

MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
SENATE

The regular meeting of Senate was held on November 8, 2016 at 4:00 p.m. in the Lecture Theatre in the Physical Education Building, Room 2001.

25. PRESENT

The President, Dr. N. Golfman, Dr. M. Abrahams, Dr. K. Anderson, Dr. L. Bishop, Dr. A. Gaudine, Ms. B. Simmons, Ms. S. Singleton, Dr. D. McKay (for Dr. M. Steele), Dr. A. Surprenant, Dr. I. Sutherland, Ms. L. Alcock, Mr. P. Brett, Dr. S. Carr, Dr. J. Connor, Dr. A. Fiech, Dr. D. Foster, Dr. T. Fridgen, Dr. G. George, Dr. M. Haghiri, Dr. J. Lokash, Dr. S. Mulay, Dr. M. Mulligan, Dr. A.C. Onodenalore, Dr. K. Parsons, Dr. C. Purchase, Dr. A. Rose, Dr. K. Simonsen, Dr. C. Thorpe, Professor D. Walsh, Mr. K. Oluwadairo, Mr. M. Barter, Ms. H. Bellows, Ms. B. Byrnes, Ms. S. Descalzi, Mr. P. Hillier, Mr. S. Kennedy, Mr. M. O'Keefe.

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

Dr. Shannon Sullivan

The President noted that today was the last Senate meeting for Ms. Sheila Singleton, Secretary of Senate, who will be retiring after 36 years of service. He asked Senators to join him in congratulating Ms. Singleton and there was a standing round of applause.

26. APOLOGIES FOR ABSENCE

Apologies were received from Dr. R. Gosine, Dr. C. Reynolds, Dr. H. Carnahan, Mr. B. Gardiner, Dr. L. Phillips, Dr. M. Steele, Dr. S. Abhyankar, Professor A. Fisher, Dr. D. Ford, Dr. A. Loucks-Atkinson, Dr. C. Schiller, Dr. C. Vardy.

Due to the lack of quorum, it was decided to leave the approval of the Senate Minutes and the Consent Agenda until later in the event that a quorum is met.

**REGULAR AGENDA**

27. Final Report on Senate Reform

Ms. Singleton presented the Final Report on Senate Reform. At its meeting of October 14, 2014, Senate considered and endorsed the composition and Terms of Reference proposed by Senate Executive for an ad hoc committee on Senate reform. The review by this committee

Final Report on Senate Reform (cont'd)

would include the structure, operation, and types of committees of Senate.

An interim report was received and endorsed by Senate at its meeting of May 12, 2015.

The Senate Committee on Elections and Committees was tasked to undertake consultation on the composition of Senate. Documentation was sent out for feedback with a deadline of November 10<sup>th</sup>.

The following recommendations are for the approval of Senate:

**Recommendation One:** Where a student is a senator by virtue of an executive position on a student union, such senators be permitted to send a delegate with voting privileges. Additional student senators selected by their student union would be treated as elected senators and would not have such privilege.

**Recommendation Two:** That Senate not delegate further authorities. The Consent Agenda works well in allowing Senate to review and approve routine business and should continue to be used.

**Recommendation Three:** That the Advisory Committee on the Bookstore be dissolved as the operation of a for-profit business on campus is not a consideration of Senate. The Bookstore is now the responsibility of Ancillary Services, within the portfolio of the Deputy Provost; the Director of Ancillary Services can be asked to consider the value of an Advisory Committee within his/her structure. Any such committee should have student representation mirroring that on Senate committees.

**Recommendation Four:** That the Advisory Committee on the Library be dissolved, as the Academic Council of the Library, which already fulfils a similar mandate, has pan-university faculty/school representation as well as Senate representation. Additionally, consideration of library matters as they impact the academic mission of the University will be included in the mandate of the Committee on Research and the proposed Committee on Teaching and Learning.

**Recommendation Five:** That the Advisory Committee on the University Timetable be dissolved, as its duties have been absorbed by the Committee on Undergraduate Studies.

**Recommendation Six:** That the Committee on the University Calendar be dissolved, as the Committee has little business and the Calendar

Final Report on Senate Reform (cont'd)

Editor can seek advice from the University community, including the Executive Committee of Senate and Secretary of Senate, as needed.

**Recommendation Seven:** That the Committee on Educational Technology be disbanded. Its Terms of Reference address technology as it supports teaching and learning; this discussion can be had in a broader context by the proposed Committee on Teaching and Learning. Administrative technology matters do not fall within the purview of Senate but within the portfolio of the Chief Information Officer. He/she can be asked to consider the value of an Advisory Committee within that structure; any such committee should have student representation mirroring that on Senate committees.

