**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

**Academic Council of the School of Graduate Studies**

**Minutes, May 22, 2018**

PRESENT: Dr. A. Surprenant (Chair), Dr. D. Farquharson, Dr. S. Roseman, Dr. A. Hall, Dr. P. Coady, Dr. T. Brown, Dr. R. Joy, Dr. T. Norvell, Mr. D. Howse, Dr. V. Maddalena, Dr. J. Doré, Dr. E. Waterman, Dr. D. Moralejo, Dr. H. Liu, Dr. J.C. Loredo-Osti, Dr. K. Tahlan, Mr. A. Alkasasbeh, Ms. R. Umali, Mr. A. Johnson (Observer), Dr. S. Cadigan, Dr. E. Pittman, Dr. Cheema (via Blue Jeans Connect)

Guest: Tanya Davis (ESL Director)

APOLOGIES: Ms. C. Walsh, Dr. R. Klein, Dr. M. Gardner, Dr. R. Shannahan, Dr. N. Kennedy, Mr. F. Roy Karmakar, Vashti Campbell, Dr. A.M. Sullivan

1. MINUTES:

It was moved by Dr. Pittman and seconded by Dr. Coady that the minutes of the following meeting be approved:

* February 19, 2018
* March 20, 2018 (via email)
* April 16, 2018 (via email)
* April 17, 2018 (via email)

The motion

 CARRIED

It was noted that in the March 20, 2018 minutes, although the submission by the Faculty of Education clearly stated that E6703 would be deleted from the list of closed electives, it was not removed from section 11.8.3., item 2.e. The Secretary of Senate has been notified of this editorial change, and the correction will be made.

1. BUSINESS ARISING
2. CORRESPONDENCE
3. DEAN’S REPORT/REPORT OF SENATE
4. At its May 10th, 2018 meeting of the Board of Regents, both the Master of Occupational Health and Safety, and the Master of Fine Arts programs were approved.
5. Congratulations are extended to the following new GSU Executive:
* Director of External Affairs Rizza Umali
* Director of Academics Ahmad Alkasasbeth
* Director of Finance Mohammad Islam Miah
* Director of Communications Mohamed Auf
* Director of Campus Life Leila Ziamajidi
1. The Associate Dean is working with The Blundon Centre for students who may require accommodations at the comprehensive and thesis examination stages of their graduate programs.
2. Enrolment is up by 2%. A thank you was extended to members for helping with this increase and working to get good students into the graduate programs; the number of completed programs is up by 150 over last year; and the number of termination/withdrawn is down.
3. The budget is as good as it can be. Graduate fellowships are to be maintained for current students and prospective students who have been awarded funding upon admission. There is talk of creating new programs, and, although we have the capacity in some areas for new programs, growth can only continue if resources are available, i.e. supervisors etc.
4. A thank you was extended to members for their help and contributions over the past year.
5. REPORT OF THE GRADUATE STUDENTS’ UNION
6. The new Director of External Affairs indicated her appreciation for the opportunity to serve as a member on the Student Services Fee Committee for the School of Graduate Studies. All members of the community are welcome to submit a proposal, and in particular, proposals on community-based initiatives that enhance equity, diversity, and inclusion are encouraged, as well as from racialized people, Indigenous people, people with disabilities, queer and trans people, women, and other systemically marginalized groups.
7. STANDING COMMITTEES
8. Academic Council Executive
9. Education

It was moved by Dr. Pittman, and seconded by Dr. Joy that ED 6928 (special topics course) be offered in accelerated format for the period July 30 – August 10, 2018.

The motion

 CARRIED

1. Economics

It was moved by Dr. Pittman, and seconded by Dr. Roseman, that the five new Economics courses (6100, 6140, 6150, 6151, 6190) and a block of special topics courses 6050 – 6055, be approved. This will require revisions to section 8.8.3 of the University Calendar.

The motion

 CARRIED

**8.8.3 Courses**

The following courses will be offered to meet the requirements of candidates, as far as resources of the Department will allow.

