DATE: Friday, September 4, 2015
TO: All Members of the Council Committee on Undergraduate Admissions and Studies
FROM: Coby Stephenson, Calendar Production/Convocation Coordinator
RE: NOTICE OF MEETING

AGENDA

1. APPROVAL OF AGENDA
2. APPOINTMENT OF NEW CHAIR
3. APPROVAL OF MINUTES OF LAST MEETING, June 8, 2015
4. BUSINESS ARISING FROM THE MINUTES
5. OLD BUSINESS
   5.1 Reports from Task Forces, Commissions or Sub-committees
      5.1.1 Commission to Review Fresh Start Program
      5.1.2 University Regulations Sub-committee
      5.1.3 U of R Dual Credit Task Team
6. NEW BUSINESS
   6.1 Report from Executive of Council Appendix I, p. 2
   6.2 Report from the Registrar’s Office Appendix II pp. 3 – 8
7. ADJOURNMENT
Item for Decision

Subject: Council Committee on Undergraduate Admissions and Studies - Membership

Background and Description:

Motion:

That Executive of Council approves an amendment to the Terms of Reference of the Council Committee on Undergraduate Admissions and Studies which would include the Director of La Cité universitaire francophone (or designate) as a full member.

In July 2015, the Board of Governors, on the recommendation of Senate approved the creation of a new academic unit, La Cité universitaire francophone. This new academic unit requires representation on the Council Committee on Undergraduate Admissions and Studies (CCUAS) in order to recommend proposals for new and revised academic programs, as well as be aware and contribute to discussions about academic policies and standards for undergraduate admission.

It is recommended that the Director of La Cité universitaire francophone (or designate – assuming the designate is a member of Council) be added to the CCUAS terms of reference, effective immediately.

August 31, 2015
GUIDE FOR SUBMISSION OF
ITEMS FOR APPROVAL AND ITEMS FOR INFORMATION TO THE
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES (CCUAS)

This guide has been prepared to assist faculties in the preparation of items For Approval and For Information to the Council Committee on Undergraduate Admissions and Studies (CCUAS).

Items for approval and/or information must be submitted via email to the Coordinator, Undergraduate Calendar & Convocation by the advertised agenda deadline.

Course Inventory Forms that support approved new, revised and deleted courses MUST accompany the agenda submission. Information on how to complete Course Inventory forms can be found after of this document.

ITEMS SUBMITTED FOR APPROVAL:

- Recommendations for new, revised, and deleted undergraduate degree and non-degree programs.
- Recommendations for new, revised, and deleted undergraduate academic policies and standards.
- Recommendations for new, revised, and deleted standards for undergraduate admission and graduation.

Note:
- All recommendations submitted must receive prior approval by the faculty.
- Recommendations that involve joint programs offered by two or more faculties must receive prior approval by all faculties.
- Motions that are approved by CCUAS are then recommended to Executive of Council for approval.

Format for Submissions to CCUAS

a) All submissions to CCUAS must use the most recent CCUAS Word template which utilizes Times New Roman, size 11 font (no .pdf submissions). See Appendix I for template.

b) The CCUAS submission template contains the following information:
   a. **Motion**: clearly identify what is being recommended for approval. This includes:
      i. The date the motion was approved by faculty.
      ii. The effective term for the changes.
      iii. Revisions/deletions/additions to existing program requirements and standards.
      iv. Recommended title for new or revised program.
   b. **Calendar template containing all revisions/deletions/additions included in the motion**: present the program or regulation exactly as it is to appear in the Undergraduate Calendar, including courses and credit hours which will be used towards that program. Identify proposed changes in existing programs or regulations using:
      i. Strikethrough for deletions.
ii. Underline for additions.

Rationale: All motions must include a rationale. This rationale will accompany motions that are recommended to Executive of Council for approval.

ITEMS SUBMITTED FOR INFORMATION:

- New, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.
- Changes to faculty and department name.
- Items which may be of interest to other faculties, i.e. Memoranda of Agreement with International organizations, etc.

Note:

- All recommendations submitted must receive prior approval by the faculty.
- Attention should be given to the impact that the deletion of a course may have on programs offered by other faculties.
REPORT FORMAT
(SAMPLE ONLY)

ITEMS FOR APPROVAL

The Faculty of Arts has approved and recommends approval of the following motions. (Approved by faculty on September 2, 2015 and will be effective for 201620)

1. Department of Anthropology

MOTION to revise the ANTH Major and Honours Major to include ANTH 401 and 402.

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<thead>
<tr>
<th>10.12.1 BA MAJOR IN ANTHROPOLOGY</th>
<th>3.0 ANTH 202</th>
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<tbody>
<tr>
<td></td>
<td>3.0 ANTH 203</td>
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<td></td>
<td>3.0 ANTH 401 300</td>
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<tr>
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<td>3.0 ANTH 402 400</td>
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<td>3.0 ANTH 498</td>
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<td>3.0 ANTH 499</td>
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<td>3.0 One of ANTH 230-249, 260-269</td>
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<td>3.0 One of ANTH 301-345, or 410</td>
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<td>3.0 ANTH course</td>
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<td></td>
<td>3.0 ANTH course</td>
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<tr>
<td>42.0 Subtotal: 65% major GPA required</td>
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<th>10.12.2 HONOURS MAJOR IN ANTHROPOLOGY</th>
<th>3.0 ANTH 100</th>
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<tbody>
<tr>
<td>3.0 ANTH 203</td>
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<td>3.0 300- or 400-level ANTH course</td>
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<td>3.0 ANTH course</td>
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<td>57.0 Subtotal: 75% major GPA required</td>
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Rationale
ANTH 300 and 400 were required courses in the Anthropology programs and the replacement courses are also to be required, so the program must be revised to reflect the adoption of ANTH 401 and 402.

