



MEMORIAL UNIVERSITY SENATE

AGENDA

Tuesday, November 12, 2024

4:00-6:00 pm – WebEx

LAND ACKNOWLEDGEMENT

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

1.0 Approval of the Agenda

1.1 Meeting of November 12, 2024

APPROVAL

2.0 Approval of the Minutes

2.1 Meeting of October 8, 2024 ([Appendix A](#)) (pp 3-14)

APPROVAL

3.0 Consent Agenda

3.1 Report of the Senate Committee on Undergraduate Studies

- i. Summary memo from the Secretary of the Senate Committee on Undergraduate Studies (September 26, 2024)([Appendix B](#)) (p 15)
- ii. Proposed Calendar Changes – Grenfell Campus BBA ([Appendix C](#))(pp 16-22)

INFORMATION

APPROVAL

3.2 Report of the Academic Council of the School of Graduate Studies

- i. Summary memo from the Chair of the Academic Council of the School of Graduate Studies ([Appendix D](#)) (p 23)
- ii. Proposed Calendar Changes – Faculty of Education ([Appendix E](#)) (pp 24-29)

INFORMATION

APPROVAL

3.3 Annual Work Plans of Senate Standing Committees

INFORMATION

- i. Senate Executive Committee ([Appendix F](#)) (p 30)
- ii. Senate Committee on Elections, Committees, and Bylaws ([Appendix G](#)) (p 31)

- iii. Senate Committee on Academic Appeals ([Appendix H](#)) (p 32)
- iv. Senate Committee on Admissions ([Appendix I](#)) (p 33)
- v. Senate Committee on Undergraduate Studies ([Appendix J](#)) (pp 34-35)
- vi. Senate Committee on Course Experience ([Appendix K](#)) (p 36)
- vii. University Planning and Budget Committee ([Appendix L](#)) (pp 37-39)

4.0 New Business

4.1 Report of the Senate Committee on Undergraduate Studies

- i. Summary memo from the Secretary of the Senate Committee on Undergraduate Studies (September 23, 2024)([Appendix M](#)) (p 40) *INFORMATION*
- ii. Proposed Calendar Changes – General Undergraduate Regulations (Office of the Registrar) ([Appendix N](#)) (pp 41-61) *APPROVAL*

4.2 Report of the Senate Committee on Elections, Committees, and Bylaws

- i. Notice of election to Senate ([Appendix O](#)) (p 62) *INFORMATION*
- ii. Recommendations for appointment to Standing Committees of Senate ([Appendix P](#)) (p 63) *APPROVAL*
- iii. Recommendations for amendment to Terms of Reference (Executive, SCAA, and SCUgS) ([Appendix Q](#)) (pp 64-71) *APPROVAL*

4.3 Standing Committees of Senate – Chairs’ Presentations

PRESENTATION

- i. Dr. Michael Woods, Chair, University Planning and Budget Committee

5.0 Reports of Officers

INFORMATION

5.1 Remarks from the Chair

5.2 Questions for the Chair

5.3 Remarks from the Deputy Chair

5.4 Questions for the Deputy Chair

6.0 Other Business



**UNIVERSITY SENATE
MINUTES**

Tuesday, October 8, 2024
4:00 pm NT –WebEx

PRESENT

Mr. E. Ludlow, Chancellor
Dr. N. Bose, Chair
Dr. J. Lokash, Deputy Chair
Dr. K. Abadie
Dr. T. Allen
Mr. A. Al-Rashed
Dr. J. Anderson
Dr. K. Anderson
Mr. M. Alam
Dr. C. Arnold
Dr. R. Bailey
Dr. F. Bambico
Dr. C. Bazan
Dr. E. Bezzina
Mr. D. Budden
Dr. S. Bugden
Dr. K. Bulmer
Dr. L. Cahill
Dr. G. Curtis
Dr. P. Dold
Dr. A. Dorward
Dr. E. Durnford
Dr. T. Fridgen
Dr. G. George

Dr. S. Giwa
Dr. E. Haven
Dr. D. Hallett
Dr. D. Hancock
Dr. N. Hurley
Dr. K. Jacobsen
Ms. K. Johnson
Dr. E. Kendall
Dr. A. Loucks-Atkinson
Dr. M. Marshall
Dr. D. McKeen
Dr. L.A. McKivor, Secretary
Ms. B. Meaney
Dr. S. Moore
Dr. L. Moores
Dr. P. Morrill
Ms. T. Noseworthy
Dr. P. Osmond-Johnson
Ms. S. Papple
Dr. D. Peters
Dr. A. Pike
Dr. S. Power
Ms. H. Pretty

Mr. F. Probandho (*for N. Keough*)
Dr. C. Purchase
Dr. P. Ride
Dr. S. Rowe
Ms. K. Russell
Dr. S. Shetranjiwalla
Dr. K. Simonsen, Deputy Speaker
Mr. S. Shah
Ms. B. Smith
Dr. M. Stordy
Dr. A.M. Sullivan
Mr. P. Sullivan
Ms. C. Walsh
Dr. A. Warren
Dr. J. Westcott
Ms. A. White
Dr. B. White
Dr. M. Woods
Dr. S. Wright
Dr. H. Yacoubian
Mx. A. Zedel

REGRETS

Dr. T. Brown
Dr. R. Burry

Dr. D. Keeping
Dr. K. Laing

Dr. D. Mullings
Dr. S. Neilsen

ABSENT

Ms. H. Bello
Dr. P. Brett
Dr. P. Button
Dr. T. Chapman
Mr. C. Couturier

Dr. O. Dobre
Dr. E. Fraser
Mr. S. Ganesan
Dr. J. Hawboldt
Dr. P. Issahaku

Mx. J. Joy
Dr. L. Moore
Dr. K. Shannahan
Dr. J. Sinclair

OBSERVERS

Dr. Paul Adjei	Ms. Kelly Butler	Ms. Valeri Pilgrim
Mr. Arif Abu	Dr. Angie Clarke	Ms. Lisa Russell
Ms. Catharyn Andersen	Dr. Virginia Fugarino	Ms. Bonnie Simmons
Dr. Patricia Beh	Ms. Melissa MacLean	Dr. Shannon Sullivan
Ms. Margot Brown	Mr. Keith Matthews	Ms. Martha Wells
Dr. Lisa Browne	Mr. Chad Pelley	Ms. Meghan Whelan

RECORDING

Ms. M. Broders	Mr. B. Hammond	Ms. S. Sansome
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N. Bose delivered the land acknowledgement and called the meeting to order at 4:03 pm.

N. Bose welcomed Senators and Observers to the meeting and congratulated Dr. April Pike and Dr. Laleh Alisaraie on their recent appointments to Senate. Dr. April Pike is the recently appointed Dean of the Faculty of Nursing, while Dr. Alisaraie is an elected representative from the School of Pharmacy.

N. Bose thanked K. Simonsen for returning to serve as Speaker for this meeting of Senate. As no Speaker has been elected, K. Simonsen continues to serve in the role of Speaker.

N. Bose reminded Observers that only Senators should participate in voting.

N. Bose invited the Deputy Speaker to begin the orders of the day.

1.0 Approval of the Agenda

1.1 Meeting of October 8, 2024

A draft agenda was circulated on October 1, 2024. K. Simonsen asked if there were any additions or proposed changes to the agenda.

D. Hallet requested that an item be added under Other Business without objection.

MOTION E. Bezzina / A.M. Sullivan

RESOLVED that the agenda for the September 10, 2024 meeting of Senate be adopted with the addition of one item for D. Hallet under Other Business.

No discussion.

CARRIED

2.0 Approval of the Minutes

2.1 Meeting of September 10, 2024

A draft of the minutes for the meeting of September 10, 2024, was circulated on October 1, 2024. K. Simonsen called on L.A. McKivor to present the minutes.

L.A. McKivor informed Senate that no substantial amendments had been proposed to the minutes prior to the meeting.

MOTION M. Woods / A. Dorward

RESOLVED that the minutes of the meeting of September 10, 2024, be approved as circulated.

No discussion.

CARRIED

3.0 Consent Agenda

3.1 Report of the Senate Committee on Undergraduate Studies

A report was received in writing from Jennifer Porter, Secretary to the Senate Committee on Undergraduate Studies, outlining calendar changes that had been approved under authority delegated to SCUgS.

3.2 Report of the Academic Council of the School of Graduate Studies

A report was received in writing from Dr. Amy Warren, Chair of the Academic Council of the School of Graduate Studies, outlining calendar changes from the Faculty of Science, Marine Institute, School of Arctic and Subarctic Studies, and School of Graduate Studies.

The Council recommended the adoption of all proposed changes.

3.3 Annual Reports of Senate Standing Committees

Eleven (11) annual reports were received in writing from the Standing Committees of Senate. Reports were received from the

- i. Senate Executive Committee;
- ii. Senate Committee on Elections, Committees, and Bylaws;
- iii. Senate Committee on Honorary Degrees and Ceremonial;
- iv. Senate Committee on Academic Appeals;

- v. Academic Unit Planning Committee;
- vi. Senate Committee on Admissions;
- vii. Senate Committee on Undergraduate Studies;
- viii. Senate Committee on Course Experience;
- ix. University Planning and Budget Committee; and
- x. Senate Committee on Teaching and Learning.

The reports contained no recommendations and were received for information only.

MOTION G. George / C. Walsh

RESOLVED that the recommendations within the Consent Agenda be approved as circulated.

A Senator encouraged everyone in the meeting, especially new and incoming Senators, to review the annual reports in detail as they show the bulk of the work of Senate.

CARRIED

4.0 New Business

4.1 Report of the Academic Council of the School of Graduate Studies

K. Simonsen invited A. Warren, Associate Vice-president and Dean of the School of Graduate Studies and Chair of the Academic Council of the School of Graduate Studies, to present the report of the Academic Council.

A. Warren advised Senate that the report contained a recommendation for the creation of a PhD program in Human Kinetics and Recreation. She advised that the program has been in development for several years and has strong support from the School of Graduate Studies. She informed Senate that A.M. Sullivan, Dean of the School of Human Kinetics and Recreation, was present in the meeting if there were any questions.

MOTION A.M. Sullivan / A. Loucks-Atkinson

RESOLVED that Senate approve the recommendation of the Academic Council of the School of Graduate Studies for the creation of the PhD program in Human Kinetics and Recreation.

No discussion.

CARRIED

4.2 Report of the Senate Committee on Elections, Committees, and Bylaws

K. Simonsen called on L.A. McKivor, Chair of the Senate Committee on Elections, Committees, and Bylaws to present the report of the Committee.

L.A. McKivor advised Senate that the report contains two items: (1.) a recommendation regarding amendments to the Terms of Reference for the Senate Committee on Elections, Committees, and Bylaws and the Senate Committee on Honorary Degrees and Ceremonial, and (2.) a recommendation for appointment to the Senate Committee on Honorary Degrees and Ceremonial. The second item also contains notice of election by acclamation.

MOTION E. Kendall / G. George

RESOLVED that §VIII.D, Committee on Elections, Committees, and Bylaws, be amended as follows:

“[...]

1. Membership

(a) Secretary of Senate ~~(Chair)~~

[...]

2. ~~Terms of Reference~~ Duties and Responsibilities

[...]”

and further,

RESOLVED that §VIII.E, Committee on Honorary Degrees and Ceremonial, be amended as follows:

“[...]

1. Membership

(a) The President, Chair

(b) The Chancellor

(c) The Secretary of Senate

(d) The Public Orator

(e) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Students' Union

(f) One graduate student appointed by the Graduate Students' Union

(g) An appropriate number of academic staff members with at least one from each university campus; Grenfell Campus, Marine Institute, and Labrador Campus

2. ~~Terms of Reference~~ Duties and Responsibilities

(a) To make recommendations to the Senate on the awarding of Honorary Degrees.

