

MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
SENATE

The regular meeting of Senate was held on October 12, 2021, at 4:00 p.m. via Webex.

15. PRESENT

The President, Dr. F. Strzelczyk, Dr. B. Adjei, Ms. J. Bangma, Dr. A. Bittner, Mr. P. Brett, Dr. S. Bugden, Dr. K. Bulmer, Dr. N. Catto, Mr. C. Couturier, Dr. D. Hardy Cox, Dr. A. Craig, Dr. A. Cunsolo, Dr. G. Curtis, Dr. I. Dostaler, Mr. D. Duda, Mr. E. Durnford, Dr. T. Fridgen, Dr. G. Galway, Dr. S. Ganz, Dr. A. Gaudine, Dr. G. George, Dr. J. Hawboldt, Dr. R. Haynes, Dr. T. Hennessey, Dr. K. Hodgkinson, Dr. M. Hunter (for Ms. C. Ennis-Williams), Dr. K. Jacobsen, Dr. D. Kelly, Dr. E. Kendall, Dr. J. Lokash, Dr. S. MacDonald, Dr. E. Merschrod, Dr. G. Naterer, Dr. D. O’Keefe, Dr. S. O’Neill, Dr. D. Peters, Dr. M. Piercy-Normore, Ms. J. Porter, Dr. J. Pridham, Dr. C. Purchase, Dr. R. Shea, Dr. H. Skanes, Dr. K. Snelgrove, Ms. M. Snow, Dr. M. Stordy, Dr. A-M. Sullivan, Dr. I. Sutherland, Dr. M. Steele, Dr. L. Twells, Ms. C. Walsh, Dr. A. Warren, Dr. G. Watson, Dr. J. Westcott, Mr. S. Bhowmick, Mr. B. Mishkat, Mr. A. Ghamartale, Mr. D. Dunphy.

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

Dr. Shannon Sullivan

The President welcomed all Senators to this meeting of Senate.

**Land acknowledgement:**

We respectfully acknowledge the territory in which we gather as the ancestral homelands of the Beothuk, and the island of Newfoundland as the ancestral homelands of the Mi’kmaq and Beothuk. We would also like to recognize the Inuit of Nunatsiavut and NunatuKavut and the Innu of Nitassinan, and their ancestors, as the original people of Labrador. We strive for respectful partnerships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.

16. APOLOGIES

Dr. N. Bose, Dr. R. Croll, Mr. J. Etienne, Dr. J. Flynn, Dr. S. McConnell, and Dr. C. Schiller.

17. MINUTES

The Chair presented the Minutes of the meeting held on September 14, 2021, for review. Dr. E. Merschrod noted that the description of the discussion pertaining to item 11.1 did not fully capture the sentiments expressed by some Senators, in particular that “words like “vulgar” and “civil” are used to silence and marginalize people.” This amendment was noted and the appropriate edits noted in the revised minutes.

Minutes (cont'd)

It was moved by Mr. C. Couturier, seconded by Dr. I. Sutherland, and carried that the Minutes of the regular meeting held on September 14, 2021, be taken as read, with the above noted amendment, and confirmed.

18. Remarks from the Chair

The President provide an update to Senate including the following:

- Beginning with today's meeting the Provost and Vice-President (Academic) will address Senate after the President's remarks to provide updates from the Provost and VP Academic portfolios.
- The President addressed recent social media commentary regarding the Campus Master Plan which led to an impression that plans were underway to build a skating rink on Campus. The university has no plans to build a rink on campus, but rather this was one of many concepts proposed as part of the public engagement portion of the 15 year Master Plan development process.
- An update on the search for Vice-President (Marine Institute) was provided.
- A very successful event was recently held to mark the opening of Juniper House as the home of the Indigenous Student Resource Centre (ISRC).
- Faculty of Education is marking its 100<sup>th</sup> Anniversary this year.
- An update on Government's review of the MUN Act was provided.
- The President noted that Recruitment and Retention must be a top priority for the University in all its endeavours going forward including an increased emphasis will be placed on enhancing Scholarships.
- The President referenced the ongoing implementation of the Strategic Plan.

The President then took questions and comments from Senators which included topics such as proposed increases to course-based graduate programs and changes to continuance fee for graduate programs.

The President invited Dr. Florentine Strzelczyk, Provost and Vice-President (Academic), to give a presentation providing an overview of the Provost and Vice-President (Academic) portfolio.

