

MINUTES

112th Meeting of the Science Faculty Council
held on Tuesday, September 9th, 2008, at 2:30 p.m. in 245 Engineering

PRESENT: M. Whitmore (Chair) E. Worobec R. Roshko
P. Graham P. Loewen R. Thomas
M. Piercey-Normore A. Morris D. Gillis
L. Wang M. Docker Judy Anderson
J. van Rees V. Yurkov John Anderson
k. Shamseddine T. Kucera P. Blunden
B. Southern G. Lukács J. Brewster
P. Dibrov R. Eskicioglu G. Krause
T. Thulasiram J. Bate M. Fry
J. van Wijngaarden N. Hunter D. Loewen
J. Harper P. Hultin G. Schreckenbach
P. Budzelaar H. Perreault J. Sorensen
S. McKenna M. Khajehpour H. Luong
K. Davies M. Davidson D. Court
K. Brassinga I. Oresnik G. Hausner
E. Huebner G. Robinson A. Prymak
T. de Kievit T. Berry T. Booth
D. Kelly T. Schultz J. McConnell
G. Sobie M. Shantz (recorder)

REGRETS: J. Hoskins E. Smirnova J. Hare
C. Bartels

1. Approval of Minutes

MOTION: To approve the minutes of the 111th meeting held on February 26, 2008, with the following amendment: #8, item 5 - should read "the exam viewing application deadline will be set by the Dean's Office". Moved by R. Eskicioglu and seconded by G. Lukács.

CARRIED.

2. Business Arising from Minutes

G. Lukács referred to R. Kerr's statement made in relation to ICM/Navitas, which was recorded in the Minutes of the 111th Faculty Council: "Departments will evaluate courses, curriculum and approve instructors." G. Lukács also stated the following:

- The Mathematics Department Council passed a motion on May 15, 2008 that the Department would not be cooperating with ICM/Navitas.
- A motion to rescind the non-cooperation was defeated at the Mathematics Department Council held on June 26, 2008, and thus the motion remained in effect.

- Dean Whitmore directed the Mathematics Department to cooperate with ICM/Navitas, and appointed a faculty member to serve as a liaison for this purpose.

G. Lukács expressed concern about what appears to be a contradiction between the alleged forced cooperation with ICM/Navitas on the Mathematics Department, and the principle of academic governance laid out in the *University of Manitoba Act*. According to the *University of Manitoba Act*, matters of academic character are in the exclusive jurisdiction of the Senate.

Dean Whitmore pointed out that he has not issued a directive to the Mathematics Department or anyone else concerning ICM/Navitas and did not appoint anyone to serve as liaison. He did not force any cooperation. He met with the Head of the Mathematics Department, discussed the matter of ICM/Navitas, and worked out a solution. Dean Whitmore said that, as far as he knew, the process of creating the agreement between ICM/Navitas was legal.

G. Lukács said that, in his opinion, there has been an excess of jurisdiction (i.e., decision made *ultra vires*), and asked that his comments be recorded in the minutes.

3. Introduction of New Members

The following new members of Faculty Council were introduced:

Biological Sciences:	Judy Anderson, Professor and Department Head Mark Fry, Assistant Professor Joy Stacey, Assistant Professor
Chemistry:	Carl Bartels, Instructor II Mazdak Khajehpour, Assistant Professor Horace Luong, Instructor II Sean McKenna, Assistant Professor
Computer Science:	David Barnard, Professor and President
Mathematics:	Michelle Davidson, Instructor II Andriy Prymak, Assistant Professor Yang Zhang, Assistant Professor
Microbiology:	Karen Brassinga, Assistant Professor Chris Rathgeber, Instructor II
Physics & Astronomy:	Francis Lin, Assistant Professor Khodr Shamseddine, Associate Professor
Statistics:	Katherine Davies, Assistant Professor David Han, Assistant Professor Andrew Morris, Instructor I

