



MEMORIAL UNIVERSITY SENATE

AGENDA

Tuesday, October 8, 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 October 8, 2024

APPROVAL

2.0 Approval of the Minutes

2.1 Meeting of September 10, 2024 ([Appendix A](#))

APPROVAL

3.0 Consent Agenda

3.1 Report of the Senate Committee on Undergraduate Studies

INFORMATION

- i. Summary memo from the Secretary of the Senate Committee on Undergraduate Studies ([Appendix B](#))
- ii. Memo re: election of Committee chair ([Appendix C](#))

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](#)) *INFORMATION*
- ii. Proposed Calendar Changes – Faculty of Science ([Appendix E](#)) *APPROVAL*
- iii. Proposed Calendar Changes – Marine Institute ([Appendix F](#)) *APPROVAL*
- iv. Proposed Calendar Changes – School of Arctic and Subarctic Studies ([Appendix G](#)) *APPROVAL*
- v. Proposed Calendar Changes – School of Graduate Studies General Regulations ([Appendix H](#)) *APPROVAL*

3.3 Annual Reports of Senate Standing Committees

INFORMATION

- i. Senate Executive Committee ([Appendix I](#))
- ii. Senate Committee on Elections, Committees, and Bylaws ([Appendix J](#))
- iii. Senate Committee on Honorary Degrees and Ceremonial ([Appendix K](#))
- iv. Senate Committee on Academic Appeals ([Appendix L](#))
- v. Academic Unit Planning Committee ([Appendix M](#))
- vi. Senate Committee on Admissions ([Appendix N](#))
- vii. Senate Committee on Undergraduate Studies ([Appendix O](#))
- viii. Senate Committee on Course Experience ([Appendix P](#))
- ix. University Planning and Budget Committee ([Appendix Q](#))
- x. Grenfell Campus Special Admissions Committee ([Appendix R](#))
- xi. Senate Committee on Teaching and Learning ([Appendix S](#))

4.0 New Business

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

APPROVAL

- i. Proposed Calendar Changes – School of Human Kinetics and Recreation ([Appendix T](#))

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

APPROVAL

- i. Recommendations for Amendment of Terms of Reference (SCECB & SCHDC) ([Appendix U](#))
- ii. Recommendation for appointment to Standing Committee (HD&C) and Notice of election by acclamation to Senate ([Appendix V](#))

4.3 Report of the University Planning and Budget Committee

APPROVAL

- i. Recommendation re: November Special Meeting of Senate ([Appendix W](#))

4.4 Report of the Senate Committee on Undergraduate Studies

APPROVAL

- i. Recommendation re: Early application of 2024 Math Major regulations for students completing program in Spring 2024 ([Appendix X](#))

4.5 Motion presented by Mr. Devon Budden, Executive Director of Advocacy, MUN Students' Union (MUNSU), re: disbandment of the Ad-hoc Committee on the Ode to Newfoundland

- i. Motion to grant speaking rights ([Appendix Y](#))

APPROVAL

- ii. Motion to disband ([Appendix Z](#))

APPROVAL

4.6 Correspondence

INFORMATION

Memo from the Interim Director, Indigenous Engagement and Reconciliation, Office of Indigenous Affairs ([Appendix AA](#))

5.0 Reports of Officers

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

NB:

CONSENT AGENDA

If you wish to move any items from the Consent Agenda to the Regular Agenda, please provide 24 hours of notice by advising the Office of the Secretary of Senate at senate@mun.ca.



UNIVERSITY SENATE

MINUTES

Tuesday, September 10, 2024

4:00 pm NT –WebEx

PRESENT

Dr. K. Abadie
Dr. K. Anderson
Mr. M. Alam
Dr. C. Arnold
Dr. R. Bailey
Dr. C. Bazan
Ms. H. Bello
Dr. E. Bezzina
Dr. N. Bose, Chair
Dr. P. Brett
Dr. T. Brown
Mr. D. Budden
Dr. S. Bugden
Dr. R. Burry
Dr. L. Cahill
Dr. T. Chapman
Mr. C. Couturier
Dr. G. Curtis
Dr. O. Dobre
Dr. P. Dold
Dr. A. Dorward
Dr. T. Fridgen
Dr. G. George
Dr. S. Giwa

Dr. D. Hallett
Dr. D. Hancock
Dr. J. Hawboldt
Dr. N. Hurley
Dr. K. Jacobsen
Ms. K. Johnson
Mx. J. Joy
Dr. D. Keeping
Dr. E. Kendall
Mr. N. Keough
Dr. K. Laing
Dr. J. Lokash, Deputy Chair
Dr. A. Loucks-Atkinson
Mr. E. Ludlow, Chancellor
Dr. L.A. McKivor, Secretary
Ms. B. Meaney
Dr. L. Moore
Dr. S. Moore
Dr. L. Moores
Dr. P. Morrill
Dr. D. Mullings
Ms. T. Noseworthy
Ms. S. Papple
Dr. D. Peters

Dr. A. Pike
Dr. S. Power
Dr. C. Purchase
Dr. P. Ride
Dr. S. Rowe
Ms. K. Russell
Dr. S. Shetranjiwalla
Dr. K. Simonsen, Deputy
Speaker
Dr. J. Sinclair
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
Ms. B. White
Dr. M. Woods
Dr. S. Wright
Dr. H. Yacoubian
Mx. A. Zedel

REGRETS

Dr. P. Button
Dr. F. Bambico

Dr. E. Fraser

Dr. S. Neilsen

ABSENT

Dr. T. Allen
Mr. A. Al Rashed
Dr. J. Anderson
Dr. K. Bulmer
Dr. E. Durnford

Dr. P. Osmond-Johnson
Mr. S. Ganesan
Dr. E. Haven
Dr. P. Issahaku
Dr. M. Marshall

Dr. D. McKeen
Ms. H. Pretty
Mr. S. Shah
Dr. K. Shannahan

OBSERVERS

Dr. Paul Adjei

Mr. Arif Abu

Ms. Catharyn Andersen

Dr. Patricia Beh

Ms. Margot Brown

Dr. Lisa Browne

Ms. Kelly Butler

Dr. Angie Clarke

Dr. Alisa Craig

Dr. Virginia Fugarino

Mr. Chad Pelley

Ms. Valeri. Pilgrim

Ms. Lisa Russell

Dr. Shannon Sullivan

Ms. Martha Wells

Ms. Meghan Whelan

RECORDING

Ms. M. Broders

Mr. B. Hammond

Ms. S. Sansome

J. Lokash delivered the land acknowledgement and called the meeting to order at 4:11 pm.

J. Lokash welcomed Senators and Observers to the first Regular Meeting of Senate of the 2024-2025 academic year. She offered a special welcome to both returning and the recently elected/appointed members of Senate. An initial training and orientation session took place on Monday, September 9, and twenty-eight Senators were in attendance. Another session may be scheduled in the future, and those interested in reviewing the training materials were asked to request them via senate@mun.ca.

J. Lokash also welcomed Dr. Kathryn Simonsen, the first Deputy Speaker to be elected by the Senate. As the position of Speaker remains vacant, Dr. Simonsen is performing the duties of the Speaker for the first time in this meeting.

N. Bose, who had been experiencing technical difficulties, joined the meeting and reassumed the Chair, thanking J. Lokash for opening the meeting. N. Bose invited the Deputy Speaker to begin the orders of the day.

1.0 Approval of the Agenda**1.1 Meeting of September 10, 2024**

A draft agenda was circulated on September 5, 2024. K. Simonsen asked if there were any additions or proposed changes to the agenda. None were identified.

MOTION C. Couturier / S. Bugden

RESOLVED that the agenda for the September 10, 2024 meeting of Senate be adopted as presented.

No discussion.

CARRIED

2.0 Procedural

2.1 Annual Motion to Grant Speaking Rights to Chairs of Senate Standing Committees

MOTION S. Bugden / P. Dold

RESOLVED that any Chair of the Standing Committee of Senate who is not also a member of the Senate be permitted speaking rights at all meetings of Senate until August 31, 2025; *and further,*

RESOLVED that any person granted speaking rights by this motion shall not be granted the right to move or second motions or to vote.

No discussion.

CARRIED

3.0 Approval of the Minutes

3.1 Meeting of April 9, 2024

A draft of the minutes for the meeting of April 9, 2024, was circulated on September 5, 2024. K. Simonsen called on L.A. McKivor to present the minutes.

L.A. McKivor informed Senate that the minutes for April 9, 2024, had been tabled for revision at the May 14, 2024 meeting of Senate. At that time, two Senators had suggested amendments to the minutes related to the discussion of the preliminary report of the Ad-hoc Committee on the Ode to Newfoundland. The Senate office subsequently worked with these Senators to ensure their comments were reflected accurately in the minutes.

MOTION E. Kendall / C. Couturier

RESOLVED that the minutes of the meeting of April 9, 2024, be approved as circulated.

No discussion.

CARRIED

3.2 Meeting of May 14, 2024

A draft of the minutes for the meeting of May 14, 2024 was circulated on September 5, 2024. No substantive changes were proposed to the Senate office.

MOTION E. Kendall / A.M. Sullivan

RESOLVED that the minutes of the meeting of May 14, 2024, be approved as

circulated.

No discussion.

CARRIED

4.0 Consent Agenda

4.1 Report of the Senate Committee on Undergraduate Studies

A report was received from Jennifer Porter, Secretary to the Senate Committee on Undergraduate Studies, outlining calendar changes from the School of Arts and Social Science, Faculty of Business Administration, Faculty of Science, and Faculty of Humanities and Social Sciences.

The Committee recommended the adoption of all proposed changes.

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

A report was received from Dr. Amy Warren, Chair of the Academic Council of the School of Graduate Studies, outlining calendar changes from the School of Science and the Environment, Faculty of Science, and Faculty of Humanities and Social Sciences.

The Council recommended the adoption of all proposed changes.

MOTION G. George / P. Sullivan

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

No discussion.

CARRIED

5.0 New Business

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

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

L.A. McKivior described the five items included in the report:

- i. Report on Senate Election Results and Summary of Student Representation;

- ii. Recommendations for appointment of non-statutory *ex-officio* members of Senate;
- iii. Recommendations for appointment to Standing Committees of Senate;
- iv. Request for nominations: Speaker of Senate
- v. Request for nominations: Ad-hoc Committee on the Ode to Newfoundland at Memorial's Convocation Ceremonies.

Items (i.), (iv.), and (v.) were presented for information. Items (ii.) and (iii.) were recommendations for the approval of Senate.

Item (ii.) was a procedural item presented in accordance with §55.1 of the Memorial University Act. It was recommended that the following *ex-officio* positions be created for the 2024-2025 year:

- i. Vice-president (Marine Institute)
- ii. Vice-president (Research)
- iii. Vice-provost (Equity, Diversity, Inclusion and Anti-Racism)
- iv. Associate Vice-president (Academic)
- v. Associate Vice-president (Academic) and Dean of Students

Item (iii.) recommended the appointment of several volunteers to the Standing Committees of Senate.

MOTION C. Walsh / D. Budden

RESOLVED that the recommendations presented in the report of the Senate Committee on Elections, Committees, and Bylaws be approved as presented.

No discussion.

CARRIED

5.2 Report of the Senate Committee on Honorary Degrees and Ceremonial

K. Simonsen invited N. Bose, Chair of the Senate Committee on Honorary Degrees and Ceremonial, to present the report.

N. Bose advised Senate that the report contained a recommendation for appointment to the position of University Marshal. The Committee recommended that Dr. Kirby Shannahan be appointed University Marshal.

MOTION C. Purchase / J. Lokash

RESOLVED that the Senate approve the recommendation of the Senate Committee on Honorary Degrees and Ceremonial to appoint Dr. Kirby Shannahan as the new University Marshal.

No discussion.

CARRIED

5.3 University Planning and Budget Committee – Request for Special Topics for November 2024

K. Simonsen advised Senators that this item was for information only, and that a memo including more detail that was previously circulated to Senators is included in the Agenda. Senators were encouraged to submit recommendations via a Qualtrics link included in the memo. The Committee will make its recommendation at the October meeting of Senate.

5.4 Presentation re: Dissemination Schedule for EDI-AR Strategic Report

D. Mullings presented an overview of the EDI-AR Strategic Report, which was recently finalized and is now entering the dissemination stage. A brief summary was included for the information of Senate, and the full report is available online: <https://www.mun.ca/edi-ar/projects-and-reports/strategic-planning-reports/>.

Following the presentation, Senators were invited to ask questions.

A Senator asked about the difference between EDI-AR considerations and impacts for international versus domestic students.

D. Mullings advised that there is not a significant amount of literature on this topic and so there is no definitive answer as regards the varying impacts for international versus domestic students.

A Senator was under the impression that data about disabilities and impacts on students with disabilities was being collected, but did not notice mention of these groups in the presentation or report.

D. Mullings advised that though some of the consultation responses received did reference disability issues, they were ultimately not included in the report.

K. Simonsen thanked D. Mullings for the presentation.

5.5 Motion re: Academic Amnesty for October 2, 2024

K. Simonsen invited A. Zedel to present the motion.

MOTION H. Bello / E. Bezzina

RESOLVED that Senate encourage academic units and professors to grant Academic Amnesty on October 2nd, 2024, to all students of all Memorial University campuses, insofar as academic units and professors remain flexible in making alternate arrangements, including rescheduling examinations and the deadlines for submission of assignments, and in adopting any other required forms of leniency for students who are absent from classes on October 2, 2024, so that they may freely participate in the provincial strike for education without fear of academic repercussions; *and further,*

RESOLVED that in the event of unforeseen circumstances causing the day of action to be postponed, academic amnesty will be granted for the date to which it is postponed; *and further,*

RESOLVED that this offer of Academic Amnesty be communicated to students and faculty by Memorial University.

No discussion.

CARRIED

5.6 Interim Report of the Ad-hoc Committee on the Ode to Newfoundland at Memorial's Convocation Ceremonies

K. Simonsen invited L.A. McKivior, Convenor of the Ad-hoc Committee on the Ode to Newfoundland at Memorial's Convocation Ceremonies, to present the Motion to Suspend the Rules.

L.A. McKivior advised Senate that the purpose of this motion is to allow for voting by methods other than by show of hands with the intention of using an online poll. The motion further allows observers, in particular those who are members of the Ad-hoc Committee but not members of Senate, to participate in the discussion surrounding the Committee's report.

MOTION C. Couturier / S. Bugden

RESOLVED that Senate bylaws §IV.C.3 and §IV.E.3 be suspended until all business related to Agenda item **45.6 Second Interim Report of the Ad-hoc Committee on the Ode to Newfoundland** has 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

K. Simonsen invited C. Couturier, Senator and member of the Ad-hoc Committee, to present the Interim Report.

C. Couturier provided an overview of the report, which was circulated on September 5, 2024. The report outlined the continuing work of the Ad-hoc Committee, which has included the preparation and approval of a survey, as well as the beginning of consultation meetings with groups of interest. The Committee has provided a work plan and timeline and hopes to submit its final report for the May 2025 sessions of convocation.

The Ad-hoc Committee recommends that the pause on the Ode be continued for the October 2024 sessions of convocation while the Senate awaits the final report of the Committee.

Following the presentation, Senators were invited to ask questions.

A Senator asked if the Notice of Motion in the agenda should be considered during the current discussion due to its proposal to disband the Ad-hoc Committee.

L.A. McKivor advised that the Notice of Motion is only for information, and that Senate will consider it in order to make a decision at the October Regular Meeting of Senate. As a result, consideration of the Committee's present recommendations should be made based on the Interim Report.

A Senator spoke against the motion and advised Senate that if the motion were to fail, the Senator would propose a motion from the floor with the effect of reinstating the Ode at convocation ceremonies.

A member of the Ad-hoc Committee in attendance as an Observer provided further information on the report and recommendations. The Observer reminded Senate that the Committee has not been working since its creation in Winter 2023, but instead has been working since January 2024 due to various delays. Following the approval of the Preliminary Report, which was presented in April 2024, the Ad-hoc Committee's ability to consult was limited due to many important groups being off-campus or otherwise unavailable during the Spring Semester. The Observer advised Senate that consultations have been ongoing since August 2024 with plans to continue, and that these consultations are time- and resource-intensive. The University has also created an expectation in the community that consultation would occur, and she felt it would be inappropriate to curtail that now that it has begun.

A Senator expressed support for the recommendation and the work of the Ad-hoc Committee and made note that the release of the survey in December 2024, as suggested by the Work Plan, may hinder the Ad-hoc Committee's ability to collect

data due to the time of year.

A Senator expressed support for the recommendation, and suggested that, following the conclusion of the consultation process, the Ad-hoc Committee may consider sharing elements of convocation other than the Ode to Newfoundland that it had identified as being potentially problematic.

A Senator and member of the Committee expressed support for the recommendation and agreement with the statements of the Observer.

MOTION C. Couturier / K. Anderson

RESOLVED that the pause on the Ode to Newfoundland be continued for the next cycle of convocation ceremonies (October 2024) while Senate awaits the final report of the committee.

No discussion.

CARRIED

5.7 Motion to Extend Time

As the time was 5:50 pm and there remained a significant amount of business for consideration, the following motion was accepted from the floor:

MOTION to EXTEND TIME N. Keough / A. Dorward

RESOLVED that the meeting of Senate be extended to conclude at 6:30 pm NT.

No discussion.

CARRIED

6.0 Reports of Officers

6.1 Remarks from the Chair

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

N. Bose advised that this is the first week back from classes and that the matriculation ceremony, held on Tuesday, September 3, 2024, was the best-attended and largest such ceremony ever held.

There are currently three Vice-presidential searches ongoing. For the Vice-president (Grenfell Campus), an advertisement is being developed based on previous consultations, which were held last year. For the Vice-president (Marine Institute),

consultations have been completed and an advertisement is being developed. For the Provost and Vice-president (Academic), candidate interviews are scheduled to begin during the Fall 2024 semester.

N. Bose and the Chair of the Board of Regents continue to meet on a regular basis with the Minister of Education regarding the impacts on Memorial caused by the ongoing cuts to funding.

Finally, the previous Chair of the Board of Regents, Mr. Glen Barnes, recently resigned, and Mr. Justin Ladha was appointed to serve as the new Chair. Ms. Lisa Russell has left her position in Student Life and is now the Executive Director of the Board of Regents.

6.2 Questions for the Chair

Senators were invited to ask questions of the Chair.

A Senator was happy to hear that N. Bose and the Chair of the Board of Regents have been working with the provincial government on the subject of funding. The Senator asked if N. Bose would, in the case of increased funding to the University, commit to the lowering of tuition.

N. Bose advised that while the meetings are regular, there is a significant amount of analysis and consultation that is involved in budget planning and allocation, and so no commitments can be made at this time.

The same Senator expressed concern that N. Bose did not address the genocide in Gaza and related student protests. The Senator was disappointed that despite community and stakeholder concerns, the Board of Regents has decided not to divest from companies with investments in Israel.

N. Bose responded that the situation is complicated and is a subject of significant discussion at Universities around the world. The focus is on ensuring Memorial is a safe place for all.

The same Senator disagreed that the situation is complicated and stated that the opinion of the international community, including the United Nations, is that the conflict in Gaza constitutes genocide.

6.3 Remarks from the Deputy Chair

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

J. Lokash advised Senators that several Dean searches are underway and at various stages. Dr. Trevor Brown recently accepted a five-year contract as Dean of the Faculty of

Business Administration. Recommendations are forthcoming for the Faculty of Nursing and the Faculty of Engineering and Applied Science. Interviews are beginning for the School of Music. The Faculty of Science search is well underway and will soon be releasing a shortlist. The Faculty of Medicine search is also underway, and J. Lokash advised that the committee has chosen to employ an executive search firm. Following a pause and reset, the committee for the School of Social Work is beginning its work again.

J. Lokash thanked those who are serving on the search committees for their work and dedication. She also extended thanks to the staff in Human Resources, led by Ms. Shauna Quinlan, who have been instrumental in supporting the searches.

J. Lokash also informed Senate that, despite the Bachelor of Arctic and Subarctic Interdisciplinary Studies (BASIS) being approved for launch by Senate in Winter 2024, the program has not launched this semester as intended due to low enrolment. Those students who were accepted to the program have been given alternate academic options that will count toward their degree program. J. Lokash and A. Warren thanked the new Dean of the School of Arctic and Subarctic Studies, Dr. Sylvia Moore, for her work in the same regard.

6.4 Questions for the Deputy Chair

Senators were invited to ask questions of the Deputy Chair.

A Senator inquired about the newly appointed leadership at Harlow Campus, as the Senator was expecting an announcement. The Senator was hopeful that, in addition to an announcement at Senate, a fulsome report would be circulated, as the Harlow Campus is of particular interest to several academic units.

N. Bose advised that information on this topic would be forthcoming, but that there is no announcement to make at this time.

7.0 Notice of Motion

7.1 Motion to Disband the Ad-hoc Committee on the Ode to Newfoundland at Memorial's Convocation Ceremonies

K. Simonsen advised Senators that a Notice of Motion had been received from D. Budden, and that the motion presented in the package will be discussed and voted on at the October Regular Meeting of Senate.

8.0 Other Business

K. Simonsen invited Senators to raise items of other business. None were identified.

K. Simonsen announced that Senate would be moving into a Closed Session for discussion of confidential materials and asked all Observers to leave the meeting. L.A. McKivor confirmed that all non-Senators had left the meeting room and business resumed.

9.0 Closed Session

9.1 Report of the Senate Committee on Honorary Degrees and Ceremonial

The Senate Committee on Honorary Degrees and Ceremonial presented three (3) recommendations for appointment to the position of *Professor Emerita/us*. Separate motions were made and voted on for each recommendation. Senate approved three (3) candidates for receipt of the appointment to *Professor Emerita/us*.

As there was no further business, a motion to adjourn was sought and carried at 6:22 pm.



Senate | Committee on Undergraduate Studies

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

September 18, 2024

TO: Secretary, Executive Committee of Senate

FROM: Secretary, Senate Committee on Undergraduate Studies

SUBJECT: Calendar Changes from August 22, 2024 SCUGS Meeting

Based on delegated authority from Senate, the following items were approved by SCUGS at its August 22, 2024 meeting. No further approval is required, and this memo and background documentation are being transmitted to the Office of the Secretary of Senate for information purposes only.

Proposed Calendar Changes – Faculty of Science

- Adjust credit restrictions on Math courses having the first digit “1”, excluding MATH 1001.
- Change “lecture hours per week” for MATH 1000, 1005, 1006, 1090, 109A and 109B from 4 to the standard 3, to introduce 1 lab hour per week.
- New Course – MATH 4342

School of Artic – Subarctic Studies

- Range of Special Topics Courses (Approved by SCUGS)
 - New Course - SASS 1800-1820 - Special Topics in Arctic & Subarctic Studies
 - New Course - SASS 2800-2820 - Special Topics in Arctic & Subarctic Studies
 - New Course - SASS 3800-3820 - Special Topics in Arctic & Subarctic Studies
 - New Course - SASS 4800-4820 - Special Topics in Arctic & Subarctic Studies

- Inclusion of Course Descriptions Section for SASS

School of Arctic and Subarctic Studies courses are identified by a four-digit numbering system, with the second digit denoting the following:

0,1,2: Classroom-based courses
3: Research courses
4: Language courses
5,6: Land-based courses
7: Experiential courses
8: Special topics courses



Jennifer Porter
Deputy Registrar and
Secretary to the Committee

JMP/cor

Attachment



Senate | Committee on Undergraduate Studies

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

September 13, 2024

To: Dr. Lee Ann McKivor, Interim Secretary of Senate

From: Jennifer Porter, Secretary
Senate Committee on Undergraduate Studies

Subject: Election of Chair for 2024-2025 Academic Year

Please be advised that in accordance with the **HANDBOOK OF SENATE BY-LAWS AND PROCEDURES, SECTION VI. SENATE COMMITTEES--SELECTION AND PROCEDURES**, A. Senate Committee Procedures, Clause 7., the Senate Committee on Undergraduate Studies is required to elect its Chair for the 2024-2025 academic year at its first meeting of the year.

At its first meeting of the academic year, held on September 12, 2024, the Committee elected Dr. Shannon Sullivan, Department of Mathematics and Statistics, and Chair, Committee on Undergraduate Studies, Faculty of Science, as Chair for the 2024-2025 academic year.

Sincerely,

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

Jennifer Porter
Deputy Registrar and
Secretary to the Committee

JMP/cor

Cc: Dr. S. Sullivan
Department of Mathematics and Statistics



**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

September 19, 2024

TO: Dr. Lee Ann McKivor
Interim Secretary of Senate

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

SUBJECT: Items of Business for Senate Executive (SenEx)

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

The following items of business were approved by the Academic Council of the School of Graduate Studies at its meeting on September 16, 2024, and are consequently being transmitted to Senate Executive for information and/or approval.

CONSENT AGENDA

1. Faculty of Science

Council recommends approval of the proposed changes to Sections 32.17.2 and 44.29.5.2 of the Calendar, as regards the Master of Science and Doctor of Philosophy in Statistics programs.

2. Fisheries and Marine Institute

Council recommends approval of the proposed changes to Section 27.2 of the Calendar, as regards the Master of Maritime Management program.

3. School of Arctic and Subarctic Studies

Council recommends approval for special topics course block SASS 6800 to 6840 to be inserted into the Calendar.

4. School of Graduate Studies

Council recommends approval of the proposed changes to Section 4.7.2 of the Calendar, as regards the Evaluation of Graduate Students.

REGULAR AGENDA

5. School of Human Kinetics and Recreation

Council recommends approval of the proposed new graduate program, Doctor of Philosophy in Human Kinetics and Recreation.



Faculty of Science

Office of the Dean
St. John's, NL Canada A1B 3X7
Tel: 709 864 8154 Fax: 709 864 3316
deansci@mun.ca www.mun.ca/science

September 13, 2024

TO: Ms. Katrielle Edmond, School of Graduate Studies

FROM: Gina Jackson, Secretary, Faculty of Science Faculty Council

SUBJECT: Faculty of Science Calendar Changes

By this memo reference, Faculty of Science Faculty Council is happy to accept the friendly amendment Academic Council, School of Graduate Studies suggested listed below:

Faculty of Science: Statistics

- The course list for the Master's program is missing. Stat 6509 will need to be added to the existing list.
- The course list (44.29.5.2) for the PhD's program, the credit restriction information is missing for stat 6500.

