# 2017-2018 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic year, including the Summer Semester 2017, the Fall Semester 2017 and the Winter Semester 2018.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Ridgetown Campus

Guelph Campus

The University is a full member of:

• The Association of Universities and Colleges of Canada

Contact Information:

University of Guelph Guelph, Ontario, Canada N1G 2W1

519-824-4120

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# Disclaimer

## **University of Guelph 2017**

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic year, including the Summer Semester 2017, the Fall Semester 2017 and the Winter Semester 2018.

The University reserves the right to change without notice any information contained in this calendar, including fees, any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply,

Published by: Undergraduate Program Services

## Introduction

## Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <a href="http://www.e-laws.gov.on.ca/index.html">http://www.e-laws.gov.on.ca/index.html</a>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Advanced Education and Skills Development, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <a href="http://www.uoguelph.ca/registrar/registrar/registrar/index.cfm?index.">http://www.uoguelph.ca/registrar/registrar/registrar/index.cfm?index.</a>

## Disclosure of Personal Information to the Ontario Ministry of Advanced Education and Skills Development

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Advanced Education and Skills Development Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Advanced Education and Skills Development Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions.
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Training Colleges and Universities website: <a href="https://www.ontario.ca/page/ministry-advanced-education-and-skills-development">https://www.ontario.ca/page/ministry-advanced-education-and-skills-development</a> (English) or <a href="https://www.ontario.ca/fr/page/ministre-de-lenseignement-superieur-et-de-la-formation-professionnelle">https://www.ontario.ca/fr/page/ministre-de-lenseignement-superieur-et-de-la-formation-professionnelle</a> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and Ministry of Advanced Education and Skills Development Act Notice of Disclosure Activities is posted at <a href="https://www.ontario.ca/page/ministry-advanced-education-and-skills-development">https://www.ontario.ca/page/ministry-advanced-education-and-skills-development</a>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: http://www.tcu.gov.on.ca/pepg/publications/NoticeOfCollection.pdf

#### **Authority to Disclose Personal Information to Statistics Canada**

The Ministry of Advanced Education and Skills Development discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Advanced Education and Skills Development Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

## **Notification of Disclosure of Personal Information to Statistics Canada**

For further information, please see the Statistics Canada's web site at http://www.statcan.ca and Section XIV Statistics Canada.

#### Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

#### **Email Address**

The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

#### **Home Address**

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

#### **Name Changes**

The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

## Student Confidentiality and Release of Student Information Policy Excerpt

The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <a href="https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8">https://uoguelph.civicweb.net/document/68892/ORSInfoReleasePolicy060610.pdf?handle=FF982F8A9AEA4076BE4F3D88147172B8</a>.

## **Learning Outcomes**

On December 5, 2012, the University of Guelph Senate approved five University-wide Learning Outcomes as the basis from which to guide the development of undergraduate degree and diploma programs, specializations and courses:

- 1. Critical and Creative Thinking
- 2. Literacy
- 3. Global Understanding
- 4. Communicating
- 5. Professional and Ethical Behaviour

These learning outcomes are also intended to serve as a framework through which our educational expectations are clear to students and the broader public; and to inform the process of outcomes assessment through the quality assurance process (regular reviews) of programs and departments.

An on-line guide to the learning outcomes, links to the associated skills, and detailed rubrics designed to support the development and assessment of additional program and discipline-specific outcomes, are available for reference on the <u>Learning Outcomes website</u>.

## 1. Critical and Creative Thinking

Critical and creative thinking is a concept in which one applies logical principles, after much inquiry and analysis, to solve problems in with a high degree of innovation, divergent thinking and risk taking. Those mastering this outcome show evidence of integrating knowledge and applying this knowledge across disciplinary boundaries. Depth and breadth of understanding of disciplines is essential to this outcome.

In addition, Critical and Creative Thinking includes, but is not limited to, the following outcomes: Inquiry and Analysis; Problem Solving; Creativity; and Depth and Breadth of Understanding.

## 2. Literacy

Literacy is the ability to extract information from a variety of resources, assess the quality and validity of the material, and use it to discover new knowledge. The comfort in using quantitative literacy also exists in this definition, as does using technology effectively and developing visual literacy.

In addition, Literacy includes, but is not limited to, the following outcomes: Information Literacy, Quantitative Literacy, Technological Literacy, and Visual Literacy.

## 3. Global Understanding

Global understanding encompasses the knowledge of cultural similarities and differences, the context (historical, geographical, political and environmental) from which these arise, and how they are manifest in modern society. Global understanding is exercised as civic engagement, intercultural competence and the ability to understand an academic discipline outside of the domestic context.

In addition, Global Understanding includes, but is not limited to, the following outcomes: Global Understanding, Sense of Historical Development, Civic Knowledge and Engagement, and Intercultural Competence.

## 4. Communicating

Communicating is the ability to interact effectively with a variety of individuals and groups, and convey information successfully in a variety of formats including oral and written communication. Communicating also comprises attentiveness and listening, as well as reading comprehension. It includes the ability to communicate and synthesize information, arguments, and analyses accurately and reliably.

In addition, Communicating includes, but is not limited to, the following outcomes: Oral Communication, Written Communication, Reading Comprehension, and Integrative Communication.

## 5. Professional and Ethical Behaviour

Professional and ethical behaviour requires the ability to accomplish the tasks at hand with proficient skills in teamwork and leadership, while remembering ethical reasoning behind all decisions. The ability for organizational and time management skills is essential in bringing together all aspects of managing self and others. Academic integrity is central to mastery in this outcome.

