

MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
SENATE

The regular meeting of Senate was held on April 12, 2011 at 4:00 p.m. in Room E5004, Education Building.

81. PRESENT

Dr. E. Simpson (Acting Chair), Dr. H. Pike, Dr. M. Abrahams, Dr. A. Al-Krenawi, Mr. B. Belbin, Ms. L. Busby, Dr. A. Card, Dr. A. Collins, Mr. G. Collins, Dr. N. Golfman, Ms. K. Kennedy, Dr. J. McFetridge-Durdle, Dr. J. Quaicoe, Dr. J. Rourke, Dr. N. Roy, Dr. E. Waterman, Dean W. Zerbe, Professor M. Beaton, Professor D. Carroll, Mr. C. Couturier, Dr. A. Fiech, Dr. D. Foster, Dr. S. Ghazala, Dr. G. George, Dr. G. Jenner, Dr. D. Kimberley, Professor V. Kuester, Dr. D. McKay, Dr. W. Okshevsky, Mr. B. Riggs, Dr. W. Schipper, Dr. M. Wernerheim, Dr. P. Wilson, Mr. S. Despres, Mr. N. Hartmann, Ms. K. Keats, Mr. B. Evoy, Mr. G. Furey, Ms. A. Haighway, Ms. M. McCarthy, Ms. J. McCormick, Mr. E. St. Coeur, Mr. M. Walsh, Mr. C. Wass.

Dr. Simpson advised Senators that he would be chairing Senate today as Dr. Kachanoski had another commitment.

Attending by invitation:

Joan Rowsell, Director, Center for Nursing Studies, and Linda Norman-Robbins, Director, Western Regional School of Nursing, regarding agenda item #11.

Dr. Simpson noted for the record that Colin Corcoran, Undergraduate Student Senator, has resigned from Senate and that MUNSU has appointed Eddy St. Coeur to replace Mr. Corcoran.

82. APOLOGIES FOR ABSENCE

Apologies were received from The President, Dr. L. Hensman, Dr. J. Brunton, Dr. J.J. Connor, Dr. S. Corbin-Dwyer, Dr. K. Gallagher, Dr. R. Helleur, Dr. D. Kelly, Dr. A. Muhammad, Professor G. Riser, Dr. A. Rose, Dr. P. Trnka.

83. MINUTES

It was moved by Dr. George, seconded by Dr. Peters, and carried that the Minutes of the special and regular meeting held on March 8, 2011 be taken as read and confirmed.

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

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

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

Report of the Senate Committee on Honorary Degrees and Ceremonial (cont'd)

The names of six candidates recommended by the Committee on Honorary Degrees and Ceremonial were presented to the Senate for award of the title of Professor Emeritus for eventual consideration by the Board of Regents.

Members were given the opportunity to discuss the merits of each of the candidates before voting. Upon voting by a show of hands, each candidate was approved by at least a two-thirds majority vote.

85. APPROVAL OF AGENDA

At the request of Mr. Despres and with agreement from Senate, consent agenda item 3.B. was moved from the consent agenda to the regular agenda.

CONSENT AGENDA

It was moved by Dr. Golfman, seconded by Mr. Riggs, and carried that the consent agenda, comprising the item listed in 86 below, be approved as follows:

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

86.1 Biology 7931

Page 572, 2010-2011 Calendar, under the heading 21.7.3 Courses, insert the following new course:

“BIOL 7931 Research Methods in Genetic Biotechnology”

Amend 7920-7960 Special Topics in Biology to read, “7920-7960 Special Topics in Biology (Note: Biology 7931 may be delivered in an accelerated format outside of the regular semester timeframe).”

86.2 School of Nursing

Page 562, 2010-2011 Calendar, under the heading 17.4.3 Nurse Practitioner Option, in clause 1, delete “32 credit hours” and replace with “36 credit hours.” Also, delete “15 credit hours” and replace with “12 credit hours”

Page 562, 2010-2011 Calendar, under the heading 17.4.3 Nurse Practitioner Option, in clause 1 under Required courses, delete and replace with the following:

“Required courses:

- 6010 Research in Nursing I: Quantitative Methods (4 credit hours)
- 6011 Philosophical and Theoretical Foundations of Nursing (3 credit hours)
- 6100 Research in Nursing II: Qualitative Methods (3 credit hours)
- 6020 Program Development in Nursing (3 credit hours)
- 6200 Nursing Individuals and Families through Life Transitions (3 credit hours)
- 6210 Nursing Therapeutics for Individuals and Families (3 credit hours)
- 6701 Advanced Practice Issues and Role Development (2 credit hours)
- 6703 Advanced Health Assessment and Clinical Practicum I (4 credit hours)

School of Nursing (cont'd)

6704 Applied Pathophysiology and Clinical Practicum II ( 4 credit hours)

6705 Pharmacotherapy and Therapeutics (3 credit hours)

Either, one of:

6800 Adult Advanced Clinical Decision Making (4 credit hours)

6802 Family/All Ages Clinical Decision Making (4 credit hours)

Or, one of:

6803 to 6809 Nursing Specialty Option Courses (4 credit hours)

690X Advanced Clinical Practicum II (The integrated practice component will normally consist of a minimum of 400 hours of preceptored specialty clinical practice and biweekly seminars) (12 credit hours).”

Page 563, 2010-2011 Calendar, under the heading 17.4.4 Post Masters Nurse Practitioner Graduate Diploma, in clause 1, delete “14 credit hours” and replace with “21 credit hours.” Also, delete “15 credit hours” and replace with “12 credit hours.”

