

Meeting Date: Thursday, February 7, 2019

Location: ED 318

Time: 9:00 a.m.

AGENDA

1. **Approval of the Agenda**
2. **Approval of the Minutes for January 10, 2019, meeting** – *circulated with the agenda*
3. **Business Arising from the Minutes**
4. **Reports from Faculties and other Academic Units**
 - 4.1 Faculty of Arts, [Appendix I](#), pages 2-6
 - 4.2 Faculty of Business Administration, [Appendix II](#), pages 7-13
 - 4.3 Faculty of Engineering and Applied Science, [Appendix III](#), pages 14-15
 - 4.4 La Cité universite francophone, [Appendix IV](#), page 16
 - 4.5 Faculty of Science, [Appendix V](#), pages 17-18
 - 4.6 The Registrar's Office, [Appendix VI](#), pages 19-20
5. **Adjournment**

4. Reports from Faculties and other Academic Units

4.1 Faculty of Arts

Items for Approval

The Faculty of Arts recommends the following motions for approval:

Motion 1: BA Hons in Psychology Program Revision

To remove the requirement of PSYC 406 or 407 from the Bachelor of Arts Honours in Psychology and replace with PSYC 408 as outlined in the template below, **effective 201930**.

Credit hours	BA Honours in Psychology in Required Courses
BA Honours in Requirements	
3.0	PSYC 101
3.0	PSYC 102
3.0	PSYC 204
3.0	PSYC 210
3.0	PSYC 220
3.0	PSYC 230
3.0	PSYC 255
3.0	PSYC 270
3.0	PSYC 305
6.0	PSYC 400AA and 400AB
3.0	PSYC 405
3.0	PSYC 406 or 407 PSYC 408
3.0	400-level PSYC course
3.0	300- or 400-level PSYC course
3.0	300- or 400-level PSYC course
3.0	300- or 400-level PSYC course
3.0	300- or 400-level PSYC course
3.0	300- or 400-level PSYC course
3.0	300- or 400-level PSYC course
57.0	Subtotal: 75.00% major GPA required
Arts Core Requirements	
30.0	Same as stated above for the BA in Psychology.
Open Electives	
33.0	11 elective courses
120.0	Total: 70.00% PGPA and 60.00% UGPA required

Rationale: PSYC 406 and PSYC 407 are complementary and currently either can be used to meet the Psychology honours degree requirements. Combining them into a single course, PSYC 408, will provide more breadth and allow greater flexibility in how it is taught. This change is intended to make it so that more faculty members in psychology are able to teach this course, which is of particular importance at this point in time as the only psychology historian in our department retired in July 2018.

The Department does not plan to offer PSYC 406 and PSYC 407 after 201920. Students who have previously taken PSYC 406 or PSYC 407 may use it in place of PSYC 408 to fulfill their degree

requirements. Students may only receive credit for both PSYC 406 and PSYC 407 if both courses were taken prior to 201920.

End of Motion 1

Motion 2: Asian Studies and European Studies Concentrations

To suspend admissions to the Asian Studies Concentration and European Studies Concentrations from the Bachelor of Arts in International Studies and the Bachelor of Arts Honours in International Studies, effective **201920**.

Rationale: This motion is the product of a term long deliberation on the part of the Department of Politics and International Studies and the International Studies Program advisory committee and has been passed by PAIS as a department. We are still working on revisions to the program, but it became very clear that very low enrolment in these two concentrations and the absence of permanent faculty to support them render them unsustainable. By suspending admissions to these concentrations, we will be able to focus more efficiently on the two successful streams in the International Studies program (International Affairs and Development Studies). There is one student in each of these concentration and when they have completed their programs we will submit another motion to make these concentrations historical.

End of Motion 2

Motion 3: Chinese Studies Minor

To make the Chinese Studies minor historical, **effective 201930**.

