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May 4, 1979

The Minutes of the Thirty-Seventh Meeting of the Science Faculty Council held on Wednesday, April 25, 1979 at 2:40 p.m. in Room 207 Buller Building.

Members Present: Dean R. D. Connor, Chairman; Professors P. K. Isaac, B. D. Macpherson, C. C. Lindsey, J. M. Shay, J. Reid, D. Punter, R. Evans, H. E. Welch, F. J. Ward, S. M. Woods, N. Losey, R. G. Woods, N. S. Mendelsohn, G. O. Losey, C. R. Platt, H. Halvorson, N. D. Gupta, H. W. Duckworth, J. C. Jamieson, D. N. Burton, I. Suzuki, H. B. LeJohn, R. Hawirko, E. Huebner, R. Lyric, N.E.R. Campbell, P. Loewen, C. E. Palmer, M. R. Parameswaran, B. Kale, J. A. Wright, B. Irvine, S. K. Sinha, J. G. Eales, J. M. Stewart, W. G. Baldwin, A. Chow, D. H. Hall, P. Gaunt, S. Cheng, R.S.D. Thomas, R. Wong, A. Gerhard, D. Johnson, J. Charlton, B. R. Henry, G. E. Dunn, R. H. Betts, D. A. Young, and R. Bochonko, Messrs. B. Jones, F. Penkava, H. Christianson and R. Timluck, Ms. P. Ramlal, Ms. S. Carswell, and Mr. G. Richardson, Secretary. (59)

1. Approval of the Minutes of the Thirty-Sixth Meeting held October 13, 1978.

The minutes were approved Dunn (Betts).

2. Matters Arising Therefrom:

(i) Status of the new degree program.

The new degree program has just been approved by the U.G.C. at its April 23, 1979 meeting. Students registering September 1, 1979 will be permitted to enter into the new program. Students will have the option of either changing to the new or continuing in the current program up until 1983. The Dean's Office will be sending out a brochure to all areas outlining the new degrees and regulations. Whether students currently registered in the General Degree may transfer to the Four Year Major will essentially be a departmental decision, with problems being sent to the Faculty Committee on Student Standing for rulings.

### 3. Communications

- (i) The Secretary read a letter received from Vice President Lawless alerting Faculty Council members to an upcoming seminar on International Development at which the University of Manitoba will be participating. Members were asked to forward any ideas on our current involvement to Dr. Lawless. Members would be receiving further information on this shortly.
- (ii) Professor Duckworth wished to remind Faculty Council members of the University's campaign for capital funds for the library extension and sports complex. As the local campaign representative he was requesting that members' contributions be pledged as soon as possible so that when the University requested public donations it would refer to the amount of funds already pledged by University of Manitoba staff.

### 4. Faculty Elections

The Chairman explained that the faculty elections were for membership on Senate, the Executive Committee of Faculty Council and the Board of Graduate Studies. Nominations would be received at this meeting and elections would be held via mail ballot. A tentative timetable for the elections was put forth and voted acceptable.

#### Timetable

1. Nomination forms picked up at meeting and returned to Secretary by Friday, April 27 at 5:00 p.m..
2. Ballots sent to members by Tuesday, May 1, 1979 (copies of nomination forms sent to departments).
3. Ballots returned to Secretary by 12:00 noon Friday, May 11, 1979.
4. Scrutineers will count ballots at 2:30 p.m. May 11, 1979.
5. Results to members by May 14, 1979.

#### (i) Nominations for election to Senate

The Chairman explained that 3 members were required to replace Professors McKee, G. Smith and D. Young whose terms ended May 31, 1979. The term of office is for three years. Nominated were:

Dr. N. Mendelsohn by Dr. R. Wong seconded M. Doob.  
Dr. D. Young by Dr. J. Jamieson seconded D. Johnson.  
Dr. J. McKee by Dr. H. LeJohn seconded F. Konopasek.

It was moved that Henry (LeJohn)

"nominations close"

UNANIMOUS

Because the number of members nominated equalled the number to be elected, those nominated were elected by acclamation.

