

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, WebEx Meeting of April 19, 2021

PRESENT: A. Surprenant (Chair), A. Warren, A. Kim, S. Ganz, D. Farquharson, C. Badenhorst, M. Burchell, A. Husain, H. Liu, E. Pittman, T. Norvell, C. Bottaro, M. Cheema, D. Moralejo, A. Consolo, A. Lang, N. Barykina, K. Bulmer, E. Haven, R. Joy, A.M. Sullivan, M. McKibbon, J. Shea, V. Campbell, V. Kavanagh

APOLOGIES: G. Galway, D. Howse

1. MINUTES

It was moved by D. Farquharson, and seconded by M. Burchell, that the minutes of the meeting held March 16, 2021 be approved as circulated. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

- a. A welcome was extended to N. Barykina, the new graduate student librarian.
- b. At the regular meeting of Senate, April 13, 2021, items of business from Academic Council were approved.
- c. Dr. Surprenant indicated that the Committee recommended her renewal for another five years.
- d. The new Provost and Vice-President (Academic), Dr. Florentine Strzelczyk, begins her new role effective August 16, 2021.
- e. Student should be able to access campus if done safely. Students are directed to use the access to campus form if needing access to a building.
- f. Applications for graduate programs are up. Units are asked to do what they can to make quick decisions regarding accepting or denying such applications.
- g. Staff are expected to return to campus for September.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a. A. Husain reported that the new GSU Executive will commence their roles May 1, 2021.
- b. A new lease for Bitters has been received, and the new Executive will review this lease.
- c. This is the last Council meeting for A. Husain. The Chair thanked him for his dedication and hard work.

6. a) Academic Council Executive
i. Education

The Faculty of Education is requesting approval of revisions to the Master of Education (Post-Secondary Studies) program, section 13.8.6.2, which adds 6100 as a prerequisite for 6803.

It was moved by E. Pittman, and seconded by C. Badenhorst, that the proposed new revisions be approved. The motion

CARRIED

Calendar Entry:

13.8.6.2 Program Requirements

1. Students for the Master of Education (Post-Secondary Studies) are required to complete courses that form the program core.
- o 6100 Research Designs and Methods in Education
 - o 6801 Foundations of Post-Secondary Programs
 - o 6802 Adult Learning and Development
 - o 6803 Research in Post-Secondary Education (prerequisite 6100)
 - o And not fewer than 6 credit hours from closed electives in 7. below

- ii. Music

The School of Music is requesting approval to regularize special topics course 6900 ‘Public and Applied Ethnomusicology’, and to add this course to sections 9.11.3 and 23.5 of the University Calendar.

It was moved by E. Pittman, and seconded by A. Husain, that the proposed revisions be approved. The motion

CARRIED

Calendar Entry:

9.11.3 Courses

Public and Applied Ethnomusicology and Folklore:

Music 6700 Career Skills for Musicians

Music 6750 Music Industries Internship (2 credit hours)

