

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

The regular meeting of Senate was held on November 13, 2012 at 4:00 p.m. in Room E5004, Education Building.

26. PRESENT

The President, Dr. S. Knight, Dr. D. Wardlaw, Mr. G. Blackwood, Dr. M. Bluehardt, Dr. N. Golfman, Dr. D. Hardy Cox, Dr. L. Hensman, Dr. L. Phillips, Ms. S. Singleton, Dr. S. Abhyankar, Mr. P. Brett, Dr. S. Carr, Dr. J. Connor, Dr. S. Corbin-Dwyer, Dr. J. Doré, Dr. G. Farrell, Dr. A. Fiech, Dr. D. Ford, Dr. K. Gallagher, Dr. G. George, Dr. S. Ghazala, Dr. D. Kimberley, Dr. S. LeFort, Dr. J. Lokash, Dr. P. Marino, Dr. D. McKay, Dr. S. Mulay, Dr. M. Mulligan, Dr. W. Okshevsky, Mr. B. Riggs, Professor G. Riser, Dr. A. Rose, Dr. W. Schipper, Dr. C. Sharpe, Professor D. Walsh, Dr. P. Wilson, Mr. J. Donnelly, Ms. M. Fitzsimmons, Mr. W. Brownlee (for Ms. E. Edwards), Mr. D. Campbell, Ms. K. Carroll, Ms. L. George, Ms. B. Peddle (for Mr. R. Murphy), Ms. C. Simms, Mr. J. Van Wijk (for Mr. T. Perry).

Dr. Kachanoski welcomed Senators to the November 13, 2012 meeting of Senate and in particular Dr. Susan Dyer Knight, Chancellor, and Ms. Sheila Singleton, Secretary of Senate *pro tempore*.

27. APOLOGIES FOR ABSENCE

Apologies were received from Ms. L. Busby, Dr. S. MacKinnon, Dr. J. McFetridge-Durdle, Dr. F. Basset, Mr. C. Couturier, Dr. D. Gustafson, Dr. R. Helleur, Dr. D. Kelly, Dr. M. Wernerheim, Ms. J. Snow.

28. MINUTES

It was moved by Dr. Phillips, seconded by Dr. Okshevsky, and carried that the Minutes of the regular meeting held on October 9, 2012 be taken as read and confirmed.

29. 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.

The names of 12 candidates recommended by the Committee on Honorary Degrees and Ceremonial were presented to the Senate for awarding of doctoral degrees honoris causa. 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.

CONSENT AGENDA

Dr. Kachanoski noted the addition of “Grenfell Campus Students’ Unions Representation on Senate Committees, 2012-2013” that was in the addendum that had been sent by email to Senators.

At the request of Dr. McKay and with agreement from Senate, consent agenda item 4.B. was moved from the consent agenda to the regular agenda.

It was moved by Mr. Riggs, seconded by Dr. Golfman, and carried that the consent agenda, comprising the items listed in 30 to 32 below, be approved as follows:

30. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

30.1 Faculty of Medicine

Page 366, 2012-2013 Calendar, under the heading 3 Mission and Objectives of the Faculty of Medicine, delete first paragraph and replace with the following:

“Our mission is to enhance the health of the people of Newfoundland and Labrador by educating physicians and health researchers; promoting lifelong learning; conducting research in biomedical, clinical and applied health sciences, community health, and medical humanities; engaging communities and decision makers; and collaborating to apply the best available evidence in the formulation of policy and the organization and delivery of care.”

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

31.1 School of Social Work - Master of Social Work

Page 622, 2012-2013 Calendar, under the heading 27.8 Courses, delete “Graduate Research Integrity Program (refer to **Graduate Research Integrity Requirement**),” from the subsections Program Courses and Program Core Courses for Students Admitted Prior to Fall 2011.

31.2 School of Music

Page 586, 2012-2013 Calendar, under the heading 18.3 Degree Requirements, amend clause 5(c) to read as follows:

“c. Music Pedagogy: Music 6400 or Music 6600”

31.3 Faculty of Engineering and Applied Science

Page 577, 2012-2013 Calendar, under the heading 13 Regulations Governing the Degree of Master of Engineering Management, add personnel list to read as follows:

“**Professor and Dean**
G. Naterer

Professor and Associate Dean (Graduate Studies)
L. Lye

Faculty of Engineering and Applied Science (cont'd)

Associate Professor and Chair of the Board of Studies (M.E.M.)