4. Recognition of Promotions and Tenure

Dean Whitmore congratulated the following faculty who were granted tenure in 2008:

Mario Bieringer	Chemistry
Pourang Irani	Computer Science
Teresa de Kievet	Microbiology
Saumen Mandal	Statistics

Dean Whitmore congratulated the following faculty who were promoted in 2008:

Gary Anderson, Biological Sciences, to Associate Professor
Jim Hare, Biological Sciences, to Professor
Torsten Hegmann, Chemistry, to Associate Professor
Mario Bieringer, Chemistry, to Associate Professor
Frank Schweizer, Chemistry, to Associate Professor
Jackie Baltes, Computer Science, to Professor
Pourang Irani, Computer Science, to Associate Professor
Carson Leung, Computer Science, to Associate Professor
Christina Penner, Computer Science, to Instructor II
Eric Schippers, Mathematics, to Associate Professor
Teresa de Kievet, Microbiology, to Associate Professor
Liqun Wang, Statistics, to Professor
Xikui Wang, Statistics, to Professor

5. Course and Program Changes

The program changes put forward by the new Committee on Courses and Programs have been approved by Faculty Executive and forwarded to Faculty Council for approval (see agenda attachment). Course changes are for information only – they are approved by Faculty Executive.

MOTION: to approve the proposed program changes for Biological Sciences.
Moved by E. Worobec and seconded by Judy Anderson.

CARRIED.

MOTION: to approve the proposed program changes and the introduction of three new degree programs for the Biotechnology Program. Moved by E. Worobec and seconded by R. Eskicioglu.

CARRIED.

MOTION: to approve the proposed program changes for Chemistry. Moved by E. Worobec and seconded by N. Hunter.

CARRIED.

MOTION: to approve the proposed program changes for Computer Science. Moved by E. Worobec and seconded by R. Eskicioglu.

CARRIED.

MOTION: to approve the proposed program changes for Physics and Astronomy. Moved by E. Worobec and seconded by P. Blunden.

CARRIED.

MOTION: to approve the proposed program changes for Statistics. Moved by E. Worobec and seconded by R. Eskicioglu.

CARRIED.

MOTION: that any Minor approved by Senate will be recognized by Science. Moved by E. Worobec and seconded by R. Eskicioglu.

CARRIED.

6. Graduate Course Changes

- Peter Graham outlined three sets of course changes, for information only. They have already been approved by the Graduate Committee and Faculty Executive.
 - 1) Math - modification to MATH 8150 and added MATH 8152
 - 2) Physics and Astronomy – modifications to PHYS 7360 and PHYS 7400
 - 3) Microbiology – introduction of four new graduate courses
- Changes in Biological Sciences for approval by Faculty Council:
 - redesignation of Botany and Zoology courses to Biological Sciences
 - introduction of a new graduate course BIOL 7100
 - new proposed supplemental regulations and terms of reference for the Biological Sciences Graduate Committee.

MOTION: to approve the above changes to the Biological Sciences program as distributed. Moved by Peter Graham and seconded by Judy Anderson.

CARRIED.

7. Proposed Revisions to Terms of Reference for Faculty Council and Faculty Executive Committee

- See attached proposed revisions which are in bold and italicized.

MOTION: to approve the attached changes to the Terms of Reference for Faculty Council and Faculty Executive Committee. Moved by E. Worobec and seconded by T. Berry.

Discussion of Motion:

- G. Lukács questioned the voting privileges of some of the members of Faculty Council, particularly those outside of the Faculty. E. Worobec explained that the Faculty Council By-Laws list all members with voting privileges.

MOTION TO REFER: the above Motion back to Faculty Executive to further investigate who should be voting members on Faculty Council. Moved by G. Lukács, **no seconder.**

(1 opposed) ORIGINAL MOTION CARRIED.

8. Final Exam Review Application Form for Discussion

- The following suggestions were made:
 - Change title to Application for Pre-Appeal Final Examination Viewing
 - Faculty of Science will provide a generic form for departments to use as a template
 - Changes/additions to the template are left to the discretion of each department, with the final version sent to Science to provide to students, if requested.