Dr. Strzelczyk gave a slide presentation on her role as Provost and Vice-President (Academic). A copy is attached to the minutes.

**CONSENT AGENDA**

It was noted that Dr. M. Hunter, *Ex-officio* Senator from the Department of Education, abstained from voting on any agenda.

It was moved by Dr. A. Craig, seconded by Dr. A-M. Sullivan, and carried that the consent agenda, be approved as follows.

19. Report of the Academic Council of the School of Graduate Studies

19.1 Academic Council Constitution Revision

Revision to the Constitution for the Academic Council, School of Graduate Studies, Section 2. Membership, item c. which adds Arctic & Sub-Arctic Studies (Labrador Institute) to the listing for 1 representative.

**“ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES  
CONSTITUTION OF THE COUNCIL  
(Revised – November 19, 2018)**

**FUNCTIONS**

The functions of Academic Council shall be to ensure standards across all graduate program by considering all policies concerning graduate studies, approving regulation changes in calendar language and all courses and program of study pertaining to graduate studies, recommending to Senate the award of graduate degrees, receiving reports of decisions approved by Council committees, and discussing and making recommendations on any other matters affecting graduate studies. Where required, recommendations from Council shall be forwarded to Senate.

**MEMBERSHIP**

a. The Academic Council shall consist of *ex-officio* members, representatives of faculties and schools, and student members. All of these shall have an equal right to speak and to vote in Council.

b. The *ex-officio* members shall be the

Vice-President (Academic)

Vice-President (Research)

Associate Vice-President (Academic) and Dean, Graduate Studies

Associate Dean of Graduate Studies

Director, Graduate Enrolment Services, School of Graduate Studies

Associate Vice-President (Academic), Students or delegate

University Librarian

The Registrar or delegate

Executive Director of External Affairs, Graduate Students' Union

c. Representatives to Council from faculties and schools:

3 representatives from each of the constituencies of Education, Science, Humanities and Social Sciences, Business Administration

2 representatives from each of the constituencies of Engineering & Applied Science, Medicine, Social Work

1 representative from each of the constituencies of Nursing, Fisheries & Marine Institute, Music, Human Kinetics and Recreation, Pharmacy, Science and

Academic Council Constitution Revision (cont'd)

Environment (Grenfell Campus), Arts and Social Science (Grenfell Campus), ~~and~~ Fine Arts (Grenfell Campus), and School of Arctic & Sub-Arctic Studies (Labrador Institute)

- d. Graduate student representatives shall be 6 in number.

**SELECTION OF REPRESENTATIVES**

- a. Members shall be selected by election or appointment as decided by faculties and schools by means they choose individually. The term of office shall be one year beginning September 1.
- b. Selection of faculty members of the Council shall be completed not later than March 31<sup>st</sup> of each year.
- c. Selection of student members of the Academic Council shall be decided by the Graduate Students' Union.

**MEETINGS**

- a. The Academic Council shall normally meet at least once each month in the period from September to May. Additional meetings may be called by the Council Chair as required.
- b. A quorum shall consist of a simple majority of the membership of the Academic Council.

**OFFICERS**

The Officers of the Council shall be the Associate Vice-President (Academic) and Dean, Graduate Studies who shall be Chair, Associate Dean of Graduate Studies who will be Vice-Chair, and a Secretary elected from and by members of the Council.

**COMMITTEES**

The Council shall have the right to establish committees and to delegate to those committees whatever functions it will.

**BY-LAWS**

The Academic Council shall have the right to draw up by-laws governing its procedures and those of its committees. Such by-laws may be amended by a simple majority of Council members present and voting, provided that a notice of motion to introduce, amend, or delete a by-law has been submitted in writing and circulated to all Council members not less than 14 days before the meeting of the Council at which the motion is to be presented.

Academic Council Constitution Revision (cont'd)

**AMENDMENTS TO THE CONSTITUTION**

Recommendations to the Senate for amendments to this Constitution may be made by the Council if approved by two-thirds of Council members present and voting, provided that a notice of the proposed amendment has been given at the previous regular meeting of the Academic Council, and that the proposed amendment has been submitted in writing and circulated to all Council members not less than 21 days before the Council meeting at which the motion is to be presented.”

