DATE: November 8, 2013
TO: All Members of the Council Committee on Undergraduate Admissions and Studies
FROM: Bev Liski, Associate Registrar, Academic Policy Services and Ceremonies
RE: NOTICE OF MEETING

AGENDA

1. APPROVAL OF AGENDA
2. APPROVAL OF MINUTES OF LAST MEETING, October 10, 2013
3. BUSINESS ARISING FROM THE MINUTES
4. OLD BUSINESS
   4.1 Reports from Task Forces, Commissions or Sub-committees
      4.1.1 Commission to Review Fresh Start Program
      4.1.2 University Regulations Sub-committee
   4.2 Awarding of Institutional Honours, Mention Bilingue
5. NEW BUSINESS
   5.1 Report from the Faculty of Fine Arts, Appendix I, p. 2
   5.2 Report from the Centre for Continuing Education, Appendix II, p. 14
   5.3 Creation of Sub-committee to Review CCUAS Terms of Reference, Appendix III, p. 21
6. ITEMS FOR INFORMATION
   6.1 Date of Next Meeting and Deadline for Submission of Agenda Material
       The next meeting will be held on Wednesday, December 11, 2013 at 1:30 p.m. in NR 110.3. The deadline for receipt of agenda items is 4:30 p.m., Monday, December 2, 2013.
   6.2 Winter 2014 Meeting Schedule
       All CCUAS members are asked to submit their teaching/meeting schedule to Bev Liski by November 15, 2013 for development of the meeting schedule for the winter 2014 term.
7. CONCLUSION
TO: Council Committee on Undergraduate Admissions and Studies

FROM: Wes Pearce, Associate Dean Undergraduate, Fine Arts

DATE: November 5, 2013

Items for approval

Motion 1:
That FA 202, Indigenous Issues in the Arts, be added as a required course in the Bachelor of Arts, Fine Arts Major, Creative Technologies concentration program. The course will be added to the Culture and Society Critical Competency portion of the degree, and 3.0 credit hours will be removed from the open elective portion of the program.

Rationale: The BA, FA major program, Creative Technologies concentration has ample room in its current open electives to make room for this important course and still leaves room for a double major or minor for students. The open electives will move from 42.0 credit hours to 39 credit hours with this change.

Motion 2:
To add FA 202 (3 CH) in the Critical Competencies, Culture and Society category of the BA in FA-Film Studies concentration degree and to remove 3 credit hours from the open elective category.

Motion 3:
To add FA 202 (3 CH) in the Critical Competencies, Culture and Society category of the BA Honours in FA major–Film Studies concentration degree, and to remove 3 credit hours from the Open Elective category.

Motion 4:
To add FA 202 (3 CH) in the Critical Competencies, Culture and Society category of the BFA Film Production degree, and to remove 3 credit hours from the Fine Arts elective category.

Rationale: To make room in each Film program for FA 202 Indigenous Issues in the Arts, a newly required course for Film students, in each degree program.

Motion 5:
That FA 202 be required in all music programs except the Bachelor of Music Education and the three year BA (Music Special Three Year) and be required in the Critical Competency Requirement subsection Culture and Society. Total culture and society credit hours will remain at 6.
APPENDIX I

**Rationale:** To make room in each program for FA 202 Indigenous Issues in the Arts, a newly required course for Music students, in each degree program.

**Motion 6:**
That FA 202 be made a required Critical Competency for the Bachelor of Arts, Theatre and Performance Major, Bachelor of Arts, Theatre and Performance Major (Acting Concentration), Bachelor of Arts, Theatre and Performance Major (Design/Stage Management Concentration). Further that FA 202 be situated in the Culture and Society array and that ALL 3 programs delete a “Critical Competency course or Fine Arts Elective” to facilitate this addition.

**Motion 7:**
That FA 202, Indigenous Issues in the Arts, be a required course in all Visual Arts degree programs (excluding the 3 year special program taken concurrently by Arts Education students). The course may be counted in the Culture and Society Critical Competency portion of the degree. Total credit hours in the Culture and Society portion of each degree will remain the same as currently constituted.

**Broader Rationale:** This course clearly reflects the directions of the strategic plan, mâmawohkamâtowin: Our Work, Our People, Our Communities reflecting on the ongoing efforts to indigenize University of Regina and builds upon the history of Fine Arts as an area that has been traditionally supportive of Indigenous arts and is seen as furthering the contexts and content of the faculty’s plans for greater indigenization without encroaching on the established courses and pedagogies of our colleagues at First Nations University of Canada. First Nations University of Canada supports the creation of the course with the caveat that it does not erode existing indigenous content in programs and degrees.

**Items For Information:**

**ITEM 1:** that the following MU and MUCO course descriptions be revised as follows:

Currently:
**MU 349 Piano Pedagogy**
Not offered every year. Approaches to the teaching of the repertoire of the piano, surveying materials and methods appropriate to all levels of playing, and including a study of practice techniques.

To read:
**MU 349 Piano Pedagogy**
This course is designed to introduce students to a select variety of topics in the field of piano pedagogy, ranging from beginning to late-intermediate levels. Students will be introduced to various methods and pedagogy texts, and will observe and assist in private and group lessons.

End of revision.
APPENDIX I

*Note: Students cannot receive credit for MU317 and MUCO 317

To read:
**MU317 Introduction to Composition I**
Introduction to different writing styles in music composition since c. 1900. This course will enable you to write imitative works in a variety of musical styles.
***Prerequisite: MU 222***
*Note: Students cannot receive credit for MU317 and MUCO 317

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Currently:
**MUCO 326 Introduction to Computers in Music**
Not offered every year. Computer techniques used in music such as notation, editing, sound production and recording. Intended primarily for students in BMus, BMusEd, and BA (music) programs. Students may not receive credit for both MU326 and MUCO 326.
*Note: Priority given to Music Composition majors.

To read:
**MUCO 326 Introduction to Computers in Music**
Taught in an electronic studio environment, this course introduces computer techniques used in music notation, editing, sound production and recording.
*Note: Students cannot receive credit for both MU326 and MUCO 326.

