



## Faculty of Science

Office of the Dean  
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## MEETING OF THE FACULTY COUNCIL OF THE FACULTY OF SCIENCE

A regular meeting of the Faculty Council of the Faculty of Science will be held on Wednesday, January 16, 2019, at 1 p.m. in C-2045.

### AGENDA

1. **Regrets**
2. **Adoption of the Minutes of December 5, 2018**
3. **Business Arising from the Minutes**
4. **Correspondence:** Motion presented by the Department of Mathematics and Statistics (Paper 4, page 7)
5. **Reports of Standing Committees:**
  - A. **Undergraduate Studies Committee:** None
  - B. **Graduate Studies Committee:** Legislative changes in WHMIS training requirements as they pertain to graduate courses. (Paper 5.B, pages 8-12)
  - C. **Nominating Committee:** Discussion of draft Constitution and By-Laws (Paper 5.C, pages 13-18)
  - D. **Library Committee:** None
6. **Report of Teaching Consultant**
7. **Reports of Delegates from Other Councils**
8. **Report of the Dean**
9. **Question Period**
10. **Adjournment**

A handwritten signature in blue ink, appearing to read "Mark Abrahams".

Mark Abrahams, Ph.D.  
Dean of Science



**Faculty of Science**

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**FACULTY OF SCIENCE  
FACULTY COUNCIL OF SCIENCE  
MINUTES OF MEETING OF DECEMBER 5, 2018**

A meeting of the Faculty Council of the Faculty of Science was held on Wednesday, December 5, 2018, at 1:00 p.m. in room C-2045.

**FSC 2636**

**Present**

**Biochemistry**

M. Berry, V. Booth

**Biology**

T. Chapman, S. Dufour, B. Staveley

**Chemistry**

C. Flinn, E. Merschrod

**Computer Science**

S. Bungay, M. Gong

**Earth Sciences**

E. Burden, J. Hanchar, P. Morrill

**Mathematics & Statistics**

D. Pike, S. Sullivan

**Ocean Sciences**

G. Fletcher, J. Wroblewski

**Physics & Physical Oceanography**

M. Morrow, J. Munroe, K. Poduska

**Psychology**

D. Hallett, C. Thorpe, C. Walsh

**Dean of Science Office**

K. Foss, T. Fridgen, G. Jackson, T. Mackenzie, L. Zedel

**CITL**

A. Todd

**Registrar's Office**

T. Edmunds

**FSC 2637 Regrets**

None

**FSC 2638 Adoption of Minutes**

**Moved:** Minutes of the November 21, 2018, meeting be adopted (Sullivan/Fridgen).  
**Carried.**

**FSC 2639 Business Arising: None**

**FSC 2640 Correspondence: None**

**FSC 2641 Reports of Standing Committees:**

**A. Undergraduate Studies Committee:**

Report presented by Shannon Sullivan, Chair, Undergraduate Studies Committee. Prior to presenting the calendar changes, it was agreed that each department's changes would be submitted and voted on as a full package except for the Departments of Earth Sciences and Biology.

**a. i. Moved:** Department of Earth Sciences, calendar change to existing courses: EASC 1002 and 499A/B (Sullivan/Morrill). **Carried.**

**b. i. Moved:** Department of Biology, calendar change to existing programs: Biology Majors to Concentrations. (Sullivan/Chapman). **Two abstentions. Carried.**

The following statement was made by Brian Staveley regarding the cancellation of Cell and Molecular Biology Programs:

I am taking this opportunity to expression [sic] my great concern over the cancellation of the Major in Biology (Cell and Molecular) and the Cell and Molecular Biology Honours Degree programs.

As I am closely associated with these programs, students have been extremely critical of the proposed loss of these programs. The "replacement" or more precisely "regression" of these programs with degrees in Biology with a "Stream" in "Molecular, Microbial, and Cell Biology" is not considered by many students to be an adequate substitution.

