PRESENT: Katherine Arbuthnott, Mark Brigham (Chair), Lynn Cavanagh, Ruth Chambers, Christine Crowe, Rochelle Fenwick (for Nick Forsberg), Dawn Flood, Glenda Good (for Judy Chapman), Linda Goulet (for Larry Gauthier), Richard Kleer, Donaldia Kozlowski (Recording Secretary), Brien Maguire, Satish Sharma, Glenys Sylvester

REGRETS: Judy Amundson

GUESTS: Tracy Laboccetta (Registrar’s Office) and Steve Weild (Registrar’s Office)

1. APPROVAL OF AGENDA

Cavanagh – Crowe

moved approval of the agenda with the following revisions:

Item 5.5, Item for Approval: CCE Honours List – Terms of Reference be withdrawn
Item 3.2, Item for Discussion regarding RTDs be added. CARRIED

2. APPROVAL OF MINUTES OF THE LAST MEETING, February 15, 2008

Maguire – Kleer

moved approval of the minutes of the meeting of January 11, 2008 as distributed with the following amendments:

Item 4.1, paragraph 2, be amended to say “30 to 34 hours of instruction per term”. CARRIED

3. BUSINESS ARISING FROM THE MINUTES

3.1 Report from the Faculty of Science – Department of Economics– New Degree Program: BSc. Economics and BSc. Honours Economics.

Maguire – Crowe

moved to approve the creation of two new Bachelor of Science degrees – BSc in Economics and BSc Honours in Economics as detailed in Appendix I, pages 2 – 4 of the agenda material.

These should be majors, not degrees. The following friendly amendment as outlined below was agreed to:

moved to approve the creation of two new Bachelor of Science degree majors – BSc in Economics and BSc Honours in Economics as detailed in Appendix I, pages 2 – 4 of the agenda material.

The question was called on the Maguire-Crowe motion as amended. CARRIED
3.2 Discussions on RTDs. This discussion was tabled until after the SEM report has been distributed.

4. OLD BUSINESS

4.1 Report from Academic Schedule Sub-committee – verbal report

Rick Kleer gave a verbal report from the Academic Schedule Sub-committee. The surveys have been circulated to students, faculty members and schedulers. The response numbers to date provided by Judy Chapman are: Faculty 97%; Students 23%; and Schedulers 8%.

The surveys will close at the end of April. If you received the Scheduler survey and are not the correct person, let Judy Chapman know and she will add the correct person to the list.

Some faculty had difficulty locating the survey. Some had no trouble accessing the survey but were uncertain if the one they accessed was the correct one to complete. Surveys were targeted to specific individuals to whom the questions were pertinent. Deans and Assistant Deans should not be asked to complete a survey. There has been mixed views on the quality of the questions.

The survey questions raise concerns as to whether the flexibility of scheduling will be limited.

Judy Chapman will send out a reminder before the end of April. Let Judy know if the wrong person is receiving the survey. Melody Murray should receive the survey on behalf of Engineering. Is there a different way the surveys should be circulated? There was no response to this question.

5. NEW BUSINESS

5.1 Report from the Faculty of Arts

ITEMS FOR APPROVAL

Kleer – Flood

moved to revise the requirements for the BA Major in Classical and Medieval Studies, as detailed in Item 1 of Appendix II, page 6 of the agenda material.

Will HIST 106 be offered regularly? Yes.

The question was called on the Kleer – Flood motion CARRIED

ITEMS FOR INFORMATION

Richard Kleer distributed Item for Information regarding a revision to the grading mode for HJ 321 to add a “pass/fail” grading option to the course effective 200810. This report is attached to these minutes as Appendix I.

The items as detailed in Appendix II, pages 6 – 8 of the agenda material were received for information.
5.2 Report from the Faculty of Business Administration

ITEMS FOR APPROVAL

Sylvestre - Crowe

moved to make BUS 413 a required class in the Marketing Major (effective for students admitted or re-admitted to the BBA program for 2008-20 onward).”

CARRIED

5.3 Report from the Faculty of Education

ITEMS FOR APPROVAL

Motions 1 and 2 were considered at the same time.

