**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

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

**Minutes, December 18, 2017**

PRESENT: Dr. A. Surprenant (Chair), Dr. D. Farquharson, Dr. S. Roseman, Dr. P. Coady, Dr. T. Brown, Dr. R. Shannahan, Dr. M. Gardner, Dr. R. Joy, Mr. D. Howse, Dr. J. Doré, Dr. E. Waterman, Dr. D. Moralejo, Dr. J. Weber, Dr. J.C. Loredo-Osti, Dr. K. Tahlan, Dr. C. Walsh, Mr. V. r. Karmakar, Ms. R. Umali, Ms. I. Percy (via teleconference), Dr. E. Pittman, Dr. C. Reynolds

APOLOGIES: Ms. J. Turner, Mr. V. Maddalena, Dr. S. Cadigan, V. Campbell, Dr. M. Cheema

Members were provided with the nearest exit door for the meeting room, should the fire alarm go off during the meeting.

A welcome was extended to the new Executive Director , External Affairs, GSU – Ms. Rizza Umali

1. MINUTES:

It was moved by Mr. Howse, and seconded by Dr. Doré, that the minutes of the meeting held November 20, 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, December 12, 2017, the following items of business were approved:

* Engineering – Section 5.2.
* Engineering – Section 13.12
* Education – Section 11.8.2
* Business Administration – New Course 9032 and Section 10.6
* Medicine – three New courses (6950/6951/6953) and Section 29.2

1. It is suggested that when calendar revisions are submitted, that a non-binary term be used when referencing students. Rather than using him/her etc., it would be more appropriate to use the term student/students. This suggestion will also be raised at the next Associate Deans’ Networking Group meeting, March 21, 2018.
2. REPORT OF THE GRADUATE STUDENTS’ UNION
3. The GSU formed an ad hoc committee to review existing documents related to supervisory/student relationships, and to receive feedback on the increase in complaints of supervisory relationships. This is on-going.
4. STANDING COMMITTEES
5. Academic Council Executive
6. Pharmacy

It was moved by Dr. Pittman, and seconded by Dr. Weber, that new course 6006 entitled ‘ Health Economics’, and the addition of this new course under sections 30.5 and 33.29.3 of the University Calendar, be approved.

Discussion

On member noted that the removal of the prerequisite requirement might present potential problems in the future, and that a prerequisite for epidemiology II is still necessary, as one must have some knowledge of epidemiology to be successful in the course.

As a friendly amendment to the motion, it was agreed to insert under the Pre-requisites section of the course syllabus for 6006 the following: *Prior knowledge in statistics or epidemiology is required, or permission of the instructor*.

On the call for question, with the friendly amendment, the motion

CARRIED

6006 – Course Description

This course provides students with a knowledge of the theoretical foundations and practical applications in health economics, with a focus on Canadian health care context. Topics may include for health and healthcare, economics of health behaviours, health care costs and health care financing, economics of pharmaceutical sector, and behavioral health economics. The course will introduce quasi experimental methods for health policy evaluation and decision analytic modelling for cost effectiveness analysis.

**30.5 Courses**

Permission of the instructor and the Graduate Studies Committee of the School of Pharmacy is required for admission to any of the graduate Pharmacy courses.

* 6000 Medicinal Chemistry
* 6001 Advanced Physical Pharmacy
* 6002 Dosage Form Design and Novel Drug Delivery Systems
* 6003 Pharmacokinetic Modelling
* 6004 Principles of General Pharmacology
* 6005 Toxicology of Therapeutic Agents and Chemicals
* 6006 Health Economics
* 6100-6108 Special Topics in Pharmacy

**33.29.3 Courses**

A selection of the following graduate courses will be offered to meet the requirements of candidates as far as the resources of the School will allow. Permission of the instructor and the Graduate Studies Committee of the School of Pharmacy is required for admission to any graduate Pharmacy course.

* 6000 Medicinal Chemistry
* 6001 Advanced Physical Pharmacy
* 6002 Dosage Form Design and Novel Drug Delivery Systems
* 6003 Pharmacokinetic Modelling
* 6004 Principles of General Pharmacology
* 6005 Toxicology of Therapeutic Agents and Chemicals

6006 Health Economics

* 6100-6108 Special Topics in Pharmacy
* 6999 Pharmacy Research Seminar

1. Business Administration

It was moved by Dr. Pittman, and seconded by Dr. Shannahan, that the proposed changes to the program structure of the Graduate Diploma in Business Administration and revisions to the Master of Business Administration program to allow all courses taken in the graduate diploma in business administration to count toward the 60-credit hour M.B.A. program be approved.

The motion

CARRIED

**10.4 Programs of Study**

The program is a 60 credit hour all-course program. This program requires: 36 credit hours as specified in Table 1; plus 24 credit hours selected from Table 2 including a minimum of 3 credit hours in the area of international business chosen from 9005, 9020, 9030, 9033, 9306, 9326 or another approved international course.

Course exemptions may be considered in accordance with Clause 3. below. In the event that course exemptions are granted, the 60 credit hour program requirement will be adjusted accordingly.

1. The Faculty of Business Administration may consider exemptions for up to 10 (30 credit hours) introductory M.B.A. courses for those applicants who have completed relevant undergraduate courses in Business, Economics, and Statistics. Undergraduate courses will normally only be considered for exemption purposes if they were completed within seven years of the year in which admission to the M.B.A. program is sought and provided the student achieved a grade of 75% or higher in the undergraduate course(s) required for exemption of the relevant M.B.A. course. Only the following introductory M.B.A. courses will be considered for exemption: 8103, 8104, 8106, 8108, 8109, 8204, 8205, 8206, 8207, and 8208.