9. Faculty Senate Election

Congratulations to newly elected Senate members John Anderson (Computer Science) and Elizabeth Worobec (Microbiology).

10. Dean's Report – see attached

11. Other Business

MOTION: Faculty Executive to review Faculty Council by-laws and current membership regarding voting rights of non-Science members. Moved by G. Lukács and seconded by P. Blunden.

CARRIED.

- The Peguis First Nation Science and Technology Symposium is expanding every year. Faculty members interested in participating should contact Tom Berry in Mathematics.
- The University of Manitoba will be hosting a Canada-Wide Science Fair at the Fort Garry campus in May 2009 and will be looking for volunteer judges.

12. Adjournment

Meeting adjourned at 4:30 pm.

Proposed Revisions (Recommended by Faculty Executive August 26, 2008)

Rationale for revisions based on recently discovered Faculty of Science By-Laws.

**Faculty of Science Council
(Approved by Faculty Council February 26, 2008)**

Purpose: To receive reports from the Faculty Executive Committee and Standing Committees and to initiate, discuss and determine general faculty policies.

Membership:

- a) the President
- b) the Vice-President designated by the President
- c) the Dean of Science ~~as Chair~~
- d) all Full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors holding academic rank in the Faculty
- e) the Dean of Arts or designate
- f) the Dean of the Faculty of Arts, Management and Science at CUSB or designate
- g) *the Dean of Extended Education or designate*
- h) *the Provost of University College or designate*
- i) *the Warden of St. John's College or designate*
- j) *the Rector of St. Paul's College or designate*
- k) *the Director University 1 or designate*
- l) one representative from each of the Department of Psychology and The Warren Centre of the I.H. Asper School of Business
- m) thirteen (13) students registered in the Faculty of Science appointed by the Science Student Association
- n) all those holding the titles of Dean Emerita/us or Professor Emerita/us in the Faculty of Science
- o) the Head of the Science and Technology Library or designate
- p) three members of the Faculty of Science support staff
- q) an administrative assistant acting as recording secretary (non-voting)

Terms of Membership:

~~No fixed~~ Term of membership concurrent with appointment in position described above.

Student members shall be selected in a manner determined by the Council of the Science Students' Association.

Support staff members shall be elected by secret ballot from and by the full-time support staff employed in the Faculty. The term of a support staff member shall be two years, except that the term of one support staff member shall be one year in the first instance. Terms shall begin June 1.

Duties and Responsibilities:

As prescribed by the University of Manitoba Faculty and School Council General By-law:

Each Faculty or School Council, in addition to any other powers set forth in its individual bylaws and subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings;
2. To appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient;
3. To elect and remove its representatives on the Senate in accordance with the Act, and the rules and procedures authorized by the Senate;
4. To make and administer regulations with respect to the attendance, conduct and progress of students who are registered in the Faculty or School;
5. To administer the rules and regulations of the Senate as they affect the students registered in the Faculty or School;
6. To prepare and publish Faculty or School timetables;
7. To consider and determine appeals by students from a decision of a member of the academic staff of the Faculty or School;
8. To establish department councils and, following guidelines approved by Senate, prescribe how they shall be constituted.

Each Faculty or School Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, may make recommendations concerning:

1. The conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita;
2. Athletic, social or other extra-curricular activities of students;
3. The establishment of, the abolition of, or any changes in divisions, departments, chairs, lectureships in the Faculty or School;
4. The establishment of or the abolition of or any changes in exhibitions, bursaries, scholarships, and prizes to be awarded to students registered in the Faculty or School;
5. The conditions of entrance to the Faculty or School and the standing to be allowed students entering the Faculty or School and all matters relating thereto;
6. The regulations, methods, and limits of instruction in the Faculty or School;
7. The academic standing of all undergraduates in the Faculty or School;
8. The conditions on which candidates shall be received for examination and the conduct and results of examinations in the Faculty or School;
9. The degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the Faculty or School, and the persons to whom they shall be granted and the course of study required for any such degree, diploma and certificate of proficiency;

10. The discipline of students registered in the Faculty or School;
11. The acquisition and use of facilities within the Faculty or School;
12. The requirements for lecture rooms and other facilities;
13. The dates for the beginning and ending of lectures in the Faculty or School.

