

University of Waterloo
SENATE
Notice of Meeting

Date: Monday, April 16, 2007

Time: 4:30 p.m.

Place: Needles Hall, Room 3001

	OPEN SESSION	Page	Action
4:30	<u>Consent Agenda</u> <i>Motion:</i> That Senate approve or receive for information by consent items 1-3 [below].		
	1. Approval of the March 26, 2007 Minutes [enclosed]		Decision
	2. Report of the Chair a. Recognition and Commendation	2, A1	Information
	3. Reports from the Faculties and St. Jerome's University	2, A2-A14	Information
	<u>Regular Agenda</u>		
4:35	4. Elections to Senate Committees and Councils and to the Board of Governors [updated membership matrix will be distributed along with the ballots]	2, A15	Decision
4:45	5. Presentations a. Federation of Students	2	Information
5:00	b. Graduate Student Association	2	Information
5:15	c. Health Science Research Initiatives/Office of Research	2	Information
	6. Business Arising from the Minutes a. Graduate Student Growth	2	Information
5:30			
5:40	7. Report of the Chair a. Honorary Degrees at Spring Convocation b. Environmental Scan	2 2	Information Information
5:55	8. Report of the Vice-President, Academic & Provost	2	Information
6:05	9. Report of the Vice-President, University Research	2	Information
	10. Reports from Councils		
6:15	a. Graduate & Research and Undergraduate	2, A16-A18	Decision
6:20	b. Graduate & Research	2, A19-A31	Decision/Information
6:25	c. Undergraduate	2, A32-A33	Decision/Information
6:30	11. Other Business		
	CONFIDENTIAL SESSION		
6:35	12. Approval of the March 26, 2007 Minutes [enclosed]		Decision
	13. Other Business		
6:40	a. Naming Proposal	3, CS1-CS2	Information/Discussion

The Executive Committee met on April 2, 2007 and wishes to report as follows:

OPEN SESSION

Consent Agenda

2. REPORT OF THE CHAIR

Recognition and Commendation. The Committee agreed to forward this report to Senate for information.

3. REPORTS FROM THE FACULTIES AND ST. JEROME'S UNIVERSITY

The Committee agreed to forward these reports to Senate for information.

Regular Agenda

4. ELECTIONS TO SENATE COMMITTEES AND COUNCILS AND TO THE BOARD OF GOVERNORS

The Committee understood that the process would be the same as in past years.

5. PRESENTATIONS

Federation of Students. The President of the Federation of Students will present this item.

Graduate Student Association. The President of the Graduate Student Association will present this item.

Health Science Research Initiatives/Office of Research. The Executive Director, University Health Research will lead this presentation.

6. BUSINESS ARISING FROM THE MINUTES

Graduate Student Growth. The Dean of Graduate Studies will address this item monthly.

7. REPORT OF THE CHAIR

The Chair will provide a brief "Environmental Scan." Names of the recipients of honorary degrees and other honours, to be conferred at Spring Convocation, will be announced.

8. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST

The Vice-President will report as appropriate.

9. REPORT OF THE VICE-PRESIDENT, UNIVERSITY RESEARCH

The Vice-President will report as appropriate, including research funding announcements.

10. REPORTS FROM COUNCILS

Graduate & Research and Undergraduate. The Committee agreed to recommend this report to Senate for approval.

Graduate & Research. The Committee agreed to forward this report to Senate for approval and information as indicated.

Undergraduate. The Committee agreed to forward this report to Senate for approval and information as indicated.

University of Waterloo
SENATE
April 16, 2007

Report of the Chair

For Information

RECOGNITION AND COMMENDATION

Spanish & Latin American Studies Professor **Mariela Gutiérrez** was not only presented last October with the UW Award of Excellence in Research, but learned in November that she has been inducted into the Royal North American Academy of the Spanish Language – the highest honour a researcher in the field can achieve. The principal objective of the Academy is to uphold and protect the language, culture, and literature in North America, which counts over 40 million Spanish speakers in its population. The Academy now has 86 members and is affiliated with the Royal Academy of Spain.

Professor **Tony Fama**, also of the Department of Spanish & Latin American Studies, was presented in September with the year's Premio Jalaran, an award given annually to honour Sicilians who have distinguished themselves in the fields of art, literature, journalism, theatre, and music. The award ceremony took place at the Museo Jalaran in Barcellona, Sicily.

Pure Mathematics Professor **Brian Forrest** has won the Canadian Mathematical Society's Excellence in Teaching Award for post-secondary undergraduate teaching in mathematics. The award "focuses on the recipient's proven excellence as a teacher at the undergraduate level as exemplified by unusual effectiveness in the classroom and/or commitment and dedication to teaching and to students."

Because of "her outstanding academic record, teaching, scholarship, and community outreach," **Sarah Viehbeck** (Health Studies & Gerontology) has been selected to receive a Senior Women Academic Administrators of Canada Graduate Student Award of Merit. At least three awards are presented annually to women graduate students who have demonstrated outstanding leadership in the university or general community while maintaining an exemplary academic record.

UW's student team earned a bronze medal in the world championships of the Association for Computing Machinery programming contest held in Tokyo. It came ninth among the 88 teams in the finals, and by implication ninth out of 6,099 teams from 1,756 universities that entered regional competitions seeking to qualify. Members of the team, coached by Computer Science Professor **Gordon Cormack**, are **Simon Parent** and **Malcolm Sharpe** (both CS students) and **Tor Myklebust** (Combinatorics & Optimization). They qualified for the finals through the East Central North America regional competition last fall, where they placed third behind Toronto and Carnegie Mellon – neither of whom earned medals in Tokyo. The UW team joined MIT and Caltech as the only North American university teams finishing in the top 12 in the 88-team competition.

A UW Mathematics student was the top Canadian in North America's William Lowell Putnam Mathematics Competition, while a UW team placed 12th overall. **Ralph Furmaniak** was the highest ranking student at a Canadian institution, finishing 11th overall in the Putnam competition. As well, UW math students **Tor Myklebust** and **Xiao Wang** received honourable mentions for their high scores. The Waterloo students competed against 3,640 students from 508 colleges and universities in the United States and Canada. Since 1985, Waterloo has been consistently in the top tier of the Putnam competition. The UW team, coached by Pure Mathematics Professor **Stephen New** and made up of **Furmaniak**, **Elyot Grant** and **David Rhee**, placed 12th overall. Four Canadian universities, McGill, Toronto, Waterloo, and British Columbia, had among them 14 students who placed among the top 200. Half of these came from Waterloo. This year, the top five teams were Princeton University, Harvard University, Massachusetts Institute of Technology, University of Toronto, and the University of Chicago. The 67th annual Putnam Mathematical Competition was held on campuses throughout North America last December. The test is administered by the Mathematical Association of America.

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF APPLIED HEALTH SCIENCES TO SENATE

Monday, April 16, 2007

For Information:

A. APPOINTMENTS

New Probationary Term

ARAI, Susan, Associate Professor, Department of Recreation and Leisure Studies, July 1, 2007 to June 30, 2010. B.A., University of Waterloo (1993); M.A., University of Waterloo (1995); Ph.D., University of Guelph (1999). Dr. Arai will make a strong contribution to the area of therapeutic recreation, community development and health. She will be able to link her research in health promotion across the Faculty departments, research centres and institutes as well as departments outside of the Faculty.