2. ~~The Faculty of Business Administration may consider exemptions in the M.B.A. program for the following courses completed as part of the Graduate Diploma in Business Administration: 8104, 8106, 8108, 8109, 8204 and 8205. MBA electives and 8107 completed during the Graduate Diploma in Business Administration are not available for exemption in the M.B.A. program. It is noted that 8107 must be replaced by another course offered in the MBA program in consultation with the candidate and approved by the Faculty of Business Administration.~~ An applicant who has completed a Graduate Diploma in Business Administration at the Faculty of Business Administration will have all courses completed as part of the Graduate Diploma in Business Administration count towards the 60-credit hour M.B.A program.

3. An applicant who has completed relevant undergraduate courses at institutions external to Memorial University of Newfoundland must submit the following information to the M.B.A. Program Office, Faculty of Business Administration, for evaluation:

• a detailed course outline for each course to be considered in the application for advanced standing;

• a description of the method of evaluation used in each such course, the grades received, and the completion dates.

4. The Faculty of Business Administration reserves the right to restrict a student from taking particular M.B.A. elective courses if it is deemed that those courses do not add sufficient value beyond courses that the student has completed at the undergraduate level.

5. A student is required to observe approved co- or prerequisites in scheduling his/her courses. These are indicated in Table 3.

6. A student shall successfully complete the requirements of Business 8103 as part of the first 36 credit hours of the program.

**10.7.2 Program of Study**

1. The Graduate Diploma in Business Administration program requires the completion of 15 credit hours consisting of ~~12~~ 9 credit hours in core courses and ~~3~~ 6 credit hours ~~in an~~ elective courses.
2. Core courses must include:

BUSI 8104 Organizations: Behaviour and Structure

BUSI 8106 Marketing

~~BUSI 8107 Managing Ethics and Responsibilities~~

BUSI 8109 Accounting for Management

1. Elective courses can include:

BUSI 8103 Statistical Applications in Management

BUSI 8204 Human Resource Management

~~BUSI 8209 Leadership and Interpersonal Skills for Managers~~

BUSI 8108 Economics for Business

BUSI 8210 Labour Relations

BUSI 8205 Information Systems

Note: Other electives may be approved by the Faculty of Business Administration.

**A friendly amendment to Table 3 in section 10.6 governing the Master of Business Administration program will trigger the following calendar changes:**

**Table 3 Master of Business Administration Course Prerequisite/Co-requisite**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Prerequisite/Co-requisite\*** | **Course** | **Prerequisite/Co-requisite\*** |
| 8001 | 8106 | 9040 | Nine required courses including 8107 |
| 8103 | Nil | 9045 | 8016 |
| 8104 | Nil | 9103 | Nine required courses completed including 8103 |
| 8106 | Nil | 9301 | Nine required courses completed |
| 8107 | Nil | 9302 | Nine required courses completed plus 9301\* |
| 8108 | Nil | 9303 | Nine required courses completed plus 9301\* and 9302\* |
| 8109 | Nil | 9306 | Nine required courses |
| 8202 | 8109 | 9308 | 8106, 8109 |
| 8203 | Nil | 9309 | Nine required courses completed including 8106 |
| 8204 | Nil | 9310 | 8203 |
| 8205 | Nil | 9311 | Nine required courses completed including 8104, 8204 or admission to the MER program |
| 8206 | 8103\*, 8108\*, 8109 | 9312 | Nine required courses completed including 8103, 8108, 8109, 8206 |
| 8207 | 8103, 8108\* | 9314 | Nine required courses completed including 8103, 8108, 8109, 8206 or admission to the MER program |
| 8208 | 8103, 8104, 8106, 8108, 8109, 8205\*, 8206\*, 8207\* | 9315 | 8109 |
| 8209 | 8104 | 9316 | Nine required courses completed including 8205 |
| 8210 | Nil | 9317 | Nine required courses completed |
| 9005 | Nine required courses including 8106 | 9318 | Nine required courses completed including 8106 |
| 9013 | Nine required courses completed including 8210 or 8210 plus admission to the MER program | 9320 | Nine required courses completed including 8103, 8108, 8109, 8206 |
| 9020 | Nine required courses completed including 8104 or 8204 | 9322 | 8104, 8106, 8108, 8109, 8206 |
| 9021 | Nine required courses completed including 8205 | 9323 | Nine required courses completed including 8103, 8108, 8109, 8206, 9320 |
| 9022 | Nine required courses completed including 8205 | 9324 | Nine required courses completed including 8104 or admission to the MER program |
| 9030 | Nine required courses completed including 8210 | 9326 | Nine required courses completed including 8103, 8108, 8109, 8206 |
| 9032 | 8106 | 9328 | Nine required courses completed including 8104 or admission to the MER program |
| 9033 | Nine required courses |  |  |
| 9034 | Nine required courses | 9329 | Nine required courses completed including 8210 or 8210 plus admission to the MER program |
|  |  |  |  |

***Note:***

Unless specified in [**Table 3**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-4797#GRAD-7326) all 9000-level courses require the prior completion of Nine required courses, including any specific prerequisites or co-requisites unless otherwise specified.

1. Medicine

It was moved by Dr. Pittman, and seconded by Dr. Doré, that new course 6952 entitled ‘Practicing and Teaching Professionalism’; and the removal of 6127 as a mandatory course for the Immunology & Infectious Diseases program, to permit students to take any two graduate level courses agreed upon by their supervisory committees, be approved.

The motion

CARRIED

6952 – Course Description

The main objective of this course is to provide health practitioners who teach/mentor learners, with a practical understanding of professionalism in healthcare practice. This will be accomplished through a review of literature related to professionalism including educational theories, principles and key factors affecting professionalism behaviours. We will also explore the practical aspects of teaching and evaluating the professionalism competencies, particularly in clinical settings.

29 Regulations Governing the Degree of Master of Science in Medicine

**29.1 Master of Science in Medicine**

**29.1.1 Qualification for Admission**

The admission requirements for each of the M.Sc. program areas in Medicine are described under Programs of Study.