If you require additional information or clarification please let me know.

A handwritten signature in blue ink that reads "Gina Jackson".

Gina Jackson

cc: A. Fiech, Chair, Faculty of Science
D. Dyer, Department of Mathematics and Statistics
Graduate Studies Committee
Office of the Registrar

[32.17.3.2 Statistics](#)

- 6500 Probability (*credit restricted with former 6586*)
- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6509 Statistical Inference
- 6510 Mathematical Statistics
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics
- 6559 Statistical Exploration of Data
- 6560 Continuous Multivariate Analysis
- 6561 Categorical Data Analysis
- 6563 Sampling Theory
- 6564 Experimental Designs
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- 697A/B Graduate Seminar Series in Statistics (2 credit hours)

[32.17.3.2 Statistics](#)

- 6500 Probability (*credit restricted with former 6586*)
- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6509 Statistical Inference
- 6510 Mathematical Statistics
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics
- 6559 Statistical Exploration of Data
- 6560 Continuous Multivariate Analysis
- 6561 Categorical Data Analysis
- 6563 Sampling Theory
- 6564 Experimental Designs
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- 697A/B Graduate Seminar Series in Statistics (2 credit hours)

44.29.5.2 Statistics

- 6500 Probability (credit restricted with the former 6586)
- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics
- 6559 Statistical Exploration of Data
- 6560 Continuous Multivariate Analysis
- 6561 Categorical Data Analysis
- 6564 Experimental Designs
- 6563 Sampling Theory
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- Note that, although the courses 6160, 6310, 6332, 6351, ~~6500~~, 6509 and 6510 and ~~6560~~ cannot be used to fulfill the 6 credit hours graduate courses requirement, any of them can be listed as part of the program of study as additional course work, whenever the supervisory committee deems it appropriate.

44.29.5.2 Statistics

- 6500 Probability (credit restricted with the former 6586)
- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics
- 6559 Statistical Exploration of Data
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- 6561 Categorical Data Analysis
- 6564 Experimental Designs
- 6563 Sampling Theory
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- Note that, although the courses 6160, 6310, 6332, 6351, 6509 and 6510 cannot be used to fulfill the 6 credit hours graduate courses requirement, any of them can be listed as part of the program of study as additional course work, whenever the supervisory committee deems it appropriate.



Faculty of Science

Office of the Dean
St. John's, NL Canada A1B 3X7
Tel: 709 864 8154 Fax: 709 864 3316
deansci@mun.ca www.mun.ca/science

July 18, 2024

TO: Ms. Katrielle Edmond, School of Graduate Studies

FROM: Gina Jackson, Secretary, Faculty of Science Faculty Council

SUBJECT: Faculty of Science Calendar Changes

This is to confirm that the Faculty of Science Faculty Council, at its meeting on June 19, 2024, approved the following calendar changes:

- A. Department of Mathematics and Statistics – Calendar Changes, amendments in 32.17.2 Specific Requirements for the M.Sc. in statistics
- B. Department of Mathematics and Statistics – Calendar Changes, amendments for 44.29.5.2 Statistics

If you require additional information or clarification please let me know.

A handwritten signature in blue ink that reads "Gina Jackson".

Gina Jackson

cc: A. Fiech, Chair, Faculty of Science, Graduate Studies Committee
Office of the Registrar

From: [CS Grad Officer](#)
To: [deansciassistant](#)
Subject: Fwd: Changes to the Statistics degrees
Date: Thursday, June 13, 2024 2:43:30 PM
Attachments: [Stats changes, page 2.pdf](#)
[Stats changes, page 1.pdf](#)

Begin forwarded message:

From: "Dyer, T Danny" <dyer@mun.ca>
Subject: Changes to the Statistics degrees
Date: June 12, 2024 at 18:54:39 GMT+2
To: "Fiech, Adrian" <afiech@mun.ca>

Hi Adrian;

The Department of Mathematics and Statistics has passed the following two calendar changes that we'd like to bring to FoS Grad Studies.

In **32.17.2 Specific Requirements for the M.Sc. in Statistics** we've added STAT 6509 Statistical Inference as the appropriate entry-level graduate course to require, and removed STAT 6500 and STAT 6560. Also, some small changes to the list of courses required for those upgrading to a MSc from the MAS, giving graduate students more choice. (Additions in gold and removals are struck out.)

Since STAT 6500 and STAT 6560 are no longer required "core" courses for the MSc in Statistics, in **44.29.5.2 Statistics**, we are explicitly putting them on the list of courses available to PhD students, and removing the newly added course 6509. (Additions highlighted in yellow and removals struck out.)

Danny

Danny Dyer, Ph.D. (he/him/his)
Department of Mathematics and Statistics
Memorial University of Newfoundland

32.17.2 Specific Requirements for the M.Sc. in Statistics

Every student for the M.Sc. in Statistics is required to complete a minimum of 18 credit hours in graduate courses including [STAT 6509](#) and STAT 6510 ~~and one of STAT 6500 or STAT 6560~~ as well as the series STAT 697A/B or the completion of an additional 3 credit hour graduate course from the list below (~~courses STAT 6509 and~~ STAT 6519 cannot be used to satisfy this requirement). A thesis is required as per [General Regulations, Theses and Reports](#).

Students who already hold a Master of Applied Statistics are only required to complete STAT 6510 and one of STAT 6500, [STAT 6503](#), [STAT 6520](#) or STAT 6560, and a thesis as per [General Regulations, Theses and Reports](#).

44.29.5.2 Statistics

- 6500 Probability
- 6503 Stochastic Processes
- 6505 Survival Analysis
- 6520 Linear Models
- 6530 Longitudinal Data Analysis
- 6540 Time Series Analysis
- 6545 Computational Statistics
- 6550 Nonparametric Statistics
- 6559 Statistical Exploration of Data
- 6560 Continuous Multivariate Analysis
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- 6564 Experimental Designs
- 6563 Sampling Theory
- 6571 Financial and Environmental Time Series
- 6573 Statistical Genetics
- 6570-6589 Selected Topics in Statistics and Probability (excluding 6571, 6573, 6586)
- Note that, although the courses 6160, 6310, 6332, 6351, ~~6500~~, 6509 and 6510 ~~and 6560~~ cannot be used to fulfill the 6 credit hours graduate courses requirement, any of them can be listed as part of the program of study as additional course work, whenever the supervisory committee deems it appropriate.



July 17, 2024

Dr. Amy Warren
School of Graduate Studies
Memorial University of Newfoundland and Labrador
St. John's, NL

Dear Dr. Warren:

On June 10, 2024, the Marine Institute Academic Council reviewed and approved the attached proposal for program changes to the Master of Maritime Management program.

This proposal is respectfully submitted to the School of Graduate Studies Academic Council Executive for consideration and approval.

Sincerely,

Jennifer
Howell

Digitally signed by
Jennifer Howell
Date: 2024.07.17
09:24:04 -02'30'

Jennifer Howell
Secretary, Marine Institute Academic Council

Cc: Ms. Katrielle Edmond, School of Graduate Studies
Ms. Charlene Walsh, Chair, MI Graduate Studies Committee

Proposed Calendar Changes - Master of Maritime Management

April 24, 2024


Please accept this submission for changes to the Master of Maritime Management (MMM) program.

This submission includes:


1. A summary of all proposed changes and accompanying rationale statements.
2. Proposed MMM Calendar Regulations showing modifications (using track changes)
3. Revised Calendar Regulations without markups.
4. Appendix A - evidence of consultations

Signatures

 **Fabian Lambert** Digitally signed by Fabian Lambert
Kris Drodge Date: 2024.04.25
Head, School of Maritime Management 15:39:30 -02'30'

 **Fabian Lambert** Digitally signed by Fabian Lambert
Date: 2024.04.25
15:39:14 -02'30'

Fabian Lambert
Assistant Head, School of Maritime Studies

 **John Tucker** Digitally signed by John Tucker
Date: 2024.04.25 10:11:15
-02'30'

John Tucker
Program Coordinator, School of Maritime St...

 **Philip Bulman** Digitally signed by Philip Bulman
Date: 2024.04.25 15:32:15
-02'30'

Philip Bulman
Academic Director, Master of Maritime Mana...

Proposed Calendar Changes - Master of Maritime Management

Introduction

Please accept this submission for changes to the Master of Maritime Management program. Below is a summary of all proposed changes and accompanying rationale statements. Following are the proposed calendar regulations showing the modifications, as well as the revised calendar regulations without markups (clean copy). Appendix A provides evidence of consultations.

Summary of Changes, Rationale Statements

Additions: underlined
Deletions: ~~strikethrough~~

27.2.2 Program of Study	
A	<p>Change the reference to Technology Management Electives to Technology Management/<u>Business</u> Electives.</p> <p>Permission has been obtained to add elective course offering from the Faculty of Business Administration. These elective offerings are grouped with the category of Technology Management Electives. The name of the category of electives is therefore changed to be reflective of the additions.</p>
27.2.4.2 Elective Courses (Maritime Management Electives)	
B	<p>Housekeeping change: Add notation re accelerated course offering to MSTM 6052.</p> <p>The MARI 6052 Human Factors in Maritime Management was approved in 2022 as a course that <u>may be offered in an accelerated format</u>. Requesting now that this notation be added to the calendar regulations to provide clarity to students that this course may be offered in a session (e.g., Intersession).</p>
27.2.4.2 Elective Courses (Technology Electives)	
C	<ol style="list-style-type: none"> Change the category “Technology Management Electives” to “Technology Management/<u>Business</u> Electives” <p>See rationale from (A) above.</p> <ol style="list-style-type: none"> Add the following courses to the renamed category noted in 1. above: <ul style="list-style-type: none"> <u>BUSI 8104 Organizations: Behaviour and Structure.</u> <u>BUSI 8108 Economics for Business</u> <u>BUSI 8204 Human Resource Management</u> <p>See rationale from (A) above.</p>

PROPOSED CALENDAR REGULATION CHANGES

Master of Maritime Management (MMM)

Proposed Calendar Revisions – Showing Tracked Changes

Refer to:

<https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/27/2/>

Changes are indicated as

Additions:	<u>underlined</u>
Deletions:	strikethrough

27.2 Program

The Master of Maritime Management (M.M.M.) is a comprehensive academic program that provides a broad understanding of the structure and operation of organizations and the factors that influence business decisions in the context of maritime-based organizations. It provides a maritime management focus through the development of knowledge and understanding of the nature of technical operations and the factors that have an impact on their success, as well as the ability to apply these concepts within their organizations.

The program is offered online and requires successful completion of either 24 credit hours of course work and a comprehensive project and report (6 credit hours), or 30 credit hours of course work. Students will typically register on a part-time basis.

27.2.1 Admission Requirements

1. Admission to the program is on a competitive basis. To be considered for admission to the program an applicant will normally possess a second class or better undergraduate degree from a university of recognized standing and will normally have:
 - a. appropriate maritime sector and business management course work; and
 - b. appropriate technical knowledge and relevant marine sector employment experience.

2. In exceptional cases, applicants who have not completed an undergraduate degree, but who meet all other requirements, may be considered for admission. Preference will be given to those who have at least 10 years of relevant professional and managerial experience, and have successfully completed several years of post-secondary studies. Applicants who do not meet normal admission requirements shall be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.
3. Applicants who did not complete a baccalaureate or post-graduate degree at a recognized university where English is the primary language of instruction must normally complete either the:
 - a. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or
 - b. International English Language Testing System (IELTS) and achieve a score of 7 (or higher).

Information regarding the TOEFL is available from the Educational Testing Service at www.ets.org. IELTS information is available at www.ielts.org. It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

27.2.2 Program of Study

1. Students in the Master of Maritime Management shall be required to complete a minimum of either:
 - a. Twenty-four credit hours of course work and a major project and report (6 credit hours). Course work includes two compulsory [core courses](#), and six [elective courses](#), a minimum of 9 credit hours from Maritime Management Electives and 3 credit hours from Technology Management/[Business](#) Electives. Students on the project route will complete MARI 6101 Project in Maritime Management (6 credit hours). MARI 6101 requires students to choose a topic in consultation with the Academic Director and work independently to carry out an in-depth study of a problem or application within the area of maritime management and fully

document and present their findings. Preferably the problem will be directly related to a workplace situation.

- b. Thirty credit hours on a course-based route. Course work includes two compulsory [core courses](#) and eight [elective courses](#), a minimum of four courses from Maritime Management Electives and two courses from Technology Management/[Business](#) Electives.
2. Up to three relevant elective courses may be transferred from other graduate programs within the School of Graduate Studies or from other post-secondary institutions recognized by Senate, subject to the approval of the Dean of Graduate Studies on the recommendation of the Academic Director.
3. Maximum Course load
 - a. Students with full-time status may register for a maximum of 9 credit hours in any regular semester and a maximum of 6 credit hours in intersession or summer session.
 - b. Students with part-time status may register for a maximum of 6 credit hours in any regular semester and a maximum of 3 credit hours in intersession or summer session.
 - c. Students may register for additional courses in a semester or session with the permission of the Academic Director of the Program.

27.2.3 Evaluation

1. Students completing the Master of Maritime Management degree must obtain a grade of 'B' or better in all program courses.
2. Students who receive a grade of less than 'B' in any course will be permitted to remain in the program provided the course is repeated and passed with a grade of 'B' or better. Alternatively, the student may, on the recommendation of the Academic Director, and with the approval of the Dean of Graduate Studies, substitute another graduate course.

Only one course repetition or substitution will be permitted during the student's program after which the student shall be required to withdraw from the program.

27.2.4_Courses

27.2.4.1_Core Courses

- MARI 6041 Marine Policy (*credit restricted with the former MSTM 6041*)
- MARI 6042 Business of Shipping/Transportation of Goods (*credit restricted with the former MSTM 6042*)

27.2.4.2_Elective Courses

- **Maritime Management Electives**
 - MARI 6027 Coastal and Ocean Environmental Policies (*credit restricted with the former MSTM 6027*)
 - MARI 6043 Marine Law (*credit restricted with the former MSTM 6043*)
 - MARI 6044 Marine Environment Law and Pollution Control (*credit restricted with the former MSTM 6044*)
 - MARI 6045 Port Operations and Management (*credit restricted with the former MSTM 6045*)
 - MARI 6046 Information Systems in the Marine Environment (*credit restricted with the former MSTM 6046*)
 - MARI 6048 Emerging Issues in International Marine Transportation (*credit restricted with the former MSTM 6048*)
 - MARI 6049 Maritime Risk Analysis and Management (*credit restricted with the former MSTM 6049*)
 - MARI 6050 Maritime Health, Safety, Environment and Quality (*credit restricted with the former MSTM 6050*)
 - MARI 6052 Human Factors in Maritime Management (may be offered in an accelerated format)
 - MARI 6053 Autonomous Ships
- **Technology Management/Business Electives**
 - BUSI 8104 Organizations: Behaviour and Structure.
 - BUSI 8108 Economics for Business
 - BUSI 8204 Human Resource Management
 - TECH 6022 Communication and Conflict Resolution in a Technical Environment (*credit restricted with the former MSTM 6022*)
 - TECH 6023 Strategic Technology Management (*credit restricted with the former MSTM 6023*)
 - TECH 6030 Principles of Management for Engineering Technology Enterprises (*credit restricted with the former MSTM 6030*)
 - TECH 6034 Project Management in Engineering Technology Environments (*credit restricted with the former MSTM 6034*)
 - TECH 6039 Sustainability and Environmental Responsibility (*credit restricted with the former MSTM 6039*)

- TECH 6052 Management of Intellectual Property (credit restricted with the former MSTM 6052)
 - TECH 6054 Technology Assessment (*credit restricted with the former MSTM 6054*)
- **Project in Maritime Management**
 - MARI 6101 Project in Maritime Management (6 credit hours)

REVISED CALENDAR REGULATIONS

Master of Maritime Management (MMM)

Proposed Calendar Revisions – CLEAN COPY

Refer to:

<https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/27/2/>

27.2 Program

The Master of Maritime Management (M.M.M.) is a comprehensive academic program that provides a broad understanding of the structure and operation of organizations and the factors that influence business decisions in the context of maritime-based organizations. It provides a maritime management focus through the development of knowledge and understanding of the nature of technical operations and the factors that have an impact on their success, as well as the ability to apply these concepts within their organizations.

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Applicants who do not meet normal admission requirements shall be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.

3. Applicants who did not complete a baccalaureate or post-graduate degree at a recognized university where English is the primary language of instruction must normally complete either the:
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 - MARI 6053 Autonomous Ships
- **Technology Management/Business Electives**
 - BUSI 8104 Organizations: Behaviour and Structure.
 - BUSI 8108 Economics for Business
 - BUSI 8204 Human Resource Management
 - TECH 6022 Communication and Conflict Resolution in a Technical Environment (*credit restricted with the former MSTM 6022*)
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 - TECH 6039 Sustainability and Environmental Responsibility (*credit restricted with the former MSTM 6039*)
 - TECH 6052 Management of Intellectual Property (credit restricted with the former MSTM 6052)
 - TECH 6054 Technology Assessment (*credit restricted with the former MSTM 6054*)
- **Project in Maritime Management**
 - MARI 6101 Project in Maritime Management (6 credit hours)

Appendix A – Consultations

Consultations – Academic Advisory Committee and the Faculty of Business Administration

From: Philip Bulman <Philip.Bulman@mi.mun.ca>

Sent: Thursday, January 25, 2024 2:20 PM

To: rshannahan@mun.ca; John Cross <John.Cross@mi.mun.ca>; Fabian Lambert <Fabian.Lambert@mi.mun.ca>; Charlene Walsh <Charlene.Walsh@mi.mun.ca>; Jim Parsons <Jim.Parsons@mi.mun.ca>

Subject: MMM program Academic Advisory Committee meeting agenda

Hi,

Please find attached the agenda for our Teams meeting February 2nd at 1:30.

Best regards,

Phil

MMM Academic Advisory Committee meeting

February 2, 2024 1:30 - 3:00

(Teams meeting)

Agenda

- Welcome
 - MMM program update (current enrolment, recent graduates, new admissions)
 - Revisiting adding BUSI courses as electives to the MMM program
 - Invigilated examinations to ensure academic integrity
 - Other business
 - Adjournment
-

Minutes – MMM Academic Advisory Committee

February 2, 2024 (1:30-2:30)

(Teams)

Attendance: Charlene Walsh, Rachelle Shannahan, Jim Parsons, Fabian Lambert, Philip Bulman: Absent; John Cross

Welcome

- Phil welcomed everyone to the meeting

MMM program update

- Phil updated the Committee on current program enrolment numbers and new admissions.

Revisiting adding BUSI courses as electives to the MMM program.

- Phil proposed that the Committee considers reintroducing three BUSI electives to the program. The courses proposed were;
 - BUSI 8108 (Economics for Business, BUSI 8204 Human Resource Management, and BUSI 8104 Organizations: Behaviour and Structure.
 - These courses (which were part of the initial offering of the MMM program in 2010) are currently offered in an online format (as well as in the spring semester).
 - The committee agreed with the concept and Charlene offered to write up a ‘proposed calendar revision’ (proposing adding the 3 BUSI courses as electives) for Rachelle to discuss with the Faculty of Business Administration.
 - Jim suggested that we should also add a supply chain management / logistics course which generated positive discussion. It was decided to explore this further but that for now we would concentrate on adding the 3 BUSI courses mentioned above
 - The electives would be considered as alternatives for the TECH electives.

Invigilated examinations to ensue academic integrity

- Phil asked the committee if we should put more emphasis on proctored examinations to counter concerns of plagiarism and the use of AI in assignments. He mentioned that few MMM instructors have proctored exams in their courses and that none of the part time instructors have proctored exams. It was unanimously agreed by the members in attendance that this is something that we could not dictate and that mandating EOT exams would infringe on the academic freedom of faculty. It was agreed that Phil should issue an email to faculty outlining the concerns of academic integrity in the MMM program to “start a conversation” about reconsidering assessment methodologies in light of current AI and plagiarism concerns.

Adjournment

- Meeting adjourned at 2:30.

From: Philip Bulman <Philip.Bulman@mi.mun.ca>
Sent: Friday, March 15, 2024 11:51 AM
To: rshannahan@mun.ca
Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>
Subject: MMM Academic Advisory Committee - agenda item

Good morning Rachelle,

Further to our meeting February 2, please find attached the proposed calendar changes to the MMM program to add BUSI 8108, 8204, and 8104 as electives. I have also attached the minutes of our meeting.

I appreciate you offering to discuss this with the Dean / Faculty of Business Administration and hope there will be agreement to proceed. I know in the past there has been approval given to MMM students to enroll in BUSI courses (on an individual approval basis) and the same offer has been extended for Business students to take certain MMM courses as electives.

Best regards,

Phil

Philip Bulman

From: Shannahan, Rachelle <rshannahan@mun.ca>
Sent: Monday, March 25, 2024 2:15 PM
To: Philip Bulman <Philip.Bulman@mi.mun.ca>
Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>
Subject: RE: MMM Academic Advisory Committee - agenda item

Hi Phil,

Can you give me an estimate of how many seats in each of the BUSI electives the Faculty of Business Administration would need to reserve for/allocate to MMM students?

Rachelle

From: Philip Bulman <Philip.Bulman@mi.mun.ca>
Sent: Tuesday, March 26, 2024 10:24 AM
To: Shannahan, Rachelle <rshannahan@mun.ca>
Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>
Subject: RE: MMM Academic Advisory Committee - agenda item

Hi Rachelle,

Ideally 5 seats per course (and I anticipate the uptake would be for on-line offerings only). I assume at some point (first day of classes?) the allocated seats would open up to others if there is insufficient uptake by MMM students?

Best regards,

Phil

From: Shannahan, Rachelle <rshannahan@mun.ca>
Sent: Friday, April 5, 2024 10:42 AM
To: Philip Bulman <Philip.Bulman@mi.mun.ca>
Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>; Zhu, Chunyan <czhu@mun.ca>
Subject: RE: MMM Academic Advisory Committee - agenda item

Good morning Phil,

I am pleased to share that the Faculty of Business Administration is supportive of the proposed change to the MMM program to add BUSI 8108, 8204, and 8104 as electives. I have copied Chunyan Zhu, Manager of our graduate programs, as Chunyan will be integral in facilitating MMM student registration with respect to seat reserves after the proposal is approved. In the meantime, FBA is happy to continue to facilitate MMM student access to these and other BUSI courses as appropriate using the course change process.

Best wishes as you move your proposal forward.

Rachelle

Rachelle J. Shannahan, PhD (she/her)
Associate Dean, Graduate Programs and Research

Professor of Marketing
Faculty of Business Administration
Memorial University of Newfoundland

rshannahan@mun.ca

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.

From: Zhu, Chunyan <czhu@mun.ca>

Sent: Friday, April 5, 2024 10:58 AM

To: Shannahan, Rachelle <rshannahan@mun.ca>; Philip Bulman <Philip.Bulman@mi.mun.ca>

Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>

Subject: RE: MMM Academic Advisory Committee - agenda item

Hi Rachelle,

Thank you for keeping me in the loop. We will reserve 5 seats per course (BUSI 8104, BUSI 8108, and BUSI 8204) to MMM students in the spring semester.

Thanks,

Chunyan

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA
Manager of Graduate Programs
Faculty of Business Administration
Memorial University of Newfoundland
St. John's, NL A1C 5S7
Tel: 709-8644747
Email: czhu@mun.ca

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.

From: Philip Bulman <Philip.Bulman@mi.mun.ca>

Sent: Friday, April 5, 2024 11:04 AM

To: Shannahan, Rachelle <rshannahan@mun.ca>

Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>; Zhu, Chunyan <czhu@mun.ca>

Subject: RE: MMM Academic Advisory Committee - agenda item

Hi Rachelle,

Fantastic news. Thank you for obtaining the support of the Faculty of Business Administration.

Best regards,

Phil

From: Kris Drodge <Kris.Drodge@mi.mun.ca>
Sent: Thursday, April 25, 2024 10:17 AM
To: John Tucker <John.Tucker@mi.mun.ca>
Cc: Charlene Walsh <Charlene.Walsh@mi.mun.ca>; Fabian Lambert <Fabian.Lambert@mi.mun.ca>; Philip Bulman <Philip.Bulman@mi.mun.ca>
Subject: Re: MMM Proposal for changes to the Calendar Regulations - Signatures required

I approve whole-heartedly. Glad we can help support the MUN business school!! lol.

Seriously though - this is significant and further enhances our programs here at MI. Well done!

Fabian can sign on my behalf as I'm Enroute back to St. John's

Kris

Capt. Kris Drodge
Head, School of Maritime Studies
Marine Institute
709-690-2158

Appendix G



School of Arctic & Subarctic Studies
Labrador Institute
P.O. Box 490, Station B, Happy Valley-Goose Bay, Labrador, NL Canada A0P 1E0
Tel: (709) 896-6210 Fax: (709) 896-2970

September 10, 2024

TO: Academic Council Executive, Memorial University

Academic Council, School of Graduate Studies, Memorial University

FROM: Dr. Sylvia Moore, Interim Dean, School of Arctic and Subarctic Studies 

SUBJECT: Assignment of a special courses block

This is a request that a special topic block of courses be assigned for the Arctic and Subarctic Future graduate program.

ENDORSEMENT

*By e-mail vote on September 12, 2024, a
Special Topics Course block of SASS 6800
to SASS 6840 was approved by Academic
Council Executive.*


Katnille Edmond
Secretary, Academic Council Executive



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

May 21, 2024

FROM: School of Graduate Studies
TO: Academic Council – School of Graduate Studies
Re: Calendar changes to 4.7.2 Evaluation of Graduate Students

The School of Graduate Studies is proposing to add a statement about credit earned for graduate students in 4.7.2 Evaluation of Graduate Students - School of Graduate Studies Regulations: <https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/4/7/#4.7.2>.