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Currently:
**MUCO 327 Introduction to Electronic Music**
Not offered every year. Introduction to techniques of composing with digital electronic equipment such as Pro Tools, Digital Performer and Max/MSP.
***Prerequisite: MU 326 and MU 321, or permission of the Department Head.
*Note: Priority given to Music Composition majors.
*Note: Students may not receive credit for both MU 327 and MUCO 327.

To read:
**MUCO 327 Introduction to Electronic Music**
Introduction to techniques of composing with professional electronic equipment such as Pro Tools, Digital Performer and Max/MSP. This course is taught in an electronic studio environment.
***Prerequisite: MU 326 or MUCO 326 and MU 321 or MUTH 321, or permission of the Department Head.
*Note: Students may not receive credit for both MU 327 and MUCO 327.

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Currently:
**MUCO 340 Instruments of the Orchestra**
Not offered every year. Study of all orchestral instruments including technique and acoustic approaches, ranges, and writing in idiomatic style.
***Prerequisite: MU 322 or permission of the Department Head.
*Note: Student cannot receive credit for MU 340 and MUCO 340.
To read:

**MUCO 340 Instruments of the Orchestra**
Study of all orchestral instruments including technical and acoustic approaches, ranges and writing in idiomatic style. This course will enhance your ability to appreciate orchestral repertoire of all eras.
***Prerequisite: MU 322 or MUTH 322 or permission of the Department Head.
*Note: Student cannot receive credit for both MU 340 and MU CO 340.

**MUCO 417** Spelling correction: “differ”" to “different”.

Currently:
**MU CO 440 Orchestration**
Not offered every year.
Study of compositional developments and techniques of orchestration since the Classical period.
***Prerequisite: MU CO 340 or permission of the Department Head.
*Note: Student cannot receive credit for MU CO and MU 456.

To read:

**MU CO 440 Orchestration**
Study of compositional developments and techniques of orchestration since the Classical period.
At the conclusion of this course you will be able to write arrangements for a variety of musical ensembles.
***Prerequisite: MU CO 340 or permission of the Department Head.
*Note: Student cannot receive credit for MU CO and MU 456.

**ITEM 2: that the following MUEN course descriptions be revised as follows:**

Currently:
**MUEN 101 University Concert Band**
*Note: a $100 materials fee will be charged to students registered in section 003.

To read:

**MUEN 101 University Concert Band**
Anon-auditioned ensemble open to all students and community members. This ensemble focuses on performing exciting and dynamic repertoire.
*Note: a $100 materials fee will be charged to students registered in section 003.

Currently:
**MUEN 107 University Wind Ensemble**
The Wind Ensemble is a competitively auditioned ensemble and admission is at the discretion of the ensemble director. Music majors must be registered in Concert Band in order to participate in Wind Ensemble. Non-music majors may register in Wind Ensemble only.
***Permission of the instructor is required to register in the fall.
*Note: a $100 materials fee will be charged to students registered in section 003.
To read:
**MUEN 107 University Wind Ensemble**
An auditioned ensemble open to all students, including non-music majors. This ensemble performs challenging standard and contemporary wind band repertoire and boasts guest conductors and soloists as part of its concert series.
***Permission of the instructor is required to register in the fall.
*Note: a $100 materials fee will be charged to students registered in section 003.

Currently:
MUEN 131
University Concert Choir
*Note: a $100 materials fee will be charged to students registered in section 003.

To read:
**MUEN 131 University Concert Choir**
All are welcome to sing in the University Concert Choir! A dynamic ensemble of approximately 75 singers, its programming spans a wide range of genres and styles with regular performances with orchestra. All are required to meet with the instructor in the first weeks of school for a voice placement hearing.
*Note: a $100 materials fee will be charged to students registered in section 003.

Currently:
MUEN 135 University Chamber Singers
Select, auditioned group.
***Permission of the instructor is required to register in the fall.
*Note: a $100 materials fee will be charged to students registered in section 003.

To read:
**MUEN 135 University Chamber Singers**
University Chamber Singers is an elite multi-award winning 28-voice ensemble focusing on a cappella choral repertoire. Entrance is by audition only with heavy emphasis on sight-singing ability. Please contact the instructor for audition times. Singers must prepare an art Song or an aria for the audition.
***Permission of the instructor is required to register in the fall.
*Note: a $100 materials fee will be charged to students registered in section 003.

Currently:
MUEN 171 University Orchestra
**Permission from the instructor is required to register in the fall.
*Note: a $100 materials fee will be charged to students registered in section 003.
To read:

**MUEN 171 University Orchestra**

A high-level ensemble open to musicians from the Music Department, the university and the wider community (audition may be required). The University Orchestra performs challenging works in a wide range of styles and eras. Each semester it presents a full concert in the University Theatre.

ITEM 3: that the following MUHI course descriptions be revised as follows:

**Currently:**

MUHI 202  Music History Survey – Classical to Contemporary

A music history survey of selected works, styles, and trends from the classical to contemporary periods.

***Prerequisite: Music reading ability***

*Note: Student cannot receive credit for MU 202 and MUHI 202.

**To read:**

MUHI 202  **Music History Survey – Pre-classical to Contemporary**

This course traces the development of important musical styles, genres and forms from the second half of the 18th century to the late 20th century by placing representative composers and selected musical works into their appropriate socio-cultural and historical contexts. Emphasis is on developing basic listening, writing and research skills.

***Prerequisite: music reading ability***

*Note: Students cannot receive credit for both MU 202 and MUHI 202.

Currently:

MUHI 203  Music History Survey – Antiquity to Baroque

A music history survey of selected works, styles, and trends form the pre-classical to the modern periods.

***Prerequisite: MUHI 202 or permission of Department Head.***

*Note: Student cannot receive credit for MU 203 and MUHI 203.