**29.1.2 General Program Requirements**

1. The program of study for the M.Sc. in Medicine Degree is the responsibility of the Supervisory Committee composed of a Supervisor and at least two other faculty members.
2. It is the responsibility of the supervisory committee to meet regularly (at least annually) with the student and to provide guidance at all stages of the candidate's program. An annual report prepared by the Supervisor and signed by the student and all members of the committee is required to be submitted to the Assistant Dean of Research and Graduate Studies (Medicine).
3. Course requirements are set by each of the program areas and are described under [**Programs of Study**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0307#GRAD-2979).
4. In addition to courses and research, graduate students are expected to participate in Faculty of Medicine seminars and journal clubs.
5. The M.Sc. in Medicine requires the successful completion of a research project and a written thesis.

**29.1.3 Program Areas**

**29.1.3.7 Immunology and Infectious Diseases**

The Immunology and Infectious Diseases group has an interdisciplinary character and consists of faculty from biomedical science ~~oncology research~~. The graduate programs are designed to provide individualized training oriented towards basic research and a solid and scientific background in the discipline of immunology and infectious diseases.

1. **Qualifications for Admission**

The admission requirements are as given under the General Regulations governing Master's degrees. A Bachelor of Science Degree or equivalent is required.

1. **Program Requirements**

Students in the program are required to take a minimum of two courses. ~~MED 6127 is required and the~~ Students will choose ~~a second course~~ from: MED 6114, MED 6119, MED 6127, MED 6128 and MED 6580 or any other graduate course approved by the student’s supervisory committee. Some students may be required to take additional courses depending upon their thesis topic. All students are required to attend, for credit, and participate in the Immunology and Infectious Diseases Seminar Series (MED 6400-6403).

**29.3 Graduate Courses**

* 6070 Seminars in Physiological Instrumentation
* 6075 Human Physiology, Performance and Safety in Extreme Environments (HSPE)
* 6090-6101 Special Topics
* 6102 Critical Theory in Health and Society
* 6103-6119 Special Topics
* 6127 Immunology I
* 6128 Immunology II *~~(prerequisite: Medicine 6127)~~*
* 613A/B Advanced Immunological Methods *(same as the former 6130)*
* 6131-6139 Special Topics
* 6140 Basic Cardiovascular and Renal Physiology
* 6141 Cardiovascular/Renal Techniques
* 6142 Selected Topics in Cardiovascular and Renal Physiology
* 6143 Cardiovascular Anatomy
* 6144 Current Concepts in Cardiovascular and Renal Pathophysiology
* 6180 Structure, Function and Pharmacology of Muscle
* 6190 General Pharmacology
* 6192 Pharmacology of Receptors and Receptor Effector Coupling Processes
* 6193 Advanced Topics in Neuroscience
* 6194 Advanced Topics in Physiology
* 6195 Neurobiology of Nervous System Diseases
* 6196 Systems Neuroscience
* 6197 Cellular Neuroscience
* 6198 Neuroanatomy for Graduate Students (accelerated format)
* 6199 Health Sciences: Writing and Grantsmanship
* 6200 Biostatistics I *(credit may be obtained for only one of MED 6200 or MED 6262)*
* 6220 Introduction to Community Health
* 6225 Health Inequities and the Social Determinants of Health
* 6250 Basic Clinical Epidemiology
* 6255 Clinical Research Design
* 6260 Applied Data Analysis for Clinical Epidemiology
* 6262 Biostatistics in Clinical Medicine *(credit may be obtained for only one of MED 6200 or MED 6262)*
* 6263 Conducting and Publishing Systematic Review and Meta-analysis
* 6265 Genetics and Clinical Epidemiology
* 6270 Epidemiology I
* 6274 Chronic Disease Epidemiology
* 6275 Epidemiology II
* 6276 Current Topics in Canada's Health Care System
* 6277 Issues in Northern, Rural and Remote Health in Canada
* 6278 Advanced Biostatistics for Health Research
* 6279 Quantitative Methods for Applied Health Research
* 6280 Community Health Research Methods
* 6281 Theory and Approaches to Medical Publication
* 6282 Canadian Health Care System
* 6284 Research and Evaluation Design and Methods
* 6286 Ethical Foundations of Applied Health Research
* 6288 Policy and Decision Making
* 6290 Determinants of Health: Healthy Public Policy
* 6292 Qualitative and Quantitative Methods for Health Services Research
* 6293 Knowledge Transfer and Research Uptake
* 6294 Advanced Qualitative Methods
* 6295 Advanced Quantitative Methods
* 6296 Residency
* 6297 Theories of Social Justice in Health
* 6340 Research Topics in Cancer I
* 6341 Research Topics in Cancer II
* 6342 Basic Principles of the Pathology of Cancer
* 6390 Human Population Genetics
* 6391 Selected Topics in Human Genetics
* 6392 Applied Human Genetics
* 6393 Human Molecular Genetics
* 6394 Cancer Genetics
* 6395 Genetic Epidemiology
* 6400 Research Seminars for M.Sc. Students I (one-credit hour)
* 6401 Research Seminars for M.Sc. Students II (one-credit hour)
* 6402 Research Seminars for M.Sc. Students III (one-credit hour)
* 6403 Research Seminars for M.Sc. Students IV (one-credit hour)
* 6410 Research Seminars for Ph.D. Students I (one-credit hour)
* 6411 Research Seminars for Ph.D. Students II (one-credit hour)
* 6412 Research Seminars for Ph.D. Students III (one-credit hour)
* 6413 Research Seminars for Ph.D. Students IV (one-credit hour)
* 6420 Medical Science/Social Responsibility in Health Care: Aspects of Medical History *(same as History 6125)*
* 6580 Molecular Biology of Cancer *(prerequisites: Biology 4241, Biochemistry 4100 [or equivalent])*
* 6590 Molecular Biology I *(cross-listed as Biology 6590 and credit-restricted with Biochemistry 6590) prerequisites: Biology 4241 (or equivalent)*
* 6591 Molecular Biology II *(cross-listed as Biology 6591 and credit-restricted with the former Biochemistry 6591) prerequisites: Biology 4241 (or equivalent)*
* 6900 Medical Geography I - Introduction to Geographic Information Science and Spatial Analysis in Health
* 6901 Medical Geography II - Geospatial Analysis and Modelling in Health *prerequisite: 6900*
* 6950 Simulation & Technology-based Learning in the Health Professions
* 6951 Assessment and Evaluation in Health Professions Education *(~~same as~~ cross-listed as Pharmacy 6951)*
* 6592 Practicing and Teaching Professionalism
* 6953 Current Perspectives and Advances in Medical Education

