

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, September 16, 2013

PRESENT: Dr. N. Golfman (Chair), Dr. F. Murrin, Dr. C. Dyck,
Dr. A. Bath, Dr. S. Matthews, Prof. P. Coady, Dr. K.
Arnold, Dr. D. Foster, Dr. R. Hammett, Dr. T. Seifert,
Dr. B. Sheppard, Dr. H. Zhang, Dr. D. Behm, Ms. C.
Walsh, Dr. D. Moralejo, Dr. M. Daneshtalab, Dr. A.
Mercier, Dr. S. Carr, Dr. J.C. Loreda-Osti, Dr. K.
Barter, Mr. H. Sleem, Mr. A. Al-Habashneh, Mr. B.
Maity, Ms. G. Madojemu, Ms. K. Lord, Mr. J.
Donnelly, Ms. L. Busby, Ms. P. McCann

Mr. A. Johnson (Observer), DELTS

APOLOGIES: Dr. M. Volk, Dr. B. Roebathan, Dr. L. Lye, Ms. M.
Fitzsimmons, Dr. D. Neville

1. MINUTES:

It was moved by Dr. Behm and seconded by Dr. Carr, that the minutes
of the meeting held May 21, 2013, be approved with one minor
revisions: add Dr. S. Carr to the 'Present' section. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

a. The following items of business on the June 11, 2013 Senate,
consent agenda, were approved:

- English – Calendar Revisions
- French & Spanish – Calendar Revisions
- Linguistics – Calendar Revisions
- Education – Calendar Revisions
- Human Kinetics and Recreation – Calendar Revisions

b. SGS has very efficient admission practices. Through the Provost
office, and with conversations with Deans and Heads of academic

units, there is an enrolment plan that is taking shape. The University is projecting a healthy enrolment, albeit at a recent conference, with approximately 85 countries represented, there was the uneasy feeling of a decrease in undergraduate enrolment. MUN is research intensive which is a very good reason for increasing the graduate body. The enrolment plan will set some specific goals, and how we get there, and the necessary resources to get there, need to be worked out. SGS graduate enrolment is approx 3400, and is aiming for 4500 – 4600 by 2020. SGS is committed to this, and framing such objectives. It also helps that our low tuition is helping to enhance our reputation.

- c. A very successful Graduate Orientation was held September 3rd.
- d. SGS has a monthly newsletter.
- e. SSHRC and NSERC information sessions will be held again this year, at Bitters. Watch for announcement of the dates.

Dr. Rosemary Ommer, Grants Crafter, will again this year to offer guidance to those preparing grant applications. However, this year she will not be on-site, but rather will be available via email. A notice will be distributed with particular information on her availability during specific dates and times.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a. The GSU is posting a job opportunity for a second full-time office person – Human Resources Manager. Criteria for this position will include, but not limited to, employment relations, business background, with an annual salary of \$45-50,000. This originally started as a Co-ordinator, graduate student position, but is now opening up to a Manager position.
- b. The survey on housing is now closed. The GSU is looking forward to consulting with MUN administration, in regard to The Battery, and what this will mean for graduate students.
- c. The GSU will be holding its semi-annual General Meeting in October.

6. STANDING COMMITTEES

a. Academic Council Executive

i) Department of Folklore – Calendar Revisions

- It was moved by Dr. Behm and seconded by Mr. Donnelly, that the proposed revisions to section 7.12.1.c. governing 6060 and 6070 (making these course options

under the M.A. with Public and Applied Folklore Co-operative Education Work Terms), be approved.

The motion

CARRIED

- It was moved by Dr. Behm and seconded by Dr. Dyck, that 6020 be listed under section 7.12.1., items 2.a.b. and c. as follows: 6020 (may be offered in accelerated format), be approved.

The motion

CARRIED

- It was moved by Dr. Behm and seconded by Mr. Donnelly that the following revision be approved: section 30.14.1.governing Ph.D. Comprehensive Examinations reflect that the three, eight-hour exams are ‘open book’.

