**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

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

**Minutes, September 18, 2017**

PRESENT: Dr. A. Surprenant (Chair), Dr. D. Farquharson, Dr. N. Kennedy, Dr. S. Roseman, Dr. A. Hall, Dr. P. Coady, Dr. T. Brown, Dr. R. Shannahan, Dr. M. Gardner, Dr. R. Joy, Dr. S. Imtiaz, Mr. De. Howse, Dr. V. Maddalena, Dr. J. Doré, Dr. E. Waterman, Dr. J.C. Loredo-Osti, Dr. C. Walsh, Dr. R. Klein (via teleconference); Mr. V. Roy Karmakar; Dr. M. Cheema (via teleconference); Mr. A. Johnson (Observer); Dr. E. Pittman; Ms. S. Perry-Maidment; Mr. H. Nejad

APOLOGIES: Ms. J. Turner, V. Campbell; Dr. D. Moralejo; Mr. A. Alkasasbeh; Dr. S. Cadigan; Dr. F. Khan; Dr. C. Reynolds; Dr. J. Weber

1. MINUTES:

It was moved by Dr. Roseman, and seconded by Dr. Cheema, that the minutes of the meeting held May 15, 2017, and July 25, 2017, be approved. The motion

 CARRIED

1. BUSINESS ARISING
2. CORRESPONDENCE
3. DEAN’S REPORT/REPORT OF SENATE
4. At the regular meeting of Senate, September 12, 2017, five new graduate programs and one sub-specialty were approved. A thank you was extended to members of Council, and to the review committees of all these programs for the hard work in preparing these documents for approval. Thanks are extended as well to the staff of SGS for their work and input during the process.
5. Public Scholars Program is a new initiative that includes four workshops, in conjunction with the Harris Centre and other experienced faculty members. These workshops will provide a forum to discuss issues and ideas. The first workshop is scheduled for October 5th, entitled “Knowledge Mobilization and Why it Matters”.

 If this initiative is successful, other topics such as designation of the Fellow of the School of Graduate Studies will be discussed.

1. SGS is initiating two new items in relation to the submission of a thesis. Students will be required to submit a snapshot of their thesis research, and secondly, students whose thesis requires ethics approval will be asked to attach the ethics letter as an apppendix
2. The University is revising its policy on Accommodations for Students with Disabilities. It has been discussed that it is trickier at the graduate level with field work, lab work, comprehensive examinations, and trying to lay out all of the parameters. We are being urged to start thinking of the learning outcomes of field work and comprehensive examinations in particular, and encourage units to put these outcomes in writing – what you think the student will get out of this experience. Dr. Cheema confirmed that for the BEAS program, they have written outcomes and will place them on the website.
3. Following each Senate meeting, units will be notified of any items of business that are approved.
4. REPORT OF THE GRADUATE STUDENTS’ UNION
5. The Executive Director of External Affairs, GSU, stated that due to the increase in complaints about supervisory relationships, the GSU has formed an ad hoc committee to review documents that currently exist, and receive feedback. As this committee goes forward, the Academic Council will be kept informed.
6. STANDING COMMITTEES
7. Academic Council Executive
8. School of Graduate Studies – General Regulation 4.3.4

The School of Graduate Studies is requesting approval of general regulation 4.3.4 governing ‘Changes in Course Registrations’. The revision is to align with the undergraduate regulation revision which will change the last day to drop courses without academic prejudice in a given semester, to reflect modifications that are being made to accommodate the week-long winter semester break; and to further accommodate the feedback period and return of 20% of evaluation prior to the drop date. Further details were outlined in the memo circulated by the Registrar’s Office.

It was moved by Dr. Pittman, and seconded by Dr. Coady, that the proposed revision be approved. The motion

 CARRIED

The revised regulation will now read:

**4.3.4 Changes in Course Registrations**

***Note:***

*For interdisciplinary programs, the Head of the academic unit is the Dean or Director of the Faculty/School administering the program.*

1. Within two weeks following the first day of lectures in any semester, as stated in the [**University Diary**](https://www.mun.ca/regoff/calendar/sectionNo%3DGENINFO-0086), a graduate student may, upon the approval of the appropriate Head of academic unit, add a course or courses to his or her registration for that semester.
2. Within ~~seven~~ eight weeks after the first day of lectures in any semester, as stated in the [**University Diary**](https://www.mun.ca/regoff/calendar/sectionNo%3DGENINFO-0086), a graduate student may, upon the approval of the appropriate Head of academic unit, drop a course or courses from his or her registration for that semester without prejudice.
3. After the period described in 2. above has expired, and up until the last day of lectures, any student who is prevented from completing a course by illness, bereavement or other acceptable cause, duly authenticated in writing may, upon the recommendation of the Head of the appropriate academic unit, drop that course without academic prejudice.

***Note:***

*A course cannot be dropped after the last day of lectures without the approval of the Dean of Graduate Studies.*

1. Nomination Committee

It was moved by Dr. Coady, and seconded by Dr. Loredo-Osti, that the proposed slate of names for the Standing Committees of Academic Council, 2017-2018, be approved as following?

Academic Council Executive

* Aimée Surprenant (Chair and Dean, Graduate Studies)
* Danine Farquharson (Associate Dena, Graduate Studies)
* Faisal Khan (Engineering and Applied Science)
* J.C. Loredo-Osti (Mathematics & Statistics)
* Echo Pittman (Registrar’s Office)
* Peggy Coady (Business Administration)
* Graduate Student Representative

Appeals Committee

* Peggy Coady (Business Administration)
* Danine Farquharson (Graduate Studies – Ex-officio Member)
* Kapil Tahlan (Biology)
* Mumtaz Cheema (Grenfell Campus)
* Rhonda Joy (Education)
* Graduate Student Representative

Secretary to the Academic Council – Dr. Echo Pittman, Registrar’s Office

 Awards and Medals

* Kelly Hawboldt (Engineering and Applied Science)
* Tom Cooper (Business Administration)
* Sharene Bungay (Computer Science)
* Jennifer Dyer (Gender Studies)

 The motion

 CARRIED

1. ANY OTHER BUSINESS
2. NOTICE OF MOTION
3. ADJOURNMENT

The meeting adjourned 4:25 p.m.

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Aimée Surprenant, Chair Echo Pittman, Secretary