In addition, **Professional and Ethical Behaviour** includes, but is not limited to, the following outcomes: **Teamwork, Ethical Reasoning, Leadership, and Personal Organization and Time Management** 

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# XIV. Administration and Faculty

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Hon. Pamela Wallin, Chancellor Emerita

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V. Hodgkinson, Special Advisor to the President, B.A. (YORK, CAN.), M.A. (GUELPH) M.M. Murphy, Legal Counsel, B.SC. (ST. F.X. ANTIGONISH, N.S.), LLB (W.ONT.)

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 $\boldsymbol{R},$  Graham, Chief Information Officer and Chief Librarian, B.S. (Wilberforce), M.S. (UIUC)

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R. Darling, Registrar, B.A., M.A. (GUELPH)

D. Draper, Manager, Faculty & Academic Staff Relations, B.A.H. (MANIT.), MIR. (OU.)

 $\textbf{S.G. Dorr}, \textbf{Coordinator of the Undergraduate Academic Information Centre, B.A., M.A.} \\ \textbf{(GUELPH), M.S. (KANSAS ST.)}$ 

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**T. Oakley**, Special Project Manager, Faculty and Academic Staff Relations, B.A.SC., M.SC., M.A. (GUELPH)

P. Tersigni, Director, Academic Programs & Policy, B.A., M.A. (GUELPH)

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M. Kupferschmidt, Research Associate, B.A. (GUELPH)

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L. Hood, Associate Director, Annual Giving, B.SC.H. (QU.), M.A.(GUELPH)

A. Jamal, Associate Director, Major Gift Strategy, B.A., M.A. (GUELPH)

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R. Moroz, Associate Director, Information Systems, B.MIS. (RYERSON)

W. Turner, Associate Director, Stewardship, B.COMM (GUELPH)

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S. Bubak, News Editor, B.A. (WAT.), B.J. (RYERSON)

K. Gonsalves, News Service Officer, B.J. (RYERSON)

J. Hennessy, Internal Communications Co-ordinator, B.A. (WAT.)

S. Morrison, Manager Publications, B.A. (W.LAUR), B.J. (UNIVERSITY OF KING'S COLLEGE)

S. Robertson, Manager, University Website, B.A. (YORK, CAN.)

A. Scott, Web Designer. B.F.A. (NSCAD)

A. Vowles, Staff Writer, B.SC. (GUELPH)

V. Ward, Administrative Assistant, B.A., M.A. (GUELPH)

## **Community Relations**

S. Bennett, Director University and Community Relations, B.A. (QU.)

C. Alexander, Special Projects Manager, B.B.A. (SFU)

## Office of the Vice-President (Finance and Administration)

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D. Lee, Director, Campus Community Police, Emergency Management & Fire Safety

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R. Moccia, Associate Vice-President Research (Strategic Partnerships), M.SC. (GUELPH)

S. L. Cox, Executive Director, Research Innovation and Knowledge Mobilization, D.V.M., M.BA. (Guelph)

## **Ontario Agricultural College**

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**B.A. Hale**, Associate Dean (Research & Innovation) and Professor, B.SC., M.SC. (TOR.), PH.D. (GUELPH)

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L. Halfpenny-Mitchell, Senior Manager Finance and Administration, B.SC. (GUELPH), C.M.A.

P.E. Klosler, Senior Development Manager, B.A. (BROCK), M.SC. (GUELPH)

S.Craig, Communications Manager,

M.A. Vanryn, B.Sc.(Agriculture), B.B.R.M. and B.L.A. Program Counsellor, B.SC., B.ED. (W.ONT.), M.A. (GUELPH)

J. Varamo, Manager Academic Programs, B.A. (GUELPH)

## **Department of Animal Biosciences**

**E.J. Squires**, Professor and Chair of the Department, B.SC., M.SC., PH.D. (MEMORIAL) **E.B. Burnside**, University Professor Emeritus, B.S.A., M.S.A. (TOR.), PH.D. (N. CAROLINA)

J.F. Hurnik, University Professor Emeritus, B.A., M.A. (NITRA), PH.D. (GUELPH)

**G.J. King**, University Professor Emeritus, D.V.M. (TOR.), M.SC., PH.D. (GUELPH), FI Biol

S. Leeson, University Professor Emeritus, M.PHIL., PH.D (NOTT)

**B.W. McBride**, University Professor Emeritus, B.SC., M.SC. (GUELPH), PH.D. (ALTA.) **L.P. Milligan**, University Professor Emeritus, B.SC., M.SC. (ALTA.), PH.D. (CALIF.), F.R.S. (CAN.)

L.R. Schaeffer, University Professor Emeritus, B.S. (PURDUE), M.S., PH.D. (C'NELL)
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G.Y. Bédécarrats, Associate Professor, B.SC., D.E.A. (RENNES), PH.D. (MCG.)

R. Bergeron, Associate Professor, B.SC., M.SC. (LAVAL), PH.D. (ILL.)

D.P. Bureau, Professor, B.A.SC., M.SC. (LAVAL), PH.D. (GUELPH)

A. Cánovas, Assistant Professor, B.S., M.S. (VALENCIA), PH.D. (LLEIDA)

J.P. Cant, Professor, B.SC.(AGR.) (NOV. SCOT.), M.S., PH.D. (CALIF.)

A. Carpenter, Assistant Professor, B.SC, M.SC. (MINN.), PH.D. (KANSAS)

T. De Vries, Associate Professor and Canada Research Chair in Dairy Cattle Behaviour and Welfare, B.SC. (AGR), PH.D. (B. C.)