The motion

CARRIED

7.12.1 Program of Study

1. Applicants may be admitted to the graduate program if they have an average of at least grade 'B' in no fewer than 36 credit hours in Folklore or in any other discipline in the Humanities or Social Sciences.
2. The M.A. program will normally be completed within six consecutive semesters (i.e., a two-year period). The Degree of Master of Arts in Folklore may be taken by course work and comprehensive examination, course work and thesis, or course work and co-operative education work terms. All options are available to full-time and part-time students. However, the work term component of option C cannot be completed on a part-time basis.
 - a. **M.A. With Thesis:**
 - i. Students choosing to do the M.A. with thesis must normally complete a minimum of 24 credit hours plus a thesis. Normally, the required courses are:
 - 6010, 6020, and 6030, normally taken as an integrated foundation in the Fall semester.
 - At least one of the following: 6060, 6100, 6120, 6130, 6200, 6210, 6220, 6250, 6260, 6360, 6720.
 - At least one of the following: 6070, 6300, 6310, 6350, 6370, 6400, 6410, 6420, 6430.
 - Nine additional credit hours to be selected from courses in the groups listed above or from the other courses offered by

the Department.

- ii. A brief thesis pre-proposal, including a statement of topic, working title, plan of research, ethics statement, preliminary bibliography, and the name of a preferred Supervisor, shall be submitted no later than the end of the candidate's second semester. A full proposal shall normally be submitted to the Department of Folklore and orally presented before members of the faculty by the end of the candidate's fourth semester. The written thesis proposal should be made available to faculty members at least two weeks prior to the scheduled date of a student's oral presentation of the proposal. Following approval of the thesis proposal and consultation with the candidate, the Supervisor and thesis topic will be recommended to the Dean.

b. **M.A. With Comprehensive Examination:**

- i. Students choosing to do the M.A. with comprehensive examination must normally complete a minimum of 30 credit hours plus comprehensive examination. Normally, the required courses are:
 - 6010, 6020, and 6030, normally taken as an integrated foundation in the Fall semester.
 - At least one of the following: 6060, 6100, 6120, 6130, 6200, 6210, 6220, 6250, 6260, 6360, 6720.
 - At least one of the following: 6070, 6300, 6310, 6350, 6370, 6400, 6410, 6420, 6430.
 - Fifteen additional credit hours to be selected from courses in the groups listed above or from the other courses offered by the Department.
- ii. Each candidate selecting the M.A. with comprehensive examination option shall normally submit, by the end of the candidate's second semester, written notification of intention to take comprehensives.
- iii. Each candidate selecting this option shall normally write the comprehensive examination at the end of the candidate's fifth semester in the program. The comprehensive examination will be graded by a comprehensive examination committee appointed by the Dean of Graduate Studies on the recommendation of the Head of the Department, in accordance with **General Regulations** governing the School of Graduate Studies.

c. **M.A. With Public and Applied Folklore Co-operative Education Work Terms:**

- i. Students choosing to do the M.A. with Public and Applied Folklore Co-operative Education option must normally complete a minimum of 24 credit hours plus two co-operative education work terms. The

required courses are:

- 6010, 6020, and 6030, normally taken as in integrated foundation in the Fall semester.
- 6740 or 6800 and at least one additional course selected from the following: 6551, 6740, 6760, 6790, 6800.
- At least one of the following: 6060, 6100, 6120, 6130, 6200, 6210, 6220, 6250, 6260, 6360, 6720.
- At least one of the following 6070, 6300, 6310, 6350, 6370, 6400, 6410, 6420, 6430.
- Three additional credit hours to be selected from courses in the groups listed above or from the other courses offered by the Department.
- 601W and 602W.

7.12.2. Courses

Under subheading 'Theories and Methods, 6020 should now read:

6020 Field and Research Methods (may be offered in accelerated format)

30.14.1 Program of Study

4. Comprehensive Examination for the Ph.D.:

- a. The Ph.D. Comprehensive Examination shall be administered in accordance with **General Regulations, Comprehensive Examinations**. Candidates will prepare for three examinations by undertaking supervised readings in three fields decided by the Comprehensive Examinations Committee. The basic principle is to integrate knowledge within specific areas of folklore and folklife scholarship. The examination normally will be written with the format to be determined by the Comprehensive Examination Committee in consultation with the student. Assessment will be based on the examination of three papers each of one week duration or three ~~closed~~ open book examinations each of eight hour duration. The Committee will recommend to the Dean of Graduate Studies a grade of PAS (pass), FAL (fail), or PWD (pass with distinction).

ii) Faculty of Education – Calendar Revisions

It was moved by Dr. Behm, and seconded by Dr. Sheppard, that the proposed changes to make existing courses 7001 and 7002 into linked courses, 701A/B and 702A/B, be approved.