**To read:**

MUHI 203  **Music History Survey – Middle Ages to Baroque**

This course traces the development of important early musical styles, genres, and forms by placing representative composers and selected musical works into their appropriate socio-cultural and historical contexts. Emphasis is on students honing their listening, writing, research and presentation skills.

***Prerequisite: MUHI 203 or permission of Department Head.***

*Note: Students cannot receive credit for both MU 203 and MUHI 203.

ITEM 4: That the following MUHI course descriptions be revised as follows:
APPENDIX I

Currently:
MUHI 204  Jazz Appreciation
The origins of jazz and study of its various styles.
*Note: Not available for credit in BMusEd program.
*Note: Students cannot receive credit for MU 110 and MUHI 204.

To read:

**MUHI 204  Jazz Appreciation**

An overview of the history and development of jazz music, tracing the performers and style periods in the genre from its 19th-century African-American origins through to the present. Students also study the social and historical factors that affected the development of jazz. Emphasis is placed on developing listening skills.
*Note: Not available for credit in BMusEd program.
*Note: Students cannot receive credit for both MU 110 and MUHI 204.

Currently:
MUHI 205  Themes in Popular Music
Intended for all students. No prerequisite (ability to read music not required) but not at an introductory level.
*Note: Students cannot receive credit for MU 320AG and MUHI 205.

To read:

**MUHI 205  Themes in Popular Music**

Selected topics from the rich variety of popular music genres, from the Beatles to Lady Gaga, rap, and hip hop. Several approaches are used, including race, gender, means of production and technology.
Music-reading ability not required.
*Note: Students cannot receive credit for both MU 320AG and MUHI 205.

**ITEM 5: That the following MUHI course descriptions be revised as follows:**

Currently:
MUHI 301  Studies in Music of the Baroque Period
Not offered every year. Styles and trends of the baroque period.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for MU 211 and MUHI 301.

To read:

**MUHI 301  Studies in Music of the Baroque Period**

This course views secular and sacred music from the 17th and first half of the 18th century through a variety of lenses, including compositional style, socio-cultural impact and performance practice. Emphasis is placed on honing students’ critical thinking, writing, research and presentation skills.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for MU 211 and MUHI 301.
APPENDIX I

Currently:
MUHI 302 Music of the Classical Period
Not offered every year. Styles and trends of the classical period.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for both MU 212 and MUHI 302.

To read:

**MUHI 302 Studies in Music of the Classical Period**
Haydn, Mozart and Beethoven are among the giants of the classical period in music. This course offers intense study of their works and compositional style, along with analysis of the socio-cultural role of music in Europe in the mid-18th to early 19th centuries. Emphasis is placed on honing students’ critical thinking, writing, research and presentation skills.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for both MU 212 and MUHI 302.

Currently:
MUHI 303 Studies in Music in the Romantic Period
Not offered every year. Styles and trends of the romantic period.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for MU 213 and MUHI 303.

To read:

**MUHI 303 Studies in Music of the Romantic Period**
No other period has shaped music history more intensely and imaginatively than the 19th century. Contributions of representative composers to music literature of the Romantic Era (ca. 1800-1900) and the various forces that played a role in the creation and performance of musical works will be examined. Emphasis is placed on honing students’ critical thinking, writing, research and presentation skills.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for both MU 213 and MUHI 303.

Currently:
MUHI 304 Studies in the Music of the Contemporary Period
Not offered every year. Styles and trends of the contemporary period.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for MU 214 and MUHI 304.

To read:

**MUHI 304 Studies in Music of the Contemporary Period**
Schoenberg, Stravinsky, Stockhausen, Glass – these are among the contemporary composers who changed music forever. This course focuses on the most important and radical developments in music during the 20th and 21st centuries. Emphasis is placed on honing students’ critical thinking, writing, research and presentation skills.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for both MU 214 and MUHI 304.
APPENDIX I

Currently:
MUHI 305  History of Canadian Music
Not offered every year. The history of Canadian music to the present day.
***Prerequisite: MUHI 202 or permission of Department Head.***
*Note: Students cannot receive credit for MU 215 and MUHI 305.
To read:

<table>
<thead>
<tr>
<th>MUHI 305 History of Music in Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>A wide-ranging study of the history of music in Canada, from the earliest settlements to the present day. Topics covered include classical, popular and indigenous genres. Emphasis is on the socio-cultural role of music in the evolution of Canada as a country.</td>
</tr>
<tr>
<td><em><strong>Prerequisite: MUHI 202 or permission of Department Head.</strong></em></td>
</tr>
<tr>
<td>*Note: Students cannot receive credit for both MU 215 and MUHI 305.</td>
</tr>
</tbody>
</table>

Currently:
MUHI 311 J. S. Bach and his contemporaries
Not offered every year. The life and works of J. S. Bach and his German, French and Italian contemporaries, including issues in performance practice of the period.
*Note: Students cannot receive credit for both MU 320AC and MUHI 311
To read:

<table>
<thead>
<tr>
<th>MUHI 311 J. S. Bach and his Contemporaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course examines J. S. Bach’s life and works, the individuals and external forces that shaped them, and the impact that Bach’s music and its reception have had on global musical culture. Emphasis is placed on honing students’ listening, research, writing and presentation skills.</td>
</tr>
<tr>
<td>*Note: Students cannot receive credit for both MU 320AC and MUHI 311.</td>
</tr>
<tr>
<td>*Note: Music reading ability required; completion of MU 100 considered an asset.</td>
</tr>
</tbody>
</table>

ITEM 6: that the following MUHI course descriptions be revised to read as follows:

Currently:
MUHI 319 Music Cultures of the World
To read:

<table>
<thead>
<tr>
<th>MUHI 319 Music Cultures of the World</th>
</tr>
</thead>
<tbody>
<tr>
<td>An inclusive survey of classical, popular, and folk music traditions from around the world. As well as expanding their listening skills, students study music in culture and music as culture and, in the process, develop fresh approaches to their own musical traditions. Music-reading ability not required.</td>
</tr>
<tr>
<td>*Note: Students cannot receive credit for both MU 319 and MUHI 319.</td>
</tr>
</tbody>
</table>

Currently:
MUHI 320 Selected Studies in Music Literature
Not offered every year. Specific topics in music history and literature. For information, consult the Music Department.
APPENDIX I

*Note: Students cannot receive credit for MU 320 AA and MUHI 320AA.