ITEMS FOR INFORMATION

The Faculty of Arts approved the creation, revision and deletion of the following courses and offers them for information:

Courses
1. Department of Anthropology
   ANTH 401 300  3:3-0
   Theory in Anthropology I
   An examination of the major ideas and prominent figures in the development of anthropological thought. Although other eras will be covered, emphasis will be placed on the period from 1850 to 1950.
   *** Prerequisite: ANTH 202 and 203 ***

   ANTH 402 400  3:3-0
   Theory in Anthropology II
   An overview of the principal schools of thought that have shaped the work of anthropologists since 1950.
   *** Prerequisite: ANTH 401 300 ***

Rationale
Anthropology wishes to change the numbering of ANTH 300 to ANTH 401, and ANTH 400 to ANTH 402. This would mean that ANTH 401 and ANTH 402 would replace ANTH 300 and ANTH 400 as requirements for a major in Anthropology. The distinction between ANTH 300 and ANTH 400 is simply that material covered in the former was written prior to 1950 and, in the latter, after 1950. As stated in the Department's Academic Unit Review Self-Study of October 2005, "ANTH 300 (Theory in Anthropology Prior to 1950) is essentially mis-numbered since, like the current ANTH 400, ANTH 300 is a capstone course concerned with theory and metatheory" (p. 6).
Course Information

New, changed, and deleted courses are approved at the faculty level and a synopsis of these courses are sent to CCUAS for information only. They will become effective with the start of the term identified on the **Course Inventory Form**, which should not be during a current registration period. For example, if registration is occurring for 201620 & 201630 beginning in March 2016, course changes presented to CCUAS for information after February 2016 will not be effective until 201710 at the earliest.

Course Submissions (New, Changed, Deleted)

The synopsis of new, changed and deleted courses should be presented with the following information:

- **Subject/Number**
- **Credit:**Lecture-Lab hours
- **Long Title** – which appears on the web
- **Catalog Description**
- ***Prerequisites***
- **Special Permissions/Approvals**
- *Notes*

The synopsis must be accompanied by a Course Inventory Form (excel version) submitted to Coby. The form (Course Inventory Form.xls) is found online at: [http://www.uregina.ca/student/registrar/faculty-staff/catalog-capp.html](http://www.uregina.ca/student/registrar/faculty-staff/catalog-capp.html). As this form is continually updated and includes instructions, it is required to catalog the course and no other format will be accepted by the Registrar’s office. Ensure that the information in the synopsis AND the information on the Course Inventory Forms is the same. It is the synopsis information that the CCUAS reviews and it is the Course Inventory information that is used for Banner Catalog. The *Undergraduate Course Catalog* information is drawn from Banner Catalog.

a) **New Courses:** submit the course information identifying the rationale for the creation of the course (if necessary) and present the course as it is to appear in the printed *Undergraduate Course Catalog*. Complete the **New Course** portion of the Course Inventory Form and send it to Coby via email.

b) **Course Changes:** submit the course information identifying the rationale for the change of the course (if necessary) and present the course as it is to appear in the printed *Undergraduate Course Catalog*. Complete the **Course Change** portion of the Course Inventory Form.

**Changing course subjects and numbers:** When a change in course number and/or subject occurs, you are to use the Course Subject and/or Number Change Form.

c) **Course Deletions:** submit the information identifying which courses should be made Historical or Inactive and the effective term of the this action. Courses will not be offered for that term forward. Ensure no sections are scheduled for that term forward. Complete the **Course Deletion** portion of the Course Inventory Form and send it to Coby via email.

**NOTE:** Course revisions (changed or deleted) that affect numerous faculties and/or programs may require a longer time before they become effective because of the consultation that must occur between the faculty initiating the change and the faculties/program that are being affected. Also, extra time may be allowed to advise students of program changes that affect their selection.

**Variable Content courses:** Variable content courses are courses that carry the suffix AA-ZZ after the course number. They are normally variations of a base course that would have been approved in the above manner and as such, **do not require individual approval or submission through CCUAS**. Other details of a variable content course (or iteration of a base course) will remain constant – as per the base course. The only things that will change are the title catalog description. Most other details remain constant. When a new base
course with variable content is being created, all steps in a) New Course should be followed. Only the base course information appears in the printed Undergraduate Course Catalog.

**Fee Approval:** If a fee is to be charged and collected by the University *over and above normal course fees and tuition*, the Special Fee Approval Form must be initiated by the faculty who *owns* the course and sent to the Financial Services Office for approval, and ultimately the Registrar’s Office for entry. This form is available online. Since signatures are required, it must be printed and a hard copy sent for signatures and processing.

Any special fees approval (along with the form processing) should occur when the course is approved at the *Faculty* level prior to CCUAS.

NOTE: Graduate Studies and Exchanges have their own unique forms. All can be found at the link mentioned above.