Discussion:

It was noted that there should be some minor revisions to the package before it is forwarded to Senate Executive for consideration:

- Insert 701A/B and 702A/B on one form (having 701A and 701B on separate forms implies they are two separate courses).
- List 701 A/B under Courses section (no need to indicate 0 credits for 701A if being listed as 701 A/B).
- Under 30.9.3.1.a. insert notation that indicates when students will register for the 'A' and 'B' portions, and indicate that a grade of NC (No Grade Expected) will be assigned to the 'A' portion of each of these courses.
- A note needs to be inserted under the Courses section to reference the credit restrictions for 7001 and 7002.
- A grading scheme for 701A/B is required.

On the call for question, the motion, with a friendly amendment that the suggested revisions be made,

CARRIED

Sections 30.9.3. and 30.9.4. will now read:

30.9.3 Program of Study

1. Courses

a. Students are required to successfully complete two courses on the doctoral program.

Education ~~7001~~ 701A/B- Doctoral Seminar in Education: Area of Specialization

Education ~~7002~~ 702A/B - Advanced Educational Research

Note: Students will normally register for the 'A' portion of the above-noted courses in the relevant Fall Semester of their program of study and the corresponding 'B' portion of the course in the following Winter Semester. A grade of NC (No Grade Expected) will be assigned to the 'A' portion of each of these courses.

b. Based on a consideration of educational background and research interest, students may be required to complete (or have completed at the

masters level) as many as two (2) additional courses in research related to their program focus and specialty.

c. Normally, no more than four courses may be undertaken on a candidate's program.

d. Education 7003-30 - Special Topics (offered as required)

2. NO CHANGE

3. NO CHANGE

30.9.4 Courses

- ~~7001~~ 701A/B Doctoral Seminar in Education: Area of Specialization
- ~~7002~~ 702A/B Advanced Educational Research
- 7003-30 Special Topics

Note: credit may not be obtained for both 701A/B and the former 7001; and 702A/B and the former 7002

b. Nominating Committee Report

It was moved by Dr. Behm, and seconded by Prof. Coady, that the proposed slate of names be approved with the following corrections: under Appeals Committee revise Dr. Scott Matthews (Geography) to read Dr. Scott Matthews (Political Science); and add Dr. Noreen Golfman to the list of members for Awards and Medals.

The motion

CARRIED

Appeals Committee

Prof. Peggy Coady, Business Administration

Dr. Bruce Sheppard, Education

Dr. Annie Mercier, Ocean Sciences

Dr. Scott Matthews, Political Science

Dr. Faye Murrin (Ex-officio Member), School of Graduate Studies

Graduate Student Representative

Academic Council Executive Committee

Dr. Noreen Golfman, Chair, School of Graduate Studies

MS. Phyllis McCann, Registrar's Office

Dr. Steven Carr, Biology

Dr. Kara Arnold, Business Administration

Dr. Leonard Lye, Engineering

Dr. David Behm, Human Kinetics and Recreation

Mr. Joey Donnelly, Graduate Student Representative

Awards and Medals

Dr. Noreen Golfman, Chair, School of Graduate Studies

Dr. Kelly Hawboldt, Engineering

Dr. Maureen Volk, Music

Dr. Diane Gustafson, Medicine
Dr. Arn Keeling, Geography

Secretary of Academic Council

Dr. David Behm, Human Kinetics and Recreation

Nominating Committee

Prof. Peggy Coady, Business Administration
Dr. Leonard Lye, Engineering
Dr. Annie Mercier, Ocean Sciences
Mr. Joey Donnelly, Graduate Student Representative

7. ANY OTHER BUSINESS
8. NOTICE OF MOTION
9. ADJOURNMENT

The meeting adjourned 4:29 pm.

Noreen Golfman, Chair

David Behm, Secretary