(b) To make recommendations to the Senate on the holding of Convocations, and on Academic Dress and Ceremonial.

(c) To receive suggestions and recommend to the Senate nominations for ~~the title of Professor Emeritus~~ titles of Emeriti for eventual approval by the Board of Regents.”
[...]

and further,

RESOLVED that Dr. Annette Staveley be appointed to the Senate Committee on Honorary Degrees and Ceremonial.

No discussion.

CARRIED

Following the passage of the motion, a Senator inquired about the motion passed at the April 2024 meeting of Senate, which resolved “that each Standing Committee of Senate annually shall elect a Chair and other necessary officers at a time convenient for the business of that committee.” The Senator’s question related to the fact that the Senate Committee on Honorary Degrees and Ceremonial, in modifying its Terms of Reference, allowed the President to remain as chair *ex-officio*.

L.A. McKivor advised that while Senate had indeed passed that motion, it is not binding on the Committees of Senate as it did not directly modify the Senate bylaws. She advised that this interpretation was provided by legal counsel. In the case of the Senate Committee on Honorary Degrees and Ceremonial, she advised that the Committee had been made aware of the April 2024 resolution but decided, following discussion, that the President is the appropriate choice of Chair for this Committee and so did not adjust the portion of the Committee’s Terms of Reference which specifies who shall serve as Chair.

4.3 Report of the University Planning and Budget Committee

K. Simonsen called on M. Woods, Chair of the University Planning and Budget Committee, to present the report of the Committee.

M. Woods thanked those who had submitted recommendations for special topics. Though the Committee is recommending that no Special Meeting of Senate be held in November 2024, they have selected a topic for March 2024.

MOTION M. Woods / N. Hurley

RESOLVED that in the absence of a recommendation for a Special Topic for the November meeting of Senate, the Senate will not hold a Special Meeting in November 2024.

A Senator asked if there would be further opportunities to provide topic recommendations to the Committee in advance of the March Special Meeting. M.

Woods confirmed that there would be and advised Senate that recommendations that are received but not used are reserved for future consideration, and that Senators can submit suggestions to the Committee at any time.

CARRIED

4.4 Report of the Senate Committee on Undergraduate Studies

K. Simonsen invited S. Sullivan, Chair of the Senate Committee on Undergraduate Studies, to present the report of the Committee.

S. Sullivan advised that in Winter 2024, Senate approved a proposal which replaced the old Pure and Applied Mathematics major programs with a single Mathematics major stream, to be implemented in September 2024. Following the approval of the program, the Department of Mathematics and Statistics advised a few students to follow the new program regulations. As a result, a small number of students who received this advice completed all of the degree requirements for the new Mathematics major in Spring 2024; however, as the new Mathematics major is not currently listed as a major in the 202302024 academic year those students are ineligible to graduate until Spring 2025.

The Committee therefore recommends that Senate allow any student who was advised by the Department of Mathematics and Statistics to follow the new Math major regulations, and who completed all program and degree requirements at the end of the Spring 2024, be permitted to graduate with the new Mathematics major prior to the previously approve implementation date of Fall 2024.

MOTION T. Fridgen / R. Bailey

RESOLVED that Senate allow any student who was advised by the Department of Mathematics and Statistics to follow the new Mathematics major regulations, and who completed all program and degree requirements at the end of the Spring 2024, be permitted to graduate with the new math major prior to the previously approve implementation date of Fall 2024.

A Senator asked if there were any potential downsides to the motion. S. Sullivan advised that this motion serves as a temporary solution, which affects a very limited number of students.

A Senator asked how many students this would affect. S. Sullivan stated only two students have been impacted.

CARRIED

4.5 Motion to Disband the Ad-hoc Committee on the Ode to Newfoundland

K. Simonsen called on L.A. McKivor to present the procedural motions.

L.A. McKivor advised Senate that, as with previous discussions held on the subject of the Ad-hoc Committee on the Ode, two procedural motions were being presented for consideration. The first was a motion to permit Observers the right to participate in discussion. The second was a motion to adjust the method of voting to provide for an online poll rather than the typical method (by show of hands).

MOTION K. Anderson / D. Budden

RESOLVED that Senate bylaw §V.E.3 be suspended until all business related to Agenda item 4.5 Motion re: disbandment of the Ad-hoc Committee on the Ode to Newfoundland and item 4.6 Correspondence have been concluded; *and further*

RESOLVED that Observers may speak when recognized by the Speaker of Senate but may not make or second motions nor cast votes.

No discussion.

CARRIED

MOTION N. Bose / S. Bugden

RESOLVED that Senate agree to conduct any votes pertaining to agenda item 4.5 by way of an anonymous electronic voting system.

No discussion.

CARRIED

K. Simonsen advised Senate that the item included in the Agenda as item **5.0 Correspondence** was a letter submitted in response to the motion. K. Simonsen then called on D. Budden to present the motion.

D. Budden presented the rationale included in the original notice of motion and the resolutions. In addition, he thanked the Committee, the Senate office, and the Office of Indigenous affairs for the significant amount of work that has been invested in the Committee to date. He advised that the motion is not made with malicious intent, and that the concern of MUNSU is that the resources and time being used by the Committee may not be the most productive in achieving the goals of reconciliation. He raised the issue of student representation on the Committee, and expressed concern that while many pressing issues that affect students (such as housing, food insecurity, rising tuition, etc.) cannot be addressed due to insufficient resources, many resources are being used by the Committee. He asked Senate to consider what is the best use of its time and how student needs can be prioritized.

MOTION D. Budden / S. Shah

RESOLVED that the Senate disband the Ad-hoc Committee on the Ode to Newfoundland effective immediately; *and further,*

RESOLVED that the Secretary of Senate coordinate an online referendum to the student body (being as inclusive of campus, registration status, etc. as possible) to decide on the inclusion or exclusion of the Ode to Newfoundland at Memorial's convocation ceremonies.

MOTION to AMEND A. Zedel / B. Meaney

RESOLVED that should the students vote in favour of including the Ode, the final verse, starting at "as loved our fathers," of the Ode would not be sung.

Though proposed and accepted as a friendly amendment, an objection was made, and the amendment proceeded to a vote.

CARRIED

The motion was thus amended:

RESOLVED that the Senate disband the Ad-hoc Committee on the Ode to Newfoundland effective immediately; *and further,*

RESOLVED that the Secretary of Senate coordinate an online referendum to the student body (being as inclusive of campus, registration status, etc. as possible) to decide on the inclusion or exclusion of the Ode to Newfoundland at Memorial's convocation ceremonies; *and further,*

RESOLVED that should the students vote in favour of including the Ode, the final verse, starting at "as loved our fathers," of the Ode would not be sung.

Both Senators and Observers spoke in opposition to the motion and provided a variety of reasons for doing so. Senators felt that it would be irresponsible to disband the Committee, as its work has not only begun but is well-underway, and that a process such as a referendum may only exacerbate the issues of inequality that lead to the creation of the Committee. Senators also felt that students were not the only important stakeholders to consider in this discussion.

K. Butler, in attendance as an Observer and a member of the Ad-hoc Committee on the Ode, expressed to Senate that while the issue of the Ode may feel insignificant or like a waste of resources, the discussions being held by Senate and the Committee serve as important steps toward decolonization. She further advised Senate that decolonization and reconciliation are difficult and often uncomfortable processes that result in change, but that it is important to undertake them with ethics and care. Several Senators

expressed agreement with K. Butler's comments.

A Senator stated they were frustrated that the scope of the ad hoc Committee was limited to a decision regarding the Ode to Newfoundland. The Senator felt that the entire Convocation ceremony should be examined under the lens of decolonization. No Senators spoke in favour of the motion to disband the ad hoc Committee.

D. Budden thanked Senate for its input and expressed that he would be willing to consider methods other than a referendum, and that MUNSU feels that neither a referendum nor the Committee are the best possible solution to the issue Senate is facing. He hopes to ensure that the student voice is heard and considered as the University makes decisions about the Ode to Newfoundland and its Convocation ceremonies in general.

DEFEATED

4.0 Reports of Officers

4.1 Remarks from the Chair

K. Simonsen invited N. Bose to provide remarks to the Senate.

N. Bose advised Senate that he had recently met with the Society of Black Graduate Students, the President of the National Research Council regarding ongoing collaborative research on oceans and rivers, and the Fry Foundation and the students awarded support by the Foundation. The Countdown to the Centennial is ongoing and began with a celebration in the Library. The Whale of a Day event was held on Saturday, September 28, and saw a turnout of more than 2000 people. He also attended the All-Nations Powwow on September 29.

He also advised that the University is currently working through the impacts of study permit limits and other international issues that are impacting enrolment.

4.2 Questions for the Chair

Senators were invited to ask questions of the Chair, and none were identified.

4.3 Remarks from the Deputy Chair

K. Simonsen invited J. Lokash to provide remarks to the Senate.

J. Lokash provided an update on enrolment following the end of the regular enrolment period in September 2024. She advised that the following statistics would be circulated to Senators following the end of the meeting:

- Overall Enrolment: -5.4%
- Graduate Enrolment: -7.7%
- Undergraduate Enrolment: -4.5%
- NL Student Enrolment: +3.3%
- International Student Enrolment: -14.5

She further informed Senate that Convocation ceremonies would be taking place on October 17 and congratulated all students who will be graduating at that time.

J. Lokash also provided an update on the progress of searches for Deans. The Committee for Music has completed site visits and will be deliberating on a decision soon. The Committee for Science has begun site visits. The Committee for Social Work has reset and is back underway. The Committee for Engineering is negotiating its offer. The Committee for Medicine has engaged a search consultant from Perrett-Laver and will meet with the consultant soon.

4.4 Questions for the Deputy Chair

K. Simonsen invited Senators to ask questions of the Deputy Chair.

A. Warren, Dean of the School of Graduate Studies, advised Senate that while overall graduate enrolment numbers have decreased, there were record numbers of applications and offers, but study permit issues were largely responsible for the decrease.

A Senator expressed that while these numbers do not look good at first glance, we should consider what the desired size of the University is, what the University needs in terms of student enrolment, and what the University's recruitment goals are.

J. Lokash agreed that these were the right questions to be asking and are being considered by administrators across the University.

5.0 Other Business

K. Simonsen called on D. Hallett to present his item of Other Business.

While at the Presidential Search Committee Town Hall for Senators, D. Hallett wondered if it would be possible for the Senate to hold an "interview" with presidential candidates, given it was unlikely the Search for the new President was to be held openly. He had considered presenting notice of motion to this effect but was not certain about the correct procedure.

L.A. McKivor advised D. Hallett that the Senate office can assist with the preparation and presentation of a notice of motion or other suitable mechanism.

N. Hurley, a member of the Presidential Search Committee, advised that due to time constraints, and considering the next meeting of Senate will be in November 2024, Senators should also feel free to communicate directly with the Presidential Search Committee regarding suggestions.

As there was no further business, a motion to adjourn was made and carried at 6:00 pm.

APPENDIX B



Senate | Committee on Undergraduate Studies

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

October 7, 2024

TO: Secretary, Executive Committee of Senate

FROM: Secretary, Senate Committee on Undergraduate Studies

SUBJECT: Calendar Changes 2024-2025 from September 26, 2024, SCUGS Meeting

At a meeting held on September 26, 2024, the Senate Committee on Undergraduate Studies considered and approved the following item for transmission to the Executive Committee of Senate:

Consent Agenda

Proposed Calendar Changes – BBA Program Grenfell

- The faculty proposed changes to general BBA program regulations – 120 credit hours to be completed on a full or part-time basis.