J. Doelman, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)

P. Dyce, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)

M.Z. Fan, Professor, B.S. (XINJIANG), M.S. (HARBIN), PH.D. (ALTA.)

E.J. Finegan, Graduate Faculty, B.SC. (LONDON), M.SC., PH.D. (GUELPH)

**J. France**, Professor and Senior Canada Research Chair of Biomathematics in Animal NutritionProfessor, B.SC. (WALES), M.SC., PH.D., D.SC. (HULL), F.I.M.A., C.MATH.

J. Gong, Adjunct Professor, B.SC. (WUXI), M.SC. (BEIJING)

L. Graham, Adjunct Professor, B. SC., M.SC. (GUELPH), PH. D. (VIRGINIA)

A. Harlander, Assistant Professor, D.V.M., D.V.SC. (VIENNA), PH.D. (GERMANY)

M. Jafarikia Adjunct Professor A SC. (SISTAN) B SC. (AZAD) M SC. (MASHHAD)

M. Jafarikia, Adjunct Professor, A.SC. (SISTAN), B.SC. (AZAD), M.SC. (MASHHAD), PH.D. (GUELPH)

J. Jamrozik, Adjunct Professor, M.SC. (UJ), PH.D. (CRACOW) Robert Kemp, Adjunct Professor, B.SC. (AGR), M.SC., PH.D (GUELPH)

N.A. Karrow, Associate Professor, B.SC. (GUELPH), M.SC. (WAT.), PH.D. (GUELPH)

E. Kiarie, Assistant Professor, B.SC., M.SC. (KENYA), PH.D. (MANIT.)

J. Li, Professor, D.V.M. (FOSHAN), M.SC. (CHANGCHUN), PH.D. (OTT.)

LB. Mandell, Associate Professor, P.S. M.S. (OHIO ST.), Ph.D. (CASK.)

I.B. Mandell, Associate Professor, B.S., M.S. (OHIO ST.), PH.D. (SASK.)

G. Mason, Professor, B.A., PH.D. (CAMB.)

K. Merkies, Associate Professor, B.SC.(AGR.), PH.D. (GUELPH)

F. Miglior, Adjunct Professor, B.SC. (MILAN), PH.D. (GUELPH)

S. Miller, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)

R.D. Moccia, Professor, B.SC., M.SC. (GUELPH)

V.R. Osborne, Associate Professor, B.SC. (AGR.), M.SC., PH.D. (GUELPH)

W. Pearson, Assistant Professor, B.SC., M.SC., PH.D (GUELPH)

C. Quiton, Adjunct Professor, B.SC., M.SC. PH.D. (GUELPH)

E. Ribeiro, Assistant Professor, B.SC., (BRAZIL), M.SC., PH.D. (FLOR.)

O. Roberts, Adjunct Professor, B.A. (WINDSOR), M.SC. (GUELPH), ED. D. (TEXAS) J.A.B. Robinson, Associate Professor, B.SC. (AGR.), M.SC. (GUELPH), PH.D. (C'NELL)

**M. Sargolzaei**, Adjunct Professor, B.SC. (SISTAN), M.SC. (ISFAHAN), PH.D. (NIIGATA)

**F. Schenkel,** Professor and Centre for Genetic Improvement of Livestock (CGIL) Director, B.SC., M.SC. (RIO GRANDE DO SUL), PH.D. (GUELPH)

A.K. Shoveller, Assistant Professor, B.SC. (GUELPH), PH.D. (ALTA)

T. Smith, Adjunct Professor, B.SC. (B.C.), M.SC. (MAN.), PH.D. (C'NELL)

K.C. Swanson, Adjunct Professor, B.S., M.SC. (N.DAKOTA ST.), PH.D. (KENTUCKY)

E. Vasseur, Adjunct Professor, B.SC., M.SC. (ISA L.), PH.D. (LAVAL)

**R. Ventura,** Adjunct Professor, B.SC., M.SC., PH.D. (UFMG)

C. Wand, Adjunct Professor, B.SC., M.SC. (GUELPH)

T.M. Widowski, Professor and Egg Farmers of Canada Research Chair in Poultry Welfare, Campbell Centre for the Study of Animal Welfare Director, B.S., M.S., PH.D. (ILL.)

B. Wood, Adjunct Professor, B.V.SC. (QUEENSLAND), PH.D. (NEW ENGLAND)

K. Wood, Assistant Professor, B.SC., M.SC., PH.D (GUELPH)

T. Wright, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)

C. Xiao, Adjunct Professor, PH.D (GUELPH)

#### Department of Food, Agricultural and Resource Economics

J. Cranfield, Professor and Chair, B.SC. (AGR.), M.SC. (GUELPH), PH.D. (PURDUE)

G.L. Brinkman, Professor Emeritus, B.S., EX.M. (WASH.ST.), PH.D. (MICH.ST.)

T.F. Funk, Professor Emeritus, B.S., M.S., PH.D. (PURDUE)

K.D. Meilke, Professor Emeritus, B.S. (WASH. ST.), PH.D. (MINN.)

A. Boecker, Associate Professor, DIPL.ING.AGR., M.SC., DR.SC.ARG., PH.D. (KIEL)

**B. Deaton**, Associate Professor, B.A. (MISSOURI), M.SC. (VIRGINIA TECH.), PH.D. (MICH. ST.)

G.C. Fox, Professor, B.SC., M.SC. (GUELPH), PH.D. (MINN.)