Meetings:

Council shall meet twice yearly, in Fall and Winter Term, and more often at the call of the Chair. *Notice of meetings shall be issued at least seven days in advance of such meeting except in the case of meetings called following receipt of a petition. Meetings called by petition shall be called within two days of receipt of the petition*

The Dean of the Faculty or designate 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.

The quorum shall be 25 voting members. Motions will be passed by 50% of attending voting member plus one.

Faculty Council meetings shall be open to any members of the university community, who may attend as observers, subject to the limitations of space and orderly conduct. However, the Council may at any time go into closed session on a motion approved by a simple majority of those members present and voting.

**Faculty of Science
Executive Committee
(Approved by Faculty Council February 26, 2008)**

Purpose: To receive and rule on reports from Faculty of Science Standing and ad hoc Committees and to initiate, discuss and determine general faculty policies to be presented to the Faculty Council.

Membership:

- a) the Dean as Chair
- b) all Associate Deans
- c) a total of seven faculty members elected by and from each department council,
- d) one representative from each of the Department of Psychology, The Warren Centre of the I.H. Asper School of Business, and the Faculty of Arts, Management and Science at CUSB
- e) one student member appointed by the Science Students Association,
- f) one support staff member elected by and from the Faculty of Science support staff (one of the three support staff serving on Faculty Council)
- g) an administrative assistant as non-voting recording secretary
- i) additional resource people as needed

Terms of Membership:

Elected faculty and support staff members shall serve for two-year terms beginning on **July June 1**. Students shall serve for one year, with renewal possible.

Duties and Responsibilities:

Subject to the powers of Faculty Council, the Executive Committee shall:

- i. Approve the agenda for Faculty Council meetings (matters placed on a Council Agenda must normally first be consider by the Executive Committee; the Executive Committee is not obligated in its meeting to debate the merits of every matter placed before it and recommend thereon to Council; nor is it necessary that its views on all matters be indicated in the Council Agenda),
- ii. ensure that the Faculty Council policy is properly executed,
- iii. decide on membership composition of other committees, including ad hoc committees, reporting to Faculty Council,
- iv. co-ordinate the work of other committees of Faculty Council, referring questions involving policy to the appropriate committee,
- v. receive and consider reports and recommendations originating with other committees, and, when ~~it is deemed necessary~~ *appropriate*, pass on its suggestions to those committees,
- vi. forward to Faculty Council for decision the final version of all reports and recommendations involving the establishment or alteration of general policy, whether they originate with the Executive Committee itself or with the other committees,
- vii. follow up decisions taken by Faculty Council,

- viii. deal with the contingencies that arise between meetings of Faculty Council, and, in general, assist the Dean in disposing of matters of a routine nature which do not substantially involve questions of general policy,
- ix. report to Faculty Council with respect to actions taken by the Executive Committee,
- x. carry out other functions that Faculty Council shall from time to time specify.
- xi. call special meetings of Faculty Council on no less than twenty-four hours notice for purposes specified in the *Notice of Meeting*,
- xii. establish such *ad hoc* committees as necessary to assist Faculty Council in carrying out its work where an appropriate standing committee of Council does not exist,
- xiii. approve all course changes put forward by the Committee on Courses and Programs on behalf of Faculty Council and report such decisions to Faculty Council.
- xiv. review all program changes submitted by the Committee on Courses and Programs and forward recommendations to Faculty Council for final approval.
- xv. ***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.***

Meetings:

Normally the Executive Committee meets in the two weeks prior to a scheduled Faculty Council meeting. Notwithstanding the foregoing, however, the Executive Committee shall meet as often as necessary during the year to prepare matters going forward to the Faculty Council, and to review any outstanding business. ***Whenever feasible, notices of meetings and agenda shall be circulated at least three days in advance of the meeting to all Department Heads for display to members of the Department.***

The Secretary of the Faculty Council shall be the Secretary of the Executive Committee.