Please be advised that Senate Committee on Undergraduate Studies has received the information required for the approval of the following calendar changes. As these changes are related to existing courses, SCUGS as the authority to approve these changes and the information is being sent to the Office of the Secretary of Senate for information purposes and record keeping.

Proposed Calendar Changes – Faculty of Business Administration

- Changes to the pre-requisite structure for BUSI 200W and BUSI 400W, the professional development seminars

A handwritten signature in blue ink that reads "Jennifer Porter".

Jennifer Porter
Deputy Registrar and Secretary to the Committee

JMP/cor

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:

Sandra Wright

Date:

September 19, 2024

Date of approval by Faculty/Academic Council:

September 18, 2024

Memorial University of Newfoundland

Undergraduate Calendar Change Proposal Form

Senate Summary Page for Programs

RATIONALE

In February 2024, Senate approved comprehensive program changes to the Bachelor of Business Administration (BBA) program at Grenfell Campus. We are currently working to ensure clear information and appropriate waivers and processes are in place to support both the students who elect to complete their program under the previous program curriculum (pre-2024-2025), and students who will be transitioning into the new program curriculum.

This proposal involves a change to general BBA program regulations; we believe it is prudent to specify a future date after which Grenfell Business will no longer commit to delivering program curriculum prior to the 2024-2025 regulations. The specific date was identified at a point four-years in the future to allow for any current students to reasonably complete any outstanding program requirements.

ANTICIPATED EFFECTIVE DATE

Effective September 1, 2024 until August 31, 2028.

CALENDAR CHANGES

7.3.6 Bachelor of Business Administration

www.grenfell.mun.ca/business

- The Bachelor of Business Administration requires a total of 120 credit hours as outlined under Bachelor of Business Administration and may be completed on a full or part-time basis. Students must achieve a grade point average of at least 2.5 and an average of at least 60% on those 120 credit hours.
 - Students who were admitted to the Bachelor Business Administration program before September 2024 and who have chosen to follow program regulations prior to 2024-2025 must complete all program requirements by August 2028.
- A student enrolled in the Bachelor of Business Administration program is not required to complete minor programs; however, students may choose to pursue a minor in other non-business academic units (where minor programs exist) with permission of that academic unit.

- A student is advised to refer to the requirements for the chosen Minor program as set forth in the University Calendar, and it is recommended that a student seek academic advice when planning a program.

CALENDAR ENTRY AFTER CHANGES

7.3.6 Bachelor of Business Administration

www.grenfell.mun.ca/business

- The Bachelor of Business Administration requires a total of 120 credit hours as outlined under Bachelor of Business Administration and may be completed on a full or part-time basis. Students must achieve a grade point average of at least 2.5 and an average of at least 60% on those 120 credit hours.
 - Students who were admitted to the Bachelor Business Administration program before September 2024 and who have chosen to follow program regulations prior to 2024-2025 must complete all program requirements by August 2028.
- A student enrolled in the Bachelor of Business Administration program is not required to complete minor programs; however, students may choose to pursue a minor in other non-business academic units (where minor programs exist) with permission of that academic unit.
- A student is advised to refer to the requirements for the chosen Minor program as set forth in the University Calendar, and it is recommended that a student seek academic advice when planning a program.

CONSULTATIONS SOUGHT

Academic Unit	Email Address	Response Received
Humanities and Social Sciences	hss@mun.ca	X
Business Administration	mfurey@mun.ca	X
Education	efurey@mun.ca	X
Engineering and Applied Science	enrconsult@mun.ca	YES
Human Kinetics and Recreation	hkrdean@mun.ca	X
Medicine	deanofmedicine@med.mun.ca	X
Music	kbulmer@mun.ca	X
Nursing	deanNurse@mun.ca	YES
Pharmacy	pharminfo@mun.ca	X
Science	deansci@mun.ca	X
Social Work	adeanugradswk@mun.ca	X
Library	univlib@mun.ca	X
Grenfell Campus		
Arts and Social Science	kjacobse@grenfell.mun.ca	X
Science and the Environment	ssedean@grenfell.mun.ca	X
Fine Arts	pride@grenfell.mun.ca	X

Marine Institute

miugconsultations@mi.mun.ca

X

Labrador Institute

Arctic and Subarctic Studies

ashlee.cunsofo@mun.ca

X

Penney, Shelli

From: Engineering Consult <enrconsult@mun.ca>
Sent: Monday, August 5, 2024 3:14 PM
To: Penney, Shelli
Cc: Ahmed, Salim; Garzon, Marissella; Edmunds, Jayde; Pitcher Giles, Julie
Subject: Re: Grenfell Calendar Change Proposal _ Business

Thank you for the opportunity to comment on the proposed Calendar change for the BBA regulations in the School of Arts and Social Science.

The Committee on Undergraduate Studies for the Faculty of Engineering and Applied Science is not scheduled to meet again until Sep. 18.

As chair of that committee, I can state that this proposal has no impact on our programs. I support this provision for students following the old BBA regulations.

Dr. Glyn George, Chair
Committee on Undergraduate Studies
Faculty of Engineering and Applied Science Memorial University of Newfoundland
St. John's NL A1B 3X5

On 2024-08-05 09:00, Penney, Shelli wrote:

> My apologies, the previous subject title may have been confusing so I
> made a change.
>
> Thank you,
>
> Shelli
>
> FROM: Penney, Shelli
> SENT: Monday, August 5, 2024 8:54 AM
> TO: Business Administration <eoldford@mun.ca>; Education
> <educdean@mun.ca>; Engineering and Applied Science
> <enrconsult@mun.ca>; Human Kinetics and Recreation <hkrdean@mun.ca>;
> Humanities and Social Science <hss@mun.ca>; Labrador Institute
> <ashlee.cunsolo@mun.ca>; Library <univlib@mun.ca>; Marine Institute
> <miugconsultations@mi.mun.ca>; Medicine <DeanofMedicine@mun.ca>; Music
> <kbulmer@mun.ca>; Nursing <deanNurse@mun.ca>; Pharmacy
> <pharminfo@mun.ca>; SASS <gcsass@mun.ca>; Science <deansci@mun.ca>;
> Social Work <adeanugradswk@mun.ca>; SOFA <gcsofa@mun.ca>; SSE
> <gcsse@mun.ca>
> CC: Julie Pitcher-Giles <u53jbp@mun.ca>; Parsons, Carolyn S
> <cparsons@mun.ca>
> SUBJECT: FW: SASS-CAP - Calendar Change Proposal - Email Vote
>
> Good day,

Penney, Shelli

From: DeanNurse
Sent: Tuesday, August 6, 2024 10:41 AM
To: Penney, Shelli; Pitcher Giles, Julie
Subject: RE: Grenfell Calendar Change Proposal _ Business

Good morning Shelli and Dr. Pitcher-Giles.

Dr. Pike, the interim dean at our Faculty of Nursing, tells me that she has reviewed the calendar change proposal and sees no impact for the Faculty of Nursing.

Thank you for your time, I hope you are enjoying your summer!
Jane

From: Penney, Shelli <shellip@mun.ca>
Sent: Monday, August 5, 2024 9:00 AM
To: Paula Cooke <paula.cooke@mun.ca>; Oldford, Erin <eoldford@mun.ca>; Dean of Education <educdean@mun.ca>; Engineering and Applied Science <engrconsult@mun.ca>; HKR Dean <hkrdean@mun.ca>; Faculty of Humanities and Social Sciences <hss@mun.ca>; Ashlee Cunsolo <ashlee.cunsolo@mun.ca>; Libraries Hiring Panel <univlib@mun.ca>; Marine Institute <miugconsultations@mi.mun.ca>; Dean of Medicine : McKeen, Dr. Dolores <deanofmedicine@mun.ca>; Karen Bulmer <kbulmer@mun.ca>; DeanNurse <DeanNurse@mun.ca>; Pharmacy <pharminfo@mun.ca>; GC School of Arts and Social Science <gcsass@mun.ca>; Dean of Science <deansci@mun.ca>; adeanugradswk <adeanugradswk@mun.ca>; GC School of Fine Arts <gcsofa@mun.ca>; GC School of Science and the Environment <gcsse@mun.ca>
Subject: Grenfell Calendar Change Proposal _ Business

My apologies, the previous subject title may have been confusing so I made a change.

Thank you,
Shelli

From: Penney, Shelli
Sent: Monday, August 5, 2024 8:54 AM
To: Business Administration <eoldford@mun.ca>; Education <educdean@mun.ca>; Engineering and Applied Science <engrconsult@mun.ca>; Human Kinetics and Recreation <hkrdean@mun.ca>; Humanities and Social Science <hss@mun.ca>; Labrador Institute <ashlee.cunsolo@mun.ca>; Library <univlib@mun.ca>; Marine Institute <miugconsultations@mi.mun.ca>; Medicine <DeanofMedicine@mun.ca>; Music <kbulmer@mun.ca>; Nursing <deanNurse@mun.ca>; Pharmacy <pharminfo@mun.ca>; SASS <gcsass@mun.ca>; Science <deansci@mun.ca>; Social Work <adeanugradswk@mun.ca>; SOFA <gcsofa@mun.ca>; SSE <gcsse@mun.ca>
Cc: Julie Pitcher-Giles <u53jbp@mun.ca>; Parsons, Carolyn S <cparsons@mun.ca>
Subject: FW: SASS-CAP - Calendar Change Proposal - Email Vote

Good day,

For your review, please see attached calendar change proposal for Grenfell's Bachelor of Business Administration Program.

Feedback can be sent to myself, and Dr. Pitcher-Giles at u53jbp@mun.ca by Friday, August 23rd.

APPENDIX D



SCHOOL OF GRADUATE STUDIES

Office of the Associate Vice-President (Academic) and
Dean, School of Graduate Studies
St. John's, NL Canada A1C 5S7
Tel: 709-864-2445 Fax: 709-864-4702
sgs@mun.ca
www.mun.ca/sgs

October 22, 2024

TO: Dr. Lee Ann McKivior
Interim Secretary of Senate

FROM: Dr. Amy Warren
Chair of Academic Council
Associate Vice-President (Academic) and Dean of Graduate Studies

A handwritten signature in black ink that reads "Amy M. Warren".

SUBJECT: Item of Business for Senate Executive (SenEx)

The following item of business was approved by the Academic Council of the School of Graduate Studies at its meeting on October 21, 2024, and is consequently being transmitted to Senate Executive for information and/or approval.

CONSENT AGENDA

1. Faculty of Education

Council recommends approval of the proposed changes to Section 17.8.3.2 of the Calendar as regards the Master of Education in Educational Leadership Studies program, so that candidates will be required to take ED 6420; and only two courses from either ED 6203, ED 6204, and ED 6205, rather than all three as previously required.



