

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, Meeting of April 20, 2020

PRESENT: A. Surprenant (Chair), D. Farquharson, E. Haven, J. Shea, M. McKibbin, S. Khalil, T. Mackenzie, V. Kavanagh, C. Badenhorst, A. Keeling, R. Shannahan, D. Howse, E. Pittman, A. Lang, M. Cheema, R. Joy, T. Norvell, F. Khan, C. Bottaro, H. Liu, J. Rodway, A. Dorward, D. Moralejo

Guests: H. Carnahan and C. Walsh (to speak to item 6.a)i. of the agenda)

1. MINUTES

It was moved by M. Cheema and seconded by D. Howse, that the minutes of the meeting held March 17, 2020, be approved as circulated. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

- a) The regular meeting of Senate was held on April 14, 2020. It was the first virtual meeting with 80 in attendance. All changes from the Academic Council were approved. Changes to entrance requirements went through in light of COVID-19.
- b) Staff in SGS have been working tirelessly in keeping faculty and staff informed. SGS also has a resource page on the website with up-to-date information on funding, financial aid, student supports that are available, etc. SGS also has a resource page for faculty.
- c) Dr. Surprenant gives regular updates and encouragement to graduate students each day via YouTube.
- d) SGS holds weekly graduate officer meeting
- e) The Internationalization Office is connecting with graduate students.
- f) Scenario planning for the Fall semester is progressing. Dr. Surprenant sits on this committee.
- g) All faculty are to be commended for supporting graduate students. All are doing a great job, in particular the staff at SGS who have been working so hard.
- h) Dr. Amy Warren has agreed to take on the position of Associate Dean, School of Graduate Studies effective July 1, 2020. Dr. Farquharson has agreed to have her term extended to July 15 for continuity. Dr. Surprenant acknowledge Dr. Farquharson's amazing leadership and good sense.

Dr. Keeling extended a thank you for the update and all of Dr. Surprenant's work. He has heard great feedback from graduate officers and students about the quality and sympathetic nature coming out of SGS, from both the Deans and staff. Not all of the university has been messaging and effectively delivering, but SGS has stood out in this way.

- i) Regarding scenario planning, the committee has met and there will be a message that will go out soon regarding the Fall semester.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a) For the last half of this month the Executive has been working on the evacuation of students from the Feild hall residences due to safety and health concerns.
- b) Working on resources for graduate students through listserv, website, etc.
- c) Working on Emergency funding and criteria.
- d) The Aldrich conference has been cancelled.

- 6. a) Academic Council Executive
 - i. New Master of Science in Maritime Studies (Safety: The Human Element) and PhD in Maritime Studies Programs

It was moved by Echo Pittman, and seconded by D. Howse that the proposed new programs be approved.

Discussion:

A Dorward noted that H. Carnahan was notified that medicine can offer a course as an elective that would fit this program.

Proponents asked to speak to these two programs and the event to which they overlap or parallel existing programs at MUN. There are a couple of programs that are related: Medicine, for which they have a course that will compliment this program; OHS but that program is course-based, where this program is thesis-based; Safety Risk Engineering – all courses have a broader focus on offshore oil, production; chemical plants etc., this program focusses on the human perspective (skill learning etc). Hopefully the two programs can work together, believe they are complimentary; Master of Kinesiology is lab-based but this one is research based.

There will be four hires (two research chairs included).

Financial support of \$23,000 annually. This is based on scholarship and supervisor support. Each student may not get that full amount but that is what the proponents are aiming to achieve.

For student space, Ocean Safety Research space have spots for six students and space across the hall that holds a number of study carrels, approximately eight students can

be accommodated. In Holyrood, there is a floor of the new building that will hold eight more students.

There are some master's students who are ready to start, and would like to go ahead with these few students before having a larger intake. C. Walsh indicated that there is a possibility we could be in remote delivery mode and MI has experience with online deliver and so she would be happy to take on this piece. For the first year students will be engaged in course work.

When asked if there was talk about delaying the PhD program given the current situation, it was indicated that it would be ok if the right strong PhD candidate came along. We would not take on an international student at this point.

On the call for question, the motion (13 yeas/7 abstentions) CARRIED

XX Regulations Governing the Degree of Master of Science in Maritime Studies (Safety: The Human Element)

Vice-President (Marine Institute)

G. Blackwood

The degree of Master of Science in Maritime Studies is a research-focused Master's degree offered by the School of Maritime Studies, at the Fisheries and Marine Institute. The degree of Master of Science in Maritime Studies is offered, at present, in **Safety: The Human Element.**

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on the recommendation of the Vice-President (Marine Institute). This Committee will consist of an Academic Director as Chair, three members from the Marine Institute, and two members from other academic units of the University. Normally, all appointments will be for a period of three (3) years.

