

FACULTY OF SCIENCE

The Science building of Brandon College opened in 1922, with the Bachelor of Science degree added in 1939. Brandon University received its charter in 1967, and the J. R. Brodie Building opened in 1972. The Faculty of Science presently includes the departments of Botany, Chemistry, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy, Psychology and Zoology.

DEAN'S OFFICE

Office Files

Files regarding budget information, committee minutes, policies and procedures, academic, curriculum and program information and reports, enrollment information, award information, sabbatical information, teaching loads, timetables, National Sciences and Engineering Research Council of Canada information, departmental information, final marks and correspondence, student assistant information.

Dean's Files

Files regarding reference letters written by the Dean, budget information, National Sciences and Engineering Research Council of Canada Undergraduate files, Science Research Fund Committee files, Central Appointments Committee, President's Advisory Group, Curriculum and Academic Standards Committee, Graduate Studies, Brandon University Research Committee, Deans' Group and Canadian Foundation for Innovations files, files of new Science proposals, minutes from University Promotions and University Tenure Committees, class visit notes.

Application Files

Files of applications for advertised positions. Files on unsuccessful applicants are destroyed after position is filled.

Academic Review Files

Files regarding external assessment of the Faculty of Science; includes purpose of review, general statement, and recommendations for changes based on the analysis.

Animal Care Files

Files relating to policies and procedures, site visits, responses to the visits, and committee minutes. For more information, see the Department of Zoology.



Personnel Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain working file of all personnel in the Faculty of Science including the Dean, faculty members and instructional associates, professors emeritus, adjunct professors, support staff and the museum curator.

Information: Personal information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; marital/family status; SIN; employee number; student number; education history or transcripts; staff development and training; employment history; resumes; reference letters; performance appraisals; disabilities; absence reports; vacation/leave reports; pay and benefits

information; personal health information; individual's own personal information; opinions expressed about individual by another; information about disciplinary action; citizenship; test results; application for employment; termination documents; academic information; correspondence between University and the individual; counsellor's notes.

Other Uses and Disclosures: None.

Retention and Disposition: Sent to Human Resources Office when employment in Faculty of Science terminates.

BOTANY

Brandon University's Botany Department provides courses in biology (the science of life), botany (the study of plants), mycology (the study of mushrooms and other fungi), microbiology (the study of bacteria and other microscopic organisms), and genetics (the study of how traits of living organisms are passed on from one generation to the next). Basics include diversity, genetics, morphology, physiology, reproduction, ecology, plant identification, and economic importance of plants in agriculture, medicine, and industry. Advanced instruction is provided in molecular biology and DNA technology, plant and microbial breeding, applied plant chemistry, and pollution biology. The core programs are the 4-Year Specialist Major, 4-Year General Major, and 3-Year Major in Botany. Special programs include the first one or two years of Agriculture in cooperation with the Faculty of Agricultural and Food Sciences at the University of Manitoba and programs in Urban Forestry or Horticulture in cooperation with Minot State University in Bottineau, North Dakota.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, WHMIS files, library holdings and acquisitions, student lists and other administrative records.



Student Personnel Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records of students working as temporary or summer research assistants in the Department.

Information: Name, home address, home telephone number, date of birth, Social Insurance Number, employment experience, hours to be worked, pay and benefits.

Other Uses and Disclosures: None.

Retention and Disposition: Retained for a period of five years in case of rehiring or requests for a letter of recommendation, then destroyed.

CHEMISTRY

The Department of Chemistry is located in the John R. Brodie Science Centre. The Department encompasses programs and research activities in the areas of Analytical Chemistry, Biochemistry, Inorganic and Analytic Chemistry, Organic Chemistry and Physical Chemistry. It offers a 4-year (specialist) major, a 4-year (general) major, a 3-year major, and minors in Chemistry.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, WHMIS files, student lists and other administrative records.

GEOGRAPHY

The Department of Geography is located in the John R. Brodie Science Centre. Major facilities are a map library, a GIS computer lab, and a collection of remote sensing imagery and aerial photography. It offers a 4-year (specialist) major, a 4-year (general) major, a 4-year major in Environmental Studies Concentration, a 3-year major and minors in Geography.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

GEOLOGY

Geology is the study of the Earth – the materials of which it is made, the processes that act on these materials, and the history of the Earth and its life forms since its origin. This knowledge is used to aid in the discovery of minerals and fuels of value in the Earth, to ensure environmentally safe construction of major structures and to give foreknowledge of possible dangers associated with the mobile forces of a dynamic Earth. Academic requirement for professional registration as a geoscientist in the province of Manitoba are offered. It offers a 4-year (specialist) major, a 4-year (general) major, a 3-year major, and minors in Geology.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, WHMIS files, library holdings and acquisitions, student lists and other administrative records.