Faculty of Education

St. John's, NL Canada A1B 3X8

Tel: 709 864 3402 Fax: 709 864 4379

www.mun.ca/educ

September 19, 2024

TO: Secretary, Academic Council, School of Graduate Studies

FROM: Secretary, Faculty Council, Faculty of Education

SUBJECT: **M. Ed Calendar Change – Educational Leadership Changes**

At the meeting of the Faculty Council, Faculty of Education, held on Tuesday, September 17, 2024; the following proposed calendar change was approved by the members of Faculty Council and is now being forwarded to Academic Council, School of Graduate Studies, for consideration:

1. Educational Leadership Changes:
 - a) ED 6420 Ethics in Educational Policy is to become a required course
 - b) Degree candidates should complete two of either of the following, rather than all three courses as previously required:
 - ED 6203 Leadership: Theory and Practice
 - ED 6204 Educational Administration: Theory and Practice
 - ED 6205 Educational Policy: Theory and Practice

Kindly,

Roxanne Keats

Roxanne Keats
Secretary, Faculty Council
Faculty of Education

/sk



Faculty of Education

St. John's, NL Canada A1B 3X8
Tel: 709 864 3405
www.mun.ca/educ

Graduate Studies Committee
Faculty of Education
Memorial University

April 3, 2024

Dear committee members:

On behalf of the Educational Leadership Program, we request committee approval to make the following calendar changes for our M. Ed Program in Leadership Studies:

ED 6420 Ethics in Educational Policy is to become a required course

Degree candidates should complete two of either
ED 6203 Leadership: Theory and Practice
ED 6204 Educational Administration: Theory and Practice
ED 6205 Educational Policy: Theory and Practice
rather than all three courses as previously required.

These changes have been discussed and unanimously recommended by our group.

Sincerely,

Noel Hurley, PhD
Professor
Chair, Graduate Programs in Leadership Studies

17.8.3.2 Program Requirements

1. all students in the Master of Education Program (Educational Leadership Studies) program must complete

- 6100 Research Designs and Methods in Education
- 6420 Ethical Issues and Perspectives in Educational Practice and Policy

6 credit hours from the following:

- 6203 Leadership: Theory and Practice
- 6204 Educational Administration: Theory and Practice
- 6205 Educational Policy: Theory and Practice

one of the following:

- 3 credit hours (thesis route) within closed electives as listed in 5. below or
- 6 credit hours (internship, paper folio, project, comprehensive course route) within closed electives as listed in Closed electives below

2. students on the thesis route must complete at least one of the research courses listed below (6100 is prerequisite)

- 6466 Qualitative Research Methods
- 6467 Quantitative Research Methods
- 6468 Critical Approaches to Educational Research
- 6469 Theoretical and Methodological Foundations of Action Research

3. students on the comprehensive-course route must complete 6290 Research and Development Seminar in Educational Leadership Studies. Normally students would be permitted to register for this course only after all other course requirements have been met, or during the student's last semester of studies.

4. to meet total credit hour requirements students may choose electives from any university graduate offering provided that those chosen are appropriate to the student's program:

- students on the thesis route must complete a total of at least 18 credit hours
- students on the internship, paper folio, or project route must complete a total of at least 24 credit hours and the appropriate course option including 6291 Internship in Educational Leadership Studies (6 credit hours), 6292 Project in Educational Leadership Studies (6 credit hours), or 6293 Paper Folio in Educational Leadership Studies (6 credit hours)
- students on the comprehensive-course route must complete a total of at least 30 credit hours

5. Closed electives are those listed below:

- 6202 Social Context of Educational Leadership
- 6321 Supervisory Processes in Education
- 6330 Educational Finance

- 6335 Legal Foundations of Educational Administration
- 6410 Seminar on Philosophical Issues in Educational Policy and Leadership
- ~~6420 Ethical Issues and Perspectives in Educational Practice and Policy~~
- 6425 Comparative Perspectives in Public Education, Reform, and Leadership
- 6426 Computer Applications in Educational Administration
- 6427 School Community Partnerships
- 6440 Family-School Relations: Leadership and Policy Implications
- 6465 School Violence: Leadership and Policy Implications
- 6664 Seminar in School Improvement
- 6710 Issues in Development and Implementation of Special Education Policy and Practices

17.8.3.2 Program Requirements

1. all students in the Master of Education Program (Educational Leadership Studies) program must complete
 - 6100 Research Designs and Methods in Education
 - 6420 Ethical Issues and Perspectives in Educational Practice and Policy

6 credit hours from the following:

 - 6203 Leadership: Theory and Practice
 - 6204 Educational Administration: Theory and Practice
 - 6205 Educational Policy: Theory and Practice

one of the following:

 - 3 credit hours (thesis route) within closed electives as listed in 5. below or
 - 6 credit hours (internship, paper folio, project, comprehensive course route) within closed electives as listed in Closed electives below
2. students on the thesis route must complete at least one of the research courses listed below (6100 is prerequisite)
 - 6466 Qualitative Research Methods
 - 6467 Quantitative Research Methods
 - 6468 Critical Approaches to Educational Research
 - 6469 Theoretical and Methodological Foundations of Action Research
3. students on the comprehensive-course route must complete 6290 Research and Development Seminar in Educational Leadership Studies. Normally students would be permitted to register for this course only after all other course requirements have been met, or during the student's last semester of studies.
4. to meet total credit hour requirements students may choose electives from any university graduate offering provided that those chosen are appropriate to the student's program:
 - students on the thesis route must complete a total of at least 18 credit hours
 - students on the internship, paper folio, or project route must complete a total of at least 24 credit hours and the appropriate course option including 6291 Internship in Educational Leadership Studies (6 credit hours), 6292 Project in Educational Leadership Studies (6 credit hours), or 6293 Paper Folio in Educational Leadership Studies (6 credit hours)
 - students on the comprehensive-course route must complete a total of at least 30 credit hours
5. Closed electives are those listed below:
 - 6202 Social Context of Educational Leadership
 - 6321 Supervisory Processes in Education
 - 6330 Educational Finance

- 6335 Legal Foundations of Educational Administration
- 6410 Seminar on Philosophical Issues in Educational Policy and Leadership
- 6425 Comparative Perspectives in Public Education, Reform, and Leadership
- 6426 Computer Applications in Educational Administration
- 6427 School Community Partnerships
- 6440 Family-School Relations: Leadership and Policy Implications
- 6465 School Violence: Leadership and Policy Implications
- 6664 Seminar in School Improvement
- 6710 Issues in Development and Implementation of Special Education Policy and Practices



Senate | Executive Committee

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

TO: The Chair and Members of Senate

FROM: Dr. Lee Ann McKivior, University Registrar and Interim Secretary of Senate

Subject: 2024-2025 Work Plan – Executive Committee of Senate

- Review the Senate agenda for each meeting of Senate which consists of an agenda and the relevant documentation
- Continue to receive reports from standing and ad hoc committees of Senate
- Continue to act on matters delegated to it by Senate, in particular:
 - To grant approval for the awarding of degrees, diplomas or certificates as recommended by various faculty and academic councils
 - On the recommendation of the Committee on Elections, Committees, and Bylaws, to appoint members to Senate Committees when Senate normally does not meet
- Refer to various University Academic bodies any matters as deemed necessary to expedite the business of Senate
- Consider requests to an extension of the time limit in which Notices of Appeal shall be submitted to the Senate Committee on Academic Appeals

APPENDIX G



Senate | Committee on Elections, Committees and Bylaws

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

TO: The Chair and Members of Senate

FROM: Dr. Lee Ann McKivior, University Registrar and Interim Secretary of Senate,
and Chair of the Senate Committee on Elections, Committees and Bylaws

Subject: 2024-2025 Work Plan

- Continue to conduct by-elections for vacant Senate seats as required
- Continue to appoint members to Senate Committees as required
- Conduct selection processes for search committees as requested by the President or Vice-Presidents as appropriate
- Review criteria for Speaker of Senate and consider alternative methods to attract people to the position.
- Implementation of recommendations within the Senate Governance Review Report:
 - Expansion of the definition of eligibility for service on Senate to include contract academic staff members.
 - Creation of “Official Observer” category to allow for non-senators to have speaking rights at Senate meetings but hold no voting privileges.
 - Continued review of Senate Bylaws in order to implement amendments based on committee observations, Senate’s adoption of Roberts Rules, and the addition of the Speaker of Senate role.
- Review of the Digest of Decrees and Resolutions, to determine which Senate decrees and resolutions are actually academic policy or standing orders, and to identify decrees or resolutions that are outdated or otherwise should be reviewed by Senate. Ultimately, investigate the practicality of the Digest and determine if an alternate indexing method may improve the record keeping of Senate.



Senate | Committee on Academic Appeals

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

October 23, 2024

TO: The Chair and Members of Senate

FROM: Dr. Leslie Redmond and Dr. Kathleen Hodgkinson, Co-chairs, Senate Committee on Academic Appeals

SUBJECT: Senate Committee on Academic Appeals – 2024-2025 Work Plan

Senate Committee on Academic Appeals Work Plan 2024-2025

- Consider appeals submitted. Typically, the committee receives an average of 15 appeals per academic year.
- Conduct a review of the procedures to be followed by the *Senate Committee on Academic Appeals in Hearing Appeals*. There has been a trend of increasingly complex appeals submitted or appeals being submitted for which the current procedures are not adequate to manage the appeal. As such, a review should modernize the procedures, and resolve any ambiguity that currently exists.
- Develop training material to support members in hearing appeals. There is currently no onboarding for new members or training provided regarding the complex topics that appeal panel may have to contend with. Given the quasi-judicial nature of the committee's work, members should be better supported in order to carry out their duties in the most optimized and efficient manner possible.

APPENDIX I



Office of the Registrar

St. John's, NL Canada A1C 5S7

Tel: 709 864-8260 Fax: 709 864-2337

www.mun.ca

Sept. 19, 2024

TO: Interim Secretary of Senate
FROM: Michelle Honeygold, Assistant Registrar and Convenor, University Committee on Admissions
SUBJECT: Annual Work Plan of Senate Committees to Senate for Nov. 12, 2024

The University Committee on Admissions will continue with the adjudication of appeals for special admission consideration as they are received.

Sincerely,

A handwritten signature in black ink that reads "Michelle Honeygold".

Michelle Honeygold
Assistant Registrar and Convenor,
University Committee on Admissions

APPENDIX J



Senate | Committee on Undergraduate Studies

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

October 2, 2024

TO: Secretary, Executive Committee Senate

FROM: Jennifer Porter, Deputy Registrar and Secretary, Senate Committee on Undergraduate Studies

Subject: 2024-2025 Work Plan

At a meeting held on September 26, 2024, the Senate Committee on Undergraduate Studies considered and approved the attached Work Plan for 2024-2025 for the Executive Committee of Senate.

A handwritten signature in blue ink that reads "Jennifer Porter".

Jennifer Porter
Deputy Registrar and
Secretary to the Committee

JMP/cor

Attachment

Senate Committee on Undergraduate Studies 2024-2025 Work Plan

Frequency of Meetings:

- Every two weeks from September through to August, with additional meetings during the months of December and January to review calendar change proposals for the 2025-2026 University Calendar.

Regular Business:

- To examine proposals for all new undergraduate programs and all changes in existing programs before submission to Senate.
- To approve on behalf of Senate, all new undergraduate courses and changes to existing courses.
- To examine any proposed amendments to existing General Undergraduate University Regulations and any proposed new General Undergraduate University Regulations before submission to Senate.
- To hear all appeals resulting from the application of undergraduate regulations.
- To hear requests for waivers of faculty and school requirements that cannot be heard by the appropriate undergraduate studies committee.
- To hear all cases of undergraduate academic misconduct not resolved at the Unit Level
- To review and recommend to the Provost the Academic Diary dates for 2025-2026.

Project Work for 2024-2025 Academic Year:

- Review and modified regulations related to 5-year time limit for retroactive drops.
- Work with the office of the Secretary of Senate on issues related to Senate reform especially those related to structure and scope of Senate Subcommittees.
- Review and recommend changes/updates to the Undergraduate Academic Misconduct regulations and process as a result of feedback and experiences from academic misconduct cases considered by the Committee over the last 5+ years.
- Work on an electronic submission on form for request for waivers and appeals.

