June 30, 1976

Forty-Second Meeting

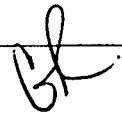*rde.*

DATE **June 22, 1976**

TO   MEMBERS OF THE EXECUTIVE COMMITTEE OF THE FACULTY COUNCIL OF SCIENCE

FROM   G. Richardson, Secretary

SUBJECT:

      The Forty-Second meeting of the Executive Committee of Faculty Council has been called for Wednesday, June 30, 1976 at 2:00 p.m. in the Faculty Council Room, 250 Allen Building.

A G E N D A

1. Approval of the Minutes of the Forty-First meeting.
2. Matters Arising Therefrom.
3. Communications.
4. Continued discussion on the faculty's guidelines for academic promotion.
5. Continued discussion on the Computer Science Co-operative Program.
6. Other Business.

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Minutes of the Forty-Second meeting of the Executive Committee
of Faculty Council held on Wednesday, June 30, 1976 at 2:00 p.m. in
the Faculty Conference Room, 250 Allen Building.

Members Present: Dean R. D. Connor, Chairman; Professors N.E.R.
Campbell, H. Duckworth, K. Stewart, C.R. Platt,
K. Subrahmaniam, A. Olchowecki, G.G.C. Robinson,
D.N. Burton, and Mr. G. Richardson

Regrets: Dean P.K. Isaac and Professor N. Davison.

1. Approval of the Minutes of the Forty-First Meeting.

The minutes of the Forty-First Meeting were approved Campbell
(Burton).

2. Matters Arising Therefrom:

There were no matters arising from the Minutes of the Forty-First
meeting that would not be considered under other items of this agenda.

3. Communications:

(i) The Chairman read a letter which he had received from
Professor Aitchison. Dr. Aitchison requested that the
following question be put before Faculty Council at the next
meeting:

"The Board of Governors passed a policy resolution (December
1975) requiring the review of all department heads who were
appointed before 1971. This review is to take place by
September, 1977. Considering the long time period required
for reviews, what action is being taken to initiate the
reviews required in Science, and by what date can such
reviews be expected to start?"

The Chairman explained that there are four department heads
who fall into this category. Because these heads had been
appointed by the Board of Governors prior to the introduction
of UMFA and the current contract, there was some confusion
at this time as to how, and by whom, these administrative
appointments could be reviewed or terminated. Although the
Chairman thought the matter could have been resolved by the
Board of Governors writing to the Heads, telling them of their
intent to conduct reviews and seek their cooperation, this
was not done. The Chairman doubted the Board's right to

conduct the reviews and suggested that legal opinion be
sought.   This had been done.   The Board was advised they
had the right to change their <u>modus operandi</u> in this way.
The Chairman indicated that he had replied to Dr. Aitchison's
request and had promised to bring the matter before Council.
He said that he would keep the members of the Executive
informed on this matter.

(ii)   The Chairman informed the members that he had met with
representatives from the Computer Science Department to see
whether or not they wished to have a Faculty Council meeting
called at this time to discuss that department's Co-operative
Program.   The representatives did want such a meeting called
in July.   The Chairman explained to the members why time was
so important a factor regarding this program (deadline of July
of Board of Governor's meeting at which time all new requests
for the 1977/78 budget would have to be made known).   The
Chairman wanted to know if the members felt a special meeting
of Faculty Council was necessary or would a regular meeting
be appropriate.   The members felt a regular meeting would do
but they recommended that Faculty Council members be given
an explanation plus some of the back-up material regarding
the Co-op Program to study before the meeting as they would
likely know very little about the program's implications,
both academic and financial.   The Chairman agreed and said
that he would try to schedule the meeting for July 13, 1976.
(This was changed later during the meeting).

(iii)   Letter from Dr. Coish which indicated that 13:243 had been
superseded by 6:223.   This had been put before the Committee
for information; it was decided that this would be passed
onto the Chairman of the Faculty Committee on Courses for their
information.

4.   <u>Promotion Guidelines</u>:

The Chairman read a memo that he received from Dr. Robinson indicating
the modification that Dr. Robinson would like to see made to the faculty's
guidelines on promotion criteria.   Drs. Duckworth and Burton read their
revisions as well.   All these are attached to these minutes.

From this a lengthy and interesting discussion evolved during which many observations and suggestions were put forth. There was little unanimous agreement amongst the members on any one of these although it was agreed that the members would like more time to collect their thoughts on this matter. It was agreed that discussion of this item would be continued at the next Executive meeting.

Some of the points made at this meeting were:

- some members felt the guidelines should be as brief and general as possible, while others felt the more detailed guideline would be a benefit in difficult cases.

- the use of external referees was felt to be useful by some members, especially in cases where a positive decision is unlikely. Other members objected saying that promotion was an internal decision which lies with the administration of a particular unit.