The quorum shall be 50% of the voting membership plus one.

Executive Committee meetings shall be open to all members of the Faculty Council to attend as observers, subject to the limitations of space and orderly conduct. However, the Executive Committee may go into closed session on a motion approved by a simple majority of those members present and voting.

**Dean's Report
Faculty of Science
September 9, 2008**

We have had another very busy and successful year. Here are some of the highlights.

Staff News

Since last October, we have welcomed 17 new academic staff members. Another one will arrive in December, we have 3 offers awaiting approval from the provost's office, we currently have seven searches underway, and we are preparing a nomination for a CRC in Biological Sciences. Dr. Judy Anderson joined us as Head of the new Department of Biological Sciences in October, 2007. We are currently searching for a head of Mathematics, and have just begun the process for Chemistry and Physics. The dean will be reviewed this year.

I am delighted to report that Drs. Michael Butler and John Page will be named Distinguished Professors at the fall convocation. I am equally delighted that Dr. Tom Berry received the Dr. and Mrs. Ralph Campbell Outreach Award, and Drs. Elizabeth Worobec and Frank Hruska were selected as UTS Outstanding Teachers.

In the Faculty office, we filled the IT and international student advisor positions, and hired an office manager. In line with the clear priorities of the Strategic Plan, we engaged a ½-time development officer, and have posted a communications position (as a one-year contract to begin). We gambled doing this, anticipating financial support through the budget reallocation process; we lost the gamble. In spite of this, I believe that we simply must make these investments.

President Barnard is a member of our Department of Computer Science. He has accepted an invitation to tour the Faculty in the near future. We are working on details.

Budget

We balanced at the end of the last fiscal. This is an accomplishment that we, as a Faculty, should be very proud of. We are in reasonable shape this year for two reasons: our unparalleled fiscal responsibility, and this year's anomalously large salary savings. I am very concerned about next year. We have been preparing background documents, my office and the administrative council are discussing strategy and setting priorities, and I have a meeting scheduled with the provost later this week on this topic. My judgment is that we have managed to get our infrastructure needs on the university agenda; we must now find ways to get our other needs, which are equally pressing, if not more so, on the agenda as well. There may be significant changes to the budget process, in particular the tuition sharing formulas, in the near future.

Strategic Plan

Before the summer, I requested comments and input on the most recent draft of the Faculty of Science Strategic Plan. I have received a few suggestions which, I believe, can be incorporated easily. It is, therefore, my intention to put forward a final version for endorsement by the Faculty in the near future. The plan calls for a formal review after five years, and allows for annual adjustments as appropriate.

One department has not made a lot of progress in developing its plan. However, rather than holding up the endorsement of the Faculty Plan, I propose using the opportunity for "annual adjustments" to incorporate any changes to it that that department's planning would imply.

Infrastructure Issues

Our infrastructure is improving steadily. Many of you are benefitting from, and also suffering through, a number of infrastructure upgrades and renewal in both your teaching and research space. I know that there have major disruptions and delays with virtually all of them. Some of you have been disrupted for years, six years in at least one case. We have many projects on the go, which is good. We have an annual budget of about \$1.1M from budget reallocation and lab fees which we have been spending directly on undergraduate related issues, including lab renovations, special academic, equipment, supplies, and salaries for instructors and support staff. Physical Plant has also financed a number of major undergraduate lab renovations in the Department of Chemistry (~\$2M over 3 years), not to mention several classroom and lecture theatre upgrades. And then there's Buller, which has been a source of particular frustration, and is likely to drag on well into the Fall. Associate Dean Roshko and Trevor Shultz, in particular, have been putting enormous effort into this work.

