Notice of Meeting
Tuesday, April 9, 2013
at 2:15pm – 3:45pm
306 Lumbers

Agenda

1. Call to Order and Approval of Agenda

2. Chair’s remarks

3. Minutes of March 12 & February 12, 2013 meetings

4. Business Arising

5. Inquiries and Communications
   - Update on the Search for Dean of the Faculty of Science: Rhonda Lenton, Vice-President Academic and Provost
   - Senate Synopsis: February 28, 2013 (item for information)

6. Dean’s Report to Council

7. Associate Deans’ and Bethune Master Remarks

8. Reports from Science Representatives on Senate Committees

9. Reports of Standing Committees of Council
   a. Science Curriculum Committee (Consent Agenda)
   b. Executive and Planning (item for information)
      - Proposed changes to Rules 25 and 33 of Council

10. Other Business

NOTE: Consent Agenda items from the Science Curriculum Committee can be viewed at the following URL:
Minutes of the Faculty Council  
Tuesday, March 12, 2013  
at 3:00pm – 4:30pm  
306 Lumbers


Guest: Robert Hache, Vice-President, Research and Innovation

1. Call to Order and Approval of Agenda
   The Chair called the meeting to order and the agenda was adopted as presented.

2. Chair of Council Remarks
   The Chair of Council, Alex Mills, welcomed members to the meeting.

3. Minutes of February 12, 2013 meeting
   Minutes were not approved due to lack of quorum.

4. Business Arising
   There was no business arising from the Minutes.

5. Dean’s Report to Council
   Dean Hastie introduced and welcomed to Council, Dimitrios Keramidas, the newly appointed Director of Information and Technology Services.

   He informed Council that a report by the Task force on the future of the Faculty of Science had been finalized and posted on the faculty website. The Dean reminded Council that the annual call for Curricula Vitae had been announced and 65% of the CVs had been submitted. He added that Senate had approved the founding of departments within the Lassonde School of Engineering.

6. Associate Deans’ and Bethune Master Remarks
   Associate Dean Tsushima reported that the Junior Faculty Fund and the Minor Research Grant, NSERC USRA had all been adjudicated and sent out. There was more money than requests this year for the Junior Faculty Fund.
Two applications for the NSERC CREATE had been submitted to the VPRI's Office and a total of four applications would be sent out by the University for adjudication. He announced that a workshop facilitated by the Strategic and Institutional Research Initiatives will be held on April 4. There had been a call for the Early Research Award and three faculty members who met the criteria were contacted. York has not been highly successful in these awards maybe because we forward applicants too early in their careers. He invited members to inform any faculty whom they thought would fit the criteria.

Associate Dean, Peter Cribb updated Council on the co-op program. He urged faculty to assist in providing industrial leads to facilitate student employment.

7. Reports from Science Representatives on Senate Committees

Professor John Amanatides announced that this year Janet Morrison, the Vice-Provost, Students, was proposing that Orientation be a combined social and academic orientation that will take place after move-in day.

With the creation of Lassonde School of Engineering, the Science and Engineering Student Caucus is being recreated as the Science Student Caucus and there will be on line elections.

He informed Council that he will be going on a one year sabbatical leave and the current Academic Advisor will be the interim Master. He added that the Office of the Dean had already started the process of renewing his appointment.

8. Reports of Standing Committees of Council

Science Curriculum Committee

Council approved the consent agenda.

Executive and Planning Committee

The Chair informed Council that they were currently working on the draft document of the proposed changes to Rules 25 and 33 of Council. He stated that these changes had been necessitated by the division of the Faculty of Science and Engineering. Members were informed that these changes would be presented to them for approval.

9. Inquiries and Communications

Council noted the Senate Synopsis of February 28, 2013.

Robert Hache, Vice-President, Research and Innovation, presented the Strategic Research Plan. He informed Council that they were currently compiling feedback on how to improve the plan. He noted that the plan was comprehensive and it combined all research components into six interconnected themes which cover all faculties. The external final document would be much shorter about 4 - 5 pages.

A discussion ensued on the Strategic Research Plan as it pertains to the Faculty of Science and Engineering.

In conclusion, Council members were requested to send their comments to Robert Hache and copy William van Wijngaarden who would ensure that they are reviewed for inclusion into the final document.