Page 563, 2010-2011 Calendar, under the heading 17.4.4 Post Masters Nurse Practitioner Graduate Diploma, in clause 1, under Required courses, delete and replace with the following:

“Required courses:

6701 Advanced Practice Issues and Role Development (2 credit hours)

6703 Advanced Health Assessment and Clinical Practicum I (4 credit hours)

6704 Applied Pathophysiology and Clinical Practicum II (4 credit hours)

6705 Pharmacotherapy and Therapeutics (3 credit hours)

Either, one of:

6800 Adult Advanced Clinical Decision Making (4 credit hours)

6802 Family/All Ages Clinical Decision Making (4 credit hours)

Or, one of:

6803 to 6809 Nursing Specialty Option Courses (4 credit hours)

690X Advanced Clinical Practicum II (The integrated practice component will normally consist of a minimum of 400 hours of preceptored specialty clinical practice and biweekly seminars) (12 credit hours)”

Page 563, 2010-2011 Calendar, under the heading 17.6 Thesis, under Courses, make the following changes:

Delete “6700 Clinical Decision Making (6 credit hours)”

Delete “6702 Advanced Clinical Practicum I (96 hours of clinical practice in various health care settings) (3 credit hours)”

Insert “6703 Advanced Health Assessment and Clinical Practicum I (4 credit hours)”

Insert “6704 Applied Pathophysiology and Clinical Practicum II (4 credit hours)”

Insert “6705 Pharmacotherapy and Therapeutics (3 credit hours)”

Insert “6800 Adult Advanced Clinical Decision Making (4 credit hours)”

Insert “6802 Family/All Ages Clinical Decision Making (4 credit hours)”

School of Nursing (cont'd)

In the sentence “One of: 6800...(3 credit hours)” delete and replace with “One of: 6803 to 6809 Nursing Specialty Option Courses (4 credit hours)”

In the sentence “690X Advanced Clinical...(15 credit hours)” delete “500” and replace with “400” and delete “15” and replace with “12”

**REGULAR AGENDA**

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

87.1 School of Human Kinetics and Recreation

It was moved by Mr. Despres, seconded by Dr. Schipper, to remove the words “and seminar audience”. When put to a vote, the motion to amend the proposal was defeated. The motion to approve the following calendar change was then carried:

Page 584, 2010-2011 Calendar, under the heading 22.2 Program and Degree Requirements, delete clause 6 and replace with the following:

“6. A student completing a Master of Science in Kinesiology will be required to present a thesis proposal for his or her proposed thesis normally by the end of the third semester of study. The thesis proposal shall normally consist of a full written proposal (including literature review) submitted to the Supervisory Committee, a summary to be distributed to graduate students and faculty one week prior to the presentation and a formal presentation normally at the seminar series. The candidate may be questioned on his/her proposal by the Supervisory Committee and seminar audience. Any deficiencies noted during the presentation should be carefully considered by the student and the Supervisory Committee prior to proceeding with the thesis.”

Page 568, 2010-2011 Calendar, under the heading 19.4 Thesis and Project Report, delete and replace with the following:

“1. A student completing a Master of Physical Education thesis option will be required to present a thesis proposal for his or her proposed thesis normally by the end of the third semester. The thesis proposal shall normally consist of a full written proposal (including literature review) submitted to the Supervisory Committee, a summary to be distributed to graduate students and faculty one week prior to the presentation and a formal presentation normally at the seminar series. The candidate may be questioned on his/her proposal by the Supervisory Committee and seminar audience. Any deficiencies noted during the presentation should be carefully considered by the student and the Supervisory Committee prior to proceeding with the thesis.

2. Evaluation of the thesis or project report shall be governed by Graduate Studies General Regulation Theses and Reports. The thesis or project report shall normally be evaluated by two examiners approved by the Dean.

3. When the thesis or project report has been completed to the satisfaction of the Dean, the Dean shall recommend that the candidate be awarded the degree.”

87.2 Master of Arts in Environmental Policy

It was moved by Dr. Golfman, seconded by Dr. Pike, and carried to approve the following calendar entry.

At the request of Dr. Ghazala, it was agreed to minute the following:

For ENVP 6054, it was agreed to note that the following was in response to the question: “Can this course be offered by existing faculty members?: No, 2 new Faculty hires for 01 May 2011 (offers to candidates to be made shortly)”

For ENVP 6520-6530, it was agreed to note that the following was in response to the question: “Will this course require new funding (including payment of instructor, labs and equipment, etc.) If yes, please specify. Yes. See the attached course statement”

On page 524, 2010-2011 Calendar, insert new section “6.10 Regulations Governing the Degree of Master of Arts in Environmental Policy”. Renumber subsequent sections accordingly. Under new section 6.10 Regulations Governing the Degree of Master of Arts in Environmental Policy, insert the following:

“The M.A. in Environmental Policy is a rigorous, interdisciplinary study of environmental policy in terms of its theory, application, methodology and approaches with reference to central contemporary debates. It is also an applied program that equips students with practical skills in the field making links to the labour market through a required internship program.

The M.A. in Environmental Policy is offered by full-time study or part-time study and by completion of either a thesis or research paper. The thesis option involves completion of 15 credit hours of course work, an internship and a thesis, and is normally completed in two academic years of full-time study and in three academic years of part-time study. The research paper option involves completion of 18 credit hours of course work, an internship and a research paper, and is normally completed in one academic year of full-time study and up to three academic years of part-time study.