G. Hailu, Associate Professor, B.SC. (ALEMAYA), M.SC. (ALEMAYA/HANNOVER), PH.D. (ALTA.)

S. Henson, Professor, B.SC., PH.D. (READING)

A. Ker, Professor, B.A. (WAT.), M.SC. (GUELPH), PH.D. (NORTH CAROLINA ST.)

R.C. Sarker, Associate Professor, B.SC., M.SC. (BANGLADESH), PH.D. (GUELPH)

M. von Massow, Associate Professor, B.A. (MANIT.), B.SC., M.SC. (GUELPH), PH.D. (MCM.)

R. Vyn, Associate Professor, B.SC., B.A. (DORDT COLLEGE), M.SC. (ALTA), PH.D. (GUELPH)

**A.J. Weersink**, Professor, B.SC. (GUELPH), M.SC. (MONTANA ST.), PH.D. (CORNELL)

## **Department of Food Science**

A.R. Hill, Professor and Chair of the Department, B.SC.(AGR.), M.SC., PH.D. (GUELPH)

D.G. Dalgleish, Professor Emeritus, B.SC., PH.D. (EDIN.)

V.P. Rasper, Professor Emeritus, ING. CHEM., C.S.C. (PRAGUE)

R.E. Subden, Professor Emeritus, B.A. (QU.), M.SC. (TOR.), PH.D. (MCM.)

S. Barbut, Professor, B.S. (JERUSALEM), M.S., PH.D. (WIS.)

J. Bock, Adjunct Professor, B.S., M.S. (KANSAS ST.), PH.D. (WISCONSIN-MADISON)

B. Bohrer, Assistant Professor, B.SC., M.SC. (OHIO), PH.D. (Ill.)

M. Corredig, Adjunct Professor, B.SC. (ITALY), M.SC., PH.D. (GUELPH)

S. Cui, Adjunct Professor, B.SC. (PEKING), M.SC. (WUXI, CHINA), PH.D. (MANIT.)

L. Duizer, Associate Professor, B.SC., M.SC. (GUELPH), Ph.D. (MASSEY)

J. Farber, Professor, B.SC., M.SC., PH.D. (MCG.)

H.D. Goff, Professor, B.SC.(AGR.) (GUELPH), M.S., PH.D. (C'NELL)

M.W. Griffiths, Professor, B.SC. (C.N.A.A.), PH.D. (LEIC.)

A. Grygorczyk, Adjunct Professor, B.SC., M.SC. (MCG.), PH.D. (GUELPH)

 $\textbf{I. Joye}, Assistant\ Professor,\ B.SC.,\ M.SC.,\ PH.D\ (LEUVEN)$ 

Y. Kakuda, Associate Professor - Retired, B.SC., M.SC. (CALIF.), PH.D. (KANSAS ST.)

A.M. Kropinski, Adjunct Professor, B.SC., M.SC., PH.D. (BR.COL.)

G. LaPointe, Professor, B.SC. (P.E.I.), M.SC., PH.D. (LAVAL)

R. W. Lencki, Associate Professor, B.A.SC. (TOR.), M.A.SC. (WAT.), PH.D. (MCG.)

I. Lesschaeve, Adjunct Professor, DIP. (ESITPA), DIP., PH.D. (BURGUNDY)

L.T. Lim, Associate Professor, B.SC. (ACAD.), PH.D. (GUELPH)

A.G. Marangoni, Professor, B.SC.(AGR.) (MCG.), PH.D. (GUELPH)

M.F. Marcone, Professor, B.SC., B.A., PH.D. (GUELPH)

D. Mercer, Associate Professor, B.A.SC., M.A.SC., PH.D. (WAT.), P. ENG

Y. Mine, Professor, B.SC. (SHINSHU), M.SC. (JAPAN), PH.D. (TOKYO)

J. Odumeru, Adjunct Professor, B.SC. (W.ONT.), M.SC., PH.D. (MANIT.)

D. Pink, Adjunct Professor, B.SC. PH.D (BR.COL.)

S. Ragaee, Adjunct Professor, B.SC., M.SC. (EGYPT), PH.D. (SASK.)

M. A. Rogers, Associate Professor, B.SC, M.SC., PH.D. (GUELPH) P. Spagnuolo, Associate Professor, B.SC., M.SC. (GUELPH), PH.D. (WAT.)

K.K. Warriner, Associate Professor, B.SC. (NOTTINGHAM), PH.D. (ABERYSTWYTH)

A. Wilcock, Adjunct Professor, B.A.SC., M.SC., PH.D. (Purdue)
R.Y. Yada, Adjunct Professor, B.SC.(AGR.), M.SC., PH.D. (BR.COL.)

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## **Department of Plant Agriculture**