10. Other Business

There was no other business.

A. Mills, Chair of Council

S. Siyakatshana, Assistant Secretary of Council
Call to Order and Approval of Agenda

The Chair called the meeting to order and the agenda was adopted as presented.

Chair of Council Remarks

The Chair of Council, Alex Mills, welcomed members to the meeting. He extended a special welcome to the new assistant secretary of Council, Sibonile Siyatashana.

Minutes of December 11 & November 13, 2012 meetings

It was moved, seconded and carried that Minutes of the November 13, 2012 meeting as well as Minutes of December 11, 2013 meeting of Council be approved.

Business Arising

There was no business arising from the Minutes.

Inquiries and Communications

Council noted the Senate Synopsis of January 24, 2013.

Dean’s Report to Council

The Interim Dean, informed Council that the work to complete the division of Science and Lassonde into individual units was nearing completion as planned. A report by the Task Force on the future Faculty of Science was being finalized and would be published on the Faculty website in the near future.

The Dean acknowledged and thanked members of the Task Force for working tirelessly in preparing such an extensive document. The document is divided in three parts: enhancing the research culture in the Faculty of Science, advancing and enhancing the student experience and administrative and governance issues.
The Dean expressed his best wishes to Regina Lee in her new appointment as the Interim Chair of the Department of Earth and Space Science and Engineering. He noted that the appointment was necessitated by the recent appointment of Spiros Pagiatkas to Associate Dean, Research and Graduate Studies, Lassonde School of Engineering.

He congratulated John McDermott and Mark Bayfield who were awarded research grants by the CIHR last month. He encouraged all faculty members to take advantage of the research opportunities available to them.

7. Associate Deans’ and Bethune Master Remarks

Associate Dean, Robert Tsushima, reported that an open forum for the Research Strategic Plan was happening concurrently with Council. Furthermore, the first draft document had already been published online. Members of the university community were encouraged to review the document and provide their feedback to the Advisory Committee.

He noted that the document was a comprehensive plan reflecting upon the Faculty and research strengths and the emerging opportunities.

The Associate Dean, announced to Council that the Science Rendezvous outreach event will be held on Saturday, May 11, 2013, in Markham and volunteers will be needed for the event. He, however, advised that this year’s event will be held in one location only.

Associate Dean, Peter Cribb informed Council that the number of high school students applying to York University for Science programs had decreased this year compared to last year. He noted that some of this was a result of the split between Engineering and Science. Consequently, the Office of Student Academic Services was taking extra steps to improve the conversion of those students who will actually be admitted to the Science programs. Departments were encouraged to participate and assist with these efforts.

The Associate Dean referred to the announcements of workshops initiated by the Committee on Teaching and Learning. Council noted that these workshops were focusing primarily on learning outcomes at the course level and how one aligns the assessment to the learning outcome within the course. Furthermore, there would be a Speaker Series funded by YUFA which will be graced by expert speakers in innovation, teaching and science.

8. Reports from Science Representatives on Senate Committees

Professor George Tourlakis informed Council that the ASCP is undertaking an exercise aimed at reviewing the current practices of the various bridging programs in order to come up with Senate approved processes for future bridging programs.

In addition, the ASCP had conditionally approved some of the programs subject to Council’s approval.

9. Reports of Standing Committees of Council

Executive and Planning

The meeting noted the updated Report of Vacancies on Senate and FSE Committees.

The Chair informed Council that the Executive and Planning Committee had approved alternate ways for delivering Agenda and Minutes to Faculty. Council noted that going forward all documents will be posted on the Faculty website before each meeting.
Science Curriculum Committee

The Faculty Council noted and approved the items on the consent agenda.

10. Other Business

There was no other business.

11. Adjournment

It was moved, seconded and carried that the Council meeting be adjourned.

A. Mills, Chair of Council

S. Siyatshana, Assistant Secretary of Council
Memorandum

To: Alex Mills, Chair
    Faculty of Science Faculty Council

From: Rhonda Lenton, Vice-President Academic & Provost
      Chair, Search Committee for Dean of Science

Date: April 1, 2013

Subject: Update on the Search for Dean of the Faculty of Science

I am writing to provide colleagues in the Faculty of Science with an update on the search for your new Dean. I had very much hoped to attend the Faculty Council meeting on April 9, 2013 to provide this report in person and respond to any questions or concerns, but I regret that a prior commitment makes this impossible, so I hope that you will share this information with colleagues in the Faculty. I would be pleased to attend a future meeting of the Faculty Council if that would be useful.