**Core Courses**

6000 Advanced Micro-economic Theory

6001 Advanced Macro-economic Theory

6002 Econometrics

6009 Graduate Seminar (2 credit hours)

**Elective Courses**

 6010 Taxation

 6011 Expenditure

 6012 Cost-benefit Analysis

 6013 Fiscal Federalism

 6014 Topics in Public Sector Economics

 6020 Economics of Nonrenewable Natural Resources

 6021 Economics of Renewable Natural Resources

 6022 Environmental Economics

 6023 Advanced Fisheries Economics

 6024 Topics in Resource Economics

 6025 Labour Economics

 6040 Industrial Economics

 6050-55 Special Topics in Economics

6100 Microeconomic Theory and Applications

6140 Health Economics in the Canadian Context

6150 Advanced Applied Regression Analysis

6151 Applied Microeconometrics

6190 Advanced Topics in Mineral and Petroleum Economics

1. Student Services Fee Committee – Terms of Reference

Students are paying a separate fee for student services and use of that fee must be 100% transparent. A committee for each of the undergraduate and graduate portions is set up, and the terms of reference for SGS will parallel that of the undergraduate terms of reference.

Comments:

* The Blundon Centre can avail of these funds
* Writing Centre is underfunded. The Dean indicated that there is revamping in this area and Tanya Davis, guest, indicated that this area is changing but there will be a strong focus on reaching out to graduate students.

It was moved by Ms. Umali and seconded by Dr. Doré that the Terms of Reference for the Student Services Fee Committee (Graduate) be approved. The motion

 CARRIED

Terms of Reference

SGS Student Services Fee Committee

**Overview**

In Fall 2017, the student services fee ($50 per semester) was introduced to support services that “promote student success and well-being, including professional development and career advising, health and wellness, and advocacy and support.”[[1]](#footnote-1) This fee applies to all registered undergraduate and graduate students across all campuses and includes part-time, full-time and online learners. These terms of reference are established for the committee that oversees the allocation and distribution of funds for graduate student services on the St. John’s campus only (Grenfell campus and the Marine Institute will establish their own procedures).

**Membership**

The Committee shall consist of:

Dean, School of Graduate Studies (Chair)

Associate Dean, School of Graduate Studies

Director, Graduate Enrolment Services

Manager, Fellowships and Awards

GSU Executive Director of External Affairs (or delegate)

The School of Graduate Studies will ensure that a minute taker is present at all meetings.

Quorum shall be 3 members.

All committee members are voting members.

**Meetings**

A preliminary meeting will take place in March 2018. After that, the committee shall meet at the call of the Chair and at least once per year.

**Duties**

The committee will make decisions regarding the distribution of funds in the 41304 account.

The committee will allocate a minimum of 40% per annum to operating expenditures. These may include, but are not limited to, a portion of salaries for SGS personnel devoted to student services, graduate student travel, graduate assistantships.

The committee will allocate the balance of monies to graduate student service initiatives that will be funded through a competitive and transparent call for proposals. These calls for proposals will occur at least once per year.

Proposals for graduate student services initiatives from all members of the community are welcome; in particular, proposals on community-based initiatives that enhance equity, diversity, and inclusion are encouraged. Applications are encouraged from racialized people, Indigenous people, people with disabilities, queer and trans people, women, and other systemically marginalized groups.

An annual report will be presented by the Dean of SGS to SGS Academic Council.

Minutes will be made available to the committee and on the SGS website.

These terms of reference shall be reviewed after the committee’s initial year of operation and periodically thereafter, as needed. The committee may make changes to the terms of reference at any time. This process must follow the quorum requirements of people approving said changes.

These terms of reference were approved on May 22, 2018, by the Academic Council of the School of Graduate Studies.

1. ANY OTHER BUSINESS

Ms. Tanya Davis, Director, ESL, gave a brief presentation to members of Council.

Students can complete a five-course Bridge program (research, reading, discussion, writing lectures, public skills) which is more strongly designed towards graduate level students. Because the spring is small for ESL, a new section has opened up for graduate students for free. Each student was interviewed. They signed a contract only for the purpose of ensuring that if their attendance/rules not followed, it gives ESL the power to email the graduate student to say they are out (especially because it is being provided to them free of charge).

ESL worked with Engineering and made an English course part of the program with a PASS/FAIL grade.

This coming Fall, ESL will have bigger classrooms. They have the capacity to create short workshops / seminars; and recently an Engineering writing course was developed.

The Writing Centre will be changed. It will offer seminars and cases where students can correct their own work on-line. Plagarism is reflected in the workshops offered.

1. NOTICE OF MOTION
2. ADJOURNMENT

The meeting adjourned 4:28 pm.

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Aimée Surprenant, Chair Echo Pittman, Secretary

1. (Memorial University 2017) [↑](#footnote-ref-1)