

**MINUTES OF A MEETING OF THE  
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES (CCUAS)  
8 March 2018  
Location: CW 113**

**MEMBERS PRESENT:** Doug Cripps, James D'Arcy, Naomi Deren, Robin Evans, Francesco Freddolini, Volker Greifenhagen, Saqib Khan, Robin Markel, Val Mulholland, Kevin O'Brien (for Joe Piwowar), Kathy Sabo, Glenys Sylvestre, Lianda Tanner

**Guests:** Kim Forest, Christine McBain, Stephanie Smith (for Bonnie Dobson)

**Regrets:** Emmanuel Aito, Saman Azadbakht, David deMontigny, Dorothy Lane, Nader Mobed, Wes Pearce, Tom Phenix, Adrian Pitariu, Joe Piwowar, Miguel Sanchez

**Recorder:** Barb Elich

The meeting was called to order at 1:33 p.m. by Francesco Freddolini, Chair of the Council Committee on Undergraduate Admissions and Studies.

**1. Approval of the Agenda**

Khan - Cripps

**Moved** that the agenda be approved.

CARRIED

**2. Approval of the Minutes of Meeting**

D'Arcy - Evans

**Moved** that the minutes be approved as amended.

**Discussion** – the following amendments were made to the minutes of the February 8, 2018 CCUAS meeting:

1. 4.2 a period was missing at the end of the sentence.
2. 4.6.3 - Pathway Program - added as amended to the end of the motion.
3. 4.6.4 - Deleted Mobed/Sanchez and added Mobed withdrew the following motion.
4. 4.6.5 - Added Mobed withdrew the item and the word WITHDRAWN following the motion.

CARRIED

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

#### 4. Reports from Faculties and other Academic Units

##### 4.1 Faculty of Business Administration

S. Khan presented the report on behalf of the Faculty.

Program Revision – Adding a Course to an Existing Life of Requirements for the Entrepreneurship Major.

Khan – D’Arcy

**Moved** that BUS 303 and BUS 335AA-ZZ be added to the list of courses required for Entrepreneurship Major. The new list of courses would include BUS 302, BUS 304, BUS 402, Two of BUS 301, 314, 394, 303, 335AA-ZZ, 476AA-ZZ, **effective 201820.**

CARRIED

The remainder of the report was received for information.

##### 4.2 Report from the Registrar’s Office

J. D’Arcy presented the report on behalf of the Registrar’s Office.

New Degree /Non-degree Programs - New Program Motions

D’Arcy – Mulholland

**Moved** to approve a 3 motion process as detailed below for new program proposals that are brought to CCUAS, **effective immediately.**

**Discussion** – D’Arcy informed the committee that this process was modeled after the FGSR process. The wording had been updated based on previous discussions. This process should streamline the flow of approvals to the various committees while clarifying the process.

CARRIED

New Standards - CCUAS Submission Guide Approval

D’Arcy – Cripps

**Moved** that CCUAS approve the CCUAS Submission Guide as presented, **effective immediately.**

**Discussion** – D’Arcy note that this guide was first presented in June, and the recommended edits have been completed and if there are further edits the committee would put forward, those would still be received. Discussion continued in regards to series courses and their base course, inactive and historical courses, and a faculty’s delegation of those decisions to a faculty committee. It was noted that the submission template has been approved at E of C.

CARRIED

**5. Adjournment – G. Sylvestre (1:45 p.m.)**

Francesco Freddolinni  
Chair, Council Committee on Undergraduate Admissions and Studies