not guarantee acceptance into the Program. The final decision on admission rests with the Joint Admissions Committee of the BN (Collaborative) Program.
2. Admission to the University does not necessarily constitute admission to the Program.
3. All applicants must complete the CASPer (Computer-Based Assessment for Sampling Personal Characteristics) tool as part of the application. (See www.mun.ca/nursingadmissions for information about CASPer.)
- 3.4. Selection of candidates for admission to the Bachelor of Nursing (Collaborative) Program is based primarily on academic performance to date combined with performance on the CASPer test, and reference form. Relevant work and volunteer experience as well as personal achievements listed, ~~and references are~~ may also be considered.
4. 5 Priority is given to applicants who are residents of Newfoundland and Labrador.
6. Up to three seats per year are reserved in the 4-Year Option of the BN program specifically for applicants of Indigenous ancestry who have met the admission requirements, but are not in the top ranked candidates. Applicants wishing to be considered under this clause must check the appropriate space provided on the BN application form and provide documentation of Indigenous ancestry.
7. ~~Applicants may be requested to attend an interview. A written and/or oral component may be part of the admission process.~~
8. Bachelor of Nursing (Collaborative) Program applicants are required to submit ... [no further changes to 5.1]

**[Sections 5.1 Items 4-9 in the 2020-21 Calendar entry will be renumbered 5-10]
No changes to Section 5.2”**

Page 447, 2020-2021 Calendar, under the heading 5.3 Admission Regulations to the BN (Collaborative) Program, amend the section as follows:

Faculty of Nursing (cont'd)

“5.3 Admission Regulations to the BN (Collaborative) Program

These regulations apply to the Bachelor of Nursing (Collaborative) Program 4-Year and Accelerated Options. Applicants may apply for admission under the **Categories of Applicants, Admission Criteria and Other Information** outlined under *UNIVERSITY REGULATIONS - Admission/Readmission to the University (Undergraduate)*. In addition to meeting these regulations, applicants in the following categories, must meet the additional requirements as indicated below.

5.3.1 High School Applicants

Applicants from High School may apply for admission only to the 4-Year Option of the **Bachelor of Nursing (Collaborative)** Program. High School applicants to the 4-Year Option of the **Bachelor of Nursing (Collaborative)** Program must have completed a high school diploma, or its equivalent, as certified by the Department of Education of Newfoundland and Labrador and meet the general **Admission/Readmission** requirements of Memorial University of Newfoundland. High school courses must include the following or their equivalents:

- Biology 2201
- Biology 3201
- Chemistry 3202
- English 3201
- Math 3200 or 3201
- Social Science or Modern Language (2 credits at 3000 level)

5.3.2 Memorial University of Newfoundland Applicants

Memorial University of Newfoundland applicants may apply for admission to the 4-Year Option and/or the Accelerated Option of the Bachelor of Nursing (Collaborative) Program.

1. Bachelor of Nursing (Collaborative) 4-Year Option applicants must have a high school diploma, or its equivalent, as certified by the Department of Education of Newfoundland and Labrador and be in clear academic standing at Memorial University of Newfoundland. High School courses must include:
 - Biology 2201 and 3201 or their equivalents
 - Chemistry 3202 or equivalent
 - Math 3200 or 3201 or equivalent.

Faculty of Nursing (cont'd)

2. Bachelor of Nursing (Collaborative) Accelerated Option applicants must:

- meet the admission requirements for the Bachelor of Nursing (Collaborative) Program listed under **Admission Regulations for the BN (Collaborative) Program**
- have successfully completed a minimum 60 credit hours in university level courses. Courses must include 12 credit hours from the following list:
 - 6 credit hours in Critical Reading and Writing (CRW) designated courses in English
 - 3 credit hours in Sociology, Anthropology, or Archaeology
 - Biochemistry 1430 or equivalent,
 - Biology 3053 or equivalent,
 - Psychology 1000 or equivalent,
 - Statistics 2500 (or Statistics 1510, 2550, Education 2900, Psychology 2910, 2925), or a statistics course acceptable to the Faculty.
 - 3 credit hours in Philosophy, or Religious Studies 2610Please note that each of the courses listed above must be completed for the degree. Any of the courses listed above not completed prior to admission must be completed during the sequence of the program.
- have a GPA of 3.0 or higher.

The primary criterion used in reaching decisions on applications for admission to the BN (Collaborative) Program (Accelerated Option) is overall academic achievement to date combined with performance on the CASPer test, and reference form. Relevant work and volunteer experience as well as personal achievements listed may also be considered. ~~Relevant work and volunteer experience, personal achievements listed, and references are also considered.~~ Since the accelerated option is full-time and continuous, the Admissions Committee will review the applicant's transcript for evidence that the applicant has the ability to complete 12-credit hour course loads and achieve grades at least as high as those required to meet promotion requirements on those course loads. Applicants whose transcripts do not demonstrate this ability or whose overall academic records are below this standard are unlikely to be admitted.