19.2 Revisions to SGS General Regulation 4.8.2

Page 574, 2021-2022 Calendar, under the heading 4.8.2 Ph.D. and Psy.D. Comprehensive Examination, amend the section as follows:

**“4.8.2 Ph.D. and Psy.D. Comprehensive Examination**

1. The student shall submit to a comprehensive examination, which may be written or oral or both as determined by the academic unit. Students shall normally take the examination no later than the end of the seventh semester in the doctoral program. Unless an extension is approved by the Dean of Graduate Studies, failure to take the examination at this time will result in the termination of the student's program.
2. This examination, whether written or oral, shall be conducted by a Committee appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the student's Supervisor [or, where a Supervisor has not yet been appointed, the Graduate Officer or Chair of the Graduate Studies (or equivalent) Committee], and at least three other members, the total number of voting members to be an odd number. ~~A non-voting attendee shall be the~~ The Dean of Graduate Studies or delegate, can be made available as a non-voting attendee upon the request of the head of the academic unit (or delegate)\*.
3. In this examination, the student must demonstrate a mastery of those subjects appropriate to the student's area(s), as defined by the academic unit in which the candidate is a student. Therefore, in order to be eligible to sit the examination, all course requirements must normally be completed. The area(s) upon which the student will be examined should be made known to the student no later than three months prior to the examination. The student must further be able to relate the specialization of their research to the larger context of these areas.
4. In cases where there are multiple parts to a comprehensive exam, including written and oral parts, a student must satisfy all parts of the examination to obtain a pass. The requirements to advance to a later part of the examination are specified in the Degree and Departmental regulations or by the appropriate academic unit.
5. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:
  - a. The category of 'pass' will be awarded to students who demonstrate an acceptable knowledge of their area(s) and requires a simple majority vote.

Revisions to SGS General Regulation 4.8.2 (cont'd)

- b. The category of 're-examination' selects those students with an understanding of their research area(s) that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible and students in this category are not eligible for the award of 'pass with distinction'. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be 'pass' or 'fail' decided by simple majority. Failure will lead to immediate termination of the student's program. There is no option for further re-examination.
- c. Students awarded a 'fail' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area(s). The student's program is terminated. A simple majority vote will default to the award of 're-examination'.
6. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the student by the Dean.

\*A student can contact the head of their academic unit (or delegate) if they would like to request the Dean of Graduate Studies or delegate attend their comprehensive exam.\*

**REGULAR AGENDA**

20. Report of the Academic Council of the School of Graduate Studies

20.1 New Program Proposal: Master of Data Science

It was moved by Dr. T. Fridgen, seconded by Dr. A. Craig, and carried that the following calendar changes be approved. The University Registrar recommends the program be named "Master of Science in Data Science" as it is more in-line with the naming of programs. Dr. A. Warren will check and get back to the University Registrar. Senate agreed that the Secretary of Senate would confer with the Dean of Graduate Studies and the Registrar to finalize the precise name of the program and add as a friendly amendment if changed.

*Nb:* (Post meeting note: The new program will be named "Master of Science in Data Science".)

Page 617, 2021-2022 Calendar, following the section 12.5 Evaluation, add the following new program and renumber subsequent sections accordingly.

**"13 Regulations Governing the Degree of Master of Science in Data Science**

The Degree of Master of Science in Data Science (MScDSc) is a highly structured program incorporating 21 credit hours in courses, a case study series, and a capstone project. The Degree is offered in the departments of Computer Science and Mathematics & Statistics, St. John's campus by full-time study.

## New Program Proposal: Master of Data Science (cont'd)

### **13.1 Qualifications for Admission**

Admission to the program is limited and competitive. The program is open to applicants from a wide range of undergraduate backgrounds. In addition to the regulations outlined in Section 4 (General regulations) of the School of Graduate Studies Calendar, the minimum requirements are:

1. To be eligible for admission to the Master of Science in Data Science program, an applicant shall hold minimum a second class 4-year bachelor's degree in a relevant area.
2. The applicant is required to provide evidence of at least one college-level course or equivalent knowledge in multivariate calculus, statistical inference and computer programming in a high-level programming language, like R, Python, C, C++, Java, or Lisp.
3. Admission to the program shall be upon acceptance by the Dean of Graduate Studies after recommendation by the Chair of the Programme or either Head of the Departments of Computer Science or Mathematics & Statistics or delegate, along with a tentative program of study and a provisional academic adviser.