Motion #1

Fenwick - Crowe

moved that the following courses be included as “Approved Electives (Optional) Courses” in the Certificate of Extended Studies in the inclusive Education (CESIE):

- EFDN 306: Schooling and Sexual Identities (Faculty of Education, University of Regina)
- EISP 322: First Nations / minority Special Education (First Nations University of Canada)
- Special Education or Psychology 659: Responding to the needs of Youth at Risk (Augustana College)
- Special Education or Psychology 620: Life Space Crisis Intervention (Augustana College)

Motion #2

Fenwick - Crowe

Moved to revise the Certificate of Extended Studies in Aboriginal Education as detailed in Item 2 of Appendix IV, pages 12 – 13 of the agenda material.

What is an approved English elective? Any senior English course.

Is there a sequencing for the prerequisites? Yes.

Is the Term “approved” acceptable to the Faculty of Arts. Yes, the term “approved” is used frequently with First Nations University of Canada.

The question was called on the two Fenwick - Crowe motions CARRIED

Motion #3

Fenwick – Crowe

moved that the ENGL 388 or 399 (formerly ENGL 270) requirement for the Secondary English Minor (EENG) be replaced by Approved English elective.
The wording is a bit confusing. The following friendly amendment as outlined below was agreed to:

Moved that the Requirement for the ENGL 388 or 399 (formerly ENGL 270) requirement for the Secondary English Minor (EENG) be replaced by Approved English elective.

The question was called on the Fenwick – Crowe motion as amended. CARRIED

5.4 Report from the Faculty of Fine Arts

ITEMS FOR INFORMATION

The items as detailed in Appendix V, page 14 of the agenda material were received for information. They are formalizing courses that have been offered in the past.

5.5 Report from the Centre for Continuing Education

ITEMS FOR APPROVAL

Motion #1
Certificate of Extended Studies in Aboriginal Education
Refer to Motion #2 of Item 5.3 of the Minutes.

Motion #2
Certificate of Extended Studies in Inclusive Education
Refer to Motion #1 of Item 5.3 of the Minutes.

Motion #3
CCE Honours List – Terms of Reference
This motion was withdrawn.

ITEMS FOR INFORMATION

The items as detailed in Appendix VI, pages 18 - 19 of the agenda material were received for information

Dr. Christine Crowe distributed an additional Item for Information.
The document entitled “Terms of Reference Summer University Integrated Advisory Group” is attached to these minutes as Appendix II.

CCE offers several summer courses. There is a disconnect as to what courses should or need to be offered. CCE is recommending creation of a working group to determine what Summer University would look like. The distributed document outlines a list of potential members. Are there others who should be included? It was suggested Physical Plant, Food Services and the Co-op Office should be invited.
This is an opportunity for people from across campus to get together to discuss Summer University offerings. CCE wants feedback from CCUAS as to whether or not this would be helpful before they proceed any further. The committee indicated this is a good idea.

Is this the beginning of a push to have faculty teach in the Summer? No. CCE cannot make anyone teach in the summer. What incentives can/should be in effect to get instructors to teach in summer could be a question for discussion.

Faculty used to get financial reimbursement for teaching in the summer. This practice has been discontinued.

This is not to suggest that CCE is taking over or forcing anything, it is coming from CCE as they see the need for communication across the campus and are willing to organize the first meeting.

It seems it will be work intensive to start, but over time the workload should decline. The first meeting will be set for the fall to start thinking about 200920.

What support can CCUAS provide?

Is there anyone else missing off the membership list? There should be a Dean or Department Head from each area represented. This may make the group too large to manage. Perhaps members can represent two roles. A Dean or Department Head does not need to be present if there is someone from their area already present.

6. ITEMS FOR INFORMATION

6.1 Discussion about Course Numbering practice

Richard Kleer reported that the Faculty Arts will be encountering a problem with course numbers by fall. When a new course is developed it must use a new number. The faculty anticipates eventually running out of numbers and wants to know what do when numbers are exhausted.

If numbers from courses that are no longer offered are re-used, the transcripts will be wrong. The traditional method would be to use new subject codes. For example, if we run out of English (ENGL) course numbers, the subject code could be changed to ENGH. This solution may cause confusion among departments.