5.3.3 Transfer Applicants

Transfer applicants may apply for admission to the 4-Year Option and/or the Accelerated Option of the Bachelor of Nursing (Collaborative) Program. Applicants who would like to transfer from a nursing program that is offered outside of this Province should view the information at www.mun.ca/nursingadmissions/AdmissionInformation/TransferringfromAnotherNursingProgram/.

Faculty of Nursing (cont'd)

1. Bachelor of Nursing (Collaborative) Program 4-Year Option applicants must have a high school diploma, or its equivalent, as certified by the Department of Education of Newfoundland and Labrador. High School courses must include:
 - Biology 2201 and 3201 or their equivalents
 - Chemistry 3202 or equivalent
 - Math 3200 or 3201 or equivalent.
2. Bachelor of Nursing (Collaborative) Accelerated Option applicants must:
 - meet the admission requirements for the Bachelor of Nursing (Collaborative) Program listed under **Admission Regulations for the Faculty of Nursing-BN (Collaborative) Program**
 - have successfully completed a minimum 60 credit hours in university level courses. Courses must include 12 credit hours ~~as follows~~ from the following list:
 - 6 credit hours in Critical Reading and Writing (CRW) designated courses in English
 - 3 credit hours in Sociology, Anthropology, or Archaeology
 - Biochemistry 1430 or equivalent,
 - Biology 3053 or equivalent,
 - Psychology 1000 or equivalent,
 - Statistics 2500 (or Statistics 1510, 2550, Education 2900, Psychology 2910, 2925), or a statistics course acceptable to the Faculty.
 - 3 credit hours in Philosophy, or Religious Studies 2610Please note that each of the courses listed above must be completed for the degree. Any of the courses listed above not completed prior to admission must be completed during the sequence of the program.
 - have a GPA of 3.0 or higher.

The primary criterion used in reaching decisions on applications for admission to the BN (Collaborative) Program (Accelerated Option) is overall academic achievement to date combined with performance on the CASPer test, and reference form. Relevant work and volunteer experience as well as personal achievements listed may also be considered. . ~~Relevant work and volunteer experience, personal achievements listed, and references are also considered.~~ Since the accelerated option is full-time and continuous, the Admissions Committee will review the applicant's transcript for evidence that the applicant has the ability to complete 12-credit hour course loads and achieve grades at least as high as those required to meet promotion requirements on those course loads. Applicants whose transcripts do not demonstrate this ability or whose overall academic records are below this standard are unlikely to be admitted."

111. Changes to the Constitution and Bylaws of the Faculty of Nursing

A proposal was received from the Faculty of Nursing proposing amendments to its Constitution and Bylaws which were approved by the Faculty of Nursing Academic Council on May 15, 2020.

It was moved by Dr. A. Gaudine, seconded by Dr. S. Bugden, and carried that the proposed amendments to the Constitution and Bylaws of the Faculty of Nursing be approved for submission to the Board of Regents.

112. Establishing a Committee to Implement Recommendation 2 (SCCE Annual Report 2019)

The President invited Dr. Gavan Watson to present on behalf of Ms. Charlene Walsh, Chair, Senate Committee on Course Evaluation.

In December 2019, Senate approved recommendations contained in the annual report of the Senate Committee on Course Evaluation (SCCE) that included the adoption of a revised purpose statement for the Course Evaluation Questionnaire (CEQ). This new purpose now necessitates refocusing the CEQ instrument to reflect the revised purpose, and improving the reporting and use of CEQ results. In addition, a recommendation to develop and promote a broader system of course evaluation where the CEQ is just one of several measures used, was also approved.

As this recommendation to develop a system of evaluating courses and tracking effectiveness is multifaceted and broader than the review of the CEQ alone, it goes beyond the current terms of reference for the SCCE. Both Chairs of the Senate Committee on Teaching and Learning (SCTL) and the SCCE agreed that the liaison relationship between the SCCE and SCTL can help support the work associated with this recommendation but that it would be necessary to have an appropriate oversight body to direct this important work. The Chairs reached out for advice to the group which included myself, Tom Nault, Kim Myrick, Keith Matthews, Sharon Pippy, Charlene Walsh), as to how to proceed. Based on these consultations and consideration of Senate Executive, it is proposed that an ad hoc committee of Senate be struck to oversee the implementation of this work. Recognizing that membership and terms of reference of the Committee would ultimately be determined by Senate, a drafted terms of reference and potential membership structure has been submitted for your consideration.