33 Regulations Governing the Degree Doctor of Philosophy

**33.27 Medicine**

**33.27.1 Qualifications for Admission**

The admission requirements for the Ph.D. are as given under the [**General Regulations**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015) governing Ph.D. degrees.

**33.27.2 Program of Study and Research**

1. The program of study for a Ph.D. Degree is the responsibility of the supervisory committee composed of a Supervisor and at least two other faculty members.
2. It is the responsibility of the supervisory committee to meet regularly (at least annually) with the student and to provide guidance at all stages of the candidate's program. An annual report prepared by the Supervisor and signed by the student and all members of the committee is required to be submitted to the Assistant Dean of Research and Graduate Studies (Medicine).
3. Graduate Students are expected to participate in Faculty of Medicine seminars and journal clubs, for some of the program areas these are available as required courses.
4. Course requirements are set by each of the program areas and are described under Program Requirements. Some supervisory committees may require some students to successfully complete specified course work.
5. Graduate Students in the Ph.D. degree are required to successfully complete the comprehensive examination before the end of the seventh semester. The comprehensive examination consists of both written and oral components and is in accordance with the [**General Regulations**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015) governing Ph.D. degrees.
6. Graduate students in the Ph.D. degree must complete an original piece of research, a written dissertation which must be successfully defended in an oral examination in accordance with the [**General Regulations**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015)governing Ph.D. degrees.
   * + 1. **Program Areas**

**6. Immunology and Infectious Diseases**

* 1. The Immunology and Infectious Diseases group has an interdisciplinary character and consists of faculty from biomedical science. The graduate programs are designed to provide individualized training oriented towards basic research and a solid scientific background in the discipline of immunology and infectious diseases.
  2. Students are required to successfully complete two courses if they have not been previously completed. ~~MED 6127 is required and the s~~Students will choose one course from MED 6114, MED 6119, MED 6127, MED 6128, MED 6580, or any other graduate course approved by the student’s supervisory committee. Some students may be required to take additional courses depending upon their thesis topic. Students are required to attend, for credit, and participate in the Immunology and Infectious Diseases Seminar ~~Program~~ Series (MED 6410-~~, 6411, 6412,~~ 6413).

1. Education – 11.8.5

It was moved by Dr. Pittman, and seconded by Dr. Joy, that the name change for Master of Education, Information Technology, be changed to read Master of Education, Educational Technology. The name change for the degree better reflects the revisions to the curriculum that have taken place since the inception of the program and our current aims and goals. The name change also makes it clear that it is not a technically oriented degree, but rather it focuses on the use of technology to enhance teaching and learning. Housekeeping changes are also included.

The motion

CARRIED

**11.8.5 Educational ~~Information~~ Technology**

The graduate program in Educational ~~Information~~ Technology is offered in partnership with Cape Breton University (CBU). It is designed to facilitate the educational use of educational ~~information~~ technology in a wide variety of settings. The program will be of interest to educators at all levels including K-12 teachers, school administrators, those in the post-secondary system, business and industry, as well as those in most other adult learning situations.

Educational ~~Information~~ technology in this Master of Education program encompasses, but is not limited to: computer, communications, networking, and multi-media applications. The overall intent of the program is to:

* provide educators with skill sets and pedagogical expertise that will enable them to address computer and related educational ~~information~~ technology in a teaching/learning situation;
* develop potential educational ~~information~~ technology leaders for the educational system;
* develop instructional designers, for a variety of educational settings, who are able to combine educational ~~information~~ technology with learning theory to enhance curriculum development and delivery;
* provide a basis for the continued professional development of educators in the area of educational ~~information~~ technology;
* develop an awareness of the applications of educational ~~information~~ technology in a wide variety of educational contexts; and
* develop research expertise and potential in the use and application of educational ~~information~~ technology for teaching and learning purposes.

Candidates for the program will have attained, prior to acceptance, some fundamental knowledge and skills with respect to educational ~~information~~ technology through prerequisite experiences, and have attained a recognized undergraduate degree in an appropriate discipline with at least a second class standing (see specific regulations for details). The program components are designed to enable candidates to build on their prior experience through the development of pedagogical links and educational ~~information~~ technology applications. It is intended that the program be offered primarily as a part-time program through distance delivered courses, with other delivery formats to be considered/utilised where feasible. Access to specific computer hardware, software, and the Internet is required and will be the responsibility of each candidate.

A steering committee comprised of three members from each of the Faculty of Education at Memorial University of Newfoundland and the Institute for Education at CBU is responsible to the Associate Dean of Graduate Programs and Research, Faculty of Education, for selected aspects of the program. The latter include assessing student applications, recommending approval of instructors who are not regular faculty members at either CBU or Memorial University of Newfoundland, and recommending course or program changes. This committee is to be co-chaired by the Associate Dean of Graduate Programs and Research, Faculty of Education, Memorial University of Newfoundland and the Director of the Institute for Education at CBU, or their designate(s).