Considering the strong opposition to the cancellation of the Cell and Molecular Biology programs that I have been made aware of, any consultation with the students seems to be insufficient.

Finally, I hope that in the future, the hopes and desires of our students are more fully taken into consideration when decisions of such magnitude are made.

**ii. Moved:** Department of Biology, calendar proposal new program: Joint Honours in Marine Biology. (Sullivan/Chapman). **Carried.**

**iii. and iv. Moved:** Department of Biology, calendar change to existing program: Joint Major in Marine Biology; and Amend course: BIOL 4605. (Sullivan/Dufour). **Carried.**

**c. Moved:** Department of Ocean Sciences:

**i.** Calendar proposal new course: OCSC 4400

**ii.** Calendar change to existing program: Major in Ocean Sciences and Ocean Sciences (Environmental Systems)

(Sullivan/Fletcher). **Carried.**

- d. Moved:** Department of Computer Science:
- i. Calendar proposal new course: COMP 1003
  - ii. Calendar change to existing courses: Amend COMP 1000, 4770, 4300, 3550, 3301 and 3202; delete course being phased out because of new curriculum (including COMP 4748)
  - iii. Calendar changes to existing programs: Add COMP 3200 to Visual Computing and Games Major; add COMP 3731 to Computer Science/ Statistics Joint Major; add paragraph to Computer Science/Physics Joint Major; amend Computer Science Internship; amend programs which require COMP 1000 to new course COMP 1003
  - iv. Calendar changes to departmental regulations: Amend Computer Science Minor regulations to replace COMP 1000 with new course COMP 1003; amend admission criteria for acceptance as a Computer Science Major. Sharene Bungay proposed the following amendments to the proposals:
    - In the proposal for new course COMP 1003:
      - Add "or Math 2320" to the co-requisite since students in joint COMP/Math programs complete Math 2320 instead of COMP 1002. The co-requisite should now read "COMP 1002 or Mathematics 2320".
      - Add COMP 1003 as a prerequisite for COMP 2001, 2002, and 2003 since part of the rationale for developing 1003 was to close a knowledge gap between first and second year courses.
    - In the proposal to delete old program courses: (these changes were requested by Grenfell)
      - add "the former" to Computer Science 2710 in the Computational Mathematics regulations
      - add "the former" to Computer Science 1710 in the Grenfell Mathematics minor regulations.
- (Sullivan/Gong). **Carried.**
- e. Moved:** Department of Psychology:
- i. Calendar change to existing course: PSYC 3250 to 3810
  - ii. Calendar proposal for new course: PSYC 3251
  - iii. Calendar proposal for new course: PSYC 3840
  - iv. Calendar proposal for new course: PSYC 3860
  - v. Calendar proposal for new course: PSYC 2521
  - vi. Calendar proposal for new course: Add lab to PSYC 3800
  - vii. Calendar proposal for new selected topics courses: PSYC 4852, 4853 and 4854
  - viii. Calendar change to existing program: Behavioural Neuroscience
- (Sullivan/Walsh). **Carried.**
- f. Moved:** Department of Mathematics and Statistics:
- i. Amend course: MATH 2320
  - ii. Amend course: MATH 3000
- (Sullivan/Pike). **Carried.**
- g. Moved:** Department of Biochemistry:
- i. Amend courses: BIOC 2910, 3402, 3906, 3907, 4200, 4210, 4230, 4240, 499A and 499B
  - ii. Amend program: Major in Biochemistry, Major in Nutrition and Honours Degree in Nutrition
- (Sullivan/Booth). **Carried.**

**h. Moved:** Faculty of Science Dean's List Criteria. (Sullivan/Fridgen). **Carried.**

**B. Graduate Studies Committee:**

Report presented by Carolyn Walsh, Chair, Graduate Studies Committee

**a. Moved:** Aquaculture Program, proposed calendar changes. (Walsh/Fridgen).

**One opposed. Carried.**

**b. Moved:** Environmental Science Program, calendar changes proposing changes to the co-op program. (Walsh/Wroblewski). **Carried.**

**c. Moved:** Department of Earth Sciences, proposed calendar changes to masters and doctoral programs adding the option of an internship. (Walsh/Morrill).