SENATE COMMITTEE ON COURSE EXPERIENCE

WORK PLAN FOR 2024-2025

The 2024-2025 academic year will be focused on oversight and monitoring of the Course Experience Questionnaire (CEQ) process, continued rollout of customization features, refining the Senate policies and procedures, and other regular activities within the Terms of Reference of the SCCE.

1) Oversee and monitor the Course Experience Questionnaire (CEQ) process

- Discuss matters related to the administration of the Course Experience Questionnaire (CEQ) in Blue, including participation details each semester and additional functionality within the Blue system that may be used to support the CEQ process.
- Evaluate the pilot question bank and readminister the Instructor QP Feedback Form to collect further input from instructors on the question personalization feature.
- Explore strategies and practices for increasing student and instructor engagement with the CEQ process.
- Continue to work with the CIAP office to develop resource material for the CEQ website that may be useful for students, instructors, staff and academic administrators.
- Work with academic units to pilot the unit question set customization feature.

2) Refine and further develop Policies and Procedures

- Monitor the implementation of the revised policies and procedures for the CEQ and determine if other updates or procedures are needed to reflect aspects of the new system.
- Identify additional operational procedures that may need to be developed or formally added to the policies.
- Determine guidelines for the retention and disposal of data and reports related to the CEQ.
- Formalize procedures for the addition of unit question sets to the CEQ.
- Develop procedures for flagging and investigating problematic comments on the CEQ.

3) Continue responsibilities under Terms of Reference

The SCCE will continue its responsibilities as outlined in its terms of reference, including responding to queries from students, instructors and administrators concerning the CEQ. In doing so the Committee endeavors to continue to remain current with course evaluation literature and the course evaluation practices at other institutions.

**Annual Plan
2024-2025 Academic Year
University Planning and Budget Committee (PBC).**

Background

The major areas of responsibility for PBC, as identified in its existing terms of reference, are:

1. **Planning.** The committee will:
 - a. Advise the Senate on development of all university frameworks, plans and related documents, making recommendations for their approval by the Senate and the Board.
 - b. Monitor the progress of established plans, frameworks and related documents. The committee will seek regular updates from the custodians of these documents and provide an annual update to Senate on progress towards goals.
 - c. Review and advise Senate regarding initiatives established to enhance institutional effectiveness and promote more efficient use of resources.
2. **Budget.** The committee will:
 - a. Advise senior administrators on matters related to budget issues, including the university's budget submission to government on behalf of Senate as required
 - b. Advise Senate and senior administration about the priorities and allocation strategies for the funding provided to the university from government and other sources.
 - c. Advise Senate regarding major new initiatives that have significant implications for resources, including personnel, space and capital expenditures. The Committee shall assess these initiatives in light of the university frameworks and plans, institutional priorities, and the university budget.
3. **University Centres.** The committee will:
 - a. Oversee the policy and procedures associated with the establishment, operation and termination of University Centres at Memorial.
 - b. Review proposals to establish University Centres, and provide approval on behalf of senate.
 - c. Review University Centres' annual reports.
4. **Special Meetings of Senate.**
 - a. The committee will recommend to Senate topics of strategic interest for special meetings to be held in the fall and spring of each year.

Planned Activities for 2024-2025 Academic Year

1. Planning

- Continue to evaluate the progress of the University Plans and Frameworks; develop guidelines to align such reporting with the University Strategic Plan *Transforming Our Horizons* and other pan-institutional plans and frameworks.
- Engage with the development of plans and frameworks to ensure that the expectations of proponents and PBC are aligned.
 - Develop a standard operating procedure resource for plans/frameworks review cycle.
- Advise senior leadership on the implementation of *Transforming Our Horizons*, including the development of Key Performance Indicators and benchmarking with comparator institutions.
- Report highlights, recommendations and progress of University Plans and Frameworks to Senate.

2. Budget

- Solicit updates on the Operating Budget of the University, including cost control strategies, revenue generating strategies, and comment as necessary.
 - Report to Senate on the updates.
- Analyze enrolment trends across the institution and their impact on planning and budgeting.
 - Note: Budget and enrolment updates are required to provide context for the evaluation of plans, frameworks and various proposals.
- Provide advice to senior leadership on the development of a new Budget Model.
- Solicit annual update on Campus Renewal Fees and the associated and proposed infrastructure projects.

3. University Centres

- Advise the Offices of the Vice-President (Academic) and Vice-President (Research) throughout the implementation of the policy on establishment, operation, and termination of university centres.
- Review proposals for the establishment/renewal of Centres
 - Develop a process for inviting other Senate Committees to comment on proposals (e.g. SCOR).
 - Develop a standard operating procedure resource for university centres review cycle.

4. Special Meetings of Senate

- Request topic submissions from senators and senate committees for consideration as a special meeting of senate topic

- Submission of selected topics to Senate executive for consideration of a special meeting of Senate occurring in November and March.
- Develop resources and materials as needed to increase efficiency and consistency of topic reviews.

5. Committee Operations

- The Committee will continue to review and update its Terms of Reference.
 - Election of officers (E.g. the committee may elect a Chair and Vice Chair in alternate years).
 - Membership: the Committee will look to expand membership to include representatives from each faculty.
 - Special reports: the Committee will commission ad hoc sub-committees to research and report on Special Topics.
- The Committee will prepare its annual report in the Summer of 2025.
 - Develop a process for providing more regular and useful reports to Senate. The Committee will prepare a timetable of reports for Senate. Annual Report for October. E.g.: Report on XX in November, Report on Centres in December,
- Report on Budget in January
- Enhanced dialogue with other Senate Committees on matters of common and shared interest (E.g. Space, budget, Centres).
 - Identification and communication of opportunities for synergy with other committees through presentation at Senate chairs networking meetings.

APPENDIX M



Senate | Committee on Undergraduate Studies

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

September 23, 2024

TO: Secretary, Executive Committee of Senate

FROM: Secretary, Senate Committee on Undergraduate Studies

SUBJECT: Calendar Changes November 2023 SCUgS Meeting

At a meeting held on November 23, 2023, the Senate Committee on Undergraduate Studies considered and approved the following items for transmission to the Executive Committee of Senate; but these were inadvertently missed and not sent along.

REGULAR AGENDA

Modifications to General Regulation 6.9.5 and 6.8.2.

Please be advised that the Senate Committee on Undergraduate Studies has received the information required for the approval of calendar changes.

A handwritten signature in blue ink that reads "Jennifer Porter".

Jennifer Porter
Deputy Registrar and
Secretary to the Committee

JMP/cor

Attachment

Cover Page

Revisions to General Academic Regulations 6.9.5 and 6.8.2

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- Regularization of special topics course(s):
- Course(s) offered at one campus included in offerings at additional campus
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Deputy Registrar and Secretary to the Committee:



Date: October 4, 2023

Date of approval by the Senate Committee on Undergraduate Studies:

September 28, 2023

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Regulations

SECTION OF CALENDAR

Indicate the section of the Calendar impacted by the proposed change(s):

- Glossary of Terms Used in the Calendar
- Admission/Readmission to the University (Undergraduate)
- General Academic Regulations (Undergraduate)
- Faculty of:
- School of:
- Department of:
- Other:

RATIONALE

Over the recent years, the Senate Committee on Undergraduate Studies (SCUGS) has seen a huge increase in the number of requests pertaining to Incomplete Grades and Deferred Final Exams that come before the Committee. The requests come to SCUGS on the recommendation of a Faculty/School Undergraduate Studies Committee, which ensures the academic unit is supportive of the request prior to making any recommendation to SCUGS. It is quite normal for SCUGS to approve these requests with no more documentation than a letter from an Undergraduate Studies Committee that simply states the request should be approved. In most cases, either the Undergraduate Studies Committee or the Faculty/School confirms the rationale for the request and ensures proper documentation accompanies it. SCUGS often finds itself simply signing off on decisions that had been made at a lower level, which is time consuming for the Committee and makes the process for students unnecessarily long. As such, since 2020 the Committee has, on a semester to semester basis, been modifying General Academic Regulations 6.9.5 and 6.8.2, which effectively extended the authority of the academic unit and the Undergraduate Studies Committee of that unit to grant these requests by one semester. Beyond that extra semester, requests still came to SCUGS via scugs@mun.ca. The Committee has now decided to make the modification permanent.

ANTICIPATED EFFECTIVE DATE

The Committee requests the change take effect immediately.

CALENDAR CHANGES

6.9.5 Incomplete Grades

1. A student who, for extenuating circumstances, is unable to complete the requirements of a course may, with the approval of the appropriate academic unit, be granted a letter grade of incomplete (INC) in the course. This grade shall be valid for only one week following the start of classes in the next academic semester or session as stated in the **University Diary**. In the event that a numeric grade has not been received by the Registrar by this deadline the INC shall be changed to the letter grade F with a numeric grade 0%.
2. A student unable to complete the requirements of a course by the end of one week following the start of classes in the next academic semester or session as stated in the **University Diary**, may be permitted an extension of time not exceeding the last date for examinations in the semester following that in which the student was enrolled in the course. Such an extension may be granted by the head of the appropriate academic unit at the request of the student. In the event that a numeric grade has not been received by the Registrar by this new deadline the INC shall be changed to the letter grade F with a numeric grade 0%. In special circumstances, students registered for a Social Work Internship may be given an extension not exceeding two semesters. Students registered in one of Human Kinetics and Recreation 2210, 2220, 3210, 3220, 4210 or 4220 may be given an extension not exceeding three semesters, by the Academic Council of the School of Human Kinetics and Recreation. In the rare event that the student is unable to complete the requirements by the last date for examinations in the semester following that in which the student was enrolled in the course due to extenuating circumstances, a further extension may be granted by the appropriate committee on undergraduate studies. Such an extension shall not exceed the last day of examinations in the second semester following that in which the student was enrolled in the course.

6.8.2 Exemptions From Final Examinations and Procedures for Applying to Write Deferred Final Examinations

1. A student who is prevented from writing a final examination by acceptable cause may apply, with supporting documents, to have the course graded based on the work completed or have the final examination deferred.
2. For a student who is prevented from writing a final examination as described under **Scheduling of Final Examinations**, the application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
3. A student who is scheduled to write three final examinations which begin and end within a twenty-four-hour period may request to write a deferred examination. Normally, only the second examination in the twenty-four-hour period may be deferred. The application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
4. For a student who is prevented from writing a final examination by illness, bereavement or other acceptable cause, duly authenticated in writing, the application to defer this examination should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The following supporting documentation is required:
 - For illness or medical conditions, medical documentation from a health professional is required. This should normally be in the form of the Student Health Certificate, available at www.mun.ca/regoff/forms.php.
 - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.