From the terms of reference and proposed membership, you can see the stakeholder representation is broad and inclusive. The mandate and guiding principles ensure consideration of fairness, equity, diversity, inclusion, that the new system will be free of bias, and is well situated within the context of the literature and best practice.

Establishing a Committee to Implement Recommendation 2 (SCCE Annual Report 2019) (cont'd)

At the April meeting of Senate, CEQ activities were suspended until the end of the Winter 2021 semester, which provides an opportunity, though still a time sensitive one, to do the necessary consultations and investigations/research/review to develop a system of evaluating courses and teaching effectiveness.

It was moved by Dr. G. Watson and seconded by Dr. M. Steele that an ad hoc committee of Senate be struck to oversee the implementation of the work.

Questions/comments from Senators:

- Questions regarding membership. There are three faculty representatives (one from each of St. John's, Marine Institute, and Grenfell Campus). It would be better to have more constituencies represented. Have broad representation with experience. Maybe should have someone from Labrador Institute.
- Maybe the committee should be shaped like Senate. For every ex-officio member, elect two members. Does the Bylaws constitute that? Senate Bylaws do not indicate a ratio for ex-officio to academic staff members for ad hoc committees
- In support of the greater membership. MUNFA and LUMEN has interest in labor issues.
- Getting rid of student evaluations all together?
 - Instruments such as CEQ. There needs to be an opportunity for students to leave their learning experience, we need to get their opinions.
- There is more than one way to get data.
- Concern on overall composition.
- How time sensitive to get the committee together or can it be sent back?
- Send back to committee for a broader representation.
- How time sensitive is it?
 - It is time sensitive, but not too time sensitive to put forth the advice of Senate. It can be reconsidered at the August Senate meeting.

It was moved by Dr. E. Kendall, seconded by Dr. S. McConnell, and carried to defer it back to the committee.

113. Proposed Changes to Senate Bylaws

The President invited Mr. Tom Nault, Secretary of Senate, to present.

It was moved by Mr. T. Nault and seconded by Dr. G. George to approve the proposed changes to the Senate Bylaws.

Proposed Changes to Senate Bylaws (cont'd)

**Senate Bylaw VI (Senate Committees – Selection and Procedures)
Section A Senate Committee Procedures
And Senate Bylaw VII Section D. Committee on Elections and Committees**

1. A quorum for all Senate committees shall be ~~one third~~ ~~33 1/3%~~ plus one (rounded down) of the voting members, unless otherwise specified in the committee's terms of reference.
2. All Standing Committees of Senate shall provide goals or a work plan, as applicable, on annual basis for the approval at the November meeting of Senate.
- ~~3.2.~~ All standing committees of Senate shall provide an annual written report to Senate ~~at least once a year.~~ for approval at the October meeting of Senate.
4. Senate Committees can allow electronic voting on motions when a physical meeting is not possible or an urgent decision is required.
 - a) Committee members shall be provided clear instructions on how to vote and be given adequate time to vote
 - b) Any voting member of the committee can request, before the stated voting deadline, that the motion be considered at a meeting of the committee, even if the motion has achieved the required number of votes to pass
- ~~4.3.~~ On appointment to a Senate Committee all committee members shall be provided by the Secretary of Senate with a copy of the committee's terms of reference and, where appropriate, a copy of the last written annual report of the Committee.
- ~~5.~~ ~~4.~~ Nominations of graduate students to Senate committees shall be made by the Graduate Students' Union to the Committee on Elections, ~~and~~ Committees ~~and~~ Bylaws for recommendation to Senate.
- ~~6.~~ ~~5.~~ Nominations of undergraduate students to Senate committees shall be made by the Memorial University Students' Union, Grenfell Campus Student Union, and the Marine Institute Students' Union, to the Committee on Elections, ~~and~~ Committees ~~and~~ Bylaws for recommendation to Senate.
- ~~7.6.~~ The term of office of student representatives on Senate Standing Committees shall be from May 1 to April 30.
- ~~8.7.~~ If the chair of a standing committee is not otherwise specified in the bylaws governing the committee, the committee shall elect its own chair annually from among voting members. In such cases the Committee on Elections, ~~and~~ Committees ~~and~~ Bylaws shall name a Convenor to call the first meeting of the year.
- ~~9.8.~~ All committee members have voting privileges unless the bylaws specify that certain members are "non-voting".
- ~~10.~~ ~~9.~~ An ex officio member of Senate under II.A.(b) serving on a Senate committee may be represented at committee meetings by a delegate with full voting privileges, provided that the chair of the committee has been notified prior to the meeting. Officers of the Council of the Memorial University Student Union and the Graduate Student Union who are members of Senate Committees as a result of their office may send a designated alternate to serve in their place on those committees. No other committee members are permitted to be represented by alternates.