Adjunct Appointments

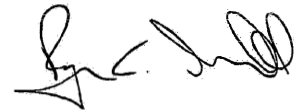
STONES, Michael, Professor, Health Studies and Gerontology, November 1, 2006 to October 31, 2007.

B. SABBATICAL

JOHNSON, Ronald, Associate Professor, Department of Recreation and Leisure Studies, July 1, 2007 to June 30, 2008, one year at full salary.

C. ADMINISTRATIVE APPOINTMENTS

HAVITZ, Mark, Associate Chair, Graduate Studies, Department of Recreation and Leisure Studies, July 1, 2007 to June 30, 2009.



Roger C. Mannell, Dean
Applied Health Sciences

UNIVERSITY OF WATERLOO

REPORT OF THE DEAN OF THE FACULTY OF ARTS TO SENATE

APRIL 16, 2007

For information:

A. *APPOINTMENTS*

Probationary Term Appointments

DEA, Shannon, B.A. University of Waterloo 2002; M.A. Queen's University 2003; PhD University of Western Ontario (forthcoming 2007). Assistant Professor, Department of Philosophy, September 1, 2007 to June 30, 2010. Ms Dea works in the History of Early Modern Philosophy, with specializations also in American Pragmatism and Philosophical Hermeneutics. Her primary research has focused on historical antecedents for C.S. Peirce's pragmatism in the Early Modern period, and particularly in the work of Baruch Spinoza. She is a careful scholar who writes in a lively and accessible way; her work has already appeared in top journals. Despite having moved quickly through her graduate programs, Ms. Dea has a record as an excellent teacher and a contributor of service to the academy. She will strengthen both the Department's core Honours teaching offerings in History of Philosophy, and the graduate program as a teacher, supervisor and researcher.

ROBERTS, Julia, B.A. History Wilfrid Laurier University 1989; M.A. History University of Waterloo 1991; Ph.D. University of Toronto 1999. Assistant Professor, History and Contemporary Studies, Wilfrid Laurier University, Brantford Campus, June 2005-June 2007 (two year limited term appointment). Part-time teaching faculty, University of Guelph, 2002. Part-time faculty, St. Paul's College, Winter 1999-Winter 2001. Assistant Professor, Department of History, July 1, 2007 to June 30, 2010. Book manuscript: *In Mixed Company: Taverns and Public Life in Upper Canada, 1790s-1850s* (under contract with University of British Columbia Press). Articles: "Women Men and Taverns in Tavernkeeper, Ely Playter's Journal," *Histoire Sociale/Social History*, 36, 72 (November 2003): 371:406; "Harry Jones and His Cronies in the Taverns of Kingston, Canada West," *Ontario History*, 95, 1 (Spring 2003): 1-21; "A Mixed Assemblage of Persons: Race and Tavern Space in Upper Canada," *Canadian Historical Review*, 83, 1 (March 2002): 1-28, republished in Cynthia R. Comacchio and Elizabeth Jane Errington, eds. *People, Places and Times: Readings in Canadian Social History*, Volume 1: Pre-Confederation (Toronto: Thomas Nelson, 2006). Professor Roberts is a specialist in Canadian Social History.

Probationary Term - Reappointment

CLUETT, Cora, BFA Nova Scotia 1988; MFA Guelph 1996, Assistant Professor, Department of Fine Arts, July 1, 2007 to June 30, 2010.

New Definite Term Appointment

BIRD, Frederick (BA Harvard 1961, BD Harvard Divinity 1964, PhD California 1973), Professor, Department of Political Science, July 1, 2007 to June 30, 2012.

Definite Term - Reappointment

MCCLINCHEY, Barry, Assistant Professor, Department of Sociology, July 1, 2007 to June 30, 2008.

Adjunct Appointments

HANNAN, Usman, Lecturer, Department of Economics, May 1, 2007 to August 31, 2007.

ROSE, Deidre, Assistant Professor, Department of Anthropology, May 1, 2007 to July 31, 2007.

VAN DE WAAL, Corey, Lecturer, Department of Economics, May 1, 2007 to August 31, 2007.

Adjunct Reappointments.

ADOMDZA, Gordon, Lecturer, Department of Economics, May 1, 2007 to August 31, 2007.

HARDY-VALLEE, Benoit, Assistant Professor, Department of Philosophy, January 1, 2007 to April 30, 2007.

HUTTER, Daniel, Lecturer, Department of Classical Studies, May 1, 2007 to August 31, 2007.

MAES, Nick, Assistant Professor, Department of Classical Studies, May 1, 2007 to August 31, 2007.

TRIMARCHI, Angela, Lecturer, Department of Economics, May 1, 2007 to August 31, 2007.

VAUGHAN, Mary Ann, Lecturer, Department of Economics, March 1, 2007 to August 31, 2007.

VOLYNSKA, Rimma, Assistant Professor, Department of Germanic and Slavic Studies, September 1, 2007 to August 31, 2008.

B. ADMINISTRATIVE APPOINTMENTS

COLLINGTON, Tara, Associate Chair, Graduate Studies, Department of French Studies, August 1, 2007 to July 31, 2008.

MIRAGLIA, Anne Marie, Associate Chair, Undergraduate Studies, Department of French Studies, August 1, 2007 to July 31, 2008.

WARRINER, Keith, Chair, Department of Sociology, July 1, 2007 to June 30, 2010.

ADMINISTRATIVE REAPPOINTMENTS

MCGUIRK, Kevin, Chair, Department of English Language and Literature, July 1, 2007 to June 30, 2008.

SILLATO, Maria Del Carmen, Chair, Department of Spanish and Latin American Studies, May 1, 2008 to April 30, 2011.

C. *RESIGNATION*

KRAFT, Deborah, Lecturer, School of Accountancy, effective January 31, 2007.

D. *SABBATICALS*

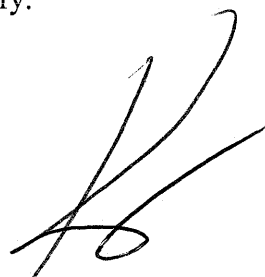
CURTIS, Lori, Associate Professor, Department of Economics, September 1, 2007 to February 29, 2008, six months at 85% salary.

NELSON, Adie, Associate Professor, Department of Sociology, September 1, 2007 to August 31, 2008, twelve months at 93.3% salary.

SCHMENK, Barbara, Assistant Professor, Department of Germanic and Slavic Studies, July 1, 2007 to December 31, 2007, six months at 100% salary.

SOCKEN, Paul, Professor, Department of French Studies, January 1, 2009 to June 30, 2009, six months at 100% salary.

WEINSTEIN, Steven, Assistant Professor, Department of Philosophy, July 1, 2007 to December 31, 2007, six months at 100% salary.



