Council Committee on Undergraduate Admissions and Studies

MINUTES
Tuesday, May 6, 2014
1:30 P.M., AH 527

PRESENT: Katherine Arbuthnott, Stephen Cheng, Doug Cripps, James D’Arcy, Robin Evans, Kathleen Irwin, John Kincaid, Harvey King (for Gary Morin), Bev Liski (Recording Secretary), Cameron Louis, Nader Mobed, Wes Pearce, Yvonne Petry (for Volker Greifenhagen), Joe Piwowar (Chair), Annette Revet, Miguel Sanchez, David Senkow

GUEST: None

OBSERVER: None

REGRETS: Satish Sharma, John Smith

1. APPROVAL OF AGENDA

It was agreed to approve the agenda as distributed with one addition:

Item 5.6, Report from the Centre for Continuing Education.

AGREED

2. APPROVAL OF MINUTES OF LAST MEETING, April 3, 2014

It was agreed to approve the minutes of the meeting of April 3, 2014 as distributed.

AGREED

3. BUSINESS ARISING FROM THE MINUTES

3.1 Report from the Registrar re Dual Credit at U of R

D’Arcy – Kincaid

Moved that CCUAS establish a task team for the purpose of establishing a standard approach to offering dual credit opportunities for secondary students.

The Registrar reported that he had been directed by Deans’ Council to investigate this matter. There should be a representative from CCE on the task team to avoid conflicts with the UR Accelerated program offered through CCE.

What’s the difference between a task team and a sub-committee? A sub-committee is ongoing whereas a task team is assigned a specific task that, once a final proposal is presented, the team’s work is completed. It can have broad representation.

Currently there are university courses offered in high school and for which special credit is given, specifically, French 30 and French 100 and Chemistry 30 and Chemistry 100.

What the task team needs to consider is what policies should be in place (eg. method of assessment at faculty level), what tuition would be applied and who it gets paid to (the...
high school or the university), who pays the tuition (the student or the school board), how
does the credit fit into a student’s record, how is credit given, what course of action
would be followed in the case of academic misconduct, etc.).

The Registrar indicated that he should not be the lead on this task team but rather it
should be someone with a strong understanding and background in the area of dual
credit offerings.

Will the task team look at courses with overlapping content? Yes.

Are there other courses besides French and Chemistry that may fall into this category?
It is uncertain but this will be investigated.

Academic policy and minimal requirements for the program could be developed by the
task team but policy decisions reside with the CCUAS.

The task team needs and would develop a framework within which to work.

Where does the High School Transitions Group fit in? The task team sprang from this
group.

What is the time frame on the task team’s work? Does this have to be done over the
summer? Not necessarily. The task team could plan for the fall.

The question was called on the D’Arcy-Kincaid motion.

It was agreed membership on the task team should be as follows: Director of Enrolment
Services, Registrar, representatives from Arts, Science and CCE.

4 OLD BUSINESS

4.1 Reports from Task Forces, Commissions or Sub-committees

4.1.1 Commission to Review Fresh Start Program

The commission has met and is in the process of creating policy. They have
reviewed best practices from other institutions and have come up with some
other issues that they feel need consideration, eg. entry into another faculty
following a faculty RTD.

Can this type of issue be considered? Does the commission have authority to
explore or consider matters which may be outside their mandate but are
relevant? It was agreed they should be able to look at Fresh Start from every
possible, relevant angle.

AGREED

4.1.2 University Regulations Sub-committee

No report.

4.1.3 CCUAS Terms of Reference Sub-committee

Senkow – Revet
Moved that the CCUAS Terms of Reference Sub-committee be disbanded, because their work has concluded.

CARRIED

5. NEW BUSINESS

5.1 Report from the Faculty of Nursing

ITEM FOR APPROVAL

1. Revisions to Faculty Academic Probation

   Evans – Pearce

   Moved to base Faculty Academic Probation on PGPA of 65% as opposed to CNUR GPA of 65%, as detailed in Appendix II, page 3 of the agenda material, effective immediately.

CARRIED

5.2 Report from the Faculty of Social Work

ITEMS FOR APPROVAL

1. Sanchez - Senkow

   Moved that two sentences be deleted from Section 17.3.2.1, as detailed in Appendix III, page 4 of the agenda material.

