PRESENT: Lois Adams (for Ailsa Watkinson), Katherine Arbuthnott, Janelle Bennett (for Christine Crowe), Mark Brigham (Chair), Lynn Cavanagh, Ruth Chambers, Judy Chapman, Dawn Flood, Nick Forsberg, Mary Jesse, Richard Kleer, Donalda Kozlowski (Recording Secretary), Bev Liski (Assistant Recording Secretary), Brien Maguire, Harold Riemer, Morina Rennie (for Glenys Syvestre), Satish Sharma

REGRETS: Annette Revet

GUESTS: Dr. Michael Kozdron (Department of Mathematics and Statistics), Steve Weild (Registrar’s Office)

1. APPROVAL OF AGENDA

Forsberg – Riemer

moved approval of the agenda with the following addition:

Item 5.3, Item for Discussion regarding RTDs – verbal report, Rick Kleer, Associate Dean of Arts. CARRIED

2. APPROVAL OF MINUTES OF THE LAST MEETING, January 11, 2008

Jesse – Cavanagh

moved approval of the minutes of the meeting of January 11, 2008 as distributed. CARRIED

3. BUSINESS ARISING FROM THE MINUTES

3.1 Report from the Faculty of Social Work – tabled motion.

The motion from the Faculty of Social Work regarding the changes to the program for the Aurora College Certificate of Social Work, which was tabled at the last meeting, was being resubmitted following consideration by the Faculty of Social Work. The program is being kept at 66 credit hours to retain the solid Social Work base.

Adams – Reimer

moved that SW 350 (Anti-Oppressive Social Work Practice) be added as a required class for the Aurora Certificate of Social Work (CSW) program as detailed in Appendix I, pages 2-3 of the agenda material. CARRIED
4. OLD BUSINESS

4.1 Report from Academic Schedule Sub-committee – verbal report

Judy Chapman gave a verbal report from the Academic Schedule Sub-committee. The sub-committee will distribute a survey to students, faculty, and those responsible for establishing their class schedule asking questions about the construction of the class and final examination schedule. For example, Should planning for future terms following the same schedule as the budget process? Should the class schedule in the academic year follow the budget year, that being a year in advance? Should students be allowed to register for Spring/Summer in November? Should students be allowed to register for Fall and Winter in March for that year? We will ask questions about class schedule patterns, time of day, number of minutes, etc. We want to know if students and faculty have enough time between classes? Does the pattern of classes and final exams create unnecessary time conflict? Does our schedule of final examinations work for students? For faculty?

The assumption has been that a 3-credit-hour class held 3 times per week for 13 weeks equals 39 contact hours. This is not the case. Classes that are 50 minutes in length result in a range of 30 to 34 hours of instruction per week. If all classes met for 30 instructional hours, classes would end at different times over a period of 7 instructional days. This does not include labs, on-line classes etc. We are getting more questions from governments, funding agencies and accreditation boards about our contact hours. Members of the Academic Schedule Sub-committee, Glenys Sylvestre, Christine Crowe, Rick Kleer and Judy Chapman, can be contacted for further information.

We must ensure that our courses are delivered over a minimum number of hours. We must also ensure that final examinations are held, as required by some departments. Associate Deans and Directors must be informed. University-sponsored activities should not interfere with the minimum number of hours of contact or with classes. This Committee should expect recommendations on this topic. The final examination period will be adjusted to ensure a minimum number of contact hours.

Concern was expressed with setting classes 2 times a week instead of 3 times a week. Instructors have their lectures prepared based on the 3 times per week scenario. A number of patterns promoting maximum flexibility will be recommended.

How do you propose to deliver the survey? The survey will be delivered through UR Self-Service. We have had good return rates on these surveys in the past. Our best opportunity is when students are registering for class.

There is a strong need for an annual review of the schedule. We hope that those individuals who plan their schedules will meet on an annual basis.

Will Faculty Councils have an opportunity to discuss the recommendations? They will be presented to this committee by June. This Committee and the Faculty of Graduate Students and Research Council will vote on the recommendations this fall prior to submission to Executive of Council (by December?) and Senate (by February).
How long will it take to implement new policy and procedures? The expected implementation time frame is 2 to 3 years.

5. NEW BUSINESS

5.1 Report from the Faculty of Education

ITEMS FOR APPROVAL

Motion #1

Forsberg – Chapman

moved that, once admitted to the Bac Program, Grade 12 students who completed *Français immersion A30 or Français 30* be able to enrol in FR 201 without taking the Department of French Placement test. If they wish to do so, they can still take this test and if they reach a higher level, such as FR 202, 203 or 230, be placed in the corresponding course. CARRIED

Motion #2

Forsberg – Maguire

moved that, to be admitted to BEAD Elementary Program, the prerequisites include ECSF 100 or ECSF 110, 21 credit hours in French (from FR 201) and 18 credit hours in at least three other teachable areas.

To clarify that FR 201 must be taken, a friendly amendment to remove the word “from” and move the closing bracket to the end of the sentence as indicated below was agreed to:

“…. (from FR 201) and 18 credit hours in at least three other teachable areas.”

The question was called on the Forsberg – Maguire motion as amended. CARRIED

Motion #3

Forsberg – Maguire

moved that, to be admitted to the BEAD Secondary Program, the prerequisites include ECSF 100 or ECSF 110, at least 24 (from 30) credit hours in French (FR 200 level and up) and 18 credit hours in another concentration (such as English, General Sciences, Social Studies, etc.). CARRIED

Motion #4

Forsberg – Maguire

moved that, Bac students (BEd Elementary and Secondary) must maintain an average of 70% in all FR courses taken during the first two years of their program before they can proceed to the third year of their program.

What do students do who do not meet this requirement? They would have to retake earlier courses.
5.2 Report from the Faculty of Science

ITEMS FOR APPROVAL

Dr. Michael Kozdron of the Mathematics and Statistics Department was in attendance at the meeting to speak to the Statistics changes being proposed.

1. Department of Biology

   The motion regarding the Biology Co-op Workterm courses, as detailed in Item 1 of Appendix III, page 6 of the agenda material, was received as an item for information.

Maguire – Arbuthnott

   moved that the following change to the Biology degree programs be approved: “The requirement for STAT 151 and 152 in the Biology degree programs will be replaced with two options from which students can select either:

   1) STAT 100 and STAT 200
   2) STAT 160 and any 200-level STAT course”

   The motion should clearly reflect the programs being modified. The following friendly amendment as outlined below was agreed to:

   moved that the following change to the Biology degree programs, BSc in Biology and the BSc Honours in Biology be approved: “The requirement for STAT 151 and 152 in the Biology degree programs BSc in Biology and the BSc Honours in Biology will be replaced with two options from which students can select either:

   1) STAT 100 and STAT 200
   2) STAT 160 and any 200-level STAT course numbered above 200”

   The question was called on the Maguire – Arbuthnott motion as amended. CARRIED

2. Department of Economics – New Degree Program: BSc Economics and BSc Honours Economics.

   The motion as outlined in Appendix III, pages 6 to 9 of the agenda material was tabled pending confirmation from the Faculty of Arts on the ECON 322 course offering.

ITEMS FOR INFORMATION

1. Department of Mathematics & Statistics

   The items as detailed in Appendix II, pages 9 – 19 of the agenda material were received for information.
Typographical errors were noted for correction as follows:

STAT 471 (page 10 of the agenda material): change “hecking” to “checking”

STAT 160 (page 11 of the agenda material): change “fro” to “for”

Bachelor of Science with Combined Major in Statistics and Economics outline, (page 16 of the agenda material): change “MATH or STAT course at 200-, 300- or 400-level, or ACSC course” to “MATH course at 200-, 300- or 400-level, STAT courses at 300- or 400-level, or ACSC course”

Bachelor of Science with Combined Major in Biology and Statistics (page 18 of the agenda material); change “MATH 217” to “MATH 213”

Are the new STAT courses similar to the previous STAT courses? STAT 151 will be timetabled with STAT 100. Students can register for either depending on their program requirements. STAT 100 is equivalent to STAT 151. Students will need to know this.

The Registrar’s Office needs to know what courses and programs are affected by this change. The faculties and colleges need to notify the Registrar’s Office of any changes as result of the new STAT courses. Can this change make it into the new Calendar? No. Can faculties choose not to accept these changes? Yes, but if they do they must submit for approval through CCUAS, Executive of Council and Senate, any changes to their program that are different from the change proposed by the Faculty of Science. Students do not need to see the changes that are happening. Biology is changing their requirement from STAT 151 to STAT 100 and STAT 251 to STAT 200.

Does Bev make these changes in the Calendar? Yes, but each faculty and college is responsible for letting the Registrar’s Office know of any changes. Changes to the electronic version of the calendar are only entered once a year and is not modified throughout the year. The current web version will become the archival copy to track what the program was when the student started. It cannot be altered. A calendar is produced once per year, courses changes are implemented 3 times per year.

These changes will have a major impact on many programs. Is there a chart showing the equivalencies? This may be helpful.

STAT 151 is a course that only has MATH A30 as a prerequisite and is being used to satisfy all requirements by all faculties. It was not satisfying Science requirements. The idea is to split the course into two. STAT 100 would have MATH A30 as a prerequisite and STAT 160 would have MATH B30 and C30 as prerequisites. The intent is that STAT 160 would be taken by Science students except for Biology students who would take STAT 100 and STAT 200. STAT 100 would be taken by other students.

STAT 100 is a replacement for STAT 151. It is a lighter introduction to statistics and is considered a second service course. STAT 152 was only required by the Department of Biology. There are some things that cannot be
covered in an introductory Statistics course that Biology needs. It was named STAT 200 to indicate it is a higher level course.

Outside of the Faculty of Science, STAT 151 is to be replaced with STAT 100. Students can then take STAT 200 as a second course. If a student is in Science and transfers into Biology, they would be able to take either course. Students would be separated into two groups based on their high school background.

MATH A30 and MATH B30 are considered grade 11 Math courses. MATH C30 and Calculus are considered grade 12 courses. MATH B30 deals with probability. Math A30 is a U of R requirement. MATH B30 and C30 are only requirements of the Faculty of Science. For clarification, MATH A30, B30 and C30 are all Grade 12 courses.

If a student has Math B30 and MATH C30 would it be beneficial to take STAT 160? There would be no advantage. If STAT 100 is the service course, it would be sufficient. STAT 160 covers everything in STAT 100 plus a few extra chapters. Students would get more benefit by taking STAT 100 and STAT 200.

The Faculty of Business Administration, the Faculty of Kinesiology and Health Studies and some Education programs also require MATH B30 and MATH C30.

There are very few programs that require STAT 152 outside of Biology. Human Justice requires STAT 152 and a 2nd Math course. If students have MATH B30 and MATH C30 they can take both STAT 100 and STAT 200. A student cannot take STAT 160 and STAT 200.

Is STAT 289 changing? No. Many Engineering students take STAT 151. They will ensure their students take STAT 160.

Does “200 level” exclude STAT 200? The calendar states you cannot take STAT 160 and STAT 200.

Typically CCUAS receives two kinds of motions. Some pertain to calendar entries. The Registrar’s Office has provided a guideline in attempt to clarify this. The guideline requires that the program be clearly outlined. The motions here need to reflect exactly what will appear in the calendar.

AGREED

Are there instances where items for information need to be approved? Roberts Rules of Order state that any item can be lifted from and item for information to an item for action. This information should be incorporated into the guidelines.

Maguire – Rennie

moved that the program changes as outlined on pages 9 – 19 of the agenda material be lifted to items for approval. CARRIED
Maguire – Chapman

motion to approve the changes to the Statistics and Combined programs outlined in Appendix III, pages 13 – 19 of the agenda material.

MATH 213 is a prerequisite for STAT 351. STAT 351 is a crucial course to the Statistics and Combined Biology/Statistics programs. We did not want to increase the number of Math courses in the major. Since MATH 217 is not a prerequisite it can be taken as an elective. The number of Statistics courses for the major has been increased. Two courses from STAT 254, STAT 257 and STAT 296 are deleted. They all had a prerequisite of STAT 151 which was not meeting their requirements.

STAT 357 and STAT 354 already existed. STAT 254, STAT 257 and STAT 296 are being replaced by STAT 357.

Will these courses be offered more frequently? By deleting STAT 254, STAT 257 and STAT 296 we are reducing the number of courses offered. There is an increase in 300-level courses.

Dr. Michael Kozdron will be willing to answer any questions with respect to how the STAT changes will affect programs.

The question was called on the Maguire – Chapman motion. CARRIED

The remaining courses from the Department of Physics, as detailed in Appendix III, page 19 of the agenda material, were received for information.

5.3 Item for Discussion regarding RTDs – verbal report, Rick Kleer, Associate Dean of Arts

Students get upset they are Required to Discontinue (RTD). Glenda Good and Rick Kleer have met to discuss this issue. It might be time to revisit the RTD process and how it is handled. Is this something that this committee should discuss?

The Strategic Enrolment Management (SEM) and Retention Committees will be recommending the creation of a “fresh start” program. Students will be able to accept either the RTD or have a “fresh start” to get on the right track. Recommendations must not circumvent policy and procedure. The University of Regina has to have an advertised stated minimum standard. Our outside partners need to know we have minimum standards. Graduate students only need to meet the minimum standards in their program, not the University minimum.

A sub-committee should be struck after the recommendations from SEM and the Retention Committee are received. Retention is concerned with helping students succeed, not defining where they have failed.

There are two issues:

1. Students have already started courses before they were notified they had been RTD’d. They then have the right to appeal. Maybe we apply the RTD at the end of the semester.
2. Being RTD’d can be a good thing. Some students benefit from taking a break. University is not for everybody. Sometimes the RTD tells students that this may be time to reconsider what they are doing.

When will something be coming forward from SEM? The report is to be finalized by mid-March with the possibility of action shortly after that depending on resources.

The April meeting should have an agenda item added that we strike a sub committee to look at this issue. By then the report will be available and action can be taken on it.

6. ITEMS FOR INFORMATION

The next meeting will be April 11th and will be held in the Ad-Hum 5th Floor Boardroom. The Registrar’s Office website (www.uregina.ca/registrar/ccuas.shtml) now contains information on CCUAS back to 2002. Minutes, agendas, terms of reference, committee members and meeting schedules can be found there. The guidelines will be posted when they are completed.

7. CONCLUSION

The meeting concluded at 10:00 a.m.