CBU courses offered as part of this program are indicated by the prefix "CBU EDU" followed by the specific course number.

1. **Admission Requirements**

Admission to the program is competitive and selective. ~~In addition to meeting the requirements in the School of Graduate Studies~~ [**~~General Regulations~~**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015)~~, Faculty of Education, Memorial University of Newfoundland, candidates must have successfully completed:~~

* 1. ~~one of a diploma or certificate in information technology from an accredited institution; CBU EDU 530; Memorial University of Newfoundland 2751 and 3751; or equivalent as determined by the program steering committee.~~

Selection into the program is determined by an applicant’s profile which would normally include such criteria as previous academic performance, related work experience, and relevant educational ~~information~~ technology experience. More detailed information may be found on the Faculty of Education website.

~~at~~ [~~www.mun.ca/educ/grad/infotech.php~~](http://www.mun.ca/educ/grad/infotech.php)~~.~~

1. **Program Requirements**
   1. all candidates for the Master of Education (Educational ~~Information~~ Technology) must complete 6100 Research Designs and Methods in Education.
   2. candidates on the thesis route must complete:
      * three credit hours from:
      * 6610 Research on Computers in the Curriculum
      * 6615 Educational Software Prototyping and Evaluation
      * 6620 Issues and Trends in Educational Technology
      * nine credit hours selected from the core elective CBU courses approved for this program:
      * CBU EDU 5101 Assessment of Software and Information Technology Applications for Education
      * CBU EDU 5103 Integration of Instructional Design and Information Technology
      * ~~CBU EDU 5104 Applications of Learning Theory in Educational Multi-media Design~~
      * CBU EDU 5105 Designing Web-based Learning
      * CBU EDU 5106 Technology Planning for Educational Environments
      * CBU EDU 5107 Information Management for Educational Environments
      * CBU EDU 5131 Digital Citizenship

three credit hours from: 6822, 6823, 6802, 6426, 6927 or from other Memorial University of Newfoundland, Faculty of Education graduate course offerings as deemed appropriate for each candidate's program and approved by the program steering committee.

* 1. candidates on the comprehensive-course route must complete:
     + six credit hours selected from 6610, 6615, 6620
     + twelve credit hours selected from CBU EDU 5101, EDU 5103, ~~EDU 5104~~, EDU 5105, EDU 5106, EDU 5107, EDU 5131
     + E6590 Research and Development Seminar in Educational ~~Information~~ Technology in Education
     + three credit hours from 6822, 6823, 6802, 6426, 6927 or from other Memorial University of Newfoundland, Faculty of Education graduate course offerings as deemed appropriate for each candidate's program and approved by the program steering committee
     + additional credit hours appropriate to a candidate's program, and approved by the program steering committee, to be chosen from graduate course offerings at Memorial University of Newfoundland, CBU, or any other university to complete the required 30 credit hours for the comprehensive-course route
  2. normally, candidates will be permitted to register for 6590 only after all other course requirements have been met.
  3. ~~candidates who have successfully completed the CBU graduate level Certificate in Education (Technology) will be given advanced standing credit for the 9 CBU EDU course credit requirements for the thesis route or 12 CBU EDU course credit requirements for the comprehensive course-route on this program~~.
  4. candidates who have successfully completed the CBU graduate diploma in Educational Technology can ~~former CBU EDU 534 and/or EDU 543 with at least a CBU grade of B (70%) toward the CBU graduate level Certificate in Education (Technology) prior to September 2000, will~~ receive up to 12 advanced standing credit hours appropriate to their Degree option (nine CBU EDU course credit requirements for the thesis route or twelve CBU EDU course credit requirements for the comprehensive course route). Courses which qualify for transfer include CBU EDU 5101, EDU 5103, EDU 5105, EDU 5106, EDU 5107, EDU 5131) ~~EDU 534 will be considered equivalent to EDU 5101 and EDU 5103, and EDU 543 equivalent to EDU 5104 and EDU 5105)~~.
  5. thesis-route candidates will be subject to [**Theses and Reports**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0026) of the School of Graduate Studies, Memorial University of Newfoundland, supervised by a faculty member at Memorial University of Newfoundland, and where feasible co-supervised by a CBU faculty member.

1. Education – 11.8.3

It was moved by Dr. Pittman, and seconded by Dr. Joy, that a name change to Graduate Diploma in Educational Leadership Studies, be change to read Graduate Diploma in Education (Educational Leadership Studies). This new title will align with other diplomas being developed in the faculty; and the change in course requirements from six to four, which aligns with other graduate program formals across the university and within the Faculty of Education.

The motion

CARRIED

**11.8 Specific Programs**

**11.8.1 Educational Leadership Studies**

The Educational Leadership Studies program provides students with an opportunity to explore a broad range of issues in educational leadership, policy, and administration. It prepares candidates to assume leadership roles in a variety of settings, including school and district leadership, post-secondary institutions and policy analysis. The Faculty offers a Master of Education degree and a Graduate Diploma in Educational Leadership Studies.

1. **Admission Requirements**

In addition to meeting the requirements in the School of Graduate Studies [**General Regulations**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015),

* 1. students must have completed a range and number of courses in Education deemed appropriate by the Faculty and Dean of Education.
  2. a minimum of two years of teaching/leadership experience is recommended.

