

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, WebEx Meeting of November 16 , 2020

PRESENT: A. Surprenant (Chair), A. Warren, D. Farquharson, F. Khan, D. Howse, A. Lang, E. Pittman, I. Percy, M. McKibbon, M. Cheema, G. Galway, H. Liu, D. Moralejo, A. Hossain, K. Bulmer, M. Burchell, A. Dorward, A. Kim, R. Joy, N. Sarwar, T. Norvell, E. Haven, V. Kavanagh, W. Rahman, R. Gosine

APOLOGIES: P. Coady

1. MINUTES

It was moved by A. Dorward, and seconded by M. Burchell, that the minutes of the meeting held October 19, 2020 be approved as circulated. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

a) All items of business from Academic Council were approved at the Senate meeting held November 10, 2020. The Educational Technology calendar revisions were pulled from the agenda following notice from Education that the document contained an error. This item will go through Council and back to Senate for its December meeting.

b) Most of the conversation at Senate dealt with the Indigenous Strategic Plan. Much consultation was had on this item and it will be brought forward to Senate at its next meeting for endorsement.

c) The search for a Provost and Vice-President (Academic) is underway, and the search for Provost EDI is underway with a short-list of candidates expected soon.

d) The President is holding another Employee Town Hall on Tuesday, November 24th at 11:30 a.m. All are encouraged to attend.

5. REPORT OF THE GRADUATE STUDENTS' UNION

a) The GSU reported that the Indigenous Research Night was a success; a workshop on building and job search strategies is organized for November 18; and there is a series on Instagram where graduate students send information on how they are impacting the community, the University, and fellow students during their period of study.

The meeting with the Chief Risk Officer and the GSU regarding events held off campus is scheduled for November 17.

6. a) Academic Council Executive
 - i. Educational Technology

The Faculty of Education is requesting approval of revisions to section 13.8.5 of the University Calendar which makes changes to the program route options for students enrolled in the M.Ed. (Educational Technology) program. The program changes will better align with current MUN graduate program routes and will allow the program group to be more flexible in implementing new curricular changes in the future. This program is offered in conjunction with Cape Breton University, and was approved by their administration September 27, 2019.

This item of business was forwarded to Senate for its meeting of November 10, however it was pulled from the agenda following notification from the Faculty of Education that an error had to be fixed: students on the project route must complete two courses from the CBU closed electives (not one course as initially stated).

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

CARRIED

Calendar Revisions are as follows:

- a) Admission Requirements

Admission to the program is competitive and selective.

Selection into the program is determined by an applicant's profile which would normally include such criteria as previous academic performance, related work experience, and relevant educational technology experience. More detailed information may be found on the Faculty of Education website.

- b) Program Requirements

- i) all candidates for the Master of Education (Educational Technology) shall be required to complete: ~~must complete E6100 Research Designs and Methods in Education (3 credit hours).~~

6100 Research Designs and Methods in Education (3 credit hours)

6610 Research on Computers in the Curriculum (3 credit hours)

6620 Issues and Trends in Educational Technology (3 credit hours)

CBU EDUC5105 Designing Web-Based Learning (3 credit hours)

CBU EDUC5131 Digital Citizenship in a Global Community (3 credit hours)

ii) candidates on the comprehensive course route must complete:

a) two courses from the following MUN closed electives:

6426 Computer Applications in Educational Administration (3 credit hours)

6615 Educational Software Prototyping and Evaluation (3 credit hours)

6802 Adult Learning and Development (3 credit hours)

6822 Foundations of Instructional Design in Post Secondary Education (3 credit hours)

6823 Principles of Programme Design and Development (3 credit hours)

6927 Digital Games Bases Learning (3 credit hours)

b) two courses from the following CBU closed electives:

EDUC5101 Assessment of Software and IT Applications for Education (3 credit hours)

EDUC5103 Integration of Instructional Design for K-12 (3 credit hours)

EDUC5106 Technology Planning for Educational Environments (3 credit hours)

EDUC5107 Information Management in Education Environments (3 credit hours)

c) 6590 Research and Development Seminar in Educational Technology in Education (3 credit hours)

~~six credit hours selected from E6610, E6615, E6620;~~

~~twelve credit hours selected from CBU EDU 5101, EDU 5103, EDU 5105, EDU 5106, EDU 5107; EDU 5131;~~

~~three credit hours from E6426, E6802, E6822, E6823, E6927 or from other Memorial University, Faculty of Education graduate course offerings as deemed appropriate for each candidate's program and approved by the program steering committee;~~

~~additional credit hours appropriate to a candidate's program, and approved by the program steering committee, to be chosen from graduate course offerings at Memorial University, CBU, or any other university to complete the required 30 credit hours for the comprehensive course route;~~

iii) candidates on the project route must complete:

a) one course from the following MUN closed electives:

6426 Computer Applications in Educational Administration (3 credit hours)
6615 Educational Software Prototyping and Evaluation (3 credit hours)
6802 Adult Learning and Development (3 credit hours)
6822 Foundations of Instructional Design in Post Secondary Education (3 credit hours)
6823 Principles of Programme Design and Development (3 credit hours)
6927 Digital Games Bases Learning (3 credit hours)

b) two courses from the following CBU closed electives:

EDUC5101 Assessment of Software and IT Applications for Education (3 credit hours)
EDUC5103 Integration of Instructional Design for K-12 (3 credit hours)
EDUC5106 Technology Planning for Educational Environments (3 credit hours)
EDUC5107 Information Management in Education Environments (3 credit hours)

c) 6193 Project in Educational Technology (6 credit hours)

iv) candidates on the thesis route must complete three credit hours from:

CBU EDUC5101 Assessment of Software and Information Technology Applications for Education (3 credit hours)
CBU EDUC5103 Integration of Instructional Design for K-12 (3 credit hours)
CBU EDUC5106 Technology Planning for Educational Environments (3 credit hours)
CBU EDU5107 Information Management for Educational Environments (3 credit hours)

~~E6610 Research on Computers in the Curriculum (3 credit hours)~~
~~E6615 Educational Software Prototyping and Evaluation (3 credit hours)~~
~~E6620 Issues and Trends in Educational Computing (3 credit hours)~~

~~nine credit hours selected from the core elective CBU courses approved for this program:~~

~~CBU EDU 5101 Assessment of Software and Information Technology Applications for Education (3 credit hours)~~
~~CBU EDU 5103 Integration of Instructional Design and Information Technology (3 credit hours)~~
~~CBU EDU 5105 Designing Web-based Learning (3 credit hours)~~
~~CBU EDU 5106 Technology Planning for Educational Environments (3 credit hours)~~

~~CBU EDU 5107 Information Management for Educational Environments (3 credit hours)~~

~~CBU EDU 5131 Digital Citizenship (3 credit hours)~~

~~Three credit hours from E6822, E6823, E6802, E6426, E6927 or from other Memorial University, Faculty of Education graduate course offerings as deemed appropriate for each candidate's program and approved by the program steering committee~~

- c) normally, candidates will be permitted to register for 6590 only after all other course requirements have been met.
- d) candidates who have successfully completed the CBU graduate diploma in Educational Technology can receive up to 12 advanced standing credit hours appropriate to their degree option (nine CBU EDU course credit requirements for the thesis route or twelve CBU EDU course credit requirements for the comprehensive course route). Courses which qualify for transfer include CBU EDU 5101, EDU 5103, EDU 5105, EDU 5106, EDU 5107, EDU 5131.
- e) thesis route candidates will be subject to Theses and Reports of the School of Graduate Studies, Memorial University of Newfoundland, supervised by a faculty member at Memorial University, and where feasible co-supervised by a CBU faculty member.

** For the convenience of many of our students who are studying part time and/or at a distance, this program is delivered by distance formats, including web-based/WebCT format, teleconferences, and traditional correspondence (reading packages, videos, mailed assignments, etc.). Some courses are available on campus with face-to-face delivery, and students who are studying full time and/or are present on campus are eligible for fellowships and other benefits of full time study*

ii. Nursing

The Faculty of Nursing is requesting approval of revisions to the number of clinical hours for the nurse practitioner option; revisions in reference to the practicing licence for the Practicum option, which clarifies their expectations; the requirement that applicants in the Nurse Practitioner and Graduate Diploma options hold a practicing licence and be in good standing from the College of Registered Nurses of Newfoundland and Labrador or registered as a practicing nurse in good standing in another Canadian jurisdiction; and clarifies that preference will be given to applicants who are living and working as Registered Nurses in Newfoundland and Labrador for the MScN-NP program.

It was moved by E. Pittman and seconded by D. Moralejo that the proposed revisions to section 33.2 and 33.4 of the University Calendar be approved. The motion

CARRIED

Calendar Entry:

33.2 Qualifications for Admission

1. Applicants to the Master of Science in Nursing program in any of the two options listed above must have a baccalaureate degree in nursing from an accredited program in Canada or an equivalent from a non-Canadian institution recognized by the University, and a knowledge of nursing satisfactory to the Faculty of Nursing.
2. Admission to the program is limited and competitive. To be considered for admission, the applicant must have maintained at least a grade B standing in the baccalaureate program.
3. Applicants are also required to have a minimum of one year of experience (1950 hours) in nursing practice for the Practicum Option or two years of experience (**3900 hours** ~~3000 hours~~) in nursing practice for the nurse practitioner options prior to submitting their application. In addition, applicants must have completed an undergraduate nursing research course (minimum 'B' standing) and an undergraduate statistics course (minimum 'B' standing).
4. **For the Practicum option Applicants** must hold a practising licence **and be in good standing** from the ~~Council~~ **College** of Registered Nurses of Newfoundland and Labrador or must be currently registered **and be in good standing** as a practising nurse in another Canadian jurisdiction. Applicants from other countries who do not meet the above criteria will be assessed on an individual basis. However, they must submit proof of registration **and standing** as a practising nurse (or an equivalency) from their country or jurisdiction. **Students in the program are expected to maintain their practicing licence and remain in good standing with the appropriate regulatory body throughout their graduate program.**
5. **Since all clinical placements are completed at a clinical setting in Canada, applicants to the Nurse Practitioner and Graduate Diploma option must hold a practicing licence and be in good standing from the College of Registered Nurses of Newfoundland and Labrador or must be currently registered as a practicing nurse in good standing in another Canadian jurisdiction where they will complete their clinical placements. Students must maintain their practicing licensure and be in good standing for the full duration of the program.**
6. In addition to requirements 1. and 4., applicants seeking admission to the **Graduate Diploma in Nursing (Post Master's Nurse Practitioner)** program must have completed a Master's degree (minimum 'B' standing) in Nursing or an equivalent degree with a nursing focus, a graduate level statistics course (minimum 'B' standing), a graduate level research course (minimum 'B' standing), a graduate level nursing theories course (minimum "B" standing), a Bachelor's degree (minimum 'B' standing) in Nursing, and have two years of clinical nursing experience preferably in their chosen specialty area.
7. In addition to requirements 1., 4., and 5. applicants seeking admission to the Master of Science in Nursing, Nurse Practitioner Option and the **Graduate Diploma in Nursing (Post Master's Nurse Practitioner)** program will note that preference will be given to applicants who are living and working as Registered Nurses in Newfoundland and Labrador. **On average, a very limited number of applicants from outside the province are accepted each year.**
8. Only in exceptional circumstances and only on the recommendation of the Faculty of Nursing shall the Dean of Graduate Studies consider applicants who do not meet admission requirements listed above.

33.4.2 Nurse Practitioner Option

1. Students must complete an approved program of studies consisting of a minimum of 36 credit hours in graduate program courses including an integrated clinical practice experience, comprising 12 credit hours.
 - o Required courses:
 - o 6011 Philosophical and Theoretical Foundations of Nursing
 - o 6012 Statistics for Advanced Nursing Practice
 - o 6013 Research Methods in Nursing
 - o 6221 Population-Based Nursing (*equivalent to 6220 and 6230*)

- 6250 Writing for Advanced Nursing Practice
 - 6260 Knowledge Translation in Nursing
 - 6703 Advanced Health Assessment and Clinical Practicum 1 (4 credit hours)
 - 6704 Applied Pathophysiology and Clinical Practicum 2 (4 credit hours)
 - 6705 Pharmacotherapy and Therapeutics
 - 6706 Nurse Practitioner Roles and Practice Issues
 - Either one of: 6800 Adult Advanced Clinical Decision Making 3 (4 credit hours), (or the former 6900 Adult Advanced Clinical Decision Making (4 credit hours)), 6802 Family/All Ages Clinical Decision Making 3 (4 credit hours), (or the former 6802 Family/All Ages Clinical Decision Making (4 credit hours)), or, one of: 6803 to 6809 Nursing Specialty Option Courses (4 credit hours)
 - 690X Advanced Clinical Practicum 4 (The Integrated practice component will normally consist of a minimum of 400 hours of preceptored specialty clinical practice and biweekly seminars) (12 credit hours), (or the former 690X 2).The integrated practice component will normally consist of a minimum of 400 hours of preceptored specialty clinical practice and biweekly seminars) (12 credit hours)).
2. The program of each student shall be approved by the Dean of Graduate Studies on the recommendation of the Dean of the Faculty of Nursing.
 3. The maximum time frame from commencement of the first NP specific course until program completion shall normally be no longer than 3 years.
 4. Students must complete the required clinical hours per course in order to progress in the program and they must complete the required clinical hours for each life stage (for example, children, pregnancy, older adult) by the end of 690X in order to complete the Nurse Practitioner Option.
 5. **Students will be given the opportunity to request their clinical placements in particular locations. While efforts will be made to accommodate requests, students may be assigned to any participating site within Newfoundland and Labrador. Accommodations, travel expenses, and other costs related to the clinical placement are the responsibility of the student.**

33.4.3 Graduate Diploma in Nursing (Post Master's Nurse Practitioner)

1. Students with a Master's degree in Nursing or an equivalent degree with a nursing focus must complete an approved program of study consisting of a minimum of 18 credit hours in graduate program courses and integrated clinical practice experience, comprising 12 credit hours.
 - Required courses:
 - 6703 Advanced Health Assessment and Clinical Practicum 1 (4 credit hours)
 - 6704 Applied Pathophysiology and Clinical Practicum 2 (4 credit hours)
 - 6705 Pharmacotherapy and Therapeutics
 - 6706 Nurse Practitioner Roles and Practice Issues