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

6.10.1 Administration

1. The program shall be administered by a Director, who reports to the Dean of Graduate Studies. The Director shall be appointed by the Dean of Graduate Studies on the recommendation of the Head of Social Science, Grenfell Campus and the Vice-President, Grenfell Campus. In making this recommendation, the Head of Social Science, Grenfell Campus and the Vice-President, Grenfell Campus may consult with the environmental policy community both within and outside the University.

2. An Executive Committee consisting of the Director and the Head of Social Science, Grenfell Campus and the Vice-President, Grenfell Campus will be established to review administrative, resource and strategic planning issues related to the program. This committee shall be chaired by the Dean of Graduate Studies.

Master of Arts in Environmental Policy (cont'd)

3. The Director shall consult with the Graduate Committee in Environmental Policy (GCEP) for the purposes of administering the academic elements of the program. The GCEP shall normally consist of seven members appointed by the Dean of Graduate Studies on the recommendation of the Director. The GCEP will include the Director, who shall chair the committee, approximately four faculty members from the Division of Social Science, Grenfell Campus who teach core courses, the Head of Social Science, Grenfell Campus and one student representative, Grenfell Campus.

4. An Advisory Board in Environmental Policy (ABEP) shall be established for the purposes of consulting with and obtaining feedback from the environmental policy community. The ABEP will consist of a broad cross-section of members from the environmental policy community both within and outside the University who shall be appointed by the Dean of Graduate Studies on the recommendation of the Director.

6.10.2 Qualifications for Admissions

1. Admission is limited and competitive.

2. To be considered for admission, applicants shall have an undergraduate degree, with a minimum B standing, from an institution recognized by Senate.

3. In exceptional cases, applicants who have not completed an undergraduate degree may be considered for admission. Preference will be given to those who have a minimum of 10 years of full-time professional experience, including demonstrated success in environmental policy, and who have successfully completed substantial university course work including several courses at an advanced undergraduate level from an institution recognized by Senate. Applicants without an undergraduate degree must have completed one or more undergraduate courses in public policy, public administration or political science AND one or more undergraduate courses in geography, biology or chemistry from an institution recognized from Senate, with a minimum B standing in each course. Applicants may also be required to successfully complete the GMAT or the GRE with an acceptable score and/or additional undergraduate courses before being considered for admission.

4. To be eligible for consideration for admission, applicants shall meet the English Proficiency Requirements described under General Regulation - Qualifications for Admission, English Proficiency Requirements.

5. Applicants will be assessed for admission to the M.A. in Environmental Policy based on their interests, their potential to produce meaningful research in the field of environmental policy and the availability of supervisors in the area of the applicant's interest.

6. Interdisciplinary study in the program is encouraged by the university. Applicants with an interdisciplinary background or whose background combines two or more fields of study (e.g., political science, public policy, environmental studies, geography, resource management, environmental science, public administration) would be an excellent fit for this program.

Master of Arts in Environmental Policy (cont'd)

6.10.3 Deadlines for Applications

1. Applicants seeking full-time enrollment will normally only be admitted to the program in the Fall (September) semester.
2. Applications must be postmarked no later than February 15 for applicants wishing to enter full-time or part-time studies in the Fall (September) semester.
3. Applications must be postmarked no later than August 15 for applicants wishing to enter part-time studies in the Winter (January) semester.
4. Individuals submitting applications later than the above dates are not assured of consideration for admission to the program in the semester desired; their applications will be processed only if time and resources permit.

6.10.4 Procedure for Admission

1. Applications for admission to the M.A. in Environmental Policy program must be made on the appropriate form and submitted to the School of Graduate Studies.
2. The following documents must be submitted in support of the official application form:
  - a. Letter of appraisal from three referees, at least one of whom is capable of appraising the applicant's academic potential as a graduate student, and at least one of whom is capable of appraising the applicant's professional experience and/or actual or likely success in a career in environmental policy.
  - b. Two official transcripts from each university or other post-secondary institution previously attended, to be sent directly by its Registrar (or equivalent officer) to the School of Graduate Studies. If not recorded on the transcript, official evidence of completion of undergraduate degree must also be submitted.
  - c. All applicants must submit a one page statement outlining their research interests and are strongly encouraged to identify a supervisor.
  - d. Application files are normally evaluated after the deadline dates for application noted above and only when all required documentation has been received.
  - e. Admission shall be by the Dean of Graduate Studies on the recommendation of the GCEP. Upon notification from the Dean of the School of Graduate Studies of acceptance into the M.A. in Environmental Policy program, applicants must give written notice to the School of Graduate Studies of their intention to register.

## Master of Arts in Environmental Policy (cont'd)

### 6.10.5 Program of Study

1. Students in the **thesis-based program** must complete 15 credit hours in graduate program as specified in Table I, an internship (ENVP 6030) and a thesis. There are four required courses (representing 12 credit hours) as specified in Table II. One elective, representing three credit hours, related to the student's research specialty is to be completed and may be chosen from Table III or Table IV in consultation with the student's thesis supervisor.

2. Students in the **research paper-based program** must successfully complete 18 credit hours in graduate program courses as specified in Table I, an internship (ENVP 6030) and a Research Paper (ENVP 6999). There are four required courses (representing 12 credit hours) as specified in Table II. Two electives, representing six credit hours, are to be completed, of which at least one is to be from Table III. The second elective, related to the student's research specialty, may be chosen from Table III or Table IV in consultation with the student's research paper supervisor.