Ken S. Coates
Dean, Faculty of Arts

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF ENGINEERING TO SENATE
April 16, 2007

For information:

A. *APPOINTMENTS*

New Definite Term – full time

CAMPBELL, Scott, Lecturer, Department of Systems Design Engineering, September 1, 2007 – August 30, 2009. PhD University of Toronto 2006; MA University of Toronto 2002; BMath University of Waterloo 1999.

NESPOLI, Oscar, Lecturer, Department of Mechanical & Mechatronics Engineering, March 26, 2007 – March 31, 2010. PhD Queen's University 1991; MAsc University of Waterloo 1984; BSc Queen's University 1981.

Visiting Appointments

CROMBECQUE, Fabin, Scholar, Department of Chemical Engineering, May 21, 2007 – August 17, 2007.

FRANCELLE, Laetitia, Scholar, Department of Chemical Engineering, March 5, 2007 – August 5, 2007.

GANDHI, Arun, Scholar, Department of Systems Design Engineering, May 1, 2007 – July 31, 2007.

GARMENDIA, Ibai, Scholar, Department of Mechanical & Mechatronics Engineering, March 1, 2007 – August 31, 2007.

GIGOYAN, Suren, Scientist, Department of Electrical & Computer Engineering, April 1, 2007 – June 30, 2007.

HASSEN, Rania, Scholar, Department of Electrical & Computer Engineering, February 1, 2007 – April 30, 2007.

JAMSAK, Wasana, Scholar, Department of Chemical Engineering, April 27, 2007 – September 26, 2007.

LIU, Yongcun, Scholar, Department of Mechanical & Mechatronics Engineering, April 15, 2007 – October 14, 2007.

OKEKE, Barnabas, Scholar, Department of Electrical & Computer Engineering, February 1, 2007 – July 31, 2007.

SKOLPAP, Wanwisa, Scholar, Department of Chemical Engineering, March 12, 2007 – July 12, 2007.

TEMUR, Hakan, Scholar, Department of Chemical Engineering, August 1, 2007 – July 31, 2008.

VALIPOUR, Mehrdad, Scholar, Department of Electrical & Computer Engineering, June 15, 2007 – December 14, 2008.

Visiting Reappointments

HANG, Chunjin, Scholar, Department of Mechanical & Mechatronics Engineering, May 1, 2007 - April 30, 2008

MOHAJER-IRAVANI, Baharak, Scholar, Department of Electrical & Computer Engineering, March 15, 2007 – May 14, 2007.

Adjunct Appointments

SHELLEY, Cameron, Lecturer, Department of Systems Design Engineering, May 1, 2007 – December 31, 2007.

TURBINI, Laura, Professor, Department of Mechanical & Mechatronics Engineering, May 1, 2007 – April 30, 2010.

Adjunct Reappointments

FASSNACHT, Steven, Assistant Professor, Department of Civil & Environmental Engineering, January 1, 2007 – December 31, 2007.

SCHUSTER, Reinhold, Professor (Professor Emeritus), Department of Civil & Environmental Engineering, January 1, 2007 – December 31, 2008.

Cross Appointments

LAKSHMINARAYANA, Vasudevan, Professor, School of Optometry to Department of Electrical & Computer Engineering, March 1, 2007 – February 28, 2010.

Cross Re-appointments

LEGGE, Ray, Professor, Department of Chemical Engineering to Department of Civil & Environmental Engineering, September 1, 2006 – August 31, 2008.

PARKER, Wayne, Associate Professor, Department of Civil & Environmental Engineering to Department of Chemical Engineering, September 1, 2006 – August 31, 2008.

Graduate Students appointed as Part-time Lecturers

KHOURY, Richard, Department of Electrical & Computer Engineering, May 1, 2007 – August 31, 2007.

B. ADMINISTRATIVE APPOINTMENTS

DOUGLAS, Peter, Associate Dean, Graduate Studies & International Agreements
May 1, 2007 – April 30, 2010.

EVANS, Stephen, Co-Chair of the Geological Engineering Board, January 1, 2007 –
December 31, 2008.

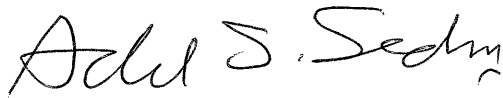
UNGER, Andre, Co-Chair of the Geological Engineering Board, January 1, 2007 –
December 31, 2008.

C. ADMINISTRATIVE REAPPOINTMENTS

JEWKES, Beth, Chair, Department of Management Sciences, July 1, 2007 – June 30,
2010.

D. SABBITICAL

BALL, Norman, Associate Professor, Department of Systems Design Engineering,
May 1, 2007 – October 31, 2007.



Adel S. Sedra
Dean, Faculty of Engineering

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF ENVIRONMENTAL STUDIES TO SENATE
April 16, 2007

For Information:

A. APPOINTMENTS

Probationary Term

CASELLO, Jeffrey, Assistant Professor, reappointed to the School of Planning, July 1, 2007 to June 30, 2010, BSc (Civil Engineering Systems) University of Pennsylvania, 1992; MSc (Transportation Engineering) Rensselaer Polytechnic Institute, 1997; MSc (Transportation Systems Engineering) University of Pennsylvania, 2000; PhD (Systems Engineering/Urban Transportation Systems Group) University of Pennsylvania, 2003.

LYNES, Jennifer, Assistant Professor, reappointed to the Department of Environment and Resource Studies, July 1, 2007 to June 30, 2010, BComm (Honours, Marketing) University of Guelph, 1995; MES (Environment and Resource Studies) University of Waterloo, 1999; PhD (Environmental Planning) Griffith University, 2004.

Adjunct Reappointment

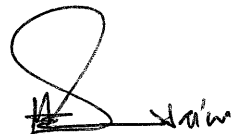
BRECHER, Ronald, Assistant Professor, School of Planning, July 1, 2005 to April 30, 2008.

HECHT, Alfred, Professor, Department of Geography, January 1, 2007 to April 30, 2007.

THEBERGE, John (Professor Emeritus), School of Planning, January 1, 2006 to December 31, 2008.

Staff Reappointment to Faculty

LAMB, Larry, Lecturer, Department of Environment and Resource Studies, May 1, 2007 to August 31, 2007.



Deep Saini
Dean

/aew

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF MATHEMATICS TO SENATE
April 16, 2007

For information:

A. *APPOINTMENTS*

Visiting Appointments

TANG, Nan (Chinese University of Hong Kong), David R. Cheriton School of Computer Science, March 1, 2007 – August 31, 2007.

ZHANG, Jing (Tsinghua University), Scholar, David R. Cheriton School of Computer Science, March 1, 2007 – February 28, 2008.

Cross Appointments

COLEMAN, Thomas (Professor, Dept. of Combinatorics and Optimization), in the David R. Cheriton School of Computer Science, March 1, 2007 – February 28, 2010.

Adjunct Reappointments

KRIBS, David (University of Guelph), Assistant Professor, Dept. of Applied Mathematics, April 1, 2007 – March 31, 2010.

B. *RESIGNATIONS*

VERSTRAETE, Jacques, Assistant Professor, Dept. of Combinatorics and Optimization, effective April 30, 2007.

C. *SABBATICALS*

ALREADY APPROVED BY THE BOARD OF GOVERNORS

CHAN, Edward, Associate Professor, David R. Cheriton School of Computer Science, July 1, 2007 – June 30, 2008, with 85% salary.