- **K.P. Pauls**, Professor and Chair of the Department, B.SC., M.SC., PH.D. (WAT)
- **D.J. Hume**, University Professor Emeritus, B.S.A., M.S.A. (TOR.), PH.D. (IOWA ST.)
- K.J. Kasha, University Professor Emeritus, B.SC.(AGR.), M.SC.(AGR.) (ALTA.), PH.D. (MINN.), L.L.D. (H.C.) (CALG.)
- W.E. Tossell, University Professor Emeritus, B.S.A., M.S.A. (TOR.), PH.D. (WISC.)
- T. Blom, Professor Emeritus, B.SC. IR. (WAGENINGEN); PH.D. (GUELPH)
- **D.E. Falk**, College Professor Emeritus, Adjunct professor B.SC.; M.SC. (MONTANA); PH.D. (GUELPH)
- **L.A. Hunt**, Professor Emeritus, B.SC. (AGR., HON.) (READING), M.AG.SC.(HON.) (WELLINGTON U.N. ZEALAND), PH.D. (U.WALES)
- E.C. Lougheed, Professor Emeritus, B.S.A., M.S.A. (TOR.), PH.D. (MICH.ST.), FASHS, FAIC
- D.P. Murr, Professor Emeritus, B.A., M.A. (CALIF.), PH.D. (CALIF., DAVIS)
- J. Proctor, Professor Emeritus, B.SC. (READING), M.SC., PH.D (C'NELL)
- V. Souza Machado, Professor Emeritus, B.SC. (READING), M.SC. (MAK.), PH.D. (GUELPH)
- J. Strommer, Professor Emeritus, B.SC., M.S. (CHICAGO), PH.D. (UCLA)
- **M.J. Tsujita**, Professor Emeritus, B.SC. (AGR.) (UTAH ST.), M.SC. (ALTA.), PH.D. (OHIO)
- T. Banks, Adjunct Professor, B.SC., M.SC. (SASK.)
- G. Bozzo, Associate Professor, B.SC. (HON.), MSC. (YORK U.), PH.D. (QU.)
- **S.R. Bowley**, Associate Professor, B.SC. (AGR.), M.SC. (GUELPH), PH.D. (KENTUCKY)
- P.N. Brown, Adjunct Professor, B.SC. (DAL.), M.SC. (S.FRASER), PH.D. (UBC)
- R. Burlakoti, Adjunct Professor, B.SC., M.SC.(AG) (NEPAL), PH.D.(N.D. STATE)
- R. Cao, Adjunct Professor, B.SC. (CHINA); M.SC., PH.D. (JAPAN)
- J. Cline, Associate Professor, B.SC.(GUELPH), M.S. (CALIF.), PH.D. (IOWA ST.)
- S.Cloutier, Adjunct Professor, B.SC. (LAVAL), M.SC. (GUELPH), PH.D. (MONTREAL)
- R. Conev, Adjunct Professor, B.SC., M.SC., PH.D. (BULGARIA)
- M. Cowbrough, Adjunct Professor, B.SC., M.SC. (GUELPH)
- A. Dale, College Professor Emeritus, Adjunct Professor, B.SC., PH.D. (SHEFF.)
- J. De'Ell, Adjunct Professor, B.SC.H. (ACAD.); M.SC. (DAL.); PH.D. (GUELPH)
- W. Deen, Associate Professor, B.SC., M.SC., PH.D. (GUELPH)
- H. Earl, Associate Professor, B.SC., M.SC., PH.D. (GUELPH)
- M. Eskandari, Assistant Professor, B.SC., M.SC. (IRAN), PH.D. (GUELPH)
- K.H. Fisher, Adjunct Professor, B.SC(AGR), M.SC. (GUELPH), PD.D. (CORNELL)
- C. Gillard, Assistant Professor, B.SC., M.SC. (GUELPH)
- B. Gossen, Adjunct Professor, B.SC., PH.D. (SASK.)
- B. Grodzinski, Professor, B.SC. (TOR.), M.A. (CAMB.), M.SC., PH.D. (YORK, CAN.)
- D. Hooker, Assistant Professor, B.SC.(AGR), M.SC., PH.D. (GUELPH)
- **D. Hunter**, Adjunct Professor, B.SC. (NOTTINGHAM); M.SC. (BROCK); PH.D. (GUELPH)
- A.M.P. Jones, Assistant Professor, B.SC.H., M.SC (GUELPH), PH.D (UBC)
- K. Jordan, Assistant Professor, B.SC., M.SC, (MARYLAND), PH.D. (RHODE ISLAND)
- J. Kelly, Adjunct Professor, B.SC. (GUELPH); M.SC. (ALTA); PH.D. (GUELPH)
- L. Kott, Adjunct Professor, B.A. (WAT.); M.SC., PH.D. (GUELPH)
- E.A. Lee, Professor, B.SC. (MINN.), M.SC. (IOWA ST.), PH.D. (MISSOURI)
- L. Lukens, Associate Professor, B.A. (CAR. US), PH.D. (MINN.)
- E. Lyons, Associate Professor, B.SC. (IOWA), PH.D. (PENN. STATE)
- R.C. Martin, Professor, B.A., M.Sc. (CAR.); PH.D. (MCG.)
- M.R. McDonald, Professor, B.SC. (AGR), M.SC., PH.D. (GUELPH)
- A. McKeown, Adjunct Professor, B.SC., M.SC. (GUELPH), PH.D. (MICH.ST.)
- B. Micallef, Associate Professor, B.SC., M.SC. (GUELPH), PH.D. (WISC.)
- A. Mohanty, Professor, B.SC.(HON), M.SC., PH.D (UTKAL U.)
- A. Navabi, Associate Professor, B.SC., M.SC. (IRAN); PH.D. (ALTA)
- G. Paliyath, Associate Professor, B.SC.ED, M.SC., PH.D. (INDIA)
- V. Primomo, Adjunct Professor, B.SC. (MCG.); M.SC., PH.D. (GUELPH)
- I. Rajcan, Professor, B.SC. (AGR.) (NOVI AD-YUGOSLAVIA), PH.D. (GUELPH)
- M. Raizada, Associate Professor, B.SC. (W.ONT.), PH.D. (STAN.)
- I. Rajcan, Professor, B.SC. (AGR.) (NOVI AD-YUGOSLAVIA), PH.D. (GUELPH)
- **D. Rinker**, Adjunct Professor, B.SC (UNIV SCI PHILADELPHIA), M.ED. (MILLERSVILLE, PENN), PH.D. (PENN ST)
- D. Robinson, Associate Professor, B.SC., M.SC. (WINN.), PH.D. (GUELPH)
- P.K. Saxena, Professor, B.SC. (MEERUT), M.SC. (LUCKNOW), M. PHIL., PH.D. (DELHI)