Following consultation with President Shoukri and the Search Committee, I am writing to let you know that the Search Committee will be discontinued for this year and restarted over the summer. This plan will provide ample opportunity for the committee to begin seeking candidates very early in the Fall term.

Our objective in the search for Dean of Science – as in all searches – is to canvas widely nationally and internationally in order to identify outstanding candidates for the position of Dean and ultimately to appoint the best possible candidate to lead the Faculty forward, building on strengths and pursuing new priorities, directions and opportunities. Despite the best efforts of the committee and our search consultant over the past several months, we have not been successful in attracting for our consideration a sufficient number of candidates who have appropriate experience, qualifications and skills to lead the Faculty at this important time in its history to constitute an adequate short list for interviews. We believe that there are several reasons for this: 1) due to the departure of former Provost Monahan we made a somewhat late start on the search; 2) given that the Faculty of Science & Engineering was in the midst of discussions of the separation into two Faculties, we were not able to present the opportunity for the Faculty of Science as clearly and effectively as we might have hoped to potential candidates; and 3) a number of searches for Dean of Science at other leading universities were at more advanced stages than the York search, restricting the number of candidates who were prepared to be considered. It is my firm belief that these issues
can and will be alleviated by delaying this search for an early start in the Fall; and I remain committed to appointing an outstanding Dean of the Faculty of Science for July 2014.

I am very pleased to inform you that Professor Don Hastie has agreed to continue in the position of Interim Dean for the 2013-2014 year. I am extremely grateful to him for the contributions he is making to the Faculty and the University in this role, and I look forward to continuing to work with him and with colleagues in the Faculty over the coming year. I believe that we can make significant progress towards the consolidation of strengths and the implementation of new initiatives and directions in the Faculty to provide a strong foundation for the future and for the new Dean.

I will be convening a meeting of the Search Committee in May to discuss the way forward for the search. It is my understanding that most of the current members of the committee are able and willing to continue to serve on the committee in the coming year, but it may be that we will ask you to select new members for some positions.

If there are questions or concerns about this decision, I would be happy to receive and address them.

Cc: President Shoukri
    Members of the Search Committee

Members of the Search Committee for 2013-2014:
Rhonda Lenton, Vice-President Academic & Provost, Chair
Peter Gibson (Mathematics & Statistics)
Dasantila Golemi-Kotra (Chemistry)
Ernst Hamm (STS/Natural Science)
Roman Koniuk (Physics & Astronomy)
Paula Wilson (Biology)
Michaela Hynie (Psychology, Health)
Helen McLellan (Executive Officer - staff representative)
Anam Qudrat (Undergraduate Student)
Jessica Ferraro (Graduate Student)
Marla Chodak, Provost’s Office, Secretary
The Senate of York University

Synopsis

of the 592nd Meeting of Senate held on
Thursday, March 28 2013

Remarks

The Chair of Senate, William van Wijngaarden, wished students well on examinations and assignments as the Winter Term draws to a close.

President Mamdouh Shoukri commented on the following matters:

- a new four-year tuition fee framework announced by the Ontario government in which increases would average three percent
- the public policy and political contexts for postsecondary education, together with ongoing efforts to promote greater direct support from the province for postsecondary education
- the establishment of a COU consortium to develop an provincial online education recommendation
- opportunities for York arising from the province’s interest in expanding bilingual university education in southern and western Ontario
- research provisions in the federal government’s budget
- major accomplishments of faculty and students, recipients of the President’s Staff awards, and the important work done by student organizations in supporting post-secondary funding

Approvals

Senate endorsed a Statement of Principles for External Partnerships prepared by a Senate Executive working group

Senate also elected Tom Scott as the Librarian member of Academic Standards, Curriculum and Pedagogy, and approved ASCP recommendations to

