

December 11th, 1970.

Second Meeting

Inter-Departmental Correspondence

DATE November 30, 1970

TO ALL MEMBERS OF SCIENCE COUNCIL

FROM R. D. Connor, Dean of Science

SUBJECT:

There will be a meeting of the Faculty Council on Friday, December 11th, 1970 at 2:40 p.m. in Room 306 Buller Building.

AGENDA

1. Minutes of previous meeting.
2. Business arising from Minutes.
3. Correspondence.
4. Proposal to approve enclosed "Individual By-Law for the Faculty of Science". The Senate "Faculty & School Council General By-Law" is also enclosed for your reference.
5. Election of representatives to the Executive Committee (subject to approval of item 4 of this agenda).
6. Proposal to reaffirm the intention of the motion passed by the Science Council on March 12, 1970 "that the present Basic Arts Requirement for general degree students be modified to require Science students to take three courses selected from any Arts Department(s) excepting courses approved as satisfying the (Basic) Science Requirement."
7. Reports
 - (a) Buildings
 - (b) Course Changes
8. Other Business.

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R. D. Connor
Dean of Science

Minutes of a second meeting of the Faculty Council of Science held on
December 11, 1970 at 2:40 p.m. in Room 306 Buller Building.

Members present: Dr. R.D. Connor, Chairman, Drs. R. Stanton,
J. Berry, R. Bochonko, G. Woods, J. Kalbfleisch, B. Kale,
J. Reid, D. Punter, S. Woods, D. Burton, J.C. Jamieson, I. Susuki,
N.E.R. Campbell, H. Gesser, R.M. Lyric, J.E. Page, A. Giesinger,
F. Hruska, B. Macpherson, S. Sinha, R.J. Lockhart, P. Aitchison,
W.N.R. Stevens, B. Bhakar, W. Falk, P. Loly, E.R. Waygood,
M. Samoiloff, F. Davis, R. Betts, J. Gee, M.J. Oretzki, R. Hawirko,
N.S. Mendelsohn, J. Wells, H.E. Welch, J. Van Caesseele,
D. Douglas, P. Gaunt, S. Standil, B. Johnston, R.C. Barber, S.K. Sen,
C. Searle, D. McKinnon, G. Duhn, B.R. Henry, D. Johnson, J. Charlton,
K.K. Ogilvie, J.A. Gerhard, A. Chow, J.M. Vail, H.R. Coish,
A. Morrish, J. Loudfoot, B. Irvine, W. Wall, I. Cooke, P.K. Isaac,
Mssrs. L. Decter, R. Brooker, J.E. Dubois, D. Sutherland,
Dr. F. Konopasek. (66) Mrs. J. Stewart, Secretary.

Apologies: Drs. J. Dandy, R. Green, H. Weisman, D. Hall, R. Thomas.

Item 1 - Introduction of New Members

The Chairman asked Mr. John Kelly to present the student members
to the Science Council. Mr. Kelly reported that of the 13 positions
available, only 7 were filled with the following 4 members present:

Mr. Larry Decter
Mr. Dennis Sutherland
Mr. Jack Dubois
Mr. Bob Brooker

The 3 members not present were :

Mr. E. Shoenberg

Mr. B. Leonhart

Mr. K. Kennedy

The new student members were welcomed by the Chairman, In addition, Dean Connor introduced and welcomed Father Page, Rector of St. Paul's College.

Item II - Minutes of the Previous Meeting

The minutes of the previous meeting, October 28, 1970, were approved by Dean R.J. Lockhart, seconded by Dr. Sen. CARRIED.

Item III - Correspondence

The Chairman acknowledged the note of appreciation received from Mrs. I. Neamtan for the floral tribute following the death of Professor S.M. Neamtan.