GEELLEN, James, Professor, Dept. of Combinatorics and Optimization, September 1, 2007 – August 31, 2008, with 85% salary.

MacKAY, Jock, Associate Professor, Dept. of Statistics and Actuarial Science, November 1, 2007 – April 30, 2008, with 100% salary.

MANN, Richard, Associate Professor, David R. Cheriton School of Computer Science, September 1, 2007 – August 31, 2008, with 85% salary.

McLEISH, Don, Professor, Dept. of Statistics and Actuarial Science, September 1, 2007 – August 31, 2008, with 85% salary.

NISHIMURA, Naomi, Associate Professor, David R. Cheriton School of Computer Science, July 1, 2007 – December 31, 2007, with 85% salary.

POUPART, Pascal, Assistant Professor, David R. Cheriton School of Computer Science, January 1, 2008 – June 30, 2008, with 100% salary.

RAGDE, Prabhakar, Professor, David R. Cheriton School of Computer Science, July 1, 2007 – December 31, 2007, with 85% salary.



Thomas F. Coleman
Dean

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF SCIENCE TO SENATE
April 16, 2007

For information:

A. APPOINTMENTS

Definite Term – Reappointment – Full-time

DAYEH, Vivian R., Lecturer, Department of Biology, July 1, 2007 to June 30, 2010.

Adjunct Appointments

BURGESS, Cliff, Professor, Department of Physics & Astronomy, February 1, 2007 to January 31, 2010.

CACHAZO, Freddy, Professor, Department of Physics & Astronomy, July 1, 2006 to June 30, 2009.

FERNANDEZ, Sheldon, Lecturer, School of Optometry, January 1, 2007 to December 31, 2007.

FREIDEL, Laurent, Professor, Department of Physics & Astronomy, February 1, 2007 to January 31, 2010.

JELOKHANI-NIARAKI, Masoud, Associate Professor, Department of Biology, March 1, 2007 to February 28, 2010.

Cross Reappointment

WARNER, Barry G., Professor, Department of Geography cross appointed to Department of Biology, May 1, 2007 to April 30, 2010.

B. SABBATICAL LEAVES

MA, Kesen, Associate Professor, Department of Earth Sciences, September 1, 2007 to August 31, 2008, 98.9% salary arrangements.

SIMPSON, Trefford, Professor, School of Optometry, May 1, 2007 to April 30, 2008, full salary arrangements.

C. OTHER INFORMATION

Name Change

At its March 13, 2007 meeting, the Science Faculty Council approved (2 abstentions) the following motion.

Motion:

That the name of the Department of Earth Sciences be changed to Department of Earth and Environmental Sciences.

Rationale:

The Department of Earth Sciences has strong programs at both the undergraduate and graduate levels in hydrogeology, groundwater-surface water interactions and environmental geochemistry and in 2007 will be offering an undergraduate option in atmospheric sciences. The name change will more accurately reflect the current scope of research and teaching activities within the department. In recent years many Earth Sciences/Geology departments across Canada have adopted similar name changes. This change will allow the University of Waterloo to compete more effectively with other institutions for both undergraduate and graduate students with an interest in the environmental aspects of the earth sciences.

Yours sincerely for George Dixon

D.G. Dixon
Dean

DGD/lw



UNIVERSITY OF WATERLOO

REPORT OF ST. JEROME'S UNIVERSITY TO SENATE

APRIL 16, 2007

For Information:

A. Appointment of the Interim President of St. Jerome's University

Myrosław Tataryn, Vice-President and Academic Dean of St. Jerome's University, Professor of Religious Studies, effective January 22, 2007

B. Appointment of the Interim Vice-President and Academic Dean of St. Jerome's University

C. Edward McGee, Associate Dean, Professor of English, effective January 22, 2007

C. Appointment of the Chancellor of St. Jerome's University

Peter Naus, February 1, 2007 to June 30, 2011

Peter Naus taught Psychology at St. Jerome's University from 1973 until his retirement in 1996. His research focused on sexuality and aging. During his years at St. Jerome's, Peter served as Vice-President and Academic Dean and Chair of the St. Jerome's Department of Psychology. Peter has served on numerous boards including: Chair of the Board of Directors of Community Justice Initiatives of Waterloo Region; Board of Directors of Freeport Hospital in Kitchener; Board of Directors and Chair of the Health Services Committee of Grand River Hospital in Kitchener; Board of Directors of the Interfaith Pastoral Counseling Centre of Kitchener; and Board of Directors of the Independent Living Centre of Waterloo Region.

D. Appointments

Second Probationary Contracts

Tristanne Connolly, Assistant Professor of English, effective July 1, 2007

P. Whitney Lackenbauer, Assistant Professor of History, effective July 1, 2007

MIT:rt

Myrosław Tataryn
Interim President and Vice Chancellor

Memorandum

To: Senate

From: Lois Claxton, Secretary of the University

Date: March 23, 2007

Subject: ***Elections to Senate Committees and Councils and to the Board of Governors***

Elections to the Executive and Honorary Degrees Committees, Graduate & Research and Undergraduate Councils, Committee on Student Appeals, and the Board of Governors will take place at the beginning of the meeting. Elections to the Finance and Long Range Planning Committees will take place when the results of the Executive election are known. If a Senator's name is on Finance, but has been elected to the Executive Committee, than that name is deleted from the Finance ballot. Similarly, if a Senator's name is on Long Range Planning, but has been elected to either the Executive or Finance Committee, than that name is deleted from the Long Range Planning ballot. Further nominations to Senate Committees and Councils and to the Board of Governors will be accepted from the floor.

University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
SENATE UNDERGRADUATE COUNCIL

Joint Report to Senate
April 16, 2007

FOR APPROVAL

Senate Graduate & Research Council and Senate Undergraduate Council met on March 5 and February 13, respectively, and agreed to forward the *Guiding Principles for Accelerated Master's Programs* (attached) to Senate for approval [*further details may be obtained from the Secretary, ext. 35924 or 33183*].

The principles have been developed in response to a variety of needs which are noted at the beginning of the document.

/tlc

Ranjana Bird and Alan George
Co-Chairs
Senate Graduate & Research Council

Gail Cuthbert Brandt
Chair
Senate Undergraduate Council



Graduate Studies Office
Room 2072, Needles Hall
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Waterloo, ON Canada N2L 3G1
E-mail: gradoffice@uwaterloo.ca
Fax: 519-746-3050

Guiding Principles for Accelerated Master's Programs

The University of Waterloo endorses the concept and recognizes Accelerated Master's Programs at the undergraduate level. Such programs are offered in response to a variety of needs, such as:

- students wishing to pursue careers in research and academia and to initiate the process at the undergraduate level;
- recognition of exceptional undergraduate students and provision of an enhanced and accelerated course of study for them;
- presentation of the option of graduate studies to deserving students who otherwise might not have considered it;
- relatively seamless transition to graduate-level work; and
- facilitation of timely and possibly early completion of the Master's degree.