Is it possible that after a course number has been retired for a certain length of time it can be put back into the system? Banner will not recognize this distinction.

Can Banner handle 4 digits? Yes, but this may cause problems with the sort order i.e. ENGL 1000 may look like a higher level course than a graduate course.

Can lettering be used? Yes, Banner can accept letters and numbers but it is uncertain if Banner can handle decimals. Letters are already being used for directed reading courses. Could courses be numbered “3A9”? Yes, but again it may cause difficulty with the sort order.
Can characters other than numbers or letters be used? The best solution that will work in Banner would be to change the subject codes and the suffixes. Is it possible to reuse the number and hide the old number? Steve will look into this.

Course numbering will be a problem for the Faculty of Arts next term. Richard Kleer will forward some ideas to Steve Weild.

6.2 Date and Location of Next Meeting

The next meeting will be May 9th and will be held in the Ad-Hum 5th Floor Boardroom.

7. CONCLUSION

The meeting concluded at 9:05 a.m.
Date: 10 April 2008

To: Bev Liski, Associate Registrar, Convocation & Publications

From: R. Kleer, Associate Dean (Undergraduate)

Re: Additional Report from Faculty of Arts Council to Council Committee on Undergraduate Admission and Studies

ITEMS FOR INFORMATION

The Faculty of Arts approved the revision to the following course and offers it for information:

Courses Revised
6. Department of Justice Studies
   HJ 321 3:3-0
   Mediation and Dispute Resolution
   Examines the role, purposes, use of mediation and other methods of conflict or dispute resolution. Assesses appropriate use of a variety of dispute resolution mechanisms, especially as they relate to issues of race, class, and gender. Emphasis on conflict resolution in the context of human justice and restorative justice.
   *** Prerequisite: HJ 201 and completion of 30 credit hours. ***
   * Note: Formerly numbered HJ 381AC. Students may not receive credit for both HJ 321 and HJ 381AC. *

Note: the revision is to add a "pass/fail" grading option to the course effective 200810.
Terms of Reference
Summer University Integrated Advisory Group

Membership:
- Director, Centre for Continuing Education (Ex-officio)
- Head of Credit Studies Division, Centre for Continuing Education (Ex-officio/Chair)
- Credit Studies Division, Program Coordinator (Ex-officio)
- University Registrar or designate (Ex-officio)
- AVP Student Affairs (Ex-officio)
- One Dean or Associate/Assistant Dean
- One Department/Academic Unit Head
- One Faculty member
- Student Recruitment representative
- Student Development Centre representative
- Student Union representative
- Physical Plant representative
- ESL representative
- Federated College representative(s)
- One representative from each Faculty (advisor, faculty administrator, Associate/Assistant Dean, etc.)

Term of Membership:
- University members will be identified through internal University processes or appointed as ex-officio members. Usual length of term on Advisory Committee will be two years.
- The Chair of the Advisory Group will be the Head of the Credit Studies Division as the person responsible for the Summer University program within the Centre for Continuing Education
- The Secretary of the Advisory Group will be the Credit Studies Division Program Coordinator. In the absence of the Program Coordinator, the Chair will ask another staff member of the Credit Studies Division to serve in the role of Secretary for that meeting.

Meetings:
The Summer University Advisory Group will normally meet twice a year (possibly in October and February). More frequent meetings may be called by the Chair of the Advisory Group when deemed necessary. Minutes will be recorded by the designated Advisory Group secretary and distributed to the Advisory Group.
Goals of the Summer University Advisory Committee:

- Create University awareness about the benefits of a strong Summer University program to promote recruitment and retention of students;
- Facilitate academic and administrative discussions regarding the most effective ways to improve, coordinate and execute the planning, scheduling, marketing and administering of Summer University academic programming;
- Provide input regarding the improvement of delivery of academic programs and administrative services during Summer University to meet the needs of students, staff and faculty;
- Assist in identifying new or existing internal and external target markets and marketing opportunities to increase enrolment in Summer University; and
- Facilitate coordinated use of University facilities during Summer University.