**Two abstentions. Carried.**

**d.** The proposal for changes to the PsyD proposal did not make the Faculty Council agenda.

1. The proposal can be added to the January 2019 Faculty of Science Faculty Council agenda, however, the proposed changes will not make the 2019-2020 University calendar if it is delayed until then.

2. The executive of Faculty Council which is made up of the Dean and the Department Heads can review the proposal and vote on it.

3. A specialist in the subject area can describe it to council and council can vote on it without seeing the written proposal.

It was agreed by vote that the Executive of Faculty Council will review and vote on it prior to the Christmas break so that it will make next year's calendar, if approved.

**C. Nominating Committee:** None

**D. Library Committee:** None

**FSC 2642 Report of the Dean**

Presented by Mark Abrahams, Dean.

1. As you should have noted in Newslines recently, the University has reached out to MUNFA to resume contract negotiations. It is the university's hope that these negotiations can be successfully concluded without job action and it is the university's position that it will not lock out faculty.
2. In the event that there is job action and you need to get access to the campus then please refer to Appendix I in the MUNFA collective agreement. Applications need to be made to Faculty Relations in order to provide faculty with the opportunity to prevent irreparable harm to research projects. It is up to individual faculty to define what they consider to be irreparable harm.
3. The university has been drafting a response to MUNFA's strike protocol. You need to contact MUNFA for agreed terms of a strike protocol.
4. I wish you all a wonderful time during the holiday break and look forward to seeing you all back here in January.

**FSC 2643 Question Period**

The Dean was questioned regarding issues surrounding a potential strike. If faculty members want to enter research labs during a strike, they should submit application under

Appendix I when the strike is announced. This application will then go to Faculty Relations for a decision. Dr. Abrahams was told that MUN will not lock out faculty members. It was suggested that it would be beneficial to MUNFA if this assurance was put in writing.

**FSC 2644**

**Adjournment**

The meeting adjourned at 2:05 p.m.



**Department of Mathematics and Statistics**

St. John's, NL Canada A1C 5S7  
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mathstat@mun.ca www.mun.ca/math

**Building Statement supported unanimously at the December 4, 2018 Faculty meeting (to be presented as a motion at the next Science Faculty Council Meeting)**

Whereas the Department of Mathematics and Statistics, despite being the second-largest academic department at Memorial University of Newfoundland – with more than 35 tenured or tenure-track faculty members, almost 7000 undergraduate registrations per annum and a cohort of more than 70 graduate students – has faced critical issues of space for more than two decades;

Whereas the Department's existing facilities are in a significant and ongoing state of disrepair, creating an environment unsuited to teaching, learning and research;

Whereas senior administration, despite being aware of these problems for many years, and despite proposing various options during that time, has repeatedly failed to commit to a solution;

Whereas the recent allocation of new space for the Mathematics Help Centre outside the Mathematics (Henrietta Harvey) Building, while acknowledged and appreciated by the Department as a step in the right direction, only partially addresses one of the numerous critical issues of space; and

Whereas it is the Department's understanding that – despite it originally being planned that the Department would be relocated to the Core Sciences Building, and subsequently that the Department would instead be relocated to a renovated Chemistry-Physics Building – current planning would relegate the Department to the continued occupancy of the precarious conditions of the Mathematics (Henrietta Harvey) Building for the foreseeable future; now, therefore, be it resolved, that the Faculty of Science:

1. Requests that the administration of Memorial University of Newfoundland include the Department of Mathematics and Statistics in any processes currently underway or to be held in the future regarding space planning, including with regards to the realignment of the St John's campus in light of the proposed demolition of the Science Building;
2. Encourages the administration to review the continued accuracy and relevance of the premises which guided the planned allocation of space in the Core Science Building, and on the basis of which to reconsider any implications with respect to the long-term space needs of the Department of Mathematics and Statistics;
3. Urges the administration to develop a plan to address the substantial and severe infrastructure shortcomings of the Department of Mathematics and Statistics; and
4. Implores the administration to commit to undertaking this plan in a timely manner.