- A. Schaafsma, Professor, B.SC., M.SC., PH.D. (GUELPH)
- **B.J. Shelp**, Professor, B.SC., M.SC. (BROCK), PH.D. (QU.)
- P. Sikkema, Professor, B.SC., M.SC. (GUELPH), PH.D. (W.ONT)
- N. Soltani, Adjunct Professor, B.Sc., M.Sc. (California), Ph.D. (Utah)
- D. Somers, Adjunct Professor, B.SC., M.SC., PH.D. (TOR.)
- **J. Subramanian**, Professor, B.SC., M.SC. (TAMILNADU AG COLLEGE), PH.D (FLOR.)
- J.A. Sullivan, Professor, B.SC., M.SC., PH.D. (GUELPH)
- C.J. Swanton, Professor, B.SC. (TOR.), M.SC. (GUELPH), PH.D. (W.ONT.)
- T. Taghavi, Adjunct Professor, B.Sc. (GUILAN); M.Sc., Ph.D. (TEHRAN)
- L. Tamburic, Adjunct Professor, B.SC. (BOSNIA); M.SC. (SERBIA); PH.D. (GUELPH)
- F. Tardif, Professor, B.SC.A. (Agr.), M.SC., PH.D. (LAVAL)
- J. Todd, Adjunct Professor, B.SC. (WAT.); PH.D. (GUELPH)
- R. Van Acker, Professor, B.SC., M.SC. (GUELPH), PH.D. (READING, U.K.)
- S. Westerveld, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)
- D.J. Wolyn, Associate Professor, B.SC. (AGR.) (RUTGERS), M.SC., PH.D. (WISC.)

#### School of Environmental Design and Rural Development

- J. Ball, Adjunct Professor, B.A. (WAT), M.SC., PH.D. (GUELPH)
- S. Barnhart, Adjunct Professor, B.SC. (WAT), M.L.A. (GUELPH)
- R.D. Brown, Professor, B.SC. (SASK.), M.L.A., PH.D. (GUELPH)
- S. Bolliger, Adjunct Professor, B.L.A. (TOR.), M.L.A. (HARV.)
- C. Bryant, Adjunct Professor, B.SC., PH.D. (ENGLAND)
- L. Burcher, Associate Professor, B.L.A., M.L.A. (GUELPH)
- W. Caldwell, Professor and Director of the School, B.A., M.A. (W.ONT.), PH.D. (WAT.)
- R. Corry, Associate Professor, B.L.A. (GUELPH), M.L.A. (MINN.), PH.D. (MICH.)
- F.H. Cummings, Professor, B.A. (W.ONT.), M.A., PH.D. (CLARK)
- **J.F. Devlin**, Associate Professor, B.A. (DAL), M.A. (CAL), M.A. (CAR), PH.D (GUELPH)
- **D.J.A. Douglas**, College Professor Emeritus, B.A. (N.U.I.), M.A. (TOR.)
- G.C. Filson, Professor, B.A., B. ED., M.ED. (SASK.), PH.D. (TOR.)
- J.E. FitzGibbon, Professor, B.A. (MCM.), M.SC. (WALES), PH.D. (MCG.)
- J. FitzSimons, Associate Professor, B.A. (WALES), M.A. (MCM.), PH.D. (W.ONT.)
- H. Hambly, Associate Professor, B.A. (TOR.), M.E.S., PH.D. (YORK CAN.)
- L. Harder, Associate Professor, B.E.S. (MANIT.), M.L.A. (HARV.)
- **S.G. Hilts**, Professor Emeritus (Joint appointment with School of Environmental Sciences), B.A. (W.ONT.), M.A., PH.D. (TOR.)
- S. Kelly, Associate Professor, B.L.A., M.S.C. (GUELPH)
- K. Landman, Associate Professor, B.L.A., M.SC. (GUELPH), PH.D. (QU.)
- A. Lauzon, Professor, B.A., M.SC. (GUELPH), ED.D. (TOR)
- D. Leeming, Adjunct Professor, B.A., M.E.S. (YORK)
- $\textbf{I. Less chaeve}, Adjunct\ Professor,\ Dipl.,\ PH.D.\ (FRANCE)$
- **J.P. Mahone**, Associate Professor, B.SC. (U.S. COAST GUARD ACADEMY), PH.D. (MICH.)
- J. Nef, University Professor Emeritus, PH.D. (CALIF)
- M. Nelischer, College Professor Emeritus, B.SC. (CAR.), M.L.A (GUELPH)
- C. Paine, Professor and Associate Dean of Graduate Studies, B.L.A. (ILL.), M.L.A. (MICH.)
- L. Pant, Adjunct Professor, B.SC. (NEPAL), M.SC. (NORWAY), PH.D. (GUELPH)
- N.H. Perkins, Associate Professor, B.L.A., M.L.A. (ILL.), PH.D. (WISC.)
- **R. Ramirez**, Adjunct Professor, B.SC. (GUELPH), M.Ad.ED (StFX), Ph.D. (GUELPH) **D.G. Reid**, University Professor Emeritus, B.A. (W.LAUR.), M.A. (GUELPH), PH.D.
- (WAT.), REC.DIP. **R. Sankaranarayanan**, Adjunct Professor, B.SC., B.ENG, M.ENG, (INDIA), PH.D.
- J.C.M. Shute, University Professor Emeritus, B.A. (QU.), M.A., PH.D. (MICH. ST.)
- J.R. Taylor, University Professor Emeritus, B.SC.L.A. (IOWA ST.), M.L.A. (CALIF)
- N. Thevathasan, Adjunct Professor, B.SC. (SRI-LANKA), PH.D. (GUELPH)
- M.W. Waldron, College Professor Emeritus, B.SC. (AGR) (MCG.), M.S., PH.D. (WISC).
- B. Wilton, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)N.T. Yap, Professor, B.SC. (PHIL.). M.E.S. (DAL.), PH.D. (ALTA.)