Item IV - Faculty of Science By-Law

The Faculty and School Council General By-Law and the Proposed Individual By-Laws for the Faculty Council of Science had been circulated to all members of the Faculty Council in advance of the meeting. Dean Connor asked Dean Cooke, Chairman of the Ad Hoc Committee on By-Laws, to elaborate on the changes made under the heading of "Membership of Faculty Council", the openness of the Faculty Council meetings, the modifications in the representatives on the Executive, and the request from the student members of the Science Advisory Committee that this Committee not be included in the By-Laws. The Individual By-Laws of the

Faculty of Science were moved adopted by Dean Cooke, seconded by Dr. Vail.

A discussion of the By-Laws followed:

Dr. Vail's query regarding the representation of Business and Actuarial Mathematics was responded to in terms of the history of the Department and quality of the Honours program offered. Dean Connor felt that a review of the role of this Department in the Science Faculty could be carried out at a later date.

Dr. Waygood inquired why the Science Advisory Committee terms of reference had been removed from the By-Laws. The student members responded that it was to prevent being too rigidly tied into the system. Dean Connor added that the Science Advisory Committee had been set up on the request of the Dean and prior to the Senate stipulation that each Faculty should have an advisory committee of this nature. It could be defined as advisory to the Dean rather than to the Science Council.

Professor Macpherson commented on the fact that 24 members represented a quorum and that this was also the specified number of members required to call a special meeting of Faculty Council. Dean Cooke responded to the question with the background on the decision to remain at 24 members in each case.

Dr. Reid inquired about the lack of representation from the Graduate Student body. Mr. Kelly pointed out that the Graduate Students had 13 members on their own Faculty Council and that they had indicated that they did not wish representation on the Science Council as well.

Dr. Vail introduced two amendments affecting the openness of the Executive meetings: (1) that so far as possible the meeting of the Executive shall follow a published regular schedule and that each department should be mailed a notice of meeting and agenda at least 3 days before the meeting and that all written, non-confidential material shall be available to all Faculty members at least 3 days in advance of the meeting; and (2) that the Chairman, at his discretion, may permit members of the Faculty Council to take part in discussions in the Executive.

The amendment was seconded by Professor Wall. Dean Cooke pointed out that Dr. Vail's recommendations had been considered by the Ad Hoc Committee to study the By-Laws. Dean Connor commented on the rigidity of the requirement that all meetings be specified in advance and according to a regular schedule and the limitations that this might have on the effective functioning of the Executive.

Dr. Mendelsohn expressed the point that the Executive's business is directed back to the Faculty Council, that the Executive by definition was a small group drawn together to work in an efficient way, and that any comments a Faculty member wished to make on Executive business could be made in the Faculty Council. It was felt that a floating Faculty Council might develop if Executive meetings were open to all Faculty members. It was also pointed out that the Faculty Council cannot be by-passed by the Executive.

Dr. Vail suggested that the intention of the amendment was to supply some background in which the Executive meetings could be brought out into the open. Dean Connor felt that departmental mailing in this case might not ensure that interested members received notification of the meetings. He noted that providing departments with an agenda would not be difficult for the Dean's Office, that providing the non-confidential related material in the Dean's Office prior to the meeting should normally be possible, except in instances where the material appeared just before the meeting. He indicated that both of these stipulations would be carried out regardless of their incorporation in the By-Laws. Dean Connor stated that he foresaw holding meetings of the Executive as required rather than having regularly scheduled meetings which would prevent reconvening as was occurring in the Senate when the agenda had not been completed.

Dr. Vail felt the statement that the meetings be scheduled "so far as possible" would prevent restriction of the Executive meetings. Dr. Kale felt that this was a rather sticky legal point and felt interested

members could be invited through the Dean's Office rather than incorporating this statement into the By-Laws.

A vote followed on the amendment in each of it's four parts:

- i) that the meetings of the Executive shall follow a regular schedule so far as possible. This part of the amendment was lost.
- ii) that the agenda be made available to each department of the Faculty --- those in favour of the By-Laws containing this statement were 27 to 21 . CARRIED.
- iii) that non-confidential material be made available in the Dean's Office 3 days prior to the meeting. This part of the amendment was lost.
- iv) that the Chairman, at his discretion, may permit members of the Faculty Council to participate in the discussions of the Executive Committee. This part of the amendment was lost.