Music 6900 Public and Applied Ethnomusicology

Folklore 6740 Public Sector Folklore

Folklore 6760 Archiving

Folklore 6790 Museums: Perspectives and Practices

Folklore 6800 Applied Folklore

23.5 Courses

6000 Music Research Methods (1 credit hour)
6002 Graduate Seminar (*prerequisite: Music 6000*)
6005 Performance Practice
6006 Instrumental Ensemble Repertoire
6007 Choral Repertoire
6008 Orchestral Repertoire
6009 Music Literature
6100 Score Study and Analysis
6210 Instrumental Conducting I
6211 Instrumental Conducting II (*prerequisite: Music 6210*)
6212 Instrumental Conducting Internship I (1 to 3 credit hours)
6213 Instrumental Conducting Internship II (1 to 3 credit hours)
6310 Choral Conducting I
6311 Choral Conducting II (*prerequisite: Music 6310*)
6312 Choral Conducting Internship I (1 to 3 credit hours)
6313 Choral Conducting Internship II (1 to 3 credit hours)
6400 Music Pedagogy
645A/B Principal Applied Study I (6 credit hours)
646A/B Secondary Principal Applied Study (4 credit hours)
647A/B Principal Applied Study I (6 credit hours)
6500 Chamber Music (2 credit hours per semester. Maximum: 8 credit hours)
6501 Chamber Music (3 credit hours per semester. Maximum: 12 credit hours)
6502 Opera Performance (2 credit hours)
6503 Opera Performance (3 credit hours)
6504 Chamber Music (1 credit hour per semester. Maximum: 4 credit hours)
6505 Conducted Instrumental Ensemble (1 credit hour per semester. Maximum: 4 credit hours)
6510 Seminar in Performance Issues
6600 Pedagogy Seminar
6610 Pedagogy Internship I
6611 Pedagogy Internship II
6700 Career Skills for Musicians
6701 Music in the Community (1 credit hour) (*prerequisite: Music 6700*)
6702 Music in the Community (2 credit hours) (*prerequisite: Music 6700*)
6703 Music in the Community (3 credit hours) (*prerequisite: Music 6700*)
6750 Music Industries Internship (2 credit hours)
6751 Music Industries Internship
6900 Public and Applied Ethnomusicology
7002 Research Paper
7010 World Music: Music of Asia and Oceania
7011 World Music: Music of Africa and the Americas
7012 Canadian Musical Traditions
7013 Music and Culture
7017 Folksong
7018 Jazz and Blues: The Roots of Popular Music

7210 Instrumental Conducting III (*prerequisite: Music 6211*)
7310 Choral Conducting III (*prerequisite: Music 6311*)
745A/B Principal Applied Study II (6 credit hours) (*prerequisite: Music 645B*)
747A/B Principal Applied Study II (6 credit hours) (*prerequisite: Music 647B*)

Special Topics Courses

6800-6809
~~6900-6901-6909~~
7800-7809

37.13.3 Courses

Public and Applied Ethnomusicology and Folklore:

Music 6750 Music Industries Internship (2 credit hours)
Music 6900 Public and Applied Ethnomusicology
Folklore 6740 Public Sector Folklore
Folklore 6760 Archiving
Folklore 6790 Museums: Perspectives and Practices
Folklore 6800 Applied Folklore

iii. SGS – Non-degree category

The School of Graduate Studies is requesting approval of revisions to sections 3.4.8 and 3.4.9 of the University Calendar which clarifies the definition of graduate student and visiting graduate student; and adds a non-degree category for individuals who want to take graduate courses without pursuing a graduate program. The ‘Note’ which follows 3.4.9 also has a revision to delete reference to the Office of the Registrar and fees that will be assessed, as this is part of the non-degree category.

It was moved by E. Pittman, and seconded by D. Farquharson, that the proposed revisions be approved.

Discussion:

It was indicated that limiting the number of credits would prevent students from completing most of a program’s requirements under this category. Six credits was chosen as it is half of most of the course requirements for current graduate programs. There was concern, with MUN being the only University in the Province, that limiting the number of courses might prevent someone in a career to take other courses, and maybe this should be looked at as program specific in the future.

On the call for question, the motion

CARRIED

Calendar Entry:

3.4.8 Graduate Student

A graduate student is one who has been admitted to and enrolled in a graduate degree or a graduate diploma program, or has been admitted and enrolled as a non-degree graduate student or a visiting graduate student.

A full-time graduate student is one who registers as such, devotes full time to the student's academic program and may not commit more than 24 hours a week working time, including teaching assistant or research assistant duties, to matters other than the degree program. Visiting graduate students are also considered full-time graduate students.

A part-time graduate student is one who is registered for the duration of a semester and is not classified as full-time. Non-degree graduate students are also considered part-time graduate students.