RATIONALE

The current university regulation states that, for graduate students, failure to achieve a grade of A or B for a program course leads to a program termination. However, the university calendar does not explicitly state that a student fails a program course if their final grade is less than 65% and that the student will not receive credit for the course. This ambiguity can lead to confusion that the student still earn credits for courses with grades less than A or B but above 50%. Therefore, we propose a calendar change to clarify this point.

ANTICIPATED EFFECTIVE DATE

Fall 2025

CALENDAR CHANGES

4.7.2 Evaluation of Graduate Students

1. Failure to attain a final passing grade of 'A' or 'B' in a program course shall lead to termination of a student's program unless:
 - a. the regulations for a particular degree allow the student to repeat the course. Only one such repeat will be permitted in a student's program.

Failure to obtain a grade of 'A' or 'B' in the repeated course shall lead to termination of the student's program.

- b. the Dean of Graduate Studies approves a repeat of the course, upon the recommendation of the Supervisor and the Supervisory Committee supported by the Head of the academic unit, where 1.a. above does not apply. Such recommendations must provide sufficient grounds for a repeat. Only one such repeat will be permitted in a student's program. Failure to obtain a grade of 'A' or 'B' in the repeated course shall lead to termination of the student's program.
 - c. In exceptional circumstances, the Dean of Graduate Studies may approve a substitute course in place of the repeat upon the recommendation of the Supervisory Committee and Supervisor supported by the Head of the academic unit. Failure to obtain a grade of 'A' or 'B' in the substituted course shall lead to termination of the student's program.
2. Failure in a non-program course will not normally result in termination of a student's program.
3. Credits will only be awarded for courses with a final grade of 'A' or 'B' (or PAS).
- ~~3.~~ 4. The Supervisor and the Supervisory Committee may recommend that a student be required to withdraw from the program, if after consultation with the student, the student's non-course work is deemed to have fallen below a satisfactory level.
- ~~4.~~ 5. When Departmental requirements for a degree requires an examination of a student's reading knowledge of a language(s) other than English, the examination shall be set and marked by the appropriate language Department, or by an authority as determined by the Head of the academic unit and Dean. The results of the examination will be transmitted to the student by the Dean.

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4.7.2 Evaluation of Graduate Students

1. Failure to attain a final passing grade of 'A' or 'B' in a program course shall lead to termination of a student's program unless:
 - a. the regulations for a particular degree allow the student to repeat the course. Only one such repeat will be permitted in a student's program. Failure to obtain a grade of 'A' or 'B' in the repeated course shall lead to termination of the student's program.
 - b. the Dean of Graduate Studies approves a repeat of the course, upon the recommendation of the Supervisor and the Supervisory Committee supported by the Head of the academic unit, where 1.a. above does not apply. Such recommendations must provide sufficient grounds for a repeat. Only one such repeat will be permitted in a student's program. Failure to obtain a grade of 'A' or 'B' in the repeated course shall lead to termination of the student's program.
 - c. In exceptional circumstances, the Dean of Graduate Studies may approve a substitute course in place of the repeat upon the recommendation of the Supervisory Committee and Supervisor supported by the Head of the academic unit. Failure to obtain a grade of 'A' or 'B' in the substituted course shall lead to termination of the student's program.
2. Failure in a non-program course will not normally result in termination of a student's program.
3. Credits will only be awarded for courses with a final grade of 'A' or 'B' (or PAS).

4. The Supervisor and the Supervisory Committee may recommend that a student be required to withdraw from the program, if after consultation with the student, the student's non-course work is deemed to have fallen below a satisfactory level.
5. When Departmental requirements for a degree requires an examination of a student's reading knowledge of a language(s) other than English, the examination shall be set and marked by the appropriate language Department, or by an authority as determined by the Head of the academic unit and Dean. The results of the examination will be transmitted to the student by the Dean.

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Appendix I



Senate | Executive Committee

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

September 19, 2024

TO: Members of Senate

FROM: Dr. Neil Bose, President and Chair of Senate and
Chair, Senate Executive Committee

SUBJECT: 2023-2024 Annual Report

In the 2023-2024 academic year, the Executive Committee of Senate (the “Committee”) held eight (8) meetings. The primary function of the Committee is to review and approve the agenda prepared by the office of the Secretary of Senate for transmission to the Senate, and the Committee exercised this function in each of its eight meetings throughout the year.

In addition to its regular function of approving Agendas for meetings of Senate, additional duties were discharged at the following meetings:

September 28, 2023

The Committee approved the following motion:

RESOLVED that the Executive Committee of Senate, under their delegated authority from Senate, admit the candidates to the degree and that the University Registrar, in consultation with the Dean and Chairperson of the appropriate faculty committee, be empowered to add to the lists the names of the candidates who fulfill all the requirements for a Degree, Diploma or Certificate between the printing of lists and Convocation.

October 27, 2023

The Committee considered a proposal for a Special Topic from the University Planning and Budget Committee (“PBC”). Prior to the November and March Regular Meetings of Senate, one hour is set aside for discussion of a Special Topic recommended by PBC, but none was received in time for the Regular Meeting of Senate in October 2023. The Committee agreed that the suggested topic, Collegial Governance, was one of significant interest and should proceed for discussion at the November special meeting of Senate.

December 21, 2023

The Committee considered the possibility of an in-person or hybrid meeting of Senate and agreed that this would be desirable. The Secretary of Senate agreed to investigate potential venues and means for the hosting of an in-person or hybrid meeting of Senate.

January 25, 2024

The Committee approved the following motion:

RESOLVED that in the name of the Senate of the University, the candidates for the undergraduate and graduate degrees, diplomas and certificates be approved as presented by the appropriate faculty or school. These candidates have fulfilled all the requirements pertaining to the appropriate credential and should be awarded or conferred as of February 13, 2024. Also, that any candidates received from the appropriate faculty or school between this meeting date of the Senate Executive and the regular meeting of Senate on February 13, 2024 be included in this motion for award or conferral as determined by the University Registrar.

February 29, 2024

The Committee discussed a proposed motion for academic amnesty that was placed on the agenda due to concerns regarding a potential strike of the Lecturer's Union of Memorial University of Newfoundland ("LUMUN"). As no strike occurred, this motion was ultimately not heard by Senate.

March 28, 2024

The Committee discussed the interim report of the Ad-hoc Committee on the Ode to Newfoundland that would be presented to the Senate at the upcoming meeting. The Committee agreed that, in order to ensure fair access to discussions about the report, a motion would be presented to allow Observers the right to speak during the meeting.

May 2, 2024

The Committee approved the following motion:

RESOLVED that the Committee approve delegating authority to the University Registrar to approve in the name of the Senate of the University all candidates who have fulfilled the requirements of their programs for admittance to degree or awarded the diploma or certificate as specified.

NB/mb



Senate | Committee on Elections, Committees and Bylaws

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

September 19, 2024

TO: The Chair and Members of Senate

FROM: Dr. Lee Ann McKivior, Chair, Senate Committee on Elections, Committees and Bylaws

SUBJECT: 2023-2024 Annual Report

In the 2023-2024 academic year, the Senate Committee on Elections, Committees, and Bylaws (the “Committee”) held sixteen (16) meetings. The Committee assumes the responsibility for the annual processes related to Senate Elections and makes regular recommendations on the structure and terms of reference of Senate’s Standing Committees. Throughout the last year, the Committee approved twenty-four (24) appointments to the Senate and endorsed recommending to Senate the approval of ninety (90) candidates (including new and returning members for three-year terms, and several student members to serve terms of one year) for service on Standing Committees. The Committee reviewed several annual reports and Standing Committee workplans for submission to Senate, and endorsed changes to the terms of reference of five (5) Standing Committees. The Committee also recommended, as it does on an annual basis, a total of nine (9) non-statutory *ex officio* members of Senate: four in the Fall of 2023 and renewal of those four with an additional selection for the start of Fall 2024.

In addition to its routine functions, the Committee’s remit also includes making recommendations for the membership of *ad hoc* committees and recommending changes to Senate bylaws as necessary. As such, the Committee sought nominations for and approved the membership of and endorsed the terms of reference of the *Ad hoc* Committee on the Ode to Newfoundland at Memorial’s Convocation Ceremonies. The Committee also conducted calls for nominations and held elections to populate search committees for Vice-Presidents, replaced a member on the Collegial Governance Committee, and adopted a new process for the four elected academic staff members on the Presidential Search Committee. As a result of the Senate Governance Review, the Committee worked to implement changes to the Senate bylaws. A review of the Senate bylaws began and continues, involving legal consultation, interpretation of the University Act and largescale revision to the governing documents of Senate. Elements of the Committee’s actions included research into the expansion of the definition of eligibility to serve on Senate, with an aim to include contractual academic staff members; and the development of language to govern the addition of official observers at Senate. Continuing with the implementation of governance changes, much work was done to consider and create documentation covering the roles and responsibilities and eventual bylaw changes which would put into effect a Speaker of Senate. Following that, the Committee conducted calls for nominations, recommended to Senate the names of candidates to fill the

Speaker and Deputy Speaker roles and held elections. The outcome of this work ultimately resulted in the positioning of a Deputy Speaker for the first meeting of Senate in the 2024-2025 academic year. The Committee continues its search for a candidate to fill the Speaker role.

The Committee has been busy: holding more meetings than usual and conducting more *ad hoc* work than it has in previous years. Committee members look forward to providing a fulsome report of Senate bylaw revisions within the current academic year, and they continue the job of implementing the recommendations found within the Senate Governance Review. For further information, the Committee has attached brief summaries of the topics covered in each of its meetings from the last academic year.

CURRENT MEMBERSHIP

Mr. D. Budden
Dr. G. George
Dr. F. Ikpatt
Dr. E. Kendall

Dr. L.A. McKivor, Chair
Dr. J. Sinclair
Dr. A. Unc

Annual Report
Senate Committee on Elections, Committees, and Bylaws

The Senate Committee on Elections, Committees and Bylaws provided the following service to Senate:

1. September 22, 2023
 - a. Senate Standing Committee Nominations – 38 nominations across 11 committees were approved for recommendation to Senate
 - b. Student Membership on Standing Committees
 - i. MUNSU: 19 appointments across 12 committees were approved for recommendation to Senate
 - ii. MISU: 1 appointment approved for membership on a committee was approved for recommendation to Senate
 - iii. GSU: 4 appointments across 4 committees were approved for recommendation to Senate
2. October 25, 2023
 - a. Approved 4 academic positions to be recommended as members of Senate in a non-statutory, ex officio capacity
 - b. Senate Standing Committee Nomination – 1 nomination to a standing committee was approved for recommendation to Senate
 - c. Student Membership on Standing Committees
 - i. GCSU: 14 appointments across 13 committees approved for recommendation to Senate
 - d. Approved 5 Standing Committee Annual Reports and 2 Committee Work Plans for submission to Senate; approved 3 sets of revisions to committee's Terms of Reference for endorsement to Senate
 - e. Approved, with committee-suggested amendments, endorsement to Senate a draft Terms of Reference for the ad hoc Committee on the Ode to Newfoundland during the University's Convocation Ceremonies
3. November 22, 2023
 - a. Approved 1 academic position to be recommended as a member of Senate
 - b. Creation of Speaker of Senate: Considered roles and responsibilities document
4. December 4, 2023
 - a. Approved for recommendation to Senate 5 nominations to become members of the Ad hoc Committee on the Ode to Newfoundland during the University's Convocation Ceremonies
5. December 13, 2023
 - a. Approved 1 academic position to be recommended as a member of Senate
 - b. Senate Standing Committee Nomination – 1 nomination to a standing committee was approved for recommendation to Senate

6. January 17, 2024
 - a. Reviewed a draft of the amendments to the HANDBOOK OF SENATE BY-LAWS AND PROCEDURES to include Speaker of Senate
 - b. Adopted a new process for the four elected academic staff members for the Presidential Search Committee
7. January 24, 2024
 - a. Agreed to proceed with third call for nominations and election process for Search Committee for Vice-President (Marine Institute)
 - b. Agreed to bring the revised amendments to the HANDBOOK OF SENATE BY-LAWS AND PROCEDURES that includes Speaker of Senate to the Senate Executive Committee
8. February 23, 2024
 - a. Approved and recommended to Senate amendments to the terms of reference of the Ad hoc Committee concerning the Ode to Newfoundland
 - b. Began discussions about expanding the definition of eligibility to serve on Senate in order to include contractual academic staff members
 - c. Began discussions on a Student Motion to amend Senate By-Laws, Section II.D.2 and VI.A.7, which pertain to the election and appointment of Senators and standing committee members from the student unions, regarding proposed procedures for removal of representatives who do not attend meetings regularly or represent their constituency appropriately.
9. March 21, 2024
 - a. Agreed that the Committee will proceed with the nomination and election process for the Search Committee for Vice-President (Grenfell Campus)
 - b. Continued discussions on expanding definition of eligibility for Senate to include contractual academic staff members. Agreed to draft language to be included in the Senate By-Laws and develop a document which would govern the addition of official observers at Senate meetings.
 - c. Continued discussions on Student Motion to amend Senate By-Laws Section II.D.2 and VI.A.7. Agreed to place the item of attendance among Senate and its Standing Committees on a future agenda in order to further consider this idea.
 - d. Discussed the next steps for the Speaker of Senate – Call for Nominations.
 - e. Student Membership to Senate – GSU: 1 appointment (Grad Disability Representative) approved for recommendation to Senate
 - f. Agreed to begin the process of electing a replacement member for the Collegial Governance Committee
 - g. Student Membership to Senate – MUNSU newly-elected Executive Directors approved for recommendation to Senate
10. April 18, 2024

- a. Student Motion to amend the Senate By-Laws Section II.D.2 and VI.A.7 was withdrawn.
- b. Search for the Vice-President (Grenfell Campus) – 1 ASM from St. John’s elected by acclamation. Agree to distribute a call to find representatives from the three Schools at Grenfell Campus.
- c. Agreed to conduct an election to elect a new academic administrator to serve on the Collegial Governance Committee.
- d. Continued discussions on amendments regarding the expansion of the definition of eligibility to serve on Senate as a contractual academic staff member. Agreed to query the Human Resources Department regarding primary ASM appointments
- e. Discussion on Official Observers at Senate

11. May 21, 2024

- a. Approved the election of a new academic administrator for the Collegial Governance Committee elected
- b. Reviewed Eligible Elector lists from academic constituencies, and agreed to continue with the Senate Election process once all lists have been received
- c. Names of nominees for the roles of Speaker and Deputy Speaker were endorsed and the Committee agreed to allow the Senate office to conduct an election, through a Qualtrics poll, sent to all Senators.
- d. Student Membership on Standing Committees
 - i. GCSU Summer Representation: 1 appointment that will act as GCSU Summer Executive and the GCSU representative on all Senate Standing Committees was approved for recommendation to Senate

12. June 7, 2024

- a. Agreed to begin Senate Elections process to fill vacancies on Senate
- b. Deputy Speaker of Senate ratified for a term covering the 2024-2025 academic year. Agreed to hold another election for the position of Speaker following the September 2024 meeting of Senate
- c. The Committee discussed adding a clause concerning the ability for Senate to conduct electronic voting to the By-Laws.

13. July 3, 2024

- a. Deadline extended for Senate Elections nominations
- b. Discussion of interpretation of “academic term”
- c. Continued discussion on membership for non-ASMs on Senate
- d. Student Membership on Standing Committees
 - i. MUNSU: names for student membership on Standing Committees of Senate were approved for recommendation to Senate

14. July 24, 2024

- a. Senate Standing Committee Nominations:

- i. Nominations for Senate Standing Committees were approved for recommendation to Senate
 - ii. As a result of the call for nominations, there was need to administer elections in two faculties;
 - iii. And by-elections would have to be administered in 7 schools/faculties
- b. Consideration was given to a review of the Committee's Terms of Reference for any potential amendments for consideration by Senate

15. August 20, 2024

- a. Senate Standing Committee Nominations:
 - i. Nominations for Senate Standing Committees were approved for recommendation to Senate

16. August 30, 2024

- a. Senate Standing Committee Nominations:
 - i. Two nominations for the Executive Committee of Senate were approved by acclamation
- b. Student Membership on Senate
 - i. MUNSU: 2 appointments were approved for recommendation to Senate
 - ii. GCSU: 2 appointments were approved for recommendation to Senate
 - iii. MISU: 1 appointment was approved for recommendation to Senate
 - iv. GSU: 3 appointments were approved for recommendation to Senate
- c. Endorsed the *ex-officio* membership on Senate for four non-statutory ex-officio members for the September 2024-August 2025 timeframe. Considered another non-statutory ex-officio for membership on Senate and agreed to recommend that Senate consider approving the appointment.
- d. Agreed to conduct a call to Senators to fill 3 vacancies on the Ad-hoc Committee on the Ode to Newfoundland.
- e. Agreed to conduct a call to members of Senate to serve in the position of Speaker of Senate
- f. Senate Standing Committee Nomination:
 - i. One nomination was approved for recommendation to Senate.



Senate | Committee on Honorary Degrees and Ceremonial

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

September 20, 2024

TO: Members of Senate

FROM: Dr. Neil Bose, President and Chair of Senate and
Chair, Senate Committee on Honorary Degrees and Ceremonial

SUBJECT: 2023-2024 Annual Report

In the 2023-2024 academic year, the Senate Committee on Honorary Degrees and Ceremonial (the “Committee”) held five (5) meetings. The Committee’s most regular functions involve the recommendation of candidates for the awarding of various titles of honor for Senate approval, including candidates for Honorary Doctorates, Professors (or other applicable title) Emeriti, the University Marshal, and the Public Orator and Deputy Public Orator.

The Committee considered eleven (11) nominations for the awarding of Honorary Doctorates. Seven (7) candidates were recommended for approval to the Senate, while four (4) candidates were denied.

The Committee considered five (5) nominations for the awarding of the title *Professor Emerita/us*. All five (5) candidates were recommended for approval to the Senate.

The Committee administered a call for nominations to the position of University Marshal. A first call was issued in November 2023, a second call was issued in January 2024, and a third call was issued in April 2024. Following the April 2024 call, a single nomination was received. A fourth call was issued in May 2024 and no further nominations were received. As a result, the Committee recommended the nominated candidate for appointment to the position of University Marshal at the September 10, 2024 Regular Meeting of Senate.

The Committee also made recommendations for the appointment of the Public Orator and Deputy Public Orator. Dr. Jennifer Lokash indicated a willingness to serve a further term as the Public Orator, and the Committee recommended this be approved by Senate. The Committee also issued a call for nominations for the position of Deputy Public Orator in November 2023, and subsequently recommended that Dr. Annette Staveley be appointed to the position of Deputy Public Orator.

Further to their regular annual functions, the Committee considered implementing an honorary degree awareness campaign to bolster the number of proposals it receives, including consultation with the division of Marketing and Communications. Discussions were held regarding the types of honorary degrees offered by the University, with an aim to more accurately reflect the achievements of honorary degree recipients, including investigation into the types of degrees offered by First Nations/Indigenous Universities. Finally, the Committee considered potential amendments to the Senate bylaws governing the awarding of Professor *Emerita/us* status which would involve the addition of extra categories of Emeriti awards, such as Chancellor, Dean, Librarian, or President. These considerations continue into the current academic year.

CURRENT MEMBERSHIP

Dr. D. Boone	Mr. E. Ludlow, Chancellor
Dr. N. Bose, Chair	Dr. L. A. McKivor
Dr. J. Buley	Ms. B. Meaney
Dr. A. Burke	Dr. C. Purchase
Dr. P. Coady	Dr. K. Shannahan
Dr. J. Lokash, Public Orator	



Senate | Committee on Academic Appeals

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

September 9, 2024

TO: The Chair and Members of Senate

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

SUBJECT: 2023-2024 Annual Report of the Senate Committee on Academic Appeals

BACKGROUND

The Senate Committee on Academic Appeals (the “Committee”) is the highest level of appeal within Memorial University, acting as the final decision-making body for Undergraduate and Graduate appeals against both academic regulations and accusations and penalties relating to academic misconduct. The Committee hears appeals in panels of five (5) members, including

1. The Secretary of Senate or delegate (*typically the Assistant Secretary of Senate or an Associate/Assistant Registrar*);
2. Three (3) members of the academic staff (*typically including one of the Co-chairs*); and,
3. One student representative appointed by the Students’ Union that represents the appellant.

In the 2023-2024 academic year, the Committee received twenty-two (22) Notices of Appeal. Twenty-one (21) appeals were submitted by Undergraduate students. One (1) was submitted by a Graduate student. Twenty-one (21) appeals were against decisions of the Senate Committee on Undergraduate Studies (“SCUGS”). One (1) appeal was against a decision of the Appeals Committee of the Academic Council of School of Graduate Studies (“SGS”). The Committee also hears appeals against decisions related to professional conduct but did not receive any such appeals in the 2023-2024 academic year.

Of twenty-one (21) Undergraduate appeals received, sixteen (16) were against penalties assigned by SCUGS following a finding of guilt in cases of academic misconduct. Five (5) appeals were against academic regulations.

The one (1) Graduate appeal received was an appeal against an academic regulation.

CASE SUMMARIES

Appeal 001

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of English
Status: Denied

- The student had been accused of academic misconduct by plagiarism by use of Artificial Intelligence in ENGL 2150.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 002

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Computer Science
Status: Granted in part

- The student had been accused of academic misconduct by use of an unauthorized aid (ChatGPT) in COMP 1001.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt.
- The Panel found cause to amend the penalties assigned by SCUGS, and modified the penalties as follows:
 - One (1) semester of suspension was eliminated.
 - Two (2) semesters of probation were extended until the successful completion of the appellant's degree program.
 - All other penalties were upheld.
- The Panel determined that, while it was more likely than not that the student had committed an academic offence, the Panel was not able to specifically determine that ChatGPT had been used. The student's personal circumstances were also considered.

Appeal 003

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Computer Science
Status: Denied

- The student had been accused of academic misconduct by use of an unauthorized aid (ChatGPT) in COMP 1001.

- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 004

Type: Academic Misconduct
 Prior Decision: Senate Committee on Undergraduate Studies
 Academic Unit: Department of English
 Status: Granted in part

- The student had been accused of academic misconduct by plagiarism by use of Artificial Intelligence in ENGL 2150.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt.
- The Panel found cause to amend the penalties assigned by SCUGS, and modified the penalties as follows:
 - Two (2) semesters of suspension were eliminated.
 - Two (2) semesters of probation were extended until the successful completion of the appellant's degree program.
 - All other penalties were upheld.
- The Panel determined that the course instructor handled academic misconduct inconsistently, such that some students who were believed to have committed academic misconduct were offered a remedy by that course instructor, while others were not, including the appellant. The student's personal circumstances were also considered.

Appeal 005

Type: Academic Misconduct
 Prior Decision: Senate Committee on Undergraduate Studies
 Academic Unit: Department of Computer Science
 Status: Denied

- The student had been accused of academic misconduct by use of an unauthorized aid (ChatGPT) in COMP 1001.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 006

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Computer Science
Status: Denied

- The student had been accused of academic misconduct by use of an unauthorized aid (ChatGPT) in COMP 1001.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 007

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Mathematics and Statistics
Status: Denied

- The student had been accused of academic misconduct by submitting false information in the form of a falsified medical document in MATH 1090.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 008

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Computer Science
Status: Denied

- The student had been accused of academic misconduct by use of an unauthorized aid (ChatGPT) in COMP 1001.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 009

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Computer Science

Status: Denied

- The student had been accused of academic misconduct by use of an unauthorized aid (ChatGPT) in COMP 1001.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 010

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of English
Status: Denied

- The student had been accused of academic misconduct by plagiarism by use of Artificial Intelligence in ENGL 2150.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUGS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUGS.

Appeal 011

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Faculty of Business Administration
Status: Granted in part

- The student had been accused of academic misconduct by impersonation in BUSI 1000.
- SCUGS found the student guilty as accused and assigned penalties.
- The student appealed the penalties assigned by SCUGS. The student did not contest the finding of guilt.
- The Panel did not find cause to overturn the finding of guilt.
- The Panel found cause to amend the penalties assigned by SCUGS, and modified the penalties as follows:
 - Three (3) semesters of suspension were reduced to one (1) semester of suspension.
 - Three (3) semesters of probation were extended until the successful completion of the appellant's degree program.
 - All other penalties were upheld.
- The Panel found that the student's personal circumstances constituted significant extenuating circumstances that were likely to have impaired the student's decision-making in the commission of the offence.

Appeal 012

Type: Appeal of Regulation (Graduate)
Prior Decision: Appeals Committee, Academic Council of the School of Graduate Studies
Academic Unit: Faculty of Business Administration
Status: Granted in full

- The student had failed to achieve continuance requirements for the Graduate Diploma in Business Administration.
- The student had appealed for continuance to the Appeals Committee of SGS. That Committee denied the appeal.
- The student appealed against the decision of the Appeals Committee of SGS.
- The Panel found cause to grant the appeal and reinstate the student in the program.
- The Panel found that the student had experienced several unavoidable barriers that had prevented their success, including illness and a lack of administrative support from the Faculty of Business Administration.

Appeal 013

Type: Appeal of Regulation (Undergraduate)
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Faculty of Engineering and Applied Science
Status: Denied

- The student had failed to achieve promotion requirements for the Bachelor of Engineering.
- The student had appealed for promotion to the Faculty of Engineering Appeals Committee, which denied the appeal.
- The student had appealed to the Senate Committee on Undergraduate Studies, which affirmed the prior decision and denied the appeal.
- The student appealed against the decision of SCUgS.
- The Panel did not find cause to overturn the decision of SCUgS.

Appeal 014

Type: Appeal of Regulation (Undergraduate)
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Faculty of Engineering and Applied Science
Status: Denied

- The student had failed to achieve promotion requirements for the Bachelor of Engineering.
- The student had appealed to the Faculty of Engineering Appeals Committee, which denied the appeal.
- The student had appealed to the Senate Committee on Undergraduate Studies, which affirmed the prior decision and denied the appeal.