5. The decision regarding the request of the student to have a course graded based on the work completed or have the final examination deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing by the head of the appropriate academic unit (or delegate) to the student and to the Registrar within seven calendar days of the receipt of the student's complete application. For further information refer to **Appeal of Decisions**.
6. In those cases where the academic unit accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the academic unit and the student, the grade submitted may be based on term the work completed alone. An interim grade of ABS will be assigned by the academic unit in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the Registrar within seven calendar days following the start of classes in the next semester or session.
7. A student who is prevented from writing a deferred final examination by illness, bereavement, or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the deferred final examination further deferred. This application should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The examination will be postponed to a time not later than the last date for examinations in the semester following that in which the student was enrolled in the course. The following supporting documentation is required:
 - For illness or medical conditions, medical documentation from a health professional is required. This should normally be in the form of the Student Health Certificate, available at www.mun.ca/regoff/forms.php.
 - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.
8. **In the rare event that the student is unable to write the deferred final examination by the last date of examinations in the semester following that in which the student was enrolled in the course, a student may apply, with supporting documents, to have the examination further deferred. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the date of the deferred examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The head of the appropriate academic unit must then submit the request to the appropriate committee on undergraduate studies for a decision. The examination will be postponed to a time not later than the last date for examinations in the second semester following that in which the student was enrolled in the course. The following supporting documentation is required:**
 - **For illness or medical conditions, medical documentation from a health professional is required. This should normally be in the form of the Student Health Certificate, available at www.mun.ca/regoff/forms.php.**
 - **For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.**

CALENDAR ENTRY AFTER CHANGES

6.9.5 Incomplete Grades

3. A student who, for extenuating circumstances, is unable to complete the requirements of a course may, with the approval of the appropriate academic unit, be granted a letter grade of incomplete (INC) in the course. This grade shall be valid for only one week following the start of classes in the next academic semester or session as stated in the **University Diary**. In the event that a numeric grade has not been received by the Registrar by this deadline the INC shall be changed to the letter grade F with a numeric grade 0%.
4. A student unable to complete the requirements of a course by the end of one week following the start of classes in the next academic semester or session as stated in the **University Diary**, may be permitted an extension of time not exceeding the last date for examinations in the semester following that in which the student was enrolled in the course. Such an extension may be granted by the head of the appropriate academic unit at the request of the student. In the event that a

numeric grade has not been received by the Registrar by this new deadline the INC shall be changed to the letter grade F with a numeric grade 0%. In special circumstances, students registered for a Social Work Internship may be given an extension not exceeding two semesters. Students registered in one of Human Kinetics and Recreation 2210, 2220, 3210, 3220, 4210 or 4220 may be given an extension not exceeding three semesters, by the Academic Council of the School of Human Kinetics and Recreation. In the rare event that the student is unable to complete the requirements by the last date for examinations in the semester following that in which the student was enrolled in the course due to extenuating circumstances, a further extension may be granted by the appropriate committee on undergraduate studies. Such an extension shall not exceed the last day of examinations in the second semester following that in which the student was enrolled in the course.

6.8.2 Exemptions From Final Examinations and Procedures for Applying to Write Deferred Final Examinations

9. A student who is prevented from writing a final examination by acceptable cause may apply, with supporting documents, to have the course graded based on the work completed or have the final examination deferred.
10. For a student who is prevented from writing a final examination as described under **Scheduling of Final Examinations**, the application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
11. A student who is scheduled to write three final examinations which begin and end within a twenty-four-hour period may request to write a deferred examination. Normally, only the second examination in the twenty-four-hour period may be deferred. The application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
12. For a student who is prevented from writing a final examination by illness, bereavement or other acceptable cause, duly authenticated in writing, the application to defer this examination should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The following supporting documentation is required:
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13. The decision regarding the request of the student to have a course graded based on the work completed or have the final examination deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing by the head of the appropriate academic unit (or delegate) to the student and to the Registrar within seven calendar days of the receipt of the student's complete application. For further information refer to **Appeal of Decisions**.
14. In those cases where the academic unit accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the academic unit and the student, the grade submitted may be based on term the work completed alone. An interim grade of ABS will be assigned by the academic unit in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the Registrar within seven calendar days following the start of classes in the next semester or session.
15. A student who is prevented from writing a deferred final examination by illness, bereavement, or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the deferred final examination further deferred. This application should be made via telephone or in writing through the student's University approved e-mail account to the head of the

appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The examination will be postponed to a time not later than the last date for examinations in the semester following that in which the student was enrolled in the course. The following supporting documentation is required:

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- For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.

16. In the rare event that the student is unable to write the deferred final examination by the last date of examinations in the semester following that in which the student was enrolled in the course, a student may apply, with supporting documents, to have the examination further deferred. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the date of the deferred examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The head of the appropriate academic unit must then submit the request to the appropriate committee on undergraduate studies for a decision. The examination will be postponed to a time not later than the last date for examinations in the second semester following that in which the student was enrolled in the course. The following supporting documentation is required:

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SECONDARY CALENDAR CHANGES

N/A

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Appendix Page

RESOURCE IMPLICATIONS

N/A

CONSULTATIONS SOUGHT

Distribution List:

Academic Unit	Reply received
Humanities and Social Sciences	Yes
Business Administration	Yes
Education	No
Human Kinetics and Recreation	No
Medicine	No
Music	No
Nursing	Yes
Pharmacy	No
Science	Yes
Social Work	No
Library	No
Grenfell Campus	
Arts and Social Science	No
Science and the Environment	No
Fine Arts	No
Marine Institute	
	Yes
Labrador Institute	
Arctic and Subarctic Studies	No

LIBRARY REPORT

N/A

Hammond, Brian J.

From: Watkins,Andrea
Sent: Tuesday, October 31, 2023 6:11 PM
To: SCUGS
Cc: Pike, April
Subject: FW: Consultation request on General Academic Regulation Calendar Change
Attachments: Memo Reg 6.9.5 & 6.8.2.pdf; Modification to General Academic Regulations 6.9.5 and 6.8.2.pdf

Good evening,

Thank you for the opportunity to review the proposed calendar changes. Consultations occurred within the Bachelor of Science in Nursing (Collaborative) Program. No edits were suggested or concerns articulated during consultations on the proposed calendar changes.

Please feel free to contact me if you have any questions or require any additional information.

Warm regards,
Andrea

Andrea Watkins MNBNRN

Interim Associate Dean, Undergraduate Programs

Associate Dean, Satellite Sites

BScN (Collaborative) Program

Memorial University of Newfoundland

Faculty of Nursing

300 Prince Philip Drive

St. John's, NL A1B 3V6

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

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From: Hammond, Brian J. <bhammond@mun.ca>

Sent: Wednesday, October 4, 2023 2:43 PM

To: Faculty of Humanities and Social Sciences <hss@mun.ca>; Oldford, Erin <eoldford@mun.ca>; 'engrconsult@mun.ca' <engrconsult@mun.ca>; HKR Dean <hkrdean@mun.ca>; 'miugconsutations@mi.mun.ca' <miugconsutations@mi.mun.ca>; Dean of Medicine : McKeen, Dr. Dolores <deanofmedicine@mun.ca>; Karen Bulmer <kbulmer@mun.ca>; DeanNurse <DeanNurse@mun.ca>; 'pharminfo@mun.ca' <pharminfo@mun.ca>; Dean of Science <deansci@mun.ca>; adeanugradswk <adeanugradswk@mun.ca>; Library Correspondence <univlib@mun.ca>; 'kjacobse@grenfell.mun.ca' <kjacobse@grenfell.mun.ca>; 'ssedean@grenfell.mun.ca' <ssedean@grenfell.mun.ca>; 'pride@grenfell.mun.ca' <pride@grenfell.mun.ca>; Ashlee Cunsolo <ashlee.cunsolo@mun.ca>

Subject: Consultation request on General Academic Regulation Calendar Change

Good afternoon,

Please open the attached memo and draft calendar change proposal from Jennifer Porter, Deputy Registrar and Secretary to the Senate Committee on Undergraduate Studies.

Thank you,

Brian

*Brian Hammond
Secretary to the Deputy Registrar
Recording Secretary SCUgS*

Office of the Registrar
Memorial University of Newfoundland
Arts & Administration Building,
St. John's, NL A1C 5S7
Tel: 709.864.4421

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Hammond, Brian J.

From: Oldford, Erin
Sent: Sunday, October 22, 2023 3:18 PM
To: Hammond, Brian J.
Cc: Collett, Meghan
Subject: FW: Consultation request on General Academic Regulation Calendar Change

Hi Brian,

Thank you for the opportunity to review. Our Academic Programs Office and our CUGS has reviewed, and we agree that we find the proposal reasonable.

Best,
Erin

Erin Oldford, PhD
Associate Dean of Undergraduate Programs and Accreditation
Associate Professor of Finance
Faculty of Business Administration
Memorial University

From: Hammond, Brian J. <bhammond@mun.ca>
Sent: Wednesday, October 4, 2023 2:43 PM
To: Faculty of Humanities and Social Sciences <hss@mun.ca>; Oldford, Erin <eoldford@mun.ca>; 'engrconsult@mun.ca' <engrconsult@mun.ca>; HKR Dean <hkrdean@mun.ca>; 'miugconsutations@mi.mun.ca' <miugconsutations@mi.mun.ca>; Dean of Medicine : McKeen, Dr. Dolores <deanofmedicine@mun.ca>; Karen Bulmer <kbulmer@mun.ca>; DeanNurse <DeanNurse@mun.ca>; 'pharminfo@mun.ca' <pharminfo@mun.ca>; Dean of Science <deansci@mun.ca>; adeanugradswk <adeanugradswk@mun.ca>; Library Correspondence <univlib@mun.ca>; 'kjacobse@grenfell.mun.ca' <kjacobse@grenfell.mun.ca>; 'ssedean@grenfell.mun.ca' <ssedean@grenfell.mun.ca>; 'pride@grenfell.mun.ca' <pride@grenfell.mun.ca>; Ashlee Cunsolo <ashlee.cunsolo@mun.ca>
Subject: Consultation request on General Academic Regulation Calendar Change

Good afternoon,

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Thank you,

Brian

Brian Hammond
Secretary to the Deputy Registrar
Recording Secretary SCUgS

Office of the Registrar

Memorial University of Newfoundland
Arts & Administration Building,
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Tel: 709.864.4421

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Hammond, Brian J.

From: Iain J Mcgaw <ijmcgaw@mun.ca>
Sent: Wednesday, October 11, 2023 1:34 PM
To: Hammond, Brian J.
Subject: Re: FW: Consultation request on General Academic Regulation Calendar Change

These proposed changes to deferred exams looks fine

--

Professor
Department of Ocean Sciences
0 Marine Lab Road
Memorial University
St John's, NL
Canada
A1C 5S7
Tel: 709 864-3272
Fax: 709 864-3220

SCUGS

From: Frew, Rose Mary
Sent: Thursday, November 2, 2023 1:17 PM
To: SCUGS
Subject: HSS Response - Consultation request on General Academic Regulation Calendar Change

Response from P. Dold, Associate Dean, Curriculum and Programs, Faculty of HSS below regarding above-noted proposal.

Best regards,
Rose

Rose Frew
Telephone: (709) 864-8255
Email: rmfrew@mun.ca
Administrative Support to Associate Deans
Faculty of Humanities and Social Sciences

From: Dold, Patricia <pdold@mun.ca>
Sent: November-02-23 12:58 PM
To: Frew, Rose Mary <rmfrew@mun.ca>; Simonson, Kathryn <kathryns@mun.ca>
Subject: Re: For your Attention - Registrar's Consultation request on General Academic Regulation Calendar Change

HSS welcomes this streamlining of the processes regarding extension of incomplete grades and deferred exams.