XX.1 Maritime Studies (Safety: The Human Element)

The degree of Master of Science in Maritime Studies (Safety: The Human Element) is a research-focused Master's degree offered by the School of Maritime Studies, at the Fisheries and Marine Institute. This program is for students who aim to pursue a career in maritime studies, and includes skills training that will empower students to conduct publication-quality research in areas of safety and survival. The degree is normally offered to full-time students.

These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland

XX.1.1 Qualifications for Admission

1. Admission is limited and competitive. To be considered for admission an applicant will normally hold at least a high second class Honours Degree (from areas such as, but not limited to, emergency management, engineering, kinesiology, maritime studies, occupational therapy, physiotherapy, psychology), or an M.D. Degree, or the equivalent of either, both in achievement and depth of study, from an institution recognized by the Senate.
2. The applicant demonstrates a commitment and passion for safety and survival. Experience in research programs, marine-based industries (e.g., fisheries, oil and gas), marine transport, firefighting, search and rescue, regulatory agencies or government departments, non-governmental organizations, consulting activities, or other relevant activities is considered an asset.
3. Any applicant who does not hold a high second class Honours Degree or an M.D. Degree may be considered for admission provided that:
 - a. The applicant's undergraduate record after the first year shows an average of at least Grade B in courses in the proposed field of specialization; and
 - b. The applicant's overall undergraduate record after the first year shows an average of at least Grade B in all courses taken.
4. Admission requirements related to English proficiency follows the SGS General Regulations – English Proficiency Requirements 4.1.5.

XX.1.2 Program of Study and Research

1. Every student in the Master of Science in Maritime Studies (Safety: The Human Element) program shall be required to complete all of:
 - 12 credit hours of core course work, including:
 - ◆ MARI 6000 Seminar Course in Maritime Studies: Safety and Survival
 - ◆ MARI 6001 Statistics and Research Design for Maritime Studies
 - ◆ MARI 6002 Science Communication for Maritime Studies
 - ◆ MARI 6003 Human Factors in Safety and Survival
 - 3 credit hours of course work relevant to the student's research area and chosen in consultation with the supervisor
 - A thesis composed of at least one manuscript of original research.
2. Students may be required by their Supervisory Committee to take additional courses.
3. All program course requirements should be completed within four semesters from the date of first registration in the M.Sc. degree program. Students will normally complete course requirements in their first three semesters.
4. Within three months of the first registration in the M.Sc. degree program, the student will meet with their Supervisory Committee. A meeting report, signed by all

members of the Supervisory Committee and student, must be given to the Academic Unit. A copy will be sent to the graduate student and to the Dean of Graduate Studies. Subsequent meetings must occur at least annually, with a report filed after each meeting.

5. The student shall complete a written thesis proposal that is approved by the Supervisor and Supervisory Committee and normally submitted within twelve months of the first registration in the M.Sc. degree program. The proposal shall be provided to the Head for inclusion in the student's file.

6. The student must present a thesis seminar of 20-30 minutes duration prior to submission of the thesis to the School of Graduate Studies.

7. Theses shall conform to **Theses and Reports** of the **General Regulations** of the School of Graduate Studies.

XX.1.3 Evaluation

- In order to continue in the School of Graduate Studies and in order to qualify for a Master's degree, a student shall obtain an A or B grade in each program course. (See General Regulation **Evaluation, Evaluation of Graduate Students**).

- The Supervisor and the Supervisory Committee may recommend that a student be required to withdraw from the program, if after consultation with the student, it is determined that the student is not making satisfactory progress towards completion of the program and the unsatisfactory progress is unlikely to be corrected.

XX.1.4 Thesis

See General Regulation **Theses and Reports**.

Note:

*Every student in graduate studies shall comply with the **General Regulations**, the **Degree Regulations**, and any additional requirements of the appropriate academic unit.*

XX.1.5 Courses

MARI 6000 Introduction to Maritime Safety and Survival Research

MARI 6001 Statistics and Research Design for Maritime Studies

MARI 6002 Science Communication for Maritime Studies (may be offered in accelerated format)

MARI 6003 Human Factors in Safety and Survival (may be offered in accelerated format)

MARI 6004 Special Topics in Safety and Survival (Learning) PR: MARI 6000

MARI 6005 Special Topics in Safety and Survival (Human Behavior) PR: MARI 6000

MARI 6006 Special Topics in Safety and Survival (Engineering Technology) PR:
MARI 6000

Regulations Governing the Degree of Doctor of Philosophy

34.XX Maritime Studies

Vice-President (Marine Institute)

G. Blackwood

The Degree of Doctor of Philosophy is offered in Maritime Studies to full-time and part-time students. These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland.