- The student appealed against the decision of SCUgS.
- The Panel did not find cause to overturn the decision of SCUgS.

Appeal 015

Type: Academic Misconduct
 Prior Decision: Senate Committee on Undergraduate Studies
 Academic Unit: Faculty of Medicine
 Status: Denied

- Two students had been accused of academic misconduct by copying or allowing work to be copied in MED 3010B. As both students appealed to SCAA concurrently, a single Panel was formed to hear both appeals.
- SCUgS found the students guilty and applied penalties.
- The students appealed the finding of guilt and the penalties assigned by SCUgS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUgS.

Appeal 016

Type: Academic Regulation (Undergraduate)
 Prior Decision: Senate Committee on Undergraduate Studies
 Academic Unit: Faculty of Engineering and Applied Science
 Status: Granted

- The student had requested retroactive drops in two courses from the Special Senate Subcommittee on Retroactive Drop, Withdrawal, and Readmission Appeals, which denied the appeal.
- The student subsequently appealed to SCUgS, which upheld the prior decision and denied the appeal.
- The student appealed for the two Retroactive Drops.
- The Panel found cause to grant the appeal and allow the Retroactive Drops.
- The Panel found that the student had experienced significant and ongoing extenuating circumstances that had prevented their success.

Appeal 017

Type: Academic Misconduct
 Prior Decision: Senate Committee on Undergraduate Studies
 Academic Unit: Department of Economics
 Status: Granted

- The student had been accused of academic misconduct by copying or allowing work to be copied in ECON 1010.
- SCUgS found the student guilty as accused and assigned penalties.
- The student appealed the penalties assigned by SCUgS. The student did not contest the finding of guilt.

- An initial Panel was formed and rendered a decision in respect of this appeal prior to the determination of a reversible procedural error. The first decision of the Panel was nullified, and a second Panel was formed to consider the appeal.
- The Panel did not find cause to overturn the finding of guilt.
- The Panel found cause to amend the penalties assigned by SCUgS, and modified the penalties as follows:
 - Two (2) semesters of suspension were reduced to one (1) semester of suspension.
 - All other penalties were upheld.
- The Panel found that the student's personal circumstances, with particular regard to immigration status, resulted in the impacts of the penalties assigned being disproportionate to the offence. The Panel further found that the student demonstrated understanding of and remorse for the offence, as well as dedication to the successful completion of the degree program.

Appeal 018

Type: Academic Misconduct
 Prior Decision: Senate Committee on Undergraduate Studies
 Academic Unit: Department of Computer Science
 Status: Granted

- Two students had been accused of academic misconduct by copying or allowing work to be copied in COMP 3600. As both students appealed to SCAA concurrently, a single Panel was formed to hear both appeals.
- SCUgS found the students guilty and applied penalties.
- The students appealed the penalties assigned by SCUgS. The students did not contest the finding of guilt.
- The Panel did not find cause to overturn the finding of guilt.
- The Panel found cause to amend the penalties assigned by SCUgS, and modified the penalties as follows:
 - One (1) semester of suspension, which had been scheduled for the Fall 2024 semester, was deferred to the Winter 2024 semester. In rendering its decision, the Panel permitted the appellants to provide evidence that this deferral would cause undue hardship, in which case the Panel would consider a further adjustment to the semester in which the suspension was to be served. One student requested that the suspension be returned to the Fall 2024 semester, while the other accepted the deferral to Winter 2024.
 - All other penalties were upheld.
- The Panel found that the penalties assigned by SCUgS were not unduly harsh, but that the personal circumstances, with particular regard to immigration status, described by the appellants resulted in the penalties having impacts disproportionate to the offence.

Appeal 019

Type: Academic Misconduct
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Faculty of Business Administration
Status: Granted

- The student had been accused of academic misconduct by submitting false information in BUSI 399W.
- SCUgS found the students guilty and applied penalties.
- The student appealed the penalties assigned by SCUgS. The student did not contest the finding of guilt.
- The Panel did not find cause to overturn the finding of guilt.
- The Panel found cause to amend the penalties assigned by SCUgS and modified the penalties as follows:
 - Three (3) semesters of suspension were reduced to (2) semesters of suspension.
 - Three (3) semesters of probation were extended until the successful completion of the appellant's degree program.
 - All other penalties were upheld.
- The Panel found that the student's personal circumstances, with particular regard to immigration status, resulted in the impacts of the penalties assigned being disproportionate to the offence.

Appeal 020

Type: Academic Regulation (Undergraduate)
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Faculty of Engineering and Applied Science
Status: Granted

- The student had failed to achieve promotion requirements for the Bachelor of Engineering.
- The student had appealed to the Faculty of Engineering Appeals Committee, which denied the appeal.
- The student had appealed to the Senate Committee on Undergraduate Studies, which affirmed the prior decision and denied the appeal.
- The student appealed against the decision of SCUgS.
- The Panel found cause to grant the appeal and reinstate the student in the program.
- The Panel found that the student had experienced medical difficulties that constituted significant extenuating circumstances, and that it was likely that those extenuating circumstances resulted in the student's failure to achieve promotion requirements.

Appeal 021

Type: Academic Regulation (Undergraduate)
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Department of Physics

Status: Granted

- The student was accused of academic misconduct by submitting false information in PHYS 1021.
- SCUgS found the student guilty and applied penalties.
- The student appealed the finding of guilt and the penalties assigned by SCUgS.
- The Panel did not find cause to overturn the finding of guilt or to amend the penalties assigned by SCUgS.

Appeal 022

Type: Academic Regulation (Undergraduate)
Prior Decision: Senate Committee on Undergraduate Studies
Academic Unit: Faculty of Engineering and Applied Science
Status: Granted

- The student had failed to achieve promotion requirements for the Bachelor of Engineering. The appeal was for permission to complete a supplementary examination.
- The student had appealed to the Faculty of Engineering Appeals Committee, which denied the appeal.
- The student had appealed to the Senate Committee on Undergraduate Studies, which affirmed the prior decision and denied the appeal.
- The student appealed against the decision of SCUgS.
- The Panel found cause to grant the appeal and reinstate the student in the program.
- The Panel found that the student had been approved to complete the supplementary examination but had not received adequate information on this process from the Faculty of Engineering and Applied Science, resulting in their becoming ineligible to do so. The Panel felt that the student was well-prepared to complete the supplementary examination and was aware of the requirements.

AUPC Annual Report to Senate: Academic Year 2023-24

Date: September 13th, 2024

Introduction

The Senate Committee on Academic Unit planning (AUPC) met monthly during the 2023-24 academic year. Members determined virtual meetings allowed greatest opportunity for attendance across all campuses therefore all meetings were hosted online via Webex. AUPC meetings' agenda, minutes, AUP cycle status reports, and applicable resources/materials for review were made available online to members on Brightspace or via email.

AUPC's committee chair for 2023-2024 was Dr. E. Kendall. AUPC's membership included the addition of Dr. N. Masoudi this academic year, expanding our membership to have representation from the Faculty of Humanities and Social Sciences. The committee hopes to increase representation and engagement from further faculties, campuses, and students in the upcoming year. Quorum was unmet in September 2023, March 2024, and June 2024.

In addition to overseeing the Academic Unit Planning (AUP) process, the Committee continued to work closely with offices and academic units throughout Memorial reviewing and reporting on matters impacting the academic mission. Of note, as the AUP cycle spans across five to seven years, the impacts of COVID-19, the MUNFA strike, and Grenfell's cyberattack were felt throughout the 2023-2024 academic year and related delays are anticipated to continue to be felt for several years as Units recover and realign.

2023-2024 has been an active year for AUPC with high consultation and supports for Units engaged in the AUP process and increasing investigation of trends presented within AUP documents facilitating analysis, advocacy, and collaboration.

A handwritten signature in black ink, consisting of a stylized first letter followed by a series of loops and a final dot.

2024 AUPC Annual Report to Senate

The 2023-2024 Annual Plan represented the major areas of AUPC's responsibilities as identified in its existing terms of reference.

1. Academic Unit Planning

"The AUPC will assist and engage with units launching, undergoing, and completing their academic unit planning process. The AUPC will regularly monitor the status of Academic Units along their individual timeline to ensure they are meeting their AUP phase targets and inquire about needed assistance when challenges to meeting phase targets is experienced. The AUPC will provide oversight to the process through review and response to each Academic Unit's submitted self-study, panel review, unit response and action plan, one-year update, and three-year update reports."

Academic Unit Planning activities undertaken in 2023-2024:

- Reviews of Academic Units AUP reporting.
 - Reviews of the following Units: School of Pharmacy (self-study, panel report, unit response, action plan, lay summary); Faculty of Medicine [Division of Biomedical Sciences (lay summary)]; Classics (one year update); Economics (self-study, panel report, unit response, action plan, lay summary); English (one year update); Folklore (one year update); History (lay summary); Philosophy (one year update); Political Science (three year update); Sociology (one year update); Biochemistry (three year update); Biology (action plan and unit response); Ocean Sciences (self-study, panel report, unit response, action plan, lay summary).
- Consultations with Academic Units on Launch Eligibility.
 - Consultations with the following Units regarding their eligibility for AUP cycle launch and determining a target schedule: Faculty of Engineering and Applied Science [Civil Engineering; Electrical & Computer Engineering; Mechanical and mechatronics engineering; Ocean & Naval Architectural Engineering; Process engineering]; Gender Studies; Mathematics and Statistics; Psychology; Marine Institute [School of Maritime Studies; School of Ocean Technology]; Grenfell [School of Fine Arts; School of Arts & Social Sciences].
- Consultation and Support to Units Undergoing AUP requirements and reporting.
 - Faculty of Education; Faculty of Medicine [Division of Population Health and Applied Health Sciences]; School of Human Kinetics and Recreation; School of Music; Modern Languages, Literatures, and Cultures (MLLC); Chemistry; Computer Science; Earth Sciences; Physics and Physical Oceanography; Marine Institute [School of Fisheries]; Grenfell [School of Science and Environment].
- Oversight of AUP Process and Provision of Supports.

- Created a communication template and process for overdue Units (October-December 2023). The letter requests that the Unit provide a response outlining the challenges they've encountered and their proposed adjusted timeline.
- Consultation and Support to Deans of Record and Unit Heads mitigating AUP challenges (ex. external accreditations, IT cyberattack).
 - Deans of Record are contacted months prior to a Unit's potential launch information session to discuss the Unit's eligibility, anticipate barriers or challenges, and to facilitate a successful launch. Next, consultative meetings have been offered to each Unit Head to establish a timeline, discuss transition from APRs to AUPs, and provide overview of roles/responsibilities/resourcing.
- Assistance with AUP challenges external to Unit.
 - Support to MI and Grenfell with data challenges.
 - Support to Units with survey development and distribution.
 - Support to Units in designing and facilitation of focus group sessions and ideation sessions.
 - Support to Units in analysis of qualitative and quantitative results from stakeholder feedback.
 - Support to Units with panelist development/composition, site visit development/scheduling, and adverse weather condition rescheduling of visits.

2. Process Improvements

"The AUPC, in partnership with the Centre for Institutional Analysis and Planning (CIAP) and the Provost, will undergo continuous quality improvement regarding AUP policies, processes, procedures and resources.

The AUPC will continue reviews of current guidelines, templates, and resources to ensure an equitable process and experience across all academic units that produces high quality, insightful reports. Where applicable, revisions to current AUPC resources will be implemented and, when necessary, new resources will be drafted to assist AUP academic units and stakeholders."

Process Improvement activities undertaken in 2023-2024:

- The AUPC worked closely with the Centre for Institutional Analysis and Planning (CIAP) to ensure a process of continuous improvement to improve the Academic Unit Planning process. During the 2023-2024 academic year, the AUPC discussed areas for improvement with CIAP and the AVPA.
- Provided feedback on Senate Committee on Course Experience's (SCCE's) pool of drafted common questions for Memorial's course experience questionnaire.
- Reviewed AUP site visit honorariums.

- Update regarding honorarium processing wherein Internal Panelists must report it as a taxable benefit (September 2023); internal panelists are now asked to opt in/out for receiving the taxable benefit honorarium.
- Completed environmental scan of Units at Memorial who participate in external auditing to determine the current market for honorariums paid to panelists and chairs. (October 2023).
- Annual Report to Senate was drafted in Summer 2023 and reviewed by all members active in 2022-2023 and 2023-2024 (October 2023).
- Annual Plan to Senate was drafted in Summer 2023 and reviewed by all member active for 2023-2024 (October 2023). Reviewed for any needed changes for drafting of the 2024-2025 Annual Plan (May-June 2024).
- Consultation with Marine Institute reviewing proposed pilot of their five-year AUP cycle to expanding the 3-month drafting stage for self-study into an 8-month model (November 2023).
- Meetings between AUPC (via Chair and/or Secretary) and AVPA established to increase efficiency and review processes. Topics then presented to AUPC for discussion.
 - Discussed current staffing and administrative demands on Units that may impair timely completion of AUP cycles (February 2024).
 - Discussed limiting language present within AUP Procedures document and where flexibility may increase AUP completion (May-June 2024).
 - Discussed possibility of offering select interviews virtually pre-visit when flexibility is needed (May 2024).
 - Discussed parameters for AVPA's consideration regarding Unit's requesting additional site visit day (May 2024).
 - Discussed potential challenges and opportunities for AVPA's consideration regarding remote site visit as default format for site visits (May 2024). Discussed potential for hybrid visits (May 2024).
 - Clarified and approved flexibility of in-person site visits across any 2 congruent weekdays with a half day to follow for panelist report drafting (May 2024).
 - Determined that any decisions linked to a financial burden or incentive which impacts AUPs must be communicated from the AVPA office to AUPC (June 2024).
- The following resources were revised or created through AUPC's continuous improvement efforts:
 - Developed a Qualtrics-based submission portal to capture stakeholder input when they are unable to attend meetings with panelists (March 2024).
 - Resource creation of expanded site visit itinerary examples (May 2024).

- Notation that Medicine's two academic Units have officially been titled and will need to be renamed in 2024-2025 documents as Division of BioMedical Sciences and the Division of Population Health and Applied Health Sciences (June 2024).
- Update to the AUP Status Sheet to include next launch date (June 2024).
- Update to the AUPC letterhead to align with all Senate committees.
- Drafted a Handbook for AVPA and Dean of Record.

3. Terms of Reference and Membership Challenges

"The AUPC will continue to review and draft necessary updates to AUPC's Terms of Reference in order to improve efficiency and effectiveness, while also ensuring alignment with Transforming Our Horizons, the 2021-2026 Memorial University Strategic Plan. If revisions arise, AUPC will work with the appropriate Senate sub-committees, the Senate office, and the Provost."

- Delayed election of Chair due to delay in confirmation of appointments/re-appointments of AUPC members (September 2023). Dr. E. Kendall nominated and approved by committee as Chair for 20223-2024 (October 2023).
 - Notification from Senate, "each Standing Committee of Senate annually shall elect a Chair and other necessary officers at a time convenient for the business of that committee." (April 2024).
- Discussed Robert's Rules of Orders used at Senate and applicable integration to AUPC as a Senate committee (January 2024).
- Discussed decolonized approach to Senate meetings, the role of the Speaker at Senate, attaining a list of parliamentary trained persons available in NL, and a verbal review of MUNSU's experience undergoing a Hummingbird Decolonization audit (February 2024).
- The AUPC has continued to review its Terms of Reference; no revisions to the Terms of Reference were submitted in 2023-2024.

4. Quorum Challenges and Membership

"In recent years, the committee has experienced challenges in recruiting full membership, which has historically resulted in challenges for achieving quorum at meetings. To capture quorum the AUPC will seek to recruit members for vacancies created by members' end of terms and those member seats that have been historically challenging to fill. Over the coming year, the committee will work with the Senate Office, appropriate senate sub-committees, and appropriate entities to promote the work of the AUPC and encourage membership."

- Quorum unmet in September 2023, March 2024, June 2024.

- Membership appointments of Dr. Nahid Masoudi and Mr. Syed Saif Sayeedi (October 2023). Membership appointment of Mr. Aiden Parsons (January 2024). Non-voting support/resource participation of CIAP staff member Baset Mishkat (January 2024).
 - Full membership compliment continued to be a challenge for the committee. Efforts for recruitment to fill vacancies on AUPC continued; vacancy for the Grenfell faculty position remained throughout 2023-2024.
- AUPC approved rescheduling of meetings that overlapped with holidays; December 2023 and June 2024.
- AUPC voted on the day/time for monthly meetings for 2024 (November 2023).
- AUPC voted on the return to in-person/hybrid meeting; voted to remain virtual (February 2024).

5. Reports/Letters to Senate & Executive

“Through the AUPC’s role in reviewing AUP materials, it will take note of arising trends, issues, or topics that are affecting units. In such instances, the AUPC will compose a letter or report, as applicable, to inform the applicable body (ex. Senate, Provost, AVPA) and begin a consultation, advisement, and/or action process.”

- Thematic Report on Space
 - AUPC requested creation of a Foundational Report on Space be completed by CIAP (September 2023). AUPC drafted a letter to accompany the report and circulated this to applicable leadership positions regarding the issue of space at St. John’s campus for feedback/commentary prior to Senate submission; ex. Dean of HSS, Manager of Space Planning at Facilities Management (October 2023). AUPC drafted data visualizations for reporting on space (October 2023). Submitted letter and report to Senate (February 2024). Discussed at Senate (March 2024).
 - Meetings held with both individuals who acted as manager of space planning for Facilities Management.
 - Following Senate meeting, requested update from facilities management on status of software procurement to assist in space management, analysis, and planning (May 2024).
- Report on Administrative Burden
 - Discussed potential trends and issues arising from recently reviewed AUP packages related to administrative burden (December 2023). Requested CIAP to draft a foundational report for AUPC review of sample population of AUP qualitative and quantitative data (December 2023). CIAP updated they will look to include broad quantitative data across St. John’s campus Units to provide comparative analysis for AUPC discussions (January 2024). Review of quantitative

data for identification of preliminary outlier variables (February 2024). Discussed potential responses and reactions to findings, i.e. resource pooling, ticketing system with a home unit, lost administrative positions outlined (February 2024). Determined working group needed (April 2024), established (June 2024), and began holding meetings (July 2024). Report to include case study of Units with qualitative data and will branch to explore scenario as it applies to any Unit and potential areas of investigation for addressing the challenge (July 2024).

- Meeting held with Dean for Faculty of HSS and Associate Dean (Curriculum & Programs) for Faculty of HSS regarding current administrative burden noted in recent AUP documents and to follow up on March 2023 meeting of faculty challenges experienced (October 2023).
- Letter to the Dean of Science inquiring on the list of current and prospective users of Bonne Bay and Harlow (May 2024)
- Letter to VP Research to clarify succession planning in place for CRC allocations at Memorial (May 2024). Discussed response from VP Research outlining current CRC allocations, renewals, expirations, and succession planning approach of Memorial (June 2024).

Appendix A – List of Academic Units Subject to AUP

Below is a list of the 44 faculties, schools, and departments who are subject to academic unit planning as per the 2022 AUP Procedures.

1. Faculty of Business Administration
2. Faculty of Education
3. Faculty of Medicine [Division of BioMedical Sciences]
4. Faculty of Medicine [Division of Population Health and Applied Health Sciences]
5. Faculty of Nursing
6. School of Human Kinetics and Recreation (HKR)
7. School of Music
8. School of Pharmacy
9. School of Social Work

Faculty of Engineering and Applied Science

10. Civil Engineering
11. Electrical & Computer Engineering
12. Mechanical and Mechatronics Engineering
13. Ocean & Naval Architectural Engineering
14. Process Engineering

Faculty of Humanities and Social Sciences

15. Anthropology
16. Archeology
17. Classics
18. Economics
19. English
20. Folklore
21. Gender Studies
22. Geography
23. History
24. Linguistics
25. Modern Languages, Literatures, and Cultures (MLLC)

- 26. Philosophy
- 27. Political Science
- 28. Religious Studies
- 29. Sociology

Faculty of Science

- 30. Biochemistry
- 31. Biology
- 32. Chemistry
- 33. Computer Science
- 34. Earth Sciences
- 35. Mathematics & Statistics
- 36. Ocean Sciences
- 37. Physics & Physical Oceanography
- 38. Psychology

Marine Institute (5-Year Cycle)

- 39. School of Ocean Technology
- 40. School of Maritime Studies
- 41. School of fisheries

Grenfell Campus

- 42. School of Fine Arts
- 43. School of Arts and Social Science
- 44. School of Science and Environment



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Sept. 19, 2024

To: Interim Secretary of Senate

From: Michelle Honeygold, Assistant Registrar and Convenor, University Committee on Admissions

Subject: Annual Report of Senate Committees to Senate for Oct. 8, 2024

The University Committee on Admissions met 6 times since the last report to Senate on Nov.14, 2024.

At the Dec. 5, 2023 meeting, the committee endorsed proposed Calendar changes to the English language proficiency requirements for undergraduate admissions, to clarify current practices, allow for greater flexibility, and to align with new Immigration, Refugees and Citizenship Canada (IRCC) practices.

The committee reviewed and provided feedback on a pilot proposed by the School of Fine Arts and the School of Music to allow BFA and B.MUS applicants who do not meet the University's general admission requirements to be considered under alternate admission criteria. Starting with the Fall 2025 admission intake, the pilot would consider high school graduates with a 70% final admission average who have successfully passed grade 12-level English, two courses from an approved list, and an elective course.

The committee endorsed the School of Pharmacy's proposal to accept successful completion of the Pharmacy Education Board of Canada's national pharmacy licensing exam to meet the University's English language proficiency requirements. The test contains both a written and an oral component and is required for pharmacist licensure in Canada.

Special admission appeals for Fall 2024

Category of admission	Requirement unmet	Basis of request	Accept	Decline
High school (current or previous)	Missing subject area requirements	Attending out-of-province high school	1	
High school (current or previous)	Missing subject area requirements	Attending out-of-province high school	1	
High school (current or previous)	Missing subject area requirements	Attending out-of-province high school	1	
High school (current or previous)	Missing subject area requirements	Attending out-of-country high school	1	

High school (current or previous)	Missing Credential	Attending out-of- country high school	1	
High school (current or previous)	Missing Credential	Attending out-of- country high school	1	
High school (current or previous)	Missing subject area requirements	Personal and medical issue(s)	1	
High school (current or previous)	Missing subject area requirements	Learning disability		1
High school (current or previous)	Missing subject area requirements	Personal issue(s)	1	
High school (current or previous)	Missing final admission average	Personal and medical issue(s)		1
High school (current or previous)	Missing final admission average	Personal issue(s)	1	
High school (current or previous)	Missing final admission average	Medical issue(s)	1	
High school (current or previous)	Missing final admission average	Medical issue(s)		1
High school (current or previous)	Missing final admission average	Learning disability	1	
Total			11	3

Respectfully,

M Honeygold

Convenor

Sept. 19, 2024

Date

Appendix O

To: Secretary of Senate

From: Dr. Shannon Sullivan, Committee Chair

Subject: Annual Report of the Senate Committee for the 2023-2024 Academic Year (Sept. 2023 – Aug. 2024)

Name of Committee: Senate Committee on Undergraduate Studies

Chair/Secretary: Dr. Shannon Sullivan/Jennifer Porter

Meeting Dates: September 14, 28
October 12, 26
November 9, 23
December 7, 14
January 11, 18, 25
February 22
March 7, 21
April 11, 18
May 2, 9, 23
June 6, 11, 20
July 11
August 15, 22

Email Polls: March 15, 2024

Special Meeting called: August 15, 2024

Summary Report outlining Synopsis of Business of the Committee:

Appeals:

- Deferred exam **(2)**
- Promotion requirements **(5)**
- Readmission **(3)**
- Extension of INC grades **(6)**
- Late Drop **(6)**
- Retroactive Drop **(4)**
- Cancellation of Registration **(0)**

- Waivers:

- Waive work term requirements – Civil Engineering Program **(1)**
- Waive work term requirements – Civil Engineering Co-op Program **(1)**
- Waiver of 4th work term in ENGI Co-op **(1)**
- Waiver to Graduate on a slate of courses **(2)**

- 5-year deadline, General Regulation 6.5.6.3 Dropping Courses Retroactively **(4)**

Academic Misconduct:

25 investigations of cases (some of which involved more than one student) of academic misconduct:

- Copying or allowing one's own work to be copied on an assignment in BUSI 5001 **(1 student guilty)**
- Use of unauthorized generative AI using writing tool such as Chat GPT in ENGL 2150 final exam **(4 students guilty)**
- Use of unauthorized generative AI using writing tool such as Chat GPT in COMP Science 1001 final exam **(7 students guilty)**
- Submitting a falsified medical certificate in support of a request for a deferred exam in MATH 1090 **(1 student guilty)**
- Use of unauthorized AI in the submission of several assignments for HUMN 2100 **(1 student guilty)**
- Forged signature on a consent form/submitted fraudulent course work for ED 3650 **(1 student guilty).**
- Allowing to be impersonated by another student so that they could write the second midterm exam for BUSI 1000 **(1 student guilty)**
- Use of AI writing tool in two courses ENGL 2813 and ENGL 3828 **(1 student guilty)**
- Use of AI writing tool in final research essays for CMST 3002 and CMST 4000 **(1 student guilty)**
- Plagiarism by way of submitting work for COMP 3301 (Fall 2023) that was previously submitted in COMP 4300 (Fall 2020) **(1 student guilty)**
- Use of unauthorized generative AI writing in ENGL 4600 **(1 student guilty)**
- Submitted a falsified medical document while requesting a deferred exam in PHYS 3500 **(1 student guilty)**
- Copying or allowing one's work to be copied on the final exam take home exam in BIOL 2600 (Fall 2022) **(2 students guilty)**
- Breach of ECEO policies by way of submitting false information **(1 student guilty)**
- Submitting a false report (medical note) for a deferred test in both BUSI 4102 and BUSI 4131 **(1 student guilty)**
- Use of unauthorized generative AI writing in Engineering Work Term. **1 student not guilty).**
- Plagiarism through use of unauthorized AI writing tool to complete work term 4 Comprehensive Report **(1 student not guilty)**
- Copying and/or use of unauthorized on exam Business 5120 **(1 student guilty)**
- Copying material from another student in final exam MATH 2050 **(1 student guilty)**

- Copying or allowing one's work to be copied during an in-person final exam for an online section of ECON 1010 **(3 students guilty)**
- Copying or allowing one's work to be copied on a midterm test in MED 310B **(2 students guilty)**
- False/altered information in support of an exam deferral request in PHYS 1021 **(1 student guilty)**
- Cheating on final exam COMP 3600 using unauthorized communication with another student **(2 students guilty)**
- Forged/altering work term evaluation form in the Cooperative Education Office for BUSI 399W **(1 student guilty)**
- Copying or allowing one's own work to be copied on a final exam in ECON 1010 **(1 student guilty)**
- False medical document in support of request for a deferral exam in PHYS 1021 **(1 student guilty)**.
- Submitted false information in STATS 2500 **(1 student guilty, 1 student not guilty)**

Calendar Changes:

Throughout the year, the Committee approved calendar changes for new or existing courses and programs, as well as general University Regulations.