3.4.89 Non-Degree Graduate Student

1. With permission from the academic unit, individuals who are not enrolled in a graduate program may take graduate courses for personal or professional development (up to 3 credit hours per semester, and 6 credit hours in total). This non-degree category is intended for individuals who want to take graduate courses at Memorial without pursuing a graduate program. It is not intended for individuals who are not in good academic standing.
2. Such students would have to apply for admission as a non-degree graduate student and would be required to meet the minimum admission requirements for a graduate program.
3. All normal regulations governing graduate students would apply to non-degree graduate students, with the exception of academic fees and registration. Non-degree graduate students would be charged tuition as non-program courses (see **Graduate Course**) and fees at the current undergraduate per course rates. Non-degree graduate students would only be registered for the semesters during which they are taking courses.
4. Non-degree graduate students would be required to submit a new application if they do not register for a course in three consecutive semesters.
5. Graduate courses successfully completed (with a passing grade of B or better) as a non-degree graduate student may be transferred later to a graduate program upon the recommendation of the academic unit (see **Transfer of Course Credits**). Transferred courses would not have any effect on the fees for the graduate program. Enrolment as a non-degree graduate student does not guarantee access to all graduate course offerings nor does it imply future admission into a graduate program.

3.4.910 Visiting Graduate Student

1. A student who is registered in good standing in a graduate program at another recognized institution who comes to Memorial University of Newfoundland to conduct research under the supervision of Memorial University of Newfoundland faculty members is considered to be a visiting graduate student.

In order to obtain access to University resources such a student will be required to register each semester of their visit for GRAD 9900.

2. To be eligible to register, a visiting graduate student must submit an application to the School of Graduate Studies, accompanied by: a) a letter from their home institution verifying graduate student status, and b) a letter from the host faculty member confirming the duration of the visit. The student will then be admitted to the School of Graduate Studies as a visiting graduate student.
3. Visiting graduate students will be exempt from tuition fees. However, all visiting graduate students will be required, as a condition of registration, to purchase health insurance (international students should contact the Internationalization Office, whereas Canadian citizens or permanent residents of Canada should contact the Graduate Students' Union for more information).

Note:

A student enrolled in a graduate program at another university who wishes to complete courses at Memorial University of Newfoundland for transfer of credit to the student's home institution is not considered to be a visiting graduate student under this definition. ~~Such students should apply to the Office of the Registrar for admission to the University, and if admitted, will be governed by GENERAL ACADEMIC REGULATIONS. Fees will be assessed in accordance with the fee schedule for undergraduate courses as indicated at the Financial and Administrative Services website at www.mun.ca/finance/fees/.~~

iv. SGS – course-based students

SGS is requesting approval of revisions to sections 4.3.1 and 4.13 which ensures that course-based students make progress each semester, as there is currently no formal mechanism to ensure they are working towards degree completion.

A revision is also being recommended to General Regulation 4.3.2 to clarify the formal process of withdrawing from a graduate program.

It was moved by E. Pittman, and seconded by M. Cheema, that the proposed revisions be approved.

Discussion:

Student would be registered in non-credit course graduate registration 9000/9900 (for Medicine) regardless if doing other courses. For course-based students, there is no formal mechanism to ensure they are working towards degree completion. This change is to ensure students are working towards degree completion rather than unnecessarily enrolling in their programs continuously without making progress. Revisions are also included to clarify the formal process of withdrawing from a program.

On the call for question, the motion

CARRIED

4.3 Registration

4.3.1 Program Registration

1. All graduate students must be registered in each semester for the graduate program registration appropriate to their discipline (see note) until all academic requirements for the degree have been met, except during periods for which leaves of absence have been granted (see **Leaves of Absence**).

Note:

e.g., Linguistics 9000, Chemistry 9000 or, in the case of Medicine, Medicine 9900.

