MINUTES OF A MEETING OF THE COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES HELD THURSDAY, DECEMBER 4, 2008 AT 10:00 A.M. IN THE BOARDROOM, FIFTH FLOOR, ADMINISTRATION/HUMANITIES BUILDING

PRESENT: Katherine Arbuthnott, Janelle Bennett, Lynn Cavanagh (Chair), Doug Cripps (for Harold Riemer), Rochelle Fenwick (for Nick Forsberg), Karen Finnsson, Dawn Flood, Mary Jesse, Richard Kleer, Donalda Kozlowski (Recording Secretary), Bev Liski, Brien Maguire, Annette Revet, Satish Sharma, Glenys Sylvestre, Jeannette Teece (for Ruth Chambers), Florence Watson

REGRETS: None

GUESTS: Glenda Good and Steve Weild, Registrar’s Office

1. APPROVAL OF AGENDA

Kleer - Maguire

moved approval of the agenda as distributed with the following corrections:

1. Add as Item 5.5, Report from the Faculty of Science
2. Correct the numbering of Item 4 as follows:
   4.1.2 should read 4.2.1
   4.1.3 should read 4.2.2
   4.2 should read 4.3

CARRIED

It was agreed that, Item 5, New Business, would be considered following Item 3, Business Arising from the Minutes. For purposes of the minutes, discussion of these items will appear in the order of the agenda.

AGREED

2. APPROVAL OF MINUTES OF LAST MEETING – November 6, 2008

Liski - Jesse

moved approval of the minutes of the meeting of November 6, 2008 as circulated.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

3.1 Error in Submission of Motion to Executive of Council

The following action was taken at the November 6, 2008 meeting of the CCUAS:

   Item 5.3 – Point 3.   Riemer – Maguire

moved to allow students to substitute ENGL 100 with KHS 181AB (Academic Strategies for Success in KHS) for the Fall 2008 semester, in addition to receiving credit for KHS 100 (Intro. To KHS).

The motion that went to Executive of Council on November 26th recommended substitution of ENGL 100 with KHS 181AB for the Fall 2009 semester instead of the 2008 semester. Following vigorous, positive debate at the Executive of Council meeting, the motion passed. It was not until after the meeting that the
error was realized. Subsequent discussion occurred between the Registrar, the University Secretary, the Dean of Kinesiology, and the Vice-President (Academic). It was agreed that the motion, as presented to Executive of Council and passed, should stand. The Faculty of Kinesiology has agreed to have the original motion passed by CCUAS at its last meeting amended to include 2009. As a result, the following action must be taken:

Motion 1:

Liski – Cripps

moved that the motion as noted above, which was approved by the CCUAS at its meeting on November 6, 2008, be rescinded.

What happens to students who are taking KHS 181AB this semester? The Faculty of Kinesiology and Health Studies will deal with this as necessary and will ensure students are looked after.

Are faculties able to substitute courses when necessary? Yes, faculties are able to override the requirements.

If this motion passes, does it have to go back to Executive of Council? No.

The question was called on Liski-Cripps motion. CARRIED

Motion 2:

Liski – Maguire

moved to allow students to substitute ENGL 100 with KHS 181AB (Academic Strategies for Success in KHS) for the Fall 2009 semester, in addition to receiving credit for KHS 100 (Intro. To KHS)

If faculties have the ability to override requirements, they are still going to do what has been rescinded.

What are the faculty’s rights? Do faculties have the power to recommend substitutions for courses not in the major area? If a student fails ENGL 100 a third time, can the faulty approve another course? The understanding is substitutions can be made in exceptional cases and when the substitution is equivalent. Discussion was held as to whether or not this action by KHS would set a precedent. There is no gate keeper. Faculties determine if students meet the requirements to receive their degrees according to the faculty policies. The Registrar’s Office relies on the accuracy of the faculties and does not check to ensure the students meet the requirements to graduate.

The fact that this motion came to CCUAS in October when the term was partially completed is of concern. This motion would allow the Faculty of KHS to continue with the pilot without bringing it back to CCUAS.

How do we know the students have a necessary grasp of English when this pilot is over? How is it possible to substitute an English class?
Why can the motion not go back to Executive of Council with the corrections? The Faculty of KHS was offered this option, but rejected it. They were comfortable with changing the motion that had been approved by the CCUAS.

Will this mean the Faculty of KHS will have more than one term to pilot this project? Yes. How long is the pilot going to run? What is the gauge they are using to determine if the pilot is working? The Faculty of KHS has given no indication as to what their gauge is or will be.