Proposed Calendar Changes – School of Maritime Studies (Marine Institute)

- The School proposed changes to the program description of the Bachelor of Maritime Studies Safety Management Minor to clarify/emphasize the maritime focus of the program.

Proposed Calendar Changes – School of Arts and Social Sciences (Grenfell Campus)

- The School proposed the addition of two new courses to the Calendar:
ENGL 3182: Documentary Film
ENGL 4249: Media, Energy, and Society

Proposed Calendar Changes – Faculty of Science

- The Department of Mathematics proposed updates to the course MATH 2000: Calculus III

Proposed Calendar Changes – Faculty of Engineering and Applied Science

- Amending the Spring Academic Term 7 and Winter Academic Term 8 rows in the table found in Faculty's 6.1 Civil Engineering Program Regulations
- Adding the requirement of twelve 1-hour tutorials per semester to the course CIV 6120 Hydraulics
- A new course: ENGI 1050 Electric Circuits; deleting the course ENGI 1040 Mechanisms and Electric Circuits; and associated secondary changes

Proposed Calendar Changes – Faculty of Business Administration

The Faculty proposed:

- A new range of special topics courses
- Amendments to BUSI 3610

Proposed Calendar Changes – Faculty of Business Administration

The Faculty proposed:

- Amendments FBA section 3.2 Academic and Professional Ethics
- Amendments to BUSI 2111
- Changes to the prerequisite structure of BUSI 5002
- Amendments to BUSI 4545

Proposed Calendar Changes – Faculty of Engineering and Applied Science

- Regularization of ENGI 8103 (to become ENGI 8153 Engineering in Medicine)
- Regularization of ENGI 8108 (to become ENGI 8158 Human Factors and System Safety)

Proposed Calendar Changes – Faculty of Humanities and Social Sciences

Archaeology:

- ARCH 2481, Title Change

English:

- CMST Amending-Deleting Courses
- CMST 3050; Storytelling for Interactive Media, New Course
- CMST 4050; Critical & Experimental Media Design, New Course
- ENGL 1090; Course Description Change
- ENGL 4212; Shakespeare, Authorship, and Adaptation, New Course

Gender Studies:

- GNDR 3023; Feminism and Film, New Course

Geography:

- GEOG 4261; PR & Description Update

History:

- HIST 1110; Events that Changed the World 1: An Introduction to Medieval History, New Course
- HIST 1111; Course Update (Title/Description Change)
- HIST 1112; Events that Changed the World 3: An Introduction to Late Modern History, New Course
- HIST 4999, Title/Description Changes

Linguistics:

- LING 2820; Language Across the Lifespan, New Course

Modern Languages, Literatures and Cultures (MLLC)

- MLLC, French UG Prog Housekeeping
- MLLC, Spanish UG Prog Housekeeping

Philosophy:

- PHIL 2150; AI Ethics, New Course

Political Science:

- POSC UG Prog Prerequisite Update
- POSC-LWPP; Prog Prerequisite Update
- POSC Public Policy Certificate Sunset Clause

Religious Studies:

- RELS 4001-4002; Adding Prerequisites

Sociology:

- SOCI/CRIM 2208; Adding Prerequisites

Proposed Calendar Changes – Faculty of Nursing

- Amendments to NURS 2002 Care of the Childbearing Family: Theory
- Amendments to NURS 2502 Care of the Childbearing Family: Practice
- Alignment of the wording about pre-clinical requirements within sections 4.2 and 5.1

Proposed Calendar Changes – Faculty of Science

Computer Science:

- Eligibility wording change and honours project change, Co-operative Internship in Computer Science (CICS)
- Amend courses, COMP 2001, 2002, 2003
- New course proposal, Computer Science 3019
- New course proposal, Computer Science 3730
- New course proposal, Computer Science 3766
- New course proposal, Computer Science 4019
- Amend course, COMP 4304

Mathematics and Statistics:

- Amend course, MATH 1051
- Amend courses, MATH 3161 and 4160
- Amend Course, MATH 4162

Psychology:

- Amend PSYC 3830 course title
- Amend Admission to Major Program
- Amend Admission to Honours Programs
- Amend Requirements for a Major in Psychology
- Amend Requirements for Honours in Psychology
- Amend Requirements for a Major in Behavioural Neuroscience (B.Sc. Only)
- Amend Requirements for Honours in Behavioural Neuroscience (B.Sc. Only)

- New Course Proposals: PSYC 4052, PSYC 4053, PSYC 4054, PSYC 4152, PSYC 4153, PSYC 4154, PSYC 4452, PSYC 4453, PSYC 4454, PSYC 4652, PSYC 4653, PSYC 4654, PSYC 4752, PSYC 4753

Proposed Calendar Changes – School of Arts and Social Sciences

- Changes to regulation 7.1.2 Literacy Requirements, such that HSS CRW courses may be used to fulfill the Designated Writing requirements
- Amendments to FOLK 2100

Proposed Calendar Changes – School of Human Kinetics and Recreation

- Housekeeping changes to update text, adjust regulations, and adjust pre and co-requisites, as well as fix a number of errors and inconsistencies within the School's Calendar section
- New course: HKR 1125 Therapeutic Recreation Professional Development Seminar Series

Proposed Calendar Changes – School of Pharmacy

- Changes to Promotion Regulations for the Doctor of Pharmacy (Pharm.D.), Full Time Program
- Removal of PHYS 1020 or 1050, and PHYS 1021 or 1051 from the admission prerequisite requirements for the Full Time, Entry-To-Practice Doctor of Pharmacy (Pharm.D.) program, to be replaced with 6 elective credit hours
- Removal of PHAR 403W and PHAR 500X
- Adjustments to admission requirements that address Indigenous identity
- Removal of PHAR 508P and amendments to PHAR 608P
- Changes to the registration date for Pharmacy students with the Newfoundland and Labrador licensing body
- Minor changes to admission regulations (regulations 5.2) for the Doctor of Pharmacy (Pharm. D.) for Working Professionals

Proposed Calendar Changes – Faculty of Business Administration

- Changes to the admission, readmission, continuance/promotion and graduation regulations of the BComm programs

Proposed Calendar Changes – Faculty of Engineering and Applied Science

- Changes to the Technical Electives in the Mechanical Engineering program

Proposed Calendar Changes – Faculty of Humanities and Social Sciences

English:

- CMST Program Changes & Hons Prog Proposal

Religious Studies:

- RELS UG Regulation Changes

Faculty of HSS Dean's Office:

- iBA Requirements, Regulations Update

Proposed Calendar Changes – Faculty of Nursing

- Changes to the course sequencing of the Bachelor of Nursing (Collaborative) Program Accelerated Option
- Addition of section to note Dean's List criteria
- Removal of the personal statement and request for references from the application process for admission to the Bachelor of Science in Nursing (Collaborative) program; change name of Biochemistry 1430 to Human Biosciences 1430; correction of the date to submit documents for admission to the LPN Bridging option

Proposed Calendar Changes – Faculty of Science

Computer Science:

- Minor in Computer Science

Mathematics and Statistics:

- Mathematics Major/Honors – MATH 2030/3030/409A/B
- New Program, Data Science

Proposed Calendar Changes – Office of the Registrar, Admissions Unit

- Modification to section 4.2 English Language Proficiency Requirements

Proposed Calendar Changes – School of Arts and Social Sciences

- New Course Proposals: BUSN 2021, 2022, 2065, 2105, 2251, 2620, 4600
- Amendments, deletions, and regularization (Special Topics) of many BUSN courses
- Changes to the Bachelor of Business Administration Program, the Grenfell Campus Business minor program, and changes to Grenfell Campus articulation agreements
- New certificate program: Certificate in Entrepreneurship

Proposed Calendar Changes – School of Music

- Corrections to regulations pertaining to the awarding of transfer credit for Applied Study courses
- Amendments to approximately 1/3 of Music courses
- New course: MUS 3519 Rhythm and Groove
- Amendments to

- Admission regulations – Bachelor of Music and Minor programs
- Bachelor of Music Degree regulations, Core program and Majors
- Joint Degrees of Bachelor of Music and Bachelor of Commerce regulations
- Minor Program regulations

Proposed Calendar Changes – School of Social Work

- Changes to section 4.5 Complimentary Studies
- Amendments to or deletions of courses in section 11
- Addition of readmission clauses in sections 5, 6, and 7

Proposed Calendar Changes – Faculty of Engineering and Applied Science

- The Faculty proposed amending the prerequisites of ONAE 6002 and ONAE 8074

Proposed Calendar Changes – Housekeeping Items for General Academic Regulations (Undergraduate)

Senate Committee on Undergraduate Studies and the Office of the Registrar proposed to:

- Eliminate an ambiguous reference to “formal notification” of the Registrar when dropping a course
- Clarify how regulations for dropping a course are applied to sessions, accelerated courses and courses offered outside the normal time frame of a semester or session.
- Amend language governing retroactive drops and withdrawals.
- Amend list of SCUGS members who can serve as investigators into allegations of academic misconduct.
- Clarify how a suspension levied against a student as a penalty for an act of academic misconduct interacts with a required withdrawal due to a student’s inability to meet the University’s continuance regulations and with a student’s eligibility to graduate.
- Correct an oversight arising from past amendments to the School of Social Work’s section of the Calendar, which has resulted in an obsolete reference remaining in the regulations governing academic appeals.

Proposed Calendar Changes – Faculty of Business Administration

- Changes to prerequisite structure for BUSI 4545
- Changes to course titles for BUSI 3550 and BUSI 4550
- Changes to the course description of BUSI 4550 to reflect that it is not an extension of BUSI 3550.
- Changes to course description for BUSI 4560 *International Finance* to reflect the content that is required for a course in international finance.
- Deletion of BUSI 5530 *Public Finance*

Proposed Calendar Changes – Faculty of Education

- Changes to ED 5000 (Teacher Development Seminar) to split a three (3) credit hour course that is completed over three consecutive semesters in the Bachelor of Education (Intermediate/Secondary) and Bachelor of Education (Intermediate/Secondary) Conjoint with the Diploma in Technology Education programs into three one credit-hour courses (ED 5103/5104/5105).
- Changes to ED 5001 (Teacher Development Seminar for Primary/Elementary) to split a three (3) credit hour course that is completed over three semesters in the Bachelor of Education (Primary/Elementary) as a First Degree and Bachelor of Education (Primary/Elementary) as a Second Degree into three one-credit hour courses (ED 5100/5101/5102)

Proposed Calendar Changes – School of Arts and Social Sciences (Grenfell Campus)

- Add course numbers for Special Topics Courses (ENGL)
- Adoption of HIST 3450 British History, 1485-1714 from the St. John's history course roster
- New course HIST 2036

Proposed Calendar Changes – Faculty of Science

- Department of the Faculty of Science - Amended of deleted Program: Earth Science

Proposed Calendar Changes – Faculty of HSS

- Changes to course description of ENGL 1020 Writing for Second Language Students I
- Changes to course description of ENGL 1021 Writing for Second Language Students II

Proposed Calendar Changes – Faculty of Business Administration

- Amendments to Regulations for Business Certificate and Diploma
- 4.1 General Information
 - 5.4 Certificate in Business Administration
 - 5.5 Diploma in Business Administration
 - 6.3 Certificate in Business Administration
 - 6.4 Diploma in Business Administration
 - 11.1 Work Terms and Non-credit

New Courses – Business 2620, 3321, and 4520

Proposed Calendar Changes – Faculty of Science

- New Course – EASC 2906
- Amendment to Earth Science Program Regulations

Proposed Calendar Changes - Faculty of Humanities and Social Sciences

- English – 1020/1021 Changes to Credit Restrictions
- Certificate in History and Philosophy of Science and Technology – New Course Additions and Amendments to Regulations

- New Course - LWPP/POSC 4220
- New Course – LWPP/POSC 4635
- LWSO Priority Registration Language
- New Courses – French 4661 and 4662
- Prerequisites of Updates to French Courses
- Updates to POSC Regulations for Honors, Major, and Minor Programs
- New Course – POSC/LWPP 4625
- New Course – RELS 2080

Other Items:

- Election of Committee Chair
- Timelines for academic appeals
- Annual review of Committee's Terms of Reference
- Update on the joint Sub-committee on Generative Artificial Intelligence Tools
- Documentation for calendar changes related to INC grades and Deferral exams
- Skeleton diary for 2024-2025 recommended to Provost
- Recommended changes to 2025-2026 Diary Dates due to Canada Games
- Discussion of editorial calendar changes, including new field for course key and quasi-editorial calendar changes

Respectfully Submitted,



Dr. Shannon Sullivan

Chair, Senate Committee on Undergraduate Studies

Annual Report of the Senate Committee on Course Experience (SCCE) 2024

Overview of Business

The Senate Committee on Course Experience (SCCE) met as a committee four times¹ in the 2023-2024 academic year and occasionally conducted business via email outside of scheduled meetings.

Following the pilot implementation of the revised Course Experience Questionnaire (CEQ) within the Blue system in the spring 2023 semester, the new process for CEQ administration was in place for the fall 2023, winter 2024 and spring 2024 semesters. In accordance with its Terms of Reference, the SCCE's business during this time involved the oversight and direction of the CEQ process.

Key Activities of the SCCE

Throughout the academic year, the Committee was focused on a number of the items that were outlined in its 2023-2024 work plan.

CEQ Administration Details

Continued Roll-Out of System

From a technological perspective the administration of the CEQ through the Blue system was successful over the first full year of implementation. There were minor data issues encountered in the fall and winter semester, largely due to the newness of the system and its application to the full scope and complexity of courses in a regular semester. The technical processes were continually refined over the academic year and at the current time the system is well established. In each semester, reports were electronically distributed to instructors on the earliest date allowed for by the policies and procedures, which was an occurrence not achieved before with the former system. The one ongoing challenge continues to be maintaining an up-to-date contact list of academic administrators and staff, which is a manual process.

In the winter 2024 semester, at the request of the Marine Institute's Academic Council, work commenced to incorporate diploma and certificate courses at the Fisheries and Marine Institute into the CEQ process. There had been numerous conversations in past years about how this could be done given the unique parameters for these courses in Banner and the semester timeframes followed. The Blue system has flexibility in accommodating variations in session dates so it was possible to pilot a CEQ administration for these courses in the winter and spring 2024 semesters. Work will continue to formalize the inclusion of these courses going forward.

¹ It should be noted that the Committee has not had a full complement of members for some time, and it has been difficult to obtain quorum for regular meetings.

Communication to the university community regarding CEQ administration took place each semester through emails to the academic units, Newsline messaging, Brightspace notices, and email messages sent directly through the Blue system to students, instructors, staff and academic administrators. User guides for students, instructors, academic administrators and staff were developed by CIAP and posted to the CEQ webpage to assist users with the CEQ process in the Blue platform.

Feedback and queries were routinely received by the CIAP office (as administrators of the process) through the ceg@mun.ca email account. Some of the more frequent communication received included: queries around question personalization options and positive comments on the new report format (from instructors); disappointment that instructors had not provided an opportunity to provide written feedback for courses (from students); and queries about academic heads no longer having access to instructor reports (from administrators).

Question Customization

As noted in last years annual report, the SCCE developed a 25-item question bank that instructors could use to customize their CEQ form. The bank was introduced in the fall 2023 semester, and at the end of the winter 2024 semester a survey was made available to instructors to obtain feedback on the question bank and question personalization in general. Given the timing of the survey the response rate was not high, however there was good information collected to help continue the discussion of the question bank and future functionality. It was decided that the survey should be repeated again in the fall 2024 semester to encourage a higher response before any changes are made to the question personalization features.

Policies and Procedures

All aspects of CEQ administration in the 2023-2024 academic year followed the revised policies and procedures recommended in the SCCE's 2023 annual report and approved by Senate. The operationalization of the new policies and procedures over this time has led to the identification of some points in these documents that require further adjustment. As well, several other items arose from inquiries, requests or conversations over the year that relate to revising the policies and procedures, and these will be discussed by the committee in the fall 2024 semester.

- Section 2.2 of the policies should be reworded (as per discussion at the Senate meeting December 2023).
- Language should be included in the Procedures for Administration regarding the SCCE's ability to approve deviations in administration under extenuating circumstances.
- The Procedures for Administration should include an item that formalizes the practice of responding to a student request to have a CEQ entry removed after the CEQ administration period closes and before reporting takes place.
- An adjustment in language is needed in the Procedures for Administration to account for the administration dates for MI technical session in the spring administration.
- Details should be included in the Policies and Procedures regarding the information that is to be reported back to Senate in the SCCE's annual report.

It is expected that once further work has been done on revising the Policies and Procedures, these documents will be forwarded to Senate for consideration later in the 2024-2025 academic year.

Participation in the CEQ

Participation and engagement with the new system has been variable each semester. The tables in Appendix A summarize course and student participation over the past academic year. As in the past, graduate level courses continue to have the highest participation rates in the CEQ. The use of custom questions at the course level has not been high, which is something the SCCE hopes the Instructor QP Feedback Survey will shed light on. It is also noteworthy that Brightspace was consistently the main channel of access for students to complete their CEQ tasks, with 85% of submissions over the three semesters being made through that channel.

Recommendations to Senate

At this time, the SCCE does not have any recommendations to put forward to Senate. As noted previously, during the course of the past academic year the application of the revised policies and procedures led to the identification of several points requiring clarification or revision to reflect the realities of administering the new CEQ. The Committee plans to submit a revised Policies and Procedures document at an upcoming Senate meeting once it has deliberated further on the revisions needed as outlined in the SCCE Work Plan for 2024-2025.

Appendix A:

Course Experience Questionnaire (CEQ)

Response Rate Summary 2023-2024

Overview

CEQ Participation by Semester		Fall 2023	Winter 2024	Spring 2024
Total courses using the CEQ		1,514	1,612	524
Total CEQ-mandated courses		1,353	1,268	389
Student response rate (mandated courses)	Average of total completed/total enrolled	32%	25%	22%
	Average of course response rates	35%	29%	25%
Courses using Question Personalization (%)		30%	26%	21%

Notes:

1. "Total courses using the CEQ" count includes courses that used the CEQ but were not Senate mandated, such as team taught courses, courses with fewer than 5 students enrolled, and special session courses.
2. "Average of course response rates" is the methodology followed for calculating CEQ response rates in the past, as an "average of averages", to control for the effect of variable class sizes.
3. Spring 2024 Includes intersession and summer session courses.

Detailed Semester Breakdowns

Fall 2023		Overall Courses			CEQ Mandated Courses		
		N	Completed / Enrolled Average	Course Response Rate Average	N	Completed / Enrolled Average	Course Response Rate Average
Overall		1,514	32%	35%	1,353	32%	35%
Campus							
	St. John's Campus	1,132	32%	35%	1,037	32%	36%
	Grenfell Campus	230	37%	34%	195	36%	34%
	Marine Institute	62	42%	41%	56	42%	41%
	Other	90	24%	21%	65	24%	21%
Level							
	Undergraduate	1,244	30%	32%	1,115	31%	32%
	Graduate	270	49%	48%	238	49%	48%
	Diploma/Certificate	--	--	--	--	--	--

Winter 2024		Overall Courses			CEQ Mandated Courses		
		N	Completed / Enrolled Average	Course Response Rate Average	N	Completed / Enrolled Average	Course Response Rate Average
Overall		1,612	25%	28%	1,268	25%	29%
Campus							
	St. John's Campus	1,104	25%	29%	995	25%	29%
	Grenfell Campus	213	30%	30%	170	29%	30%
	Marine Institute	218	29%	28%	50	34%	36%
	Other	77	10%	9%	53	10%	10%

Level						
Undergraduate	1,173	22%	24%	1,031	22%	25%
Graduate	287	46%	46%	237	45%	46%
Diploma/Certificate	152	22%	23%	--	--	--

Spring 2024	Overall Courses			CEQ Mandated Courses		
	N	Completed / Enrolled Average	Course Response Rate Average	N	Completed / Enrolled Average	Course Response Rate Average
Overall	524	22%	23%	389	22%	25%
Campus						
St. John's Campus	397	23%	26%	340	22%	25%
Grenfell Campus	24	23%	28%	17	20%	21%
Marine Institute	93	13%	12%	24	28%	29%
Other	10	13%	8%	8	--	--
Level						
Undergraduate	322	18%	19%	276	17%	18%
Graduate	139	43%	40%	113	42%	41%
Diploma/Certificate	63	4%	5%	--	--	--

2023-2024 PBC Annual Report to Senate [University Planning and Budget Committee]

September 16, 2024

Introduction

The Planning and Budget Committee of Senate was established in 2001 with a mandate to “advise the Senate on the University Plan and to make recommendations for approval by the Senate and the Board on revisions to the University’s goals, priorities and allocation of resources.”

2023-2024 was a year of engagement and transition for PBC. Dr. Edward Kendall was nominated and re-elected in September 2023 to serve as Vice Chair. The committee faced a significant change regarding the position of Chair. Changing from the default *ex-officio* assignment of Chair to the Provost & Vice-President (Academic) to an annual elected member from among PBC. As such, the academic year began with Dr. Lokash as Chair who vacated the position for the Chair election. Dr. Michael Woods was then nominated and elected to the position in November 2023. During this same meeting PBC motioned for future elections of Chair and Vice Chair to occur in September or as soon as practical.

Overall, PBC met monthly through hybrid meetings from September 2023 through to July 2024. Challenges to committee membership in 2023-24 was attendance inconsistency among the student constituency. Regarding quorum, the challenges experienced in 2022-2023, which resulted in significant difficulty in raising and passing motions, were not experienced in 2023-2024.

A few notable highlights from the committee from 2023/24 include:

- Election of a non-*ex officio* Senator as the Chair.
- Establishment of a working group centered around the review of the plans/frameworks, focusing on development of processes, and expectations of communications between the committee and the proponents of the plans/frameworks.
- Leading and formalizing the processes around a Special Meeting of Senate – The impact of AI on teaching and research.
- Requesting an extended presentation on campus renewal fee spending with a multi-campus perspective, resulting in improved feedback, emphasizing importance of consistency and appropriateness of expenditures across the entirety of the NL campuses.

The 2023-2024 Annual Plan represented the major areas of responsibility for PBC, as identified in its existing terms of reference.

1. PLANNING

The 2023-2024 Plan identified the following specific activities related to 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.

- Engage with the development of plans and frameworks to ensure that the expectations of their proponents, and those of PBC, are aligned.
- 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 to Senate.

Planning activities undertaken in 2023-2024:

- Letters regarding annual reporting were sent to each pan-institutional plan and framework proponent at Memorial that is active or under development. The letter included a proposed 60-minute presentation period and request for an executive summary and a PowerPoint presentation shared with PBC ahead of the meeting. The materials were asked to highlight the key accomplishments/success, alignment with Transforming our Horizons, potential or actual synergistic relationships with other institutional plans/frameworks, and challenges experienced, or predicted, in accomplishing their goals. [November 2023-May 2024]
- PBC hosted presentations from the proponents for all pan-institutional plans and frameworks; Accessibility Plan [November 2023], Public Engagement [March 2024], Student Enrollment and Retention Plan [April 2024], Strategic Framework for Indigenization [May 2024], Equity, Diversity, Inclusion and Anti-Racism (EDI-AR) [June 2024], and Research Strategy [June 2024].
- A plans/frameworks working group was launched to review the processes, communications, and structure of plans/frameworks annual reporting [October 2023].
 - Developed and tested a series of potential avenues for proponents' annual reporting including an excel file, Qualtrics portal, and Word document [October 2023 - January 2024].
 - Finalized post-annual reporting templates responding to 2022/2023 plans and framework presentations with specified feedback [September- November 2023].
 - Developed post-annual reporting templates responding to 2023/2024 plans and frameworks with specified feedback, applicable requests for further information, and outline of anticipated next engagement and reporting to PBC [December 2023-July 2024]

2. BUDGET

The 2023-2024 Plan identified the following specific activities related to Budget:

- Solicit updates on the Operating Budget of the University, including cost control strategies, revenue generating strategies, and comment as necessary. Report to Senate.
- 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 frameworks, plans and various proposals.*
- Provide advice to senior leadership on the development of a new Budget Model.
- Evaluate proposed "Campus Renewal Fee" infrastructure projects.

Budget activities undertaken in 2023-2024:

- Hosted a presentation by the Budget on the Provincial Government Budget update [April 2024].
 - PBC letter to Office of the Vice-President (Research) to inquire about alternative and creative funding revenue generation opportunities [July/August 2024]
- Hosted a presentation by K. Matthews on enrolment updates
 - undergraduate enrollment (decreased), graduate enrollment (increased), and NL student intake (plateaued) [October 2023].