3. Further courses beyond the minimum number may be required, depending on the background and needs of the student.

4. Students are responsible for fulfilling all pre-requisites.

5. All students are required to attend two Workshops:

- Policy and Science Orientation Workshop

This workshop is held the first week of September each year. Its intent is to provide students with a limited policy or biophysical background with conceptual tools to frame each discipline in order to orient students to the program. The workshop is team-taught and is three full days in length.

- Pre-Internship Workshop

This two day workshop reviews the internship requirements, aids students in writing resumes and cover letters, discusses interviewing practices and examines student/employer relationships. It is held during the first week after classes end in December of each year.

### 6. Internship Requirements

a. All students are required to complete an environmental policy internship (ENVP 6030) with a relevant government office, non-governmental organization, community group or business. Internships are normally selected from a list of approved organizations that is maintained by the Internship Officer and Graduate Program Coordinator. Internship placements may be outside the Corner Brook area and possibly outside Newfoundland and Labrador. Final decisions for internship placements rest with the Graduate Program Coordinator in consultation with the Internship Officer.

b. Internships are usually completed in the Spring semester of each year.

c. Internships are for full-time employment hours for the duration of the semester (12 weeks). Part-time internships over longer periods may be



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considered and will require approval from the Internship Officer and the Graduate Program Coordinator.

d. A competition for internships is organized by the Internship Officer. By entering the competition, students give permission for the Internship Officer to supply their university transcripts to potential employers. Students who do not wish to accept an internship arranged by the Internship Officer shall be responsible for finding an alternative acceptable to the Internship Officer in consultation with the Graduate Program Coordinator.

e. Students must attend scheduled pre-internship orientation workshop, professional development and exit meeting.

f. Each Internship placement is supervised and evaluated by the Internship Officer, the on-site Supervisor assigned by the employer and the Graduate Program Coordinator. The internship shall consist of two components:

- On-Site Student Performance as evaluated by the Internship officer in consultation with the on-site Supervisor assigned by the employer.
- An Internship Report graded by the Internship Officer or the Graduate Program Coordinator in consultation with the on-site Supervisor assigned by the employer.

g. Evaluation of the Internship shall result in one of the following final grades:

- Pass, or
- Fail

A student must obtain a Pass in both the On-Site Student Performance and the Internship Report to obtain a final grade of Pass.

If a student fails to achieve the internship standards specified above, the student may be required to withdraw from the program. Such a student may reapply to the program after a lapse of two semesters, at which time the student will be required to complete a further internship with satisfactory performance before being admitted to any further academic term in the Faculty. An internship may only be repeated once.

h. Students who voluntarily withdraw from the internship without prior approval from the Internship Officer and the Graduate Program Coordinator, or who conduct themselves in such a manner as to cause the host organization and the Internship Officer to terminate the placement, will normally be awarded a grade of FAIL in the internship.

i. Students are not permitted to drop internships without prior approval of the Internship Officer in consultation with the Graduate Program Coordinator. The Internship Officer will make a recommendation to the Graduate Program Coordinator who will make the final decision. Students who drop an internship without permission, who fail to honour an agreement to work with a host organization, or who conduct themselves in such a manner as to cause their discharge from the internship position will normally be awarded a failed grade for the internship. Permission to drop an internship does not constitute

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a waiver of degree requirements, and students who have obtained such permission must complete an approved internship in lieu of the one dropped.

7. All students are required to complete the Graduate Research Integrity Program (GRIP) - GRAD 9991.

8. Students in the M.A. in Environmental Policy shall meet the minimum residency of at least two semesters required by the School of Graduate Studies 2.2.3.5 of the University Calendar. Students are encouraged to meet this residency requirement in the first two semesters of their program.

9. All students will be required to present a seminar on their thesis or research paper in the final semester of their program as part of their thesis or research paper requirements. For applicable students, the thesis will be examined in accordance with the General Regulations of the School of Graduate Studies.

6.10.6 Evaluation

1. Candidates for the Master of Arts in Environmental Policy degree must obtain a grade of B or better in all program courses.

2. Candidates who receive a grade of less than B in a program 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 may, on the recommendation of the GCEP, 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 program after which the candidate shall be required to withdraw from the program.

6.10.7 Courses

The schedule of courses for the Master of Arts in Environmental Policy is as follows:

Table I - Master of Arts in Environmental Policy Schedule of Courses

<p><u>Thesis Option: Term I (Fall)</u> Policy and Science Internship Workshop Two required courses from Table II One elective from Table III or Table IV Pre-Internship Workshop</p>	<p><u>Term II (Winter)</u> Two required courses from Table II GRAD 9991 - Graduate Research Integrity Program (GRIP)</p>
<p><u>Term III (Spring)</u> Environmental Policy 6030 Internship</p>	

<p><u>Research Paper Option* Term I (Fall)</u> Policy and Science Internship Workshop Two core courses from Table II One elective from Table III or Table IV Pre-Internship Workshop</p> <p><u>Term III (Spring)</u> Environmental Policy 6030 Internship</p>	<p><u>Term II (Winter)</u> Two core courses from Table II One elective from Table III or Table IV GRAD 9991 - Graduate Research Integrity Program (GRIP)</p> <p>*Note: One elective, either in the Fall or Winter term, shall be from Table III.</p>
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Table II - Master of Arts in Environmental Policy Required Courses\*