1. **Program Requirements for the Master of Education Degree Program**
   1. all students in the Master of Education Program (Educational Leadership Studies) program must complete:
      * 6100 Research Designs and Methods in Education
      * 6204 Educational Administration: Theory and Practice
      * 6205 Educational Policy: Theory and Practice and one of the following:
      * 6 credit hours (thesis route) within closed electives as listed in e. below
      * 9 credit hours (internship, paper folio, project, comprehensive course route) within closed electives as listed in Closed electives below
   2. students on the thesis route must complete at least one of the research courses listed below (6100 is prerequisite):
      * 6466 Qualitative Research Methods
      * 6467 Quantitative Research Methods
      * 6468 Critical Approaches to Educational Research
      * 6469 Theoretical and Methodological Foundations of Action Research
   3. students on the comprehensive-course route must complete 6290 Research and Development Seminar in Educational Leadership Studies. Normally students would be permitted to register for this course only after all other course requirements have been met, or during the student's last semester of studies.
   4. to meet total credit hour requirements students may choose electives from any university graduate offering provided that those chosen are appropriate to the student's program:
      * students on the thesis route must complete a total of at least 18 credit hours
      * students on the internship, paper folio, or project route must complete a total of at least 24 credit hours and the appropriate course option including 6291 Internship in Educational Leadership Studies (6 credit hours), 6292 Project in Educational Leadership Studies (6 credit hours), or 6293 Paper Folio in Educational Leadership Studies (6 credit hours)
      * students on the comprehensive-course route must complete a total of at least 30 credit hours

* 1. Closed electives are those listed below:
     + 6202 Social Context of Educational Leadership
     + 6203 Leadership: Theory and Practice
     + 6321 Supervisory Processes in Education
     + 6330 Educational Finance
     + 6335 Legal Foundations of Educational Administration
     + 6410 Seminar on Philosophical Issues in Educational Policy and Leadership
     + 6420 Ethical Issues and Perspectives in Educational Practice and Policy
     + 6425 Comparative Perspectives in Public Education, Reform, and Leadership
     + 6426 Computer Applications in Educational Administration
     + 6427 School Community Partnerships
     + 6440 Family-School Relations: Leadership and Policy Implications
     + 6465 School Violence: Leadership and Policy Implications
     + 6664 Seminar in School Improvement
     + 6710 Issues in Development and Implementation of Special Education Policy and Practices

Courses must be appropriate to the program and chosen in consultation with the advisor.

1. **Graduate Diploma in Education (Educational Leadership Studies)**

The Graduate Diploma in Education (Educational Leadership Studies) provides students with an opportunity to explore a broad range of issues in educational leadership, administration, foundations and policy. ~~and administration~~. The Diploma is suitable for ~~It prepares~~ candidates interested in pursuing leadership roles in a variety of settings, including schools, school ~~and~~ districts and ~~leadership,~~ post-secondary institutions. ~~and policy analysis~~. The program is also designed to enhance leadership competencies in relevant areas such as policy analysis, critical analysis, and community relations.

* 1. Admission Requirements

Students wishing to be admitted to the Graduate Diploma in Education (Educational Leadership Studies) must meet the criteria for admission specified under [**Master of Education (Educational Leadership Studies) degree, Qualifications for Admission**](https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0116#GRAD-1324).

~~Candidates for the Graduate Diploma must complete a total of 18 credit hours, including:~~

* 1. ~~6203 Leadership: Theory and Practice~~
  2. ~~6204 Educational administration: Theory and Practice~~
  3. ~~12 credit hours that come from the list of closed electives for the Master of Education (Educational Leadership Studies) degree, or are other graduate courses appropriate to the student's program and are approved by the Faculty of Education.~~

b. Program Requirements

Candidates for the Graduate Diploma must complete a total of 12 credit hours, including 3 credit hours from each of the following areas:

1. Educational Leadership

6203 Leadership: Theory and Practice

6321 Supervisory Processes in Education

6427 School Community Partnerships

1. Seminar in School Improvement

ii) Educational Administration

6204 Educational Administration: Theory and Practice

6330 Educational Finance

6335 Legal Foundations of Educational Administration

1. Computer Applications in Educational Administration

iii) Educational Foundations

1. Social Context of Educational Leadership
2. Seminar on Philosophical Issues in Educational Policy and Leadership
3. Ethical Issues and Perspectives in Educational Practice and Policy
4. Comparative Perspectives in Public Education, Reform and Leadership
5. Educational Policy

6205 Educational Policy: Theory and Practice

6440 Family-School Relations: Leadership and Policy Implications

6465 School Violence: Leadership and Policy Implications

6710 Issues in Development and Implementation of Special Education Policy and Practices

c. Students enrolled in the Graduate Diploma program may request transfer to the Master of Education (Educational Leadership Studies) prior to graduation.

d. Students holding the Graduate Diploma in Education (Educational Leadership Studies) and accepted to the M.Ed. (Educational Leadership Studies) program will complete up to 12 fewer credit hours dependent upon the chosen program route and the completion date of the Diploma. ~~must complete an additional 12 credit hours appropriate to the Master of Education (Educational Leadership Studies) degree.~~

e. All courses completed must satisfy the requirements for the Graduate Diploma (Educational Leadership Studies) and the Master of Education (Educational Leadership Studies) Degree.

vi. Master of Technology Management (MTM) Program

It was moved by Dr. Pittman, and seconded by Mr. Howse, that the revisions to the Master of Technology Management program, to restrict the maximum number of credit hours for students classified as full-time and part-time students to 9 and 6 credit hours respectively, be approved.

Discussion

For consistency, it was suggested that the unit change the term ’candidate’, to ‘student’ throughout the submission.

On the call for question, the motion, with the noted friendly amendment,

CARRIED

32 Regulations Governing the Degree of Master of Technology Management

[www.mi.mun.ca](http://www.mi.mun.ca/)

**Vice-President (Marine Institute)**

G. Blackwood

**32.1 Administration**

The Program will be administered by an Academic Director appointed by the Vice-President (Marine Institute), together with an Academic Advisory Committee.

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). This committee will consist of the Academic Director as Chair, three members from the Marine Institute and one member from each of the Faculty of Business Administration and the Faculty of Engineering and Applied Science. Normally, all appointments will be for a period of three (3) years.