Patricia Dold (she/her)
Associate Professor, Religious Studies
Associate Dean, Curriculum and Programs
Humanities and Social Sciences
Memorial

From: Hammond, Brian J.
Sent: Wednesday, October 4, 2023 2:43 PM
To: Faculty of Humanities and Social Sciences <hss@mun.ca>; Oldford, Erin <eoldford@mun.ca>; 'engrconsult@mun.ca' <engrconsult@mun.ca>; HKR Dean <hkrdean@mun.ca>; 'miugconsutations@mi.mun.ca' <miugconsutations@mi.mun.ca>; Dean of Medicine : McKeen, Dr. Dolores <deanofmedicine@mun.ca>; Karen Bulmer <kbulmer@mun.ca>; DeanNurse <DeanNurse@mun.ca>; 'pharminfo@mun.ca' <pharminfo@mun.ca>; Dean of Science <deansci@mun.ca>; adeanugradswk <adeanugradswk@mun.ca>; Library Correspondence <univlib@mun.ca>; 'kjacobse@grenfell.mun.ca' <kjacobse@grenfell.mun.ca>; 'ssedean@grenfell.mun.ca' <ssedean@grenfell.mun.ca>; 'pride@grenfell.mun.ca' <pride@grenfell.mun.ca>; Ashlee Cunsolo <ashlee.cunsolo@mun.ca>
Subject: Consultation request on General Academic Regulation Calendar Change

Good afternoon,

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Thank you,

Brian

*Brian Hammond
Secretary to the Deputy Registrar
Recording Secretary SCUgS*

Office of the Registrar
Memorial University of Newfoundland
Arts & Administration Building,
St. John's, NL A1C 5S7
Tel: 709.864.4421

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Best regards,
Rose

Rose Frew
Telephone: (709) 864-8255
Email: rmfrew@mun.ca
Administrative Support to Associate Deans
Faculty of Humanities and Social Sciences

From: Dold, Patricia <pdold@mun.ca>
Sent: November-02-23 12:58 PM
To: Frew, Rose Mary <rmfrew@mun.ca>; Simonson, Kathryn <kathryns@mun.ca>
Subject: Re: For your Attention - Registrar's Consultation request on General Academic Regulation Calendar Change

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Patricia Dold (she/her)
Associate Professor, Religious Studies
Associate Dean, Curriculum and Programs
Humanities and Social Sciences
Memorial

From: Hammond, Brian J.
Sent: Wednesday, October 4, 2023 2:43 PM
To: Faculty of Humanities and Social Sciences <hss@mun.ca>; Oldford, Erin <eoldford@mun.ca>; 'engrconsult@mun.ca' <engrconsult@mun.ca>; HKR Dean <hkrdean@mun.ca>; 'miugconsutations@mi.mun.ca' <miugconsutations@mi.mun.ca>; Dean of Medicine : McKeen, Dr. Dolores <deanofmedicine@mun.ca>; Karen Bulmer <kbulmer@mun.ca>; DeanNurse <DeanNurse@mun.ca>; 'pharminfo@mun.ca' <pharminfo@mun.ca>; Dean of Science <deansci@mun.ca>; adeanugradswk <adeanugradswk@mun.ca>; Library Correspondence <univlib@mun.ca>; 'kjacobse@grenfell.mun.ca' <kjacobse@grenfell.mun.ca>; 'ssedean@grenfell.mun.ca' <ssedean@grenfell.mun.ca>; 'pride@grenfell.mun.ca' <pride@grenfell.mun.ca>; Ashlee Cunsolo <ashlee.cunsolo@mun.ca>
Subject: Consultation request on General Academic Regulation Calendar Change

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Thank you,

Brian

*Brian Hammond
Secretary to the Deputy Registrar
Recording Secretary SCUgS*

Office of the Registrar
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SCUGS

From: Frew, Rose Mary
Sent: Thursday, November 2, 2023 4:10 PM
To: SCUGS
Subject: HSS CPC Chair Comment - Registrar's Consultation request on General Academic Regulation Calendar Change

K. Simonsen comment below on the above-noted proposal.

Best regards,
Rose

Rose Frew
Telephone: (709) 864-8255
Email: rmfrew@mun.ca
Administrative Support to Associate Deans Faculty of Humanities and Social Sciences

-----Original Message-----

From: Kathryn Simonsen <kathryns@mun.ca>
Sent: November-02-23 1:27 PM
To: Dold, Patricia <pdold@mun.ca>
Cc: Frew, Rose Mary <rmfrew@mun.ca>
Subject: Re: For your Attention - Registrar's Consultation request on General Academic Regulation Calendar Change

And it will mean that these deferrals will take up less of SGUGS' time.

Best,
Kathy

On 2023-11-02 12:58, Dold, Patricia wrote:

> HSS welcomes this streamlining of the processes regarding extension of
> incomplete grades and deferred exams.
>
> Patricia Dold (she/her)
>
> Associate Professor, Religious Studies
>
> Associate Dean, Curriculum and Programs
>
> Humanities and Social Sciences
>
> Memorial
>
> FROM: Hammond, Brian J.
> SENT: Wednesday, October 4, 2023 2:43 PM
> TO: Faculty of Humanities and Social Sciences <hss@mun.ca>; Oldford,
> Erin <eoldford@mun.ca>; 'engrconsult@mun.ca' <engrconsult@mun.ca>; HKR
> Dean <hkrdean@mun.ca>; 'miugconsultations@mi.mun.ca'
> <miugconsultations@mi.mun.ca>; Dean of Medicine : McKeen, Dr. Dolores

> <deanofmedicine@mun.ca>; Karen Bulmer <kbulmer@mun.ca>; DeanNurse
> <DeanNurse@mun.ca>; 'pharminfo@mun.ca' <pharminfo@mun.ca>; Dean of
> Science <deansci@mun.ca>; adeanugradswk <adeanugradswk@mun.ca>;
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> <ssedean@grenfell.mun.ca>; 'pride@grenfell.mun.ca'
> <pride@grenfell.mun.ca>; Ashlee Cunsolo <ashlee.cunsolo@mun.ca>
> SUBJECT: Consultation request on General Academic Regulation Calendar
> Change
>
> Good afternoon,
>
> Please open the attached memo and draft calendar change proposal from
> Jennifer Porter, Deputy Registrar and Secretary to the Senate
> Committee on Undergraduate Studies.
>
> Thank you,
>
> Brian
>
> _Brian Hammond_
>
> _Secretary to the Deputy Registrar_
>
> _Recording Secretary SCUgS_
>
> Office of the Registrar
>
> Memorial University of Newfoundland
>
> Arts & Administration Building,
>
> St. John's, NL A1C 5S7
>
> Tel: 709.864.4421
>
> _MUNup_ [1]_ is a new online tools and resources hub to help students
> succeed while learning remotely. With transition and orientation
> programs, services, virtual events and community engagement
> opportunities, the sky's the limit._
>
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> it. Any communication received in error should be deleted or
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>
>
>
> Links:

> -----

> [1] <https://www.mun.ca/munup/>

SCUGS

From: Associate Dean of Science (Undergraduate)
Sent: Friday, November 3, 2023 10:35 AM
To: SCUGS
Subject: Fw: Consultation request on General Academic Regulation Calendar Change
Attachments: Memo Reg 6.9.5 & 6.8.2.pdf; Modification to General Academic Regulations 6.9.5 and 6.8.2.pdf

Good morning,

The Faculty of Science sent out the proposed changes to general academic regulations 6.9.5 and 6.8.2 to our departmental undergraduate studies committees for discussion. None of the committees had any objections with the proposed change, and no other comments were provided.

Best wishes,
Suzanne

DR. SUZANNE DUFOUR (she/her) | ACTING ASSOCIATE DEAN OF SCIENCE (ADMINISTRATION AND UNDERGRADUATE)
Professor, Department of Biology
Memorial University of Newfoundland
St. John's, NL, Canada A1B 3X7
Tel: (709) 864-8155
<https://www.mun.ca/faculty/sdufour/>

The lands upon which the campuses of Memorial University are situated lie within the traditional territories of diverse Indigenous groups. We acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

From: Fitzpatrick, Melanie
Sent: Thursday, October 12, 2023 2:06 PM
To: Biology Academic Program Officer; Associate Dean of Science (Undergraduate); Cathy Hyde; Charles Mather; Hanya Eid; Iain McGaw; Ivan Saika voivod; Janet Brunton; Kavanagh, Julie; Hourihan, Kathleen; Power, Keith B; Mark Hatcher; Miskell, Michelle; Katz, Michael; Morrill, Penny L; Stephanie blandford; chemapo; Sullivan,Shannon; mathugrad; Booth, Ivan; Wiersma, Yolanda
Subject: FW: Consultation request on General Academic Regulation Calendar Change

Hello All,

Please see the below and attached being sent for consultation prior to the next FOSCUGS meeting. Please forward any and all comments to scicalendar for incorporation into the document.

Many thanks

Regards

Melanie Fitzpatrick
Faculty of Science Undergraduate Committee (FoScUgs)

Good afternoon,

Please open the attached memo and draft calendar change proposal from Jennifer Porter, Deputy Registrar and Secretary to the Senate Committee on Undergraduate Studies.

Thank you,

Brian

*Brian Hammond
Secretary to the Deputy Registrar
Recording Secretary SCUgS*

Office of the Registrar
Memorial University of Newfoundland
Arts & Administration Building,
St. John's, NL A1C 5S7
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APPENDIX O



Senate | Committee on Elections, Committees and Bylaws

PO Box 4200
St. John's, NL A1C 5S7
www.mun.ca/senate

October 23, 2024

TO: The Chair and Members of Senate

FROM: Dr. Lee Ann McKivior, University Registrar and Interim Secretary of Senate and
Chair, Senate Committee on Elections, Committees and Bylaws

SUBJECT: Notice of Election to Senate

Senators are advised that as of October 22, 2024, the Senate Committee on Elections, Committees, and Bylaws has received a nomination from the constituency of the Faculty of Medicine. The Committee has determined that the nominee is eligible for election by acclamation.

The Committee is pleased to inform Senate that **Dr. Atanu Sarkar** has been elected for a three (3)-year term from the Faculty of Medicine.

APPENDIX P



Senate | Committee on Elections, Committees and Bylaws

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October 23, 2024

TO: The Chair and Members of Senate

FROM: Dr. Lee Ann McKivior, University Registrar and Interim Secretary of Senate and
Chair, Senate Committee on Elections, Committees and Bylaws

SUBJECT: Recommendations for Appointment to Standing Committees of Senate

At its meeting on October 22, 2024, the Senate Committee on Elections, Committees and Bylaws considered the following nominations to the Standing Committees of Senate:

1. Mr. Darrell Wells, Senate Committee on Undergraduate Studies
2. Dr. Paul Marino, Senate Committee on Undergraduate Studies
3. Dr. Gerard Farrell, Senate Committee on Academic Appeals

The Committee recommends the appointment of the above nominees.

The Committee further received recommendations for appointment from the Grenfell Campus Students' Union, which were approved as recommended. Those appointments are below:

1. Mx. Jemy Joy,
 - a. Academic Unit Planning Committee
 - b. Senate Committee on Course Experience
 - c. Senate Committee on Teaching and Learning
 - d. Senate Committee on Academic Appeals
2. Ms. Hadiza Bello,
 - a. Senate Committee on Admissions
 - b. Senate Executive Committee
3. Mr. Derek Koranteng,
 - a. University Planning and Budget Committee
 - b. Senate Committee on Undergraduate Scholarships, Bursaries and Awards
4. Ms. Kera Leights-Rose, Senate Committee on Honorary Degrees and Ceremonial
5. Mr. Victor Nwogo, Senate Committee on Research
6. Mr. Saif Sayeedi, Senate Committee on Elections, Committees, and Bylaws

APPENDIX Q



Senate | Committee on Elections, Committees and Bylaws

PO Box 4200
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October 23, 2024

TO: The Chair and Members of Senate

FROM: Dr. Lee Ann McKivior, University Registrar and Interim Secretary of Senate and Chair, Senate Committee on Elections, Committees and Bylaws

SUBJECT: Recommendations for Amendments to Terms of Reference of Standing Committees of Senate

At its meeting on October 22, 2024, the Senate Committee on Elections, Committees and Bylaws considered proposed amendments to the Terms of Reference of

1. the Senate Executive Committee;
2. the Senate Committee on Academic Appeals; and
3. the Senate Committee on Undergraduate Studies.