## **School of Environmental Sciences**

- J. Warland, Associate Professor and Interim Director of the School, B.S. (C'NELL), M.SC. (BR.COL.), PH.D. (GUELPH)
- **E. Arnaud,** Associate Professor and Associate Director, B.A. (MCM.), M.SC. (BR.COL.), PH.D. (MCM.)

- **T.J. Gillespie**, University Professor Emeritus, B.SC. (BR.COL.), M.S.A. (TOR.), PH.D. (GUELPH)
- **J.C. Hall,** University Professor Emeritus, B.SC., B.SC.(AGR.), M.SC. (GUELPH), PH.D. (ALTA.)
- P.G. Kevan, University Professor Emeritus, B.SC. (MCG.), PH.D. (ALTA.)
- B.H. MacNeill, University Professor Emeritus, B.SC. (ACAD.), PH.D. (TOR.)
- I.P. Martini, University Professor Emeritus, B.SC. (FLORENCE), PH.D. (MCM.)
- F.L. McEwen, University Professor Emeritus, B.SC. (MCG.), M.SC., PH.D. (WIS.)
- M.H. Miller, University Professor Emeritus, B.S.A.(TOR.), M.S., PH.D. (PURDUE)
- K.R. Solomon, University Professor Emeritus, B.SC., M.SC. (RHODES), PH.D. (ILL.)
- **G.W. Thurtell**, University Professor Emeritus, B.S.A, M.S.A. (TOR.), PH.D. (WIS.)
- **J.T. Trevors**, University Professor Emeritus, Adjunct Professor, B.SC., M.SC. (ACAD.), PH.D. (WAT.)
- J.F. Alex, Professor Emeritus, B.S.A., M.SC. (SASK.), PH.D. (WASH.ST.)
- **G.L. Barron**, Professor Emeritus, B.SC. (GLAS.), M.SC. (TOR.), PH.D. (IOWA ST.), D.SC. (GLAS.), D.SC. (SAINT MARY'S)
- **G.J. Boland**, Professor Emeritus, Adjunct Professor, B.SC., M.SC. (ACAD.), PH.D. (GUELPH)
- W. Chesworth, Professor Emeritus, B.SC., M.SC. (MANC.), PH.D. (MCM.)
- L.J. Evans, Professor Emeritus, B.SC. (STN), PH.D. (WALES)
- M.G. Goss, Professor Emeritus, B.SC. (LONDON), M.SC. (BIRM.), PH.D. (READ.)
- P.H. Groenevelt, Professor Emeritus, M.SC., PH.D. (WAGENINGEN)
- R. Hall, Professor Emeritus, B.AGR.SC., PH.D. (MELB.)
- S.G. Hilts, Professor Emeritus, B.A. (W.ONT.), M.A., PH.D. (TOR.)
- N.K. Kaushik, Professor Emeritus, B.SC., M.SC. (DELHI), M.SC., PH.D. (WAT.)
- K.M. King, Professor Emeritus, B.S.A. (TOR.), M.S., PH.D. (WIS.)
- J.E. Laing, Professor Emeritus, B.SC., M.SC. (CAR.), PH.D. (CALIF., BERKELEY)
- L. Ritter, Professor Emeritus, B.SC., M.SC. (SIR GEORGE WILLIAMS), PH.D. (QU.)
- M.K. Sears, Professor Emeritus, B.SC., PH.D. (CALIF., DAVIS)
- G.R. Stephenson, Professor Emeritus, B.SC., M.SC., PH.D. (MICH. ST.)
- H.P. Van Straaten, Professor Emeritus, M.SC., PH.D. (GOTTINGEN)
- M. Anand, Professor, B.SC., PH.D. (W.ONT.)
- P. Antunes, Adjunct Professor, B.SC. (ÉVORA), PH.D (GUELPH)
- **M. Arbabi-Ghahroudi**, Adjunct Professor, B.SC. (CHAMRAN), M.SC, PH.D. (BRUSSELS)
- C. Bauch, Adjunct Professor, B.S. (TEXAS, AUSTIN), PH.D. (WARWICK)
- A. Biswas, Assistant Professor, BSC.(Ag)Hons.(BCKV India) M.SC.(Bangalore.India) PH.D. (SASK.)
- R. Brecher, Adjunct Professor, B.SC. (CAR.), PH.D. (SUSSEX)
- R. Buitenhuis, Adjunct Professor, B.SC., M.SC. (LEIDEN), PH.D. (LAVAL)
- G.C. Cutler, Adjunct Professor, B.SC. (MEM.), M.P.M. (S. FRASER), PH.D. (GUELPH)
- T. Dan, Adjunct Professor, B.SC. (U.A.S. TIMISOARA), PH.D. (GUELPH)
- M.A. Dixon, Professor, B.SC., M.SC. (MT. ALLISON), PH.D. (EDIN.)
- K. Dunfield, Associate Professor, B.SC. (CALG.), M.SC., PH.D. (SASK.)
- M.D. Dutton, Adjunct Professor, B.SC., M.SC. (MAN.), PH.D. (WAT.)
- **D. Errampalli**, Adjunct Professor, B.SC. (ANDHRA), M.SC. (BANARAS), M.BAM. (OSMANIA), PH.D. (OKLAHOMA)
- **T. Gariépy**, Adjunct Professor, B.SC. (CONCORDIA), M.SC. (S. FRASER), PH.D. (SASK.)
- B. Gilroyed, Assistant Professor, B.SC., B.SC. (ALTA.), PH.D. (CALG.)
- S. Glasauer, Associate Professor, B.SC., M.SC.(CALIFORNIA), PH.D. (MUNICH)
- **P.H. Goodwin**, Professor, B.SC. (VILLANOVA), M.SC.(MINN.), PH.D. (CALIF., DAVIS)
- A.M. Gordon, Professor, B.SC.F. (NEW BR.), PH.D. (ALASKA)
- R.J. Gordon, Adjunct Professor, B.SC., M.SC. (MCG.), PH.D. (GUELPH)
- T. Graham, Adjunct Professor, B.SC, M.SC., PH.D. (GUELPH)
- E. Guzman, Professor, D.V.M. (U.N.A.M. MEXICO), M.SC., PH.D. (CALIF., DAVIS)
- M. Habash, Associate Professor, B.SC. (TOR.), M.SC. (W.ONT.), PH.D. (GUELPH)
- B. Hale, Professor, B.SC., M.SC. (TOR.), PH.D. (GUELPH)
- R.H. Hallett, Professor, B.SC. (TOR.), M.P.M., PH.D. (S. FRASER)
- $\textbf{M. Hanson,} \ Adjunct \ Professor, \ B.SC.H. \ (TOR.), \ PH.D. \ (GUELPH)$
- $\textbf{R.J. Heck}, Associate\ Professor,\ B.S.A.,\ M.SC.,\ PH.D.\ (SASK.)$
- T. Hsiang, Professor, B.SC., M.SC. (BR.COL.), PH.D. (WASH.)
- S. Hunt, Associate Professor and Director of the Arboretum, B.SC., PH.D. (GUELPH)
- L. Knopper, Adjunct Professor, B.SC. (GUELPH), M.SC. (NEW ORLEANS), PH.D. (OTT.)
- D.J. Kroetsch, Adjunct Professor, B.SC. (GUELPH), M.SC. (CAR.)