A Technical Advisory Committee consisting of a cross-section of members with professional expertise related to the technology sector, will provide regular feedback on program content, instruction, and future direction of the Program. Members of this Committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). The Academic Director will be an ex officio member and Chair of the Technical Advisory Committee. Normally all appointments will be for a period of three (3) years.

**32.2 Program**

The Master of Technology Management (MTM) is a comprehensive academic program that provides a broad understanding of the structure and operation of organizations and the factors that influence business decisions in the context of technology-based organizations. It provides a technology management focus through the development of knowledge and understanding of the nature of technical operations and the factors that have an impact on their success, as well as the ability to apply these concepts within their organizations.

The program consists of two Options:

* Engineering and Applied Science Technology Option
* Aquaculture Technology Option

The program is offered online and requires successful completion of either 1) 24 credit hours of course work and a comprehensive project and report (6 credit hours), or 2) 30 credit hours of comprehensive course work. Students will typically register on a part-time basis.

**32.2.1 Admission Requirements**

Admission to the program is on a competitive basis.

1. The deadlines for submission of applications are as follows:
   * Fall (September) semester: May 15
   * Winter (January) semester: September 15

Applications received after listed deadlines will be considered as time and resources permit.

1. To be considered for admission to the Engineering and Applied Science Technology Option an applicant will normally possess a second class or better undergraduate degree from a university of recognized standing and will normally have:
   * a Memorial University of Newfoundland Bachelor of Technology, Bachelor of Maritime Studies, or a comparable undergraduate degree with appropriate technology sector and business management course work; and
   * a minimum of two (2) years relevant employment experience.
2. To be considered for admission to the Aquaculture Technology Option an applicant will normally possess a second class or better undergraduate degree from a university of recognized standing and will normally have:
   * a post-graduate aquaculture credential or an aquaculture focus in their undergraduate degree; or significant professional experience in the aquaculture industry; and
   * a minimum of two (2) years relevant employment experience.
3. In exceptional cases, applicants who have not completed an undergraduate degree, but who meet all other requirements, may be considered for admission. Preference will be given to those who have significant and relevant professional experience, and have successfully completed several years of post-secondary studies. Applicants who do not meet normal admission requirements shall be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.
4. Applicants who did not complete a baccalaureate or post-graduate degree at a recognized university where English is the primary language of instruction must normally complete either the:
   * Test of English as a Foreign language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or
   * International English Language Testing System (IELTS) and achieve a score of 7 (or higher).

Information regarding the TOEFL is available from the Educational Testing Service at [www.ets.org](http://www.ets.org/). IELTS information is available at [www.ielts.org](http://www.ielts.org/). It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

1. Upon acceptance into the program, students will be admitted to one of the two Options: the Engineering and Applied Science Technology Option or the Aquaculture Technology Option.

**32.2.2 Program of Study**

**32.2.2.1 Master of Technology Management - Engineering and Applied Science Technology Option**

1. Students in the Master of Technology Management (Engineering and Applied Science Technology Option) shall be required to complete a minimum of either:  
   1. 24 credit hours of course work and a major project and report (6 credit hours). Course work includes two compulsory core courses (6 credit hours) and six elective courses (18 credit hours). Students on the project route will complete MSTM 6100: Project in Engineering and Applied Science Technology Management (6 credit hours).
      1. **Core Courses (Two to be completed):**
         * MSTM 6031 Overview of Technical Operations
         * MSTM 6032 Managing Technological Innovation
      2. **Elective courses (Six to be completed):**
         * MSTM 6022 Communication and Conflict Resolution in a Technical Environment
         * MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations
         * MSTM 6030 Principles of Management for Engineering Technology Enterprises
         * MSTM 6033 Quality Systems
         * MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments
         * MSTM 6035 Information Technology Applications in the Health and Engineering Technology Environments
         * MSTM 6036 Supply Chain Management and Advanced Engineering Technology Operations
         * MSTM 6037 Risk Analysis and Operations in the Engineering Technology Sector
         * MSTM 6038 Manufacturing and Engineering Technology Management
         * MSTM 6039 Sustainability and Environmental Responsibility
         * MSTM 6052 Management of Intellectual Property
         * MSTM 6054 Technology Assessment
         * MSTM 6056 Management of International Development

**Project in Engineering and Applied Science Technology Management**

MSTM 6100 Project in Engineering and Applied Science Technology Management (6 credit hours). Students will choose a topic in consultation with the Academic Director and will work independently to carry out an in-depth study of a problem or application within the area of technology management and fully document and present their findings. Preferably the problem will be directly related to a workplace situation.

* 1. 30 credit hours on a comprehensive-course route. Course work includes two compulsory core courses (6 credit hours) and eight elective courses (24 credit hours).
     1. **Core Courses (Two to be completed):**
        + MSTM 6031 Overview of Technical Operations
        + MSTM 6032 Managing Technological Innovation
     2. **Elective Courses (Eight to be completed):**
        + MSTM 6022 Communication and Conflict Resolution in a Technical Environment
        + MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations
        + MSTM 6030 Principles of Management for Engineering Technology Enterprises
        + MSTM 6033 Quality Systems
        + MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments
        + MSTM 6035 Information Technology Applications in the Health and Engineering Technology Environments
        + MSTM 6036 Supply Chain Management and Advanced Engineering Technology Operations
        + MSTM 6037 Risk Analysis and Operations in the Engineering Technology Sector
        + MSTM 6038 Manufacturing and Engineering Technology Management
        + MSTM 6039 Sustainability and Environmental Responsibility
        + MSTM 6052 Management of Intellectual Property
        + MSTM 6054 Technology Assessment
        + MSTM 6056 Management of International Development

1. Up to three relevant elective courses (9 credit hours) may be transferred from other graduate programs within the School of Graduate Studies or from other post-secondary institutions recognized by Senate, subject to the approval of the Dean of Graduate Studies on the recommendation of the Academic Director.  
   1. Students with full-time status may register for a maximum of 9 credit hours in any regular semester and a maximum of 6 credit hours in intersession or summer session.
   2. Students with part-time status may register for a maximum of 6 credit hours in any regular semester and a maximum of 3 credit hours in intersession or summer session.
   3. Students may register for additional courses in a semester or session with the permission of the Academic Director of the Program.