Dr. Welch introduced the question of the wording of the By-Laws with regard to the Secretary of the Executive and Faculty Council. It was decided that the minutes of the meeting should record that the members were in agreement that the secretary of both the Faculty Council and Executive should be a "recording" secretary only and shall not be considered a member of either body.

Dr. Wall questioned whether the Executive had the right to change recommendations of a committee or modify them in any way. Dean Cooke responded that normally the Committee would be willing to accept any modifications suggested by the Executive, but in the event of a disagreement, the Executive may submit the modified report noting the changes they have made from the original.

The Individual By-Laws with amendments were CARRIED with no dissenting vote. A two-thirds majority vote was required.

The Chairman thanked Dean Cooke and his committee for their work on drawing up the By-Laws. Dr. Connor asked for consideration and comment on the General By-Laws. He drew attention to the lack of clarity under section g) of 2 "Power to Act". An inquiry had been made on this point and indication had been received that the Committee on Rules and Procedures would not take any action on this point. The response had indicated that the matter of appeals could be delegated to an administrative officer of the Faculty. This matter is to be taken up again.

Item V - Election of the Executive Committee

The Chairman then directed the meeting to the business of electing members for the newly approved Executive. Since the election of members was occurring in the middle of a term of office a motion to elect 8 Faculty members, half of the members for a 2½ year term and half for a 1½ year term was made by Dr. Cooke, seconded by Father Page. CARRIED.

Nominations were followed by the Chairman's declaring the only student nominee, Mr. Dennis Sutherland elected. The following were successful candidates on the Executive:

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|---------------|----------|
| Dr. J. Reid | 2½ Years |
| " M. Kettner | 2½ " |
| " J. Vail | 2½ " |
| " G. Dunn | 2½ " |
| Dr. G. Woods | 1½ Years |
| " D. McKinnon | 1½ " |
| " J. Svenne | 1½ " |
| " J. Eales | 1½ " |

Item VI - Basic Arts Requirement for General Degree Students

Dean Cooke presented the background on the motion passed by the Science Council on March 12, 1970: "that the present Basic Arts Requirement for general degree students be modified to require Science

students to take three courses selected from any Arts Department (s) excepting courses approved as satisfying the (Basic) Science Requirement." The Faculty split had occurred prior to this motion going forward from the Executive to the Faculty Council of Arts and Science. Dean Cooke moved that this motion be reaffirmed, seconded by Dr. Kelly.

Dr. Stanton moved an amendment to replace "three" courses by "one" course, seconded by Dr. Hogg.

Dean Isaac suggested two points in favour of the amendment, in the reversion from Honours to General Programs that it would not weaken the degree, and that Science students usually take more than three courses selected from Arts Departments.

Dr. Hogg referring to the Science students' Lost Week-end questioned the use of courses from other Faculties.

Dr. Hogg moved that the original motion and amendment be referred to the Executive to report back to Faculty Council, seconded by Dean Lockhart, CARRIED.

Item VII - A) Buildings

Dean Isaac reported on the progress of the North-East Multi-Purpose Building and the Earth Science Building.

B) Course Changes

Dean Cooke indicated that the requests for course changes had been considered by an ad hoc Undergraduate Course Approvals Committee on which all departments were represented. He pointed out that the committee had agreed to an alteration in the procedure for Faculty approval of course changes. The changes would not go forward to the newly elected Executive, instead they had been circulated to all Faculty members prior to the Faculty Council meeting for approval at this meeting.

Actuarial and Business Mathematics:

The adoption of the proposal was moved by Dr. Konopasek, seconded by Dr. Wall. CARRIED. In response to Professor Lockhart's question as to whether General Degree students will be allowed to elect the courses listed in the Honours Actuarial Mathematics program, the Chairman agreed that these courses would be acceptable within the Faculty of Science.

Biological Teaching Unit:

The adoption of the course changes was moved by Dr. Barker, seconded by Professor Oretzki. The funding of the new course 71:AAA was discussed. The Department of Health and Social Services of the United States will be asked to assist in the financing by supplying laboratory equipment. The course was unlikely to be offered without this outside support. CARRIED.

