

April 26, 1974

Twenty-first meeting

Inter-Departmental Correspondence

DATE April 22, 1974.

TO MEMBERS OF THE SCIENCE EXECUTIVE COMMITTEE.

FROM G. Richardson, Secretary to Science Executive Committee.

SUBJECT:

The 21st, and if necessary, the 22nd, meetings of the Executive Committee of Faculty Council have been scheduled for Friday, April 26, 1974, and Tuesday, April 30, 1974, respectively, at 9:30 a.m., in the Faculty Conference Room, 250 Allen Building.

AGENDA

1. Adoption of the minutes of the 20th meeting, held on January 4, 1974, and the special meetings of February 21 and March 7, 1974.
2. Matters arising therefrom:
 - (i) Report from the Secretary on the Fall Reception.
 - (ii) Status of the Second Degree Regulations.
3. Further discussion on Departmental Councils (Departments' input attached).
4. Appointment of two replacements for Student Standing Committee.
5. Report from the Committee on Examinations (material attached to the agenda of the 19th meeting).
6. Letter from Prof. C.E. Henry regarding the review of awarding the University Gold Medal, (material attached to agenda of 19th meeting).
7. Other business.

GR/nlh

Enclosures

Minutes of the twenty-first meeting of the Executive Committee of Faculty Council, held on Friday, April 26, 1974, at 9:30 a.m., in the Faculty Conference Room, 250 Allen Building.

Members Present: Dean P.K. Isaac, Chairman; Deans I. Cooke and N.E.R. Campbell; Professors B.R. Henry, D.N. Burton, G.O. Losey, C.D. Anderson, B. Macpherson, K.W. Stewart, B.K. Kale, D. Punter; Mr. G. Steindel, G. Richardson, Secretary.

I. Minutes of the twentieth meeting and the special meetings of February 21st and March 7th, 1974

The minutes of the twentieth meeting held on January 24, 1974 and the minutes of the special meetings of February 21st and March 7th were approved. Kale (Campbell).

II. Matters Arising Therefrom

(i) Report from the Secretary on the Fall Reception

The secretary stated that he had met with Professors Samoiloff and Berry on two occasions for the purpose of arranging a suitable location for holding the fall reception for new Faculty of Science staff. It had been agreed that because of the numbers involved and the associated costs the reception should be held on campus. Again, because of the numbers, the Faculty Club was not available. It was therefore suggested that the dining hall at University College be used and a tentative booking for Thursday, September 26, 1974, from 8:00 to 10:30 was made. It was further agreed that sherry would be supplied by the faculty and a bar for other refreshments would be available. Some discussion took place regarding the invitations but it was agreed that this would be discussed at a later date by the secretary and the chairman and a list drawn up for future Executive Committee consideration.

(ii) With regard to the second degree regulations which were approved by the Executive Committee at its seventeenth meeting, Dean Cooke stated

that these had been approved by Senate and all the pending cases before the Student Standing Committee had been cleared.

III. Departmental Councils

For the information of the members, a copy of a questionnaire sent to the members in the Department of Mathematics and the results of the questionnaire were distributed.

The chairman explained that the informal discussions that he had, had not been too helpful in clearing up the uncertainties in the departmental council guidelines. Dean Cooke stated that it was his feeling that Senate was not requiring faculties to implement departmental councils. It was the general concensus amongst the members that having read the departmental replies, most departments did not want departmental councils, although most felt a need for more student participation and better communication. What most departments seemed to be against was the formalization associated with departmental councils. The members agreed that the onus for departmental councils should be with the departments and if a department wished to form a council it was unlikely Faculty Council would disapprove.

It was suggested that a formal motion to this effect should be drafted by Drs. Cooke and Stewart and presented for this committee's approval at the next meeting. In the meantime the chairman would seek an input from the Science Advisory Committee (50/50 Committee).

IV. Replacement of retiring members on the Student Standing Committee

Dean Cooke explained that two members of the committee were retiring, Drs. Brisbin and Giesinger, and it was necessary to seek replacements. The term of office would be for three years commencing June 1, 1974. The names of Dr. J. Jamieson and Prof. P. Collens were proposed and it was moved by Dean Cooke (Punter) that:

"Dr. Jamieson and Prof. Collens be appointed to the Student Standing Committee."

CARRIED

V. Report from the Committee on Examinations

The chairman asked Dean Cooke to speak to this report.

The first point to be discussed was that of withholding final marks for reasons other than academic (library fines, unpaid parking tickets, etc.). It was felt by most members, and quite strongly by some, that academic discipline for non-academic matters was improper. If the University wished it could withhold the final degree of such a student but it was incongruous for departments to withhold individual marks.

It was the committee's belief that departments should be able to release student marks at the same time that they are submitted to the Registrar's Office, but not before. It was felt that these marks could be posted without the student name and it was agreed that a statement to this effect should be put in the report.

With regard to appeals for re-reads, the committee agreed that no such appeal should be granted until the final grades were 'officially' released by the Registrar's Office and that such requests should have to continue to go through the normal channels. With these points in mind recommendation #1 was changed to read:

"Science Departments may release final grades at the end of the examination period when they are confident of their accuracy and when they have been submitted to the Registrar's Office. Such release of grades must not include student names but will list student numbers instead. This release of grades will not be considered to be the 'official' release, this will be made in the usual manner by the Registrar's Office. Any requests for re-reads must follow the usual channels and be based on the 'official' publication of grades by the Registrar's Office."

It was the concensus of the committee that no examination should be held outside the official examination period, although there was some indication that this was now being done.

In reply to the reason for recommendation #2 Dean Cooke stated that it

was included more out of apprehension than actual fact. After a short discussion it was agreed that this recommendation should be deleted.

There was some discussion about the length of exams to which Dean Cooke informed the committee that a recommendation on this matter was now before Senate.

It was suggested that a statement be made in the report regarding invigilators as it was apparent that it was not known that the responsibility for invigilators was with the department and not the Registrar's Office. There were also cases cited by the members where the supervising instructor was not present during the writing of his exam and it was felt that this should be made a requirement.

It was decided to finish discussion of other problems associated with examinations at the next meeting. It was therefore moved that the meeting be adjourned at 12:16 p.m.

GR

May 28/74