<p>6000 Foundations of Environmental Policy and Administration 6003 Environmental Political Thought</p>	<p>6001 Applied Environmental Problem Solving: A Case Based Approach 6002 Research Design and Methods</p> <p>*Grenfell Campus courses.</p>
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Table III - Master of Arts in Environmental Policy Elective Courses\*

<p>6059 Natural Resources Policy and Administration 6052 Political Economy, Political Ecology and Policy 6055 Environmental Impact Assessment (cross-listed as EVST 4000) 6058 Management and Regulation of Water Resources 6520-30 Special Topics Courses</p>	<p>6054 Labour and Environmental Policy 6053 Ecological Economics 6057 Energy Policy 6056 Risk Assessment and Analysis 6520-30 Special Topics Courses</p> <p>*These courses are offered on a rotating basis and are based at Grenfell Campus.</p>
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Master of Arts in Environmental Policy (cont'd)

Table IV - Master of Arts in Environmental Policy - Policy Relevant Courses\*

<u>Biology</u> 7551 Fisheries Resource Management	<u>Fisheries Resource Management</u> 6003 Fisheries Economics 6004 Fisheries Policy 6005 Fisheries Planning and Development 6006 Business Management for Fisheries
<u>Business</u> 8210 Labour Relations 9329 Labour Law	
<u>Economics</u> 6014 Topics in Public Sector Economics 6020 Economics of Nonrenewable Natural Resources 6021 Economics of Renewable Natural Resources 6022 Environmental Economics 6023 Advanced Fisheries Economics 6024 Topics in Resource Economics	<u>Geography</u> 6204 Sustainable Community and Regional Development 6250 Conservation and Sustainability of Natural Resources 6251 Survey Design, Questionnaire Development and Techniques of Data Collection 6300 Problems in Fisheries Geography 6500 Cultural Geography 6700 Political Geography
<u>Engineering</u> 9601 Environmental Pollution and Mitigation (cross-listed as ENVS 6004) 9622 Environmental Statistics 9624 Air Pollution (cross-listed as ENVS 6008) 9625 Environmental Impacts of Offshore Oil and Gas Operations 9629 Environmental Policy and Regulations 9630 Pollution Prevention	<u>Medicine</u> 6288 Policy and Decision Making 6722 Environmental Health
<u>Environmental Science</u> 6000 Environmental Science and Technology 6001 Earth and Ocean Systems 6002 Environmental Chemistry and Toxicology 6003 Applied Ecology	<u>Political Science</u> 6710 Intergovernmental Relations 6740 Public Administration 6790 Public Policy Process
	<u>Sociology</u> 6140 The Community 6350 Environmental Sociology
	*St. John's Campus courses.

Note: Students may require special permission from the graduate program prior to enrolling in a course.”

88. Report of the Committee on Academic Appeals

ECS 2010-11: #7 - Appeal against the decision of the Special Senate Subcommittee and the Senate Committee on Undergraduate Studies for i) permission to drop retroactively and without academic prejudice, Science 1000, a course for which the student was registered in the Winter Semester 2010 and/or ii) readmission to the University without serving the six-semester period of withdrawal.

Report of the Committee on Academic Appeals (cont'd)

Dr. Simpson noted that several members of Senate have had previous involvement in the following student appeal by virtue of membership on the Executive Committee of Senate, on the Senate Committee on Undergraduate Studies, or as members of academic units. In this regard, he observed that one of the principles of natural justice and fairness is that there should be no individual sitting in judgement on an appeal at a higher level who has already been a party to the decision at a lower level. In the interests of fairness and natural justice he suggested that those Senators who have had previous dealings with this case be available to provide information pertinent to the case and to answer questions raised by Senators but should not be making motions or voting on motions regarding this appeal.

At the invitation of the Acting Chair, Dr. Dale Foster, Chair of the Senate Committee on Academic Appeals, presented the report of the Committee to Senate regarding this student's appeal and advised that the Committee's recommendation is as follows:

Recommendation

Based on the documentation provided and the reasons outlined above, the Appeals Panel of the Senate Committee on Academic Appeals unanimously recommended to the Chair that the decision at the earlier levels be upheld and that the appeal by the student to retroactively drop Science 1000 and/or readmission to the University without serving the six-semester period of withdrawal be denied.

Following discussion, it was moved by Dr. Kimberley, seconded by Professor Beaton, and carried to deny this student's appeal based on the report and recommendation from the Senate Committee on Academic Appeals. Several senators who had previous involvement in this appeal abstained from voting.

89. Report of the Senate Committee on Elections and Committees

On behalf of the Senate Committee on Elections and Committees, Mr. Bert Riggs, member of the Committee, advised Senate that the following nominations to Senate Committees are being recommended for Senate approval. It was moved by Mr. Riggs, seconded Dr. George and carried that the following nominations be approved:

<b>University Planning and Budget</b>	<b>Member until September</b>
Dr. Sue Ghazala (Biochemistry)	2014

<b>Advisory Committee on the Bookstore</b>	<b>Member until September</b>
Dr. Dianne Keeping (QEII Library)	2014

<b>Advisory Committee on the Library</b>	<b>Member until September</b>
Dr. James Bradley (Philosophy)	2014
Dr. Danine Farquharson (English)	2014
Dr. Mary Furey (Business)	2014
Dr. Kathryn Simonsen (Classics)	2014

<b>Advisory Committee on the University Timetable</b>	<b>Member until September</b>
Mr. Ryan Lewis (QEII Library)	2014

Report of the Senate Committee on Elections and Committees (cont'd)