Proposed Changes to Senate Bylaws (cont'd)

~~11. 10. Provision for Retired Academic Staff Members to Complete Terms of Office on Standing Committees of Senate~~

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

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

~~12. A retired academic staff member, who was eligible to serve on a Senate Committee at the time of their retirement, may be nominated or volunteer to serve on a Senate Committee. Such nominees or volunteers will be considered after current eligible academic staff members are considered for vacancies on Senate Committees.~~

Committee on Elections, ~~and~~ Committees and Bylaws

1. Membership

- (a) Secretary of Senate (Chair)
- (b) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Grenfell Campus Student Union, and one by the Marine Institute Students' Union
- (c) One graduate student, appointed by the Graduate Students' Union
- (d) An appropriate number of academic staff members

2. Terms of Reference

- (a) To make recommendations on the interpretation of the term “full-time members of the academic staff” in the approved procedures for the election of members of the academic staff to the Senate.
- (b) To make recommendations for the selection of non-statutory ex-officio members of the Senate.
- (c) To assume responsibility for the annual election of members of academic staff to the Senate.
- (d) To recommend for Senate approval the structure and terms of reference of Senate standing committees, and any other committees as requested by Senate.
- (e) Membership of Senate standing committees shall be recommended for the approval of Senate in accordance with the following procedures:
 - (i) In January of each year, the Committee shall call for volunteers and nominations to fill vacancies on Senate standing committees. Nominations require the signatures of the nominee and one nominator, both of whom must be eligible electors or retirees who were eligible electors at the time

Proposed Changes to Senate Bylaws (cont'd)

- of retirement, in accordance with Senate regulations. Volunteers, who must also be eligible electors or retirees who were eligible electors at the time of retirement, need only submit their own signature to be eligible for nomination by the Committee.
- (ii) The Committee shall forward its recommendations to Senate in time for its April meeting. The list of recommended committee members shall be accompanied by a statement of the number of candidates who volunteered or were nominated, including the number who are not being recommended by the Committee for appointment to a Senate committee.
 - (iii) In the case of this Committee, the names of all volunteers and nominations will be forwarded to Senate without recommendation on membership. Senate will select an appropriate slate.
 - (iv) If any committee slate proposed by the Committee is rejected at the April meeting, the Senate shall decide whether to hold an election or ask the Committee to revise its recommendations for presentation at the May meeting. If an election is held, nominations shall be accepted from the floor of Senate, provided that the nominee has given consent (in writing if the nominee is not present at the meeting).
- (f) In nominating membership of Senate standing committees, the Committee shall observe the following guidelines:
- (i) Terms of office for academic staff members on standing committees shall commence on 1 September following the candidate's appointment unless the bylaws for individual committees specify a different date. Terms shall be for three years and shall be staggered so that one-third of the membership of each committee is replaced each year.
 - (ii) With the exception of those committee members serving on a committee by virtue of their office, normally, no academic staff member shall serve more than six consecutive years on any one Senate standing committee.
 - (iii) With the exception of those committee members serving on a committee by virtue of their office, normally, no academic staff member shall serve on more than two Senate standing committees at one time.
 - (iv) The Committee shall strive to nominate members for standing committees with an appropriate balance among constituencies, if such balance is not more precisely specified in the bylaws governing the membership of the committee. Efforts shall also be made to include both male and female members, faculty from both junior and senior ranks, and members of target groups in accordance with the university's equity policies. Unless exceptional circumstances prevent it, at least one-third of each standing committee's membership shall be female and at least one-third shall be male.
- (g) The Committee shall recommend membership of ad hoc committees and Senate representatives to other bodies as instructed from time to time by Senate.

Proposed Changes to Senate Bylaws (cont'd)

- (h) Annually, invite all Senate committees to review their Terms of Reference and forward any **recommended** changes.
- (i) **Recommends changes to Senate bylaws as necessary.**
- (j) **Ensures Senate bylaws are consistent with the Memorial University Act and with other relevant legislation.**

Questions/comments from Senators:

- Retired members on Senate Committees?
 - Provides clarification.
- What is the workflow of the Senate Committee on Elections and Committees. Should that Committee take on the review of Senate Bylaws or should there be a committee created to review Senate Bylaws.
 - Mr. Nault noted that the Executive Committee of Senate discussed this. There is capacity for the Senate Committee on Elections and Committees to do this with a few more volunteers. Don't want to create another committee.
- You need more members for the Senate Committee on Elections and Committees? How many vacant seats?
 - The Senate Committee on Elections and Committees currently has 4-5 members. Another 2-3 members would be helpful.

The motion was put to a vote and carried.

114. Fall 2020 Semester Proctored Assessments

The President invited Ms. Kim Myrick, Chair, Senate Committee on Teaching and Learning, to present.