2. Students in course-based graduate programs must also be registered for a course every semester (or be working on a course for which they received an incomplete grade in an earlier semester). It is the student's responsibility to inform the Head of the academic unit if there are extenuating circumstances that prevent them from registering for a course in a given semester. In such a case, the student should request a leave of absence (see **Leave of Absence**) by the appropriate deadline. Students in course-based graduate programs who fail to register for a course for more than one semester per academic year may see their programs terminated due to lack of progress (see **Termination of a Graduate Program**).

3. A student registered in a graduate diploma, Master's, Ph.D., or Psy.D. program may not concurrently pursue studies leading to any other degree without the prior approval of the Dean.

4.3.2 Program Withdrawal

Students intending to withdraw from their program must inform the Dean of Graduate Studies in writing. Ceasing to participate in a course, dropping a course, or informing an instructor of the intent to drop a course does not constitute formal withdrawal from a graduate program. The period of withdrawal from a program without incurring liability for that semester's fees is three weeks after the first day of lectures in the semester in question, as stated in the **University Diary**. Requests received after the end of the regular registration period, and approved, will be charged an administration fee as indicated at the Financial and Administrative Services website at www.mun.ca/finance/fees/.

4.13 Termination of a Graduate Program

Grounds for termination of a graduate program are as follows:

1.
 - a. Failure to comply with the conditions of admission into a program, unless the conditions of admission have been changed with approval of the academic unit and the School of Graduate Studies;

- b. Failure to register in any semester by the final date for adding courses (see Registration, Program Registration 1.);
 - c. Failure to obtain the required grades in courses as stated in the appropriate degree regulations (see Evaluation);
 - d. Failure in comprehensive examinations (see Comprehensive Examinations);
 - e. Demonstrated lack of progress in a program supported by written documentation for thesis-based programs or lack of course registration for course-based programs;
 - f. Recommendation of the Supervisory Committee (see Supervision);
 - g. Failure of Thesis, Project, or Internship (see Theses and Reports);
 - h. Academic misconduct as outlined under General Regulations, Academic Behaviour governing the School of Graduate Studies.
2. The foregoing notwithstanding the University reserves the right to require students to discontinue their program or to deny them admission where, in the opinion of the Academic Council of the School of Graduate Studies, following appropriate professional consultation, there is a reasonable likelihood that a student's health or conduct could result in endangering the lives, health, or safety of other persons on campus or in settings related to the student's university studies.
 3. The foregoing notwithstanding, the School of Graduate Studies reserves the right to require students to discontinue their studies, or to deny them re-admission, where a student has been determined to have engaged in unprofessional conduct. The code of ethics of each profession will serve as the guideline as to what constitutes unprofessional conduct. However, should there not be any statements of what constitutes unprofessional conduct, the following standard will apply:
Unprofessional Conduct: That conduct which involves a breach of the duties required by professional ethics.

Notes:

1. *If the University or a School or Faculty requires a student to discontinue studies under any of the above clauses, that student must be advised in writing of the nature of the case against the student and must be advised of the right to appeal before the penalty imposed takes effect.*
2. *Appeals against actions taken under Clause 2. should be directed to the Senate of the University. Any such appeal should be made in writing clearly stating the basis for the appeal and should be directed to the Secretary of Senate, c/o Office of the Registrar.*
3. *Appeals against actions taken under Clause 3. should be directed to the Appeals Committee, School of Graduate Studies.*

8. ANY OTHER BUSINESS

a. Co-authorship

The Chair indicated that there is lack of clarity surrounding manuscript theses - if there are co-authors of a paper and both use in their manuscript thesis. This was discussed at ACE with some suggestions, advice and what we go forward with, the University community will have time to weigh in on it.

Would suggest more general guidelines for SGS and then Schools/Faculties could add to make it more specific for their discipline. Community contributions is another aspect to consider. There is an authorship statement that was put in the thesis guidelines when revised D. Farquharson, and this can be a start – to work with existing guidelines and additional resources, specific links and specific disciplines.

9. ADJOURNMENT The meeting adjourned at 4:33 p.m.

Aimée Surprenant, Chair

Echo Pittman, Secretary