To read:

**MUHI 320  Selected Topics in Music History and Literature – an AA-ZZ series**
This series introduces new and current topics in music history and literature. For information, consult the Music Department.
*Note: Students cannot receive credit for both MU 320 AA-ZZ and MUHI 320 AA-ZZ.

Currently:
MUHI 415  History of Performance practice
Not offered every year. Performance styles [sic] appropriate to various eras, developed from the consideration of original sources and contemporary commentary. Editions may be prepared and performed.
***Prerequisite: MU 203 or permission of Department Head.****
*Note: Student cannot receive credit for MUHI 415 and MU 415.*

To read:

**MUHI 415  History of Performance Practice**
How was music performed in various places at various times in the past? This course investigates how and why musical interpretation changed over time and explores how it shapes present-day approaches to “early music” through consideration of original sources and contemporary commentary. Editions may be prepared and performed.

***Prerequisite: MUHI 203 or permission of department head.***
*Note: Students cannot receive credit for both MU 415 and MUHI 415.

Currently:
MUHI 416  Studies in Instrumental Genres – an AA-ZZ series
Selected topics in Instrumental Genres.

To read:

**MUHI 416  Studies in Instrumental Genres – an AA-ZZ series**
An investigation of selected topics related to individual instrumental genres, such as chamber music, symphony, and concerto, and their respective historical contexts. For more information, consult the Music Department.
***Prerequisite: MUHI 203 or permission of department head.***

Currently:
Selected topics in Vocal Genres.
APPENDIX I

To read:

An investigation of selected topics in secular and sacred vocal genres, such as opera, the Lied, oratorio, and the mass, and their respective historical contexts. For more information, consult the Music Department.
***Prerequisite: MUHI 203 or permission of department head.***

ITEM 7: That the course description of the following MUPE course be revised to read as follows:

Currently:
MUPE 361 Chamber Music Ensemble
Not offered every year. Coaching in performance problems and interpretation of selected items of chamber literature. Only a limited number of pianists may register.
***Permission of the Department Head is required to register.
*Note: Students cannot receive credit for both MU 361 and MUPE 361.

To read:
MUPE 361 Chamber Music Ensemble
Coaching in performance issues and interpretation of selected items of chamber literature. Only a limited number of pianists may register.
***Permission of the instructor is required to register*Note: Students cannot receive credit for both MU 361 and MUPE 361.

ITEM 8: Other changes to the Undergraduate Course Catalog

“Not offered every year” to be removed from all course descriptions.
Rationale: No other department includes this in course descriptions, so this change standardizes our course listings. The phrase is unnecessarily off-putting to students.
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ITEM 9: That MUBA be changed to MUEU, that is change the course name from Music Baritone to Music Euphonium.
Rationale – the term baritone is an old name that refers to a three-valved instrument used in young bands of North America and British Brass Bands. Euphonium reflects the name of this instrument in North America.
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ITEM 10: that the Calendar entries for certain MUCL courses be corrected as follows:
Currently:
MUCL 339
Recital – Music Clarinet
A public recital on the music clarinet…..
To read:

**MUCL 339**

Recital – Clarinet
A public recital on the clarinet…..

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Currently:

MUCL 449
Recital – Bass Clarinet
A one-hour public recital on the bass clarinet…..

To read:

**MUCL 449**

Recital – Clarinet
A one-hour public recital on the clarinet…..

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MEMORANDUM

DATE: 22 October 2013

TO: Bev Liski, Associate Registrar
    for Council Committee on Undergraduate Admissions and Studies (CCUAS)

FROM: Harvey King

RE: Motions for Consideration

At their October 9th meeting CCE’s Council reviewed and recommended approval of the following motions which are now being presented here for CCUAS consideration at their next convening.

Gary Morin will be in attendance at CCUAS’s November meeting to address any issues of discussion around these items.

Harvey King, Ph. D.
Director
ITEMS FOR APPROVAL

**MOTION # 1**: To change the elective requirement for the PR program from two 1.5 credit hour electives to one 3.0 credit hour PR elective.

**BACKGROUND**: At the last review of the Certificate in Public Relations in 2007, the program was changed substantially as a result of feedback from students, instructors, professional associations and employers. Core courses were changed from 1.5 credit hours to 3.0 credit hours, though electives remained at 1.5 credit hours. Currently students can use English 100 (3.0 credit hours) in place of one of the 1.5 credit hour PR electives. The Certificate in Public Relations remains the only CCE certificate with 1.5 credit-hour electives. A more recent enhancement for the PR program is the development and delivery of online PR core courses. PR 100 and 101 were developed for online delivery beginning Fall 2013, with the remaining core courses, PR 200 and 201 scheduled for online delivery in Winter 2014.

**18.2.7.7 Certificate in Public Relations**

This certificate will provide students with the knowledge and skills they need to be effective in the public relations/communications field. Students gain practical learning experiences and have the opportunity to meet and learn from other public relations professionals.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Certificate in Public Relations, Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>PR 100</td>
</tr>
<tr>
<td>3.0</td>
<td>PR 101</td>
</tr>
<tr>
<td>3.0</td>
<td>PR 200</td>
</tr>
<tr>
<td>3.0</td>
<td>PR 201</td>
</tr>
<tr>
<td>3.0</td>
<td>One of: PR 202, PR 203, PR 204, PR 205, PR 290AA-ZZ</td>
</tr>
<tr>
<td>1.5</td>
<td>Two of: PR 35, PR 37 through PR 43AA-ZZ, ENGL 100</td>
</tr>
<tr>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>15.0</td>
<td>Total</td>
</tr>
</tbody>
</table>

Students admitted to the Certificate in Public Relations program prior to 200920 should consult a program advisor to ensure their transition to the new program is made effectively.