It was moved by Dr. A. Surprenant and seconded by Dr. I. Sutherland to approve the recommendation.

At the June 19, 2020, meeting of the Senate Committee on Teaching and Learning (SCTL) the subject of proctored assessments for the fall 2020 semester at Memorial University was discussed considering the current circumstances of COVID-19. The subject was entered on the meeting agenda by Dr. Gavan Watson, Associate Vice-President, Teaching and Learning/Director, Centre for Innovation in Teaching and Learning with supporting documents for consideration by the SCTL.

After a lengthy discussion on the subject, the SCTL passed a motion to bring the following recommendation forth for approval:

For the Fall semester, proctored assessment can be available to faculty, but proctored assessments should only be used if no other option is

Fall 2020 Semester Proctored Assessments (cont'd)

feasible. Prior to selecting proctored assessments, faculty should employ any other method to reduce the need for proctored assessments, such as restructuring course work to increase the amount of low-stakes evaluation, up to and including assigning P/F grades based on term work. Approval for a proctored assessment would be made by the Dean of the academic unit.

Questions/comments from Senators:

- A Senator suggested that the second sentence should be amended to read:
Prior to selecting proctored assessments, faculty should ~~employ~~ consider any other method to reduce the need for proctored assessments, such as restructuring course work to increase the amount of low-stakes evaluation, up to and including assigning P/F grades based on term work.

- It was agreed to take as a friendly amendment. The recommendation will now read as follows:

For the Fall semester, proctored assessment can be available to faculty, but proctored assessments should only be used if no other option is feasible. Prior to selecting proctored assessments, faculty should consider any other method to reduce the need for proctored assessments, such as restructuring course work to increase the amount of low-stakes evaluation, up to and including assigning P/F grades based on term work. Approval for a proctored assessment would be made by the Dean of the academic unit.

The recommendation along with the friendly amendment was put to a vote and carried.

ADDENDUM

115. Report of the Senate Committee on Undergraduate Studies

115.1 School of Pharmacy

It was moved by Dr. N. Daneshtalab, seconded by Dr. S. Bugden, and carried that the following calendar changes be approved for inclusion in the 2020-2021 University Calendar.

Page 465, 2019-2020 Calendar, under the heading 6.1 Doctor of Pharmacy (Pharm.D.), Full-Time Program, amend the section as follows:

School of Pharmacy (cont'd)**“6.1 Doctor of Pharmacy (Pharm.D.), Full-Time Program**

- The 224 credit hour full-time, entry-to-practice Doctor of Pharmacy (Pharm.D.) program requires 30 credit hours before admission and 194 credit hours after admission to the program.
- The program courses normally shall be taken in the Academic Terms in the sequence and course load as set out in **Table 1 Doctor of Pharmacy (Pharm.D.), Full-Time Program**.

Table 1 Doctor of Pharmacy (Pharm.D.), Full-Time Program

Term	Required Courses
Courses required for admission as indicated under Admission Requirements, Doctor of Pharmacy (Pharm.D.), Full-Time Program .	<ul style="list-style-type: none"> • Biology 1001 and 1002 • Chemistry 1050 and 1051 (St. John's Campus) or Chemistry 1200 and 1001 (Grenfell Campus) • 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course • Mathematics 1000 and 1001 • Physics 1020 or 1050 and Physics 1021 or 1051
<ul style="list-style-type: none"> • Fall Year 1, Academic Term 1 	<ul style="list-style-type: none"> • Chemistry 2400 • PHAR 2002 • PHAR 2010 (may be completed in Fall, Winter or Spring) • PHAR 2201 • PHAR 2250 • PHAR 2610
<ul style="list-style-type: none"> • Winter Year 1, Academic Term 2 	<ul style="list-style-type: none"> • Chemistry 2401 • PHAR 2003 • PHAR 2004 • PHAR 2010 (if not previously completed) • PHAR 2202 • PHAR 2251 • PHAR 2620
<ul style="list-style-type: none"> • Spring Year 1, Academic Term 3 	PHAR 2010 (if not previously completed)