- change the degree requirements for MA & PhD Theatre Programs, Graduate Studies
- changes the nomenclature for Engineering degree types and program names effective Summer 2014, Lassonde School of Engineering
- revise to the list of approved courses for the Certificate in Law and Social Thought, Glendon
- changes requirements for the Certificate in the Discipline of Teaching English as an International Language (D-TEIL) and Update Course Listing, Glendon
- establish a new Concentration in Private Wealth Management within the MBA Program, Schulich School of Business / Faculty of Graduate Studies
- extend of the pilot phase of the Transition-Year Program

Referrals

A proposal to adjust the membership of Senate to allow for the creation of the Lassonde School of Engineering was referred back to Senate Executive for further study.
Reports

The Academic Colleague to the Council of Ontario Universities, Professor Paul Axelrod, briefed Senate on key issues under consideration at the provincial level.

Committee Information Items

Senate Executive confirmed that it had issued its annual call for nominations and expressions of interest in committee membership and other positions elected by Senate.

Academic Policy, Planning and Research provided a response to inquiries about the October 2012 report on the budget context for academic planning and also advised Senate on

- its participation in consultations about strategic enrolment management
- advice it gave to the Provost on how to position York in discussions about online instruction
- major items on the agenda for May and June
- the election of Professor Axelrod as the Committee’s chair for 2013-2014

Academic Standards, Curriculum and Pedagogy informed Senate that it had approved minor changes in degree requirements for the following graduate programs:

- MFA program in Visual Arts
- MA program in Gender, Feminist and Women’s Studies
- PhD program in Gender, Feminist and Women’s Studies

The Awards Committee provided Senate with an annual report on awards disbursals and scholarship renewals (about which the Committee and Provost agreed to provide further analysis at a future meeting).

For information on these items please refer to the full Senate agenda posted online at

http://www.yorku.ca/secretariat/senate/agenda/2012-2013/20130328.pdf

University Secretariat www.yorku.ca/secretariat extension 55310.

Senate’s 593rd meeting will be held at 3:00 p.m. on Thursday, April 25, 2013.
The Faculty of Science and Engineering Curriculum Committee has reviewed proposals for changes to course information and degree requirements and recommends to the Executive and Planning Committee that the following changes be submitted to Council for approval.

Details regarding these proposals (and regarding other minor changes to Calendar/Repository course descriptions and prerequisites which were approved by the Committee but are not reported here) are included in the working papers of March 26, 2013 meeting of the Curriculum Committee, which are on file for your inspection in the Office of the Dean, with all members of the Curriculum Committee or by contacting the Secretary of the Committee at jpearson@yorku.ca

Changes

7.2.1 BIOL 3060 4.00 – Animal Physiology I – in pre/co-requisite(s)
7.2.2 BIOL 3070 4.00 – Animal Physiology II – in pre/co-requisite(s)
7.2.3 BIOL 3120 3.00 Immunobiology – in pre/co-requisite(s)
7.2.4 BIOL 3155 3.00 Virology – in pre/co-requisite(s)
7.2.5 BIOL 3200 3.00 Processes of Evolution – in pre/co-requisite(s)
7.2.6 BIOL 4061 3.00 Cell and Molecular Biology of Development – in pre/co-requisite(s)
7.2.7 BIOL 4150 3.00 Cellular Regulation – in pre/co-requisite(s)
7.2.8 BIOL 4151 3.00 Membrane Transport – in pre/co-requisite(s)
7.2.9 BIOL 4220 4.00 Histology – in pre/co-requisite(s)
7.2.10 BIOL 4245 3.00 Conservation Biology – in pre/co-requisite(s)
7.2.11 BIOL 4270 3.00 Reproduction – in pre/co-requisite(s)
7.2.12 BIOL 4320 3.00 Vertebrate Endocrinology – in pre/co-requisite(s)
7.2.13 BIOL 4370 3.00 Neurobiology – in pre/co-requisite(s)
7.2.14 BIOL 4410 4.00 Advanced Drosophila Genetics – in pre/co-requisite(s)
7.2.15 BIOL 4550 4.00 Animal Development – in pre/co-requisite(s)
Commentary on the Proposed Changes to Rules of Council

Preamble: Because of the formation of the new Faculty of Science (i.e. without Engineering), the Rules of Council had to be changed to removed references to Engineering and its component departments. This was also an opportunity to update the committee structure and to solve some problems related to committee operation. With the exception of minor changes, most of the changes are in section 34 (formerly 33) of the Rules; this is the section that details the structure and mandates of the committees. The list of committees, as amended, is in Section 25.