**Motion:** To endorse the statement about the Henrietta Harvey building made by the faculty in the Department of Mathematics and Statistics on December 4, 2018.

**Kenny, Gail**

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**From:** Carolyn Walsh <cwash@play.psych.mun.ca>  
**Sent:** January-07-19 1:46 PM  
**To:** Associate Dean of Science (Research)  
**Cc:** Kenny, Gail  
**Subject:** Re: WHIMS training changes - FOR January FC Agenda?

Hi Len & Gail-

Happy New Year!

After polling the Faculty of Science Grad Studies Committee, here is what I have regarding preferences for the possible changes to calendar requirements for graduate courses that require WHMIS training:

Responses from 11/14 committee members:                      Option 1 (a calendar change that requests the addition of Science 1807/1808 as prerequisites for the identified graduate courses): 5

indicates it is the responsibility of academic units): 2

Option 2 (general statement that

Both options: 1

No pref/opinion: 3

As the Dean of Grad Studies writes below, the proposed calendar changes are only for graduate courses that require WHMIS:

Students working in labs out of coursework are already aware and RGCS will be making sure grant holders are aware of the changes so this is entirely for courses.

It appears that there are not actually that many courses like this... and in units like Biochemistry, etc. the WHMIS requirements are attached to the students' research, not course, activities.

Gail, would this be put on the FC agenda for January? I am not sure it requires a motion.

Len, what would you like me to do next with this information? Do you need more from the FSGSC committee members? Or do you want me to send what we have to Annette Williams (as per below) or will you do this?

Thanks,  
Carolyn

Carolyn J. Walsh, PhD  
Department of Psychology  
Memorial University of Newfoundland  
St. John's, NL, Canada  
A1B 3X9

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[cwash@play.psych.mun.ca](mailto:cwalsh@play.psych.mun.ca)



<http://play.psych.mun.ca/cru>

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On Dec 12, 2018, at 3:49 PM, Associate Dean of Science (Research) <[adsr@mun.ca](mailto:adsr@mun.ca)> wrote:

Caroline,

See email below (which I totally missed so apologies for the delay). On the bright side I don't see a deadline. I'm thinking the best way to move forward here is to distribute the material through the grad studies committee and we can either agree on a preferred solution as a whole or report individual preferences. We could also talk some time.

Best, Len.

---

**From:** Len Zedel [<mailto:zedel@mun.ca>]  
**Sent:** December-11-18 8:09 PM  
**To:** Associate Dean of Science (Research) <[adsr@mun.ca](mailto:adsr@mun.ca)>  
**Subject:** Fwd: WHIMS training changes

Len Zedel ·

Begin forwarded message:

**From:** deansgs <[deansgs@mun.ca](mailto:deansgs@mun.ca)>  
**Date:** November 26, 2018 at 08:29:23 NST  
**To:** Len Zedel <[zedel@mun.ca](mailto:zedel@mun.ca)>, "Lye, Leonard M." <[llye@mun.ca](mailto:llye@mun.ca)>, Doré, Jules <[Rgs.Assistantdean@med.mun.ca](mailto:Rgs.Assistantdean@med.mun.ca)>, "Craig, Ailsa" <[acraig@mun.ca](mailto:acraig@mun.ca)>, "Vodden, Kelly" <[kvodden@grenfell.mun.ca](mailto:kvodden@grenfell.mun.ca)>, Brett Favaro <[Brett.Favaro@mi.mun.ca](mailto:Brett.Favaro@mi.mun.ca)>, "Sullivan, Anne-Marie" <[asulliva@mun.ca](mailto:asulliva@mun.ca)>  
**Cc:** "Kim, Andrew" <[akim@mun.ca](mailto:akim@mun.ca)>, "Williams, Annette" <[awilliam@mun.ca](mailto:awilliam@mun.ca)>  
**Subject:** Fwd: WHIMS training changes

Hi everyone, we are being asked to work with the registrar to change the calendar requirements for graduate courses that require WHIMS training. Echo Pittman has identified two options outlined below. Can you bring these options to your constituencies to see which they prefer or if they have no preference?

