MINUTES OF A MEETING OF THE COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES HELD WEDNESDAY, OCTOBER 3, 2007 AT 9:30 A.M. IN THE GRADUATE STUDIES BOARDROOM, NORTH RESIDENCE, ROOM 110.3

PRESENT: Katherine Arbuthnott, Jenn Bergen, Mark Brigham (Chair), Lynn Cavanagh, Ruth Chambers, Judy Chapman, Christine Crowe, Dawn Flood, Nick Forsberg, Mary Jesse, Richard Kleer, Brien Maguire, Annette Revet, Satish Sharma, Glenys Sylvestre, Florence Watson

REGRETS: None

GUESTS: Donalda Kozlowski

The Chair asked committee members to introduce themselves.

1. APPROVAL OF AGENDA

Cavanagh – Arbuthnott

moved approval of the agenda as distributed, with the following addition:


CARRIED

2. APPROVAL OF MINUTES OF LAST MEETING – September 5, 2007

It was agreed to defer approval of the minutes of the September 5, 2007 meeting to the next meeting.

AGREED

3. BUSINESS ARISING FROM THE MINUTES

All motions submitted to the September 26th Executive of Council meeting were passed, except for the motion from the Faculty of Engineering regarding Supplemental Examinations, which was withdrawn. The Faculty of Engineering has considered the comments from the CCUAS and will be submitting a new motion to the October CCUAS meeting recommending elimination of supplemental examinations.

4. OLD BUSINESS

There was no old business

5. NEW BUSINESS

5.1 Report from the Faculty of Arts

ITEMS FOR APPROVAL

A. UNIV 101: Strategies for Academic Success

Kleer – Arbuthnott

moved that UNIV 101 be granted credit as an introductory open elective in programs offered by the Faculty of Arts for the length of the pilot project (Fall 2007 and Winter 2008). Renewal is contingent upon review and approval of APDC and Faculty Council. Students who have completed 30 credit hours or more may not take UNIV 101 for credit unless they have prior written permission of the Faculty of Arts and their college.

CARRIED
Kleer – Jesse

moved to revise the registration requirements for students granted mature admission so they are required to register in UNIV 101 (rather than UNIV 100) within the first 12 credit hours towards the degree program. Students may petition to have this requirement waived or replaced by INDG 104.

Will students be required to take this in the first year if they transfer from CCE? Students are not considered to be ‘mature admits’ if they are registered as CCE students. Mature admission is only through direct admission.

B. Prairie Studies Program

Kleer – Crowe

moved to create the Bachelor of Arts in Prairie Studies as outlined in Appendix I, pages 4-28 of the agenda material.

Will this conflict with the regulation requiring 50% of course work to be completed in the Faculty of Arts? No. Within the Faculty of Arts, there are modified residency rules, such as the RCMP program.

Some U of S language courses listed are offered at the University of Regina. Why aren’t these U of R courses on this list?

If courses identified with TEL are not available, where are these courses to be available? The University of Regina has a commitment to offer courses listed in the first 15 credit hours.

Courses need to be approved before the program can be approved. The PRST courses have not yet been approved.

University of Regina students are offered a co-op option through the Faculty of Arts but U of S do not have a co-op option. Paragraph 3 on page 7 states that the University of Regina program within the Faculty of Arts may serve in place of a non-co-op option at the U of S. How can this be? This can be accomplished through distance evaluation.

Revet – Flood

moved that this item be tabled to the next meeting. CARRIED

PRST courses should be submitted with the program proposal.

ITEMS FOR INFORMATION

A. Approved Electives

It was agreed that changes to individual courses listed as approved electives, which have been previously forwarded to CCUAS for consideration (e.g. International Studies, page 101 of the UG Calendar) as they are determined will, in the future, be presented for approval only once a year. AGREED

B. Course Changes

The remaining items, course changes (new and revised) were reviewed for information.
5.2 Report from the Faculty of Business Administration

The change in default grading for BUS 435 to include the option of P/F was noted for information.

How will notification be given? Courses graded on a P/F basis will be part of the faculty registration procedure.

5.3 Report from the Faculty of Education

Forsberg – Crowe

moved that the revised Northern Teacher Education Program (NORTEP) BEd Elementary template be approved as detailed in Appendix III, pages 33-34 of the agenda material.

The rationale captures the reason for the changes.

How do these changes support the rationale? Many of the changes are simply a rearrangement of courses in the program. Some titles have been updated.

It looks like the whole program has changed. There should be a note indicating that the material content and spirit of the program have not changed. Maybe the courses should be listed to show what changes have occurred from the old template.

When sequencing is changing, this does not require approval, but changes to course content do.

Do students graduate from the U of R or the U of S? Students must indicate where they want to graduate from.

The question was called on the Forsberg-Crowe motion. CARRIED

5.4 Report from the Faculty of Engineering

Sharma – Kleer

moved that supplemental examinations from the Faculty of Engineering be eliminated effective immediately.

This was approved by the Faculty of Engineering on October 2, 2007. Under the current regulation, the Faculty of Engineering has the right to deny supplemental examinations. This new regulation would be effective after the Senate meeting in February, 2008. §5.7 of the UG Calendar will have to be changed to reflect this.

Is there any avenue of appeal? Yes, there is until the regulation is removed.

The question was called on the Sharma-Kleer motion. CARRIED

5.5 Report from the Faculty of Fine Arts

ITEMS FOR APPROVAL

A. Department of Music

Chambers – Forsberg

moved that the statement, as detailed in Appendix V, page 37 of the agenda material, be added to §14.13.5, Bachelor of Music Education in
the Faculty of Fine Arts section on page 189 of the Undergraduate Calendar (after paragraph 3 under §14.13.5 Bachelor of Music Education).