PART A:

General principles that underlie all UW's Accelerated Master's Programs are as follows:

1. Accelerated Master's Programs are open to undergraduate students who have demonstrated academic excellence and/or research potential. Admission criteria are to be determined by the department¹ and Faculty offering the program (*see Part B*)
2. Responsibility for Accelerated Master's Programs resides with individual Faculties and departments.
3. In recognition of discipline variances, flexibility is permitted in the construction of Accelerated Master's Programs provided they adhere to the general principles stated here.
4. Accelerated Master's Programs will not impact or change the requirements for the regular bachelor and Master's degrees.
5. For students engaged in an Accelerated Master's Program, the bachelor degree will be awarded at the normal time (normally after 4B).
6. Students are free to transfer from an Accelerated Master's Program into an appropriate regular bachelor program. **Note:** Students who decide to complete only the bachelor portion will receive the bachelor degree. Similarly, students who are unsuccessful in Master's-level work but remain otherwise qualified for the bachelor degree will receive the latter degree.
7. Requirements for Accelerated Master's Programs must be carefully constructed so that they do not jeopardize students' undergraduate academic progression.
8. Continuation in an Accelerated Master's Program is conditional on students maintaining a satisfactory level of performance in their undergraduate courses.
9. Admission to an Accelerated Master's Program will normally take place at the 3A/3B level, with the approval of the department undergraduate and graduate officers.

¹ Read: department, school, centre and institute

PART B:

Principles to be considered by the department and Faculty when developing and implementing Accelerated Master's Programs:

Accelerated Master's Program must have, as a minimum, the following:

1. Admission processes that involve both undergraduate and graduate officers.
2. Explicit academic/research qualifications (e.g., academic grades, previous research experience in an industrial and/or academic environment, co-op experiences) deemed important for success in a course- or thesis-based Master's program.
3. Admission processes that identify an advisor who will continue to serve as graduate advisor, or provide assurance that students will have an advisor in their specific area of interest in a regular Master's thesis-based program.
4. Defined criteria re: the selection of and maximum allowable courses, and a mechanism to document any other activities pertaining to an Accelerated Master's Program.
5. Identification of criteria that would constitute satisfactory performance in an Accelerated Master's Program.

March 2007

University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
Report to Senate
April 16, 2007

Senate Graduate & Research Council met on February 26 and March 26, 2007 and agreed to forward the following items to Senate for approval and information, as indicated [*further details are available from the Secretary, ext. 35924.*]

FOR APPROVAL

GRADUATE RESEARCH AND SUPERVISION AT THE UNIVERSITY OF WATERLOO

Motion: To approve the document Graduate Research and Supervision at the University of Waterloo (see Attachment #1).

Graduate education is a partnership and, as such, the relationship between the student and the supervisor is to be one of collaboration, compromise and communication. This document outlines the roles and responsibilities of departments and graduate officers, supervisors, graduate students, and advisory committees.

FOR INFORMATION

On behalf of Senate, Council approved changes to programs, courses and milestones, new courses and milestones, changes to existing courses, and course inactivations for the Faculties of Applied Health Sciences (Kinesiology), Arts (Anthropology, Political Science, Psychology, Sociology) and Mathematics (Pure Mathematics, Statistics).

Council also approved several scholarships: Master in Business, Entrepreneurship & Technology (MBET) Community Innovator Award, Donald J. & Kathleen D. McDougall Graduate Scholarship, Reinhold M. Schuster Graduate Scholarship, Toyota Motor Manufacturing Canada Automotive Research (TCAR) Fellowships in Mechanical and Mechatronics Engineering, University of Waterloo – Aeroplan Graduate Studies Travel Award.

/tlc

Ranjana Bird
Dean of Graduate Studies

Alan George
Interim, Vice-President, University Research



**Graduate Research
and
Supervision
at the
University of Waterloo**

*Graduate Studies Office
February 2007*

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Graduate Research and Supervision

Introduction

Key to the success of a graduate program is the fostering of an environment that is open and conducive to effective and responsible learning and research. Graduate education involves complex interactions among various partners engaged in knowledge acquisition, management and conversion. Such an environment is created by a joint effort of senior administrators of the University, departments¹ and Faculties offering graduate programs, staff, graduate supervisors, members of Advisory Committees and graduate students.

These guidelines have been prepared to enhance the contribution of graduate education to the intellectual development and academic success of graduate students and the University. The specific roles and responsibilities of all partners in graduate education are congruent with UW policies pertaining to responsible conduct and integrity in research and scholarship. It is important to recognize that the key partners are the students and the supervisors.

While it is important to acknowledge that graduate students are partners in the University enterprise, it is equally important to recognize their differential power status, especially as it relates to their supervisors. Some students may feel vulnerable if they complain or disagree with their supervisors. At the same time, new faculty members in their role as advisors need support and mentoring by their peers at the department level. Therefore, the onus rests with the department, the supervisors and students to promote an environment where expectations and concerns are discussed openly.

This document outlines key roles and responsibilities vital to a collaborative approach to graduate education, and should be read in conjunction with the regulations set forth in the Graduate Studies Calendar, Faculty and department manuals, and pertinent UW policies (see Section 5).

1. ROLE AND RESPONSIBILITIES OF DEPARTMENTS AND GRADUATE OFFICERS

Graduate programs are centred in the departments. For most graduate students, the first link with the University is through their home department. It is there that they find much of the information and help they need. The department, through its Graduate Officer (or Graduate Studies Committee), plays a central role in the initial matching of supervisor and student, and also ensures that a healthy supervisor/student relationship is maintained throughout the student's program. Each department and Faculty is expected to have written details on the role, composition and duties of the supervisor and the Advisory Committee. In programs without Advisory Committees (e.g. MASC in Engineering), the responsibilities will be included in those of the supervisor. Acceptance of a student into a program carries with it an obligation to provide supervision and/or advice to the student as long as the student remains in good academic standing in her/his program.

Specifically, departments and Graduate Officers shall:

Information

- 1.1 Provide adequate information to all graduate students, both newly accepted and continuing, on all aspects of the program(s): admission requirements, funding, procedures and deadlines. Initial information should convey a welcoming and inclusive message to all students.
- 1.2 Hold graduate orientation sessions to inform students of key policies related to intellectual property (UW Policy 73) and integrity in research (Tri-Council Policy Statement: *Integrity in Research and Scholarship*, available from the Office of Research).

¹ read: departments, schools, centres and institutes

- 1.3 Inform students through various means of the services available to them, particularly those that deal with harassment, discrimination (.e., Conflict Management & Human Rights) and special needs (e.g., Counselling Services, Office for Persons with Disabilities).
- 1.4 Evaluate the performance of all supervisors of doctoral students (normally reviewed by the Faculty every five years). Supervisors who do not meet the requirements of this review will assume the role of co-supervisor, with an approved supervisor, until such time as he/she is reinstated.

Policies, Procedures and Regulations

- 1.5 Ensure that all policies, procedures and regulations with respect to graduate programs are accessible and adhered to.
- 1.6 Ensure that department regulations concerning the selection of supervisors are consistent with University requirements, and communicate these regulations to potential supervisors and students.