Please send responses to Annette Williams.

Thanks,

Aimee

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Dr. Aimée Surprenant  
Dean, School of Graduate Studies  
IIC-2012, Bruneau Centre for Research and Innovation  
Memorial University of Newfoundland  
230 Elizabeth Avenue  
St. John's, Newfoundland, Canada  
A1C 5S7  
T 709 864 2478  
@gradstudies  
@sgsdean

Begin forwarded message:

**From:** "Pittman, Echo" <echop@mun.ca>  
**Subject:** RE: WHIMS training changes  
**Date:** November 12, 2018 at 9:48:54 AM NST  
**To:** deansgs <deansgs@mun.ca>  
**Cc:** "Kim, Andrew" <akim@mun.ca>

Hi Aimee,

To help identify graduate courses that need WHIMS training:  
We can provide SGS with a list of all graduate courses whose prerequisites contain undergraduate courses in which Science 1807 and 1808 are required.  
SGS may need to ask the graduate coordinators to verify the list and indicate courses that require WHIMS, but are not on the list

Calendar change options:

At the undergraduate level, students will need to complete Science 1807 and 1808 before they are allowed to participate in lab work. For graduate-level courses, my understanding is that academic units are responsible to ensure that grad students complete lab safety training before they participate in lab work. There is no official records of students who have completed lab training. Below are two options of proposed calendar changes.

Option 1: SGS puts in a calendar change that requests the addition of Science 1807/1808 as prerequisites for the identified graduate courses. There will be some potential registration issues (e.g. students' courses will be dropped if they do not complete these safety courses before the deadline). Tracy Thorne (our enrolment manager) can work with SGS to iron out all the potential issues.

If there is any additional safety training required in the future, this option will allow SGS to identify which courses/which students need this additional training.

Option 2: Add a general statement that indicates it is the responsibility of academic units to ensure that students who need WHIMS training complete the training prior to any lab work. This option does not help SGS identify students who need the required WHIMS training.

Echo

Echo Pittman, PhD  
Associate Registrar (Academic Advising and Outreach)  
Academic Advising Centre (Science Building: 4053)  
Tel: (709) 864-3528 [Twitter](#) | [Facebook](#)

<image001.jpg>

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TRACK DATES AND DEADLINES

[www.mun.ca/success/quide](http://www.mun.ca/success/quide)

*\*\*\*It is the student's responsibility to ensure that they are registered for the appropriate courses. The [University Calendar](#) is the final authority on university regulations. Please check the information above with those regulations.\*\*\**

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**From:** deansgs  
**Sent:** October 31, 2018 3:37 PM  
**To:** Pittman, Echo <[echop@mun.ca](mailto:echop@mun.ca)>  
**Cc:** Kim, Andrew <[akim@mun.ca](mailto:akim@mun.ca)>  
**Subject:** WHIMS training changes

Hi Echo,

As I am sure you are aware, the WHIMS training for lab safety has added requirements. SCUGS has put together an omnibus calendar change to address this for undergraduate courses. Do you have some advice on how we might do the same for graduate courses? I'm not actually sure there are many but we do need to try to identify any of them if they are there.

Students working in labs out of coursework are already aware and RGCS will be making sure grant holders are aware of the changes so this is entirely for courses.

Thanks for any help.