Summary of process: Dean Hastie composed the first draft of the amended rules. This was then reviewed with the Chair of Council producing further amendments. The committee provisions were then reviewed by the current committee chairs, with feedback provided. A new draft was then composed and reviewed by Executive and Planning at its March meeting. Comments from members of Executive and Planning were then assembled into the current draft. Accordingly, this draft is based on an initial draft, comments from Committee Chairs, and comments from members of Executive and Planning.

Summary of changes:

1. Elimination of references to engineering
2. Updating of cross-references to other bodies (e.g. Teaching Commons instead of Centre for the Support of Teaching)
3. Change of quorum from 25 to 20 members
4. Division of the Executive and Planning Committee into two committees: An Executive Committee and an Academic Policy and Planning Committee.
   a. The Academic Planning and Policy Committee will be responsible for planning and resource allocation. The Resource Committee is accordingly retired.
   b. Since the planning role is now in Academic Planning and Policy, the existing Executive and Planning committee becomes an Executive Committee of Council.
5. To recognise the desire for collegial governance, the Dean or his designates do not Chair either Executive or Academic Planning and Policy. The Chair of Faculty Council chairs the Executive Committee and the Chair of the Academic Planning and Policy committee is elected from among their membership.
6. The Committee on Admissions and Recruitment has been retired because: (a) it has been non-functioning, (b) much of its specified function is served by administration, and (c) there is overlapping function with the Academic Policy and Planning Committee.
7. The Library Committee has been retired because it has been inactive for many years.
8. The Appeals Committee is no longer a sub-committee of the Executive Committee but becomes a standing committee with regular meeting times.
9. The mandate of the Committee on Examinations and Academic Standards has been reworded to eliminate ambiguity and to make the mandate align with current practice.
10. The mandate of the **Curriculum Committee** has been re-worded to eliminate ambiguity and to make the mandate align with current practice.

11. **Tenure and Promotion Committee** appointments are for 3-years.

12. Quorum definitions for the **Petitions Committee** and the **Appeals Committee** have been changed.
Rules of Council

1. The Council shall elect, at the time of its annual elections, a Vice-Chair of Council to take office on the following July 1st. The Vice-Chair shall serve as Chair in the year following the term as Vice-Chair.

2. The following may attend and participate in all meetings of Council and shall have the right to vote:

   a) All faculty members with teaching appointments in the Faculty of Science, the Master of Norman Bethune College and faculty members in the Department of Geography who indicate their intentions to become members each academic year before the second regular meeting of the Council;
   b) Three members of the Faculty of Science support staff, elected annually by the support staff;
   c) Twelve student members registered in the Faculty of Science, elected annually by the students in the Faculty of Science.
   d) The Director of Libraries or designate; the Science Librarian;
   e) The Chair of the Senate (ex officio) and the Secretary of the Senate (ex officio);
   f) The President of the University, (ex officio) and the Vice-President Academic and Provost (ex officio).
   g) The Council may issue invitations for either the full academic year, or for a particular meeting, to individuals who are not members of the Council; such individuals shall be entitled to participate in the meeting of the Council to which they have been invited but shall not have the right to vote.

3. All members of the Faculty of York University and all students enrolled in courses offered by the Faculty of Science shall have the right to attend Council meetings and shall not have the right to vote.

4. The Secretary of the Council shall be the Director of Student and Academic Services, and the Assistant Secretary of the Council shall be appointed by the Dean of the Faculty.

5. The duties of the Secretary shall be to take charge of the records and papers of the Council; to keep the same properly arranged for convenient reference; to be responsible for keeping minutes of the proceedings of all Council meetings and shall prepare and countersign all official Council documents.

6. Monthly meetings shall be held from the September inaugural meeting to May, inclusive, unless otherwise ordered by special motion or by the Executive Committee.