- the idea of departmental promotion vs. faculty promotion was put forth. It was noted that some areas on campus have faculty promotion committees (Arts) which can (and do) overrule departmental decisions.

- now that individual staff members could initiate their own promotion procedures and the fact that promotion decisions are now grievable under the terms of the union contract, made the need for some sort of faculty guideline much more imperative.

- it was felt that the money aspect should be removed from the promotion aspect and that the guidelines should be on academic merit alone.

- some members felt that promotion to full professor should be based on research achievement alone while others felt that the teaching function of staff members was equally important.

- it was pointed out that whereas it is fairly straightforward to judge research achievements, it would be very difficult to judge teaching achievements.

- it was suggested that promotion should be handled in the same way the tenure considerations in the faculty are now, i.e. by the use of faculty based nucleus committees.

- it was pointed out that the establishment of the guidelines and the mechanics of handling promotion were two different matters that would likely have to be considered separately.

5. Computer Science Co-operative Program

Further discussion about this program raised questions which again

could not be answered by the members. These were:

    (i)   Had financial assistance for the program been sought from the industrial users? Indications were that industry had shown some interest in this but to what degree couldn't be determined.

    (ii)   If the enrollment in this program was to be limited, how will students be evaluated to determine which ones get into the program and which ones do not?

    (iii)   How were the students in the program going to be graded?

Answers to these questions would be sought from the departmental representatives.

Because of the tight time constraints the Chairman requested advice from the members as to how best to handle this matter. He pointed out that if this proposal went to Faculty Council now at short notice it could be rejected by Council because of insufficient time to study it. On the other hand if it didn't get to Council very shortly it would miss being included as part of the 1977/78 asking budget, in which case the program would not get launched until 1978/79.

Other committees which would have to look at the proposals were: the Faculty Committee on Courses, the Senate Committee on Curriculum and Course Change and the Senate Committee on Planning and Priorities.

The Chairman indicated that faced with these problems, he would like to consider a meeting with the Science Department Heads and get their thoughts. He felt he might try and arrange for a meeting with them early in the week.

Meanwhile the Faculty Committee on Courses would be meeting during the week of the 5th and be reporting back to the Executive Committee. Therefore he planned for the next meeting of the Executive on either the 12th or 13th of July and Faculty Council tentatively scheduled for the 19th July. The members would be informed of the exact times.

6. <u>Other Business</u>

In answer to the question on the status of the xerox machine in the Science Library, the Chairman replied that he had spoken with the

Science Librarian at the time this matter was first raised but
that having heard nothing since he would contact him again.

The meeting adjourned at 4:41 p.m.

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Comments on Promotion Guideline

D. Burton –

For promotion to Full Professor we expect demonstrated competence in research and teaching, the primary requirement being recognized scholarship in the appropriate scientific discipline as shown by the candidate's record of research activity. (The opinion of external referees may be sought in establishing the scholarship of the candidate). Administrative and community service is not given the same weight as these academic considerations, but is expected of a candidate at this level.

H. Duckworth –

For promotion from Associate to Full Professor we require recognized achievement in academic matters in teaching and especially in research. This is because the title of Professor is associated with standing in the community of scholars. Achievement in research will normally be demonstrated by the existence of a significant body of published work, appearing in books or refereed journals, in which the candidate has been principal investigator. This work should have been supported by research grants at a level appropriate with the discipline involved. Evaluations of the candidate's research achievement may be invited from experts outside the university, if required.

Administrative and community service are expected of a candidate at this level, and cannot be used by themselves as the justification for promotion to Full Professor.

A meeting of the Faculty Course Change Committee was held at 1.40
p.m. in room 250 Allen building on July 6,1976 to discuss the proposed expansion
of the Co-operative Program in Computer Science.

Present: N.E.R.Campbell, Chairman
             Prof. G. Woods
             Prof. P. Collens
             Prof. H. E. Welch
             Prof. S. Cheng
             Prof. F. Arscott
             Prof. D. Burton
             Prof. C. Palmer
             Prof. G. Clark
             Prof. F. Zeiler
             Prof. R. Wallace
             Prof. M. Oretzki

Guest: Dr. Robert Collens, Department of Computer Science

Dr. R. Collens presented a brief review of the existing Summer
Co-operative Program in Computer Science initiated some three years ago. This
program now serves approximately 50 Honours students in Computer Science and
has generally been enthusiastically received by students and by those industries
and governmental agencies that are participating.

In view of the strongly positive response from the business community,
the Department of Computer Science proposes to expand the Co-operative program
to provide a full four-year Honours program that will be constructed essentially
on a trimester plan. Work periods of approximately four months will alternate
with 'academic' periods of the same duration.