Why is this different from other courses faculties are allowed to approve? This is being offered on an experimental basis and has not been presented to the CCUAS for information. Essentially, the Faculty is requesting that a course that has not been reviewed by this committee be approved to replace ENGL 100. This is uncharted territory.

Section 6 of the 2008-2009 Undergraduate Calendar was referenced.

Will this body object to other students not taking ENGL 100? Is ENGL 100 a required course at the University of Regina? Although every degree program at the University of Regina contains ENGL 100, there is no policy stating that it is a mandatory component of a degree program.

Can a student graduate without ENGL 100? The Faculty of KHS is piloting a new initiative to explore alternate ways of meeting the required English component.

What is the responsibility of this committee? The Terms of Reference indicate that the committee should bring concerns to Executive of Council. Executive of Council discussed this motion at length and are aware of these concerns.

Time constraints prevent us from further debating the wording in the Undergraduate Calendar or how much latitude faculties have to make substitutions in their programs.

Should the word “pilot” be included in the motion? It is referenced in the rationale.

The following friendly amendment was presented:

moved a pilot project to allow students to substitute ENGL 100 with KHS 181AB (Academic Strategies for Success in KHS) for the Fall 2009 semester, in addition to receiving credit for KHS 100 (Intro. To KHS).

AGREED

The question was called on the Liski-Maguire motion as amended.

CARRIED

All faculties require ENGL 100, but only some require ENGL 110. As a result of extensive discussion at Executive of Council regarding this motion, the Faculty of Arts is reviewing its English course offerings to ensure that they are fulfilling the original intent.
4. OLD BUSINESS

4.1 Action by Ceremonies Committee re Item 6.2 of September 11, 2008 CCUAS Minutes

The Joint Committee of Senate and Council on Ceremonies met and discussed who should approve hoods in the future. It will be looking at changing its Terms of Reference which in turn may change the Terms of Reference for the CCUAS. Bev Liski will design a procedure on how these approvals are to take place.

Revisions to the Terms of Reference for CCUAS will be on the agenda for January. Committee members should be prepared to submit suggestions.

If the Bachelor of Health Studies (modified) program is a new program, do we have to approve a hood color? Yes, but the Faculty of Kinesiology and Health Studies may wish to use the same hood as the original program.

4.2 Report from the Academic Schedule Sub-committee

4.2.1, Appendix II and 4.2.2, Appendix III were submitted for reference.

Kleer – Teece

moved to approve Recommendation 1 as detailed in Appendix I, page 4 of the agenda material.

Recently there was one incident where a student was denied access to a lab for being late. This was the first known complaint that there was enough time between classes.

There are concerns with how labs will fit into this schedule. The proposed changes may be difficult for some faculties.

This schedule works for the Faculty of Engineering as is.

There is one department within the Faculty of Science that indicated the proposed schedule will not work. The loss of 2:30 time slots will create problems. The proposed schedule has reduced the number of 2:30 time slots from 6 to 4. The other departments within the Faculty of Science are able to deal with this. They have faculty who will not teach on Saturdays or at specific times. Referencing McGill University, they had a specific goal when reviewing their schedule. Their focus was on room usage. Software that shows conflicts among units while timetabling classes would be useful.

There was little or no reaction from the Faculty of Arts. The one concern was the 40 minutes between classes on the 3-days/week classes. The preference was to have two pairings of 2-days with Wednesday as a lab day.

Luther College wants to know what the nature of the problem to be fixed is and does this solve it? They are concerned the 3-days/week pattern is constrained. Some faculty value the 3-days/week courses. Their students do not want to see the 3-days/week classes decline.
Campion College voted against the changes. They felt it is a waste of time and would create student confusion.

Clarification of the 3-days/week option was provided by one of the sub-committee members. This proposed change would no longer offer a Monday/Wednesday/Friday pattern. Instead there are two 3-days/week patterns, Monday/Wednesday/Thursday and Tuesday/Thursday/Friday. In effect there will be more availability of 3-days/week classes.

The Faculty of Fine Arts received very few comments, so it is assumed there is no problem with the proposed schedule.

The Faculty of Business Administration currently uses 2-days/week classes and was the catalyst in the 2-days/week offerings. The Faculty of Business Administration cannot offer undergraduate classes on Fridays due to its Executive MBA program. It has been offering Monday/Wednesday and Tuesday/Thursday classes for several years with no issues.