Microbiology:

The adoption of the proposal was moved by Dr. Campbell, and seconded by Dr. Suzuki. Discussion of the proposal centered around the double numbering in 60:2XY and 2.235. Precedence was cited in the Faculty of Agriculture (38.318) and Department of Classics (3.222 and 3.333). Dean Isaac commented that the definition of a Major to include 5 courses in a subject and the definition of a subject to mean a Department was a point in favour of the double numbering. CARRIED.

Zoology:

This proposal was moved adopted by Dr. Welch, seconded by Dr. Samoiloff. CARRIED. The Chairman questioned the name change for 22.223 (Cytology) to 22.2XY (Cell Biology). Dr. Samoiloff stated that the name was in keeping with comparable courses in the University and the scope of the course was broader than the name "Cytology" implied.

Computer Science;

This proposal was moved adopted by Dr. Stanton, seconded by Dr. Kalbfleisch, CARRIED. Dr. Betts questioned the number of electives within the third and fourth years of the honours program. Dr. Stanton explained that a student would be able to take entirely Computer Science courses in these two years but students would be encouraged by the Department, to take other electives.

Earth Science:

This proposal was moved adopted by Dr. Cooke, seconded by Dr. Isaac, CARRIED. Dr. Cooke advised the members of a communication on late changes proposed by the Earth Science Department which included 74.120 (6 hours) and the imbalance created to be offset by moving an elective course to the fourth year honours program.

Mathematics

This proposal was moved by Dr. Mendelsohn, seconded by Dr. Kale, CARRIED.

Physics:

This proposal was moved adopted by Dr. Morrish, seconded by Dr. Konopasek, CARRIED. A communication had been received from Dr. Betts concerning the use of full credit for courses with 2 lecture hours per week.

Professor Wells was asked by the Chairman how the generation of staff by student credit hours might be related to this issue. Professor Wells stated that the comparison of Faculties had occurred, that the SPPC had not recommended use of the formula for individual departments and that the relationship between student credit hours and actual teaching loads had not been done.

Dr. Welch questioned the institution of new courses by the Physics Department without additional staff requirements. Dean Connor suggested that the use of post-doctorals for teaching duties, which was previously

not counted in the SPPC formula for staffing but is now used, was a part of the answer.

Dr. Connor agreed to instruct the Executive to examine the credit hours assigned to all courses within the Faculty.

Statistics:

This proposal was moved adopted by Professor Kale, seconded by Professor Kalbfleisch, CARRIED.

Item VIII - Other Business

Dean Connor asked members of the Faculty Council to consider and comment at a later date on two reports:

- 1) Interim Quotas for Full Time Equivalent Enrolments by Faculties out of Total Enrolment of Approximately 18,000 Students.
- 2) Factors for Converting UG SCH and Graduate Students to Normative Load Units (See attachments 1 and 2)

The meeting adjourned on motion from Dr. Cooke (Dr. Kalbfleisch) at 6:00 p.m.

January 8, 1971.

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Inter-Departmental Correspondence

DATE November 12, 1970

TO All members of the Faculty of Science

FROM Dr. R.D. Connor - Dean of Science

SUBJECT:

Dear Colleagues:

May I remind you that proposed amendments to the Faculty By-Law, (a copy of which is attached) should be sent to the Office of the Dean as soon as possible and it would help greatly if these could be received before November 30th. It is hoped to have the By-Law in final form for a December council meeting, having in mind the January 15th deadline for submission to Senate.

Yours sincerely,



R.D. Connor.
Dean of Science.

RDC/mrt

PROPOSED INDIVIDUAL BY-LAW FOR THE FACULTY COUNCIL OF SCIENCE

This By-Law is supplementary to the Senate "Faculty and School Council General By-Law".