7. Following the last meeting of Council (usually May unless otherwise decided by Council), and until the first regular meeting of Council in the Fall, the Executive Committee of Council
shall possess and may exercise any or all of the powers, authorities and discretions vested in
or exercisable by the Council with the understanding that the Executive Committee shall
report to Council upon any actions taken under this authority at its first regular meeting.

8. A special meeting may, and on requisition of not fewer than thirteen members shall, at any
time, be called by the Chair, with not less than twenty-four hours' notice, for the transaction
of such business only as may be specified in the notification of such meetings.

9. At all regular or special meetings, twenty voting members of the Council shall form a
quorum.

10. The Chair of each meeting shall conduct the proceedings in conformity with the rules and
procedures enacted by the Council and in all cases not so provided for, the practice of the
House of Commons shall govern.

11. Monthly meetings of the Council shall be called and not normally proceed for longer than 90
minutes unless two-thirds of the members present and voting agree to continue with the
business of the meeting.

12. Any member desiring to speak during a meeting shall address the Chair.

13. Originally, no member shall speak more than once (and then not longer than ten minutes
unless permitted by the Council) to the same question, except the mover, who shall have
the right of replying after all members choosing to speak have spoken. A member may, at
any time, with the permission of the Chair, explain a material part of their speech which may
have been misunderstood.

14. The Chair may take part in a debate on any subject, but before doing so shall leave the
Chair's position and appoint the Vice-Chair or some other member to occupy it until the
Chair has spoken.

15. No member shall speak to a question after it has been put by the Chair.

16. All questions which come before the Council shall be decided by a majority of the members
present but, in the case of an equality of votes, the motion shall be deemed to be negative.

17. On any question, all members of Council shall have only one vote.

18. The Chair shall declare the results of every vote and, on any question except the motion to
adjourn the Council or a debate, any member may require the yeas and nays to be
recorded.

19. All motions, except those for adjournment of the Council or a debate, shall be put in writing
and recorded, before being debated or put from the chair. No motion introducing new
matters other than matters of privilege or petition shall be taken into consideration at any
regular meeting of the Council, except upon a two-thirds vote of the regular members present, unless notice in writing has previously been given to the Secretary for circulation with the notice of meeting.

20. When a motion has been made and recorded, it shall be disposed of unless the mover, with the consent of the Council, withdraws it or allows it to stand over.

21. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes:

a) to adjourn the Council  
b) to adjourn the debate  
c) to put the question  
d) to refer the matter to an appropriate committee  
e) to amend

22. The motion to adjourn the Council or a debate shall always be in order, but no member may speak to such a motion for more than five minutes.

23. A motion to refer a question to an appropriate committee shall, unless it is defeated, preclude all amendments to the main question.

24. The following order of business shall be observed by the Chair in bringing matters before the Council at all regular meetings, and no variation from this order shall be allowed, except by a two-thirds vote of the members present, which shall be taken without debate:

a) Reading and disposing of the minutes of the last meeting and of all intervening special meetings;  
b) Business arising out of the minutes;  
c) Inquiries;  
d) Reading and disposing of communications, to be disposed of as read;  
e) Consent Agenda items;  
f) Reading and disposing of reports of standing committees and special committees, to be disposed of as received;  
g) New business. The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the consent agenda item being reached, at least one Councillor advises the Chair of a request to debate it.

25. The following shall be the Standing Committees whose duties shall be defined by the Council from time to time. Ex officio members shall be non-voting. Chairs or their designates are departmental representatives on some Council committees such as the Science Curriculum Committee. In such cases, Chairs or their designates are not considered ex officio. Standing committees will report on at least a yearly basis to Council.

a) Executive Committee
b) Academic Policy and Planning Committee  
c) Curriculum Committee  
d) Committee on Examinations and Academic Standards  
e) Petitions Committee  
f) Appeals Committee  
g) Committee on Tenure and Promotions  
h) Committee on Research and Awards  
i) Committee on Teaching and Learning

26. Student members of the Standing Committees shall be elected annually by the Science Student Caucus from among the student members of the Faculty Council.

27. The Chair of Faculty Council shall be Chair of the Executive Committee. Other Standing Committees shall elect their own Chair. The President, the Chair of Council and the Dean shall be members ex officio of all Standing Committees.