**Recommendation Eight:** That the Committee on Copyright be disbanded, and its mandate be absorbed by the Committee on Research.

**Recommendation Nine:** That a new Teaching and Learning Committee be created.

Membership:

- a) An appropriate number of Teaching and Learning Chairs
- b) An appropriate number of additional academic staff members
- c) University Librarian, or delegate
- d) University Registrar, or delegate
- e) Director of the Centre for Institutional Analysis and Planning (CIAP), or delegate
- f) Director of the Centre for Innovation in Teaching and Learning (CITL), or delegate
- g) Manager, Teaching and Learning Supports, CITL
- h) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union
- i) One graduate student, appointed by the Graduate Students' Union

Terms of Reference:

- a) to monitor and support the recommendations of the Teaching and Learning Framework and Plan;
- b) to undertake, every five years, a review of the strategic framework and plans related to teaching and learning;
- c) to receive regular updates from the Centre for Innovation in Teaching and Learning (CITL) on innovations in teaching and learning, and to advise Senate on such matters;

Final Report on Senate Reform (cont'd)

- d) to act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect the teaching and learning at the University;
- e) to review qualitative and quantitative data on student engagement and the student educational experience, and to make recommendations to Senate based on such data;
- f) to maintain close liaison with the Senate Committee on Course Evaluation.

**Recommendation Ten:** That the Terms of Reference of the Committee on Course Evaluation be updated to include “to maintain close liaison with the Senate Committee on Teaching and Learning”.

**Recommendation Eleven:** That the Membership of the Committee on Research include “University Librarian or delegate” and update its Responsibilities to be [additions underlined]:

Responsibilities

- a) to encourage and promote research in co-operation with the Office of Research and academic units at Memorial University by identifying areas in which to improve our success with Tri-Council (SSHRC, NSERC and CIHR) and other major funding agencies or organizations;
- b) to present proposals and recommendations for consideration to the Senate on:
  - (i) existing University research policies,
  - (ii) the development and implementation of new University research policies, including commercialization and knowledge transfer,
  - (iii) scholarly communication, including open journals,
  - (iv) the implications of major proposals that might affect established academic priorities, and
  - (v) the prioritization of research initiatives for the disposition of discretionary research funds accruing to the University;
- c) to act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect research at the University;
- d) to make recommendations on copyright-related issues involving researchers, such as Open Access and intellectual property;

Final Report on Senate Reform (cont'd)

- e) to recommend to the President:
  - (i) faculty members for the President's Award for Outstanding Research,
  - (ii) faculty members to serve on the Selection Committee for the University Research Professorships.

**Recommendation Twelve:** That the Membership and Terms of Reference of the University Committee on Admissions be updated to reflect current practice, as follows:

Membership:

- a) University Registrar or delegate, normally from the Academic Advising Center
- b) An Assistant Registrar – Admissions, who will serve as convenor
- c) Senior Academic Advisor or Associate Dean, Faculty of Humanities and Social Sciences
- d) Senior Academic Advisor or Associate Dean, Faculty of Science
- e) An appropriate number of faculty members; insofar as possible, the Committee shall have balanced representation from the faculties/schools that offer direct entry to applicants who are new to post-secondary studies
- f) At least one of the members from c, d or e shall be a senator
- g) Director, Blundon Centre or delegate
- h) Director, Counselling and Wellness Centre or delegate
- i) An undergraduate student appointed by the Memorial University Students' Union

Terms of Reference

- a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at a campus other than the Grenfell Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions. Requests from those seeking admission to study at the Grenfell Campus will be considered by the Grenfell Admissions Committee.
- b) To review applications for admission under, but not limited to, the following situations:
  - a. Special Circumstances. Current high school students or graduates providing evidence of special circumstances

Final Report on Senate Reform (cont'd)

- beyond the applicant's control, including personal, family or health issues, which have interfered with the applicant's academic performance in the final year of high school. Decisions will be based on an assessment of the applicant's academic readiness for post-secondary studies.
- b. Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial's admission requirement but have a slate of courses that adequately prepare them for their declared program.
  - c. Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
  - d. Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
  - e. English Proficiency. Applicants not meeting the English proficiency requirements.

Decisions of the Committee are final and no further appeal is possible.

- c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances.
- d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant.
- e) To invite guests to meetings as appropriate to provide insight and expertise.

**Recommendation Thirteen:** That the Membership and Terms of Reference of the Grenfell Campus Committee on Special Admissions be updated to reflect current practice, as follows:

Membership:

- a) Associate Vice-President Grenfell Campus (Academic), or delegate
- b) Registrar (Grenfell Campus), or delegate
- c) Manager, Academic Advising (Grenfell Campus) or delegate
- d) Grenfell Campus Faculty member or alternate as elected by the Grenfell Campus Nominating Committee
- e) An undergraduate student appointed by the Grenfell Campus Student Union.