   How does this merge with what other faculties do? It is different because of Social Work’s Saskatoon location.

   The question was called on the Sanchez-Senkow motion.

CARRIED

2. Sanchez – King

   Moved that Section 17.3.2.1 of the Undergraduate Calendar be revised to exclude the portion as detailed in Appendix III, page 4 of the agenda material.

   This wording presented in the report is slightly different from what is contained in the current UG Calendar. The two should match. This will be fixed for the report to Executive of Council.

   AGREED

   The question was called on the Sanchez-King motion with the above noted point.

CARRIED

3. Sanchez – King

   Moved to remove the sentence from the Calendar, under Section 17.8.4.4, under Prior Learning Assessment and Recognition (PLAR), as detailed in Appendix III, page 5 of the agenda material.

   It was noted that ISW should be changed to INSW to conform with the previously approved change from Indian Social Work to Indigenous Social Work.
If a student passes PLAR requirements, they get credit but do not have to pay.

CCE has asked for a PLAR charge to be implemented for the next budget.

The question was called on the Sanchez-King motion as corrected.

5.3 Report from the Registrar

**ITEM FOR APPROVAL**

2015-16 Academic Schedule

D’Arcy –

The Registrar presented two options for the 2015-16 academic schedule and reviewed the circumstances resulting in these two options.

Does the university have to adhere to the province with the after-Labour Day start of term? This is not influenced by the province. Executive of Council previously approved that the fall term start on the Wednesday following Labour Day. This is why the term can’t start earlier, eg. August 31st. This decision was also to facilitate move-in day and orientation.

The late end-of-term date creates problems with distance courses and the exam schedule, for getting grades in for the next term - students will be well into the winter term before grades are finalized – and with taking a whole week from a course.

Could a Saturday make-up day be added to accommodate the Monday loss or could an extra 30 minutes be added to 10 classes or to Monday or Wednesday evenings? The timetable software cannot handle this level of complexity.

Are there 3 hour classes on Monday? Yes, there are 3 hour classes every day.

What if the terms starts September 1st or could Tuesday, September 8th be considered a Monday class? This is a problem for students who are parents with children in school. Executive of Council would have to approve an exception to the after Labour Day start date for the fall term.

How many exams would be scheduled on December 23rd? This would be a full day of exams.

Why are exams for distance classes on the last day of the exam period? Perhaps these could be put into common time slots. Could these be changed? The Registrar’s Office is looking into this.

Louis – Evans

Moved that Option A of the 2015-16 Academic Schedule be approved with the exception that the 2-day break between the end of the fall term and the start of the examination period be reduced to one day. The exam period would run from December 9 to 22, 2015.

The rationale should explain what options were considered with this recommendation.
5.4 Lecture Recording Policy

Louis – Senkow

Moved approval of the following policy:

Students may audio-record or video-record classes only if they have received authorization from the instructor. Such authorization may come about as a result of a request made to the Student Accessibility Centre. In the case of classes that involve participation by students, consent of the other students in the class is also required.

If students receive authorization, the following conditions apply:

1. The materials remain the intellectual property of the instructor.
2. The materials may only be used for the purposes of private study, and may not be used by any other persons other than the student receiving the authorization.
3. Unless there is a different agreement between the student and the instructor, the materials must be destroyed immediately after the end of the semester in which the class has taken place.

The following two friendly amendments were presented:

- Change “Student Accessibility Centre” to “Centre for Student Accessibility”.
- Add: “Any violation of this policy will be considered an act of misconduct and will be dealt with through that process.

The question was called on the Louis-Senkow motion as amended. CARRIED

This policy, if/when approved, will be inserted into Section 5 of the Undergraduate Calendar.

5.5 Policy re Academic Use of External Software and Websites

Dr. King reviewed this matter.

King – Arbuthnott

Moved that a task team be developed to consider this matter.

There is an Information Technology Work Group being developed, headed by Dr. Stephen Cheng, which could more appropriately be tasked with discussing this issue. When the working group’s mandate is being developed, it should be expanded to include consideration of the matters identified by Dr. King. Dr. Cheng agreed to incorporate this into the working group’s mandate.

The King-Arbuthnott motion was WITHDRAWN.