(ii) Nominations to Executive Committee

The Chairman stated that 4 members were required to replace those whose term of office will be ending and 2 more were required to replace those who were going to be away during their final year of office. It was agreed that the 2 nominees with the least number of votes would fill the 2 one year positions. Nominated were:

Dr. P. Loewen by Dr. D. Burton seconded by H. LeJohn  
Dr. J. Charlton by Dr. R. Betts seconded by B. Henry  
Dr. N. Losey by Dr. D. Johnson seconded H. Duckworth  
Dr. C. Palmer by Dr. J. Wright seconded by N. Campbell  
Dr. J. Stewart by Dr. J. Reid seconded D. Punter  
Dr. K. Stewart by Dr. F. Ward seconded H. Welch

It was moved that nominations close however the vote was not unanimous so nominations continued.

Dr. D. Punter by Dr. J. Shay seconded J. Reid

It was moved Wright (Welch) that:

"nominations close"

UNANIMOUS

(iii) Board of Graduate Studies

It is required that Science nominate two members from the current Science members on the Faculty Council of Graduate Studies and that Council would then elect one of them for membership to the Board. Nominated were:

Dr. H. LeJohn by Dr. N. Campbell seconded J. Jamieson  
Dr. M. Doob by Dr. G. Woods seconded N. Mendelsohn

It was moved Konopasek (Henry) that:

"nominations close"

UNANIMOUS

Both names would now be forwarded to the Graduate Studies Faculty Council for their election.

Scrutineers appointed were Professor A. Chow and Professor F. Konopasek.

5. New Statistics Course for Electrical Engineers

Dean Macpherson reported to Faculty Council that the new Statistics course for the Electrical Engineers, for which material had been sent to departmental offices, had gone through the required committees and was being presented to Faculty Council now with the approval of the Executive Committee. Unless Faculty Council had some objections to the proposal it would be forwarded to Senate for final approval. No discussion ensued, and the course would now be sent to Senate.

6. Report on Student Affiliation

The Chairman asked Dean Isaac to speak to the report. Dean Isaac explained that the report resulted from Faculty Council's concern that the three year general program student would be without departmental affiliation implied in a declared major and they had requested that the Executive Committee look into this concern, consequently the report, attached to agenda, was submitted by an ad hoc committee. The most contentious point in the report was the assignment of a department to a student, if the student did not voluntarily choose one. Dean Isaac said that there were points made for and against this recommendation and its adoption was not unanimous. The Executive Committee had endorsed the report but had flagged the question raised in recommendation No. 4 for debate. It was also felt that the recommendations might be clearer if reordered. This clarification was contained in the document issued at this meeting.

In the discussion which followed it was pointed out that many Science students were pre-professional students (medicine, dentistry) and would not want to affiliate with a Science department until perhaps their third year if they had been turned down by the professional department. Dean Isaac said that the feeling of

the members of the ad hoc committee was that to require these students to affiliate would be self defeating; however if they chose to volunteer that would be fine. It was felt by other members however that the time that students would benefit the most from affiliation would be in their first year.

Some members of Faculty Council said that they would like to see immediate affiliation (or assignment) to a department and that the onus should be on the department to contact the student. There should be one individual within each department who would act as the department contact person for the student.

Dr. McKee wished to know who would assign students to departments and on what basis. Dean Isaac replied that it would likely be a student advisor who would do this at the time of registration; the basis would probably be on which course the student was most interested in.

A question was raised regarding affiliation with the B.T.U.. Since the B.T.U. was the common first year for all three Biology departments, students if they affiliated with the B.T.U. in first year, would have to change in second year provided they had decided to continue in one of the base departments.

Many members of Faculty Council shared the view that students in the general program would be better served if they affiliated with the faculty rather than a particular department. Faculty members from all the Science departments could serve as academic advisors and a student need not be matched to a department at all.

An amendment was moved Macpherson (Dunn) that:

"recommendation #2 of the clarification be deleted"

Further discussion pointed out that students in first year especially in a general program would likely be in need of advice not just in academic matters but in many other areas as well, i.e. library, parking etc. It would be very difficult for a committee to legislate such regulations and Dean Isaac stated that this was exactly the problem faced by the ad hoc committee. What appeared to be appropriate for one department was not so for another. It was for this reason they left the guidelines as vague as they did. It was felt that each department would assist in whatever way they wished.

