PRESENT: Katherine Arbuthnott, Kathryn Buitenhuys (for Janelle Bennett), Lynn Cavanagh (Chair), Ruth Chambers, Karen Finnsson, Dawn Flood, Nick Forsberg, Glenda Good (for Bev Liski), Mary Jesse, Richard Kleer, Donalda Kozlowski (Recording Secretary), Brien Maguire, Annette Revet, Glenys Sylvestre, Steve Weild (Resource Person)

REGRETS: Florence Watson

1. APPROVAL OF AGENDA

Forsberg - Sylvestre

moved approval of the agenda as distributed

It was noted that there will be no presentation for item 6.1. It is attached to the agenda materials for information only.

CARRIED

2. APPROVAL OF MINUTES OF LAST MEETING – February 5, 2009

Kleer - Flood

moved approval of the minutes of the meeting of February 5, 2009 as circulated with the following amendments:

1. Karen Finnsson was in attendance
2. Dawn Flood had sent her regrets
3. Pg 4:
   – change “The Faculty of Arts is attempting….” To “What the Faculty of Arts is attempting ….”
   – correct the spelling of the word “rational” to “rationale” in the second last line
   – correct the spelling of “Sylveste r” to “Sylvestre” in the last line
4. Pg 5: three quarters of the way down the page change “…. do not go to Senate as a motion:…” to “…..do not go to Senate as motions…..”

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

Items 3.1 and 3.2 of the agenda material were considered at the same time.

The following action was taken at the February 5, 2009 meeting of the CCUAS:

Item 5.1 - Point C3. Kleer – Riemer

moved to create a “Corrections and Public Safety and Policing” designation for eligible BHJ graduates..
Moved to eliminate the Criminal Justice and Restorative Justice (Corrections and Public Safety and Policing) concentration.

At the time the motions were passed, it was unclear as to whether or not the intent was to have the concentration appear on the diploma.

Kleer – Revet

Moved to rescind the following two Faculty of Arts motions passed at the February 5, 2009 CCUAS meeting:

1. to create a “Corrections and Public Safety and Policing” designation for eligible BHJ graduates.
2. to eliminate the Criminal Justice and Restorative Justice (Corrections and Public Safety and Policing) concentration.

CARRIED

3.3.

Recommendation 2

Sylvestre - Kleer

Moved to formalize current practices governing the start and end dates of the academic year, term, class, and final examinations.

**Recommendation 2a:** Start an Academic Year on May 1 and end on April 30. Divide the academic year into three terms.

Note: A term includes a period of time for classes and a period of time for final examinations. The term begins on the first day of classes and ends on the last day of final examinations.

**Recommendation 2b:** Winter term: Start three business days after January 1. If this falls on a Friday, start the following Monday.

**Recommendation 2c:** Spring/Summer term: Start five business days after the end of a Winter term. If this day is a Friday, start the following Monday.

Comments from FGSR and previous CCUAS minutes were read.

Comments were received from:
- Luther: none
- Campion: none
- Education: none
- Science: none
- CCE: ESL is currently under different terms and dates and will be outside these parameters. Will this make the problem worse? No.

The question was called on Sylvestre - Kleer motion.

CARRIED
Recommendation 3
Kleer – Sylvestre

Moved that the fall term start the first Wednesday after Labour Day.

Comments from previous CCUAS minutes were read. Comments were received from:
Science: likes the idea of additional time for orientation
Luther: concern that the fall term is already very tight. We will be able to accommodate the final examination time frame?
Education: no issue
Fine Arts: no issue
CCE: Labour day is September 7th this year which is extremely late. This motion will not take effect this year. Will there always be enough days for the final exams?

This is a compromise for removing the University Celebration Day.

Are the people organizing Orientation aware of this and will it be beneficial to them? Their plans probably do not go past this year’s event

What will be the effective date for this change? The fall 2009 dates have been published and cannot be changed. The fall 2010 dates have not yet gone to Senate for final approval. This change would take effect the 2010 academic year which begins on May 1, 2010.

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

Recommendation 4 as outlined on page 4 of the agenda material was opened for discussion only by Glenys Sylvestre.

The rejection of Recommendation #1 removes the need for this recommendation. As this practice is already in effect, we would only need to redefine this policy if Recommendation #1 was passed. Although we attempt to follow this practice, we do not always have two days between the end of classes and the start of exams. For the 200910 term classes end on April 9 and exams start on April 11. That leaves only one day between the end of classes and start of exams.

In accordance with Recommendation #5 if we could not fit this into the end of the term, could it be accommodated by starting earlier? If we publish classes start on the 1st Wednesday after Labour Day, it will not work to start classes prior to the published date. Students will not want to be on campus prior to the long weekend.

This recommendation to start final examinations for any given student a minimum of two days after the last day of the last class for that student was deemed not practical.
Recommendation 5

Kleer - Sylvestre

Moved to make it University policy that classes with regularly-scheduled contact shall have a minimum of 650 minutes of contact time per course credit hour (exclusive of labs, experiential learning, optional seminars, etc.)

Is it possible to allow flexibility to permit teaching on statutory holidays? Is it legal to make the students and professors attend classes on statutory holidays? This is unknown as this time. Are we fixing start and end dates and thus forcing exceptions be made to accommodate the contact minutes?

This recommendation was made to alleviate the problem of once-a-week classes being shortchanged teaching hours because of holidays falling on the day of the week in which they are being held. When once-a-week classes are held on Mondays, it makes it difficult to have a class at this time. Contact time is important for accreditation purposes, other professional entities and the government. The government is requesting increased accountability on the number of teaching hours. This fall classes running once per week will have difficulty meeting the required contact hours due to the late start of term.

How is the 650 minutes arrived at? For a 3 credit hour class, we are required to offer 1950 contact minutes per term. This equates to 650 minutes per credit hour.

When a policy like this is put in place, how is it policed? The Registrar’s Office is responsible for ensuring the correct number of contact hours are available. Other than that there is no way to police the contact hours.

Instructors and departments would like to know what are the normal requirements to meet government regulations. Are some classes scheduled with less contact hours than others? Yes. For the 200910 term some classes run 13 weeks and some run 12 weeks. Faculties should be able to easily see that they will have less than 650 contact minutes per credit hour if a holiday falls on one of their teaching days.

Currently classes offered twice a week are 75 minutes long, classes offered three times a week are 50 minutes long and classes offered once a week are 165 minutes including a 15 minute break.

Will this cause space issues?

This recommendation is to formalize a current practice that we have 650 minutes of contact hours per credit hour where possible.
The following friendly amendment was presented:

Moved to make it University policy that classes with regularly-scheduled contact shall have a minimum of 650 minutes of contact time available per course credit hour (exclusive of labs, experiential learning, optional seminars, etc.)

The question was called on the amended Kleer - Sylvestre motion.  
DEFEATED

Recommendation 6

Sylvestre – Kleer

Moved to alter deadlines for approving final grades by excluding Sundays and apply new limits on submission of grades at the department head and dean level, as appropriate.

Recommendation 6a: When a class has a final examination, instructors must submit final grades for approval of the department head and dean (as appropriate) no later than 5 days (not including Sundays) after the date of the final examination. The department heads and/or deans must approve the grades no later than 5 days (not including Sunday) after the date of submission by the instructor.

Recommendation 6b: When a class does not have a final examination, instructors must submit final grades for approval of the department head and dean (as appropriate) no later than 10 days (not including Sundays) after the last meeting of that class. The department heads and/or deans must approve the grades no later than 5 days (not including Sundays) after the date of submission by the instructor.

Note: The current policy can be found in Section 5.2.4 of the 2008-2009 Undergraduate Calendar.

Recommendation 6a doubles the current practice. Five days are needed for instructors to mark exams/assignments and submit grades, but it does not take 5 days to approve marks.

Can this be interpreted to count Saturday and Sunday as 1 day to accommodate Saturday religious practices? We currently have exams on Saturdays. We start counting days the first day after the exam. Christmas time is a large issue. Faculty resent having to work on weekends to mark exams. If an exam is held on Friday, we currently count Saturday and Sunday as 2 days towards the 5 day maximum. Could this be an issue with URFA? Sundays are not currently considered working days, but Saturdays are.

Is recommendation 6a too flexible? Students expect to see their marks 5 days after the exam has been written.
Recommendation 6b should start counting the 10 days after the start of the final examination period.

The following friendly amendment was presented:

Moved to alter deadlines for approving final grades by excluding Sundays and apply new limits on submission of grades at the department head and dean level, as appropriate.

Recommendation 6a: When a class has a final examination, instructors must submit final grades for approval of the department head and dean (as appropriate) no later than 5 days (not including Sundays) after the date of the final examination. The department heads and/or deans must approve the grades no later than 5 days (not including Sunday) after the date of submission by the instructor.

Recommendation 6b: When a class does not have a final examination, instructors must submit final grades for approval of the department head and dean (as appropriate) no later than 10 days (not including Sundays) after the start of the final examination period last meeting of that class. The department heads and/or deans must approve the grades no later than 5 days (not including Sundays) after the date of submission by the instructor.

Note: The current policy can be found in Section 5.2.4 of the 2008-2009 Undergraduate Calendar.

The question was called on the Sylvestre – Kleer motion as amended. CARRIED

Recommendation 7

Kleer - Sylvestre

Moved to investigate software systems that will allow units to evaluate how draft class schedules will accommodate students’ needs.

The operative word in this motion is “investigate”. Who will do the investigating? The University used to have TPH scheduling software. We are unsure if this license can be renewed. In addition to purchasing the software, it is a matter of having staff available for testing.

Any system that is chosen should be able to create reports that can provide us with information that will assist with future planning. All faculties need to be engaged to see if their schedules will fit. The template will need to be tested each year. This is not a one-time resource issue.
Moved that Recommendation 7 be combined with Recommendation 9 to read: Direct the Registrar’s Office to investigate software systems that will allow units to evaluate how draft class schedules will accommodate students’ needs and to facilitate an annual campus-wide meeting to discuss the construction and implementation of academic and class schedules.

It was determined it was easier to keep the issues separate.

Will the Registrar’s Office be able to accomplish this directive? The Registrar’s Office is not in a position to purchase software or do any investigation at this time. We need to have direction on how to accomplish this. Where will the resources come from? There are resources at the University that can help. What is the best way to accomplish this recommendation? The UITSC (University Information Technology Steering Committee) will act if there is a champion. The Registrar’s Office is in the best position to champion this initiative. We need to make a motion that gives the Registrar’s office direction to accomplish this task.

The following friendly amendment was presented:

moved that this committee recommends the investigation of software systems to evaluate class schedules, by the Registrar’s Office, assisted by the appropriate units of the University.

This motion raises budget issues and budgets have already been submitted for the next fiscal year.

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

Recommendation 8

Kleer – Maguire

Moved to start course registrations for the Spring/Summer term in November and for the Fall and Winter terms together in June.

Comments from previous CCUAS minutes were read. Comments were received from:

Campion: not in favour of this recommendation. Registration starting in June causes issues for staff wanting to take summer vacations. Students do not know what they want to do for the spring/summer term in the fall.
Luther: it is desirable to have a schedule that matches resources. If registration starts in June, new students will have to register in the summer. Will they be around to do this? Students see advisors when it is time to register, not before. We would like to hear from students as to what they want.

Science: There was mixed response. It may be beneficial to be able to plan ahead, but the proposed timing may not be good.

Education: They have no issue with this. Registering them may not be an advantage, but it may be a good idea to have the information available.

Business Administration: It is difficult to do the fall schedule in March when resources are not known. Students do not like adjustments to information after it has become available. Would it be possible to have a fixed registration period and then it stops for a period of time?

Students are working during the summer and may not be able to come to the University for assistance with registration.

The question was called on the Kleer – Maguire motion. DEFEATED

Recommendation 9

Kleer - Sylvestre

Moved that the Registrar’s Office be asked to facilitate an annual campus-wide meeting to discuss the construction and implementation of academic and class schedules. CARRIED

4. OLD BUSINESS

4.1 Verbal report from the Academic Schedule Subcommittee.

No report given.

4.2 Report from the RTD Sub-committee.

The discussion paper attached as Appendix II on page 8 of the Agenda materials was included for information only. This committee met with advisors who felt this process would take too long to RTD a student. The advisors will be providing suggestions. The RTD Sub-committee will be meeting with the Council Committee on Student Appeals to discuss this issue.

Members of CCUAS are to send their comments, suggestions and feedback to Brien Maguire.
5. NEW BUSINESS

5.1 Report from the Faculty of Business Administration

ITEMS FOR APPROVAL

Sylvestre - Jesse

moved to approve transfer credits for students who have graduated on or after January 1, 2008, with a minimum PGPA of 65%, from the following SIAST programs:

- SIAST Business Certificate Program (30 credit hours of transfer credit)
- SIAST Business Accountancy Diploma Program (60 credit hours of transfer credit)
- SIAST Business Administration Diploma Program (60 credit hours of transfer credit)
- SIAST Business Financial Services Specialty Diploma Program (60 credit hours of transfer credit)
- SIAST Business Human Resources Diploma Program (60 credit hours of transfer credit)
- SIAST Business Information Systems Diploma Program (60 credit hours of transfer credit)
- SIAST Business Marketing Diploma Program (60 credit hours of transfer credit)

Can the Faculty of Business Administration determine transfer credit for Arts classes? Yes, they have already been assessed through the regular processes. Was the intent to give a block transfer?

The motion is being taken back to the Faculty for changes in the wording to clarify the intent and will be brought to a subsequent CCUAS meeting.

ITEM FOR INFORMATION

The item as detailed in Appendix III, page 18 of the agenda material was received for information.

5.2 Report from the Faculty of Fine Arts

ITEM FOR APPROVAL

Chambers - Finnsson

moved that to be consistent with the recent change in credit hours (from 15 to 24) for students transferring from Canadian Universities and Colleges (including transfers from other University of Regina
Faculties), the Faculty proposes to change the admission requirements for Mature Admission to the following:

Mature admission to undergraduate programs may be granted to applicants who do not meet the standard admission requirements of the faculty to which they are applying, and who have completed fewer than 24 credit hours of approved post-secondary courses (15 credit hours for Fine Arts), are Canadian citizens or permanent residents, and will be at least 21 years of age before the semester begins. Mature applicants may be admitted directly to the Faculty of Arts or the Faculty of Fine Arts through the University of Regina or one of the Federated Colleges, to the Faculty of Social Work through the University of Regina or First Nations University of Canada, to the NORTEP, NTEP, SUNTEP and YNTEP programs in the Faculty of Education, or to the Centre for Continuing Education. In addition, mature applicants may be admitted directly to the Faculty of Fine Arts through the University of Regina or one of the Federated Colleges by submitting a letter of request along with their application form. For further information regarding the content of this letter and any supporting documents required, contact the Faculty of Fine Arts... 

To apply for Mature Admission applicants must meet the following criteria:
   a) are Canadian citizens or permanent residents,
   b) will be at least 21 years of age before the semester begins,
   c) who have completed fewer than 24 credit hours of approved post-secondary work.

CARRIED

5.3 Report from the Faculty of Science

ITEMS FOR APPROVAL

Maguire - Jesse

Moved that the BSc in Computer Science, Business Area of Concentration, be approved as an area of concentration within the BSc Computer Science degree program as detailed in Appendix V, pages 21 and 22 of the agenda material.

Is this a new degree? No, just a new concentration. Does the use of the word "concentration" cause problems? No. This is a concentration attached to a CS major.

The following friendly amendment was presented:

moved that the BSc in Computer Science, Business Concentration, be approved as an area of concentration within the BSc Computer
Science degree program as detailed in Appendix V, pages 21 and 22 of the agenda material.