5.6 Report from the Centre for Continuing Education

The report from the Centre for Continuing Education, which was distributed following the official agenda, was received for consideration and is attached to these minutes as Appendix I.
ITEMS FOR APPROVAL

1. King – Mobed
   Moved to change the following: Adult Math, AMTH 001 becomes AMTH 091 and AMTH 002 becomes AMTH 092 effective immediately, in the Certificate in Indigenous Access Transition (IATEC), as detailed in Appendix I, page 9 of these minutes.

   CARRIED

2. King – Senkow
   Moved to remove ILP 301 and ENGL 100 from the Certificate in Access Transition Education (IATEC), as detailed in Appendix I, pages 9 and 10 of these minutes.

   Are there any other 24 credit hour certificates? Yes.

   Are we okay with offering a certificate that contains courses that are not university level? Yes, we have done this in the past.

   The question was called on the King-Senkow motion.

   CARRIED

3. and 4.
   King – Senkow
   Moved:

   to change the name “Certificate in Administration” to be “Certificate in Administration – Level I” and to add ADMN 100 as a core requirement, as detailed in Appendix I, pages 10 and 11 of these minutes, effective immediately; and,

   to change the name “Certificate in Continuing Education Administrative Development” to “Certificate in Administration – Level II” and to add ADMN 100 as a core requirement, as detailed in Appendix I, pages 10 and 11 of these minutes, effective immediately.

5. King – Evans
   Moved to change the name of the “Certificate in Administration (Indian Management)” to “Certificate in Administration (Indigenous Management)” and to add ADMN 100 as a core requirement, as detailed in Appendix I, pages 11 and 12 of these minutes.

   CARRIED

6. This motion should be removed because this is a non-credit certificate, which does not get considered by this committee.

ITEM FOR INFORMATION

The revised course, LG 204, as detailed in Appendix I, page 12 of these minutes, was noted for information.

6. ITEMS FOR INFORMATION
6.1 Date of Next Meeting and Deadline for Submission of Agenda Material

This item was noted for information.

7. CONCLUSION

The meeting concluded at 3:05 p.m.
MEMORANDUM

DATE: 2 May 2014
TO: Bev Liski, Associate Registrar
  for Council Committee on Undergraduate Admissions and Studies (CCUAS)
FROM: Harvey King
RE: Motions for Consideration

At their April 29th meeting CCE’s Council reviewed and recommended approval of the following motions which are now being presented here for CCUAS consideration.

The short list is as follows with the full motion details and supporting documentation attached.

Changes presented in conjunction with the First Nations University of Canada (FNUniv):

- **Changes to FNUniv’s Indigenous Access Transition Education Certificate (IATEC):**
  
  **Motion:** To change the following: Adult Math, AMTH 001 becomes AMTH 091 and AMTH 002 becomes AMTH 092 effective immediately.
  
  **Motion:** To remove ILP 301 and ENGL 100, reducing the total credit hours for the Indigenous Access Transition Education Certificate (IATEC) from 30 to 24 effective Fall 2014.

- **Changes to FNUniv’s Certificates in Administration:**
  
  **Motion:** To change the name “Certificate in Administration” to “Certificate in Administration – Level I” and to add ADMN 100 as a core requirement effective immediately.
  
  **Motion:** To change the name “Certificate in Continuing Education Administrative Development” to “Certificate in Administration – Level II” and to add ADMN 100 as a core requirement effective immediately.

- **Changes to FNUniv’s Certificate in Administration (Indian Management):**
  
  **Motion:** To change the name of the, “Certificate in Administration (Indian Management)” to “Certificate in Administration (Indigenous Management)” and to add ADMN 100 as a core requirement effective immediately.

Changes to Career & Professional Development Certificates:

- **Change to the Local Government Authority 204 Offering:**
  
  **Motion:** To add a 0.0 credit hour lab to LG 204: Financial Accounting course effective Winter 2015

- **Change to Marketing and Sales Certificate:**
  
  **Motion:** That the Marketing and Sales Certificate be retired effective Spring/Summer 2015.

I’ll be present at the May 6th CCUAS meeting to address any issues of discussion around these items.