- Expanded presentation with further information posted for PBC reference and commentary [December 2023].
- PBC discussed the announced federal restriction on international student enrollment and how this may impact Memorial as an institution [February 2024]
- PBC Requested an expanded presentation on campus renewal fees to include all campuses. In February 2024, David Janes and Greg McDougall presented on the infrastructure projects prioritized for funding from the Campus Renewal Fees collected from students (Noting the provincial government announced a one-time funding of campus renewal fees). The presentation also outlined the manners in which each campus chooses their prioritized projects.
 - PBC sent letter to OCRO regarding the noted variance in the prioritization, usage, and decision processes across campuses in allocating campus renewal fee use [April 2024].

3. UNIVERSITY CENTRES

The 2023-2024 Plan identified the following specific activities related to the oversight of 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.
 - Senate will be asked if it wishes to devolve authority for approval of Centres and Institutes to PBC. If so, a motion to enact the devolution has been prepared.
- Review proposals for the establishment/renewal of Centres (two notice of intent to establish Centres have been received)
 - Develop a process for review of annual reports from Centres.
 - Develop a reporting process to Senate on reviews undertaken.
 - Develop a process for inviting other Senate Committees to comment on proposals (e.g. SCOR).

University Centres activities undertaken in 2023-2024:

- PBC was notified of approval by Committee on Elections, Committees and Bylaws (CECB) to have delegated authority regarding university centres in August [October 2023]. Decision sent to Senate Executive and legal counsel for confirmation and Senate endorsement [January 2024].
- Drafted the following resources: PEC Centres Decision Flowchart, communication templates, process for review of existing entities [October-November 2023]
- Requested Marcomm repurpose the specialized centres URL to include only those centres approved and endorsed under the new policy [November 2023].
- Began development of guidelines for best practices and general principles for consultation [November 2023].
- The following centres were endorsed by PBC and forwarded to the President's Executive Council: Centre for Social Enterprise; Hibernia Enhanced Oil Recovery Lab; Memorial Centre for Entrepreneurship; Northern Region Persistent Organic Pollution Laboratory; Ocean Engineering Research Centre [September 2023]

4. SPECIAL MEETINGS OF SENATE

The 2023-2024 Plan identified the following specific activity related to special meetings of Senate:

- Request topics from senators and make recommendations for the March special meetings of Senate.

- Reach out to other Senate Committees for suggestions on special meetings of Senate.
- Undertake thematic analysis of challenges.

Special Meetings of Senate activities undertaken in 2023-2024:

- December 2023, development of a working group to review the processes supporting the recruitment, processing, and selection processes for special meetings of senate [January 2023].
 - Qualtrics submission portal was developed, tested, and established for topic submissions that captures the information necessary for topic selection and senate executive proposal development
 - Establishment of the role and expectations of a moderator during special meetings of senate [November 2023].
 - Establishment of a template for agenda development for special meeting of senate.
 - Process flowchart was developed guiding the process from submission through to presentation including key persons involved at each step and timelines
- PBC forwarded to Senate Executive request to host two special meetings of Senate
 - November special meeting of Senate: collegial governance [October 2023]
 - March special meeting of senate: Impact of AI on Academia [January 2024].
 - March Special meeting of Senate resulted in suggestion of PBC to formalize the joint subcommittee on AI by drafting terms of reference and review membership composition [March 2024]
- PBC Chair communicated with subcommittees of Senate Chairs ahead of each special meeting of Senate to recruit potential new topics for consideration.

5. COMMITTEE OPERATIONS

The 2023-2024 Plan identified the following specific activity related to other business of PBC:

- 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 2024.
 - 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
- Reach out to other Senate Committees for enhanced dialogue on matters of common interest (E.g. Space, budget, Centres).
 - The Committee will consider implementing a transmission template for inter-committee communications.

Committee operations activities undertaken in 2023-2024:

- Submitted request to Elections, Committees, and By-Laws committee a proposal of changes to the terms of reference [September 2023]:
 - Election of Chair of PBC (proposed change)
 - Change from ex-officio position held by Provost to an annual one elected from among PBC members
 - Chairs can serve multiple terms.
 - Provost membership on PBC to become a permanent ex-officio membership position
 - Formalize Vice Chair as one-year term
 - Clarified ex-officio non-voting representative from the Office of the Registrar to include “University Registrar or delegate”
- PBC Chair communicated with Dean of Humanities and Social Sciences to promote faculty membership to PBC
- The election of Dr. Kendall as Vice Chair [September 2023]
- Joined the inter-committee network events hosted by the Senate secretariat to enhance collaboration and synergy across senate committees [December 2023]. Later joined the initiative of this chairs group to meet with Board of Regents’ committee chairs [May 2024].

We are aware that our original mandate was to advise Senate on the University Plans/Frameworks, and to make recommendations on revisions of the University’s goals, priorities and allocation of resources. However, as this committee has very recently begun the process of reinvigoration, and that this past year was spent solidifying and documenting the processes and procedures related to our Terms of Reference, we do not have any explicit recommendations at this juncture. It is the committee’s desire and goal, that in the next year, we will have properly assessed the University environment under our mandate, and arrived at recommendations for Senate under our purview.

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

From: Carolyn Parsons, Campus Registrar/Director, Student Services (Grenfell Campus) and Chair, Grenfell Campus Committee on Special Admissions

Subject: Annual Report of Senate Committees

During the 2023-24 academic year, the Grenfell Campus Committee on Special Admissions received 7 applications for special admission (1 for the Winter 2024 semester, 4 for the Fall 2024 semester, and 2 for the Winter 2025 semester).

Winter 2024 semester (202302)				
Category of Admission	Requirement unmet	Basis of Request	Accept	Denied
High School (current or previous)	missing subject area requirements	medical/learning disability	1	
Fall 2024 semester (202401)				
Category of Admission	Requirement unmet	Basis of Request	Accept	Denied
High School (current or previous)	did not graduate with academic high school diploma	personal		1
High School (current or previous)	missing subject area requirements	attending out-of-province high school	1	
High School (current or previous)	Did not meet admission average	medical		1
High School (current or previous)	missing subject area requirements	attending out-of-province high school	1	

Winter 2025 semester (202402)				
Category of Admission	Requirement unmet	Basis of Request	Accept	Denied
High School (current or previous)	missing subject area requirements	attending out-of-province high school	1	
High School (current or previous)	missing subject area requirements	attending out-of-province high school	1	

Twelve students applied for the Academic Bridging program for Fall 2024 and 11 were accepted.

Yours sincerely,



Carolyn Parsons
Registrar/Director, Student Services
Chair, Grenfell Campus Special Admissions Committee



19 September 2024

TO: Secretary to Senate
FROM: Dr. Dennis Peters, Chair of Senate Committee on Teaching and Learning
SUBJECT: Annual Report to Senate

Introduction

The Senate Committee on Teaching and Learning (SCTL) is a committee comprised of 15 members, including six faculty, five staff, and four students. The primary responsibility of this committee is to monitor and support the teaching and learning priorities of the university.

Meeting Schedule

The SCTL terms of reference states that the committee meets at least once per semester but normally meets bimonthly from September to August. In 2023-2024, the SCTL held three meetings for 1.5 hours each meeting. The committee met on the dates below.

2023:	November 2
2024:	March 19 June 5

Synopsis of Committee Business

- Approval and launch of the Peer Review of Teaching (<https://www.mun.ca/citl/teaching-support/peer-review-of-teaching/>) program developed and administered by CITL.
- Review of overlap with SCTL and CITL Advisory Council.
- Joint (with SCUGS) sub-committee on the Impact of AI on Teaching and Learning.
- Discussion around online courses vs. other modes and how our processes are special for online.
- Feedback on Memorial's 2024 Teaching and Learning Conference.
- Review of comments/observations from instructors.

Work Planned for 2024 – 2025

The SCTL will continue to:

1. To monitor and support the teaching and learning priorities of the university, including:

- a. monitoring the progress of the Peer Review of Teaching process and
 - b. participation in the joint committee (with SCUGS) on AI impact on Teaching and Learning.
- 2. Meet and share information with related committees of Senate.
- 3. Receive and review discussion topics on teaching and learning from the university community.



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Memorial University of Newfoundland
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Duane Button, Ph.D
Associate Dean of Graduate Studies and Research
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September 2024

RE: HKR PhD Program Review

To whom it may concern,

The below requested changes by ACE have been made in the HKR PhD proposal document.

1) pg. 28, 44xx.1.5

For some international applicants, their first language may be English and they may have completed their degrees at a recognized university where English is the primary language of instruction. Does the academic unit really want to require all the international applicants to submit proof of English proficiency?

I advise that the academic unit consider using the proposed language below to replace this point.

The above was deleted and the below was added.

An applicant who did not complete a Master's degree at a recognized university where English is the primary language of instruction must normally complete either the

- a. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet-based score of 92 (or higher);
- b. International English Language Testing System (IELTS) and achieve a score of 7 (or higher); or
- c. Other equivalent tests acceptable to the School of Graduate Studies will also be considered.

2) Program of the study:

Consider deleting the first paragraph as the same information is already mentioned in pg. 27 (see pg. 27). **This has been deleted**

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Duane Button', with a stylized flourish at the end.

Duane Button, Ph.D.

New Graduate Program Proposal: PhD in Human Kinetics and Recreation

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND,
SCHOOL OF HUMAN KINETICS AND RECREATION**

This proposal is a collaborative effort of the SHKR Graduate Studies Committee.

The Committee has catalogued the Proposal as follows:

New Graduate Program Proposal: Memorial University of Newfoundland – Revised Version May 2024

Contributors:

We would like to acknowledge the contributions of committee members:

- Angela Loucks-Atkinson
- David Behm
- Duane Button (Committee Chair)
- David Hancock
- Gregory Pearcey
- Kyle Pushkarenko
- Peggy-Ann Parsons
- Penny-Lynn White
- Graduate Student Representatives:
 - Erika Noel
 - Angie Antolinez
 - Alysha Wira

Copies of this Proposal may be obtained from:

Duane Button, Associate Dean of Graduate Studies and Research, SHKR
dbutton@mun.ca

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 histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

**New Graduate
Program Proposal
Memorial University
of Newfoundland**

Name of proposed program: PhD in Human Kinetics and Recreation Degree name and short form: PhD-HKR

Academic unit offering the program: School of Human Kinetics and Recreation, St. John's Campus, Memorial University of Newfoundland

Administrative home of program: School of Human Kinetics and Recreation, St. John's Campus, Memorial University of Newfoundland

Proponent name: Duane Button, Professor, Associate Dean of Graduate Studies and Research, on behalf of the PhD in School of Human Kinetics and Recreation

Proponent email: dbutton@mun.ca

Anticipated start of new program (semester and year): Fall 2024

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1. Executive summary

Memorial's Research strategy aims to support fundamental and applied research excellence in strategic opportunity areas. Memorial has outlined strategic research that aligns with the United Nations Development Program (UNDP) sustainable development goals. The School of Human Kinetics and Recreation (SHKR's) teaching, research, and public engagement align with the theme of Health and Wellbeing. SHKR mission is to inspire knowledgeable and reflective life-long learners who are about and are committed to promoting health and wellness in people, communities, and society. We also have a strong focus on Social Justice and Human Rights in research and teaching on inclusive communities and health. Thus, the program will build on the strength of research and experience housed within the School of HKR and other faculties at Memorial University. A doctoral program in HKR will increase the ability of SHKR to develop and apply expertise for the betterment of people in our province as well as the Atlantic region, nationally and internationally. Thus, the proposed doctoral program responds to the needs of our province and its people by potentially addressing the following areas: 1) inclusive community and population health, 2) allied health professional education and research (cardiovascular, neurophysiology), 3) therapeutic recreation, 4) sports psychology, 5) rehabilitation, 6) athletic therapy, 7) occupational health and safety, 8) health promotion of physical activity, sport, and community engagement, 9) prevention and management of chronic disease, 10) physical literacy of children and youth, 11) elite athlete development, 12) rural health and wellbeing, and 13) health active aging.

The need and the timing are appropriate for the introduction of a PhD in Human Kinetics and Recreation. The proposed PhD degree program in Human Kinetics and Recreation (PhD-HKR) is a new and unique initiative of the SHKR at Memorial University of Newfoundland (MUN). The proposed doctoral program fills a niche within Canada, being one of the few PhD programs in Canada with a focus on human kinetics and recreation from both exercise and social science perspectives. It would be the only PhD program with this focus in Atlantic Canada.

2. Program Justification

The School of Physical Education and Athletics was transformed into the School of Human Kinetics and Recreation in the late 1990s. There was not only a transformation of titles but of discipline focus as well. The professional School of Physical Education and Athletics, prior to the SHKR, was teaching-oriented with little emphasis on scholarly research activities that were disseminated outside the School. With the retirement of many of those professionally oriented faculty and replacements with faculty that both teach and conduct nationally and internationally recognized research, there has been a monumental shift towards research scholarship.

Our more significant focus on research is also reflected in the evolution and success of our graduate programs. SHKR's graduate program started prior to 1990 with the introduction of our Master's of Physical Education (MPE). In 2005 Master of Science in Kinesiology was developed, which had a greater focus on research; while the MPE degree program developed into either a thesis-based and course-based route. The online MPE program was the only online graduate physical

education degree in North America and possibly the world. Our course-based MPE program received several national and international awards for its innovative teaching techniques, including the University Continuing Education Association Distance Learning Program of Excellence, the Canadian Association for University Continuing Education Award for Excellence, and the New England University Continuing Education Association Innovative and Creative Credit Programming Award. While SHKR had the goal of next developing a doctoral program, and even wrote a draft proposal, faculty felt that we should ensure that our current undergraduate and graduate programs were functioning efficiently. This promoted our initiation of an Academic Unit Review in 2015. This review resulted in the goal of improving the administration (policies, procedures, etc.) of our Master's programs. Our capacity to provide quality and transparent administration of our graduate degree programs was met. This led us to develop our new MHKR degree program in 2019, which, following the recommendations of the academic review, replaced the MPE online degree program. We now have a highly recognized Master's program, and now over half our students are international. The profile of our graduate program has evolved, both nationally and internationally. Our Master's programs are known for their research quality and productivity, with many students successfully transitioning into doctoral programs, and subsequently into faculty positions. With SHKR's growing reputation and commitment to capacity-building, many current students have expressed interest in pursuing their studies through a doctoral program within SHKR.

Having a doctoral program has been a long-term goal of SHKR and is also part of SGS's and Memorial's strategic plans. HKR proposes to provide a higher echelon of student development, knowledge advancement, research excellence, and opportunities with the addition of a PhD-HKR. This is in accordance with Memorial University's mission to grow the university's profile as an internationally renowned research-intensive post-secondary institution. A HKR doctoral program is in alignment with SHKR's Strategic Plan and the Memorial University Research Framework vision statement:

Memorial University is a leading knowledge community where research excellence is valued and promoted for its contributions to the advancement of knowledge, to the professional and personal development of students and researchers, and to the wellbeing of Newfoundland and Labrador, Canada and the world (Memorial Research Strategy Draft, Oct 21¹).

HKR has established a national and international reputation for research productivity and excellence in a number of areas. Our faculty members have won university (i.e., President's Awards for Teaching and Research, Outstanding Graduate and Postgraduate Supervision, Dean of Graduate Studies Award for Service Excellence, Memorial University Professorship Award, Various Canadian Society for Exercise Physiology awards), national (i.e. 3M teaching award and nominee for NSERC E.W.R. Steacie Fellowship Nominee), and international (i.e. Experiential Education Karl Rhonke Creativity Award, Journal of Strength and Conditioning Researcher of the Year) awards for teaching and research. Our faculty members sit on a number of editorial boards of international peer-reviewed journals (i.e., Journal of Strength Conditioning Research, Applied

¹ Memorial Research Strategy Draft, Oct 21

file:///C:/Users/User/Dropbox/01%20Shared%20with%20Matt%20Laptop/5.0%20Service/Grad%20Studies/PhD%20Proposal/MUN%20Org%20&%20Admin%20Docs/Research_Strategy_Oct_2021.pdf

Physiology, Nutrition, Metabolism Journal, Journal of Sport Medicine and Physical Fitness, European Journal of Sport Sciences, Leisure Sciences, Journal of Leisure Research). Faculty within the SHKR have been highly successful in securing funding to support their research programs including Tri-Council funding and from professional and community-based agencies and foundations.

The ability of HKR to further contribute to the research capacity of Memorial University, Newfoundland and Labrador, Canada, and the world would be strengthened by providing a doctoral program. A doctoral program in HKR would:

- Encourage out of province and international students to contribute to the productivity of the School, university, and province.
- Provide students with advanced opportunities beyond current Master's level program capacity to achieve greater excellence in research.
- Increase interdisciplinary collaboration across academic units in addressing overarching priority themes
- Help meet Memorial's mission to improve and advance our understanding of our place in the world.
- Increase opportunities within our School for creativity, innovation and excellence in teaching and learning, research, and scholarship, which would enhance our contribution to and dissemination of scholarly work to provincial, national, and international communities.
- Promote the major goals of the strategic plans of SHKR. The PhD-HKR will enhance the integration of disciplines across teaching, research and engagement; it will expose students to stronger educational and training programs; it will enhance the research capacity of SHKR faculty; increase SHKR's ability to attract and retain faculty members who are engaged in and support research; and foster sustainability, benefiting the School, Memorial University, and the people of the province.

The aim of the PhD program in HKR is to generate knowledge and master the analytical and methodological skills required to evaluate and conduct ethical research in an area of specialization and related areas while promoting an interdisciplinary work environment that encompasses equity, diversity and inclusion. Upon completion of the doctoral program, graduates will demonstrate the ability to conduct original research, teach within higher-education, and contribute to the community. Graduates will be well situated to pursue careers in academia, government, and industry. Students will have the opportunity to partner with a variety of community and external stakeholders to solve basic and applied problems within the diverse field of human kinetics and recreation.

The proposed learning outcomes and program requirements for the PhD in HKR follow the appropriate calendar regulations and are comparable to other MUN PhD programs. Learning outcomes emphasize the integration of exercise and social sciences and understanding of the physiological, psychological, and social aspects of exercise, recreation & leisure, and physical education, and qualitative and quantitative research methods.

The PhD in HKR is significantly different from but integrates and complements existing programs at MUN. Critical differences are rooted in the program's focus on Human Kinetics, Kinesiology,

Physical Activity, Recreation and Leisure, and Sport in terms of exercise, chronic disease prevention, physical activity inclusion and social justice for healthy communities, neuroscience of movement and sport which no other program at MUN adopts as a core focus. This will allow the PhD in HKR to complement and partner with, rather than compete with, existing disciplinary and interdisciplinary PhD programs at MUN.

3. Expertise and linkages on and across MUN campuses

Memorial University is uniquely placed to support this program given faculty expertise and existing programs on its St. John's, Grenfell and Marine Institute campuses. As noted above, St. John's, Grenfell and Marine Institute faculty will be welcomed as supervisors or members of student advisory committees in the proposed program. Such inter-campus cooperation already exists, with HKR faculty supervising PhD students in other St. John's campus-based graduate programs as well as other institutions internationally (e.g., US, UK, Austria, Australia, Iran, Brazil). This proposal provides an opportunity for SHKR faculty to supervise PhD students in our own programs which will help SHKR reach its strategic goals, bolstering the success of SHKR and our institutional strength, where it has shown considerable success with its current programs and has even more future potential in attracting high-quality graduate students to MUN, locally, nationally and internationally.

At MUN, expertise related to both natural and social sciences that link to HKR can be found in the following faculties/programs: Medicine (nursing, biomedical sciences, genetics, pharmacy, community health), Engineering, biochemistry, social work, psychology, education, maritime studies, computer science, occupational health and safety, and behavioral neuroscience. Over the years, the SHKR faculty has been cross-appointed or adjuncts in many of these programs. Also, the SHKR faculty has collaborated with other faculty members for research provided student support and taught courses or guest-lectured in these programs as well. For a full list of SHKR Faculty see the Master Contact List at the following link https://www.mun.ca/hkr/hkr_faculty/index.php. Moreover, SHKR maintains relationships with highly qualified adjunct faculty who hold potential to contribute their expertise in teaching, student supervision and/or serving as committee members. For a full list of HKR Adjuncts, cross appointments and professional associates see the Master Contact List at the following link https://www.mun.ca/hkr/hkr_faculty/adjunct_cross_apts.php

Linkages between faculty across disciplines and campuses also exist through joint supervision of graduate students and through serving on thesis committees and as thesis examiners. External stakeholders partnered with MUN will also be represented on thesis committees.

Finally, there are existing partnerships with other centers at Memorial University and external agencies including:

The Newfoundland and Labrador Healthy Aging Research Program (Grenfell Campus), the Human Neurophysiology Research Centre, Safety Net (a current faculty member in HKR is the co-director), National Research Council, The Works, Sport NL, Recreation Newfoundland and Labrador, Canada Sport for Life, The Abilities Centre (Whitby, Ontario), Newfoundland and Labrador Therapeutic Recreation Association,, Coalition of Persons with Disabilities

Newfoundland and Labrador, Easter Seals NL, Autism NL, Physical and Health Education Canada, and the International Physical Literacy Association.

There have also been many collaborations with private industry (often funded by MITACS) providing students with professional experiences in the field and opportunities for future employment outside the realm of academia (e.g., Theraband, Hygenic Inc., Performance Health Inc., MyoStorm Inc. ProActive Physiotherapy, Stability Physiotherapy, and others).

These partnerships allow for the sharing of resources, participatory and applied community-based research, and enhanced training of graduate students.

Integration of expertise and linkages with international partners versed in kinesiology, physical education and recreation will provide a strong foundation for the program from a transdisciplinary global perspective and make it more attractive for provincial, Canadian and international students. See Appendix A for feedback from other faculty members across Memorial University.

4. Market analysis/Interest and Demand for the Program

In preparing this proposal, a search of every public, English Canadian university was performed. This uncovered 24 universities that offered PhD programs in (or very closely related to) Human Kinetics and Recreation. Of these PhD programs, the nearest to Memorial University of Newfoundland is McGill University, nearly 2500km away. Further, most of the listed universities have higher tuition rates than Memorial University of Newfoundland, adding to the challenges Atlantic Canadians face with respect to pursuing a PhD-HKR.

This is a clear gap in service for the 2.5 million people living in Atlantic Canada, and the nearly 100,000 students enrolled at its universities. To put this into perspective, there are zero Atlantic Canadian PhD programs in (or very closely related to) Human Kinetics and Recreation for its 2.5 million residents—for the rest of Canada, there is 1 PhD program in (or very closely related to) Human Kinetics and Recreation for every 1.5 million residents.

While identifying a service gap is vital, equally important is understanding the demand for doctoral-trained individuals. The Conference Board of Canada (2015) states that less than 1% of those residing in Canada have a PhD degree, supporting the notion that there is plenty of room for growth. Further, the number of people with PhD degrees living in Canada doubled from 2001 to 2015—a promising trend highlighting the demand for PhD degrees. Doctoral degrees provide individuals with viable career opportunities, as evidenced by a 4.1% unemployment rate (national average = 6.2%) and an 89.3% labour force participation rate (national average = 80.3%). Additionally, employment for those with doctoral degrees is no longer skewed toward academic positions at universities. In fact, 60% of doctoral degree holders worked in non-post-secondary education, compared to fewer than 20% who held full-time university professor positions.

The broad area of kinesiology is expected to see exponential job growth in the next two decades, which is based on recent population/health projections in Canada. A report released in 2017 indicated that Canada's population of older adults (65 years and older) was expected to grow by

68% by 2037, with the number of people 75 years and older expected to double (<https://www.cihi.ca/en/infographic-canadas-seniors-population-outlook-uncharted-territory#:~:text=Over%20the%20next%2020%20years,sits%20at%20about%206.2%20million>). Highly-qualified individuals in kinesiology (in our case, Human Kinetics and Recreation) will be needed to meet the individual physical/health demands that will exist within this aging population, while also minimizing the socioeconomic consequences placed on the rest of the Canadian population (e.g., health care costs). Beyond the aging population, Canada is reaching a health crisis related to overweight/obese individuals and physical inactivity. Recent numbers indicate that 63.1% of the Canadian population are overweight/obese, a number that has steadily risen since the 1970s (<https://www150.statcan.gc.ca/n1/pub/82-625-x/2019001/article/00005-eng.htm>). Again, the physical and socioeconomic demands placed on Canadians as a result of these statistics can be attenuated by having highly-qualified professionals in kinesiology and related fields.

The effects of an aging/overweight population are felt especially hard in the Atlantic provinces. To emphasize this, the four provinces that have no PhD programs in (or very closely related to) Human Kinetics and Recreation have four of the five oldest populations in Canada (<https://www.statista.com/statistics/444816/canada-median-age-of-resident-population-by-province/>): 1st (NL), 2nd (NB), 3rd (NS), and 5th (PE). They also ranked as four of the five worst provinces for being overweight/obese: 1st (NL), 2nd (PE), 3rd (NB), and 5th (NS). Clearly, there is a need for advanced educational opportunities in the Atlantic provinces related to kinesiology, human kinetics, and recreation.

Recently, more students are beginning doctoral programs Newfoundland and Labrador. According to the Canadian Association for Graduate Studies, there were 165 doctoral students in Newfoundland and Labrador in 1993. By 2013, this number had more than tripled, to 585 students. Much of this increase is due to international interest in Memorial University of Newfoundland's doctoral programs, as 47.7% of doctoral students in 2013 were from outside of Canada—a rate higher than any other Canadian province. Additionally, 21.5% of doctoral students in 2013 at Memorial University of Newfoundland were Canadians from outside of the province. This means 69.2% of Memorial University of Newfoundland's doctoral students were from out of the province, indicating an excellent ability to attract students. As of 2022, there were ~4300 graduate students enrolled at Memorial University. Of these 4300 students almost, half were international and ~900 of all of these students were enrolled into a PhD program. Should the PhD-HKR be approved, we anticipate sustainable enrollment numbers from in-province students who have no other options for programs in Atlantic Canada, along with out-of-province/international students, drawn to the quality and cost of the program.

5. Projected Enrolment

Table 1 outlines the projected enrolment for the PhD in HKR.

Table 5: Projected new students in PhD-HKR based on expected 4-year time to completion.