Meetings/Consultation

- 1.7 Ensure that the Graduate Officer and/or Advisory Committee are reasonably accessible to students when called upon for discussion and consultation regarding academic and research progress.
- 1.8 Ensure that the Graduate Officer and/or Advisory Committee are available to supervisors/ advisors to consult and advise on issues that could affect a student's progress or the supervisor's/ advisor's role.

Monitoring Process

- 1.9 Ensure that every student has a supervisor or advisor.

Note: It is recognized that in some programs it is desirable to identify supervisors as early as possible, while in others, it is preferable to wait for students to be involved in the thesis component of the program. In the latter case, it is assumed that the Graduate Officer or an appointed advisor will take on the role of advising until a supervisor has been identified. In non-thesis programs, Graduate Officers may have advisory responsibilities.

- 1.10 Ensure that students' progress is assessed at least once a year, and that the department provides students with clear and timely written feedback. Some departments may require students to provide regular written progress reports to the Graduate Officer. Students beyond their time limit must be monitored each term.
- 1.11 Where a supervisor is absent for any significant period of time, ensure that students receive interim supervision from a faculty member competent in the student's particular area of study. The length of a supervisor's absence and the needs of individual students will determine the duration of interim supervision required; however, no student shall be left without supervision for more than two months.
- 1.12 Communicate and consult with the Associate Dean of Graduate Studies of the Faculty in a timely manner concerning any unresolved issues related to the administration of the program.

Safety

- 1.13** Maintain a safe working environment and inform students of department, Faculty and University safety regulations as appropriate to the discipline/field.

Financial Assistance

- 1.14** Communicate clearly and in writing to students any and all terms of financial assistance/support (e.g., amounts, length of time, conditions of the financial commitment), and be aware, and make students aware, of the Guidelines on Graduate Student Support (available through the Graduate Studies Office website).

Note: Students who assume duties outside their academic program (e.g., TAs) should do so only as long as it does not hamper their ability to succeed in the program.

Curtailment of Supervisory Duties

- 1.15** Respond promptly to requests for the replacement of supervisors or Advisory Committee members. The department has a responsibility to review each case in order to secure alternative supervision where appropriate. If the department has reason to believe that adequate supervision is not being provided, it should investigate the situation and take appropriate action which may, in extreme cases, include curtailment of supervisory status.

2. ROLE AND RESPONSIBILITIES OF SUPERVISORS

Graduate student supervision requires complex interaction between graduate students and their supervisors. The role of a supervisor is threefold: to advise, monitor and act as mentor. Supervisors not only provide guidance, instruction and encouragement in the research activities of their students, but also take part in the evaluation and examination of their students' progress and performance. Supervisors are responsible for fostering the intellectual and scholarly development of their students. They also play an important role in providing advice re: career paths.

Specifically, supervisors shall:

Knowledge of Policies, Procedures, Regulations and Guidelines

- 2.1** Be aware of department, Faculty and University policies, procedures, regulations and guidelines and ensure that they are implemented.
- 2.2** Be familiar with advisory offices and counselling services available at the University, with particular attention to policies and procedures re: harassment, discrimination and special needs. This information is available through department graduate coordinators, the Graduate Studies Office, or the University Secretariat.

Advice on Program of Study/Research Project

- 2.3** Advise students on an appropriate program of study, including, but not limited to:
- the choice of courses and seminars needed to fulfil the degree requirements and on the research topic and proposal;

- a program that is challenging; at the appropriate level for the degree being sought; can be accomplished within the designated time and with available resources; and is reflective of the previous education of the student.

2.4 Develop a communication plan with Advisory Committees as to how students' progress will be assessed (including during thesis writing and completion), and the role of Advisory Committee members in the assessment.

Meetings/Consultation

2.5 Ensure -- especially important in the case of doctoral students -- that the student has:

- i) an Advisory Committee
- ii) a program of study consistent with Faculty requirements that has been approved by the Advisory Committee
- iii) a research plan (See Appendix – Table 1 and 2 – Suggested Timelines)

2.6 Arrange for regular meetings (may involve the Advisory Committee) with their students for consultation and to discuss progress. The frequency of such meetings will depend on the discipline/field of study, type of program, and the student's progress. At least one, preferably several, meetings should be arranged in each academic term. Supervisors are expected to be reasonably accessible for meetings requested by their students. For doctoral students, meetings must be held before and after the comprehensive examination.

2.7 Thoroughly examine all written materials relevant to the thesis or research paper submitted by their students and provide constructive suggestions in a timely manner (two to four weeks depending on the complexity of the document), preferably in writing. Students and supervisors are expected to outline together an appropriate timetable.

Provision for Absence

2.8 Inform and update students on academic and holiday schedules on a regular basis.

2.9 Inform students, prospective students and the department of any anticipated extended absence.

Note: In cases when the absence is for a period of two months or more, supervisors must arrange for suitable communication methods. Interim supervision also must be arranged, for example, through the use of members of Advisory Committees. Supervisors must inform the student's department (Chair/Director/Graduate Officer) of the arrangements made for the period of absence.

Note: Timely payment to graduate students is important. If you are providing funding (e.g., RA, TA) for students from accounts under your control, ensure that signing authority has been delegated to the Chair, Director or delegate to, among other things, ensure that payment is not delayed during your absence from campus.

Safety

2.10 Ensure a safe working environment both on and off campus (e.g., field work). As a minimum, this must be in accordance with University Policy 34 and department and Faculty regulations.

Financial Assistance

- 2.11 In cases where financial assistance is to be provided from research grants or contracts under their direction, communicate clearly and in writing to their students the terms (e.g., amounts, length of time, conditions) of the financial commitment.

Intellectual Property

- 2.12 From the outset, discuss issues related to intellectual property such as patents, software, copyright, and income from sales and royalties, and inform students of University policies re: intellectual property and the conduct of research. It should be recognized that, in accordance with UW Policy 73, intellectual property normally is owned by the creators; however, the University retains a royalty-free right to use, for educational and research purposes, any intellectual property created by faculty, staff and students. Supervisors should also ensure that students are aware of implications and/or obligations with regard to intellectual property of research conducted under contract. Supervisors must convey to students, in advance of publication, whether they intend to recognize the student as co-author for work under contract.

Publications

- 2.13 Discuss with their students, at an early stage of their program, authorship practices within the discipline, and University policies re: publications (see Policy 73).
- 2.14 Encourage the dissemination of research results by publication in scholarly and research journals, presentation at conferences and seminars.
- 2.15 If appropriate, discuss with their students and any research partners protection of intellectual property by patent or copyright. Any significant intellectual contribution by a student must be recognized in the form of co-authorship.

Note: Individual departments or Faculties may have specific additional guidelines re: dissemination of information, and students should be provided with a copy of these guidelines at the start of their program.

Communication

- 2.16 Provide their written evaluation of students' progress to the department once a year or more often. The report should clearly indicate the status of the student's progress (i.e., satisfactory/unsatisfactory/remedial action plan). Where the supervisor feels that the student will have serious difficulties finishing the program, the supervisor, in consultation with the Advisory Committee as appropriate, will inform in writing both the student and the Graduate Officer of the nature of the problem(s) and suggested remedies, and may recommend withdrawal from the program (see Appendix Tables 1 and 2 – Suggested Timelines).