The 40-minutes between classes on the 3-days/week offerings is a major concern. Is space utilization or time between classes the main issue we are attempting to resolve? This is unclear.

Faculties who offer blocks of classes may have conflicts with the proposed schedule.

If more classes are offered outside of the 10:00 a.m. and 2:30 p.m. time slots, would the current method of scheduling work? Has any pedagogical research been done to determine if 1, 2 or 3-day/week offerings are better? No.

Three-hour blocks of time on Monday/Wednesday/Friday would resolve the 75-minute difficulties the Faculty of Business Administration runs into.

Students who are working prefer the 2-day/week offerings because it allows them more time to work.

There was no feedback from First Nations University of Canada other than their students find it difficult to find the classrooms.

The Faculty of Kinesiology, Health and Sport did not support or oppose the proposed schedule.

If it is a problem of space usage, this needs to be addressed. There is no sympathy for only 10 minutes between classes. Currently there are conflicts with offerings between faculties that need to be addressed each term.

Can the motion be amended to adopt and approve the schedule after it has been tested? This was presented at the Faculty of Graduate Studies and Research. They also want to test the schedule. This ties in with Recommendation #7 as detailed in Appendix I, page 6 of the agenda material. A software program that we could all work with may be an asset.

It appears we are in a catch-22 situation. Information Services will not proceed with any testing until the schedule has been approved because they do not want
to expend the time if the University is not going to proceed with the new
schedule. This committee cannot approve the schedule unless it knows whether
or not it will work.

Can a motion be put forward that the proposed schedule be approved if software
can show it will improve the situation? Testing may show this may not work.
Implementation would be a minimum of one year away. Is the University
prepared to spend the money on software to assist with the scheduling? A
formal proposal for funding has not been submitted.

Can the motion be tabled and a recommendation be made that testing is
required? This will stretch the resources of the Registrar’s Office. The sub-
committee relied heavily on Judy Chapman’s knowledge and perhaps more time
is needed to research the issues.

The question was called on the Kleer-Teece motion. DEFEATED

Maguire - Sharma

moved that, on the recommendations of the Academic Schedule Sub-
committee, the Registrar’s Office be asked to move forward on the study
and testing of the proposed new class schedule template.

What exactly are we testing for? Testing would address the concerns raised by
the Scheduling Sub-committee. This will require a lot of involvement with
Information Services.

Is this the same as Recommendation #9 as detailed in Appendix I, page 7 of the
agenda material? No. Members of the Academic Schedule Sub-committee
found it difficult to make decisions as not all Faculties were represented on the
committee and the members were not aware of all of the requirements of each
Faculty.

This is subject to resources of time and money of the Registrar’s Office and the
University while being cognizant of the needs of the Registrar’s Office.

The question was called on the Magure–Sharma motion. CARRIED

Liski – Sylvestre

moved to defer discussion on Recommendations 2 through 9 of the
Academic Schedule Sub-committee as outlined in Appendix I, pages 5 –
8 of agenda material to the January meeting.

The question was called on the Liski-Sylvestre motion. CARRIED

4.3 Report from the RTD Sub-committee

Brien Maguire gave a verbal report from the RTD Sub-committee. The
committee has met once. It will only deal with RTD issues and will not be looking
at probation issues.
5. **NEW BUSINESS**

5.1 Report from the Faculty of Arts

**ITEMS FOR APPROVAL**

Motion #1

Kleer – Jesse

moved to add FR 247 to the list of “Other Courses in Linguistics” as detailed in Item IA of Appendix IV, pages 13-14 of the agenda material.

The question was called on Kleer-Jesse motion. **CARRIED**

An omnibus motion was made with respect to the following Motions 2, 3, 4, 5, 6 and 7 as detailed in Item 1A of Appendix IV, pages 14 – 21 of the agenda material.

Kleer - Teece

Motion #2

moved to create BA Majors in Cree Language Oracy and in Cree Language Literacy.

Motion #3

moved to delete the BA Major in Cree Language Studies.

Motion #4

moved to create a BA Major in Saulteaux Language Oracy and in Language Literacy.

Motion #5

moved to delete the BA Major in Saulteaux Language Studies.

Motion #6

moved to revise the BA Honours major in Cree Language Studies and in Saulteaux Language Studies.

Motion #7

moved to revise the Minor in Cree Language Studies and in Saulteaux Language Studies.