TYPE/YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
INTAKE	2	2	2	3	3
COMPLETED	0	0	0	2	2
FULL TIME	2	2	2	3	3
PART TIME	0	0	0	0	0
CANADIAN (INCLUDING NL)	1	1	1	1	1
INTERNATIONAL	1	1	1	2	2
ON CAMPUS	2	2	2	3	3
ONLINE	NA	NA	NA	NA	NA
THESIS	2	2	2	3	3
TOTAL	2	4	6	9	10

6. Admission Requirements

To pursue a PhD in HKR, students must meet the admission requirements of the MUN School of Graduate Studies: <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015>

1. Admission to the program will be limited and competitive.
2. An applicant must normally hold a Master's Degree with a specialization in HKR (or closely related field). In exceptional circumstances, a student may request a transfer to the PhD program after a minimum of 12 months in their program of study, and completion of all Master's course work requirements with a minimum grade of 70% and clear evidence of exceptional research productivity. The final decision for transfer from the Master's programs to the PhD program rests with the Dean of the School of Graduate Studies.
3. Completion of a thesis-based Master's program, or non-thesis based Master's program with relevant research experience in a field that is relevant to the area of study in the desired PhD program with a minimum graduating average of 70%. (Examples of acceptable programs may include: kinesiology, sport management, health-related disciplines). A student who has spent three semesters in the MHKR program may be recommended for transfer into the Ph.D. stream.
4. Applicants will be assessed for admission to the PhD in HKR based on their research interests, their documented potential to produce meaningful research in their chosen field, and the availability of supervisors in the area of the applicant's interest. Prior to proceeding with a formal application, interested candidates are advised to contact

potential supervisors by email from within their area of research interest to determine the availability of positions and supervisors.

5. An applicant who did not complete a Master's degree at a recognized university where English is the primary language of instruction must normally complete either the
 1. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet-based score of 92 (or higher);
 2. International English Language Testing System (IELTS) and achieve a score of 7 (or higher); or
 3. Other equivalent tests acceptable to the School of Graduate Studies will also be considered.

7. Program Requirements

Offered in partnership with the School of Graduate Studies (SGS), the PhD-HKR within the SHKR is intended for students whose academic interests are within or cross multiple disciplines in areas related to Human Kinetics, Kinesiology, Physical Activity, Recreation and Leisure, and Sport. Students enrolled in this program typically have excellent academic records and a clear understanding of their research topic at the time of application.

The time required to complete the program will vary according to the previous training of the applicant and the nature of the research undertaken. Normally the average duration of the program will be four years. As stated in the **General Regulations** for Graduate Studies, the time limit for completion of the Degree is 7 years. The program is offered by full- and part-time study, and is guided by a Supervisory Committee made up of a lead supervisor and internal and external (to HKR) committee members.

8. Program of Study

8.1.1 Degree Requirements

Course Requirements: In addition to the Doctoral Research Seminar, students in the program shall normally be required to complete a minimum of 2 courses (6-credit hours) and a maximum of 4 courses (12-credit hours). The Supervisory Committee will determine the appropriate courses to better prepare the student for their research and dissertation. Courses shall normally consist of at least one course in research methods and one course in a substantive area, which will be chosen from existing courses currently offered in HKR or other applicable faculties/departments.

Doctoral Research Seminar: Students must complete the Doctoral Research Seminar for 6 semesters in the first 3 years of their program. This seminar focuses scholarly and professional challenges facing researchers in SHKR. Topics include current research in Exercise Science, Recreation, and Physical & Health Education, critical issues in research, the need for knowledge translation and dissemination, critical examination of students' emerging research questions, grant writing, teaching dossiers, applying for faculty positions, professional development, and networking skills. This seminar encourages doctoral students to become engaged in the research

community, advance the development of their own capacity for research and professional development and gain a deeper understanding and appreciation of multiple approaches to the study of physical activity.

In addition, students are required to complete the following:

Comprehensive Examination: The PhD Comprehensive Examination shall be administered in accordance with SGS's [General Regulations, Comprehensive Examinations](#). **The examination shall normally consist of both written and oral components.** The examination will deal with specified areas pertaining to the focus of the degree. The format and content of the comprehensive examinations will be determined by the candidate's Supervisory Committee. The examination will be conducted upon the completion of any required coursework, normally scheduled in the fourth semester of the student's program and no later than the seventh semester of the student's program. **The Comprehensive Examination Committee, appointed by the Dean of Graduate Studies on the recommendation of the Academic Unit, will conduct the examination.** There are two comprehensive exam options:

Option A:

The examination shall normally consist of written and oral components. A student will be required to prepare a paper on their research project, including a review of relevant literature on the fundamental topics, providing a critique of the research in this area of study, and proposing a study and methods that address a gap in the research topic. This paper must be submitted **to the Comprehensive Examination Committee** 14 days prior to the oral examination. The oral examination will encompass areas outlined in the written paper and field-specific topics at the discretion of the **Comprehensive Examination** Committee.

Option B:

The examination shall normally consist of written and oral components. A student will prepare for an exam by undertaking supervised readings in fields prescribed by the members of the Comprehensive Exam Committee. The examination will deal with general and specified areas pertaining to the focus of the degree, including content related to the student's research topic, the theoretical background of the student's research topic, and relevant research methods. **The answers to the exam must be submitted to the Comprehensive Examination Committee 7 days prior to the oral examination.** The oral examination will encompass all questions on the written exam and exam-specific topics at the discretion of the Comprehensive Examination Committee.

Doctoral Proposal and Dissertation: The student must submit a written thesis proposal for presentation to the **Supervisory Committee** within three months following the completion of the student's comprehensive examination. The student must complete a doctoral dissertation that is scholarly, original and offers new contributions to the field of study. Prior to the commencement of the doctoral dissertation, the student must present to the **Supervisory Committee** a research proposal outlining the proposed dissertation research project including a comprehensive literature review and methodological details of the proposed work. The **Supervisory Committee** must approve this proposal before the dissertation research project commences. Submission of the dissertation and the oral defense of the dissertation will follow **General Regulations, Theses and**

Reports, Evaluation of Ph.D. and Psy.D. Theses and will be evaluated by the Thesis Examination Board.

Professional Development Activities: students are expected to actively participate in professional development activities such as the MUN Enhanced Development of the Graduate Experience (EDGE) program (http://www.mun.ca/sgs/EDGE_Background_.pdf) and in research seminars recommended by the Supervisory Committee in order to foster scholarly discourse. In these seminars, students hone their research skills by learning how to apply theories, concepts and methods that they have acquired in their required courses and by developing, presenting and discussing research projects other than their thesis projects. See Appendix B for new calendar entry for new PhD program in HKR

8.1.2 Degree Timelines

As alluded to in Section 7 (Program Requirements) the duration of the program is normally 4 years. The program is available on a full-time and part- time basis.

The program can be started in September, January or May. By the end of the first academic year, students are expected to have completed their (potential) course work and start preparing for their comprehensive examination and writing the draft of their research proposal (see below)

YEAR	MILESTONES
1	Preparation for comprehensive examination and completion of draft research proposal. and completion of courses and participate in seminar series
2	Complete comprehensive examination and finalize research proposal, secure research ethics clearance where required and begin research/fieldwork and participate in seminar series.
3	Conduct research/fieldwork, perform analyses, and preparation of publications/thesis chapters and participate in seminar series.
4	Research and dissertation completed and defended

8.2 Program Administration

The PhD program within the School of HKR shall be administered by **the Associate Dean of Graduate Studies and Research (also known as the** Graduate Program Officer/Coordinator), acting as program liaison with the School of Graduate Studies, together with the Associate Vice-President Research and Graduate Studies, the Dean of the HKR, the Graduate **Studies** Committee (GSC) within the School of HKR **and an administration assistant.** The GSC shall normally consist of 3-5 members nominated by faculty and appointed by the Dean of HKR.

The Associate Dean of Graduate Studies and Research and the Administrative Assistant (who will dedicate 50% of their time to the graduate program) will administer trainee awards, Supervisory Committee reports, comprehensive examinations, and other related PhD administration roles together. The Graduate Studies Committee will discuss and recommend awards, curricular issues and admissions to the graduate program (both masters and PhD).

The program of study of each student will be guided for the duration of the program by a Supervisory Committee of three (3) to five (5) faculty members including the supervisor (co-supervisors). Members may be internal and/or external to the faculty based on the expertise of the thesis research. The supervisory committee will be established for each student as per General Regulations, Supervision, Ph.D. and Psy.D. Candidates (<https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/4/9/>). Duties of this Committee shall involve supervising the overall program of study, including the recommendation of appropriate courses, the setting and scheduling of comprehensive examinations, advising on the development of a research proposal, thesis-writing, recommendation of thesis examiners and preparation of the thesis defense.

9. Resource Implications/Requirements

9.1 Faculty Complement and Workload

Following the initial 5 years, the maximum capacity for PhD student enrolment will be 8. If students are required to take courses, they will do so from already existing courses (See 8.1.1 of Appendix C).

The graduate student seminar will be facilitated by the Associate Dean of Graduate Studies and Research and there will be no additional CE.

Some teaching capacity for teaching undergraduate courses may be provided by PhD students with guidance and mentorship from their supervisor. Occasionally, PhD students could be offered the opportunity to teach an undergraduate course during their PhD program, depending on their expertise and the teaching needs within HKR. Such appointments will be made in accordance with the provisions of the MUN LUMUN Collective Agreement article 13.08. Existing faculty will offer the capability to guide and examine students in the comprehensive exam process (see section on Program requirements).

Course remissions for the faculty members acting as student supervisors will be required as students graduate. Guidelines for course remissions are included below:

The program, once established, will require a teaching load equivalent to (based on current SHKR CE document):

- 0.33 CE per year per intake PhD student (fixed variable cost, i.e., .99 in year 1 for 3 students, 1.66 in year 5 for 5 students, and 2.99 per year for maximum enrollment of 9 students)
- There is no additional resource cost for seminar course as it is part of the existing Master's program

****Note** – This equivalency is only the case if all faculty members never had any other students. Since the SHKR has adopted the proposed university wide CE document, faculty members can only receive up to 1 CE per year no matter how many trainees they have.

9.2 List of Faculty for Thesis/Research Supervision

A number of faculty (see Appendix D attached PDF for faculty CVs) in School of HKR are currently associated with the development of the proposed PhD in HKR and have indicated a commitment to teaching in the program and/or supervising students or serve on Supervisory Committees:

Name	Rank	Field of Study
Anne-Marie Sullivan	Associate Professor and Interim Dean	Leisure education Therapeutic recreation Developmental aspects of leisure Leisure and well-being/quality of life Risk-taking behaviours among youth Qualitative research methods Participatory action research
Duane Button	Full Professor and Associate Dean of Graduate studies and Research	Nervous system adaptations to chronically increased and decreased activity
David Behm	Full Professor	Neuromuscular responses to acute and chronic activity
TA Loeffler	Full Professor	The role of nature in health and physical activity The phenomenology of the outdoor experience Women's participation in outdoor leadership and physical activity
Kevin Power	Full Professor and Acting Associate Dean of Undergraduate studies	understanding how the brain and spinal cord produce complex movements and whether or not exercise influences that process
Fabien Basset	Associate Professor	Cardiorespiratory responses to exercise

		<p>Muscle fatigue and human performance</p> <p>Metabolic responses to environmental factors</p>
Jeannette Byrne	Associate Professor	<p>Factors influencing joint and muscle function in both healthy and injured populations.</p> <p>Biomechanical modelling.</p> <p>Knee function following total knee arthroplasty.</p> <p>Physiotherapy interventions aimed at optimizing joint and muscle function.</p>
David Hancock	Associate Professor	<p>Sport officiating (group processes, decision making, mental health, recruitment/retention, and female officials)</p> <p>Youth sport (relative age and birthplace effects)</p>
Angela Loucks-Atkinson	Associate Professor	<p>Health and well-being</p> <p>Chronic illnesses and disabilities</p> <p>Health and social psychology</p> <p>Active lifestyle</p> <p>Valued life activities</p> <p>Constraints</p>

		<p>Chronic pain and fatigue</p> <p>Lifespan</p> <p>Methodological, measurement and statistical issues</p>
Erin McGowan	Associate Professor	<p>Exploring the effects of physical activity on managing treatment side effects and improving overall quality of lifeHealth behaviour change in cancer survivors.</p>
Jeff Crane	Assistant Professor	<p>Promotion of physical activity engagement across the lifespan for all individuals.</p> <p>Prevention against sedentary behaviours across the lifespan for all individuals.</p> <p>Internal and external influences that contribute to either an active or sedentary lifestyle.</p> <p>The role of an educator (preservice and service) as a contributor to motor development.</p> <p>Exploring schools and community as a key player to engagement in physical pursuits.</p> <p>Creating opportunities for individuals with disabilities or special needs and at risk populations.</p> <p>Physical and health literacy.</p>
Kim Cullen	Associate Professor	<p>Examining workplace hazards and risk factors for musculoskeletal and mental</p>

		<p>health conditions.</p> <p>Identifying meaningful thresholds of change for outcome measures in work and health research.</p> <p>Using evidence synthesis approaches to evaluate effective workplace policies and program innovation in work disability prevention.</p>
Stephanie Field	Assistant Professor	<p>children's perceived and actual water competence</p> <p>physical literacy in aquatic environments</p> <p>the impact of water safety programs on drowning prevention</p> <p>physical, cognitive, and social factors that influence children's recreation and leisure participation</p> <p>the role of perceived and actual motor competence on physical activity participation</p>
Kyle Pushkarenko	Assistant Professor	<p>Inclusive physical literacy theory and practice.</p> <p>Developmental disabilities and adapted physical activity theory and practice.</p> <p>Community stakeholder perspectives of adapted physical activity programming.</p> <p>Barriers and facilitators to participation and engagement in adapted physical</p>

		<p>activity.</p> <p>Ableism in adapted physical activity practice.</p> <p>Experiential accounts of adapted physical activity practice and programming.</p> <p>Adapted physical activity program development and curriculum design.</p>
Gregory Pearcey	Assistant Professor	Sensorimotor control of human movement
Katie Wadden	Assistant Professor	Perinatal Plasticity: Assessing 'Baby-Brain' Postpartum

The impact on the ability of current faculty to continue supervising the same number of students in the existing Master's programs will be minimal.

- Rationale: Any negative impact would be balanced with a longer-term positive impact. Typically, faculty from HKR will supervise a single PhD student, but may also jointly supervise students with other faculty members. This is likely to advance research programs through ongoing collaboration and mentorship. Advisors from outside academia (stakeholders from industry, government and non-government organizations) can also be invited to sit on student Supervisory Committees as needed. PhD students will serve as mentors for Master's students, alleviating some of the logistics around supervision and enriching the Master's student programs. Future PhD research will have positive feedback by having publications in high-quality journals and more impact of the research and engagement activities in the community, resulting in more competitive faculty to acquire more funding from highly competitive agencies.

9.3 Space and Facilities

Every graduate student will have access to a shared graduate student office space that is currently available in PE 1020. Approximately, there are 10-15 students at any one time.

On a need basis, research space will be made available by the supervising faculty member. Currently, there are several operating labs within the faculty of HKR. These include:

- Human Neurophysiology Lab, SPORT Lab, KINNECT Lab, Neuromuscular Physiology Lab, Sensorimotor Lab, Cardiovascular and metabolic Lab, Social Science Lab

Students are expected to conduct their work on their own laptop computers or in existing library or lab computers as appropriate. As for software resources, MUN, SHKR, and individual supervisors have sufficient software licenses that most students will require to complete course work and research requirements. Specialized software for student research projects will be provided by grants to individual supervisors.

Additionally, students will have access to extensive library resources provided through the MUN library network (Appendix E).

10. Financial support/Graduate Student Fees and Funding

10.1 Student Support

- All full-time graduate students in the PhD program will receive:
 - a Graduate Student Support package made up of a School of Graduate Studies Baseline Fellowship (if eligible) combined with matching financial support contributed from faculty supervisors and/or potentially teaching assistantships for 4 years. **This includes the baseline fellowship amount of \$11,000 + a minimum of \$7,500 per year from the supervisors' demonstrated (PhD students will**

not be accepted unless there is evidence that the supervisor can provide this funding) secured funding + potentially 1556.40 TA for a total of \$20,056.40 The students are also expected and will be supported in their efforts to apply for funding through suitable external agencies. The transdisciplinary nature of the program may present a dual advantage for the students in the program, as they may apply for either NSERC / SSHRC / CIHR funding depending on their field, also meaning that not all students in the program may compete for the same scholarship program. The SGS principles and eligibility criteria guidelines will be followed (http://www.mun.ca/sgs/support_guidelines.pdf).

- There are a wide variety of scholarships available to graduate students at Memorial University. Some of these scholarships are administered through the SGS or another administrative unit at Memorial University, while others are managed directly by the scholarship agencies. Students are encouraged to visit the MUN Searchable awards and scholarships database at <http://www.mun.ca/sgs/current/scholarships/>.
- External awards are offered by federal and provincial scholarship agencies, foundations or private companies, including those from Canada's three major research granting agencies: Natural Sciences & Engineering Research Council (NSERC) Doctoral Scholarships; Social Sciences and Humanities Research Council (SSHRC) Doctoral Scholarships, and Canadian Institutes of Health Research (CIHR) Doctoral Scholarships. External funding is also available through programs such as MITACS Accelerate for supporting internships or other experiential learning opportunities and MITACS Global link for funding collaborative international research in India, France and Tunisia.
- Aboriginal scholarships are available for application by eligible students through tri-agency awards.
- The proposed program may give PhD students teaching experience. Meritorious students may be offered the opportunity to teach undergraduate courses during their PhD program, with appointment facilitated through provisions of the MUN-LUMUN Collective Agreement article 13.08.
- The following table illustrates the financial support we aim to provide to each student during the first five years of the program (an amount of \$19,820/student/year). Additional funds garnered by students and/or supervisors will increase this amount. While the minimum student support will be \$20,056.40 per year, it would be ideal to secure, from all potential financial resources, total funding for each PhD student that equates 75% of current Canadian Graduate Scholarships (\$40,000) per year.

Table 10.1 – Financial support for the students during the first 5 years

<i>Type</i>	<i>Year 1</i> 2 Students Total = 2	<i>Year 2</i> 2 Students Total = 4	<i>Year 3</i> 2 Students Total = 6	<i>Year 4</i> 3 Students Total = 9	<i>Year 5</i> 3 Students Total = 10 (2 students completed the year before)
Funding Sources					
SGS Baseline Funding	11,000 x 2	11,000 x 4	11,000 x 6	11,000 x 9	11,000 x 10
Grants/Contracts Funds	7,500 x 2	7,500 x 4	7,500 x 6	7,500 x 9	7,500 x 10
Teaching Assistantships	1556.40 x 2	1556.40 x 4	1556.40 x 6	1556.40 x 9	1556.40 x 10
Additional Funds					
Deans Doctoral Awards	5,000	5,000	5,000	5,000	5,000
Total Support	\$45,112.80	\$85,225.60	\$125,338.20	\$185,507.60	\$205,564

SGS Baseline Funding

SGS budgets for and estimates 5 baseline fellowships for new programs. In Table 10.1 we have included the value of 6 SGS baseline funding fellowships (at a baseline amount of \$11,000) for the first two years, and the value of 3, 4 and 5 baseline fellowships starting in years three, four and five.

Teaching Assistantships (TA)

Teaching assistantships are funded by the SHKR. These are not guaranteed but each student could get 1 TA per year. Each TA is based on 60 hours (\$25.94/hour by September 2025) of work and

is worth a total of \$1556.40 for the 60 hours worked. Changes to these rates will occur to match future TAUMAN collective agreements.

Grants/Contract Funds

It is difficult to assess the funds that each faculty associated with the PhD program will contribute towards funding students. Faculty members who are academic supervisors in the Master's programs and have expressed their intent to supervise in this program have strong records in obtaining external funds. Therefore, we anticipate a substantial amount of student support will come directly from faculty grants (a minimum of \$7,500 per year per student is recommended). Co-funding of this amount by faculty from different disciplines is acceptable.

Dean's Doctoral Award

The SGS Dean's Doctoral Award is \$5,000 per annum for outstanding PhD students. We assume that one student will hold this award in our program at any given time.

10.2 Budget

Table 10.2 Program Budget

<i>Type</i>	<i>Year 1 2 Students Total = 2</i>	<i>Year 2 2 Students Total = 4</i>	<i>Year 3 2 Students Total = 6</i>	<i>Year 4 3 Students Total = 9</i>	<i>Year 5 3 Students Total = 10 (2 students completed the year before)</i>
<i>Revenue</i>					
<i>Program Fees (see Revenue section below for calculation of program fees)</i>	<i>\$7,560 (1 international student)</i>	<i>\$15,120 (2 international students)</i>	<i>\$22,680 (3 international students)</i>	<i>\$34,737 (5 international students)</i>	<i>\$37,800 (5 international students)</i>
<i>Expenditures</i>					
<i>Course Remissions for graduate students</i>	<i>0.66 \$7,169 x 0.66</i>	<i>1.33 \$7,312 x 1.33</i>	<i>1.99 \$7,312 x 1.99</i>	<i>2.99 \$7,312 x 2.99</i>	<i>3.33 \$7,312 x 3.33</i>
<i>Total Expenditures</i>	<i>\$4,731.54</i>	<i>\$9,724.96</i>	<i>\$14,550.88</i>	<i>\$21,862.88</i>	<i>\$24,348.96</i>

Net Revenue	\$2,828.46	\$5,395.04	\$8,129.12	\$12,874.12	\$13,451.04

Revenue is calculated using the current tuition rates per semester for 2022-2023 for Newfoundland and Labrador doctoral students (\$888), for Canadian doctoral students (\$1,154) and for international doctoral students (\$1,499). We made the simplifying assumption that each year represents an academic year (September to August) and fees for three semesters must be paid. The calculation is based on an average of the two fees (for Canadian and NL students = \$1,021 x 3 semesters x #students, and for international students = \$1,499 x 3 semesters x #students). Since the current Master's programs in the HKR have approximately 50% international students, we assumed the proposed PhD program would have a similar proportion, and the remaining 50% would be Canadian and NL students.

Expenditures

Administrative costs. We have budgeted for course remissions upon graduation of graduate students in the program based on the current equivalency agreement in HKR of 0.33/student per year. The budget is based on 2 students graduating after year 4. Two to three students would be expected to graduate each year thereafter at a total maximum cost based on the MUNFA collective bargaining agreement (which is accounted for in table 10.2) remuneration for a course equivalency. However, when the program is running at full capacity, the expected number of students would also increase the revenue resulting in a continued positive net revenue each year.

****Note** – The administration costs for course equivalencies is only the case if all faculty members never had any other students. Since the SHKR has adopted the proposed university wide CE document, faculty members can only receive up to 1 CE per year no matter how many trainees they have.

Administrative support (not listed in table 10.2). Administrative support will come from existing support in HKR including the Associate Dean of Graduate Studies and Research, academic program officer and intermediate secretary. Administrative support from non-bargaining unit employees and/or CUPE employees will be provided by the AVP Research and Graduate Studies office from existing resources.

Operating costs (not listed in table 10.2). We did not budget for materials and supplies, nor for reference materials, as we expect that materials already held in the MUN Library will satisfy the learning and research needs of the program.

According to Table 4, the **net revenue** should be positive each year.

Appendix A: Preliminary Consultation

THE FEEDBACK

Feedback was received from more than 10 colleagues across MUN campuses who want to be part of the program. They include colleagues from The St. John's Campus and the Marine Institute. We have included emails from the following respondents:

Michelle Ploughman – Division of BioMedical Science Michelle.ploughman@med.mun.ca
Diana De Carvalho – Division of Community Health and Humanities ddecarvalho@mun.ca
Sarah Power – Engineering sd.power@mun.ca
Jennifer Shea – Division of Community Health and Humanities jennifer.shea@med.mun.ca
Karen Parsons – Nursing karenp@mun.ca
Rhonda Joy – Education rjoy@mun.ca
Robert Bertolo – Biochemistry biohead@mun.ca
Rachelle Shanahan – Business rshannahan@mun.ca
Gail Wideman - Social Work wideman@mun.ca
Heath Matheson – Psychology hmatheson@mun.ca
Steve Mallum – Marine Institute Steven.Mallam@mi.mun.ca
Jon Power – NRC Jonathan.Power@nrc-cnrc.gc.ca

The feedback has been discussed in committee meetings as it had been received and the committee determined what changes were needed in the proposal. This document summarizes the feedback and mentions any subsequent changes to the proposal. We received feedback from three individuals,

From Michelle Ploughman

My first thought is that it is about time! Rationale is very convincing and aligns with MUN goals.

Things that cross my mind

PhD trainees are the middle step from MSc to PhD to post-doctoral fellow. HKR has the first and the last steps but missing the middle which affects student growth and development of research success from both the PIs and the trainees perspectives. This in turn affects ability for PIs to compete for national funding. Furthermore PhD trainees have the ability to apply for their own funds thereby bring in fellowship funds to MUN. If a third of your proposed PhD group won NSERC/CIHR/SHRRC @25,000 per year what is the potential \$ gain?

Sounds like you don't have any PhD students at all (MUN may question your ability and the demand?) but you already have some PhD students that you are primary supervisor however the arrangement (MUN BMS) leaves out the majority of HKR PIs and the program is not tailored to suit HKR.

Ability to subspecialize is not obvious in the document. What is the label exactly? PhD HKR (Neurophysiology)? Etc.

Funding minimum by combining sources good plan however not sure what is meant p21 Grants/Contract funds. If the supervisor does not have any funds then where is the finding coming from? I think that faculty must arrange funding one way or the other (themselves or awards) BEFORE committing to the PhD student. Seems to go against what is mentioned in 10.1 on p19.