Curtailment of Supervisory Duties

- 2.17 Inform the student, Graduate Officer and Advisory Committee when withdrawal from their supervisory role is necessary and/or in the best interest of the student (e.g., in exceptional circumstances such as personal or professional conflicts, temporary leave because of illness, prolonged leave). Circumstances must be explained in writing and supervisors should cooperate with the Graduate Officer in arranging for continuity of supervision.

3. ROLE AND RESPONSIBILITIES OF GRADUATE STUDENTS

Students should look upon graduate research as an opportunity to develop as a research scholar under the mentorship of the supervisor, Advisory Committee and the department. Ultimately, students are responsible for their course of study and conducting, communicating and defending their proposed research plan and outcome.

By embarking on a program of study at the graduate level, students make a commitment to strive for the highest level of academic achievement and to contribute fully to the intellectual life of the department, Faculty and University. Their prime responsibility is to meet the requirements of their degree programs in a timely manner. Graduate students play a central role in the University. They contribute to teaching and research activities by their collaboration, cooperation and inspiration. By initiating a graduate program, they engage in a partnership with their supervisor that can succeed only if it is built on mutual trust and respect. Students should seek the advice of their supervisor regarding their program of study and give serious consideration to advice re: the topic of research and adequacy of financial and physical resources available to complete the research plan. Students are responsible for producing a thesis or major paper which is the student's own work. The thesis or major paper must meet the standards for academic quality of the department, Faculty and University, and reflect a capacity for independent scholarship in the discipline.

Graduate students should familiarize themselves with the location of offices on campus providing key services as well as the organization of offices/individuals involved in the administration of their graduate program.

Specifically, graduate students shall:

Regulations/Procedures

- 3.1 Have knowledge of and meet all appropriate deadlines and regulations associated with registration, fee payment, award applications and graduation requirements, as specified by the department, Faculty and University.

Note: The University exercises its statutory jurisdiction and authority with respect to the operation, protection and control of its property and plant, and the regulation of persons on campus, insofar as is necessary to ensure the orderly performance of the University's functions. In addition, it should be recognized that all members of the University, as members of society at large, are subject to the law (federal, provincial and municipal) with respect to their actions, whether those actions occur on or off campus.

- 3.2 Ensure that their research complies with ethics review procedures when it involves human subjects or animals, as defined by the Office of Research – Research Ethics. Guidelines and policies are available online at: www.research.uwaterloo.ca/ethics/human/guidelines.asp.
- 3.3 Be responsible for developing a sound research plan with an achievable timetable and milestones. They are expected to seek the advice of the supervisor during the planning process.
- 3.4 Keep a systematic and accessible record of research work and results and be able to answer to the supervisor and the Advisory Committee re: progress.

Note: Normally, research is funded by public or private funds and researchers are fully accountable for demonstrating authenticity of research findings at any time. Documentation of the research findings must be recorded through means acceptable to the relevant discipline/field (consult the supervisor for details).

- 3.5 Ensure that a meeting is held at least once a year with the supervisor and the Advisory Committee (where applicable), or as determined by the supervisor and the Advisory Committee (see section 2.4). At least once a year, students are expected to prepare/present a progress report to the supervisor and Advisory Committee members.

Note: Normally, two consecutive unsatisfactory progress report(s) will result in requiring the student to withdraw from the program (see section 2.16).

- 3.6 Take full responsibility for progress in their academic and research program following thorough consultation, as appropriate, with their supervisor and Advisory Committee.
- 3.7 Allow adequate time for their supervisor or Advisory Committee to provide comments on written material. Students must consult their supervisor and Advisory Committee to estimate the time required to complete a thesis or a research report/major paper.
- 3.8 Allocate sufficient time to meet important deadlines (e.g., registration, thesis submission to committee members).

Intellectual Property

- 3.9 Be aware of and adhere to University policy on the ownership of intellectual property (Policy 73) and the Tri-Council Policy Statement: *Integrity in Research and Scholarship*, available from the Office of Research. Further, students must respect any contractual terms under which their research is conducted.

Thesis/Research Paper and Publications

- 3.10 Discuss, prior to the submission of a thesis/research paper, a draft of the submission with their supervisor.

Note: Students must comply with their supervisor's request to review any original data associated with the thesis/research paper. Students are expected to acknowledge in the thesis/research paper any assistance, materials and/or data provided by other scholars. Such acknowledgements could refer to fellow students, technicians and others, funding/scholarships, institutional and financial support.

- 3.11 Comply with a responsible standard of conduct in research while publishing/disseminating research materials/findings related to their graduate research (Policy 73 and conventions in the field should be followed).

Note: Students may not submit a paper for publication as co-authored without agreement of the co-author(s), including the supervisor, or submit without consultation with the supervisor a paper authored by the student (solely or jointly with others) if the research project involved use of University facilities or was part of the student's academic program. In such cases, institutional affiliation should be mentioned. Conventions of the field regarding authorship should be observed.

Communication/Absence

- 3.12 Before requesting or taking a leave of absence, discuss the leave with their supervisor, seek departmental approval, arrange to maintain regular communication with the supervisor or designate, and interact with the Advisory Committee as appropriate.

- 3.13 Communicate with the department/Graduate Officer and supervisor on the progress and anticipated submission dates of research papers or theses.

Safety

- 3.14 Familiarize themselves and comply with the safety regulations specified by the supervisor, department, Faculty and University.

Financial Support

- 3.15 If supported by teaching assistantships (TAs), research assistantships (RAs), contracts, etc., meet the terms and conditions of the contractual agreement with the supporting agency/department and Faculty and the relevant guidelines for financial support. Students should also be familiar with the University *Guidelines on Graduate Student Support*.

Change of Supervisor or Committee Membership

- 3.16 Inform the Graduate Officer, in writing, should a personal or professional conflict with the supervisor or an Advisory Committee member occur. Every effort should be made to resolve a conflict before resorting to grievance or appeal procedures as defined in University Policies 70 and 71.

4. ROLES AND RESPONSIBILITIES OF ADVISORY COMMITTEES

Where applicable, the Advisory Committee acts as a partner with the student and the supervisor in guiding and advising the student on research issues, assisting supervisors in their monitoring functions. Members are selected based on their fields of expertise, the nature and planning of the research project and to complement the expertise of the supervisor. The members also serve as senior peers providing critical and constructive feedback on the student's research to the supervisor

Graduate programs which have Advisory Committees must have a written policy defining the roles and duties of the Committee. The Graduate Committee may fill the role of the Advisory Committee.

Specifically, Advisory Committees shall:

Meetings/Consultation

- 4.1 Meet as required to review students' progress and provide advice. Advisory Committees should meet at the request of students or supervisors. Meetings should be arranged as required to support student's progress (see sections 2.4 and 3.5).
- 4.2 Be reasonably accessible to students when called upon for general guidance, consultation or discussion on academic progress or research projects.
- 4.3 Review the thesis in a timely manner before the thesis is examined.
- 4.4 In the case of a thesis, provide students with discipline/field specific guidelines and direct them to appropriate University requirements for preparing theses.