A. Hsiao

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

Page 577, 2012-2013 Calendar, directly following section 13.1 Program of Study, add a new section, renumbering subsequent sections accordingly, to read as follows:

“13.2 Deadlines for Applications

Applications are normally considered for Fall (September) entry only. Applications and all supporting documents must be received no later than May 1 for Canadian applicants and no later than April 1 for International applicants. Individuals submitting applications and/or supporting documents later than the relevant deadline will be processed only if time and resources permit.”

Page 577, 2012-2013 Calendar, under the newly numbered heading 13.3 Qualifications for Admission, amend to read as follows:

“1. Admission to the program is limited and competitive.

2. To be eligible for consideration for admission, an applicant shall normally hold at least a Bachelor's Degree in an engineering discipline, with a minimum 'B' standing, from a university recognized by Senate.

3. To be eligible for consideration for admission, applicants who did not complete a four-year baccalaureate degree at a recognized university where English is the primary language of instruction must normally complete the Test of English as a Foreign Language (TOEFL) and achieve a paper based score of 580 (or higher), computer-based score of 237 (or higher) or Internet based score of 92 (or higher). Information regarding this test is available from the Educational Testing Service at www.ets.org. It is noted that other equivalent tests acceptable to the School of Graduate Studies may also be considered.

4. Applicants will normally be interviewed by representatives of the Board of Studies as part of the admission process.”

Page 577, 2012-2013 Calendar, under the newly numbered heading 13.4 Degree Requirements, amend to read as follows:

“The degree program requires the completion of 36 credit hours, 6 of which comprise a project course.

1. Students are normally required to complete 21 credit hours in Engineering courses including 930A/B, 9396, 9397 and 9 additional credit hours selected from the **Master of Engineering, Core Courses** or the **Master of Engineering, Other Courses** offered for the Master of Engineering program. Up to 3 credit hours may be taken from undergraduate courses approved for the student's program by the Dean of Graduate Studies on the recommendation of the Faculty of Engineering and Applied Science.

Faculty of Engineering and Applied Science (cont'd)

2. Students are normally required to complete 15 credit hours in Business courses, including 8104, 8106, 8109 and 6 additional credit hours selected from the **Elective Courses from the Faculty of Business Administration** listing below.

3. Students who have not successfully completed a baccalaureate degree from a recognized university where English is the language of instruction will be required to complete an 8-week English as Second Language course prior to the start of the first regular academic semester.”

Page 578, 2012-2013 Calendar, under the newly numbered 13.6 Courses, rename the newly numbered sub-heading 13.6.1 to read: “13.6.1 Required Core Courses.” Additionally, delete “Business 8206 Managerial Finance,” and “Engineering 9395 Engineering Management Project (6 credit hours)” and add the following course:

“Engineering 930A/B Engineering Management Project (6 credit hours) (formerly Engineering 9395)”

Page 578, 2012-2013 Calendar, under the newly numbered heading 13.6.2 Elective Courses from the Faculty of Business Administration, add “Business 8206 Managerial Finance” and add the following note:

“Note: In addition to the courses noted above, and upon individual request, the Board of Studies may also consider particular 9000-level Business courses provided that (i) the course is deemed by the Board to be of satisfactory content relevant to the M.E.M. program and (ii) the student has satisfied the applicable pre-requisites requirements for the course.”

32. Grenfell Campus Students’ Union Representation on Senate Committees, 2012-2013

It was agreed to approve the following nominations from the Committee on Elections and Committees:

Planning and Budget Committee

Matthew Brockel

Advisory Committee on the Bookstore

Tara Gadoua

Advisory Committee on the Library

Molly Noseworthy

Advisory Committee on the University Timetable

Tara Gadoua

Committee on Academic Appeals

Robert Leamon

Committee on Copyright

Glen Keeling

Committee on Course Evaluations

Robert Leamon

Grenfell Campus Students' Union Representation on Senate Committees,
2012-2013 (cont'd)

Committee on Educational Technology
Matthew Hughes

Committee on Elections and Committees
Robert Leamon

Committee on Honorary Degrees and Ceremonial
Libby Blaxland

Committee on Research
Libby Blaxland

Committee on Undergraduate Scholarships, Bursaries and Awards
Tara Gadoua

Committee on Undergraduate Studies
Lindi George

Committee on the University Calendar
Kyle Curlew

Executive Committee of Senate
Robert Leamon

Committee on Admissions
Molly Noseworthy

REGULAR AGENDA

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

33.1 School of Social Work - Doctor of Philosophy

Following extensive discussion regarding the phrase “The student shall have up to one semester (13 weeks) to submit the paper for examination”, it was moved by Dr. Golfman, seconded by Dr. Doré, and carried to approve, with a friendly amendment, the following calendar changes:

Page 654, 2012-2013 Calendar, under the heading 29.29.1 Program of Study, delete section 3(c) and replace with the following:

“The Ph.D. Comprehensive Examination in Social Work will consist of a written paper and an oral defence. In the paper, the student will contextualize her/his substantive area using theories that inform social work and develop a research design relevant to this substantive area. The student will demonstrate a contextualized and in-depth understanding of the philosophical and theoretical frameworks informing the student's substantive area, including major critiques from competing theoretical, philosophical and historical understandings. In addition, the paper will demonstrate a thorough understanding of relevant methodological considerations and a justification for the choices made within the research design. The student will identify an area of empirical research that may be undertaken and will prepare a written

School of Social Work - Doctor of Philosophy (cont'd)

paper that includes: an introduction of the substantive area and a formulation of the research question; a literature review that is consistent with the question, and which both presents a critical evaluation of the theoretical and research literature and synthesizes this literature into the student's own theoretical framework; a research design for answering the research question, including a critical analysis of the chosen methodology as well as the methods of data collection, data analysis and ethical considerations. The focus and content of the written work will be defined by the Examination Committee in consultation with the student and will be approved by the Chair of the Ph.D. Program in the School of Social Work. The body of the paper will be no less than 50 pages and not more than 75 pages. It shall be defended orally. The student shall have 13 weeks to submit the paper for examination, following the comprehensive exam process approved by the Ph.D. Studies Committee.”

34. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES34.1 Office of the Registrar

A memorandum dated October 11, 2012, was received from Ms. Maria Murray, Admissions Manager, regarding a Proposal for Calendar Revisions: New Admission Category for Visiting Students.

Ms. Murray notes, each year Memorial receives applications for admission from individuals wishing to enrol at the undergraduate level for a limited number of semesters but who do not wish to be admitted to, or to complete the requirements for, a degree program at this University. These applicants are commonly known as visitors, and individuals typically fall into one of several categories. While these applicants are distinguished from other applicants on Banner through the use of separate admission category codes and requirements, the inclusion of distinct application and admission criteria and enrolment regulations in the University Calendar is appropriate.

The proposal is to amend section **3.3 Categories of Applicants, Admission Criteria and Other Information** of the University's general academic regulations and also includes the creation of a new course, UGRD 5900, that enables incoming visiting researchers to register as students at Memorial for health and recreation plan administration and to ensure that the student's involvement with the University is recorded and recognized.

It was moved by Mr. Riggs and seconded by Ms. Singleton to approve the calendar changes.

Discussion then ensued regarding how this would affect the Faculty of Medicine visiting clinical clerks. It was suggested this item be tabled and that the Faculty of Medicine consult with the Office of the Registrar regarding these changes.

It was then moved by Dr. McKay, seconded by Mr. Riggs, and carried to table this item so the Faculty of Medicine may consult with the Office of the Registrar before these calendar changes are resubmitted to Senate for approval.

35. 2012 Annual Report of the Senate Committee on Course Evaluation

The Annual Report of the Senate Committee on Course Evaluation, 2011-2012 Academic Year, was received for the information of Senate.

36. REPORTS OF SENATE COMMITTEES

Written reports were received for the information of Senators from the following Senate Committees:

- Grenfell Campus Committee on Special Admissions
- Senate Committee on Academic Appeals
- Senate Committee on the University Calendar
- Senate Committee on Undergraduate Scholarships, Bursaries and Awards
- Senate Advisory Committee on the University Timetable
- Executive Committee of Senate
- Committee on Honorary Degrees and Ceremonial
- University Committee on Admissions
- Planning and Budget Committee
- Senate Advisory Committee on the Bookstore
- Senate Committee on Course Evaluation
- Senate Committee on Educational Technology
- Senate Advisory Committee on the Library
- Senate Committee on Elections and Committees
- Senate Committee on Undergraduate Studies
- Senate Committee on Research

37. REPORT OF THE SENATE COMMITTEE ON ACADEMIC APPEALS

The President reminded Senators that several members of Senate have had previous involvement in student appeals 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 noted 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 interest of fairness and natural justice the President asked those who have had previous dealings with cases to be available to provide information pertinent to the case and to answer questions raised by Senators but not to make motions or vote on motions regarding these appeals.

- 37.1 ECS 2011-2012: #12 - Appeal against the decision of the Senate Committee on Undergraduate Studies and the Executive Committee of Senate, with respect to an allegation of academic misconduct brought against the student that the student is guilty of allowing another student to impersonate him/her in the final examination for Biology 1001, a course for which the student was registered in the Fall Semester 2011.