Not sure it is a great idea to have no course requirements at all when there is a very long list of graduate courses in Appendix C- I think students should have to complete at least 2 courses/directed study. Course grades are often essential when applying for MSc/PhD fellowships (and future PDFs) so your students will be at a disadvantage. Remember they are competing with other MSc and PhD at MUN who will have grad studies grades on their transcripts. Seminar can be a course. I think MUN reviewers would scratch their heads over this. Med BMS just went through a Unit assessment and having basic course requirements was a strength but they wanted consistency throughout BMS. BMS had a strategic planning day and students expressed desire to have core courses so they could have grades on their transcripts. It was decided to have all sections require 2 courses.

I like the idea of the options for comp exams.

Option to roll from the MSc to PhD is an excellent way to appraise the abilities of students- especially those whose training is outside of N America/UK/AUS.

Minor

P4 first paragraph. Should be) after neurophysiology

"You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose" Dr. Seuss

Michelle Ploughman BSc.PT, MSc., PhD
Canada Research Chair (Tier II); Rehabilitation, Neuroplasticity and Brain Recovery
Professor, BioMedical Sciences, Faculty of Medicine, Memorial University of Newfoundland
Rm. 400, Recovery and Performance Laboratory, L.A. Miller Centre, 100 Forest Rd. St. John's
NL CANADA A1A 1E5
(office) 709 777 2099 (lab and fax) 709 777 2082
@michploughman drmichelleploughman.com

FROM Diana De Carvalho

Hi Duane,

This is exciting. Happy to provide some thoughts (included in the attached document as comments).

D

FROM Jon Power

Hi Duane,

Thanks so much for including me in the feedback process.

I think the proposed PhD program for SHKR is an excellent idea, and I am very happy to see it moving forward.

I feel that the proposal you sent clearly outlines how the SHKR PhD program will fill the identified gaps from both a competency perspective, and accessibility perspective with being able to offer a PhD program in kinesiology in Atlantic Canada. I have no comments or suggestions on it; the proposal is very comprehensive and outlines a great way forward for the PhD program.

I am not sure if you are aware of this or not, but I co-lead the NRC Karluk Collaboration space with my colleague Allison Kennedy. The Karluk Collaboration Space is a formalized agreement between NRC and Memorial University for collaborative research projects, that also has physical space for graduate students. Here is the link to the website with some more information:

[Karluk Collaboration Space - Leading innovation in ocean engineering, technology and science - National Research Council Canada](#)

Fabien and I have had a project go through the Karluk Collaboration Space before the pandemic. The pandemic put a bit of damper on the Karluk Collaboration Space while we were working from home, but now that we are back in the office, the physical space has reopened and we have graduate students with offices in there.

If you are interested, I can have you over for a tour of the space and talk to you about how the Karluk Collaboration Space, and NRC, may be able to help support the PhD program at SHKR.

Jon

Appendix B: New Calendar Entry for New PhD Program in HKR

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

44.XX.1 Qualifications for Admission

To pursue a PhD in HKR, students must meet the admission requirements of the MUN School of Graduate Studies: <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015>

1. Admission to the program will be limited and competitive.
2. An applicant must normally hold a Master's Degree with a specialization in HKR. In exceptional circumstances may request a transfer to the PhD program after a minimum of 12 months in their program of study, and completion of all Master's course work requirements with a minimum grade of 70% and clear evidence of exceptional research productivity. The final decision for transfer from the Master's programs to the PhD program rests with the Dean of the School of Graduate Studies.
3. Completion of a thesis-based master's program, or non-thesis based master's program with relevant research experience in a field that is relevant to the area of study in the desired PhD program with a minimum graduating average of 70%. (Examples of acceptable programs may include: kinesiology, sport management, health-related disciplines). A student who has spent three semesters in the MHKR program may be recommended for transfer into the Ph.D. stream.
4. Applicants will be assessed for admission to the PhD in HKR based on their research interests, their documented potential to produce meaningful research in their chosen field, and the availability of supervisors in the area of the applicant's interest. Prior to proceeding with a formal application, interested candidates are advised to contact potential supervisors by email from within their area of research interest to determine the availability of positions and supervisors.
5. An applicant who did not complete a Master's degree at a recognized university where English is the primary language of instruction must normally complete either the
 1. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet-based score of 92 (or higher);
 2. International English Language Testing System (IELTS) and achieve a score of 7 (or higher); or
 3. Other equivalent tests acceptable to the School of Graduate Studies will also be considered.

44.XX.2 Program of Study

Offered in partnership with the School of Graduate Studies (SGS), the PhD-HKR within the SHKR is intended for students whose academic interests are within or cross multiple disciplines in areas related to Human Kinetics, Kinesiology, Physical Activity, Recreation and Leisure, and Sport.

Students enrolled in this program typically have excellent academic records and a clear understanding of their research topic at the time of application.

The time required to complete the program will vary according to the previous training of the applicant and the nature of the research undertaken. Normally a minimum of three years is required to complete the program, and the average duration of the program is four years. As stated in the **General Regulations** for Graduate Studies, the time limit for completion of the Degree is 7 years. The program is offered by full- and part-time study, and is guided by a Supervisory Committee made up of a lead supervisor and internal and external (to HKR) committee members.

Course Requirements: In addition to the Doctoral Research Seminar, students in the program shall normally be required to complete a minimum of 2 courses (6-credit hours) and a maximum of 4 courses (12-credit hours). The Supervisory Committee will determine the appropriate courses to better prepare the student for their research and dissertation. Courses shall normally consist of at least one course in research methods and one course in a substantive area, which will be chosen from existing courses currently offered in HKR or other applicable faculties/departments.

Doctoral Research Seminar: Students must complete the Doctoral Research Seminar for 6 semesters in the first 3 years of their program. This seminar focuses scholarly and professional challenges facing researchers in SHKR. Topics include current research in Exercise Science, Recreation, and Physical & Health Education, critical issues in research, the need for knowledge translation and dissemination, critical examination of students' emerging research questions, grant writing, teaching dossiers, applying for faculty positions, professional development, and networking skills. This seminar encourages doctoral students to become engaged in the research community, advance the development of their own capacity for research and professional development and gain a deeper understanding and appreciation of multiple approaches to the study of physical activity.

In addition, students are required to complete the following:

Comprehensive Examination: The PhD Comprehensive Examination shall be administered in accordance with SGS's **General Regulations, Comprehensive Examinations**. The examination shall normally consist of both written and oral components. The examination will deal with specified areas pertaining to the focus of the degree. The format and content of the comprehensive examinations will be determined by the candidate's Supervisory Committee. The examination will be conducted upon the completion of any required coursework, normally scheduled in the fourth semester of the student's program and no later than the seventh semester of the student's program. The Comprehensive Examination Committee, appointed by the Dean of Graduate Studies on the recommendation of the Academic Unit, will conduct the examination. There are two comprehensive exam options:

Option A:

The examination shall normally consist of written and oral components. Students will be required to prepare a paper on their research project, including a review of relevant literature

on the fundamental topics, providing a critique of the research in this area of study, and proposing a study and methods that address a gap in the research topic. This paper must be submitted to the Comprehensive Examination Committee 14 days prior to the oral examination. The oral examination will encompass areas outlined in the written paper and field-specific topics at the discretion of the Comprehensive Examination Committee.

Option B:

The examination shall normally consist of written and oral components. A student will prepare for an exam by undertaking supervised readings in fields prescribed by the members of the Comprehensive Exam Committee. The examination will deal with general and specified areas pertaining to the focus of the degree, including content related to the student's research topic, the theoretical background of the student's research topic, and relevant research methods. The answers to the exam must be submitted to the Comprehensive Examination Committee 7 days prior to the oral examination. The oral examination will encompass all questions on the written exam and exam-specific topics at the discretion of the Comprehensive Examination Committee.

Doctoral Proposal and Dissertation: The student must submit a written thesis proposal for presentation to the Supervisory Committee within three months following the completion of the student's comprehensive examination. The student must complete a doctoral dissertation that is scholarly, original and offers new contributions to the field of study. Prior to the commencement of the doctoral dissertation, the student must present to the Supervisory Committee a research proposal outlining the proposed dissertation research project including a comprehensive literature review and methodological details of the proposed work. The Supervisory Committee must approve this proposal before the dissertation research project commences. Submission of the dissertation and the oral defense of the dissertation will follow General Regulations, Theses and Reports, Evaluation of Ph.D. and Psy.D. Theses and will be evaluated by the Thesis Examination Board.

Professional Development Activities: students are expected to actively participate in professional development activities such as the MUN Enhanced Development of the Graduate Experience (EDGE) program (http://www.mun.ca/sgs/EDGE_Background_.pdf) and in research seminars recommended by the Supervisory Committee in order to foster scholarly discourse. In these seminars, students hone their research skills by learning how to apply theories, concepts and methods that they have acquired in their required courses and by developing, presenting and discussing research projects other than their thesis projects. See Appendix B for new calendar entry for new PhD program in HKR

Appendix C: Graduate Courses

Graduate courses existing in SHKR

- 6000 Quantitative Research Methods
- 6001 Qualitative Research Methods
- 6002 Action Research
- 6003 Culture and Society
- 6110 Physical Education, Recreation, and Sport Management
- 6111 Canadian Delivery Systems in Physical Education, Recreation and Sport
- 6120 Curriculum Development in Physical Education
- 6121 Physical Education Leadership
- 6122 Comprehensive Community and School Health
- 6123 Coaching and Long-term Athlete Development
- 6124 Adapted Physical Activity
- 6126 Positive Youth Development
- 6127 Activity Over the Lifespan
- 6130 Computer Applications for Physical Activity Measurement and Intervention
- 6201 Foundations of Sport Psychology and Mental Training Techniques
- 6202 Intervention and Enhancement Techniques in Mental Training Consultation
- 6203 Sport Psychology Consulting
- 6310 Exercise Physiology I
- 6314 Graduate Seminar Series (repeatable, non-credit)
- 6320 Exercise Physiology II
- 6330 The Application and Implementation of Kinesiology Technologies
- 6335 Work, Organization & Health
- 6360 Knowledge Translation: Applications to Ergonomics and Occupational Health and Safety
- 6370 Movement and Neural Science
- 6410 Sport and Society
- 6500 Introduction to Research in Physical Education
- 6600 Contemporary Issues and Trends
- 6710-6719: Individual Reading and Research

Please see <https://www.mun.ca/hkr/our-programs/graduate-programs/msc-kin/> for course descriptions

Appendix D: Faculty CVs

CVs available in the attached document.

See Attached PDF

Appendix E: Library Report (QEII and HS)



Collection Strategies Division
Queen Elizabeth II Library
St. John's, NL A1B 3Y1
Phone: 709-864-3139

SHKR PhD Proposal
Queen Elizabeth II Library Report
Prepared by Dr. Kathryn Rose
Acting Head, Collection Strategies, QEII Library, MUN
May 30, 2023

Collections – Monographs

An assessment of the monograph collections at MUN Libraries was conducted to determine our ability to support the SHKR's proposed PhD program. The library has supported the MHKR for a number of years, as well as the research conducted by faculty associated with the school. Supported by our collections for education, nursing, sociology, psychology and medicine, we have strong research collections in the areas noted in the proposal, such as health promotion of physical activity, sport and community engagement, prevention and management of chronic disease, physical literacy of children and youth, elite athlete development, rural health and wellbeing and healthy active aging. We will continue to support these endeavours through existing budgetary allocations.

Collections – Journal Literature

Databases and Indexes

The library has many databases and indexes to help research discover scholarly literature. The following list is a selection of the resources held in the MUN Library system:

- CINAHL plus with full text
- SPORTDiscus with full text
- Education database
- Sage video: education
- Scopus
- Web of science core collection
- CCOHS academic support program
- Health & Medical collection
- Leisure Tourism
- Nursing & allied health database
- PubMed

Education Source
ERIC
PsycINFO
Consumer health database

Holdings in Key titles

Our databases and indexes are complimented with a sizeable journal collection, through individual subscriptions, Open Access content, journal packages and aggregator agreements. The following serves as an example of coverage MUN Libraries has for journals in this field, but is by no means, exhaustive:

Journal of strength and condition research: 1987-current
Applied Physiology, Nutrition, Metabolism Journal: 2006 to current
Journal of Sport Medicine and Physical Fitness: 1999-to current
European Journal of Sport Sciences: 2001 – 15 month embargo
Leisure Sciences: 1998 – 15 month embargo
Journal of Leisure Research: 1969 – 2020 (with a two year gap, 2016-2018)
American journal of sports medicine: 1976 – current
Journal of rural health: 1985 – current
Journal of physical education, recreation and dance: 1982 – 15 month embargo
Journal of aging and physical activity: 1993 – 12 month embargo

Inter-Campus Loan, Inter-Library Loan and Document Delivery

The databases and indexes provided by MUN Libraries allows researchers to discover academic literature. Even with our extensive collections, we are not able to purchase exhaustively and ensure immediate access to all research literature. We provide patrons with access to collections across campuses with inter-campus loans, and for those items not available within our system, we rely on inter-library loan and document delivery. Lending services aims to have all document delivery requests filled within 72 hours. In some instances, a purchase of the material needed is the best course of action – either due to cost, or the need expressed by the researcher. While this can occur seamlessly through the Inter-library loan requests, patrons can always reach out directly to their liaison librarian, or submit a request through a form on the website.

Facilities

While the SHKR seems to provide a great deal for student support through their own facilities, graduate students are also eligible to apply for study rooms for full semesters at the QEII Library. There is a lengthy wait list, and students are encouraged to apply early if there is no departmental space available. In addition to our reading room and general study space, small study rooms can also be booked for 3 hours sessions, and the Commons can also help students with access to computers and printing. The Makerspace and the Digital Media Centre can also provide students with access to software and hardware to assist with their graduate work. Reference librarians are also available to help with research needs.

Publishing Opportunities

Each May, the library opens the MUN Author Open Access Fund. Graduate students who have peer-reviewed articles accepted to an eligible open-access journal and completed the revision process, can apply to have the library offset the author fee. More information about the fund, the process and the eligibility requirements can be found at <http://guides.library.mun.ca/openaccess/oafund>




Senate | Committee on Elections, Committees and Bylaws

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

October 1, 2024

TO: Members of Senate

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

SUBJECT: Recommendations for Amendments to Senate Bylaws

At a meeting held on September 19, 2024, the Senate Committee on Elections, Committees, and Bylaws (the “Committee”) considered proposed changes to the Senate bylaws in accordance with its mandate. The Committee considered its own terms of reference, as well as proposed amendments to the terms of reference of the Senate Committee on Honorary Degrees and Ceremonial. As a result of that review, the Committee recommends Senate consider and approve the following **two** motions:

1. Motion

RESOLVED:

That the Senate Committee on Elections, Committees and Bylaws terms of reference be amended as follows:

“1. Membership

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

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

- (a) To make recommendations on the interpretation of the term “full-time members of the academic staff” in the approved procedures for the election of members of the academic staff to the Senate.
- (b) To make recommendations for the selection of non-statutory ex-officio members of the Senate.

(c) To assume responsibility for the annual election of members of academic staff to the Senate.

(d) To recommend for Senate approval the structure and terms of reference of Senate standing committees, and any other committees as requested by Senate.

(e) Membership of Senate standing committees shall be recommended for the approval of Senate in accordance with the following procedures:

(i) In January of each year, the Committee shall call for volunteers and nominations to fill vacancies on Senate standing committees. Nominations require the signatures of the nominee and one nominator, both of whom must be eligible electors or retirees who were eligible electors at the time of retirement, in accordance with Senate regulations. Volunteers, who must also be eligible electors or retirees who were eligible electors at the time of retirement, need only submit their own signature to be eligible for nomination by the Committee.

(ii) The Committee shall forward its recommendations to Senate in time for its April meeting. The list of recommended committee members shall be accompanied by a statement of the number of candidates who volunteered or were nominated, including the number who are not being recommended by the Committee for appointment to a Senate committee.

(iii) In the case of this Committee, the names of all volunteers and nominations will be forwarded to Senate without recommendation on membership. Senate will select an appropriate slate.

(iv) If any committee slate proposed by the Committee is rejected at the April meeting, the Senate shall decide whether to hold an election or ask the Committee to revise its recommendations for presentation at the May meeting. If an election is held, nominations shall be accepted from the floor of Senate, provided that the nominee has given consent (in writing if the nominee is not present at the meeting).

(f) In nominating membership of Senate standing committees, the Committee shall observe the following guidelines:

(i) Terms of office for academic staff members on standing committees shall commence on 1 September following the candidate's appointment unless the bylaws for individual committees specify a different date. Terms shall be for three years and shall be staggered so that one-third of the membership of each committee is replaced each year.

(ii) With the exception of those committee members serving on a committee by virtue of their office, normally, no academic staff member shall serve more than six consecutive years on any one Senate standing committee.

(iii) With the exception of those committee members serving on a committee by virtue of their office, normally, no academic staff member shall serve on more than two Senate standing committees at one time.

(iv) The Committee shall strive to nominate members for standing committees with an appropriate balance among constituencies, if such balance is not more precisely specified in the bylaws governing the membership of the committee. Efforts shall also be made to include both male and female members, faculty from both junior and senior ranks, and members of target groups in accordance with the university's equity policies. Unless exceptional circumstances prevent it, at least one-third of each standing committee's membership shall be female and at least one-third shall be male.

(g) The Committee shall recommend membership of ad hoc committees and Senate representatives to other bodies as instructed from time to time by Senate.

(h) Annually, invite all Senate committees to review their Terms of Reference and forward any recommended changes.

(i) Recommends changes to Senate bylaws as necessary.

(j) Ensures Senate bylaws are consistent with the Memorial University Act and with other relevant legislation."

2. Motion

RESOLVED:

That the Senate Committee on Honorary Degrees and Ceremonial terms of reference 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.”



Senate | Committee on Elections, Committees and Bylaws

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

September 20, 2024

TO: 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: Report on Nominations Received

At a meeting held on September 19, 2024, the Senate Committee on Elections, Committees, and Bylaws (the "Committee") considered a nomination received from Dr. Annette Staveley for appointment to the Senate Committee on Honorary Degrees and Ceremonial. The Committee therefore recommends that it be

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

The Committee also received a nomination for the appointment of Dr. Laleh Alisaraie to the vacant seat in the constituency of the School of Pharmacy. The Committee accepted the nomination and determined that Dr. Alisaraie is eligible for election by acclamation. Senate is advised that Dr. Alisaraie is elected by acclamation as of its receipt of this report on October 8, 2024.

LAM/mb



Senate | University Budget and Planning Committee

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

September 19, 2024

TO: Members of Senate

FROM: Dr. Michael Woods, Chair, University Planning and Budget Committee

SUBJECT: November 2024 Special Session of Senate

In accordance with the Senate bylaws, the Planning and Budget Committee is charged with recommending a Special Topic for consideration at the November and March meetings of Senate. Following deliberations at the Planning and Budget Committee, we recommend that it be

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.

Appendix X



Senate | Committee on Undergraduate Studies

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

September 27, 2024

TO: Members of Senate

FROM: Jennifer Porter, Secretary to Senate Committee on Undergraduate Studies

SUBJECT: Permission to allow students to graduate with new Math major

In December 2023, the Senate Committee on Undergraduate Studies endorsed a proposal from the Department of Mathematics and Statistics, Faculty of Science for a new Math major. The proposal which replaced the old Pure and Applied Math majors was subsequently approved by Senate and the Board of Regents.

The Office of the Registrar when reviewing applications for graduation for the Fall 2024 convocation cycle, learned that there are a few students who were advised by the Department of Math and Statistics to follow the new Math major regulations, despite its effective date being Fall 2024. These new regulations provided greater flexibility to the students. These students, using the new Major requirements, have now completed all academic requirements for their degree and have applied to graduate. The students would not currently meet the older Applied or Pure Math major requirements. The new Math major is not currently available as a listed major for the 2023-2024 academic year (the year in which the students completed program requirements).

On September 26, 2024 the Senate Committee on Undergraduate Studies endorsed a motion to recommend that Senate allow any student who was advised by the Department of Math 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 math major. If supported by Senate, there will be time to finalize the graduation applications and permit the students to participate in Fall 2024 convocation.

Regards,

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

Secretary, Senate Committee on Undergraduate Studies




Senate | Secretary of Senate

PO Box 4200
St. John's, NL A1C 5S7
Tel: 709 864 8867
www.mun.ca/senate

September 27, 2024

TO: The Chair and Members of Senate

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

SUBJECT: Motion to Suspend the Rules for Discussion of the Motion to Disband the Ad-hoc Committee on the Ode to Newfoundland

The following is presented in order to allow for open and equitable debate among Senate and Senate observers during the discussion of the motion to disband the ad hoc Committee. In particular, it is felt that there may well be observers of Senate who, though not members of the Senate, are doing the delegated work of Senate and should therefore be entitled to comment on topics that have an impact on that work.

The Senate bylaws includes the following provision (bolding added for emphasis):

§ IV.E.3 Admission of observers may be limited to an appropriate number by distribution of tickets or by a signing-in procedure. **Observers are not permitted to speak at meetings of the Senate.**

The Committee, therefore, recommends that it be

RESOLVED that Senate bylaw §IV.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.



Memorial University of Newfoundland Students' Union
Canadian Federation of Students Local 35

MEMORANDUM

September 6, 2024

FROM: Devon Budden, Executive Director of Advocacy, MUNSU

SUBJECT: Motion for Senate regarding the Ad Hoc committee on the Ode to Newfoundland

Notice of Motion - Disbanding of the Ode Committee

The Ode to Newfoundland was removed from convocation ceremonies 2 years ago. An Ad hoc committee on the Ode to Newfoundland was populated in January 2024. The ad hoc committee has not yet met its obligation of deciding to either include or remove the ode from convocation.

Given the number of pressing issues around the university, such as crumbling infrastructure and rising cost of living, the time and effort of our experienced committee members could be devoted instead to several other areas, making the university a more comfortable, equitable and enjoyable space. While there are a number of important contingencies to consider related to either including the Ode or upholding its removal, the lack of movement indicates that a new method of decision-making must be implemented. Since its removal two years ago, we have not seen substantial pushback from the student body. The opinion of the student body about the nature of convocation ceremonies that celebrate student accomplishments should take precedence over any other decision-making body.

Resolved: that the senate disband the Ad-hoc Committee on the Ode to Newfoundland effective immediately and,

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.

Proposed by,
Devon Budden (he/him)

Executive Director of Advocacy

Staff Relations Officer

Memorial University of Newfoundland Students' Union (MUNSU)

Kelly Anne Butler
Interim Director, Indigenous Engagement and Reconciliation
Office of Indigenous Affairs
kabutler@mun.ca

September 24, 2024

RE: Notice of Motion – Disbanding of the Ode Committee

Dr. Lee Ann McKivior
Interim Secretary of Senate
senate@mun.ca

Dear Senators:

I am writing today regarding the agenda item, Notice of Motion – Disbanding of the Ode Committee, from the September 2024 meeting of Senate, which is to be considered as a motion for the October 8 meeting. I am a member of the Senate ad hoc committee “formed to investigate, consult, discuss, and consider inclusion of the Provincial Anthem, ‘Ode to Newfoundland’ at Memorial University’s Convocation ceremonies.” I want to make clear, however, that I am not writing on behalf of the ad hoc committee, but rather in my role as interim director, Indigenous Engagement and Reconciliation, and as an appointed member of the committee.¹

There are several documents in various agendas and minutes that together offer the timeline on this issue, but I will highlight the May 7, 2023 recommendations from the Senate Committee on Honorary Degrees and Ceremonial, which includes consulting with Indigenous people, Labradorians, and other stakeholders; forming “an ad hoc committee to engage in these consultations;” and after considering these consultations, “that Senate make an informed decision” regarding the Ode and Convocation. Immediately following these recommendations, a Gazette article was posted, sharing publicly the plan to form this committee.

The Senate created this ad hoc committee to include elected Senators alongside appointed members with representation from the Office of Indigenous Affairs; the Internationalization Office; the office of the Vice-Provost, Equity, Diversity, Inclusion, and Anti-Racism; the Indigenous Student Resource Centre; the Convocation lead from Student Life; student government; and others, ensuring that the committee invites multiple voices that likely would not have been present on the committee if the sole pool of potential members was the Senate. It was an act balancing the composition of the membership on a specific issue, drawing on important and relevant expertise, and actively supporting Reconciliation, Indigenization, equity, diversity, inclusion, and anti-racism, and all of the relationships associated with these commitments.

This ad hoc committee is doing good work. We meet often. We sometimes have very awkward conversations. That is okay: it is to be expected. We very thoughtfully work through how to respectfully

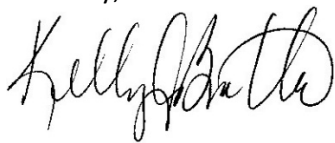
¹ My reason in writing is threefold: that some additional context be available to Senators as they contemplate the agenda; that my words are documented exactly as I present them and are then available to others for future related discussions; and to add context to a discussion of the motion, if a discussion occurs.

engage with a wide spectrum of potential consultees. We have already begun engagement sessions and have sent out invitations for more. We have a work plan to get through the multiple pieces of this process. We have shared that work plan. Of all the times we have met as a committee, I believe there has only been one time that we did not make quorum. We have lost a few members through retirement, graduation, change of position within the university, and a couple of resignations. We continue to show up and do good work.

No matter what happens when we get to the end of our process as a committee, no matter what recommendation we offer to Senate, and no matter how Senate decides on that recommendation, perhaps the biggest contribution we will have made as a committee and as an institution is that we provided a space for a diversity of people and perspectives to be heard, and to FEEL heard on a difficult topic. Providing that space, and wading through a wide spectrum of feedback to prepare a substantive report of those engagements takes longer than issuing a referendum, but it also accomplishes a great deal more in terms of engaging in respectful relationships, and demonstrating how that can be done in a good way. The ensuing report will be an example of what a willingness to meaningfully engage in difficult conversations can accomplish.

As a member of the ad hoc committee, and as the interim director, Indigenous Engagement and Reconciliation, I look forward to the day the committee can share its good work with you in the form of a final report and a recommendation. In order for that to happen, we need to continue this work.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Anne Butler". The signature is fluid and cursive, with the first name "Kelly" being more prominent.

Kelly Anne Butler