• Fall Year 2, Academic Term 4	<ul style="list-style-type: none"> • PHAR 3111 • PHAR 3250 • PHAR 3270 • PHAR 3801 • PHAR 3805
• Winter Year 2, Academic Term 5	<ul style="list-style-type: none"> • PHAR 3006 • PHAR 3251 • PHAR 3271 • PHAR 3410 • PHAR 3810 • PHAR 3825
• Spring Year 2, Academic Term 6	PHAR 305P
• Fall Year 3, Academic Term 7	<ul style="list-style-type: none"> • PHAR 4250 • PHAR 4270 • PHAR 4620<u>4621</u> • PHAR 4802 • PHAR 4810 • <u>PHAR 4860</u> • Statistics 2550
• Winter Year 3, Academic Term 8	<ul style="list-style-type: none"> • PHAR 4251 • PHAR 4271 • PHAR 4420 • PHAR 4820 • PHAR 4860<u>4622</u>
• Spring Year 3, Academic Term 9	<ul style="list-style-type: none"> • PHAR 406P • PHAR 407P
• Fall Year 4, Academic Term 10	<ul style="list-style-type: none"> • PHAR 5250 • PHAR 5270 • PHAR 5430 • PHAR 5815 • PHAR 5830
• Winter Year 4, Academic Term 11	<ul style="list-style-type: none"> • PHAR 508P • PHAR 5251 • PHAR 5271 • PHAR 5275 • PHAR 5640
Year 5, Advanced Pharmacy Practice Experience	<ul style="list-style-type: none"> • PHAR 605P • PHAR 606P • PHAR 607P • PHAR 608P

Page 464, 2019-2020 Calendar, under the heading 5.2.2 Application Forms and Deadlines, amend the section as follows:

School of Pharmacy (cont'd)

“5.2.2 Application Forms and Deadlines

1. The application for admission or readmission to programs offered by the School of Pharmacy is submitted online; current and returning Memorial University of Newfoundland applicants should apply using the Admissions menu within Memorial Self-Service at www5.mun.ca/admit/twbkwbis.P_WWWLogin. Applicants who are new to Memorial University of Newfoundland should follow the application instructions at www.mun.ca/undergrad/apply. The deadline date for submission of applications and fees is February 1st for Fall admission.
2. All supporting documentation ~~and fees~~ for admission to the program must be received on or before the deadline of ~~March~~ February 1st in any year.
3. Incomplete applications and applications received after the deadline will not be considered.”

Page 464, 2019-2020 Calendar, under the heading 5.2.4 Acceptance Procedures, amend the section as follows:

“5.2.4 Acceptance Procedures

1. The decision of the Committee on Undergraduate Student Admissions of the School of Pharmacy will be sent electronically to applicants by the Dean of the School. No other form of notification will be considered official.
2. Applicants shall have 14 ~~40~~ calendar days from the date of offer of admission in which to confirm acceptance. The signed intention to accept the offer must be accompanied by a deposit of \$1,000, which will be credited towards tuition fees. The deposit will be forfeited if the applicant subsequently declines the offer or fails to register in the Pharmacy program for the Fall term.
3. If the acceptance form and deposit is not received within 14 ~~40~~ calendar days, the offer by the School will be withdrawn, and the applicant will be notified.
4. Students who fail to register for PHAR 4900 and PHAR 4901 in the Fall term of Year 1 ~~register for courses for the Fall term as set out in Table 2 Doctor of Pharmacy (Pharm.D.) for Working Professionals, Part-Time Program~~ will be considered withdrawn from the program. Such applicants, if they wish to be considered for admission in the future, must submit a new application for admission to the program.”

Page 462, 2019-2020 Calendar, under the heading 4.1.2 Doctor of Pharmacy (Pharm.D.) for Working Professionals, Part-Time Program, amend the section as follows:

School of Pharmacy (cont'd)

“4.1.2 Doctor of Pharmacy (Pharm.D.) for Working Professionals, Part-Time Program

The Doctor of Pharmacy (Pharm.D.) for Working Professionals is a part-time undergraduate program designed for practicing pharmacists who wish to remain employed while pursuing the degree of Doctor of Pharmacy. ~~The A cohort-based~~ learning environment offers an effective blend of theory and practice. The program is comprised of 15 courses totalling 55 credit hours and can normally be completed within three to five years ~~either as a three or a four year option~~. The program supports a patient-centered course of study and will be delivered through a combination of online courses, on-campus clinical skills workshops, and experiential learning.

All courses in the School of Pharmacy are designated by the abbreviation PHAR.

4.1.2.1 Registration as a Pharmacist

A student must be licensed as a “Pharmacist” through the student’s pharmacy licensing body in the province, territory, or country in which they reside. Applicants will be asked to submit proof of licensure with the application for admission to the School and must normally maintain licensure throughout the program. Additionally, prior to the commencement of an Advanced Pharmacy Practice Experience in another jurisdiction, a student must register with the respective licensing body. Further requirements may exist for international Advanced Pharmacy Practice Experiences. A student who fails to meet the registration requirements will be required to withdraw from the program.