Either one of: 6800 Adult Advanced Clinical Decision Making 3 (4 credit hours), (or the former 6800 Adult Advanced Clinical Decision Making (4 credit hours)), 6802 Family/All Ages Clinical Decision Making 3 (4 credit hours), (or the former 6802 Family/All Ages Clinical Decision Making (4 credit hours)), or, one of: 6803 to 6809 Nursing Specialty Option Courses (4 credit hours)

690X Advanced Clinical Practicum 4 (The integrated practice component will normally consist of a minimum of 400 hours of preceptored specialty clinical practice and biweekly seminars).
2. Programs for some students may exceed the above minimum requirements.
3. The program for each student shall be approved by the Dean of Graduate Studies on the recommendation of the Dean of the Faculty of Nursing.
4. The maximum time frame from commencement of the first NP specific course until program completion shall normally be no longer than 3 years.
5. Students must complete the required clinical hours per course in order to progress in the program and they must complete the required clinical hours for each life stage (for example, children, pregnancy, older adult) by the end of 690X in order to complete the program.
6. **Students will be given the opportunity to request their clinical placements in particular locations. While efforts will be made to accommodate requests, students may be assigned to any participating site within Newfoundland and Labrador.**

Accommodations, travel expenses, and other costs related to the clinical placement are the responsibility of the student.

iii. Fellow of the School of Graduate Studies – Process Change

The School of Graduate Studies is recommending approval of a process change to the Fellow of the School of Graduate Studies. Recommended changes include:

- Clarifying that Fellow recipients are for degree students as opposed to diploma;
- Asking units to decide on who should be awarded fellow by choosing a maximum of the top 10% of eligible students in a program (a program can exceed the 10% cut off for nominees with justification)
- Specifying examples of ‘other factors deemed relevant by the head of the academic unit’, but also indicates ‘this can include, but is not limited to: employment experience, professional accreditations, volunteer work’.
- Units are being asked to complete the online unconscious bias training and consider the equity deserving status of eligible students.

It was moved by A. Warren and seconded by E. Pittman that the proposed revisions be approved, to be enforced for its next reiteration in May, 2021.

Discussion

Two points were raised and accepted as friendly amendments:

- Page 4 – add ‘s’ to word program in first sentence of Note (**).
- Page 4 – first sentence, include reference to letter from student’s supervisor(s) as an example.

On the call for question, the motion

CARRIED

New criteria for Fellow of the School of Graduate Studies:

Designation as Fellow of the School of Graduate Studies

The title of Fellow of the School of Graduate Studies is awarded in recognition of outstanding academic achievement and demonstrated performance of special merit throughout a graduate program. It may be awarded only once, during the last year of a student's graduate degree program. This distinction will be noted on the student's Memorial University transcript.

Nominations must be submitted to the Dean of Graduate Studies by the heads of academic units at least one month prior to Convocation, (i.e., April and September). Once units have selected student(s)* for the Fellow award, the unit head should submit a signed official letter (on their unit's letterhead) with the names and student numbers of those students who they attest are qualified based on the criteria noted below as well as considerations related to equity deserving students.

Criteria

Nominees for the title of Fellow of the School of Graduate Studies **must have both:**

(1) maintained a high academic standing, defined as an 'A' grade in each graduate program course or an 85 overall average in graduate degree program courses taken at Memorial University** and graduate degree program courses which have been transferred from inter-institutional collaborative programs

and

(2) demonstrated performance of special merit in the graduate degree program. Supporting documents in relation to special merit can include (but is not limited to) a student's Curriculum Vitae, letter(s) of support from the student's supervisor(s) etc. Factors which may be considered include, but are not limited to, the following:

- (a) an active and successful research program;
- (b) publications, presentations or patents;
- (c) honours, awards or scholarships; or
- (d) other factors deemed relevant by the head of the academic unit (this can include, but is not limited to: employment experience, professional accreditations, volunteer work).

* The Fellow is normally awarded to a maximum of 10% of a degree program's students who are in their final year. When there are potential nominees in a program who are highly qualified for the award, over and above the 10% cut off for the number of nominees for the fellow of SGS, a program can exceed the 10% cut off for nominees with justification. As part of the School of Graduate Studies commitment to equity, diversity and inclusion, qualified equity deserving students may be given priority.

**The minimum required academic standing for candidates in MBA programs is an overall average of 80% in graduate degree program courses, with no grade lower than 75%.

7. ANY OTHER BUSINESS

8. NOTICE OF MOTION

9. ADJOURNMENT

The meeting adjourned at 4:30 p.m.

Aimée Surprenant, Chair

Echo Pittman, Secretary