Is it feasible for students to meet requirements of both faculties? Yes.

The question was called on the Chambers-Forsberg motion. CARRIED

B. Department of Media Production and Studies

Chambers – Revet

moved that the name of the major be changed from Film and Video to Film and Video Production.

Does this only refer to the Bachelor of Fine Arts? Yes.

The following underlined friendly amendment was proposed:

moved that the name of the major for the Bachelor of Fine Arts degree be changed from Film and Video to Film and Video Production.

The question was called on the Chambers-Revet motion as amended. CARRIED

ITEMS FOR INFORMATION

The course changes for MU 325, and ART 400 were noted for information. It was noted that the prerequisite for ART 400 should read:

“Must be taken in graduating year of BFA”. AGREED

5.6 Report from the Faculty of Science

Maguire – Chapman

moved approval of changing the course selections within the Combined Major in Biology and Biochemistry to the following:

“Four courses from: BIOL 302, 305, 315, 366, 390, 395, 401, 405, 410, 455”. CARRIED

5.7 Report from the Centre for Continuing Education

ITEMS FOR APPROVAL

1. Proposed Changes and Additions – Credit Studies Division (CCE) Section of the Undergraduate Calendar

Crowe - Kleer

moved that the additions and changes to the Credit Studies Division section of the Undergraduate Calendar, as detailed in Appendix VII, pages 40-44 of the agenda material, be approved.

These changes reflect the practice and policies of CCE and brings them in line with other faculties and university regulations. CCE was applauded for this initiative.
Members were referred to page 44, regarding appeals. The current regulations state that all appeals go to the Associate Vice-President, Student Affairs. The proposed regulations do not reference back to the Council Discipline Committee. There are two forms of appeal, which need to be reflected in the proposal.

It was agreed the following statement should be added:

“Appeals of a disciplinary nature should be referred to the Council Discipline Committee. Refer to §§5.14 and 5.15 for details regarding Discipline regulations and the Council Discipline Committee.”

The question was called on the Crowe-Kleer motion with the above noted addition. CARRIED

1.2 Revisions to the CCE Residency Requirement

Crowe – Jesse

moved that the current CCE Residency Requirement (§18.2.3.1) – “Students must complete at least 50% of certificate program course work while registered in the Centre for Continuing Education” – be removed from CCE policies and the Undergraduate Calendar effective Spring/Summer 2008. Students who have graduated with a Bachelor of Business Administration or Bachelor of Administration are not eligible to graduate with the Certificate in Administration, Level I and II. Students who have completed the requirements for CCE certificates as part of a degree program must apply for graduation within one year of the degree being awarded.

This regulation change is to rectify problems that existed with the order in which these programs have been completed.

Why was the residency requirement put in place and will something be lost by removing it? The residency requirement was implemented to count CCE students during a time when CCE needed to be acknowledged and when financial agreements conflicted with academic programs. This is no longer necessary.

The Registrar’s Office has been asked to work on concurrent programs.

Business Administration is concerned about constraint issues with aggressive marketing of certificates and may have to preclude CCE students in favor of degree and diploma students in Business Administration.

The question was called on the Crowe-Jesse motion. CARRIED

1.3 CCE Student Appeals Committee Creation and Terms of Reference

Crowe – Chapman

moved that the creation and terms of reference for the CCE Student Appeals Committee, as detailed in Appendix IV, pages 45-47 of the agenda material, be approved.

Until now, CCE has not had an Appeals Committee. The terms of reference were designed to ensure credit and non-credit students have
an avenue of appeal and that students understand they have a right to appeal.

Do all faculties have this type of committee? Yes.

With respect to page 47, point 1, whereby students are notified in writing, where students are not University of Regina students, that is non-credit, or registered in business and professional workshops, this would be their final level of appeal. They would not go to the Associate Vice-President, Student Affairs.

The UG Calendar will need to address regulations that apply to all students not just undergraduate.

The question was called on the Crowe-Chapman motion. CARRIED

It was agreed that, when these motions are presented to Executive of Council, they should be presented in a revised order with motion 3 being considered before motions 1 and 2. AGREED

6. ITEMS FOR INFORMATION

6.1 Date of Next Meeting and Deadline for Submission of Agenda Items

This item was noted for information.

6.2 Report for Information from the Academic Schedule Sub-committee – verbal report from Judy Chapman

The sub-committee has had its first meeting. Any comments regarding how the academic schedule is constructed should be referred to Judy. The committee will be looking to develop policies in key areas, such as:

- contact hours relative to credit hours;
- outlining course delivery and the amount of time between classes;
- definitions of contact, credit, schedule type, campus, on- and off-campus;
- patterns depending on emerging trends.

There are over 52 different patterns, which present problems for examinations and scheduling.

A procedural document will be developed for wider review and feedback. It will help limit the scope of what the committee is trying to achieve.

The committee will be meeting monthly with an anticipated report for January.

Is the committee looking at earlier class starts, such as 7:00 or 7:30 a.m.? No, although, in an effort to be sensitive to traffic patterns and time between classes, classes may have to start at 8:00 a.m. Everyone is affected by this.

We have talked about 50-minute classes. It is hard to teach in 50-minute chunks.

It is hoped all faculties will be surveyed, but this may be too ambitious.

Twenty days are set aside for final examinations. We want to limit the number of examinations in the gymnasium. Right now, the examination schedule is intense. If the schedule is shrunk, more common examinations may be required.
The Faculty of Engineering Accreditation team considered 50 minutes equal to 1 accreditation unit.

6.3 Presentation of CCUAS Report to the October 31st meeting of Executive of Council

Mark Brigham will present the CCUAS report at the next Executive of Council meeting.

7. CONCLUSION

The meeting concluded at 10:50 a.m.