28. The quorum of any committee shall consist of the majority of its members except where otherwise defined in Rule 33.

29. Any member of the Council shall have the right to be present at, but shall not take part in, any meeting of any Standing Committee with the following exceptions:

   a) Meetings of Council or its committees which the Executive shall designate as dealing with confidential information on student grades or marks shall not be open to students.
   b) Meetings of the Tenure and Promotions Committee in which individual cases are discussed shall be held in camera and shall be completely confidential.
   c) Meetings of the Petitions Committee and of the Appeals Committee shall be held in camera.
   d) Any Committee of Council may, when discussing confidential matters, declare a meeting, or part thereof, to be held in camera by a vote of two thirds of the voting members present.

30. Vacancies occurring in a Standing Committee may be filled at any regular meeting of the Council.

31. No proposal to amend any of the foregoing rules and procedures shall be considered except at a regular meeting, and unless notice of the proposed change has been given.

32. None of the foregoing rules shall be suspended at any meeting of the Council except by a two-thirds vote of the members present.

33. Faculty members of Standing Committees shall serve for terms of three years and in each year one-third of the membership of each Standing Committee shall retire and be replaced by election from slates of names presented by the Executive Committee, possibly
augmented by names from the floor. Student members of the Standing Committees shall serve for terms of one year but may be re-elected in subsequent years.

34. a) The Executive Committee shall be chaired by the Chair of Council and include the Vice-Chair of Council, the Secretary of Council, and one member elected from each of the Departments of Biology, Chemistry, Mathematics & Statistics, and Physics & Astronomy, one member from the Division of Natural Science, the Dean of the Faculty of Science (ex officio), one student member of Council, and one of the staff members elected to Council.

The Executive Committee shall normally approve agendas prior to Council meetings and the processes by which matters of importance to the development of the Faculty will arrive on that agenda.

The Committee will seek candidates to serve on Council and its sub committees when vacancies occur. Additional nominations may be made from the floor at Council. The results of the nominations shall be effective the following July 1st, except for the Committee on Examinations and Academic Standards and the Petitions Committee, which shall have their membership changed effective October 1st.

b) The Academic Policy and Planning Committee shall include the Dean or designate (ex officio), the Master of Norman Bethune College and one member elected from each of the Departments of Biology, Chemistry, Mathematics & Statistics, and Physics & Astronomy, one member from the Division of Natural Science, one student member of Council, and one of the staff members elected to Council.

The Academic Policy and Planning Committee examines, formulates, and reviews long-term and short-term academic planning as well as comprehensive policies for the Faculty, including degree and non-degree credit studies.

In discharging its functions the Committee shall:

(i) In tandem with the Dean and in close consultation with Departments and Divisions oversee the development of the Faculty Academic Plan, the coordination/implementation of the plan, and report to the Council on activities;
(ii) Make recommendations to the Council on the feasibility of new Schools/Departments, Programs, Research Centers;
(iii) Make recommendations to the Council on reviews of existing Schools/Departments, Programs, Research Centers;
(iv) Direct advice on the employment of resources within the Faculty to the Dean;
(v) Advise the Dean on matters related to hiring priorities in relation to the Faculty Academic Plan;
(vi) Access all relevant information through the Office of the Dean and report to the Council regularly on all advice given to the Dean.
c) The Curriculum Committee shall include the Dean and an Associate Dean (ex officio), the Chair or nominee from each teaching Division or Department, three members elected by Council and two student members of Council.

In discharging its functions, the Committee shall:

(i) Review annually a summary of the notice of intentions filed by units in the Faculty of Science;
(ii) Receive curricular submissions from departments and divisions for review, and recommendation to Council for approval or other appropriate action, concerning new course proposals, changes to existing courses, changes to program requirements and new programs;
(iii) Forward proposals to Senate as appropriate;
(iv) Encourage the development of innovative inter-disciplinary programs;
(v) Collaborate with the Committee on Examinations and Academic Standards and the Committee on Teaching and Learning on issues of joint concern.

d) The Committee on Examinations and Academic Standards shall consist of an Associate Dean (ex officio), five members elected by Council from each of the Departments of Biology, Chemistry, Mathematics & Statistics, Physics & Astronomy, and the Division of Natural Science, and one student member of Council.