The proposed changes are attached.

The Committee recommends the adoption of all proposed changes.

Terms of Reference

Executive Committee of Senate

1. Membership

- a. Chair of Senate, Chair
- b. Speaker of Senate
- c. Provost, Deputy Chair of Senate
- d. Chair of University Planning and Budget Committee
- e. University Registrar
- f. Associate Vice-President (Academic) and Dean of School of Graduate Studies
- g. Chair of Senate Committee on Undergraduate Studies
- h. Three undergraduate students, Director of Advocacy (or designated alternate) from the Memorial University Students' Union, one appointed by the Marine Institute Students' Union, and one appointed by the Grenfell Campus Student Union
- i. ~~Vice-President Academic of the~~ Executive Director of Academics of the Graduate Students' Union (or designated alternate)
- j. An appropriate number of Senators

2. Terms of Reference

- a. To receive reports from standing and ad hoc committees of Senate.
- b. To act on matters delegated to it by Senate, in particular the following:
 - i) To grant approval for the awarding of degrees, diplomas or certificates as recommended by various faculty and academic councils.
 - ii) On recommendation of the Committee on Elections, Committees and Bylaws to appoint members to Senate Committees when Senate normally does not meet.
- c. To submit to Senate at each meeting a report consisting of an agenda, together with documentation.
- d. To refer to various University Academic bodies any matters as deemed necessary to expedite the business of Senate.
- e. To consider requests to an extension of the time limit in which Notice of Appeal shall be submitted to the Senate Committee on Academic Appeals.

Terms of Reference

Committee on Academic Appeals

1. Membership

(a) an appropriate number of academic staff members; insofar as possible, the Committee shall have balanced representation from the faculties/schools/campuses of the University;

(b) an appropriate number of students, at least one appointed by the Memorial University Students' Union, at least one by the Marine Institute Students' Union, at least one by the Grenfell Campus Student Union and at least one graduate student, appointed by the Graduate Students' Union;

(c) the Secretary of Senate, who shall serve as Secretary to the Committee, and an appropriate number of delegates.

(d) The Committee shall elect, annually, at the start of each academic year, a chair and co-chair.

(e) Committee members actively hearing an appeal upon the expiration of their term will remain a member of the Committee until the hearing concludes and a decision is reached.

2. ~~Terms of Reference~~ Roles and Responsibilities

To consider appeals and render decisions on behalf of the Senate.

Procedure to be followed by the Senate Committee on Academic Appeals in Hearing Appeals

1. An appeal shall be heard by an Appeal Panel consisting of five members of the Committee on Academic Appeals, including one student member, the Secretary of the Committee or delegate, and three academic staff members. They shall be invited to be members of the Appeal Panel by the Secretary of the Committee on Academic Appeals, following consultation with the Chair of the Committee on Academic Appeals. Individuals will not be selected whose presence may create bias or reasonable apprehension of bias, who would be in a conflict of interest, or

whose other commitments would not permit a timely scheduling of the hearing.

2. Each Appeal Panel shall choose its own Chair.
3. The Secretary of the Committee or their delegate shall act as Secretary to the Appeal Panel.
4. The Secretary of Senate may appoint a recording secretary (non-voting) to record proceedings.
5. Meetings of an Appeal Panel shall not proceed unless all panel members are in attendance.
- ~~6. The use of telecommunications technology is accepted by the Committee as a means to allow participation in Appeal Panel meetings where it is otherwise not possible for panel members to be physically present. However, it is expected that panel members shall normally be physically present at meetings and that telecommunications technology shall only be used in extenuating circumstances.~~
7. Members of Appeal Panels shall be bound by confidentiality in respect of information received in hearing an appeal. Information shall be disclosed only as is reasonably necessary to gather information relevant to the appeal, to implement the decision regarding the appeal, or as required by law.
8. Appeals shall normally be heard de novo.
9. The party appealing a decision made at a lower level is responsible for presenting the relevant information and documents for consideration in the hearing of the appeal. The Letter of Appeal must be in writing and shall contain the following:
 - (a) Name, student number(s), current address and preferred contact information: telephone number(s), @mun email address or other active email address(es);
 - (b) A copy of the decision giving rise to the appeal;
 - (c) Supporting documentation;
 - (d) A description of the matter under appeal;
 - (e) The grounds of appeal
 - (f) Names and contact information for individuals that the appellant wishes to be interviewed by the Appeal Panel;

(g) The resolution being sought.

The Letter of Appeal must be delivered to the Secretary of the Committee who shall distribute it to the members of the Appeal Panel.

10. Where the matter being appealed is not the application of an academic regulation, the Appeal Panel shall dismiss the appeal without a hearing.
11. The Secretary of the Appeal Panel shall provide a copy of the Letter of Appeal to the other party (or parties) to the appeal and may request an initial written response.
12. Oral hearings shall be the usual procedure for hearings. Any party to the appeal may waive the right to an oral hearing, in which case the Appeal Panel shall consider the written submission of that party but may hear oral presentations from other parties.
13. The Appeal Panel shall meet as often as necessary to consider the appeal and shall normally proceed in the following manner:
 - (a) It shall examine all documents submitted with the appeal and all documents obtained from the committee(s) which have previously investigated the case or heard the case under appeal;
 - (b) It may examine any other written evidence and interview other individuals as it deems necessary;
 - (c) It shall hear from the other party to the appeal;
 - (d) It shall provide copies of all documents and written summaries of all interviews conducted by the Appeal Panel, to the party bringing the appeal before hearing from that party;
 - (e) It shall hear from the party bringing the appeal, either orally or by a written submission.
14. If either party fails to provide information requested by the Appeal Panel for the consideration of the appeal by the date requested, the Appeal Panel shall proceed with hearing the appeal.
15. Any student appearing before an Appeal Panel has the right to be accompanied by a registered student or a member of the faculty or staff of the University. The name and contact information of such person shall be provided to the Secretary

of the Committee prior to the student's meeting with the Appeal Panel.

16. Should the appellant wish to present the appeal in person before the Appeal Panel, the Secretary of the Appeal Panel shall send a notice of meeting to the appellant, providing the location, the date and the start and anticipated end times of the meeting. This meeting shall proceed as scheduled unless a postponement is granted by the Chair of the Appeal Panel in advance of that date. A request to reschedule the meeting shall be made as far in advance of the meeting date as possible. Requests for postponements made on the meeting date shall be granted only where the Chair warrants it would be unfair to proceed.
17. If the appellant fails to respond to the notice of meeting within 7 calendar days of notification, or fails, without acceptable cause duly authenticated in writing, to attend the meeting, the appeal shall be considered and a decision reached on the basis of the material that was made available to the appellant by the Appeal Panel.
18. The Appeal Panel, after receiving all information, shall meet in closed session to consider the information and make its decision using a balance of probabilities standard.
19. All panel members are expected to vote. There shall be no abstentions.
20. The decision of a majority of the members of the Appeal Panel shall constitute the decision of the Appeal Panel.
21. The decision of the Appeal Panel, together with written reasons for the decision, shall be prepared and delivered to both parties to the appeal by the Secretary of the Appeal Panel.
22. The Appeal Panel on behalf of the Committee reserves the right to provide direction regarding an appeal to the appellant and/or to the committee whose decision is being appealed.
23. There are no firm timelines for the hearing of appeals. Appeals shall be heard and decisions provided in a timely manner.
24. The decision of the Appeal Panel, together with reasons for the decision and all associated documentation, will be retained in the Senate records.

VII. Standing Committees

G. Committee on Undergraduate Studies

Committee on Undergraduate Studies

Member until August 31

Kirby, Dale (Education)	2026
Harding, Scott (Science, Biochemistry)	2026
Sullivan, Patrick (Engineering)	2026
Marino, Paul (Biology)	2024
Wells, Darrell (School of Ocean Technology - MI)	2024
Budden, Devon (Director of Advocacy (MUNSU) (or designated alternate)	2025 (April 30)
Zedel, Alida (Undergraduate Student, (MUNSU))	2025 (April 30)
Vacant (Undergraduate Student (MISU))	2021 (April 30)
Vacant (Undergraduate Student (GCSU))	2021 (April 30)
Registrar or delegate	
Registrar, Grenfell Campus or delegate	
Registrar, Marine Institute or delegate	
Director, Centre for Innovation in Teaching and Learning or delegate	
Dean of Libraries or delegate	
One Academic Staff Member in Cooperative or Field Education (ASM-CFE)	
Chair, Undergraduate Studies Committee, Marine Institute or delegate	
Chairs of Undergraduate Studies Committees, or their equivalent, of all Schools and Faculties or delegate	
Provost and Vice-President (Academic) or delegate	

* New Member

1. Membership

- (a) Provost and Vice-President (Academic) or delegate
- (b) Registrar or delegate, who shall serve as Secretary to the Committee
- (c) Registrar, Grenfell Campus or delegate
- (d) Registrar, Marine Institute or delegate
- (e) Director, Centre for Innovation in Teaching and Learning or delegate
- (f) Dean of Libraries or delegate
- ~~(g) One Academic Staff Member in Cooperative or Field Education (ASM-CFE)~~
- ~~(h) Chair, Undergraduate Studies Committee, Marine Institute or delegate~~
- ~~(i) Chairs of Undergraduate Studies Committees, or their equivalent, of all Schools and Faculties or delegate~~
- ~~(j) Four undergraduate students, Director of Advocacy (or designated alternate) and one other undergraduate student appointed by the Memorial University Students' Union, one by the Marine Institute Student's Union and one by the Grenfell Campus Student Union~~
- ~~(k) An appropriate number of academic staff members, at least one of whom shall be a Senator and at least one of whom shall be an academic staff member in Cooperative or Field Education (ASM-CFE)~~

2. Terms of Reference

- (a) To propose minimum standards for the acceptance of undergraduate students into the University, their continuance in their programs and their readmission;
- (b) To propose amendments to general University Regulations pertaining to undergraduate studies.
- (c) To examine any proposed amendments to existing University Regulations on Undergraduate Studies and any proposed new regulations on Undergraduate Studies which originate elsewhere in the University before submission to Senate.
- (d) To examine proposals for all new undergraduate programs and all extensions and changes in existing programs before submission to Senate. The Committee will require units submitting such proposals to indicate in writing that sufficient material and non-material resources are available to operate the proposal and the ways, if any, that existing programs may be affected. In the event that the Committee is not satisfied, it may request further information or refer the matter to the Office of the Provost and Vice-President (Academic) or the appropriate Vice-President for further consideration.
- (e) To approve on behalf of Senate, all new undergraduate courses and changes in existing courses. On a regular basis, Senate will be informed of the courses so approved, the courses being listed by Department, course number and title.
- (f) To advise Senate and the Provost and Vice-President (Academic) on all matters pertaining to Undergraduate Studies.
- (g) To present an annual report on Undergraduate Studies to Senate.
- (h) To act on matters delegated to it by Senate, in particular waivers and appeals of academic regulations, and allegations of academic misconduct in accordance with procedures, policies and regulations approved by Senate.
- (i) The Committee shall confirm that consultation regarding calendar changes has been undertaken with the St. John's Campus, the Grenfell Campus, the Labrador Institute, and the Marine Institute, and the University Library.
- (j) Each semester, receive and review a report on grades considered to be anomalous and an explanation for those anomalies from faculties and schools, the Grenfell Campus, the Labrador Institute, and the Marine Institute.
- (k) To advise the Provost and Vice-President (Academic) on academic matters pertaining to the preparation of the University timetable.
- (l) To establish *ad hoc* and standing sub-committees and to delegate to these committees functions it deems appropriate.