At the invitation of the Chair, Dr. Christopher Sharpe, on behalf 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:

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

Recommendation

Given that the appellant is guilty not only of the original charge, that of having an imposter write the final examination, but also of having that imposter write both term tests, the Panel unanimously recommends that the appeal be denied and that the President's decision to expel the student from the University be upheld.

Following discussion, it was moved by Dr. Marino, seconded by Dr. Kimberley, and carried to accept the recommendation of the Senate Committee on Academic Appeals that the appeal be denied and that the President's decision to expel the student from the University be upheld. Senators who had previous involvement in this appeal abstained from voting.

38. Proposed Relocation of Senate Chambers

A document dated October 25, 2012, was received from Dr. David Wardlaw, Provost and Vice-President (Academic), regarding the Proposed Relocation of Senate Chambers.

Dr. Wardlaw noted that for many years Memorial's Senate meetings have been held in Room E-5004, located on the fifth floor of the Education Building. The room is poorly configured in that Senators are seated back-to-back and are facing either side of the room, not to the front where the Chair is located. The room is not technology enabled, so it is a challenge to do presentations, teleconferencing or video-conferencing. Acoustics in the current location are average at best, often making it difficult to hear individuals when speaking from their seats. Beyond the use for Senate meetings for approximately 2 hours per month, there is very little other use of the current space and it is safe to say that on average it is unused for over 90% of the time. If Senate meetings were to be relocated, the vacated space would become available for full-time use thus contributing to alleviation of the current space shortage on the St. John's Campus. The vacated space (~ 2000 sq. ft.) would revert to the St. John's Campus Space Committee for assignment on a full-time basis based on needs and priorities identified by the Committee.

The newly constructed lecture theatre in the Physical Education Building has been identified as a possible new location to hold the monthly Senate meetings. The theatre is a state-of-the-art facility with seating for 137. It has many enhanced technology features that allow for tele- and video-conferencing; the equipment includes two digital, high definition projectors; two 10-foot-wide screens; a smart podium for presenters; and a 42 inch confidence monitor hung from the ceiling which allows presenters to see slides or presentation material without turning around. Video-conferencing is currently not possible but the room is set up for the ready installation of the requisite hardware; a quote for this upgrade has been requested. The theatre also has flexible seating arrangements that can be configured for small or large groups.

The Dean of HKR *pro tempore* has reserved the lecture theatre commencing in the Winter Semester for the second Tuesday of every month from 4:00-6:00 p.m. There are currently no classes scheduled for that timeslot, so teaching will not be disrupted. A class starts at 6 p.m., but Senate meetings are normally concluded before two hours.

Proposed Relocation of Senate Chambers (cont'd)

RECOMMENDATION

To relocate the Senate Chambers from ED-5004 to the new Lecture Theatre in the Physical Education Building, beginning at a time in the Winter Semester to be determined by Senate Executive and/or Senate.

Following discussion of the pros and cons of the new Lecture Theatre in the Physical Education Building, it was agreed to have the first meeting in January 2013 at the new Lecture Theatre on a trial basis.

39. DELTS Ex-Officio Representation on Senate

A memorandum dated 24 October 2012 from Ms. Sheila M. Singleton, Chair, Senate Committee on Elections and Committees, regarding DELTS Ex-Officio Representation on Senate.

Ms. Singleton noted that at a meeting held on 19 September 2012, the Senate Committee on Elections and Committees considered a request to provide Distance Education, Learning and Teaching Supports (DELTS) representation on Senate by assigning the ex-officio seat previously held by the Director of Lifelong Learning to the Director of DELTS under Senate By-Laws and Procedures:

II. MEMBERSHIP OF SENATE AND ELECTIONS TO SENATE

(b)(x) such other persons holding office within the University or in any of the colleges or institutions affiliated with the University chosen in such number and manner as may be approved by the Board.

Further, on 9 February 1984, the Board resolved that:

“Pursuant to Section 56(b)(x), the ex officio members, six in number, shall be appointed by the President, who shall seek and receive the advice of Senate respecting the appointments.”

One of these six seats was assigned to the Director of Lifelong Learning.

A memorandum dated 23 October 2012 has been received from Dr. David M. Wardlaw, Provost and Vice President (Academic) regarding DELTS Representation on Senate.

Dr. Wardlaw noted that in 1985 the Dean of the School of Continuing Studies and Extension was assigned an ex-officio seat in Senate. In 2001, the School of Continuing Studies was divided into two successor units, Life Long Learning (LLL) and Distance Education and Technologies Supports (DELTS). The Senate ex-officio seat was assigned to the Director of LLL, in large part because this unit was responsible for the non-degree certificate programs authorized by Senate. With the recent closure of LLL, this seat is now vacant. The Senate-approved non-degree certificate programs previously managed by LLL have been placed in cognate academic units who have assumed administrative responsibility for the transferred programs. All of these units have representation on Senate.