I. MEMBERSHIP OF FACULTY COUNCIL

1. In addition to those persons provided for in the Senate General By-Law the Faculty Council shall be composed of:

- a) All full-time academic staff at St. Boniface College who teach courses listed in the Faculty of Science Calendar;
- b) Thirteen Science students selected in a manner determined by the Council of the Science Students' Association;
- c) The Dean of Arts or his designate;
- d) Two representatives to be named by their respective Departments, from each of the Departments of Anthropology, Geography, Psychology, and Business & Actuarial Mathematics;
- e) The Director of the Summer & Evening Session;
- f) The Warden of St. John's College or his designate;
- g) The Rector of St. Paul's College or his designate;
- h) The Rector of St. Boniface College or his designate.

II. MEETINGS OF FACULTY COUNCIL

1.
 - a) The Faculty Council shall meet at least once in each term to receive reports and to initiate, discuss and determine general Faculty policies;
 - b) Notice of meeting will be issued seven days in advance of a meeting;
 - c) Meetings will normally be called by the Dean of the Faculty (or the Secretary on the Dean's instruction) either on his own initiative or following a request;
 - d) Notwithstanding the above, the Secretary shall call a special meeting upon receipt of a petition signed by any 24 members of the Faculty Council.

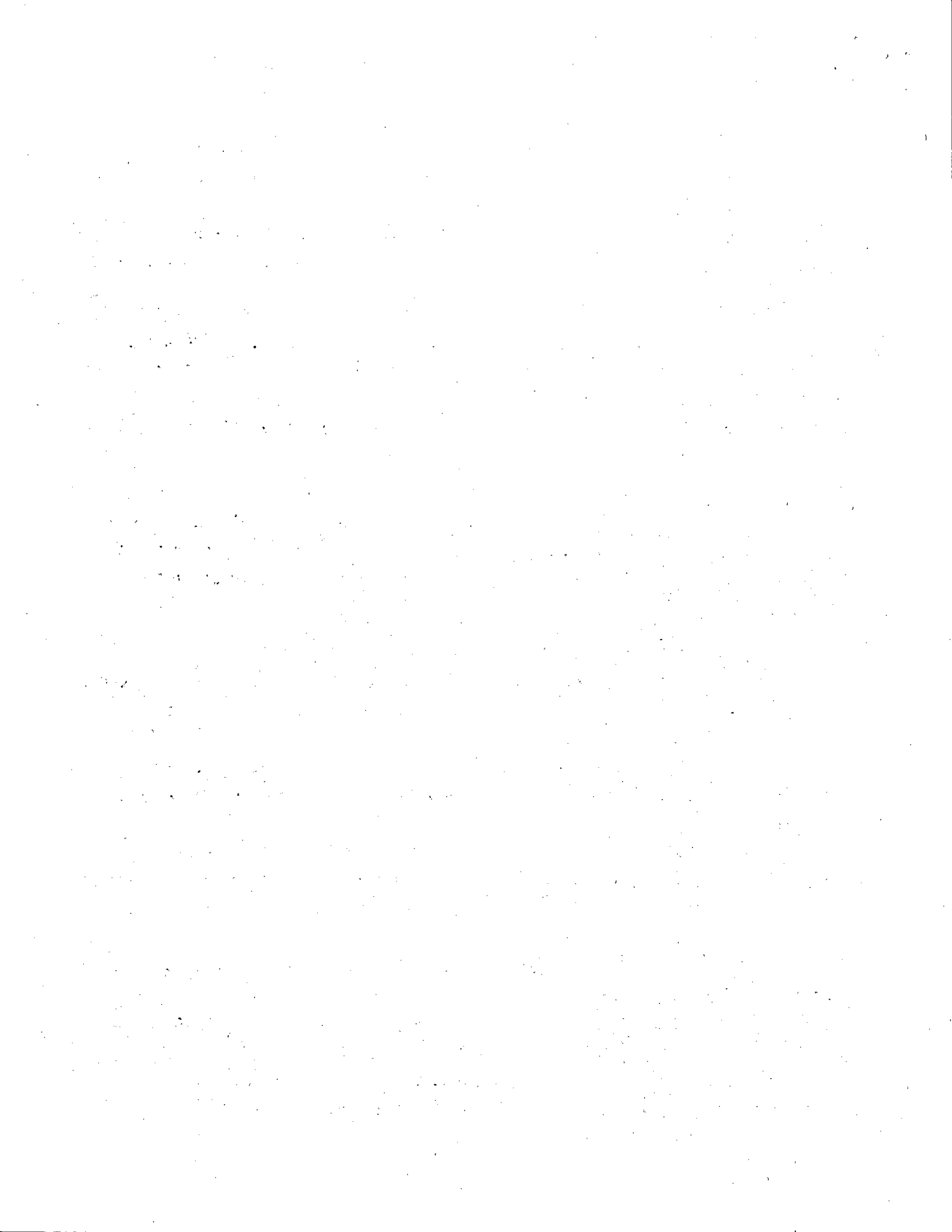
2. Faculty Council meetings are normally open to members of the University community who may attend as observers, subject to the limitations of space and orderly conduct. The Council may go into closed session on a motion approved by a simple majority of those members present and voting.

