PRESENT: Katherine Arbuthnott, Janelle Bennett, Lynn Cavanagh (Chair), Judy Chapman, Sean Dunham, Karen Finnsson, Dawn Flood, Nick Forsberg, Mary Jesse, Rick Kleer, Bev Liski (Recording Secretary), Brien Maguire, Annette Revet, Harold Riemer, Satish Sharma, Glenys Sylvestre, Jeannette Teece (for Ruth Chambers), Florence Watson

REGRETS: None

GUESTS: Glenda Good, Donalda Kozlowski, and Steve Weild (Registrar’s Office); Bonnie Dobson (Faculty of Science); Wes Pearce (Fine Arts)

1. APPROVAL OF AGENDA

Teece - Jesse

moved approval of the agenda as distributed. CARRIED

2. APPROVAL OF MINUTES OF LAST MEETING, September 11, 2008

It was agreed to defer approval of the minutes, because they had not yet been completed. AGREED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes

4. OLD BUSINESS

4.1 Report from Academic Schedule Sub-committee

The report was presented for initial discussion today. The bulk of the report will be presented for a vote at the December meeting. Thanks were extended to the sub-committee members for their excellent work with development of this report. Thanks were also extended to the academic community for replying to the surveys.

Chapman – Sylvestre

moved that the University rescind its current policy regarding cancellation of classes on University Celebration Day. CARRIED

Following is discussion of the report as presented, commencing on page 3 of Appendix I of the agenda material. The recommendations are presented in order of impact and importance.

Recommendation 1:

There is a significant distance between classes and there are multiple patterns within classrooms. This would improve the ability of faculties to offer classes without conflict with other faculties. It proposes a common start time. The template is a guide to better planning. It includes scheduled breaks. Judy Chapman reviewed the chart. The following corrections were noted:
<table>
<thead>
<tr>
<th>Schedule Pattern</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
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<tbody>
<tr>
<td>Once a week</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
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<td>Three times a week</td>
<td>✔</td>
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<td>67 6 56* 63 6 4</td>
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</tr>
</tbody>
</table>

Fifty minute classes offered three times per week adhere to the common start time. Classes offered twice per week are the most popular with classes offered three times per week being the next most popular.

What is the feedback from students on this proposed change? We need to start with whether or not this can be done. There are many different learning experiences around this chart, which is looking to provide more flexibility.

How do labs fit in? Labs are entirely independent. This chart only covers lectures.

With regard to co-ordinating classes, do you expect problems with this? Aren’t two classes per week and three classes per week going to develop in unusual ways? Business Administration is a good example. Based on the template, they set up a pattern that fits into the schedule perfectly.

It seems there is potential for more conflicts with this. Schedulers need to meet to discuss this. They need to be addressed now.

Kinesiology offered its support of the proposed template. It provides faculty with greater flexibility.

What does the asterisked note under the chart mean? It means Wednesdays are best for seminars.

Continuation of discussion between now and the December meeting is encouraged before a vote can occur.

**Recommendation 2:**

It is important to set this out, particularly for the future.

Will this affect the current parts of term for spring/summer? Yes. Because the institution is term based, many activities occur within each term. This focuses on what we do for fall and winter.

**Recommendation 3:**

There is no way to expand the fall term. This will eliminate certain patterns because there’s not enough days. Some patterns simply won’t work. Losing one day won’t significantly impact the schedule. Classes end on December 23rd no matter what.
Recommendation 4:

Professors are being asked to confirm whether or not they are having a final exam. More attention needs to be paid to the student experience. Exams will fall from the scheduling pattern.

How does this resolve the “more time” issue? It is worked from the number of minimums perspective.

How is this manageable? The program is run after students have registered to identify a conflict schedule and to see if the list gets longer or shorter.

Students could still be in class when exams start.

There is still a set final examination period which will not begin until after classes end.

Would there be a class schedule with which we are familiar and from which an exam schedule will be developed? The schedule would be reviewed student by student at some level. It will be apparent when someone breaks from the pattern.

Will the number of adjustments be minimal? Yes.

Is there a way to test this before we go live? Yes, but it will take a year. If the University doesn’t support it, it won’t go forward.

Will this have any impact on how close together exams are? Students pick classes knowing their exam schedule. If the exam date changes, and this could happen, it will pose problems for students. We will never get away from these types of adjustments.

There are policy implications. If not duly notified, students have grounds for successful appeals.

Recommendation 5:

This is based on the Carnegie unit set.

Recommendation 6:

Pressure has been put on instructors and this is a response to a wide range of complaints about Sunday being used. The University of Regina has declared Sunday a day of rest.

Recommendation 7:

This is to empower the university to investigate software for capacity management.

Recommendation 8:

This presents a more stable early registration process. It intensifies the registration system and helps to develop an academic program advising relationship. It is hoped this fits better with the overall advising model.

There is appreciation for the plan to tie the schedule to budget knowledge, but we need to be careful how we proceed with major changes in the scheduling rhythm. With respect to recruitment and retention, we need to think this through very carefully. Deploying resources after spring/summer may be a challenge.
This recommendation assumes web registration is seamless when it’s not. 50% of students web register with no intervention.

This is a work in progress. Students want to register two years in advance. The University will need to pay attention to retention patterns as they are tied to scholarships and funding.

Recommendation 9:

There was a correction noted in the last line of the definition of Term (Semester). It should read “Spring/Summer term begins in April-May and ends in August (no change)."

5. NEW BUSINESS

5.1 Report from the Faculty of Arts

ITEMS FOR APPROVAL

1. Health Studies Program
   Sharma – Maguire
   Kleer – Riemer
   moved that the convocation hood for the Bachelor of Health Studies be white outside trim, shamrock green inside trim, and silver cord. CARRIED

2. Resource and Environmental Studies Program
   moved to revise the BA in Resource and Environmental Studies as detailed in Appendix II, pages 9 and 10 of the agenda material. CARRIED

3. Department of Philosophy and Classics
   moved that all references in the Arts section of the Undergraduate Calendar and Catalog to LGC 100 and PHIL 250 be replaced with their replacement course numbers, PHIL 150 and 352, respectively, as detailed in Appendix II, pages 10 to 12 of the agenda material. CARRIED

Do all faculties need to bring forward these changes or will it be automatic? It is automatic as long as faculties agree with the course replacement. If their programs will include anything other than what is being proposed, it will require approval through CCUAS.

4. Co-operative Education Program
   moved that students registered in the BSc and BSc Honours programs offered by the Departments of Economics and Geography be permitted to participate in the Arts Co-op program as detailed in Appendix II, pages 12 and 13 of the agenda material. CARRIED

5. Prairie Studies Program
   Kleer – Flood
   moved to revise the requirements for Prairie Studies in light of the deletion of HIST 100. CARRIED
It was noted that the U of S courses contained in Group 7 should not be underlined.

6. Department of Economics

Kleer – Chapman

moved to revise the BA Major in Economics and Society as detailed in Appendix II, page 16 of the agenda material. CARRIED

Kleer – Dunham

moved to revise the BA Major in Economics as detailed in Appendix II, page 17 of the agenda material. CARRIED

Kleer – Maguire

moved to revise the BA Honours Major in Economics, the BA Combined Major in Economics and Business Administration, and the BA Combined Major in Economics and History, as detailed in Appendix II, pages 18, 19, and 20 respectively, of the agenda material. CARRIED

Kleer – Maguire

moved to revise the BSc Major in Statistics and Economics, the BSc Major in Economics, and the BSc Honours Major in Economics as detailed in Appendix II, pages 21, 22, and 23 respectively, of the agenda material. Two corrections were noted as follows:

<table>
<thead>
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<th>Subtotal: 6575% major GPA required</th>
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<tbody>
<tr>
<td>60.0</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Total: 6570% program GPA required</th>
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<tbody>
<tr>
<td>120.0</td>
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</tbody>
</table>

CARRIED

ITEMS FOR INFORMATION

The new, revised and deleted courses as detailed in Appendix II, pages 24 to 30 of the agenda material were noted for information.

5.2 Report from the Faculty of Education

ITEMS FOR APPROVAL

The proposed changes follow on the heels of what was passed earlier for the Bac program. These are not new programs but rather revisions to the current programs, which have not been updated for many years.

1. Revisions to the Arts Education Program

Forsberg – Riemer

moved that the Arts Education program calendar description and templates (§12.16) as detailed in Appendix III, pages 31 to 39 of the agenda material be approved effective 200930.

Who approves the Theatre electives? Fine Arts.
Why is the after degree 75 credit hours rather 60? It is a five year program and has always been 75 credit hours.

This program is for new students coming into the Fall 2009 intake of high school students. Both programs will appear in the 2009-2010 version of the Undergraduate Calendar. The current programs will be phased out after four years.

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

Forsberg – Jesse

moved that the current section of the Arts Education After Degree (BEAD) program, as listed in §12.16.4 of the undergraduate calendar be removed and replaced with the program information as detailed in Appendix III, pages 39 to 40 of the agenda material effective 200930. CARRIED

2. Revisions to the Elementary Education Program

Forsberg – Riemer

moved that the current section of the Elementary Education Offerings as listed in §12.10 of the undergraduate calendar be removed and replaced with the program information as detailed in Appendix III, pages 41 to 47 of the agenda material effective 200930, and with the following corrections:

Notes in chart on page 42
2. Humanities courses include: a second language, logic, philosophy, 200-level humanities offerings, religious studies, history and philosophy of science and linguistics.

Notes in chart on page 43
2. Humanities courses include: a second language, logic, philosophy, 200-level humanities offerings, religious studies, history and philosophy of science and linguistics. CARRIED

3. Revisions to the Secondary Education Program

Forsberg – Kleer

moved that the Secondary English Minor include English 213 (Survey of Canadian Literature) as a choice to be included with what currently exists in §12.11.3.5 Secondary English Minor (EENG) item #7:

One of ENGL 312 – 315 or ENGL 213 or Humanities 260.

It was noted that “or ENGL 213” should be deleted from the motion.

The question was called on the Forsberg-Kleer motion with the above noted correction. CARRIED

Forsberg – Riemer

moved that the Secondary Teacher Education Program degree requirements as it relates to the Teaching Minor, reflect what currently exists in the guidelines for Teacher Certification.
A minor consists of eighteen (18) credit hours:
  • 15 semester hours (academic component) in a secondary teaching field
  • 3 semester hours (professional component) curriculum and instruction course related to the minor.

CARRIED

Forsberg – Riemer

moved that the Secondary Education Program Offerings (§12.11) and the Secondary Education Program (Majors) §12.11.2 be revised as detailed in Appendix III, pages 48 to 61 of the agenda material, effective 200930, and subject to approval of those portions of the program pertaining to the Faculty of Science.

The Faculty of Science has consulted with Chemistry and Biology regarding the proposed changes to the report and both areas agree with the changes.

Students being required to take BUS 285 in the first semester may find this challenging because it is a difficult choice. Although it appears in the first semester, it may be possible for students to take it in either semester 1 or 2.

Why is KHS 190 included as part of the Math major? Inclusion of this course is a good idea.

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

Forsberg – Riemer

moved that the current section of the Secondary Education After Degree (BEAD) program (§12.11.4) be removed and replaced with the program information as detailed in Appendix III, pages 61 to 62 of the agenda material, effective 200930. CARRIED

ITEMS FOR INFORMATION

The new and revised courses as detailed in Appendix III, pages 63 to 64 of the agenda material were noted for information.

5.3 Report from the Faculty of Engineering

The revised course, ENSE 350, as detailed in Appendix IV, page 65 of the agenda material, was noted for information.

5.4 Report from the Faculty of Fine Arts

ITEMS FOR APPROVAL

1. Residency and Transfer Credit

Teece – Kleer

moved that the residency and transfer credit requirements be revised as detailed in Item 1.1 of Appendix V, page 66 of the agenda material.
The following correction was suggested:

…of 60 credit hours of the degree at the University of Regina. More than/At least fifty per cent of the courses in a student's discipline (film and video, Indian art, music, theatre, visual arts)…

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

2. Dean’s Honours List

Teece – Riemer

moved that the Dean’s Honours List criteria be approved as detailed in Item 1.2 of Appendix V, page 66 of the agenda material. CARRIED

3. Department of Music

moved that three (3) Core Ensemble (Concert Choir, Concert Band, University Orchestra, Chamber Singers, Wind Ensemble, Jazz Ensemble), at 0 credit hours each be added to the Music Minor (21 cr. hrs.), to become effective Fall 2009. CARRIED

4. Department of Theatre

Teece – Riemer

moved that the Production/Design and Stage Management Program be approved as detailed in Appendix V, pages 67 and 68 of the agenda material. CARRIED

ITEMS FOR INFORMATION

The revised and new courses as detailed in Appendix V, pages 68 to 74 of the agenda material were noted for information.

5.5 Report from the Faculty of Science

ITEMS FOR APPROVAL

1. Department of Chemistry and Biochemistry

Maguire – Jesse

moved to approve the changes to the BSc and BSc Honours degree programs and minors as detailed in Appendix VI, pages 75 to 86 of the agenda material, reflecting the Chemistry course changes (included under “items for information”). The new and revised courses and the revised programs have a start date of 200930. CARRIED

2. Department of Biology

Maguire – Riemer

moved that brackets be added around “BIOL or BIOC” in the description of the BSc and BSc Honours programs in Biology, as detailed in Appendix VI, pages 86 to 88 of the agenda material. CARRIED
ITEMS FOR INFORMATION

The new, revised, and deleted courses as detailed in Appendix VI, pages 89 to 102 of the agenda material were noted for information.

Regarding the prerequisite for BIOC 340, is it really supposed to say “Cognate” or should it be “Co-requisite”? Brien Maguire will check with the Chemistry Department and confirm with Steve Wield what it should be. AGREED

5.6 Report from the Centre for Continuing Education

ITEMS FOR APPROVAL

1. Registration Restrictions and Mandatory Advising for Students on Academic Probation

Bennett – Maguire

moved that the current Probation and Discontinuance policy (§18.2.5.1) have the paragraph, as detailed in Appendix VII, page 103 of the agenda material, added to the current section.

The paragraph as stated in the agenda material was replaced with the following:

In each semester that a student is on Academic Probation, the student will have to meet with a Program Advisor before being able to register for classes and may be prevented from taking certain courses.

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

Why is this not a university policy? There is currently a flag on the system regarding this. Some students may want to do this every semester but some may not.

2. Revised Certificate in Public Relations Courses

The new courses as detailed in Appendix VII, pages 105 of the agenda material were noted for information.

3. Bennett – Riemer

moved that the revised Certificate in Public Relations be approved as detailed in Appendix VII, pages 105 to 107 of the agenda material. CARRIED

5.6 Report from the Registrar, Recommendation to Amend the 2009-2010 Academic Schedule

Chapman – Forsberg

moved that the 2009-2010 Academic Schedule be amended as detailed in Appendix VIII, pages 113 and 114 of the agenda material. CARRIED

5.7 Item for Discussion: Handling of Students who cannot complete an Honours Paper/Theses during the Timeline of a Course

The Associate Dean of Arts presented this item for discussion. He was seeking advice on how to handle this. In Graduate Studies, students don’t get registered
until they’re ready to defend and he wondered if Honours students could be treated the same way.

Is this the same as Co-op? No.

Psychology has two-term courses for Honours theses.

Kinesiology grants a deferral and sets a reasonable time for students to complete. In the case of Honours courses, a deferral may be granted for valid reasons, if the circumstances are beyond the student’s control. These circumstances may not necessarily be health related.

Engineering gives students an IN but sets a specific deadline for completion.

We need to be careful on this. When a deferral is granted, the end date is established and must be met or an NP is applied. This requires careful and thorough conversation with those granting deferrals for exceptional circumstances.

Graduate students have a Maintenance of Status option.

There appears to be an inconsistency between the calendar wording and the form for submission of a deferral. The Registrar’s Office will review the form.

5.9 Recognition for New STATS Class

The Associate Dean of Science reported that students are recognizing they can get credit for the new STATS class as well as the old STATS class. There needs to be a change in the course description indicating that students cannot receive credit for both. The new courses did not come with this attached.

What is the best advice on how to publish or publicize this? It should be included in both the course description and at the front of the course listing for STATS courses. Brien Maguire will provide the appropriate course description to Steve Wield for posting in Banner Catalog. AGREED

6. ITEMS FOR INFORMATION

The chair reported that Judy Chapman has resigned as Registrar effective October 31st and this is her last meeting. A sincere thank you, on behalf of all CCUAS committee members, was extended to Judy for her work with this committee, for clearly articulating issues, for her deep knowledge of academic and policy matters, and for her keen hard work. Best wishes were extended to Judy as she pursues her next goals.

7. CONCLUSION

The meeting concluded at 11:55 a.m.