<b>Committee on Academic Appeals</b> Mr. Ryan Lewis (QEII Library)	<b>Member until September</b> 2014
<b>Committee on Copyright</b> Ms. Jeannie Bail (QEII Library) Ms. Shannon Gordon (Health Science Library)	<b>Member until September</b> 2014 2014
<b>Committee on Course Evaluations</b> Dr. Mary Furey (Business) Dr. Dianne Keeping (QEII Library)	<b>Member until September</b> 2014 2014
<b>Committee on Educational Technology</b> Mr. Liam Swiss (Sociology)	<b>Member until September</b> 2014
<b>Committee on Honorary Degrees and Ceremonial</b> Dr. Sukhinder Cheema (Biochemistry)	<b>Member until September</b> 2014
<b>Committee on Research</b> Dr. Sukhinder Cheema (Biochemistry)	<b>Member until September</b> 2014
<b>Committee on Undergraduate Studies</b> Dr. John Garland (University Counseling Centre) Mr. Bert Riggs (QEII Library) Dr. Peter Whitridge (Archaeology)	<b>Member until September</b> 2014 2014 2014
<b>Executive Committee of Senate</b> Mr. Matthew Janes (Grenfell Campus - French)	<b>Member until September</b> 2014
<b>Committee on Undergraduate Scholarships Bursaries and Awards</b> Mr. Liam Swiss (Sociology)	<b>Member until September</b> 2014

Vacancies still remain on the following committees (the number in brackets denotes the number of vacancies):

Advisory Committee on the Bookstore (1)  
 University Planning and Budget Committee (1)  
 Advisory Committee on the Library (4)  
 Advisory Committee on the University Timetable (2)  
 Committee on Academic Appeals (2)  
 Committee on Copyright (1)  
 Committee on Course Evaluations (2)  
 Committee on Educational Technology (3)  
 Committee on Honorary Degrees and Ceremonial (1)  
 Committee on Research (3)  
 Committee on Undergraduate Studies (1)  
 Committee on the University Calendar (2)  
 Committee on Undergraduate Scholarships, Bursaries, and Awards (1)

The Committee will make another attempt to encourage members of faculty to volunteer for these committees. In this regard, the Committee urges members of Senate to do the same.

90. Annual Reports for 2008-09 and 2009-10

Dr. Simpson noted that the Annual Reports for the Senate Committee on Undergraduate Scholarships, Bursaries and Awards for 2008-09 and 2009-10 have been received for information and he responded to questions from Senators.

91. Research Centre for the Study of Music, Media and Place

A memorandum dated March 9, 2011, has been received from the Secretary, Planning and Budget Committee, advising that in accordance with the Policy and Procedures for the Establishment of University Institutes and Centres, the Planning and Budget Committee of Senate has considered a proposal to designate the Research Centre for the Study of Music, Media and Place as a type 2 institute, which is one that requires direct university support.

The Committee has completed its review of the proposal and having received assurances that the core funding required to operate the institute is in place, recommends that it be approved by the Senate and the Board of Regents.

It was moved by Dr. Waterman, seconded by Dr. Golfman, and carried that this proposal be approved.

92. Teaching and Learning Framework

92.1 Request for Special Meeting of Senate

In a memorandum dated 31 March 2011 Dr. Evan Simpson, Vice-President (Academic) and Pro Vice-Chancellor, Pro Tempore, requested that a Special Meeting of Senate be scheduled on April 25, 2011, at 4 p.m. to allow consultation on the teaching and learning framework.

At today's meeting, Dr. Simpson advised that the work of the group leading the Teaching and Learning Framework discussion is progressing but at a slightly slower pace than anticipated. As a result, the group is requesting that consultation on the draft document occur at the May 10<sup>th</sup> regular meeting of Senate, and if required, that a Special Meeting of Senate be held later for final approval of the document.

It was moved by Dr. McKay, seconded by Dr. Quicoe, and carried to approve this request.

93. Interim Report of the ad hoc Committee on Lessening Paper-Dependency of Senate

Dr. Zerbe, Chair of the ad hoc Committee on Lessening Paper-Dependency of Senate, gave the following interim report of the committee.

*The mandate of the ad hoc Committee on Lessening Paper-Dependency of Senate is to investigate and recommend ways that Senate and Senate committees can become less paper-dependent, while ensuring that all members of Senate and its committees, as appropriate, have access to all meeting materials. Included in this mandate is to provide a mechanism for electronic submission of suggestions by the University community.*

*The Ad hoc Committee has met twice, the first meeting to organize itself and the second to review progress. At the first meeting the committee formed into three subcommittees:*

Interim Report of the ad hoc Committee on Lessening Paper-Dependency of Senate (cont'd)

1. A subcommittee to develop (a) a mechanism for soliciting input into the committee and (b) gathering relevant information from relevant individuals and bodies.

2. A subcommittee to describe the process or flow by which documents come to Senate (i.e. what kinds of documents are seen by which bodies and what do they need to do with them) with a goal of identifying possibilities for reducing the requirements for paper before it gets to Senate.

3. A subcommittee to research practices employed at other institutions with respect to such things as what documents are considered by the equivalent of Senate or what information is needed, what electronic means to replace paper are used.