**Rationale:**
Consultation with our PR Instructors has highlighted the following benefits to changing the elective requirement:
1. Combining two 1.5 credit hour electives will enable students to complete the program in a timelier manner. Students will receive the same amount of content, but over one semester rather than two.
2. 1.5 credit hour courses are not accepted as electives in some U of R undergraduate programs. Students completing the PR certificate as a secondary program will have the option of using PR elective courses as open electives in their undergraduate degree program.
3. Inclusion of a 3.0 credit-hour elective will enable CCE to offer the entire certificate program at a distance. As the only PR program in Saskatchewan, offering the entire program at a distance would be an important development for CCE and for students across the province.
MOTION #2: Motion to revise the requirements for the Certificate and Diploma in Liberal Arts to align with the Faculty of Arts core requirements.

9.9.15 LIBERAL ARTS CERTIFICATE

The Certificate is designed to recognize students who, during their first year of university-level studies, have followed a curriculum consistent with the liberal-arts tradition. In this tradition, with roots in classical antiquity, students are introduced to a relatively wide range of subjects in order to acquire knowledge and intellectual capacities that are general to all walks of life, rather than specific to a particular profession or trade.

9.9.16 LIBERAL ARTS DIPLOMA

The Diploma is designed to recognize students who, during their first two years of university-level studies, have followed a curriculum consistent with the liberal-arts tradition. In this tradition, with roots in classical antiquity, students are introduced to a relatively wide range of subjects in order to acquire knowledge and intellectual capacities that are general to all walks of life, rather than specific to a particular profession or trade. The Diploma also encourages students to find a field of study that most excites their curiosity and to begin developing a deeper understanding of that field.

9.31 LIBERAL ARTS

9.31.1 Liberal Arts Certificate
9.31.2 Liberal Arts Diploma
9.31.3 Lists A and B

9.31.1 LIBERAL ARTS CERTIFICATE

The Certificate is designed to recognize students who, during their first year of university-level studies, have followed a curriculum consistent with the liberal-arts tradition. In this tradition, with roots in classical antiquity, students are introduced to a relatively wide range of subjects in order to acquire knowledge and intellectual capacities that are general to all walks of life, rather than specific to a particular profession or trade.

The Certificate is available to any student registered at the University of Regina. To be eligible, students must have completed (and/or received transfer credit) for 10 University of Regina courses (30 credit hours). The 10 courses must include at least the following:

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Liberal Arts Certificate, required courses</th>
<th>Student’s record of courses completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ASTR, BIOL, CHEM, GEOG or PHYS that has a laboratory component, or GEOG 121 A natural science course with laboratory work (for a list of eligible courses see §9.31.1)</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>One of ENGL 110; PHIL 100; SOST 110</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ANTH or RLST (except RLST 181, 184, 186, 188, 281, 284, 288), GEOG 100, 120</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Two courses, in different subject areas, from List A (see §9.31.3)</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Two courses, in different subject areas, from List A (see §9.31.3)</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ECON, GEOG (except GEOG 100, 120, 121, 309, 321, 323, 325, 327, 329, 333, 411, 421, 423, 429, or 431), JS, J5, PSCI, PSYC, SOC, SOST or WGST</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in INA, INAH, INCA, INDG, INHS or any one of ENGL 310A-ZZ, GEOG 344, HIST 310, JS 350, 351, PSCI 338 or SOC 214 or other courses approved by the Faculty of Arts as having substantial indigenous content, including special studies courses</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Two courses, in different subject areas, from List B (see §9.31.3)</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Four elective courses</td>
<td></td>
</tr>
</tbody>
</table>

Eligibility further requires that students have:
- taken at the University of Regina at least 50% of the 10 courses used to satisfy the requirements for the certificate; and

Total: 60% PGPA required
APPENDIX II

9.31.2  **LIBERAL ARTS DIPLOMA**

The Diploma is designed to recognize students who, during their first two years of university-level studies, have followed a curriculum consistent with the liberal-arts tradition. In this tradition, with roots in classical antiquity, students are introduced to a relatively wide range of subjects in order to acquire knowledge and intellectual capacities that are general to all walks of life, rather than specific to a particular profession or trade. The Diploma also encourages students to find a field of study that most excites their curiosity and to begin development a deeper understanding of that field.

The Diploma is available to any student registered at the University of Regina. To be eligible, students must have successfully completed (and/or received transfer credit for) 20 University of Regina courses (60 credit hours). Eligibility further requires that students have:

- successfully completed (or received transfer credit for) a set of courses capable of satisfying the requirements for any minor defined within the Faculty of Arts portion of the Undergraduate Calendar;
- taken at the University of Regina at least 50% of the 20 courses used to satisfy the requirements of the diploma;
- attained a PGPA of at least 60% in the 20 courses used to satisfy the requirements of the diploma; and

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Liberal Arts Diploma, required courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>ENGL 100</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in MATH, STAT, CS (except CS 100), PHIL 150, 352, 450, 452, 460, GEOG 205 or SOST 201, ECON 224</td>
</tr>
<tr>
<td>3.0</td>
<td>ENGL 110</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ART, ARTH, FA, FILM, MU or THEA</td>
</tr>
<tr>
<td>3.0</td>
<td>One course in logic or math</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ASTR, BIOL, CHEM, GEOL or PHYS that has a laboratory component, or GEOG 121</td>
</tr>
<tr>
<td>3.0</td>
<td>One of: ENGL 110; PHIL 100; SOST 110</td>
</tr>
<tr>
<td>3.0</td>
<td>Two language courses (or one six-credit class) in any language other than English. Any two courses in the same language other than English</td>
</tr>
<tr>
<td>3.0</td>
<td>One course from List A* (see §9.31.3)</td>
</tr>
<tr>
<td>3.0</td>
<td>One course from List B* (see §9.31.3)</td>
</tr>
<tr>
<td>3.0</td>
<td>One course in fine arts*</td>
</tr>
<tr>
<td>3.0</td>
<td>One natural science course with a laboratory* (for a list of eligible courses see §9.9.1.1)</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ANTH or RLST (except RLST 181, 184, 186, 188, 281, 284, 288), GEOG 100, 120</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in HIST or CLAS 100 or IDS 100</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in ECON, GEOG (except GEOG 100, 120, 121, 309, 321, 323, 325, 327, 329, 333, 411, 421, 423, 429, or 431), IS, JS, PSCI, PSYC, SOC, SOST or WGST</td>
</tr>
<tr>
<td>3.0</td>
<td>Any course in INA, INAH, INCA, INDG, INHS or any one of ENGL 310AA-22; HIST 310; JS 350, 351, PSCI 339 or SOC 214 or other courses approved by the Faculty of Arts as having substantial indigenous content, including special studies courses.</td>
</tr>
<tr>
<td>3.0</td>
<td>One course in a new subject in Arts, Fine Arts, or Science, excluding JS or JRN.*</td>
</tr>
</tbody>
</table>