Harvey King, Ph. D.
Director
APPENDIX I

Changes presented in conjunction with the First Nations University of Canada (FNUniv):

Background:
First Nations University of Canada’s Academic Council passed the following motion on January 31, 2014

ITEMS FOR APPROVAL

Changes to Certificate in Indigenous Access Transition Education (IATEC) certificate:

MOTION 1: to change the following: Adult Math, AMTH 001 becomes AMTH 091 and AMTH 002 becomes AMTH 092 effective immediately.

Rationale: To reflect the proper numbering of the new Adult Math classes.

MOTION 2: to remove ILP 301 and ENGL 100, reducing the total credit hours for the Indigenous Access Transition Education Certificate (IATEC) from 30 to 24 effective Fall 2014.

Rationale: The IATEC Program is offered in First Nations communities and on FNUniv’s Northern Campus. By reducing the program to 24 credit hours, it can be offered in two terms rather than three. This will attract and retain more students; since many bands will only fund the Fall and Winter terms. The ILP camp is not crucial to meet the certificate’s aims, and ENG 100 will be taken as a requirement by all students who pursue degree programs.

18.2.8.11 Certificate in Indigenous Access Transition Education (IATEC)

This program is designed to prepare students for a university level program of study thereby with a goal of increasing retention and success rates. The program is also designed to increase access for indigenous students to post secondary programs.

Program Description
The Indigenous Access Transition Education Certificate is designed as a ten-month, thirty-credit certificate program. The program can accommodate up to forty students who will progress through the program as a single cohort, with each student taking the same courses at the same time as a single group. Students in the IATEC Program would progress through the following courses in the following sequence (this sequence may vary depending in program delivery contract):

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Certificate in Indigenous Access Transition Education (IATEC), Required Courses</th>
<th>Student’s record of courses completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>AMTH 001 AMTH091</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>AMTH 002 AMTH092</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>BIOL 140 or CHEM 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>INDG 100 or INHS 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>ILP 301 and/or CREE-100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>INDG 104</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ISW 377</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>RDWT 120</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>RDWT 121</td>
<td></td>
</tr>
<tr>
<td><strong>30.0 24.0</strong></td>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX I

Changes to FNUniv’s Certificates in Administration:

Background:
First Nations University of Canada’s Academic Council passed the following motions on April 26th and passed CCE’s Council on April 29, 2014.

MOTION 3: to change the name “Certificate in Administration” to “Certificate in Administration – Level I” and to add ADMN 100 as a core requirement effective immediately.

MOTION 4: to change the name “Certificate in Continuing Education Administrative Development” to “Certificate in Administration – Level II” and to add ADMN 100 as a core requirement effective immediately.

Rationale:
These changes are housekeeping that reflect the changes to the Bachelor of Administration’s inclusion of ADMN 100 as a required course. The name changes reflect the names of the certificate programs as outlined in the admission menu. These are also reflective of the Faculty of Business’ certificate program requirements.

18.2.8.1 Certificate in Administration - Level 1

This program is targeted to those preparing for administrative careers or already working in administrative positions. The focus of the program is to improve analytical skills, develop an understanding of organizational behaviour, and explore the forces that shape management decisions and practices. Students will be guided through a program of management development by studying various areas of business administration. In so doing they will broaden their perspectives, increase confidence in their abilities, and develop new approaches to old problems.

The Certificate in Administration can stand alone or can serve as the first step of a four-step journey toward completion of an undergraduate degree in the Faculty of Business Administration. Students who might continue studies through to the Certificate of Continuing Education Administrative Development, the Diploma of Associate in Business Administration or the Bachelor of Business Administration degree program should seek academic advising early in their studies.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Certificate in Administration - Level 1</th>
<th>Student's record of courses completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>ADMN 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN 260*</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Four Three of: ADMN 205, ADMN 210, ADMN 250, ADMN 285*, ADMN 288, ADMN 307, ADMN 361, ADMN 453, ECON 100*, ECON 201, ECON 202</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN 285*</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ECON 202</td>
<td></td>
</tr>
<tr>
<td>15.0</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

*The requirement for ADMN 260 may be satisfied by taking these two courses: CA 21 Organizational Behavior I and CA 22 Organizational Behavior II
*The requirement for ADMN 285 may be satisfied by taking these two courses: CA 24 Financial Accounting I and CA 25 Financial Accounting II
*Students may only receive credit for one Economics course in the Certificate in Administration
## APPENDIX I