### **13.2 Program of Study**

The minimum requirements for the Degree of Master of Science in Data Science are the completion of the following:

1. The graduate courses DSCI-6601, DSCI-6602, DSCI-6607, STAT-6519, STAT-6559, plus two additional 3-credit hour courses from the list of Data Science Elective Courses or courses from other academic units approved by the Dean of Graduate Studies.
2. DSCI-6690 and DSCI-695A/B and a final project report. The report must demonstrate a satisfactory general mastery of data science knowledge.

### **13.3 Evaluation**

1. In order to qualify for the on-campus course enrolment, a student shall provide a self-declaration statement on successful completion of the three propaedeutic courses
2. In order to continue in graduate studies for a Master of Science in Data Science Degree, a student shall obtain an A or B for all regular program courses. In order to qualify for graduation, a student shall also pass DSCI 6690 and DSCI-695A/B and complete the final project report requirement successfully.
3. DSCI-695A/B progress after each semester will be evaluated by the student's academic adviser while the final applied data science project report will be evaluated by a faculty member other than the adviser appointed by the Chair of the MSc program.

New Program Proposal: Master of Data Science (cont'd)**13.4 Courses****13.4.1 Data Science Required Courses**

DSCI-5001	Statistical inference for data science (propaedeutic)
DSCI-5002	Basics of Python and R (propaedeutic)
DSCI-5003	Linear algebra for regression analysis (propaedeutic)
STAT-6519	Regression models
STAT-6559	Statistical exploration of data
DSCI-6601	Practical machine learning
DSCI-6602	Deep learning and artificial intelligence
DSCI-6607	Programmatic data analysis using Python and R
DSCI-6690	Data science case study series (2 credit hours)
DSCI-695A/B	Capstone project (2 credit hours)

**13.4.2 Data Science Elective Courses**

BUSI-8025	Information systems
BUSI-9021	Data management
BUSI-9022	Information systems analysis and design
BUSI-9912	Probabilistic models
COMP-6907	Data mining techniques and methodology
COMP-6908	Database technology and applications
COMP-6917	Complex networks
MATH-6100	Dynamical systems
MATH-6201	Numerical methods for time-dependent differential equations
MATH-6202	Nonlinear and linear optimisation
MATH-6204	Iterative methods in numerical linear algebra
MATH-6210	Numerical solutions of differential equations
MATH-6351	Advanced linear algebra
MED-6260	Applied data analysis for clinical epidemiology
MED-6278	Advanced biostatistics for health research
STAT-6503	Stochastic processes
STAT-6505	Survival analysis
STAT-6530	Longitudinal data analysis
STAT-6545	Computational statistics
STAT-6561	Categorical data analysis
STAT-6563	Sampling theory
STAT-6564	Experimental designs
STAT-6571	Financial and environmental time series
STAT-6573	Statistical genetics"



21. Motion Regarding a Comprehensive System of Evaluating Courses and Teaching Effectiveness

It was moved by Dr. A. Warren and seconded by Dr. D. Peters to approve the following motion:

**Motion**

WHEREAS, At the December 2019 meeting the Senate of Memorial University approved two recommendations made by the Senate Committee on Course Evaluation (SCCE) which 1) revised the purpose statement of the course evaluation questionnaire (CEQ) and 2) recommended the development of a broader system of course evaluation, where the CEQ was to be one of several measures used to evaluate courses and to provide evidence of teaching effectiveness; and

WHEREAS, Feedback from students can be used to inform instructors' future classroom practice and course design rather than acting as an independent measure of teaching quality; and

WHEREAS, Feedback from peers can be used as one source of evidence of teaching effectiveness to include in a teaching dossier used for purposes including but not limited to promotion and tenure; and

WHEREAS, the CEQ is not used to collect feedback from learners in the Faculty of Medicine, as well as in diploma and certification programs at the Fisheries and Marine Institute; and

WHEREAS, At the March 2020 meeting, the Senate of Memorial University suspended the CEQ process for the Winter 2020 semester in light of 1) the global pandemic unexpectedly shifting modes of instruction and 2) research findings suggesting that student evaluation of teaching questionnaires are not free of bias; and

WHEREAS, That suspension continues; and

WHEREAS, At the September 8, 2020 meeting, the Senate of Memorial University created a special committee to develop a comprehensive system of evaluating course and teaching effectiveness; and