Best,

Aimee

---

Dr. Aimée Surprenant  
Dean, School of Graduate Studies  
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St. John's, Newfoundland, Canada  
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T 709 864 2478  
@gradstudies  
@sgsdean

Begin forwarded message:

**From:** "Whelan, Kendra" <kwhelan@mun.ca>  
**Subject:** SCUGS Approved proposal  
**Date:** October 31, 2018 at 3:29:46 PM NDT  
**To:** deansgs <deansgs@mun.ca>  
**Cc:** "Battcock, Barbara" <bbattcock@mun.ca>

Hi Dr. Surprenant,

As per our meeting this morning re: changes to WHMIS legislation and impact to Grad students please find attached SCUGS approval document which identifies all undergraduate courses that have been updated in Banner to reflect SC 1807 and SC 1808 as prerequisites. If there are other courses not previously identified please contact the Registrar's office.

Regards,  
Kendra

Kendra Whelan CRSP | Coordinator, Chemical Management  
and Assurance

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## **Constitution and By-laws of the Faculty of Science Faculty Council**

### **CONSTITUTION**

#### **1. Function of the Faculty Council**

1.1 The Faculty Council approves and recommends to the Senate all regulations and proposals concerning courses and programs of study in the Faculty of Science (FOS). Council approves FOS policies and procedures and discusses and makes recommendations to the Dean on any other matters affecting the academic life and development of the FOS.

#### **2. Membership of the Council**

2.1 Voting membership in the Council shall be limited to:

- (a) the Dean of Science, Associate Deans of Science, Heads of Departments in the FOS (including Geography and Economics), and all members of the Memorial University of Newfoundland Faculty Association (MUNFA) holding an appointment as an Academic Staff Member (ASM or ASM-CE) in the FOS and those academic staff members of the departments of Economics and Geography as specified in By-laws 1.2 and 1.2;
- (b) the Senior Academic Advisor and the Teaching Consultant for the Faculty of Science;
- (c) one staff member from each department in the FOS whose duties will normally include academic advising and/or instruction, nominated by the Department Head following consultation within the department;
- (d) one graduate student and one undergraduate student per department and one graduate student per Interdisciplinary Program in the FOS nominated by the Department Head (or Interdisciplinary Program Chair) following consultation within the department or program. Eligibility of student members is defined in the By-Laws;
- (e) three undergraduate student representatives nominated by the Memorial University of Newfoundland Students' Union (MUNSU) and two graduate students nominated by the Graduate Students' Union (GSU. Eligibility of student members is defined in the By-Laws); and
- (f) the Assistant Registrar for the FOS.

#### **3. Meetings**

3.1 Meetings of the Council are open to all members of the university community.

3.2 Regular meetings of the Council are scheduled and held as stated in the By-Laws.

3.3 Special meetings of the Council may be called by the Dean of Science or upon the petition of at least 15 members of the Council.

3.4 The quorum shall be as defined in the By-laws.

3.5 Joint meetings of the Council may be held with any of the Councils of other Faculties or Schools in the University when deemed desirable by the Dean of Science in consultation with the officers of the other Councils.

**4. Officers**

4.1 The Dean of Science shall be Chair of the Council. In the absence of the Dean, one of the Associate Deans may be delegated the Chair's responsibilities.

4.2 The Dean, acting on behalf of Council, shall appoint a Secretary to Council from among the staff in the Dean's office whose responsibilities shall include (i) maintaining a record of attendance, (ii) preparing agendas and minutes, (iii) submitting recommendations and proposals approved by Council to Senate, and (iv) corresponding as needed with other Faculty Councils

**5. Amendments to the Constitution and By-Laws**

5.1 Any notice of amendment to this Constitution or its By-Laws must be submitted in writing to the Chair of the Council and shall include the proposed text of the motion and a rationale for the proposed change.

5.2 The Chair of the Council shall circulate a notice of meeting to all voting members of the Council not less than 14 days in advance of any meeting to consider the amendment(s). Such notice shall enunciate the proposed motion or motions and give the date, time, and location of the meeting at which the motion or motions will be considered.

5.3 Adoption of the amendment shall require a two-thirds majority of those voting members present at the meeting.

5.4 Changes to the Constitution (but not to the By-Laws) require approval by the Senate and ratification by the Board of Regents before they take effect.