Students will graduate under the program that was in place when they started. They have the option to move to the new program at the time it is introduced.
Other faculties need to be aware that these programs will remain in Banner as honours majors. Errors may occur if faculties are not diligent in ensuring that students are placed into these programs. Students will be given a time limit to complete their program.

Can we get around this error? These programs cannot be changed and made historical until all students currently registered in them have completed their programs.

Section 6 of the 2008-2009 Undergraduate Calendar was referenced.

The question was called on the six Kleer-Jesse motions. CARRIED

Motions # 8 and # 9 as detailed in Item 1B of Appendix IV, pages 21 – 24 of the agenda material were considered at the same time.

Motion # 8

Kleer – Liski

moved to revise the BA Combined Major in Economics and Geography.

Motion # 9

Kleer - Liski

moved to revise the BA Combined Honours Major in Economics and Geography.

The question was called on the two Kleer-Liski motions. CARRIED

Motion # 10

Kleer - Teece

moved to remove the requirement that mature students must complete UNIV 101 (now ACAD 100) as a condition of their admission as detailed in Item 1C of Appendix IV, pages 24 and 25 of the agenda material.

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

Motion # 11

Kleer - Teece

moved to replace in the Undergraduate Calendar all references to STS 210 with PHIL 277 as outlined in Item 1D of Appendix IV, page 25 of the agenda material.

Why does this need approval? There is no problem in bringing this to this committee for approval.
Does it need to go to Executive of Council? Yes but it would be for information only.

The question was called on the Kleer–Teece motion. CARRIED

Motion # 12

Kleer - Maguire

moved to count this course toward satisfying the current core requirement for a course in math or logic as detailed in Item 1E of Appendix IV, pages 25 and 26 of the agenda material.

10.9.1.1 Core requirements: (33 credit hours)

. . .

A course in logic or mathematics (Philosophy 100, Philosophy 352, Mathematics 101, 103, 105, 108, 110, 122, 124 and 127 all meet the requirement).

Philosophy 100 no longer exists. A friendly amendment was made to change "Philosophy 100" to "Philosophy 150" as follows:

moved to count this course toward satisfying the current core requirement for a course in math or logic as detailed in Item 1E of Appendix IV, pages 25 and 26 of the agenda material.

10.9.1.1 Core requirements: (33 credit hours)

. . .

A course in logic or mathematics (Philosophy 150, Philosophy 352, Mathematics 101, 103, 105, 108, 110, 122, 124 and 127 all meet the requirement). AGREED

The question was called on the Kleer-Maguire motion as amended. CARRIED

An omnibus motion was made with respect to the following Motions 13, 14 and 15 as detailed in Item 1F of Appendix IV, pages 27 -31 of the agenda material.

Kleer - Maguire

Motion # 13

moved to revise the European Studies concentrations of the International Studies major, honours major and certificate.

Motion # 14

moved to create concentrations in Development Studies and International Affairs as part of the Certificate in International Studies.
Motion # 15

moved to revise the list of approved electives that may be used toward each of the International Studies concentrations.

The question was called on the three Kleer–Maguire motions. CARRIED

Motion # 16

Kleer - Jesse

moved to revise the advice to students on selecting appropriate FR courses as detailed in Item 1G of Appendix IV, page 32 of the agenda material.

Does the reference to “Department Head” refer to the French Department Head? Yes.

The question was called on the Kleer–Jesse motion. CARRIED

Motion # 17

Kleer - Jesse

moved to change the wording in Section 10.3 Residency and Transfer Credit section of the Undergraduate Calendar as detailed in Item 1G of Appendix IV, page 32 of the agenda material.

What is the reason for this change? The change is to make the wording clearer and easier to understand. The Chair of this committee will review the wording prior to submission to Executive of Council. AGREED

The question was called on the Kleer–Jesse motion. CARRIED

ITEMS FOR INFORMATION

The items as detailed in Appendix IV, pages 33 – 49 of the agenda material were received for information.

5.2 Report from the Faculty of Business Administration

ITEM FOR APPROVAL

Motion # 1

Sylvestre - Jesse

moved that the following policy regarding academic program changes be accepted:
Students follow the program that is in effect at the time of their most recent date of admission, transfer or readmission, but may choose to follow changes occurring after that date.

This is a clarification not a change in policy. This will be a new point under Section 11 of the Undergraduate Calendar.

The Faculty of Science brought forward a similar motion previously. This is to assist students in clarifying their options. Students frequently ask for clarification of their requirements and this is intended to assist them in knowing and recognizing their options.