4.1.2.2 Advanced Pharmacy Practice Experience (APPE)

1. The Pharm.D. for Working Professionals requires the completion of two Advanced Pharmacy Practice Experiences (APPE) in the final year of the program. Students may request to complete both APPE courses in the same semester ~~either Winter semester or Spring semester of the final year of the program~~.
2. The School of Pharmacy provides overall direction for practice experiences and will oversee the placement of students at practice sites. Students are responsible for all travel and accommodation costs associated with APPEs.
3. For all APPEs, students are required to provide evidence of a valid Standard First Aid Level C certificate. Evidence of recertification must be submitted no later than one month before the expiry date of the certification.
4. Students are required to provide evidence of authorization to administer drugs by injection prior to the first APPE.
5. Students must comply with the policies of the site to which they are assigned. Sites may have requirements for immunization, testing or documentation

School of Pharmacy (cont'd)

beyond those required by the School. Students are required to complete these requirements in a timely fashion and at their own expense. Students unable to meet these site requirements may be delayed in their program or prevented from completing their program of study.

4.1.2.3 Advanced Pharmacy Practice Experience Evaluation

1. Evaluation of the student's performance is conducted by the preceptor responsible for supervising the student during the APPE. Preceptors determine the competency level of the student for each of the outcomes.
2. The School determines the grade of each APPE, based upon the evaluation provided by the preceptor. Students will be graded as PAS (pass) or FAL (fail).
3. Students who conduct themselves in such a manner (such as violation of the Student Code of Conduct and the Code of Professional Conduct for Pharmacy Students) as to be terminated from an APPE site will be assigned a grade of FAL (fail) for that APPE and may be required to withdraw from the program.”

116. Senate Committee on Teaching and Learning

116.1 Senate Approval of Guidelines and Recommendations on Student Accessibility to Remote Learning

A memorandum dated July 5, 2020, was received from Kim Myrick, Chair, Senate Committee on Teaching and Learning, regarding Senate approval of Guidelines and Recommendations on Student Accessibility to Remote Learning.

On July 2, 2020, the Senate Committee on Teaching and Learning (SCTL) convened and discussed the Student Accessibility to Remote Learning in Online Courses Guidelines and Recommendations – Academic Scenario Planning Committee. As Chair of the SCTL, Ms. Myrick is a member of the Academic Scenario Planning Committee. She submitted the document to the SCTL for consideration.

The SCTL endorses the document with the provision that a central authority is assigned to recommendation #6 with appropriate resources allocated by the university. Recommendation #6 of the document states: “For any remaining students where the above initiatives still do not provide adequate computer or Internet access, then Memorial will handle these on a case-by-case basis whereby the student can email or call a contact person at Memorial for assistance.”

All committee members were in favour.

Senate Approval of Guidelines and Recommendations on Student Accessibility to Remote Learning (cont'd)

The SCTL requests Senate approval of the document with the endorsement stated above.

It was moved by Dr. G. Naterer, seconded by Dr. T. Fridgen, and carried to approve the following document with the endorsement stated.

**Student Accessibility to Remote Learning in Online Courses
Guidelines and Recommendations – Academic Scenario Planning Committee
Background**

For online courses in the Fall semester, the University has established minimum technology requirements to complete the courses. This involves requirements for experience with computers, type of computer with a webcam, display, software, web browser, and high-speed Internet access. However, not all students will have this minimum level of computer access, for example, those located in rural communities or internationally without adequate Internet access. Therefore, solutions and strategies are required to support those students who may be left behind if they do not meet the minimum threshold of technology requirements.

Recommendations

The available bandwidth and Internet connectivity varies among communities across the province. Some rural communities are without broadband and/or cellular access. It will be helpful to determine how many Memorial students are impacted in under-served communities. This would assist to develop appropriate strategies for student accommodations in those locations. A provincial initiative is underway to increase the broadband access for under-served communities. This will also be helpful although it is a longer term initiative so other solutions are required in the short-term.

- 1. Conduct an analysis that geographically overlays under-served communities in the province with the number of students living there based on postal codes to determine the extent of impacted Memorial students.**

A Wi-Fi hotspot is a physical location where students can have Internet access using a Wi-Fi connection. Mobile hotspots can be created by “tethering” or configuring a cell phone to allow a computer to access the internet, and in turn, networked university resources. Mobile hotspots can be created in remote locations if cellular access is available. There may be charges for non-Memorial devices if students use cellular bandwidth. Memorial owned devices would draw from a shared data pool across its entire fleet of phones.

The University can create or otherwise access Wi-Fi hotspots in remote locations by partnerships with other organizations there to share wireless signals from their building. Students might connect to the Wi-Fi hotspot in open, public spaces within a building or a parking lot.

Senate Approval of Guidelines and Recommendations on Student Accessibility to Remote Learning (cont'd)

2. Pursue formal partnerships at the Presidential level with the College of the North Atlantic (CNA), K-12 schools, libraries and other organizations in selected communities, where appropriate, to create hotspots and spaces for Memorial students to be able to access the University network.