*Results to date:*

- *The committee determined that from February 2010 to January 2011 Senate met 8 times attended by an average of 54 senators. Over the course of these meetings Senate distributed a total of 140,104 individual sheets of paper, or more than 280 reams of paper.*
- *A survey of Senators was conducted; 47 of the 76 members of Senate responded representing 11 administrators, 10 students, 24 faculty, and 2 others. Results included the following:*
  - *43 out of 47 (91%) respondents currently own a laptop or portable device, the 4 who do not were faculty representatives*
  - *38 of 43 (88%) laptop owners indicated that they would be willing to bring their device to meetings, 4 were faculty representatives and 1 was a student representative. One commented that the laptop was a personal laptop, another that viewing long .pdf files on a laptop was difficult.*
  - *39 of 42 (93%) respondents indicated that they would opt out of the paper Consent Agenda if an electronic version were available, the 3 who would not were faculty representatives*
  - *34 of 41 (83%) respondents indicated that they would opt out of the Regular Agenda if an electronic version were available, the 7 who would not were 5 faculty, 1 student, 1 administrative representative*
  - *14 of 41 (34%) respondents indicated that there were elements of the work of Senate that they would only like to see on paper. The two elements mentioned most often were confidential documents and appeals.*
  - *Respondents indicated an overwhelming preference for PDF as a document format, 78% preferred it, 17% liked it, 0% found it not acceptable*
  - *A number of open ended comments were provided with respect to information needs, the advantages and disadvantages of electronic formats, and suggestions for the committee. These will be considered and will form part of the final report and recommendations of the ad hoc Committee.*
- *A survey of other Canadian universities has identified alternative technologies for reducing paper use. These will be considered and will*



Interim Report of the ad hoc Committee on Lessening Paper-Dependency of Senate (cont'd)

*form part of the final report and recommendations of the ad hoc Committee. These will likely include the recommendation that the University invest in a meeting/document management system for Senate and possibly other similar functions.*

- *A number of suggestions have been identified for reducing unnecessary supporting documentation to Senate.*
- *An email address [paperless.senate@mun.ca](mailto:paperless.senate@mun.ca) has been established to gather further suggestions.*

Several Senators suggested that for a number of reasons, it would be wise to plan on a trial period before going paperless.

Dr. Zerbe agreed that the ad hoc Committee is considering a phase in period with parallel processes. The ad hoc Committee is also investigating document/meeting management software and will include order of magnitude costs in a future report. Dr. Zerbe also advised that Senators can expect to receive another survey.

Mr. Collins noted that in accordance with its terms of reference to “... approve on behalf of Senate all new undergraduate courses and changes in existing courses”, the Senate Committee on Undergraduate Studies plans to discontinue the practise of including background material for approval of courses. This will substantially reduce the volume of information reaching Senate through the elimination of course outlines, email chains and so on.

94. Consolidation of Nursing Education

Dr. McFetridge-Durdle introduced her two colleagues, Ms. Joan Rowsell, Director for Nursing Studies at the Center for Nursing Studies, and Ms. Linda Norman-Robbins, Director, Western Regional School of Nursing.

Dr. McFetridge-Durdle gave a status report for the information of Senators on the Consolidation of Nursing Education as outlined below:

*“Today, the three nursing schools in the province operate as separate entities. As a result of government’s White Paper on Post-Secondary Education, plans are underway to achieve nursing education consolidation. Under a consolidated model, Memorial University School of Nursing (MUNSON) and the Centre for Nursing Studies (CNS) will consolidate into a proposed new Faculty of Nursing. Western Regional School of Nursing (WRSON) will become a School/Division of Nursing within Memorial University’s Grenfell Campus. This is entirely consistent with a motion passed by MUN’s Board of Regents in May 28, 2009.*

*Memorial University formed an Internal Working Group during late Fall 2010. The Internal Working Group on Nursing Education Consolidation has been guided by the premise that the Fall 2012 intake of students under a consolidated model will be achieved with existing infrastructure, systems and process remaining essentially “as is” except for budget transfers, faculty and staff union agreements, a single registration system for all programs, and a MUN Calendar that includes non-degree and continuing nursing education programs.*

*To date, the Nursing Education and Standards Subcommittee is recommending the following:*

Consolidation of Nursing Education (cont'd)

- *The three nursing schools have agreed to a moratorium on changes in program offerings and curriculum for the period of 6 months prior and 6 months post consolidation, i.e., March 1, 2012 to February 28, 2013.*
- *Currently, MUN is the degree granting institution for the Bachelor of Nursing (Collaborative) Program and the BN (Fast Track) Option. These programs are currently delivered under a Consortium Agreement between the Health Care Corporation of St. John's, Memorial University, and Western Health Care Corporation. The consortium agreement and the designation of the BN program as being "Collaborative" will become redundant with nursing education consolidation.*
- *The Practical Nursing (PN) Program currently delivered by the Centre for Nursing Studies is a 4-semester (16-month) diploma program that will be included in Memorial University's calendar as a non-degree program. Changes to the terms of reference for MUNSON Academic Council will be required/sought for this program to be approved within the Academic Council of the proposed new Faculty of Nursing.*
- *All continuing education programs are currently delivered by the Centre for Nursing Studies. Upon nursing education consolidation beginning with the Fall 2012 semester, the 13 continuing education programs will be within the delivery jurisdiction of the proposed Faculty of Nursing and included in Memorial University's Calendar.*
- *All students as of Fall 2012 registration process for degree, non-degree and continuing education programs will be enrolled through the Banner Student Administration System and all fees will accrue to the general University account.*
- *The accountability, review and accreditation processes for undergraduate entry programs in nursing will remain the same and will change in scope only. The approval process for the PN Program will remain within the jurisdiction of the College of Licensed Practical Nurses of Newfoundland and Labrador. For program changes (beyond February 2013) within MUN, St. John's, these will be subject to the review and approval of the Academic Council of the proposed Faculty of Nursing, the Senate Committee on Undergraduate Studies, and subsequently by Senate. Program changes within Grenfell Campus will be subject to the review and approval of the School/Division of Nursing at Grenfell Campus and of Academic Council, and subsequently the Senate Committee on Undergraduate Studies, and then Senate."*

Following a question and answer session regarding the implications of consolidation on accreditation, and funding as well as the importance of consultation with students, Dr. Simpson thanked Dr. McFetridge-Durdle and her colleagues for the informative presentation and advised that Senate will be kept informed of progress in this area.