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

5.3 Report from the Faculty of Engineering

ITEMS FOR INFORMATION

The items as detailed in Appendix VI, page 50 of the agenda material were received for information.

5.4 Joint Report from the Faculty of Kinesiology and Health Studies and the Faculty of Arts

ITEMS FOR APPROVAL

Motion # 1

Cripps - Teece

moved to allow entry to the Bachelor of Health Studies for the winter semester, December 1 deadline for application, fee and documents for all students (domestic and international) as detailed in Appendix VII, pages 51-52 of the agenda material.

The motion needs to state the effective term as 201010 as it is too late to be effective for the 200910 term. The following friendly amendment was presented:

moved that effective 201010 to allow entry to the Bachelor of Health Studies for the winter semester, December 1 deadline for application, fee and documents for all students (domestic and international) as detailed in Appendix VII, pages 51-52 of the agenda material. AGREED

The question was called on the Cripps-Teece motion as amended.  CARRIED

An omnibus motion was made with respect to the following Motions 2, 3, 4, 5, 6 and 7 as detailed in Appendix VII, pages 52 – 54 of the agenda material.
Cripps - Revet

Motion # 2

moved to add KHS 488 (Seminar in Research Design) to the list of electives in Section B: Research Methods, 6.0 credit hours undefined.

Motion # 3

moved to revise the requirements for the Pre-Health Studies and Bachelor of Health Studies to replace STAT 151 with STAT 100 or STAT 160.

Motion # 4

moved to delete WMST 380AG from the list of approved electives.

Motion # 5

moved to delete BUS 007 and ARTS 007 from the list of acceptable computer applications labs.

Motion # 6

moved to add HS 281AA-ZZ, HS 381AA-ZZ and HS 481AA-ZZ to Section G: Approved Electives.

Motion # 7

moved to recognize minors in the Bachelor of Health Studies as identified in the respective faculties offering the minors.

BUS 007 does not have to be deleted as per Motion # 5 because the Faculty of Business Administration does not require special permission. ADMN 007 through First Nations University of Canada is not always available. Leaving BUS 007 as an option would allow students more opportunity to take this course.

The following friendly amendments were made:

1. to remove Motion #5 from the omnibus motion.

2. to remove HS 181AA-ZZ from the first chart titled “Section G: Approved Electives” in Appendix VII, page 54 of the agenda material. AGREED

The question was called on the six Cripps-Revet motions as amended. CARRIED
Motion # 8
Cripps - Kleer

moved to approve the 60 credit hour articulation agreement between SIAST – Dental Hygiene Diploma to the Bachelor of Health Studies (modified) as recommended ad detailed in Appendix VII, pages 54 – 57 of the agenda material.

It is confusing to have two programs entitled “Bachelor of Health Studies”. One has the word “modified” added. A suggestion was made to add “Dental Hygiene” to the name of the program to differentiate it from the existing BHS program.

How are these programs different? The new program deals with transfer credit.

How will the students be tracked? What will the degree be called? The Faculty of Science has a Post-Diploma Bachelor of Science degree. Could this example be followed? The two Science degrees have identical requirements, but distinct names and program codes. The two Bachelor of Health Studies programs have different requirements.

Revet - Liski

moved to approve the Cripps–Kleer motion with respect to the Bachelor of Health Studies (modified) program subject to resolution of the best name for the program.

The question was called on the Revet-Liski motion. CARRIED

5.5 Report from the Faculty of Science

ITEMS FOR INFORMATION

The report was distributed electronically in advance of the meeting and is attached to these minutes as Appendix I.

It was noted that the last portion of the Item for Information should be amended as follows:

With recent approved changes to CHEM 102 and CHEM 240, it is hereby reported for information that, wherever “CHEM 102 and CHEM 240” appears in the Faculty of Science program section of the 2008–2009 Undergraduate Calendar, it will be replace with “CHEM 104 and CHEM 240 140”

A request was made to have a section on the CCUAS web site for course changes. The Registrar’s Office will take this under advisement.

6. ITEMS FOR INFORMATION

The 2009 winter meeting schedule is not yet finalized but it should be ready for distribution early next week.

7. CONCLUSION

The meeting concluded at 12:15 p.m.
ITEM FOR INFORMATION

Faculty of Science

With recent approved changes to CHEM 102 and CHEM 240, it is hereby reported for information that, wherever "CHEM 102 and CHEM 240" appears in the Faculty of Science program section of the 2008-2009 Undergraduate Calendar, it will be replaced with "CHEM 104 and CHEM 240."

Brien Maguire