CNA and K-12 schools have a broad physical presence across the province. The amount of bandwidth and guest network capabilities may be limited by their own requirements. There may be limited amounts of wireless capability available from some buildings and therefore they may need to make changes on their side to accommodate any requests from Memorial. Library availability should also be pursued. In small communities, the libraries may be very small and unable to accommodate more than a few students.

In the short-term, there are uncertainties about when these partnerships might be available for Memorial students. Also, in some cases, there may be challenges with physical distancing in small tight spaces within buildings. Alternatively, students could use tethering from their cellular access, although this may lead to additional costs for students to have unlimited data access.

For students in towns with a Memorial campus location, but without adequate computer or Internet access, designated computer labs will be set up to support those students. Since mid-March, typically 5-15 students have used the open computer labs on a daily basis in each of C2003 (Science) and EN3000 (Engineering). Likely more computer workstations will be required in the Fall semester. A campus map can be developed to designate both in-person and remotely accessible computer labs.

3. Assign spaces within individual faculties/schools as a computer lab for students without adequate computer and/or Internet access, or a central location that supports students from multiple programs.

Although these above initiatives will support the majority of students, there are likely other cases where a student is still unable to gain adequate computer or Internet access, for example, students in rural locations or internationally where Internet access will not be available.

4. Memorial will set an expectation that, if a student does not have adequate Internet access at their place of study, then they should access a location that enables a minimum level of required access to the recommended speed of Internet.

In some cases, course instructors may have more specialized software that exceeds the minimum specified technology requirements. In these cases, the academic unit

Senate Approval of Guidelines and Recommendations on Student Accessibility to Remote Learning (cont'd)

will develop appropriate accommodations for students who may not be able to secure the software. For example, a LabNet Remote Access system can allow students to remotely connect via their browser into a Memorial computer workstation that accesses specialized software tools from a Memorial laboratory. LabNet software called “Guacamole” was successfully used across several programs in Engineering in the Spring semester. The Office of the Chief Information Officer is currently investigating other cloud-based solutions such as AppsAnywhere. Most of these solutions will require additional funding and support. It is unknown what effort may be required to deploy such solutions at this time.

5. If a course instructor requires more specialized software, then the academic unit would review the recommended technology standard and adopt the recommendation as their own, including deciding if these are recommendations or requirements for study.

Decisions on minimum requirements would not be made on a course by course basis. The above initiatives should address many or most cases of student accessibility. However, they likely cannot capture the unique circumstances of every student situation. For any remaining students who still will not have adequate access, then Memorial would handle these on a case-by-case basis.

6. For any remaining students where the above initiatives still do not provide adequate computer or Internet access, then Memorial will handle these on a case-by-case basis whereby the student can email or call a contact person at Memorial for assistance.

Solutions will be developed from a range of possible options that best fit a particular situation. Examples include, but are not limited to, working with the individual course instructor to make special arrangements, such as extended deadlines or mailing course materials on a USB flash drive. There is an opportunity to apply to federal funding programs to hire co-op students as virtual learning assistants who could work on phone help lines for student-to-student advising and interactions online.

For students with disabilities who are seeking academic accommodations and faculty members seeking assistance to support students with accessibility accommodation requests, those individuals are encouraged to contact the [Blundon Centre](#).

SECOND ADDENDUM

117. Report of the Senate Committee on Undergraduate Studies

117.1 Motion on Course Timetabling

The President invited Dr. S. Sullivan, Chair, Senate Committee on Undergraduate Studies, to present this item.

Dr. Sullivan noted that a Senator put forth the following motion to the Senate Committee on Undergraduate Studies regarding Course Timetabling:

While recognizing that more than 80% of remotely-delivered course sections in the Fall 2020 semester have already been assigned a timeslot, and acknowledging that some remotely-delivered course sections in the Fall 2020 semester will be taught entirely asynchronously and therefore will not require any scheduled meeting times, the Senate Committee on Undergraduate Studies encourages academic units to assign time slots to all appropriate remotely-delivered course sections in the Fall 2020 semester. In so doing, academic units should align with the University's normal time slots to minimize clashes in student schedules.

If instructors of course sections with no scheduled meeting times elect to schedule teaching activities during the Fall 2020 semester, they should accommodate the timeslots assigned to the other courses for which their students are registered.

It was moved by Mr. D. Howse and seconded by Dr. G. George to approve this motion.

Questions/comments from Senators:

- Dr. Snelgrove that he forwarded this motion to the Senate Committee on Undergraduate Studies.
- Motion is not clear.
- Encourage academic units.

The motion was put to a vote and carried.

118. Motion to Adjourn

It was moved by Dr. I. Sutherland, seconded by Dr. B. LeFrancois, and carried that the meeting be adjourned.

119. ADJOURNMENT

The meeting adjourned at 4:55 p.m.

CHAIR

SECRETARY