

## **MINUTES**

### **149th MEETING OF THE FACULTY OF SCIENCE EXECUTIVE COUNCIL**

held on Tuesday, February 5<sup>th</sup>, 2008, 10:00 a.m. in 250 Allen

**PRESENT:**

Mark Whitmore, Chair	
E. Worobec	R. Roshko
D. Gillis	P. Graham
D. Schroeder	B. Mark
J. Williams	J. Cullen
K. Sharma	J. Van Rees
B. Johnson	R. Wilson
J. Athayde	W. Buchannon
L. Lester (Secretary)	

**GUESTS:**

J. McConnell
G. Sobie

#### **1. Approval of Minutes**

**MOTION:** To approve the minutes of the 148<sup>th</sup> meeting of the Faculty of Science Executive Committee held on Wednesday, October 24<sup>th</sup>, 2007. Moved by J. Van Rees and seconded by D. Gillis.

**CARRIED**

#### **2. Undergraduate Course and Program Changes**

Associate Dean Worobec outlined the minor undergraduate course and program changes.

**MOTION:** To approve the undergraduate course and program changes. Moved by B. Worobec and unanimously approved.

**CARRIED**

#### **3. Proposal for a Bachelor of Science (Honours) in Forensic Science**

**MOTION:** To recommend that the proposal be sent forward to Faculty Council for approval. Moved by J. Van Rees and seconded by K. Sharma.

**CARRIED**

#### **4. Report of the Ad Hoc Committee on Student Standing**

The Ad Hoc Committee on Student Standing, which was struck at the October 24<sup>th</sup> Faculty Executive Council meeting, met and reviewed the policy on Examination Regulations. The University of Manitoba Policy does allow for exam viewing during the appeal period.

The committee made the following recommendations:

- The Senate Policy on Examination Regulations II Guideline C. Student Access to Final Examinations should be followed as it is flexible enough to allow instructors to show students their final examinations if they so choose.
- Department Heads should be encouraged to inform their instructors of the aforementioned Senate policy.
- The Executive withhold any formal decision on this matter until after the Science Students' Association presentation of alternate strategies has been discussed.

J. Athayde, president of the SSA, presented an alternate strategy to the committee. He suggested that a room be set up and monitored by a T.A. where students would be allowed to view their exams. If they are unable to view the exam before appealing, then they don't know if it's worth appealing.

**MOTION:** Faculty Executive Council will make a recommendation to Faculty Council that students be allowed to view their exams prior to the end of the appeal period and it is the responsibility of each department to develop, administer and advertise the mechanism in which this will be handled. Students should have input into the department discussions on this issue. Moved by J. Williams and seconded by B. Mark.

**CARRIED**

## **5. Report of the Ad Hoc Committee on Committees**

Associate Dean Worobec reported that the ad hoc committee, which was struck at the October 24<sup>th</sup> Faculty Executive Committee meeting, met and reviewed the terms of reference for all committees in the Faculty of Science. Two new committees were struck, the Awards and Honours Committee and the Recruitment and Outreach Committee and minor changes to the terms of reference were made to other committees. The recommendations are as follows:

- The proposed revisions to the Terms of Reference of Standing Committees of the Faculty of Science be approved and adopted as of March 1, 2008.
- A standard template be adopted for the Terms of Reference for all standing committees of the Faculty of Science.
- The Faculty of Science Admissions Committee be dissolved.
- The Faculty of Science Research Committee be dissolved.
- The Faculty of Science approves the creation of a standing Committee on Honours and Awards.
- The Faculty of Science approves the creation of a standing Committee on Recruitment Activities and External Relations.
- All standing committees of the Faculty of Science report to Faculty Executive and Council on an annual basis following the format used by Senate.
- All standing committees place Terms of Reference and, where appropriate, meeting minutes on the Faculty of Science Website.
- Terms of reference for all standing committees be reviewed every five (5) years

or more frequently at the call of the Chair, unless terms for review already exist in the Terms of Reference.

Faculty Council quorum was set at 25.

**MOTION:** To approve the report of the Committee on Committees with two minor changes, the addition of a support staff representative elected by the Support Staff members for the Honours and Awards Committee, and a Support Staff member appointed by the Dean for the Recruitment Activities and External Relations Committee. All Committees will report to the Faculty Executive Committee. Moved by B. Worobec and seconded by W. Buchannon.

**CARRIED**

**6. Approval of the Agenda for the February 25<sup>th</sup> Faculty Council meeting.**

Agenda was unanimously approved.

**7. Dean's Report**

Dean Whitmore reported that the Navitas agreement and discussions will continue and will be discussed at Senate on February 6<sup>th</sup>. The remainder of his report will be presented at the Faculty Council meeting on February 25<sup>th</sup>.

**8. Other Business**

There was no other business to discuss.

**9. Adjournment**

The meeting adjourned at 11:30 a.m.

**THE UNIVERSITY OF MANITOBA**  
**Faculty of Science**  
**250 Machray Hall**  
**Office of the Dean**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

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**DATE:** January 25, 2008  
**TO:** Faculty Executive Committee, Faculty of Science  
**FROM:** Lorraine Lester, Dean's Office  
**RE:** **NOTICE OF MEETING**

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The 149th meeting of the Faculty Executive Committee is scheduled for Tuesday, February 5th at 10:00 a.m. in Room 250 Allen Building.

**AGENDA**

1. Minutes of the 148th meeting of the Faculty Executive Committee held on October 24<sup>th</sup>, 2008. (attached)
2. Undergraduate Course and Program Changes (attached).
3. Proposal for a Bachelor of Science (Honours) in Forensic Science (attached).
4. Report of the Ad Hoc Committee on Student Standing (attached).
5. Report of the Ad Hoc Committee on Committees (attached).
6. Approval of Agenda for Faculty Council Meeting scheduled for February 25<sup>th</sup> (attached).
7. Dean's Report.
8. Other Business.

Encl.