At this point a substitute amendment was moved G. Losey (Duckworth) that:

"recommendation #2 be changed to read; in first year every student be required to state the department with which he is to be affiliated"

Dr. Woods stated that he preferred the idea of first year students being affiliated with faculty members and not departments. Dr. Reid supported this idea saying that affiliation in biology departments would be very awkward. When students were in the first year Dean Macpherson noted that the faculty's student advisors arrange to meet with all first year students now and at best get to see only about 50% of them.

Further discussion on the idea of student affiliation with a faculty member and not a department seemed to gain acceptance with most members and it was suggested that the report go back to the ad hoc committee for consideration along this line. The mover and seconder of the amendment and the substitute amendment agreed to withdraw their motions and it was subsequently moved Losey (Jamieson) that:

"the document be referred back to the ad hoc committee"

UNANIMOUS

In reply to a question Dean Isaac said that it had been the ad hoc committee's intention that affiliation was to be in addition to the faculty's current program of student advising.

7. Report from the Executive

(i) Gold Medal Criteria and Guidelines

Dr. Duckworth explained that each year when the Executive Committee met to determine the Gold Medal awards they were inevitably faced with problems for which they had no faculty guidelines to fall back on. The Executive had at its last meeting proposed the following for the general program:

"the Gold Medal be awarded for the highest standing in the final 60 credit hours, the 60 credit hours to include at least 30 credit hours of courses at the 200 level or higher"

for the 4 year major program:

"the Gold Medal be awarded for the highest standing on the

last 60 credit hours of a program approved by the department"

for the honours program:

"the Gold Medal would be awarded for the highest standing in the last two years of a program prescribed by the department"

It was suggested that these be written down and circulated to all faculty members but Dr. Duckworth indicated that there was a certain amount of urgency to get this information to the students. Most members agreed that the change was not too great, the award was still being made for excellence. Dr. Duckworth noted that the last 60 credit hours was to be taken at this University. The Council approved these changes.

(ii) Teaching Evaluation Summation

Dr. Duckworth stated that this material had now been collected and the report submitted to the Executive. If Faculty Council members wanted to view it, it would be available in the Secretary's office.

(iii) 75th Anniversary Timetable

The proposed time table had been attached to the agenda and had the Executive Committee's approval. Faculty Council concurred in the schedule.

8. Report from Senate

The report was given by Dr. McKee. The items brought to Faculty Council's attention were the following:

- (i) research board funding
- (ii) English proficiency exam - still in the works
- (iii) recognition of student services on Senate, Faculty Council, and student councils on their transcripts
- (iv) entrance scholarships - addition of 39 at \$500 for the Faculty of Science

9. Other Business

A question was raised about the acceptance of courses from other Universities by the Faculty of Science. Dr. Loly said that he had a student come to him with a Physics course from an International

Baccalaureate Program which he felt should have received credit in our Faculty but the student wasn't given credit. He wished to know how this happened. Dean Macpherson stated that the International Baccalaureate was accepted by the University as a basis for admission to year 1 in Science. This was prescribed by the University Admissions Committee and not the Faculty of Science. The "rule of thumb" used by the Admissions Committee was that the particular program had to be acceptable to the Universities in the province in which that course was taught.

There being no further business the meeting adjourned at 5:05 p.m.

gr/nl

92

Recommendations

- (1) That students be encouraged to affiliate with a department(s) of their choice;
- (2) That in the first year affiliation be on a voluntary basis, but in subsequent years\* students (other than preprofessional students) be assigned to a department if they do not express a preference for affiliation;
- (3) That affiliation mentioned in (1) and (2) above will normally be in a department in which one or more courses are being taken;
- (4) That students be made aware during orientation of the three main sources of help and guidance available in the faculty, viz. Department, Faculty advisor, Student Council;
- (5) That the Science Students' Association be invited to play a prominent role in the 'affiliation' process;
- (6) That the attached draft guidelines be adopted.