WHEREAS, The special committee was given the mandate to "...make recommendations for the development of a broad system of evaluating courses and teaching effectiveness, including direction for the redesign of the CEQ process"; and

WHEREAS, The composition of the special committee was structured to be a broad and inclusive group of stakeholders across the University; and

WHEREAS, In April 2021 the special committee circulated drafts of a revision of the CEQ processes and instrument, and a new proposal for the peer review of teaching; and

Motion Regarding a Comprehensive System of Evaluating Courses and Teaching Effectiveness (cont'd)

WHEREAS, In May 2021, the special committee received feedback from stakeholders and the University community and revised the drafts in light of that feedback; now, therefore, be it

RESOLVED, That for the purpose of collecting feedback to inform faculty and instructors' future classroom practice and course design, the course evaluation questionnaire instrument and process should be replaced with a new instrument called the course experience questionnaire; and be it

RESOLVED, That as the revised course experience questionnaire instrument is adopted, the process to collect and distribute student feedback should be updated as detailed by the special committee; and be it

RESOLVED, That for the purposes of collecting evidence of teaching effectiveness for inclusion in faculty and instructors' teaching dossiers, the proposed Peer Review of Teaching process should be adopted as an optional, institutionally-supported process; and be it

RESOLVED, That the recommendations of the special committee to develop a comprehensive system of evaluating course and teaching effectiveness will require fiscal and human supports, and in so much as The Senate of Memorial University has general charge of all matters of an academic character and not fiscal ones, that appropriate resources are put in place to launch and maintain the processes and accompanying supports.

Dr. Gavan Watson, Associate Vice-President, Teaching and Learning, and Director, Centre for Innovation in Teaching and Learning, and Dr. Ailsa Craig, Interim Dean, Faculty of Humanities and Social Sciences, are Co-Chairs of the Special Committee of Senate to Develop a Comprehensive System of Evaluating Courses and Teaching Effectiveness (ECTE) and gave a PowerPoint presentation.

**Special committee mandate**

From proposal

“The committee will make recommendations for the development of a broad system of evaluating courses and teaching effectiveness, including direction for the redesign of the [Course Evaluation Questionnaire] process.”

**Scope of special committee's work**

Two areas of focus:

1. How can student feedback be collected to inform instructors' future practice?
2. How could a peer review of instructors' teaching process be used to support professional evaluation and formal recognition of teaching excellence?

Motion Regarding a Comprehensive System of Evaluating Courses and Teaching Effectiveness (cont'd)

**Consultation and revision**

Draft document and requests for feedback sent in late March 2021.

Feedback received by May 2021.

**Out of scope**

- Addressing, or improving, CEQ response rate.
- CEQ is not used to collect feedback in the Faculty of Medicine and diploma and certificate programs at ML.
- Developing formal processes to directly evaluate employees.
- Allocation of resources to support implementation.
- Selection of the tools required for implementation.

**Proposed system**

**1. Peer review of teaching**

- Optional process;
- Trained peers provide feedback, on instructor's request;
- Teaching elements can include classroom practice, assignment design or other elements;
- Intended to provide consistently structured evidence of teaching effectiveness for inclusion in a teaching dossier.

**2. Course experience questionnaire**

- Revised student survey;
- Asks question on students' experience in the course;
- Intended to inform instructor's future classroom practice.

Dr. Watson thanked all the committee members who served on the special committee.

**Committee's resolution (in plain language)**

1. For the purpose of collecting feedback to inform future classroom practice, the current course evaluation questionnaire instrument should be replaced with a new instrument called the course experience questionnaire;
2. The process to collect feedback and distribute CEQ results should be updated as detailed in the report;
3. For the purposes of collecting evidence of teaching effectiveness for inclusion in teaching dossiers, the proposed peer review of teaching process should be adopted; and
4. And that for this system to be successful, the appropriate human and financial resources will need to be put into place to support the proposed processes.

Following a thorough discussion on the proposal, the motion was carried.

22. OTHER BUSINESS

22.1 Senate Meetings

Senate meetings will continue remotely.

23. Motion to Adjourn

Dr. I. Sutherland motioned for the meeting to be adjourned.

24. ADJOURNMENT

The meeting adjourned at 5:27 p.m.

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CHAIR

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SECRETARY