*For a list of eligible courses see §9.9.1.1.
### APPENDIX II

<table>
<thead>
<tr>
<th>3.0</th>
<th>One course in a new subject in Arts, Fine Arts, or Science, excluding JS or JRN.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.0 – 24.0</td>
<td>Any minor concentration offered by the Faculty of Arts §9.9</td>
</tr>
<tr>
<td>3.0-9.0</td>
<td>One to three elective courses</td>
</tr>
<tr>
<td>60.0</td>
<td>Total: 60% PGPA required</td>
</tr>
</tbody>
</table>

Note: The six courses marked * must all be in different subjects. Some requirements may be met by courses in the major and minor subjects.

#### 9.31.3 LISTS A AND B

**List A** includes courses from: catholic studies, classical studies, environmental studies, health studies, humanities, intercultural leadership, interdisciplinary studies, international studies, languages (including 200- or 300-level English courses), linguistics, prairie studies, philosophy, religious studies, science and technology studies, and women’s and gender studies.*

**List B** includes courses from: anthropology, catholic studies, economics, environmental studies, geography, health studies, history, Indigenous studies, Indian health studies, intercultural leadership, interdisciplinary studies, international studies, prairie studies, political science, psychology, sociology or social studies, and women’s and gender studies.*

**Rationale:** The requirements for these programs now align with the Faculty of Arts core requirements.

#### ITEMS FOR INFORMATION

The Centre for Continuing Education approved a unit name change as well as the deletion and creation of the following courses and offers these items for information:

1. **Unit Name Change**

That “Career and Professional Development” become the official name of the unit formed by the merger of Credit Studies Division and Business & Professional Development.

**Rationale:** As a result of an internal restructuring within the Centre for Continuing Education, Credit Studies Division and Business and Professional Development were amalgamated into one unit on November 1, 2012.

Career and Professional Development (CPD) blends both the credit and non credit certificates into one entity. CPD offers undergraduate credit programs that lead to certificates, which can ladder to a diploma or degree, and non-credit professional certificates that assist people in the workforce enhance their knowledge, skills and expertise in specific industries and professions.

CPD continues to maintain responsibility for: Casual and General Studies students; High School Accelerated Program; Transition programs including being the academic home for ACAD 100; Prior Learning Assessment and Recognition (PLAR); professional Institutes; professional seminars; customized training and partnerships with organizations to provide courses that lead to professional certification.

We anticipate CPD will provide synergies that will grow both the Credit and non Credit programs while providing greater learning opportunities for our diverse community of learners.

2. **Deleted Courses**

**PR 035 - Public Relations in Non-Profit and Volunteer Organizations** 1.5:2.5-0

This course is an introduction to public relations as it applies to non-profit and volunteer organizations. Topics include: fund raising, media relations, lobbying, designing news releases, planning news conferences, public events and audio visual presentations, etc. *** Prerequisite: PR 100 and PR 200 or PR 201 ***
APPENDIX II

PR 037 Research and Evaluation Methods  1.5:2.5-0
Considering the role of research and evaluation in public relations, the student will learn theory and practical uses of research along with specific research techniques and options. The importance of evaluation is emphasized. Ethics within research and the field of communications is a key theme. *** Prerequisite: PR 100 ***

PR 038 Ethical/Critical Issues in Public Relations  1.5:2.5-0
The course provides an understanding of current ethical questions and professional codes of ethics when working towards ethical standards within an organization and performing public relations tasks for media, the public, and other constituencies. Emphasis on case studies and current literature will explore applications of ethical practice in crisis situations. *** Prerequisite: PR 100 ***

PR 039 Media Relations  1.5:2.5-0
A comprehensive analysis of the media and skills to accommodate the needs of different media will be developed. How the media works, what is considered news, and how to prepare for the differences in print and electronic interviews are discussed. Legal, moral, and logistical constraints challenging the media are explored.

PR 040 Electronic Information Design  1.5:2.5-0
This course will explore new ways to develop and disseminate information other than traditional paper-based formats. Covering the basics of electronic information design and development, this course will outline processes, standards, and guidelines for ensuring electronic information is appealing, accessible, useful, and manageable. *** Prerequisite: PR 100 and PR 200 or PR 201 ***

PR 041 Intranet Usability  1.5:2.5-0
This course will focus on planning and developing intranet content that aligns with the organization’s business goals and meets its users’ needs. It will outline the elements of a unified content-management strategy and provide guidelines for ensuring content usability. *** Prerequisite: PR 100 and PR 200 or PR 201 ***

PR 042 Approaches to Fundraising  1.5:2.5-0
This course will cover various aspects of fundraising including government regulations, ethical concerns, accessing funding agencies, market and audience research and publicity and promotion. Essentials of event planning, as they relate to fundraising, will compromise a portion of this course.