In addition to the above membership of the committee, Council shall elect an alternate member from each of the Departments specified above. The alternate member shall be the person polling the next highest number of votes to those elected to the committee from each Department. The alternate for the student member will be selected by the Science Student Caucus from one of its Members at Large. An alternate can only vote in the event that first elected members are not in attendance.

The said Committee shall:

(i) Review, and recommend to Council, criteria for anomalous course grade profiles;
(ii) Review a summary of course grade profiles as approved by units following each teaching term, paying particular attention to first year courses;
(iii) Monitor and adjudicate anomalous course grade profiles;
(iv) Recommend to Council policy on awards including scholarships, prestigious awards, and the Dean’s Honour Roll;
(v) Constitute panels to hear and rule upon cases of alleged breach of the Senate Policy on Academic Honesty; and
(vi) Report at least annually in the fall to Council on its activities.
e) The Petitions Committee shall consist of an Associate Dean (ex officio), six members of Council, and two student members of Council. A quorum shall consist of either (a) three faculty members and one student member or (b) four faculty members.

f) The Appeals Committee for the purpose of hearing student appeals shall consist of four elected faculty members from Science units, an Associate Dean (ex officio) and two student members of Council. A quorum shall consist of either (a) two faculty members and one student member or (b) three faculty members.

g) The Committee on Tenure and Promotions shall consist of one currently tenured member from each of the Departments of Biology, Chemistry, Mathematics & Statistics, and Physics & Astronomy and the Division of Natural Science elected by Council, and one student member of Council. No member of the Committee shall be a member of another Tenure and Promotions Committee at any time during their tenure on this committee.

In addition to the above membership of the committee, Council shall elect an alternate member from each of the Units mandated above. The alternate member shall be the person polling the next highest number of votes to those elected to the committee from each Department. The alternate for the student member shall be selected by the Science Student Caucus from one of its Members-at-Large on an annual basis. An alternate can only vote in the event that existing members are not in attendance.

h) The Committee on Research and Awards shall consist of one member elected by Council from each of Biology, Chemistry, Mathematics and Statistics, Natural Science, and Physics and Astronomy, one student member of Council and an Associate Dean (ex officio) who will serve as the Chair.

It is the mandate of the Committee to make recommendations and provide advice to Council on policy matters related to research. In addition, the Committee’s functions and responsibilities include:

(i) To adjudicate the following faculty competitions/programs:
   - Junior Faculty Fund
   - Minor Research Grant
   - Specific Research Grants (leave and non-leave)
(ii) To adjudicate NSERC’s Undergraduate Student Research Awards.
(iii) To provide advice to the Dean and individual departments on faculty research-related awards, particularly prestigious awards.
(iv) To inform all units of their responsibilities to comply with the Senate’s ethics-related policies

i) The Committee on Teaching and Learning shall consist of five faculty members, one undergraduate student and one librarian chosen in accordance with these
rules. Additional members shall be the Associate Dean - Student Affairs, a Faculty graduate student, a Faculty staff member and other members as invited by the committee in June to serve one year terms for the following year. Graduate students and staff nominees will indicate their interest in serving on the committee in writing to the committee, who will then approve by majority vote.

It is the mandate of the Committee on Teaching and Learning to enhance the quality of the student learning experience by providing leadership in promoting and recognizing educational excellence in science and fostering a rich and vibrant teaching and learning community.

The functions of the Teaching and Learning Committee shall be:

(i) To support the implementation of the University Academic Plan and Faculty Five-Year Plan with respect to learning and teaching with the Faculty
(ii) To review and develop education-related policies and procedures within the Faculty to strengthen the teaching and learning environment (excluding those that fall within the purview of existing committees such as CEAS)
(iii) To promote and support research in science education
(iv) To promote and support best practice and innovative approaches to teaching in science
(v) To work with the Teaching Commons to provide professional development opportunities and resources to support faculty and graduate students in their educational roles (e.g. TDGAs)
(vi) To encourage and undertake inquiry into student learning needs and to initiate programs to address those needs (for example remediation, second start programs, etc.)
(vii) To oversee the development and select recipients of Educational Awards
(viii) To promote the recognition of teaching excellence within the Faculty by facilitating nominations for external teaching awards.