Final Report on Senate Reform (cont'd)

Terms of Reference

- a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at the Grenfell Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions.
- b) To review applications for admission under, but not limited to, the following situations:
  - a. Special Circumstances. Current high school students or graduates providing evidence of special circumstances beyond the applicant's control, including personal, family or health issues, which have interfered with the applicant's academic performance in the final year of high school. Decisions will be based on an assessment of the applicant's academic readiness for post-secondary studies.
  - b. Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial's admission requirement but have a slate of courses that adequately prepare them for their declared program.
  - c. Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
  - d. Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
  - e. English Proficiency. Applicants not meeting the English proficiency requirements.

Decisions of the Committee are final and no further appeal is possible.
- c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances
- d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant
- e) To invite guests to meetings as appropriate to provide insight and expertise.

Final Report on Senate Reform (cont'd)

**Recommendation Fourteen:** That the University Committee on Admissions and the Grenfell Campus Committee on Special Admissions undertake a review of the procedures for hearing appeals for admissions, considering the procedures of the Senate Committee on Academic Appeals and the principles of natural justice. The procedures should be included in the Handbook of Senate By-Laws and Procedures.

**Recommendation Fifteen:** That, instead of monthly reports, standing committees provide an annual written report, as currently required in the Senate By-Laws, and make an annual presentation to Senate.

Two additional possible committees were considered but rejected:

1. Considering an Academic Space Committee, members of the ad hoc Committee met with the Vice-Presidents' Space Committee. After learning of their activities and issues, it was decided that a more appropriate course of action is to invite the Associate Vice-President (Facilities) to present to Senate on an annual basis.
2. Considering a Committee on Enrolment Management, it was felt that such a group would more appropriately report to the Provost, although there is room for joint discussion with the Committee on Teaching and Learning. The proposed Terms of Reference for the University Planning and Budget Committee also will serve to provide Senate with information on the progress around the Enrolment Plan as it seeks regular updates from the custodians of the document.

**Recommendation Sixteen:** That Senate adopt the use of videoconferencing to allow Grenfell Campus senators and remote guests unable to attend in person, to attend meetings of Senate and its committees. CITL has agreed to prepare a proposal regarding the installation, cost, timeframe, et cetera, of equipping the Senate meeting room with conferencing capabilities.

**Recommendation Seventeen:** That Senate introduce annual general orientation for newly elected senators. This orientation could be held towards the end of the Spring semester before the start of the new academic year in September. It would be open to all senators but designed for the newcomer and delivered by an experienced senator, in consultation with the offices of the Secretary and Chair of Senate.

As quorum was not met, it was agreed to conduct an email poll vote on the approval of this report unless a quorum is met before the end of the meeting.



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

The President noted that Mr. Kent Decker will give a presentation on Budget Update under Remarks from the Chair and that Ms. Ann Browne and Mr. Jordan Wright will give a presentation on the Metrobus U-Pass under Any Other Business.

Mr. Decker gave a slide presentation and responded to questions from Senators.

At this point of the meeting, another Senator arrived and quorum was met.

CONSENT AGENDA

It was moved by Professor Walsh, seconded by Dr. Surprenant, and carried that the consent agenda, comprising the items listed in 29 to 31 below, be approved as follows:

29. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

29.1 Grenfell Campus

Page 244, 2016-2017 Calendar, under the heading 13.34.1 1st Year, amend the calendar entry for Visual Arts 1511 (Abbreviated Title: 2-D Art Practices II) as follows:

~~“1511 Two Dimensional Art Practices Design and Media II is a continuation of work begun in Two Dimensional Design and Media I explores materials, processes and concepts of two-dimensional form through studio practice.~~

AR: attendance is required

CO: VART 1501 and VART 1521

CR: the former VART 110A/B

OR: 4 hours of studio per week

PR: VART 1510”

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

30.1 Revisions to the Constitution of the Academic Council, School of Graduate Studies

A memorandum dated October 18, 2016, was received from Dr. Aimée Surprenant, Chair of Academic Council and Dean, School of Graduate Studies, proposing revisions to its Constitution.

Revisions to the Constitution of the Academic Council, School of Graduate Studies (cont'd)

It was agreed that the proposed revisions to the Constitution of the Academic Council be approved for submission to the Board of Regents.