**32.2.2.2 Master of Technology Management - Aquaculture Technology Option**

1. Students in the Master of Technology Management (Aquaculture Technology Option) shall be required to complete a minimum of either:  
   1. 24 credit hours of course work and a major project and report (6 credit hours). Course work includes two compulsory core courses (6 credit hours); and six elective courses (18 credit hours). Students on the project route will complete MSTM 6102: Project in Aquaculture Technology Management (6 credit hours).
      1. **Core Courses (Two to be completed):**
         * MSTM 6031 Overview of Technical Operations
         * MSTM 6032 Managing Technological Innovation
      2. **Elective Courses (six to be completed including at least three from Category B):**

**Category A**

* + - * MSTM 6022 Communication and Conflict Resolution in a Technical Environment
      * MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations
      * MSTM 6033 Quality Systems
      * MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments
      * MSTM 6037 Risk Analysis and Operations in the Engineering Technology Sector
      * MSTM 6039 Sustainability and Environmental Responsibility
      * MSTM 6052 Management of Intellectual Property
      * MSTM 6056 Management of International Development

**Category B**

* + - * MSTM 6071 Management of Aquaculture Technology
      * MSTM 6072 Animal Husbandry Management
      * MSTM 6073 Aquaculture Environmental Management
      * MSTM 6074 Aquaculture Site and Operational Assessment
      * MSTM 6075 Aquaculture Engineering Technology Management

**Project in Aquaculture Technology Management**

MSTM 6102 Project in Aquaculture Technology Management (6 credit hours). Students will choose a topic in consultation with the Academic Director or designate and will work independently to carry out an in-depth study of a problem or application within the area of aquaculture technology management and fully document and present their findings. Preferably the problem will be directly related to a workplace situation.

* 1. 30 credit hours on a comprehensive-course route. Course work includes two compulsory core courses (6 credit hours); and eight elective courses (24 credit hours).  
     1. **Core Courses (Two to be completed):**
        + MSTM 6031 Overview of Technical Operations
        + MSTM 6032 Managing Technological Innovation
     2. **Elective courses (Eight to be completed including at least three from Category B):**

**Category A**

* + - * MSTM 6022 Communication and Conflict Resolution in a Technical Environment
      * MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations
      * MSTM 6033 Quality Systems
      * MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments
      * MSTM 6037 Risk Analysis and Operations in the Engineering Technology Sector
      * MSTM 6039 Sustainability and Environmental Responsibility
      * MSTM 6052 Management of Intellectual Property
      * MSTM 6056 Management of International Development

**Category B**

* + - * MSTM 6071 Management of Aquaculture Technology
      * MSTM 6072 Animal Husbandry Management
      * MSTM 6073 Aquaculture Environmental Management
      * MSTM 6074 Aquaculture Site and Operational Assessment
      * MSTM 6075 Aquaculture Engineering Technology Management

1. Up to three relevant elective courses (9 credit hours) may be transferred from other graduate programs within the School of Graduate Studies or from other post-secondary institutions recognized by Senate, subject to the approval of the Dean of Graduate Studies on the recommendation of the Academic Director.
2. Students with full-time status may register for a maximum of 9 credit hours in any regular semester and a maximum of 6 credit hours in intersession or summer session.
3. Students with part-time status may register for a maximum of 6 credit hours in any regular semester and a maximum of 3 credit hours in intersession or summer session.
4. Students may register for additional courses in a semester or session with the permission of the Academic Director of the Program.

**32.2.3 Evaluation**

1. Students for the Master of Technology Management Degree must obtain a grade of B or better in all program courses.
2. Students who receive a grade of less than B in any course will be permitted to remain in the program provided the course is repeated and passed with a grade of B or better. Alternatively, the student may, on the recommendation of the Academic Director, and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the student’s program after which the student shall be required to withdraw from the program.
3. ANY OTHER BUSINESS
   1. Concurrent Undergraduate and Graduate Courses

Dr. Loredo-Osti raised the issue of concurrent undergraduate and graduate courses, and the concern with the possibility of double-dipping. He brought this to Council’s attention to ask what its position is and any policies that might govern such issues.

It was ok that this occurs in other faculties as well, and that it is also a resource issue.

The ‘New Course’ form clearly states that if it is a special topics course, and the content entails an undergraduate syllabus, that the submission must also include clarification of the additional work to ensure it is a graduate level course.

Although it is not stated how to prevent undergraduate students who may enter the graduate program in the same unit using the same course for both programs, it was stated that such duplication must be addressed when the form is signed off by the Graduate Officer, ensuring the course is not a duplication of a student’s undergraduate and graduate program, and that the issue needs to be tracked by the unit.

Dr. Loredo-Osti noted that new courses and accelerated courses must come to Academic Council for approval, but special topics courses only require approval by the relevant Faculty Council. He questions why an undergraduate course, which is being proposed as a graduate level course, does not require Academic Council approval as well.

The Chair was hesitant to second guess units who are experts in their area, and trust that units do what is best for the students.

Dr. Doré noted that in Medicine, faculty are required to send a syllabus with a request for a special topics course, and must outline what it is that makes it a special topic. The unit keeps a record of such courses should questions arise later.

The Chair stated that this issue will be raised at the next Associate Deans’ Networking Group meeting on March 21st, 2018.

1. NOTICE OF MOTION
2. ADJOURNMENT

The meeting adjourned 4:40 p.m.

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Aimée Surprenant, Chair Echo Pittman, Secretary