Co-op Program Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records of all students who applied for the co-op program and to send information to co-op employers as needed.

Information: Name, home address, home telephone number, date of birth, SIN, academic transcripts, departmental evaluation.

Other Uses and Disclosures: None.

Retention and Disposition: Retained for a period of one year after all requirements have been met and grade submitted.



Student Employment Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records of all students working in the Department of Geology.

Information: Name, home address, home telephone number, date of birth, SIN, employment experience, hours worked, pay and benefits.

Other Uses and Disclosures: None.

Retention and Disposition: Retained for a period of five years in case of rehiring or requests for a letter of recommendation, then destroyed.

MATHEMATICS & COMPUTER SCIENCE

The Department of Mathematics & Computer Science is located in the John R. Brodie Science Centre. It offers B.Sc. (General) degree programs and B.Sc. (Specialist) degree programs with Majors and Minors in both Mathematics and Computer Science.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.



Student Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records for students working in the Department.

Information: Personal information may include: name, home address, home telephone number, date of birth, age, gender, marital/family status, SIN, employee number, student number, details of employment.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.



Personnel Files of Off-campus Instructors

Authority: *The Brandon University Act*

Purpose of Collection: To maintain information on individuals who have been approved by the Department to teach courses off campus.

Information: Personal information may include: name, home address, home telephone number, date of birth, age, gender, marital/family status, SIN, curriculum vitae, details of employment.

Other Uses and Disclosures: None.

Retention and Disposition: Retained.

PHYSICS AND ASTRONOMY

The Department of Physics and Astronomy offers undergraduate courses aimed at giving students a basic understanding of the fundamentals of Physics. Students may choose a program of study leading to a 3-Year general, a 4-Year general or a 4-Year specialist degree. The Department has active research activities in both Physics and Astronomy that are recognized nationally and internationally.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, WHMIS files library holdings and acquisitions, student lists and other administrative records.



Student Employment Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records of all students working in the Department of Physics & Astronomy.

Information: Name, home address, home telephone number, date of birth, SIN, employment experience, hours to be worked, pay and benefits.

Other Uses and Disclosures: None.

Retention and Disposition: Retained for a period of five years in case of rehiring or requests for a letter of recommendation, then destroyed.

PSYCHOLOGY

The Department of Psychology is located in the John R. Brodie Science Centre. It offers a 3-Year B.A., and B.Sc. program, 4-Year B.A. and B.Sc. General program, and 4-Year B.A. (Specialist) and B.Sc. (Specialist) program.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, library holdings and acquisitions, student lists and other administrative records.



Student Employment Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records for students working in the Department of Psychology.

Information: Personal information may include: name, home address, home telephone number, date of birth, age, gender, marital/family status, SIN, employee number, student number, details of employment.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.



Psychology Nursery Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records of children who are involved in the nursery, which is operated for observation for Child Psychology course.

Information: Personal information may include: name of child and parents, home address, home telephone number, work telephone numbers of parents, date of birth of child, gender of child, Manitoba Health Number for child and names and phone numbers of persons who can be contacted in an emergency situation or are authorized to pick up child.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

ZOOLOGY

Zoology is the area of the life sciences that investigates animal form and function. The Department of Zoology offers courses at the undergraduate level leading to a 3-Year

B.Sc., a 4-Year General B.Sc., or a 4-Year Specialist B.Sc. The department also offers a collaborative program with Minot State University (Bottineau) leading to a 4-Year degree in Zoology from Brandon and a Diploma in Wildlife Biology from MSU.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, WHMIS files, library holdings and acquisitions, student lists and other administrative records.

Animal Care Files

Files regarding Committee minutes, correspondence and policies.

Program and Course Files

Files describing courses offered and information on the collaborative program with MSU.

**Student Employment Files**

Authority: *The Brandon University Act*

Purpose of Collection: To maintain records for all students working in the Department of Zoology.

Information: Name, home address, home telephone number, date of birth, SIN, employment experience, hours to be worked, pay and benefits.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed when student completes job.