31. REPORTS OF SENATE COMMITTEES

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

- Senate Committee on Elections and Committees
- Grenfell Campus Committee on Special Admissions
- University Committee on Admissions
- Senate Committee on Research
- Executive Committee of Senate
- Committee on Honorary Degrees and Ceremonial
- Senate Committee on Academic Appeals
- Senate Committee on Undergraduate Studies

The following Grenfell Campus Student Union nominations for student representation on Senate Standing Committees, effective immediately and lasting until April 30, 2017, were approved:

Senate	Sofia Descalzi
	Alexandra Wicks
Executive Committee of Senate	Alexandra Wicks
Senate Committee on Undergraduate Studies	Alexandra Wicks
Honorary Degrees and Ceremonial	Adam Case
Advisory Committee on the Library	Lucia Torres
Advisory Committee on the University Timetable	Adam Case
Committee on Research	Sara Langer
Committee on Undergraduate Scholarships, Bursaries and Awards	Mary Feltham
Committee on University Calendar	Alexandra Wicks
Senate Committee on Academic Appeals	Alexandra Wicks
Committee on Course Evaluations	Mary Feltham
Committee on Elections and Committees	Mary Feltham
University Committee on Admissions	Julia Keeping
University Planning and Budget Committee	Mary Feltham
Committee on Copyright	Sara Langer
Committee on Educational Technology	Jovana Mitrovic

32. Final Report on Senate Reform

It was moved by Dr. McKay, seconded by Dr. Abrahams, and carried that the recommendations in the Report on Senate Reform be approved.

33. MINUTES

It was moved by Dr. George, seconded by Dr. Haghiri, and carried that the Minutes of the regular meeting held on October 11, 2016 be taken as read and confirmed.

34. Any other business

34.1 Metrobus UPass

Ms. Ann Browne, Associate Vice-President (Facilities), gave a slide presentation on Sustainability and the University Transit Pass (UPass) for Memorial University.

Ms. Browne pointed out that there are MUN parking and commuting challenges which include:

- Parking demand exceeds supply on campus
- Future infrastructure projects will decrease available parking further
- Little to no further available space for parking stalls on campus
- Subsidized parking rates do not cover operating/maintenance costs of parking spaces

Sustainability Initiative

- Trying to identify sustainable parking and transit solutions
  - No desire to repurpose existing green spaces on campus
- Memorial University has a commitment to Sustainability in all areas of operation, education, research and outreach
  - Sustainability Declaration (2009)
  - Sustainability was included as one of twelve University Values (2013)
- UPass program presents an opportunity to implement commitment to sustainability while having an impact on the St. John's metro region
  - Concept was supported by University Sustainability committee as a parking and transit solution for further review

Universal Transit Pass

- Bus pass which provides unlimited access during the semester to entire public transit network
- Primarily for students, can be used by faculty and staff
- Subsidized pricing compared to semester pass based on high volume of users
- Common at other post secondary institutions across Canada
- Sustainable transit option, also expands search area of housing and employment opportunities

Metrobus UPass (cont'd)

Work Completed to Date

- Formation of a multi-stakeholder (internal and external) parking and transit solutions committee
- Commissioning of two reports
  - Commuting and Parking Strategies Study
  - MUN Area Traffic Study
- All three initiatives recognize UPass as a high impact and most readily available solution to alleviate MUN parking and commuting challenges
- Metrobus has prepared draft UPass options to increase transit service reach and frequency
  - Options based on heatmap of students place of residence
- Options include price points of \$110, \$150, \$190 per semester (compared to current semester pass of \$245)
  - Assumes student population of 12,283 based on 2013 full-time undergraduate and graduate student enrolment data
- At lowest level, 85 daily arrivals would be added to current 348 daily arrivals
- Note → All options have been presented for discussion and can be adjusted to meet rider needs
- Meetings have occurred with MUNSU and GSU to review options. General support of concept, with details yet to be finalized

The floor was opened up for questions and comments which included:

- Opt out option for students
- Park and Ride – same time as car would take with fewer stops
- In remote parking areas, will there be any fees
  - Municipalities are happy with this
- How many different stops on campus
- Any behavioural studies done
- Price of gas
  - Was taken into consideration
- Updating bus stops building shelters

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

The President commented on the following:

- St. John's Fall Convocation
- The President thanked all who attended the Memorial Service for Dr. Richard Marceau
- Investigating the use of teleconference with Grenfell Campus for Senate meetings so all Senators can attend. Also looking at the possibility of another room to hold Senate meetings.

Remarks from the Chair – Questions/Comments from Senators (cont'd)

Questions/Comments from Senators:

- Integrated Planning Committee – there should be representation from all student unions
- Blundon Centre

36. ADJOURNMENT

The meeting adjourned at 5:10 p.m.

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CHAIRMAN

\_\_\_\_\_  
SECRETARY