**6. Committees of the Council**

6.1 The Council shall have the power to establish Standing and *ad hoc* Committees and to delegate to those Committees whatever functions it deems appropriate.

6.2 The Terms of Reference and Membership of Standing Committees of the Council shall be set forth in the By-Laws.

## **BY-LAWS**

### **1. Membership**

1.1 Inasmuch as the Department of Geography offers a program in Physical Geography leading to a Bachelor of Science Degree, the academic staff members of that Department who are Physical Geographers shall be voting members of the Faculty Council, as will the Head of the Department of Geography. For the purpose of committee membership on the Standing Committees of this Council, this group will be considered a Department.

1.2 Inasmuch as the Department of Economics offers a program in Economics leading to a Bachelor of Science Degree, the academic staff members and the Head of that Department shall be voting members of the Faculty Council, and, as such, will be entitled to membership on the Standing Committees of this Council.

1.3 Graduate or undergraduate students shall be appointed as members of Council for a one-year term, and may be reappointed to additional one-year terms. The undergraduate student members representing the departments must have declared a major or joint major in a program offered by the Department that appointed them. The graduate student members must be enrolled in a graduate program offered by the Department or Interdisciplinary Graduate Program that appointed them. Undergraduate students appointed by MUNSU must have declared a major in a program offered by the FOS. Graduate students appointed by the GSU must be enrolled in a graduate program in the FOS.

### **2. Meetings of Faculty Council**

2.1 The Council will meet regularly each month throughout the Fall and Winter Semesters at such times and places as are announced. Such regular meetings may be extended through the Spring Semester, should the Chair or Council so decide.

2.2 It is the responsibility of the Secretary (or delegate) to prepare and make available the Agenda for, and minutes of, the meetings of the Council.

2.3 Except with special leave of the Council, all documents and motions for discussion at a regular meeting shall be made available to members at least five calendar days prior to the meeting.

2.4 A quorum shall be a minimum of 20 of the eligible voting membership of the Council as defined in 2.1 of the Constitution including a minimum of 15 members defined in 2.1 (a).

2.5 The Chair shall cast a vote only in the event of a tie.

### **3. Intra-University Liaison**

3.1 The Council may invite to its meetings one non-voting representative from all other Faculties and Schools.

3.2 When other Councils invite representatives from the Faculty of Science to attend their meetings, appropriate members of the FOS will be proposed by the Dean (or delegate), and shall be ratified by Council.

#### 4. **Standing Committees of Council**

Standing Committees of the Council are permanent bodies tasked with deliberating issues and making recommendations to Council for a decision, or making decisions delegated to them by the Council. Members of Standing Committees are encouraged to keep colleagues in their home departments informed about applicable Committee business.

4.1 Membership on a Standing Committee is normally for one academic year, September 1 to August 31.

4.2 The Dean (or delegate), acting on behalf of Council, is responsible for ensuring that the membership of Standing Committees is filled in accordance with these By-Laws.

4.3 Committee membership for the academic year shall be ratified by Council at its first meeting of the academic year.

4.4. Standing Committees of the council shall choose their own Chair from among their membership.

4.5 All Committees of the Council shall have the power to form *ad hoc* sub-committees for liaison with appropriate committees or sub-committees representing other Faculties or Schools in the University. The Council shall be informed of such arrangements.

4.6 A quorum for a meeting of or a decision by of a Standing Committee shall be the greater of 33% plus one of the voting membership, or three voting members. This also includes electronic meetings (e.g. votes held via email).

#### 5. **Undergraduate Studies Committee**

5.1 There shall be a Standing Committee on Undergraduate Studies which shall recommend to Council for approval the addition, modification, or deletion of courses, programs, departmental regulations, and faculty regulations pertinent to undergraduate studies in the FOS.

5.2 The Undergraduate Studies Committee shall make decisions on other such matters that are delegated by Faculty Council.