3. The Quorum for any meeting of the Faculty Council shall be twenty-four (24).

4. The Dean of the Faculty or in his absence an Associate Dean shall be the presiding officer at all meetings of the Faculty Council subject to the right of the President to preside at any such meetings. Should none of these be present the meeting shall elect a chairman from amongst its number.

III. EXECUTIVE COMMITTEE

1. a) There shall be an Executive Committee of the Faculty Council consisting of the Dean of the Faculty, the Associate Deans, and nine members of the Faculty Council elected by the Council and including at least one student serving on the Council;
 - b) Following each election there shall be at least one representative on the Executive from each of the three Professorial ranks;
 - c) The term of office for each elected member shall be two years beginning on June 1st, with at least four members being elected during the Spring Council meeting at which the Science representatives on Senate are elected. Should a position become vacant a person may be elected at the following Faculty Council meeting to fill the unexpired portion of the term;
 - d) The Dean of the Faculty or an Associate Dean shall be the presiding officer at all meetings of the Executive Committee subject to the right of the President to take the chair at any such meeting;
 - e) Executive Committee meetings will be called by the Dean or his designate;
 - f) The Secretary of the Executive shall be the Secretary of the Faculty Council;
 - g) Executive meetings will normally be open to all members of Faculty Council to attend as observers, subject to the limitation of space and orderly conduct. The Executive may go into closed session on a motion approved by a simple majority of those members present and voting.
2. Subject to the powers of the Faculty Council, the Executive Committee shall
- a) ensure that Faculty Council policy is properly executed and may



- initiate and guide formulation of such policy for Council approval;
- b) provide a cross-section of informed Faculty opinion for consultation by the Dean on policy matters which need not be or cannot be considered by the entire Faculty Council;
- c) receive reports from Standing and Ad Hoc committees of the Faculty and recommend to the Faculty Council on their disposition.

IV. OTHER COMMITTEES

1. Other Standing and Ad Hoc committees will be established from time to time to assist the direction of the Faculty. Such committees will normally report to the Executive Committee.

2. The Dean or his designate shall be a member ex officio of all Committees of the Faculty.

V. SENATE REPRESENTATIVES

1. All full-time academic staff members in the Faculty of Science are eligible for election to Senate from the Faculty Council of Science and they alone shall be eligible to vote in the election of such Senate representatives.

VI. STANDING RULES

1. In the conduct of its meetings, Faculty Council shall be guided by whichever authority is adopted by Senate, except in cases where it adopts standing rules to the contrary.

2. A standing rule may be suspended for a specific period if a motion to that effect receives two-thirds of the votes of those members present and voting.

3. The failure of any group to designate or elect its authorized representatives to the Faculty Council or the Executive will in no way invalidate the constitution or proceedings of the Council or Executive nor limit these bodies in the performance of their functions.

4. Any substantive matter of policy shall be discussed at two separate meetings of Faculty Council.

5. Normally a committee will report to the Executive and the Executive will submit the report to Faculty Council indicating any changes that have been made in the recommendations of the committee. Should the Executive return a report to a committee for further consideration, the committee may require the Executive to submit its modified or unmodified report to the next Faculty Council meeting.