Council Committee on Undergraduate Admissions and Studies

Date: October 5, 2017
Location: AH 527

PRESENT: Doug Cripps, James D'Arcy, Naomi Deren, Robin Evans, David deMontigny, Volker Greifenhagen, Saqib Khan, Robin Markel, Nader Mobed, Val Mulholland, Tom Phenix, Adrian Pitariu (Acting Chair), Joe Piwowar, Sylvain Rheaul (for Emmanuel Aito), Kathy Sabo, Miguel Sanchez, Glenys Sylvestre, and Lianda Tanner

OBSERVERS: Christine McBain, Barb Elich, Bonnie Dobson, Janelle Richardson

REGRETS: Emmanuel Aito, Francesco Freddolini, Wes Pearce, Dorothy Lane

RECORDER: Coby Stephenson

Acting Chair, Adrian Pitariu, called the meeting to order at 1:30 p.m.

1. **APPROVAL OF AGENDA**
   Phenix – Cripps
   Spelling errors in item 3.3.1 "University" and 4.1 "September" in the agenda were noted and will be corrected
   CARRIED

2. **APPROVAL OF MINUTES OF LAST MEETING, September 7**
   Mobed – Piwovar
   CARRIED

3. **UNFINISHED BUSINESS**
   3.1 Report from Task Forces, Commissions or Sub-committees
      3.1.1 University Regulations Sub-committee
      The University Regulations Sub-committee is meeting on October 19. Final review of Sections 5 and 4 is coming soon.
3.2 Report from the Registrar’s Office

Item for Approval

Motion 1: Approval of the Undergraduate Transfer Credit Policy

D’Arcy – Phenix

Jim D’Arcy presented the Transfer Credit Policy that included the edits and feedback from September 7, 2017, meeting.

Dr. Evans inquired about the appeal process. Does a student have to submit documentation? Also the Faculty of Nursing looks at content therefore would different people look at the appeal. The student would have to submit a formal appeal request to the RO and the RO will determine if there are grounds to assemble a committee. D’Arcy explained that most transfer credit disputes happen because of admissible grades. Dr. deMontigny commented that an appeals process will be lots of work will there be a fee proposal for transfer credit appeals? The transfer credit policy has been requested by the government. It was asked why we do not have a definition of Transfer Credit Statement and it was explained that the sub-committee felt there was not a need for this definition. It was brought forth that there are faculty members that do not believe transfer credit should be awarded and that students must take all of their courses at the U of R. This policy is an attempt to address fairness in the process. Under the heading “Transfer Credit for Students with a Must Withdraw (MW) status, note that his point is intentionally vague because some faculties allow this, some do not. In regards to “Letters of Permission” page 7/13 first bullet, it’s difficult to include all situations as some faculties want flexibility while others want strict regulations.

The following is to be amended for the report to Executive of Council:

- Page 3/13 fourth bullet: change to read “An institution outside of Canada or the USA that has been approved by its country’s approved authority for education as determined by the U of R’s Enrolment Services Admissions Unit or; the UR International's Admissions Unit or; by the Registrar or; by a qualified international qualifications assessment service.”
- Page 6/13 under the heading “Official Transcripts and Transfer Credit”: “A transcript is considered official when it has been sent directly to the applicable U of R Admission’s Office or Registrar’s Office from an institution in a sealed envelope.”

Motion to approve the Undergraduate Transfer Credit Policy, as amended.

CARRIED
4. NEW BUSINESS

4.1 Report from La Cité universitaire francophone

Items for Information

The revisions of the courses outlined in Appendix II of the agenda material were noted for information.

Joe Piwowar suggested that the departments of International Studies and Geography be contacted when these courses are offered as they may be of interest to these students. Robin Evans agreed La Cité should notify the Faculty of Nursing, as well.

4.2 Report from the Faculty of Science

Items for Information

The courses changes and course creation in Appendix III of the agenda material were noted for information.

5. Brief discussion about the CCUAS Winter Schedule

Glenys Sylvestre explained that we were working with Dr. Freddolini, the Committee Chair beginning in January, in order to bring suggested days and times for the 2018 Winter CCUAS meeting schedule. Dr. Pitariu has agreed to chair the meetings up to and including December.

6. ADJOURNMENT

D. Cripps motioned for adjournment at 1:54 p.m.