DELTS Ex-Officio Representation on Senate (cont'd)

Dr. Wardlaw also noted that in the 11 years since the restructuring of the School of Continuing Studies, DELT has evolved into DELTS (Distance Education, Learning and Teaching Support). As the primary teaching and learning support unit for the university, DELTS has experienced significant growth and demand on its teaching and learning expertise and the services it provides to on-campus and distance courses at the undergraduate and graduate level. The unit has developed a strong, multi-faceted interface with academic units, academic programs and courses, and faculty members. It has extensive links to academic units and faculty members through the co-development and operationalization of a large number of distance education courses, through the D2L software platform for electronic posting of course material and course management, through teacher training and institutional development offered by the Instructional Development Office in DELTS, and course/program content development support via its instructional design team.

Dr. Warlaw pointed out that DELTS has evolved to a point where its activities regularly intersect academic activities and academic policies. Through its provision of support for the delivery of Distance Education courses and for course management software (for both online and on campus courses), DELTS is increasingly involved in matters such as interpretation of academic policies, academic integrity, copyright policy and procedures, etc.

Dr. Wardlaw feels it is thus fitting and beneficial to have ex-officio representation on Senate for DELTS and is so recommending to the Senate Committee on Elections and Committees.

Ms. Singleton noted that the Senate Committee on Elections and Committees, after deliberation, recommends to Senate that the ex-officio seats on Senate be maintained at its current number by making the Director of DELTS an ex-officio member and that the President be asked to approve the appointment.

The Committee is not recommending any change to the constituencies of Senate.

Following discussion, it was moved by Ms. Singleton, seconded by Dr. Ford, and carried that the ex-officio seats on Senate be maintained at its current number by making the Director of DELTS an ex-officio member and that the President be asked to approve the appointment.

40. Items for Information

- 40.1 The Executive Committee of Senate agreed to forward the following appeal to the Senate Committee on Academic Appeals:

ECS 2012-2013: #2 - Recommendation from the Senate Committee on Undergraduate Studies that the student's appeal be heard by the Senate Committee on Academic Appeals. The student's appeal is against the decision of the Committee on Undergraduate Studies, Western Regional School of Nursing, requiring the student to withdraw from the Bachelor of Nursing (Collaborative) degree program based on his/her being deemed unsafe in a clinical setting for Nursing 4516 (Spring Semester 2012).

Items for Information (cont'd)

- 40.2 The Executive Committee of Senate denied the following appeal:

ECS 2012-2013: #3 - Appeal against the Senate Committee on Undergraduate Studies to deny acceptance of the student's application for admission to the university.

41. OTHER BUSINESS

41.1 Senate Committee on Academic Appeals

It was noted by a Senator with regards to item 40.1 above, ECS 2012-2013: #2, that students should have a right to appear in person before the Senate Committee on Academic Appeals even if they are not on the St. John's Campus. Credibility may be an issue and videoconferencing is not good for the student as it disadvantages them. Discussion ensued regarding who would have to pay for the transportation. Some Senators noted that videoconferencing has been done in many situations and works well. It was noted as well that the composition of the Committee on Academic Appeals allows for panels to be drawn from student representatives and academic staff, and if there were sufficient volunteers at Grenfell Campus, a panel could be established there to review an appeal. It was noted that the Appeals Regulations need to be examined with regards to this to see if any accommodations should be made.

It was pointed out that there is a joint subcommittee of the Senate Committee on Undergraduate Studies and the School of Graduate Studies currently looking at the Appeals Regulations; these comments will be forwarded to it for its consideration.

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

Dr. Kachanoski reported on his activities following the last meeting of Senate noting in particular activities relating to the site selection for the Science Infrastructure; attended three sessions of Fall Convocation on the St. John's Campus; hosted three conferences: International Association of Marine Presidents, Ocean's Innovations, and World Energies Partnerships; I Love MUN Days; Ottawa Affinity Event; student scholarships; Remembrance Day ceremonies held at all campuses; spent three days at Grenfell Campus; new Deputy Minister of Education, Darin Pike; and the start of budget discussions.

Dr. Kachanoski invited all Senators to a Welcoming Reception for Chancellor Knight at 6:30 p.m. in the Senior Common Room.

Mr. Donnelly, on behalf of the Graduate Student's Union, congratulated Dr. Noreen Golfman on her appointment as Head of Canada's National Association of Graduate Studies.

43. ADJOURNMENT

The meeting adjourned at 5:10 p.m.

CHAIRMAN

SECRETARY