PR 043 Selected Topics in Public Relations  1.5:2.5-0
Selected topics in public relations/communications. *** Prerequisite: PR 100 and PR 200 or PR 201 ***
Rationale: Courses in this series are currently offered for 1.5 credit hours and can be expanded upon to fulfill 3.0 credit hour course requirements.

3. New Courses

PR 202 Research and Evaluation: Measuring Effectiveness and Success  3:3-0
How do you demonstrate the value of a communications strategy against ROI, education and behaviour change and your value as a communicator? Students will learn the importance of research and evaluation for measuring and demonstrating the effectiveness of communications activities. *** Prerequisite: PR 100 ***
PR 203: Media Relations  3:3-0  
Students will learn how to navigate all contemporary forms of media and the complexities around traditional, social and online media. This course also provides a comprehensive analysis of the media and the development of skills to accommodate the needs of different media and stakeholders. ***Prerequisite: PR 100 and PR 200 or PR 201***  
PR 290AA-ZZ: Public Relations Trends and Special Topics  3:3-0  
Courses designed to cover current trends and selected topics in public relations/communications.  
***Prerequisite: PR 100 and PR 200 or PR 201***

PR 204: Organizational Communications in Public Relations 3:3-0  
This course examines the nature and function of communications in organizations, both internal and external, with an emphasis on concepts, tools, and skills to enhance effective communications. The course will include discussion of communicating change, cultural diversity, employee engagement and branding. ***Prerequisite: PR 100***

PR 205: Social Responsibility and Ethics 3:3-0  
This course will provide an understanding of current ethical questions and professional codes of ethics when performing public relations tasks for media, the public, and other constituencies. Case studies and current literature will be used to explore applications of ethical practice in crisis situations. Issues related to corporate social responsibility will be emphasized, including the PR professional's role in managing and reflecting an organization's corporate culture. ***Prerequisite: PR 100***

PR 290AA-ZZ: Public Relations Trends and Special Topics  3:3-0  
Courses designed to cover current trends and selected topics in public relations/communications.  
***Prerequisite: PR 100 and PR 200 or PR 201***

Rationale: Offering relevant elective topics will help keep the program current given the changing needs within the marketplace.
APPENDIX III

DATE: November 5, 2013

TO: Council Committee on Undergraduate Admissions and Studies

FROM: University Secretariat

RE: Review of CCUAS Terms of Reference

The Special Committee of Council recommended revised Rules and Regulations for Council. These were approved by Council at its meeting held on October 29, 2013.

As part of the Special Committee's work, it identified that the terms of reference for all of the Council Committees needed to be reviewed and ensure that they are current.

The current terms of reference for the Council Committee on Undergraduate Admissions and Studies are noted below.

Section 3 of the Council Rules and Regulations is also attached.

ACTION ITEM:

A small working sub-committee needs to be created to review the terms of reference of the Council Committee on Undergraduate Admissions and Studies to ensure they are up to date, that they align with section 3 of the approved Council Rules and Regulations, and that a 'Purpose' statement is added. The sub-committee may also consider whether the terms of reference can be modified to give more authority to this committee to approve routine/minor decisions that impact the curricula of academic programs that could be reported to E of C for information (rather than for approval).

Once the committee is satisfied with the terms of reference, it is asked to report back to Executive of Council, either for information or to approve revised terms of reference, no later than March 31, 2014.
APPENDIX III

Council Committee on Undergraduate Admissions and Studies

Purpose:

*Note from Special Committee of Council to CCUAS: Committee is asked to review its purpose and its terms of reference. Consider revising its terms of reference, subject to approval by Executive of Council, the authority from Council for routine/minor decisions that impact the curricula of academic programs that could be reported for information (rather than decision).*

Membership: 3 members of Council (1 member will be replaced each year and the Council member serving their third year of office will act as Chair)
2 students, appointed by URSU from the student members of Council
The Associate Dean (or designate) from each undergraduate Faculty (Arts, Business Administration, Education, Engineering and Applied Science, Fine Arts, Kinesiology and Health Studies, Nursing, Science, and Social Work)
The Head of the Credit Studies Division or Distance Learning Division (or designate) from the Centre for Continuing Education
1 designate from each Federated College to be named by the Federated College
*Ex officio:* AVP (Student Affairs)
  University Secretary
  Registrar
  Director (Enrolment Services)
Observer: Representative from UR International (non-voting)

Resources: Registrar’s office

Roles and Responsibilities:

1. To receive for information new, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.
2. To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programs to Executive of Council bringing to their attention those areas of concern bearing on academic policy. Such programs if deemed to be “Major” will have first been vetted through a letter of intent to be considered by the Council Committee on Budget.
3. To recommend proposals for new, revised, and deleted academic policies and standards to Executive of Council.
4. To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
5. To advise the Registrar on matters relating to the content of the Undergraduate Calendar bringing to attention those areas of concern bearing on the representation of academic policy.
III. Committees of Council

3.1 Authority

Section 78(1)(a) of the Act states that Council shall establish committees as required. Council has further delegated to Executive of Council the power to create or dissolve such committees as are consistent with Council’s obligations and wishes. All committees’ terms of reference, including revisions thereto, are subject to the approval of Executive of Council, except where Council has expressed its will.

3.2 Establishment of Committees

Each standing and ad hoc special Committee shall have written terms of reference outlining the Committee’s mandate, composition and accountabilities. Ad hoc special Committees’ terms of reference will include clear outcomes and a termination date for the work of the Committee.

Committees of Council report to Executive of Council and Council, at least once per year, or more frequently as required, as defined in the Committee’s terms of reference.

Committees of Council will be required to review their terms of reference no less than once every five years, reporting to Executive of Council that this has been done.

3.3 Inactive Committees

Any standing committee of Council that has had no business meetings during the year must nevertheless report to Executive of Council justifying its status. If no such report is made before the June meeting of Executive of Council, the University Secretary shall inform all members of the committee that the committee is to be changed to ad hoc status with a one-year time limit and subsequently disbanded if no further activity has taken place over the course of the ensuing year. The University Secretary will report any such actions taken due to inactive committees to the June meeting of Executive of Council.