Undergraduate Matters

We have had numerous innovations at the undergraduate level developed this year.

- The program in forensic sciences has been approved by Senate, and now awaits funding from COPSE.
- The Faculty has developed a policy on students viewing final exams, and this is being implemented this semester. Implementation details vary by department.
- The biotechnology program has been revised, with the revisions brought forward to this meeting of Faculty Council.
- Biological Sciences has developed a new curriculum, as brought forward to this meeting of Faculty Council.
- The Department of Physics & Astronomy is proposing a new stream in Medical Physics.

- I have set up a multi-Faculty committee to examine what could, or should, be done in the area of bioinformatics.
- Genetics is also being looked at.
- There have been numerous other, smaller curriculum changes.
- We have begun to develop a set of activities for “President’s Scholars”.

Computer Science got an excellent review in its undergraduate program review.

Our advisors are developing new “welcoming” and advising sessions for students. The advising operations in the Faculty Office are being revised.

Research and Graduate

- As a Faculty, and in a very tough climate, we did well with NSERC this year.
- The Faculty received two CFI LOF-N grants, has submitted three more, and is preparing an NIF application.
- We have been pursuing a “Materials Research Initiative”, and a proposal for an institute is almost ready to go to Senate. It appears that WED is getting very interested in providing significant funding to the development of the cyclotron space.
- We have been able to renovate some research labs for “new” faculty, and develop the space for the CFI-funded diffractometer in the basement of Buller.
- Computer Science got an excellent review in its graduate program review.

Enrollment Numbers

The “first day of classes” registration numbers show about 1.1% decline in Science UGSCs, compared with a 2.1% decrease for the university overall. Our summer numbers were down about 10%. We do not yet have data on graduate student numbers.

Advancement, Development, Outreach and Communications

As highlighted in our Strategic Plan, we are putting a much enhanced effort into this. I am spending at least ½ day per week at it. Karen Fowler, our development officer, is working hard at it, and we have developed a draft Faculty of Science Development Plan that will be presented to the Administrative Council soon for discussion. These activities do not show immediate benefit, but I am pleased with the progress we are making. We have initiated a new luncheon at Homecoming this Friday.

Other Changes

- We re-structured our committees, and they are now functioning.
- We will be proceeding with the theme of “Science for Many Futures”.

Agenda for 2008-09

As indicated within it, the Strategic Plan will be implemented through an annual “agenda-setting” meeting of the Administrative Council each fall. We held our first such meeting on September 2. The main agenda items for the coming year are:

- Continue to pursue all possible sources of funding, and seek convincing arguments for the budget reallocation process.
- Complete and approve the Faculty of Science Advancement and Development Plan, and implement Year 1 of the Plan.
- Engage the Communications Specialist, and create a Faculty of Science Communications Plan.
- Continue the infrastructure renewal. (We have prioritized lists, with each list targeting a funding source.)
- Develop the old Pharmacy building.
- Create a Faculty of Science Research inventory.
- Complete the computing acquisition funded through the Westgrid – Compute Canada CFI application.
- Join TRIUMF as full members.
- Create the Manitoba Institute for Materials, and secure funding from WED.
- Identify a departmental research liaison team.
- Undergraduate program reviews in Chemistry, Biochemistry, Microbiology, Mathematics and some of their joint programs.
- Create a culture where 4-year programs are the “norm”.
- Initiate a major review of the 3-year degree program.
- Review of the rules surrounding minors, with a view to facilitating many more of them.
- Create an enrollment management plan, which would encompass many of the recommendations related to students, communications, etc.
- Introduce new joint programs.
- Carry out an Aboriginal science student needs assessment.
- Develop a program for the “President’s Scholars”.
- Finalize the Faculty and departmental strategic plans.
- Extend co-op to other programs.
- Create a new suite of awards, as per the Strategic Plan.