In elaborating on the proposed expansion, Dr. Collens pointed to a
number of advantages that would accrue to participating students and to industry.
On one hand, students would be regarded by industry as other than 'occasional'
help, i.e. would be better integrated into company planning. As well, there
would be remunerative advantages to the student although Dr. Collens pointed out
that salary levels would not necessarily be high. Students, moreover, would have
a better opportunity over the extended period of working time to implement their
academic skills. From the companies' point of view the enhanced working exposure
would permit a more meaningful integration of the student worker into the long-
range computer program planning of the company.

Since Committee members had been provided with detailed estimates of
staffing, operating and other associated costs, Dr. Collens only briefly touched
on this aspect of the proposed program. At this point, the Chairman outlined
the financial problem faced by the Faculty; i.e. in the present financial climate
the expanded Co-operative program must be funded in all its respects from extra-
Faculty resources. As well, it was noted that if the program is to be implemented
by the fall term of 1977, a positive recommendation from the Executive Committee
and from Faculty Council must go forward to the Senate Curriculum & Course Change
Committee by mid-summer and to Vice-President Fyles in time for a final budget

submission to the Universities Grants Commission in early October of this year.

In the discussion that followed, Committee members raised a number of concerns. Prof. Woods asked for further detail on the staffing and special academic requirements. He pointed out that the present 'over-entitlement' position in Mathematics might be used by transfer to offset the short-staff position in Computer Science and, accordingly, reduce the start-up and continuing costs of the Co-operative program. Dr. Arscott asked what additional staff entitlement would likely be generated by 'new' students attracted to the Co-op program. If Dr. Collens' projections are valid, about 5 to 6 staff entitlements would be generated. Based on present UGSCH's in the Department their present staffing position is 5 to 6 under entitlement.

Dr. Cheng expressed concern about the 'rigidity' of the program, i.e. that a student must take 90 credit hours in Computer Science courses with no option for electives from other subject areas; the regular Honours program calls for 66 credit hours of Computer Science courses with a number of elective choices available to the student. Considerable discussion ensued on this point.

Dr. Welch enquired whether the subject material in Computer Science could be presented by TV, thus off-setting the staffing costs to a large degree. Dr. Welch felt that the most obvious need in starting up the expanded program would be for a Co-ordinator and that this person should be the first to be hired. On this latter point, Dr. Collens agreed but asserted that to the best of his knowledge and experience, audio-visual presentation of Computer Science subject material had not been successful and he felt it would be most unwise to alter the program in this way. Several Committee members suggested ways and means by which the cost of the program could be reduced; e.g. by increasing the section size whilst reducing their number. Dr. Arscott referred to similar programs he'd had experience with in the U.K. He recommended that the Computer Science Department consider a plan where students spent two years in the academic stream followed by an entire year in industry; the student would then return for a final year of academic life. This format would substantially reduce the cost of the program.

In summarizing his Department's proposal, Dr. Collens indicated that the student would be required to complete a project report based on his 'practicum' experience. This report would be evaluated much as is the case for laboratory work done by students in other Science subjects. Such evaluation is primarily the responsibility of theComputer Science Department.

In response to a question by the chairman as to how student applicants for the program would be selected in a limited enrollment situation, Dr. Collens indicated that academically qualified students would be chosen largely by job interview. The companies participating would, in a sense, control the number of applicants on the basis of job positions available while the Department would exercise control over the maximum number permitted to enrol in any one year. The chairman then suggested that the Computer Science Department should clearly state in the calendar the conditions under which a student could enrol in the new Co-op program, could continue in the program and, where necessary, conditions governing reversion to the regular Honours program should that occasion arise. Clearly, the University can not accept responsibility for interrupted programs when the employer fails to fulfill his/her agreement.

After a long-ranging discussion on the matters of program rigidity, costs and, as raised by Dr. Burton, whether this proposal properly conformed to the Faculty concept of an Honours program, the following Motions were proposed as recommendations of the Course Change Committee to the Executive Committee and to Faculty Council.

1. Moved by Prof. Arscott (Oretzki) that "the Co-operative Program in principle is academically sound and worthy of support".

> 8 for, 1 against,
> 1 abstention.
> Passed

2. Moved by Prof. Woods (Cheng) that "the program be modified so as to provide elective courses in subjects other than Computer Science".

> 8 for, 1 against,
> 1 abstention
> Passed

3. Moved by Prof. Arscott (Woods) that "The Course Change Committee is concerned with the cost of the program and urges the Computer Science Department to consider if this cost could not be reduced by some modification of the program".

> 7 for, 1 against,
> 1 abstention
> Passed

4. Moved by Prof. Oretzki (Welch) that "The Course Change Committee commends Dr. Collens and his associates for their industry and foresight in carrying on their Co-operative program thus far without cost".

> 7 for, 1 against,
> 1 abstention
> Passed

The Committee then addressed itself to a comment from the 'Coish Committee' which recommended that 13.243 (service course to geophysics) be deleted from the calendar, it now having been superseded by 6.223. The Committee agreed to defer this item of business pending comment from the Department of Earth Sciences.

The meeting adjourned at 4.45 p.m.

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