3.4 Membership and Term of Office

All members of Council are eligible to serve on committees of Council.

Membership on any committee of Council shall be drawn from Council, unless specific membership is otherwise stated in the committee’s terms of reference.

Student representatives to Council, who are members of any committees of Council, shall enjoy all rights and responsibilities of membership.

The President is an ex officio member on all committees of Council.

Membership on the Executive of Council will be determined by election based on the procedures as outlined in section 4 of these Rules and Regulations.

For all other committees, an annual call for volunteers to fill vacancies on committees requiring Council membership will be made by the University Secretary. Depending on the response to this annual call, the Council Nominating Committee will determine if an election is required. Should an election be required, the University Secretariat will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.

The Council Nominating Committee will prepare a nomination slate, including those positions filled by election, for committees of Council that will be approved by Executive of Council. Committee members’ terms (with the exception of student members) will be effective July 1 and run for three years unless otherwise stated in the
committee’s terms of reference. Student committee members’ terms are for one year effective July 1 of the applicable year.

Unless otherwise noted in the terms of reference, positions on Committees will not normally be filled by the same individual for consecutive terms.

3.5 Membership on more than one committee

Normally a member should be nominated or elected to serve on no more than one committee of Council. Membership on Executive of Council is not included when determining on how many committees a member of Council is serving.

3.6 Nomination and Election process for Committees

Should multiple nominations be received for a vacancy on a committee, the Council Nominating Committee will be so advised by the University Secretary and will hold an election to determine the person that will fill the vacancy. Should members of Council need to be elected to fill a position on committees of Council, as specified in the committee’s terms of reference, the call for nominations will indicate that an election will be held.

The University Secretary will determine the date for these elections to be held. These elections will normally only be conducted once per year, at such time that committee member terms can start on July 1 of each year. For these elections, a brief biography (100 words or less) may be required to accompany the nomination.

3.7 Committee Chair and Chair responsibilities

For those committees that do not have a Chair, it is the responsibility of the University Secretary to call the first meeting for the purpose of selecting a Chair. The agenda for this first meeting shall confirm the selection of the Chair and set the meeting schedule for the year.

Unless otherwise specified in the terms of reference, each committee should normally elect its own Chair from those nominated or elected members who have served on the committee during the preceding year.

The Chair of a Council committee, if not a member of the Executive of Council, will be permitted to move motions which are being presented to Executive of Council by the committee.

The Chair or designate (i.e. Secretary) of each committee will be responsible for keeping records of the activities of that committee. These records will be turned over to the incoming Chair or designate (i.e. Secretary).

The Chair of each committee will make a written report to Executive of Council and Council at least once a year.

3.8 Conflict of Interest

A conflict of interest, be it real, potential or apparent, whether personal, financial or otherwise, may arise when the private interest(s) of a Council member is/are or may be in conflict with the interests of the University.

Council members are required to declare a conflict of interest if there are any agenda items or matters being considered by the committee no later than the start of the committee meeting.

The minutes will reflect any declarations made.

It is incumbent upon Council members to declare, at any time, if a conflict of interest exists, be it real, potential or apparent, financial or otherwise, prior to discussion of and decision on an issue. Having declared that interest, the Council member shall refrain from voting, and, at the discretion of the Chair, may be requested to withdraw from the meeting for that item.
University Policy number GOV-022-010 http://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html is applicable to all Council members.

3.9 Circulation of Reports and Minutes

Each Committee will send its agenda, supporting documents, and minutes to the University Secretary.

Written reports from committees should be submitted to the University Secretary by the deadline issued in the notice of meeting which is normally at least ten calendar days prior to the meeting of Executive of Council or 14 days prior to the meeting of Council.

Committees will normally report in the first instance to Executive of Council.

3.10 Use of Sub-Committees

Committees can appoint sub-committees for specialized functions; however, these sub-committees will be under the authority and direction of the committee of Council.

3.11 Minority Reports

If a committee is seriously divided on an issue, Executive of Council and Council may be so informed by the attachment to the committee’s report that there is a dissenting report which will be provided by those with the dissenting opinion, indicating the basis for the divergence of view.

3.12 Appearance before Committees

Any member of Council, and as required, members of staff, may request or be requested to meet with any committee to discuss matters within the terms of reference of that committee.

3.13 Ex officio representation by Federated Colleges

If ex officio representation from Federated Colleges is required on a Council committee, there will be one designate from each of the Federated Colleges.

3.14 Quorum and Voting

Quorum for any committee meeting shall be 50% + 1 unless otherwise noted in the committee’s terms of reference.

On any committee of Council, all committee members including students will have voting rights, unless otherwise specified in the committee’s terms of reference.

3.14.1 Normal Voting

Unless otherwise noted in the committee’s terms of reference, voting will be done by a show of hands at the call of the Chair. In the event that a Council member attends a committee meeting remotely, the Council member will vote by verbal affirmation.

3.14.2 Alternative Voting Procedures and Authorized Media

A vote by written resolution (through electronic or authorized media) may be called if required in order to deal with a matter outside of a regularly scheduled committee meeting, at the determination of the Chair of the committee.
APPENDIX III

The regulations for voting by electronic or authorized media of committees of Council are as follows:

a. Decision by electronic ballot shall require an eighty percent (80%) return of responses and a two thirds (66.6%) majority of those voting.

b. Three business days from date of notification for the vote shall be allowed to complete the poll.

c. Committee decisions by electronic or authorized media will be recommended to Executive of Council for approval at its next meeting.

3.15 Joint Committees

Joint committees are those committees that are comprised with joint representation of Senate and Council and are required to report and make recommendations to both Senate and Council (or Executive of Council) prior to the motions presented by these committees being adopted.

3.16 Advisory Committees

Advisory Committees are established by the President or Vice-Presidents and are not committees of Council, although members of Council are entitled to serve on these committees, as required and outlined in the committee’s terms of reference. The senior executive responsible for such committees is responsible for ensuring the committee is duly constituted.