### 18.2.8.2 Certificate in Administration – Level II

This program consists of degree credit courses in Administration, Arts and electives. It is designed to help students build on knowledge and skills usually gained by completing the Certificate in Administration – Level I. Students must successfully complete at least 30 credit hours to earn this certificate.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>ADMN 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN 260</td>
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<tr>
<td>3.0</td>
<td>ADMN 285</td>
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</tr>
<tr>
<td>3.0</td>
<td>ECON 100 or ECON 201 or ECON 202</td>
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<tr>
<td>3.0</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN Elective</td>
<td></td>
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<tr>
<td>3.0</td>
<td>ADMN Elective</td>
<td></td>
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<tr>
<td>3.0</td>
<td>Open Elective</td>
<td></td>
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<td>3.0</td>
<td>Open Elective</td>
<td></td>
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<tr>
<td>3.0</td>
<td>Open Elective</td>
<td></td>
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<tr>
<td><strong>30.0</strong></td>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Changes to FNUniv’s Certificate in Administration (Indian Management):

**MOTION 5:** to change the name of the, “Certificate in Administration (Indian Management)” to “Certificate in Administration (Indigenous Management) and to add ADMN 100 as a core requirement.

**Rationale:**
This change reflects the departments desire to update the language used in program offerings. Therefore, we suggest that the use of “Indigenous” rather than “Indian” is a change that reflects contemporary nomenclature.

### 18.2.8.3 Certificate in Administration (Indigenous Management)

This program is targeted to those preparing for administrative careers or already working in administrative positions. Students can specialize in Indian Management through First Nations University of Canada and choose electives that focus on administration in First Nations organizations.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>ADMN 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN 260</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Four Three of:</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN 203, ADMN 210, ADMN 220, ADMN 225, ADMN 228, ADMN 250,</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>ADMN 285, ADMN 288, ADMN 310, ADMN 320, ADMN 328, ADMN 352</td>
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<tr>
<td><strong>15.0</strong></td>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>
APPENDIX I

Background:
Changes to Career & Professional Development Certificates presented and approved by CCE’s Council on April 29th:

MOTION 6: that the Marketing and Sales Certificate be retired effective Spring/Summer 2015.

Rationale:
The Certificate is not sustainable due to low enrolment. The following Exit Strategy will assist the few students remaining to complete the Certificate by the end of Winter 2015.

Exit Strategy:
- Certificate consists of 4 required courses and 3 electives. We intend to offer only the electives during the Fall 2014 and Winter 2015 semesters allowing the remaining 5-8 students to finish the Certificate by the end of the Winter 2015 semester. (Note: These courses may be offered as a loss leader to ensure students have the opportunity to complete.)
- Allow those who may not be able to complete the remaining courses by winter 2015, alternative courses from other certificates.
- Email students advising them of the timeframe in which they have to complete the program.
- Communicate via the CCE website and program guide the timeframe in which the Certificate will be retired.
- Inform all new students wishing to register, that the Program is being retired.
- Consider offering existing courses from the Certificate, as one-off professional seminars, depending on market demand.

ITEM FOR INFORMATION
To add a 0.0 credit hour lab to LG 204: Financial Accounting course effective Winter 2015.

Rationale:
LG 204: Local Government Financial Accounting students are currently required to attend a weekly optional synchronous review session. The instructor has noted that students who have attended the review sessions generally do better in the course than those who don’t, yet only a few students attend these sessions regularly. Given that LG 204 is equivalent to BUS 285: Financial Accounting, and BUS 285 has a required lab attached to the course, setting up a similar lab component for LG 204 students will provide a parallel structure, as well as reinforce the importance of this component of the course.

LG 204 3:3-2
Basic Accounting Practices
This course presents the fundamentals of financial accounting theory and practice at the introductory level. Basic accounting principles, their application in modern business organizations, the preparation of business records and financial reports are considered.

* Note: Formerly numbered LG 024. Students may receive credit for only one of LG 024 or LG 204.*
* Note: Equivalent to BUS 285. Students may receive credit for only one of BUS 285 or LG 204.*