Curtailment of Membership on the Advisory Committee

- 4.5 Ask the Graduate Officer to be relieved of their duties in the event that doing so is deemed necessary by the member(s) (e.g., personal or professional conflict, prolonged absence, doing so is in the best interest of the students) or the supervisor or student.
-

5. KEY UNIVERSITY POLICIES AND REFERENCE MATERIALS

- Policy 33 - Ethical Behaviour [<http://secretariat.uwaterloo.ca/Policies/policy33.htm>]
 - Policy 34 - Health, Safety & Environment [<http://secretariat.uwaterloo.ca/Policies/policy34.htm>]
 - Policy 64 - Use of Proprietary Computer Software [<http://secretariat.uwaterloo.ca/Policies/policy64.htm>]
 - Policy 69 - Conflict of Interest [<http://secretariat.uwaterloo.ca/Policies/policy69.htm>]
 - Policy 70 - Student Grievance [<http://secretariat.uwaterloo.ca/Policies/policy70.htm>]
 - Policy 71 - Student Academic Discipline Policy [<http://secretariat.uwaterloo.ca/Policies/policy71.htm>]
 - Policy 73 - Intellectual Property Rights [<http://secretariat.uwaterloo.ca/Policies/policy73.htm>]
 - Graduate Studies Calendar [<http://www.grad.uwaterloo.ca/acms/>]
 - Guidelines on Graduate Student Support [<http://www.grad.uwaterloo.ca/students/GSOsupportguide.asp>]
 - Guidelines on Maternity, Adoption & Parental Leave
[<http://www.grad.uwaterloo.ca/students/GSOmatguide.asp>]
 - Organization of Graduate Studies [http://www.grad.uwaterloo.ca/students/gsoorganization_index.asp]
 - Office of Research Ethics – Guidelines and Policies
[<http://www.research.uwaterloo.ca/ethics/integrity/guidelines.htm>]
 - Tri-Council Statement on Research Integrity (Office of Research)
[<http://www.sshrc.ca/english/programinfo/policies/integrity.htm>]
-

6. ACKNOWLEDGEMENTS

The Committee wishes to acknowledge the information and wording provided in the graduate handbooks from Queen's University and the universities of Guelph, Calgary and Manitoba, and from the Canadian Association of Graduate Studies (CAGS), *Graduate Studies: A Practical Guide*.

This document was prepared by the University of Waterloo Graduate Operations Committee, and supercedes *The Supervisory Process: A Guide for Faculty and Graduate Students* (prepared by a sub-committee of Senate Graduate Council in 1996).

APPENDIX

TABLE 1: SUGGESTED TIMELINE FOR RESEARCH BASED-MASTER'S PROGRAMS	
Terms 1 and 2	<ul style="list-style-type: none"> • Selection of supervisor and research topic • Selection of Advisory Committee* • Completion of course work • Completion of research proposal
Terms 3 and 4	<ul style="list-style-type: none"> • Defend thesis proposal • Initiate research • Reassess research plan • If difficulties arise in achieving the approved plan, develop an alternate plan with the approval of the Advisory Committee
Terms 5 and 6	<ul style="list-style-type: none"> • Complete research • Write and defend thesis

* (for programs that do not have Advisory Committees, some of the points above do not apply)

TABLE 2: SUGGESTED TIMELINE FOR DOCTORAL PROGRAMS	
Terms 1, 2 and 3	<ul style="list-style-type: none"> • Identify research topic/area • Establish Advisory Committee* • Complete course work <i>(consultation with supervisor)</i> • Develop research plan
Terms 4, 5 and 6	<ul style="list-style-type: none"> • Initiate research • Reassess research plan • Identify challenges and success of the plan • Take the comprehensive qualifying examination • Modify research plan if necessary (inform Advisory Committee and receive feedback) • Progress with research
Terms 7, 8 and 9	<ul style="list-style-type: none"> • Complete research • Write thesis manuscript and defend

* In some programs the Advisory Committee is established just before the comprehensive examination.

UNIVERSITY OF WATERLOO
SENATE UNDERGRADUATE COUNCIL
Report to Senate – April 16, 2007

Senate Undergraduate Council met on March 13, 2007 and agreed to forward the following items to Senate for approval and information, as indicated below [*further details may be obtained from the Secretary, ext. 33183*].

FOR APPROVAL

ACADEMIC PLAN CHANGES [*effective September 1, 2008*]

Faculty of Applied Health Sciences

Honours Health Studies, including Health Informatics Option, and Pre-Health Professions Option

Motion: To reduce the Honours Health Studies degree requirements by 0.5 units as below:

Free Electives from 5.25 units to 4.75 units; Honours Health Studies degree requirements from 20.5 units to 20.0 units; Health Informatics Option degree requirements from 20.5 units to 20.0 units; and Pre-Health Professions Option Health Studies degree requirements from 21.5 units to 21 units.

Rationale: The number of required credits was changed to incorporate the two required Biology labs that were added in the 2004-2005 academic year. The total number of credits for degree completion will now be consistent with other BSc degrees in the AHS Faculty. We are removing one free elective from the fall term of first year to accommodate this reduction in total required units.

Faculty of Arts

Honours French - French Teaching Specialization

Motion: That the requirement for continuation in the plan be increased from an overall average of 60% to 70%.

Rationale: A recent ruling by the Ontario College of Teachers (OCT) requires that the cumulative average be raised to 70% to meet the admissions standards in Ontario faculties of education. Because this is a joint program with Nipissing University's Faculty of Education, UW is governed by OCT's ruling. Nipissing University's Registrar supports OCT's decision.

Faculty of Science

Honours Chemistry, Regular & Co-operative

Motion: To change the requirements from "23.75 units including 4.75 lab units" to "24.25 units including 5.25 lab units" for these plans.

Rationale: The Department of Chemistry has introduced a new laboratory course, CHEM 140L, which will be required in all Chemistry plans. Hence, the total number of units and the number of laboratory units increases by 0.5 units. The increase is both warranted and academically sound: a lab component of another course which was effectively 'hidden' in the requirements has been replaced by CHEM 140L, thus the degree requirements are now more transparent. Further, accreditation by the Chemical Institute of Canada requires 400 hours of Chemistry lab experience, so it is to the students' advantage that the labs be visible.

FOR INFORMATION

Curricular Modifications

On behalf of Senate, Council approved several changes to academic plans, new courses, course changes and course inactivations for: Professional Development (PD4 – Teamwork), and the

Faculties of Applied Health Sciences (Health Studies; Recreation & Leisure Studies); Arts (Drama & Speech Communication; Economics; English Language & Literature; French Studies; History; Peace & Conflict Studies; Religious Studies; Sociology; Spanish & Latin American Studies); Engineering (Civil & Environmental Engineering; General Engineering; Management Sciences); Environmental Studies (Knowledge Integration); Mathematics (Applied Mathematics; Combinatorics & Optimization; Computational Mathematics; Computer Science; Pure Mathematics) and Science (Chemistry; Physics & Astronomy).

/kjj
March 16, 2007

Gail Cuthbert Brandt
Chair