5.3 The Undergraduate Studies Committee shall consist of:

(a) the Associate Dean of Science (Undergraduate and Administration) (*ex officio*);

(b) the Senior Academic Advisor for Science (*ex officio*);

(c) the Teaching Consultant for the Faculty of Science (*ex officio*)

(d) one ASM from each department nominated by the Department Head following consultation within the department;

(d) one ASM from Co-Operative Education in the FOS nominated by the Dean (or delegate);

(e) the Assistant Registrar for the Faculty of Science (*ex officio*); and

(f) one undergraduate student who has declared a major in a program offered by the FOS, nominated by MUNSU

5.4 Members of the Undergraduate Studies Committee may invite an Academic Program Officer (or equivalent) from their department to attend committee meetings in a non-voting capacity to provide information about relevant items of business.

5.5 The Chair of the Faculty Council (or delegate) is authorized to approve, for recommendation to the Senate and on behalf of the Faculty Council, the addition, modification, or deletion of courses, programmes and departmental regulations proposed by the Departments of Economics



and Geography. If this approval is not granted by the Chair, such proposals shall be referred to the Undergraduate Studies Committee.

**6. Undergraduate Waivers and Appeals Sub-Committee**

6.1 A standing sub-committee of the Undergraduate Studies Committee shall be known as the Undergraduate Waivers and Appeals Sub-Committee. This subcommittee shall adjudicate requests for waivers of undergraduate academic program regulations, course substitutions, and other student-related cases involving undergraduate academic programs in the FOS.

6.2 Requests for waivers are normally initiated by a letter from the Head of the Department (or delegate) to the Assistant Registrar for the FOS, who will bring them to the sub-committee.

6.3 Students who wish to appeal decisions in accordance with the General Academic Regulations (Undergraduate), should submit a letter to the Assistant Registrar for the Faculty of Science, who will bring the appeal to the sub-committee.

6.4 The Membership of the Undergraduate Waivers and Appeals Sub-committee shall be:

- (a) the chair of the Undergraduate Studies Committee;
- (b) the Associate Dean (Undergraduate and Administration) (*ex officio*); and
- (c) the Assistant Registrar for the FOS (*ex officio*)

**7. Graduate Studies Committee**

7.1 There shall be a Standing Committee on Graduate studies which shall recommend to Council for approval the addition, modification, or deletion of courses, programs, departmental regulations, and faculty regulations pertaining to graduate students in the FOS.

7.2 The Graduate Studies Committee shall make decisions on other such matters that are delegated by Faculty Council.

7.3 The Graduate Studies Committee shall consist of:

- (a) the Associate Dean (Graduate and Research) (*ex officio*)
- (b) one ASM from each department with a graduate program nominated by the Department Head following consultation with the department;
- (c) one ASM from Co-Operative Education in the FOS nominated by the Dean (or delegate);
- (d) the Chair of each Interdisciplinary Program (or delegate); and
- (e) one graduate student enrolled in a FOS graduate program, recommended by the GSU.

**8. Library Committee**

8.1 There shall be a Standing Committee on the Library which shall act in an advisory and consultative capacity to the Council on all matters concerning library facilities insofar as they affect the FOS. The Committee shall be responsible for developing adequate liaison with the officers of the University Library.

8.2 The Library Committee shall consist of:

- (a) the Associate Dean of Science (Graduate and Research);
- (b) a Librarian responsible for a FOS subject area;
- (c) one ASM from each department nominated by the Department Head following consultation within the department;
- (d) one undergraduate student who has declared a major in a program offered by the FOS, recommended by MUNSU; and
- (e) one graduate student enrolled in a FOS graduate program, recommended by the GSU

**9. Awards Committee**

9.1 There shall be a Standing Committee on Awards which shall (i) act as a selection committee for the Dean of Science Faculty awards and (ii) assist in the nomination of ASMs for awards external to the FOS.

9.2 The Awards Committee shall consist of:

(a) A minimum of three ASMs from different Departments within the FOS and appointed by the Dean (or delegate).

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