95. Proposal for an *in absentia* Convocation

Mr. Collins advised Senate that a memorandum dated March 30, 2011, has been received from Phyllis McCann, Assistant Registrar/Graduation Manager regarding a proposal for an *in absentia* Convocation.

Mr. Collins noted that approximately 20% of our graduates for the annual Spring Convocation complete the requirements for their program by the end of the preceding Fall semester. In accordance with current protocol, these students cannot graduate until Spring Convocation and therefore, experience a longer wait time before graduation than students completing programs at the end of the Winter and Spring semesters. While many of these students are satisfied and look forward to participating in the University's Spring Convocation ceremonies in May, each year the University receives a number

Proposal for an *in absentia* Convocation (cont'd)

of requests from students who wish to receive their degree prior to the scheduled Spring Convocation. While the University satisfied these requests in the past by issuing pre-convocation diplomas, Mr. Collins noted that we have reached the point where an improved service level may be needed for our graduates.

In reviewing Memorial's history of holding Convocations, Mr. Collins observed that prior to 1970, Memorial University held one annual Convocation in the spring for the conferring of degrees (normally in May). A Fall Convocation was inaugurated in 1970 to accommodate increasing numbers of graduates and to support the three-semester academic calendar and the growing number of program delivery options that either required or permitted program completion by the end of the Spring Semester. In May 1992, the first regular session of the annual Spring Convocation was held at Memorial's Grenfell Campus, and in 2007 the first regular session of the annual Fall Convocation was held at that campus. As a result, currently, Memorial holds two regular Convocations (normally in May and October) during which ceremonies are scheduled at the St. John's and Grenfell campuses for the conferral of degrees.

In July 2006 Memorial University initiated a protocol for the issuance of an official 'pre-convocation' diploma for those students who are cleared to graduate and require a notarized diploma in advance of Convocation for employment visa purposes in a foreign country. Since then, a number of students have taken advantage of this service.

Mr. Collins then noted that at a meeting held on March 29, 2011, the following proposal was endorsed by the Committee on Honorary Degrees and Ceremonial for consideration by Senate:

Draft Protocol for a third Convocation in late February to confer degrees, diplomas or certificates *in absentia* without a ceremony

- Students who satisfy degree requirements at the end of the Fall semester (December) cannot graduate until Spring Convocation, experiencing a longer wait time before graduation than students completing programs at the end of the Winter (April) and Spring (August) semesters. While this is the standard at most Canadian universities, the University of Toronto has instituted a third conferral period in March for such students;
- A third Convocation will be held on a pre-determined date in February or March in which degrees, diplomas or certificates are conferred in absentia and without a ceremony. All necessary steps for approval of candidates will be scheduled in advance of that date (Application Assessment → Faculty/Academic Council approval → Senate Approval);
- Only those students who present and state some urgency will be considered. For example, students who complete all requirements for a degree in late fall/early winter and require an official parchment for employment purposes;
- Names will be added as an appendix to the May Convocation program;
- Candidates forego participation in a future Convocation ceremony.

Proposal for an *in absentia* Convocation (cont'd)

During discussion, the following suggestions for change to the protocol were made by Senators:

- all students who complete degree requirement before the date of the in absentia convocation should be approved upon application;
- the university should consider permitting candidates who graduate at an in absentia Convocation to participate in the immediately following May Convocation ceremonies;
- the wording "Candidates forego participation in a future Convocation ceremony" is too general since graduates of the University are members of Convocation.

It was also suggested by one Senator that the introduction of an in absentia Convocation is not necessary since the "pre-Convocation" diploma is sufficient.

Senate agreed with Dr. Simpson's assessment that this proposal should be considered as notice of motion and that the Committee on Honorary Degrees and Ceremonial would be asked to reconsider the proposal taking into account comments made at today's meeting of Senate.

96. Items for Information

- 96.1 The Executive Committee of Senate agreed to forward the following appeal to the Senate Committee on Academic Appeals requesting that the Committee investigate his/her appeal and submit a report to the Senate with its findings and recommendations as expeditiously as possible.

ECS 2010-11: #10 - Appeal against the decision of the Senate Committee on Undergraduate Studies, which found the student guilty of cheating on the final examination of Engineering 3001, a course for which the student was registered during the Fall Semester 2010.

- 96.2 The Executive Committee of Senate approved the following appeal:

ECS 2010-11: #11 - Appeal against the University Committee on Admissions for admission to concurrent studies at Memorial University for the Spring Semester beginning in May, 2011

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

Dr. Simpson noted that in the absence of the Chair and in the interest of time, he would not be making additional remarks under this agenda item.

98. OTHER BUSINESS

98.1 Copyright

In response to a question from Dr. McKay regarding whether or not the implications of access copyright will be on the agenda for Senate, Dr. Simpson responded that the Senate Committee on Copyright will be asked to report at the next Senate meeting.

99. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY