PRESENT: Katherine Arbuthnott, Sheila Dresen, Bev Liski (Recording Secretary), John Metcalfe, Nader Mobed, James Mulvale, Harvey King (for Kevin O’Brien), Allan Patenaude, Wes Pearce, Annette Revet, Heather Ryan, Ang Saweczko, Satish Sharma, Don Sharpe, John Smith, Robert Truszkowski (Chair), Florence Watson

GUESTS: None

REGRETS: Harold Riemer, Nick Ruddick, Glenys Sylvestre

1. APPROVAL OF AGENDA

Pearce - Arbuthnott

Moved approval of the agenda as distributed with the following addition:

Item 3.2, Moving of the Add and Drop Deadlines. 

CARRIED

2. APPROVAL OF MINUTES OF LAST MEETINGS

2.1 February 28, 2011

Pearce – Mobed

Moved approval of the minutes of February 28, 2011 as distributed. 

CARRIED

2.2 April 4, 2011

Arbuthnott – Patenaude

Moved approval of the minutes of April 4, 2011 as distributed. 

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

3.1 Action resulting from Approval of Motions from CCUAS Taskforce on Regulations Concerning Forced Withdrawal

1. Review of Grading Assignments

Revet – Arbuthnott

Moved that CCUAS strike a task force to examine and make suggestions regarding the peculiarities of grading assignments that have emerged since the introduction of the current use of percentages and codes and that the membership on this committee include the following: John Metcalfe (chair), Heather Ryan, Florence Watson, Al Patenaude and Don Sharpe.

What is the rationale for creating a task force to review this matter versus the Registrar simply telling us what the issues are? At a previous meeting, the Registrar asked what procedure the faculties were following. Because the
responses were so varied, it was clear there was no common procedure. Also, the history of NPs came from demands from the university’s student loans area. The issues are broad and not just related on NPs.

Taking away NPs puts us back in the same position we were prior to its creation.

This needs to be discussed by the task force in order to address the matter of loans fraud, the results of which the current procedure was not proposed to give.

The question was called on the Revet-Arbutnott motion. **CARRIED**

2. **Fresh Start Program**

Ryan – Revet

Moved that CCUAS strike a commission to review the Fresh Start Program and that the membership be as follows: Wes Pearce (agreed to chair), Katherine Arbuthnott, Mary Jesse plus two other members chosen by the commission members at their first meeting.

Because this is a purely academic matter affecting the integrity of the University and faculty credentials, the committee does not need an administrative presence; however, the Registrar could act as a resource.

What is the difference between a task force and a commission? A task force comprises members of CCUAS and a commission can be anyone.

It was suggested there should perhaps be someone from Admissions. It was replied that, since Admissions simply processes the paperwork, they need not be part of the committee.

In the spirit of bringing students back to the university, why would it not be an admissions issue?

One or two faculties had strong objections to the Fresh Start program and supported its deletion. It would be useful to have these views brought to the discussion. Perhaps Business Administration should have a representative. Wes Pearce indicated he would talk to Glenys Sylvestre about serving.

There needs to be discussion with regard to the broad policy about whether Fresh Start should exist and how far into a student’s record it goes. This is more than ‘fiddling’ with details.

This is a faculty matter. It is often a relief to students to complete their studies and the Fresh Start program has been an attraction for students on appeal. Further, Fresh Start is used effectively in some faculties to help students rethink their program of study or their academic goals.

When the report and recommendations are reported to Executive of Council, it should be presented by faculties and not by an administrative unit.

Historically, the Fresh Start program was used to help save students’ academic careers. Modelled after the University of Alberta’s policy, it was originally designed not to be automatic.

Two years is a significant amount of time. We would not want it to be longer.

What happens to a student who’s been required to discontinue from another university? They could go back to their original institution and upgrade or appeal for admission to the dean of their desired faculty.
The question was called on the Ryan-Revet motion.

CARRIED

3.2 Moving of the Add and Drop Deadlines

This matter was raised at the April CCUAS meeting (Item 5.1) when the academic schedule was proposed for approval. It was questioned why the last day to add a course was before the last day to drop a course. There is a desire to have these be the same date, as there needs to be some room for flexibility.

Several options were presented on how this discussion could occur:

i. This matter could be discussed by CCUAS;
ii. A sub-committee could be created;
iii. Someone could be assigned to look into the matter and come back to CCUAS with a recommendation.

Could the add date be after the drop date? There would be hesitation to push the dates too late for pedagogic reasons. The implications are significant.

With permission of the instructor, students could be incorporated into a class but thirteen weeks is a very short time for a class and sometimes it’s difficult if not impossible for students to catch up if they are admitted too late. We don’t want to set the students up for failure.

A fourth year student might be handled differently than a first year student.

Faculties need to be polled on their views of these dates, with this information being brought back to this committee. Also, it would be useful to know what other universities do.

It was suggested the Registrar could do this and bring back a recommendation for discussion at the next meeting.

AGREED

4. OLD BUSINESS

4.1 Sub-committee to Review Work Load around Examination Period

Tyler Willox was the student representative on this committee but his term has expired and new students have not yet been named. Should he be replaced within another student or another member from CCUAS?

It was agreed it would be useful to have a student’s input on the committee. As soon as the new students are named, a volunteer should be sought.

AGREED

5. NEW BUSINESS

5.1 Report from the Faculty of Nursing

ITEMS FOR INFORMATION

The course material as detailed in Appendix III, page 5 of the agenda material was noted for information.

5.2 Report from the Faculty of Science

ITEMS FOR INFORMATION

The course material as detailed in Appendix IV, page 13 of the agenda material was noted for information.

5.3 Report from the Centre for Continuing Education
ITEM FOR APPROVAL

1. ESL + 1 Program

King – Smith

Moved that the ESL + 1 Program be created as detailed in Appendix V, pages 9-13 of the agenda material. Students admitted to this program may take an undergraduate credit course from the authorized course list while enrolled in ESL 050. Students must pass both the ESL 050 and the credit course in order to receive credit for the credit course.

To be admitted to the program, students must be qualified to take ESL 050 and must be conditionally admitted to a credit academic program in the Faculties of Arts (Economics only), Business Administration, Engineering and Applied Science, Science, or the Centre for Continuing Education.

On page 10, point 6, should fees be specified or are they implicit? Point 6 should be modified as follows: “Students who drop the ESL 050 course will be dropped from the credit course (with tuition and fee refunds based on the normal refund schedule) and will be liable to lose their visa.”

AGREED

On page 12, the first paragraph following the bullet at the top of the page should be modified as follows: “The ESL Program, and UR International, and the Undergraduate Admissions Office will work to smooth the application process for students. . . .”

AGREED

On page 10, point 2, there was concern about linking the credit and non-credit courses together with regard to passing. The two should not be linked. It would be procedurally incorrect to complete a credit courses without being admitted to the university. Students would be conditionally admitted when they are accepted for ESL 050.

The wording is problematic. It suggests that credit would be given for the credit course even if students don’t pass ESL 050. Students would not academically qualify for admission if they don’t pass ESL 050 and therefore the credit would not be applied to their record.

Maybe these students could be admitted as qualifying students pending successful completion of ESL 050. They would be conditionally admitted and could meet the qualifications by the end of the conditional period.

Perhaps all faculties need to create a qualifying program for students who want to participate in this program.

There needs to be a distinction between qualifying students and qualifying program. Regardless of how students enter, they are still entering as a condition of admission and they cannot be fully admitted until all conditions of admission have been met.

There is a conflict if students pass a credit course without passing ESL 050. To deny credit for a passed credit course if ESL 050 is failed doesn’t seem right; however, it is uncertain what would be done with a passed credit course if ESL 050 is failed.

ESL 050 is designed to help students write essays and academically prepare them to pass ENGL 100. These students are pretty good in and at understanding English.
Students attending the University of Regina must demonstrate proficiency in English. Enrolment in a credit course while taking ESL 050 is to keep them engaged.

Perhaps the credit course grade could be brought in when ESL 050 is passed. The grade could be held for credit and would be accepted when ESL 050 is passed. The student’s record would have to be altered to accommodate the grade but this cannot be done if they have not been admitted.

If ESL 050 is passed after the second attempt, the credit course, if previously passed, would count for credit.

It was agreed that the wording of the motion needs to be amended to accommodate acceptance of the passed credit course upon successful completion of ESL 050.

AGREED

On page 13, the second sentence of the second paragraph should be corrected as follows: “International, the Head of ESL, the Director of the Centre for Continuing Education Teaching and Learning and relevant…”

AGREED

The question was called on the King-Smith motion with friendly amendments as noted above.

CARRIED

The amended report as submitted to Executive of Council is attached to these minutes as Appendix I, page 6.

6. ITEMS FOR INFORMATION

6.1 Date of Next Meeting

This item was noted for information.

7. CONCLUSION

The meeting concluded at 11:35 a.m.
APPENDIX I

Report from the Centre for Continuing Education

MOTION 1: ESL + 1 Program

That the ESL + 1 Program be created. Students admitted to this program may take an undergraduate credit course from the authorized list while enrolled in ESL 050. Because students must pass ESL 050 to be admitted to the University, students must pass both ESL 050 and the credit course to receive credit for the credit course. Students who initially fail ESL 050 but pass the credit course, and who subsequently successfully retake ESL 050 and are admitted to the university, may then receive credit for the previously completed credit course.

To be admitted to the program, students must be qualified to take ESL 050 and must be conditionally admitted to a credit academic program in the Faculties of Arts (Economics only), Business Administration, Engineering and Applied Science, Science or the Centre for Continuing Education.

Proposed Calendar Entry Adjustments:

2.2.5 ENGLISH AS A SECOND LANGUAGE (ESL 050)

The University of Regina offers a full program in English as a Second Language (ESL). A passing grade in the ESL program’s final course, ESL 050 (with academic writing elective) or a minimum average score of 55 on the ESL placement exam, are considered to be acceptable demonstrations of proficiency in English. Students who are enrolled in ESL 050 may be offered conditional admission to an academic program if they meet academic admission requirements.

Students who qualify to take ESL 050 (via passing ESL 040 or by achieving an appropriate score on the ESL placement exam) and who are offered conditional admission to a credit undergraduate academic program at the University of Regina (in the Faculties of Arts (Economics only), Business Administration, Engineering and Applied Science, Science or the Centre for Continuing Education) will qualify for participation in the ESL + 1 program. ESL students participating in this program may take an undergraduate credit course from the authorized course list while enrolled in ESL 050. Because students must pass ESL 050 to be admitted to the University, students must pass both ESL 050 and the credit course to receive credit for the credit course. Students who initially fail ESL 050 but pass the credit course, and who subsequently successfully retake ESL 050 and are admitted to the university, may then receive credit for the previously completed credit course. See §18.4.2.1 for further details.

ESL 050 is offered by:
English as a Second Language Program
Centre for Continuing Education
University of Regina, Regina, Saskatchewan S4S 0A2
Telephone: 306-585-4585; Email: esl@uregina.ca

Students who have successfully completed an English as a Second Language program at another Canadian university (or equivalent) that qualifies them to meet the English Language Proficiency policy of that institution, may be considered to have met our policy. The student must supply proof of course completion and evidence that the course(s) completed meet the English proficiency policy of that institution.

18.4.2 ENGLISH AS A SECOND LANGUAGE PROGRAM

For ESL course descriptions, see the Undergraduate Calendar and Course Catalog or UR Self-Service.
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**18.4.2.1 Performance Regulations for ESL 050**

1. A pass in the Core and the Literature/Academic Writing Skills class elective guarantees the student a full pass.
2. No conditional passes will be given.
3. Students who are enrolled in ESL 050 and who are applying to a degree credit program will be granted conditional acceptance if their previous education qualifies them academically for admission. Admission will be confirmed or revoked upon receipt of the final grade in ESL 050.
4. Students who receive a Fail grade may repeat the course once. A second repetition requires permission from the ESL appeals committee.

If students meet all other academic requirements, they may register for a full academic program in the semester following the successful completion of ESL 050. No further English proficiency tests are required.

**18.4.2.2 ESL + 1 Program**

Students who qualify to take ESL 050 (via passing ESL 040 or by achieving an appropriate score on the ESL placement exam) and who are offered conditional admission to a credit undergraduate academic program at the University of Regina (in the Faculties of Arts (Economics only), Business Administration, Engineering and Applied Science, Science or the Centre for Continuing Education) will qualify for admission to the ESL + 1 program.

1. ESL students admitted to this program may take an undergraduate credit course from the authorized course list while enrolled in ESL 050.
2. Admission will be completed or revoked upon receipt of the final grade in ESL 050. Because students must pass ESL 050 to be admitted to the University, students must pass both ESL 050 and the credit course to receive credit for the credit course. Students who initially fail ESL 050 but pass the credit course, and who subsequently successfully retake ESL 050 and are admitted to the university, may then receive credit for the previously completed credit course.
3. Students must consult with the ESL department and the Faculty that has conditionally accepted them to ensure their course choice is appropriate for their program, and that the credit for the course can be used in the program. The Faculty of Engineering and Applied Science requires that students receive permission from a Faculty advisor before registration in a credit course.
4. Students are responsible for having the appropriate academic prerequisites for any courses they take.
5. Advising support and tutorial support will be provided, but it is the responsibility of the student to ensure that they can handle the workload of the ESL course and the credit course.
6. Students who drop the ESL 050 course, will be dropped from the credit course (with tuition and fee refunds based on the normal refund schedule), and will be liable to lose their visa.

**18.4.2.3 ESL Skills Classes**

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**18.4.2.4 ESL Program Dates**

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**18.4.2.5 ESL Tuition Fees**

...
APPENDIX I

Note:

The first intake of students would be Winter 2012, with students able to apply during the Fall 2011 semesters.

The Faculties of Arts (Economics majors only), Business, Engineering and Science and the Centre for Continuing Education have reviewed this proposal and approved it for their undergraduate students. The Faculty of Graduate Studies has also approved this program for students in their bridging program who are required to take specific undergraduate courses before entry. (Please note such students are actually admitted to an undergraduate program.)

(end of Motion 1)

Rationale and Description of the Proposed ESL + 1 Program:

1. Brief Description of the Program and Benefits

This program will “align our array of program offerings to respond to the needs and interests of current and prospective students” and support our internationalization strategy stated in Goal A3 of the University of Regina Strategic Plan by allowing students who are conditionally accepted to the University of Regina (undergraduate or graduate) and who are enrolled in the highest level of ESL, ESL 050, to take an undergraduate credit course from an approved list. Students would be required to pass ESL 050 in order to complete their admission to the University of Regina, and would be required to pass both ESL 050 and the credit course in order to use the undergraduate course in their program. Because students must pass ESL 050 to be admitted to the University, students must pass both ESL 050 and the credit course to receive credit for the credit course. Students who initially fail ESL 050 but pass the credit course, and who subsequently successfully retake ESL 050 and are admitted to the university, may then receive credit for the previously completed credit course.

The potential student body for this program includes all ESL 050 students who are planning to complete at least one term of university-credit courses, either at the University of Regina or elsewhere. There were 143 ESL 050 students in the 2008-2009 academic year and 173 students in the 2009-10 academic year, almost all of whom indicated in surveys that they intended to pursue further university studies.

This program will benefit those students who are planning to proceed to university studies in three ways. First, it will give them motivation to succeed in ESL 050, as they would see a tangible benefit at hand to that success. Second, students will gain an understanding of Canadian university classroom interactions and expectations in the supportive environment of the ESL Program before they take on a full load of classes, helping their successful integration into university. Third, such students would be able to start accumulating credit hours in advance of their formal start to their programs. Students required to take the ESL program frequently find the process of completing ESL before entering their credit program a long and daunting path, and having an earlier beginning to the credit side will be very encouraging to them, as well as decreasing their time and living expenses to finish their program.

The student success generated from this program will benefit the University of Regina in several ways. First, the students’ knowledge of university classroom interactions and expectations will mean fewer problems with academic issues during the transition from ESL to the credit program, meeting Goal B2 of the University Strategic Plan, “Make the transition into University seamless”. Second, it will work to recruit and convert international students to the University of Regina by encouraging them to stay at the University of Regina once they complete ESL. Finally, by making the University of Regina more attractive to new language learners, it would increase
our ESL registrations and applications by both international and domestic second language learners to our credit programs.

Demand for such a program has come from our students and from our Saudi Arabian Cultural Bureau partners. We can also see from the many similar successful programs from across Canada (see Section 5 below) that such a program can work.

2. Admission Requirements and Process

Students must apply for this program, either as part of their application to the University of Regina ESL program, or during their ESL 040 semester, with the normal ESL and university application deadlines applying. In order to take the credit course as part of the ESL 050 semester, students must be accepted into this program. In order to be accepted into the program, students must be:

- Eligible to be enrolled at the ESL 050 level. This requirement is met either by passing ESL 040, or by taking the challenge or placement tests and achieving the ESL 050 level.
- Conditionally accepted to the University of Regina, either in an undergraduate or graduate program in a Faculty or in the Centre for Continuing Education. (Conditionally accepted students have previous education that qualifies them academically for admission to the University, but who are missing the English Language Proficiency requirements as indicated in Section 2.2 of the University Calendar.)

The ESL Program, UR International and the Undergraduate Admissions Office will work to smooth the application process for students. Eligible students will be informed during the acceptance process of this option, and all students will get admission letters from UR International that will both be appropriate for visa qualification and clearly explain all required steps and processes. Students in ESL 040 will be notified of the option early in the semester, with the steps outlined to them in optional UR International workshops.

The first intake of students would be Winter 2012, with students able to apply during the Fall 2011 semesters. The Faculties of Arts (Economics majors only), Business, Engineering and Science and the Centre for Continuing Education have reviewed this proposal and approved it for their undergraduate students. The Faculty of Graduate Studies has also approved this program for students in their bridging program who are required to take specific undergraduate courses before entry.

3. Proposed Program Format and Requirements for Completion

Any student who is conditionally accepted to the University and who is qualified to take ESL 050 can enroll in this program, including graduate students (although they may only take approved courses, which are all undergraduate). The following conditions are part of the program:

- Students will be required to consult with the ESL Advisor to ensure that they understand the workload required in this program, and to be informed of the support services for the program.
- Students may register only in a credit course approved by the relevant faculty for use by students participating in this program.
- Students will also be required to discuss their credit course choices with the Faculty that has conditionally accepted them, to ensure that the course is useful for their program, and to ensure they are not repeating a course they already have credit for. The Faculty of Engineering and Applied Science requires that students receive permission from a Faculty advisor before registration in a credit course.
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- Students are responsible for having the appropriate academic prerequisites for any courses they take.
- Support services will include the provision of a homework club, led by a graduate student(s) trained in the appropriate supplemental instruction for ESL students and able to help the students access supplemental instruction or tutoring in the appropriate Faculty/department. These support services will be provided by ESL and will build on the work done by Simone Hengen from ESL as part of her Teaching and Learning Grant, and from her work on an earlier version of this program. In addition, UR International will provide support via their new tutoring drop-in centre.
- If a student drops the ESL 050 course, students will be dropped from the credit course, and will be liable to lose their student visa.
- Because students must pass ESL 050 to be admitted to the University, students must pass both ESL 050 and the credit course to receive credit for the credit course. Students who initially fail ESL 050 but pass the credit course, and who subsequently successfully retake ESL 050 and are admitted to the university, may then receive credit for the previously completed credit course.
- If a student passes ESL 050, but fails the credit course, they will still meet the English Language Proficiency requirements for entrance to the University of Regina, but of course will not receive credit for the undergraduate course.

Current Approved Course List

ACAD 100
AMTH 001 or 002 or 003
MATH 103 or MATH 110
STAT 100 or 160
ECON 100 or ECON 201
CS 100 or 110 or 115

(These courses have been reviewed and approved by Arts, Science, and Continuing Education.)

It is anticipated that in initial stages, students in this program will work with advisors to find appropriate classes in terms of both type of class and scheduling. (Students will be advised that the AMTH courses are not accepted for credit, and that ACAD 100 is only approved for credit in specific faculties.) As the program grows, it may be necessary for CCE (through its Credit Studies Division) to work with the faculties to look at offering night or weekend classes to supplement regular offerings.

Follow-up

The program and student results will be reviewed semester by semester by the Director of UR International, the Head of ESL, the Director of the Centre for Continuing Education and relevant individuals from the Faculties to examine student success and potential improvements. A full review will occur after two years.

4. Resource Implications

Resource implications would include the following:
- Recruitment, advising and processing of students. Unless numbers swell dramatically, these activities would be part and parcel of existing recruitment, advising and processing, creating no resource implications.
- Supplemental support for the students via the homework club. In the initial phase, the club would be provided for free to all students in the ESL + 1 program. ESL/CCE will cover the costs out of its cost-recovery budget, with an anticipation
that the program will recruit more ESL students of a higher academic calibre (more revenue, lower costs). This financing method will be reviewed yearly.

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- The extra credit students will be absorbed into current classes. Should numbers warrant, CCE will investigate putting on night or weekend courses on a cost-recovery basis.

5. **Select List of Similar Programs Across the Country**

- University of Winnipeg Academic 5: students take Intro to Business I. They earn credit for this AND for the Academic 5 course (6 credit hours earned in total). It also includes an adjunct course, with an instructor who attends the Intro to Business course with the students. ([http://www.uwinnipeg.ca/index/elp-14week](http://www.uwinnipeg.ca/index/elp-14week))

- Memorial Intensive Bridging Program: conditionally admitted students in advanced ESL can take one credit course, if they meet a minimum level on various tests. Currently can take only Linguistics. ([http://www.mun.ca/esp/12week/](http://www.mun.ca/esp/12week/))

- Saint Mary's University Bridging Program: conditionally admitted students with a minimum level on various ELP tests may take the EAP program + 1 or 2 credit courses. ([http://www.smu.ca/academic/tesl/iep_ubp.html](http://www.smu.ca/academic/tesl/iep_ubp.html))

- University of Alberta Bridging Program: Conditional Admission to one of 5 faculties plus a specific ELP level on various tests. May take up to one course for credit. There is a wide range of courses available to take, but mostly Sciences and Math (but others too). ([https://www.registrar.ualberta.ca/ro.cfm?id=1167](https://www.registrar.ualberta.ca/ro.cfm?id=1167))

- Students at UPEI can take 1 or 2 or 3 credit courses, starting at a very low level compared to almost anywhere else. Details are limited on their webpage. ([http://webstercentre.upei.ca/eap](http://webstercentre.upei.ca/eap))

- Students at Kwantlen Polytechnic University can take one University course in ESL Level 2 and 2 University courses in ESL Level 3. ([http://www.kwantlen.bc.ca/aca/els/elst/lvl_2.html](http://www.kwantlen.bc.ca/aca/els/elst/lvl_2.html))

- There is also a somewhat unusual and interesting University Bridge Program in BC run by a School District out of the Adult Campus: ([http://www.inted.sd42.ca/files/UniversityBridgeProgram_web.pdf](http://www.inted.sd42.ca/files/UniversityBridgeProgram_web.pdf)). Students need to have an 80% average from their home High School graduation.