- J.D. Lauzon, Associate Professor, B.SC., M.SC., PH.D (GUELPH)
- H. Lee, Professor, B.SC. (BR.COL.), PH.D. (MCG.)
- J.G. Longstaffe, Assistant Professor, B.SC. (W.ONT.), M.SC. (DAL.), PH.D. (TOR.)
- R. MacKenzie, Adjunct Professor, B.SC. (ACAD.), M.SC., PH.D. (GUELPH)
- $\textbf{S.A. Marshall}, Professor, B.SC. (AGR.) \ (GUELPH), M.SC. \ (CAR.), PH.D. \ (GUELPH)$
- R.A. McBride, Adjunct Professor, B.SC.(AGR.), PH.D. (GUELPH)
- J. Meyers, Adjunct Professor, B.SC. (MONTANA), M.SC. (WAT.), PH.D. (GUELPH)
- **G. Morozova**, Adjunct Professor, B.S., M.S. (MOSCOW STATE U.), PH.D. (ILLINOIS, CHICAGO)
- D.C.G. Muir, Adjunct Professor, B.SC., M.SC., PH.D. (MCG.)
- I. O'Halloran, Associate Professor, B.SC., MSC. (GUELPH), PH.D. (SASK.)
- G.W. Otis, Professor, B.SC. (DUKE), PH.D (KANSAS)
- G. Parkin, Adjunct Professor, B.SC., M.SC. (W.ONT.), PH.D. (GUELPH)
- N.E. Raine, Professor, B.A., PH.D. (OXF.)
- N. Rooney, Assistant Professor, B.SC., M.SC. (W.ONT.), PH.D. (MCG.)
- J.M. Schmidt, Associate Professor, B.SC., PH.D. (TOR.)
- C.D. Scott-Dupree, Professor, B.SC. (BRAN.), M.P.M., PH.D. (S. FRASER)
- P.K. Sibley, Professor, B.SC., M.SC. (GUELPH), PH.D. (WAT.)
- **G.L. Stephenson**, Adjunct Professor, B.SC., M.SC., PH.D. (GUELPH)
- N.V. Thevathasan, Adjunct Professor, B.SC. (INDIA), PH.D. (GUELPH)
- L. Van Eerd, Associate Professor, B.SC., M.SC., PH.D (GUELPH)
- A. VanderZaag, Adjunct Professor, B.SC. (GUELPH), PH.D. (DAL.)
- R.P. Voroney, Professor, B.SC. (CALG.), M.SC. (SASK.), PH.D. (SASK.)
- C. Wagner-Riddle, Professor, B.SC., M.SC. (SAO PAULO), PH.D. (GUELPH)
- A.P. Watson, Assistant Professor, B.SC., M.SC. (GUELPH)
- **Y. Zheng,** Associate Professor, B.SC., M.A. (SW.AGR.U.), PH.D. (NEWCASTLE UPON TYNE)

## **Ridgetown Campus**

- K. McEwan, Director, B.SC. (ARG.), M.SC. AG. EC.
- I. Moore, Associate Director (Academics), B.SC.(AGR.), D.V.M. (GUELPH)
- J. Zandstra, Coordinator, Associate Diplomas in Agriculture and Horticulture
- M. Beach, Co-ordinator Associate Diploma in Veterinary Technology, DIP. AHT., RVT.