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on the recommendation of the Vice-President (Marine Institute). This Committee will consist of an Academic Director as Chair, three members from the Marine Institute, and two members from other academic units of the University. Normally, all appointments will be for a period of three (3) years.

34.XX.1 Admission and Program of Study

1. Admission into the Ph.D. program in Maritime Studies is normally restricted to applicants holding a Master's degree or its equivalent with relevant background and core knowledge in, but not limited to, emergency management, engineering, human kinetics, maritime studies or psychology. Applicants are normally expected to have a B in all course work completed for the Master's degree. In exceptional circumstances, an applicant with a B.Sc. degree who has spent not less than 12 months in an M.Sc. degree program may be recommended for transfer into a Ph.D. program. For this transfer to be accepted, the applicant must demonstrate, to the satisfaction of the Supervisor and Supervisory Committee, their ability to pursue research at the doctoral level.
2. In addition to completing a thesis, normally containing three or more papers of original research, students will be required to meet the M.Sc. core course requirements (MARI 6000, 6001, 6002 and 6003) either directly or via equivalent courses from their previous M.Sc. program, and complete, at minimum, two additional courses relevant to the program. Depending on the student's background, their Supervisor and Supervisory Committee may deem the student to be exempt from completing any or all of these courses.
3. Within three months of the first registration in the Ph.D. degree program, the student will meet with their Supervisory Committee. It is the function of a Supervisory Committee to have regular meetings, at least annually, with its graduate student. A meeting report, signed by all members of the Supervisory Committee and student, must be given to the Academic Unit. A copy will be sent to the graduate student and to

the Dean of Graduate Studies.

4. At the first committee meeting, the Supervisory Committee shall discuss the student's program and will explore areas of weakness in the student's knowledge, especially where these relate to the intended areas of research. The Supervisory Committee may require the student to take additional courses.
5. The student and the Supervisory Committee will agree on a written thesis proposal outlining the objectives, methods, timetable, and funding for the project, and provide the proposal (signed by the student and the supervisory Committee) to the Head for inclusion in the student's file. This proposal shall normally be submitted within 15 months of the first registration in the Ph.D. degree program and a minimum of three months prior to the Comprehensive Exam.
6. The student will present a research seminar to the Academic Unit, normally by the end of the fourth semester following admission, to describe the research topic being investigated and the methodologies to be employed. This seminar provides an opportunity for the student to receive constructive input from the research community.
7. Within the first eighteen months, students must successfully complete a Comprehensive Examination, following the **General Regulations, Comprehensive Examinations, Ph.D. and Psy.D, Comprehensive Examination**. The comprehensive examination will be an oral examination. Students should consult with the academic unit's guidelines for further information and a detailed description of the content of the Comprehensive Examination.
8. Theses shall conform to **Theses and Reports** of the **General Regulations** of the School of Graduate Studies. As part of these regulations, all Ph.D. candidates are required to participate in a formal oral defense of their work.

34.XX.2 Courses

MARI 6000 Introduction to Maritime Safety and Survival Research

MARI 6001 Statistics and Research Design for Maritime Studies

MARI 6002 Science Communication for Maritime Studies (may be offered in accelerated format)

MARI 6003 Human Factors in Safety and Survival (may be offered in accelerated format)

MARI 6004 Special Topics in Safety and Survival (Learning) PR: MARI 6000

MARI 6005 Special Topics in Safety and Survival (Human Behavior) PR: MARI 6000

MARI 6006 Special Topics in Safety and Survival (Engineering Technology) PR:

MARI 6000

b. Thesis Guideline Revisions

Dr. Farquharson mentioned that the guidelines have received valuable suggestion from Medicine and Engineering specific to the manuscript style thesis. That part of the guidelines need new wording

This item of business was tabled and feedback on the new wording will be sought before it is sent back to ACE for review.

TABLED

7. ANY OTHER BUSINESS

8. NOTICE OF MOTION

9. ADJOURNMENT

The meeting adjourned at 4:41 p.m.

Aimée Surprenant, Chair

Echo Pittman, Secretary