\* Subsequent years means at registration following the completion of 30 credit hours that may be counted towards the general degree.

## Inter-Departmental Correspondence

DATE May 9, 1979

TO All Members of the Faculty Council of Science

FROM R. D. Connor, Dean of Science

SUBJECT:

Dear Colleague:

Recently I was asked to clarify the functions of several administrative positions, these being: Department Head, Acting Head, Assistant Head and Administrative Assistant in a Department.

These roles can be very easily distinguished as follows.

- (a) The Department Head's role is set down in the Board of Governors' By Law No. XXIV. The Head is the chief executive officer of the Department, and is responsible directly to the Dean who in turn is directly responsible to the President. The Head is the channel of all official communications with the right to preside at departmental meetings. His responsibilities extend to recommend on budgets, appointments, promotions, assignment of duties etc. In short, the Head is responsible for the proper conduct of the Department and its academic affairs. The Head's stipend is an article of the Collective Agreement (XXXI).
- (b) An Acting Head may be appointed by the Dean when the Head is absent. For short absences it is customary for the Head to arrange for a member of staff to look after the affairs of the Department while he is gone. Longer absences (e.g. greater than the normal vacation period of one month) usually entail the formal appointment of an Acting Head on President's Form #1. On occasion other arrangements have been made. The Policy and Procedure Manual 301-2.10 states that the Acting Head shall be recommended by the Dean and the President. A stipend is awarded according to the Collective Agreement Article XXXI.3.

For the period of appointment the Acting Head has all the duties, functions, rights and privileges of a Head and in this faculty an Acting Head has always been so regarded. This position is not a holding position until the regular Head returns or is appointed. The incumbent is in charge of the unit as in (a) above.

- (c) Assistant Head. This is a faculty member appointed on the Head's recommendation to assist him in the discharge of his duties. Frequently particular roles are delegated by the Head to the Assistant Head. The stipend associated with the position is given in the Collective Agreement XXXI.1.

- (d) Administrative Assistant. This is a non-academic support staff position controlled usually by the AESES Agreement. A job description is prepared which defines the incumbent's duties and responsibilities. A head may delegate by this means some of his duties to the administrative assistant and terms of reference may be prepared if needed.

Not every department has either an Assistant Head or an Administrative Assistant. Where approved, a department would have one or the other but not both an Assistant Head and an Administrative Assistant.

In departments with an Assistant Head it is not customary to appoint the Assistant Head to the Acting Head position, should the need for an Acting Head arise, for were we to do so the positions of both the Head and Assistant Head would be filled by new people, the previous Assistant Head serving as Acting Head and a new person serving as Assistant Head. The position of Assistant Head is of sufficient importance to endeavour to preserve continuity in it.

Further details can be obtained from the Board of Governors' By Laws, the Manual of Administration and the Collective Agreement.

Yours sincerely,



R. D. Connor,  
Dean of Science

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*binder*

THE UNIVERSITY OF MANITOBA

# Inter-Departmental Correspondence

DATE April 17, 1979

TO All Members of the Faculty Council of Science

FROM G. Richardson, Secretary

SUBJECT:

*GR*

The 37th meeting of the Science Faculty Council has been scheduled for Wednesday, April 25, 1979 at 2:40 p.m. in Room 207 Buller Building.

### A G E N D A

1. Approval of the Minutes of the 36th meeting held on October 13, 1978.  
A correction has been made to item #6, page 3; Dr. van Oers was nominated by Dr. Gaunt, not Dr. Loly as indicated.
2. Matters arising therefrom:
  - (1) Status of the Faculty's new degree programs.
3. Communications.
4. Faculty Elections (material attached).
5. Introduction of a new Statistics course for Electrical Engineers. (outline of course sent to Departmental offices).
6. Report from an ad hoc committee set up by the Executive Committee of Faculty Council on departmental affiliation of students registered in the new general degree program (report attached).
7. Report from the Executive Committee
8. Report from Senate.
9. Other Business.

gr/sc  
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