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

Maguire – Kleer

moved to replace the STAT 151 requirement in the CS, CS Honors, and Software Systems Development programs with STAT 160 or 200 as detailed in Appendix V, pages 23 to 27 of the agenda material. CARRIED

Maguire – Jesse

moved to modify the joint Biology-Geography BSc program in two ways:
  i) substitute GEOG 305 (Quantitative Techniques in Geography) with GEOG 325 (Biogeography) as a required GEOG course, and
  ii) replace STAT 151 with STAT 160 as detailed in Appendix V, pages 27 and 28 of the agenda material. CARRIED

Maguire – Arbuthnott

moved to modify the Biology BSc program in two ways:
  i) change 300- or 400- level (BIOL or BIOC) to: TWO courses from BIOL 300-level, BIOL 400-level, BIOC 221 and above, and
  ii) add CHEM 105 to the program, and delete an Open Elective to make room for CHEM 105 as detailed in Appendix V, pages 29 and 30 of the agenda material. CARRIED

Maguire – Flood

moved to modify the Biology BSc Hons program in two ways:
  i) change 300- or 400- level (BIOL or BIOC) to: TWO courses from BIOL 300-level, BIOL 400-level, BIOC 221 and above, and
  ii) add CHEM 105 to the program, and delete a 300- or 400-level BIOL course to make room for CHEM 105 as detailed in Appendix V, pages 30 and 31 of the agenda material. CARRIED

Maguire – Chambers

moved to modify the Biology “Cellular and Molecular Biology Area of Concentration” BSc program in two ways:
  i) change 300- or 400- level (BIOL or BIOC) to: TWO courses from BIOL 300-level, BIOL 400-level, BIOC 221 and above, and
ii) add CHEM 105 to the program, and delete an Open Elective to make room for CHEM 105 as detailed in Appendix V, pages 32 and 33 of the agenda material.
CARRIED

Maguire – Arbuthnott

moved to modify the Biology “Cellular and Molecular Biology Area of Concentration” BSc Hons program in two ways:
i) change 300- or 400- level (BIOL or BIOC) to: TWO courses from BIOL 300-level, BIOL 400-level, BIOC 221 and above, and
ii) add CHEM 105 to the program, making room for it by reducing the number of BIOL/BIOC electives from 7 to 6 as detailed in Appendix V, pages 34 and 35 of the agenda material.
CARRIED

Maguire – Jesse

Moved to modify the Biology “Ecology and Environmental Biology Area of Concentration” BSc program by adding CHEM 105 to the program, and deleting an Open Elective to make room for the CHEM 105 as detailed in Appendix V, pages 35 and 36 of the agenda material.
CARRIED

Maguire – Flood

Moved to modify the Biology “Ecology and Environmental Biology Area of Concentration” BSc Hons program by adding CHEM 105 to the program, making room for it by reducing the number of BIOL electives from 8 to 7 as detailed in Appendix V, pages 37 and 38 of the agenda material.
CARRIED

Maguire – Revet

moved to add CS 30 to sections 2.4.1.1 and 2.4.3.1 of the Undergraduate Calendar requirements for Admission from a Canadian or Non-Canadian High School as detailed in Appendix V, page 31 of the agenda material.
CARRIED

Maguire – Revet

moved to delete ENGL 100 from “Admission Requirements for Undergraduate Programs” (section 2.4.2 of the Undergraduate Calendar) as detailed in Appendix V, page 39 of the agenda material.
CARRIED

Maguire – Chambers
moved to delete section 16.9.1.6 “Completion of Core Requirements” of the Undergraduate Calendar as detailed in Appendix V, page 39 of the agenda material.

CARRIED

ITEMS FOR INFORMATION

The items as detailed in Appendix V, pages 39 to 44 of the agenda material were received for information.

6. ITEMS FOR INFORMATION

6.1 The items as detailed in Appendix VI, pages 45 to 52 of the agenda material were received for information.

7. CONCLUSION

The meeting concluded at 4:27 p.m.