

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, April 20, 2015

- PRESENT: Dr. F. Murrin (Chair), Dr. K. Side, Dr. D. Farquharson, Dr. S. Cadigan, Dr. S. Matthews, Dr. K. Arnold, Dr. T. Norvell, Dr. A. Sullivan, Ms. C. Walsh, Dr. B. Roebothan, Dr. J. Doré, Dr. K. Szutor, Dr. D. Moralejo, Dr. J.C. Loredo-Osti, Dr. K. Tahlan, Dr. A. Mercier, Ms. K. Lord, Mr. A. Johnson (Observer); MS. L. Busby, Dr. E. Pittman
- APOLOGIES: Ms. A. Gilbert, Dr. J. Weber, Dr. P. Coady, Dr. L. Wetsch, Dr. C. Dyck, Dr. T. Seifert, Dr. X. Li, Dr. L. Li

1. MINUTES:

It was moved by Dr. Loredo-Osti, and seconded by Dr. Norvell, that the minutes of March 23, 2015, be approved. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

- a) At the regular meeting of Senate, April 14, 2015, all items from Academic Council, under the Consent Agenda, were approved: Education – Master of Education in Counselling Psychology Program revisions; Education – Comprehensive Examination revisions.
- b) Both the Dean *pro tempore*, and the Interim Associate Dean, attended the annual meeting of the Northeastern Association of Graduate Schools, April 16-18, 2015 in Salem, Massachusetts. It was an interesting and productive meeting.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a) Ms. Lord indicated that the GSU did hold its general election with a new GSU Executive to be in effect May 1, 2015. The new President of the GSU will be Asan Mohideen.

6. STANDING COMMITTEES

a. Academic Council Executive

i) Guidelines for Appointment of Thesis Examiners

At present, the School of Graduate Studies does not have guidelines in place for the appointment of thesis examiners. A draft set of guidelines had been prepared within the last year, and consultation took place with academic units. Following this consultation, a set of minimal guidelines have been prepared, and academic units can put more restrictive guidelines in place, if necessary.

It was moved by Dr. Arnold, and seconded by Dr. Loreda-Osti to accept the proposed guidelines.

The motion

CARRIED

The Guidelines are as follows:

GUIDELINES

for Academic Units to use in

Recommending the Appointment of Thesis Examiners

1. These guidelines should be read in conjunction with Memorial University's general regulations governing [Theses and Reports](#) and the University [Conflict of Interest Policy](#).
2. Examiners are appointed by the Dean of Graduate Studies on the recommendation of the appropriate academic unit. It is the responsibility of academic units to provide evidence that each examiner is suitably qualified and that the recommendation complies with these guidelines and general regulations.
3. Examiners of master's theses shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area, or possess equivalent experience.
4. Examiners of doctoral theses shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area.
5. An examiner shall not have been involved in the student's research or the preparation of the thesis/report.

6. An examiner must not be a former faculty supervisor or a graduate student of the graduate student whose thesis is being considered.
7. An examiner must not have collaborated or published with the graduate student within the past six years.
8. An examiner must not have a family link with or be currently employed by the graduate student or that student's supervisor
9. External examiners of doctoral theses must not have belonged to Memorial University or its affiliates for the last six years.
10. With the exception of 9, above, the employment status of the examiner is normally not a restriction.
11. An examiner must be comfortable with and willing to review the thesis/report.
12. The appointment of a thesis examiner may be suspended by the Dean of Graduate Studies, after consultation with the Head of the academic unit, if there is prima facie evidence that such action is warranted.

(Accepted by Academic Council of the School of Graduate Studies, April 2015.)

ii) SGS Strategic Enrolment Management Plan

The document provided is very detailed, and it is for information on what SGS is doing and for transparency. There is an emphasis on increased graduate enrolment, and this document focuses that, as well as the quality of what students are getting.

Discussion:

Some points made were:

- Partnering with other groups to achieve the goals in this document is important;
- International student numbers are increasing and it is important that the number of resources made available to them are accessed properly;
- Increasing the number of students comes with it numbers of faculty. There does not appear to be an increase in the numbers of faculty. In some units it is difficult to get faculty to supervise;
- Foreign credential training for faculty and staff will be offered this year;
- Housing for married and mature graduate students – SGS has been trying to push for graduate student housing on campus. Meetings are on-going.
- The average time for decisions on student admissions is three months from the deadline date for receipt of applications, and each unit differs on when they meet to decide;

- SGS and academic units need to be co-ordinated re applications. It was noted that document imaging is in the planning stage, with SGS anticipating a pilot run this year, or next. When this is in place, all documents will be on-line and there will be no-need for departmental files.

It was moved by Ms. Lord, and seconded by Dr. Loredó-Osti, that the SGS Strategic Enrolment Management Plan be endorsed. The motion

CARRIED

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

The meeting adjourned 4:35 pm.

Faye Murrin, Acting Chair

David Behm, Secretary