Rationale: This motion was passed by PAIS department when we recognized that this minor was built around a special study abroad course to China which was delivered once about five years ago. We do not anticipate being able to offer that course again and the faculty member who is an expert on Chinese politics is retiring. Therefore, we'd like to have this minor deleted.

End of Motion 3

Items for Information

1. New Course Creation

All new course creations are **effective 201920**.

1.1 Economics

Create ECON 366, Financial Economics and Investment Analysis.

ECON 366 3:3-0

Financial Economics & Investment Analysis

A study of the economic theory of financial decision making and asset pricing. Course topics include, risk measurement, portfolio optimization, and the pricing of risky assets and derivative instruments. Additional topics may include firm valuation techniques, capital structure decisions, and financial statement analysis.

Prerequisites: ECON 202

Note: Students may not receive credit for both ECON 366 and BUS/ADMN 497

Rationale: The course was offered on a trial basis as ECON 396AR and was very well subscribed. The instructor, who has a specialization in financial economics has recently got a tenured appointment and the department would like to utilize his expertise and add another 300LVL ECON elective with a significant writing component to its offerings. There is considerable interest not only from our Econ majors but also from students majoring in business admin.

1.2 International Languages - German

GER 396 1-6:6-0

Selected Topics – an AA-ZZ series.

** Permission of the department head may be required to register in some offerings. **

Rationale: This request has developed from a co-operative, interdisciplinary course offering between the Departments of Geography and Environmental Studies and International Languages. A field trip course to Berlin was offered in the Spring 2018 as GEOG 396AT, with the combined title "(De)constructing Berlin: An Exploration of Urban Place and Time / Berlin: Narratives of a City." The Department of International Languages was not able to offer the course under the 390 AA-ZZ series, because of the 3 credit hour limit and the stipulated GER 311 prerequisite. The Berlin course is being planned again for the Spring of 2020 and it would be a worthwhile experiential course for students who wish to fulfill course requirements in German.

1.3 Psychology

PSYC 408 3:3-0

History and Systems in Psychology

A survey of the origins, theoretical approaches, and methodologies of psychology.

*** Prerequisite: Two 300-level courses in psychology ***

Note: Students who have previously received credit for PSYC 406 and/or PSYC 407 may not take PSYC 408 for credit.

Rationale: PSYC 406 and PSYC 407 are complementary and currently either can be used to meet the Psychology honours degree requirements. Combining them into a single course, PSYC 408, will provide more breadth and allow greater flexibility in how it is taught. This change is intended to make it so that more faculty members in psychology are able to teach this course,

which is of particular importance at this point in time as the only psychology historian in our department retired in July 2018.

The Department does not plan to offer PSYC 406 and PSYC 407 after 201920. Students who have previously taken PSYC 406 or PSYC 407 may use it in place of PSYC 408 to fulfill their degree requirements. Students may only receive credit for both PSYC 406 and PSYC 407 if both courses were taken prior to 201920.

2. Course Revisions

2.1 English

Revise the pre-requisites for ENGL 211, 212, 213, 221, 222, and 223, **effective 201920**.

*****Prerequisite: ENGL 100 and ENGL 110*** and either ENGL 110 or completion of 24 credit hours.**

Rationale: Ever since the revised Arts Core dropped ENGL 110 as a required class for all Arts students, the number of students in the Faculty opting for ENGL 110 has, unsurprisingly, dropped. This has meant the offering of fewer sections of ENGL 110. It has also meant that upper-level courses that might prove attractive to non-English majors have been made inaccessible for potentially interested Arts students. This revision allows an alternate pathway to 200-level classes in English, other than the taking of ENGL 110, by requiring the completion of 8 courses including ENGL 100 before students may undertake the most commonly offered 200-level courses in English. Thus it makes those courses accessible to non-majors who have not fulfilled their Arts Core requirement in Textual Studies by taking ENGL 110, while continuing to present ENGL 110 as the expedient option. The following English classes are exempted from this revision: ENGL 214, ENGL 251, ENGL 252, ENGL 260, ENGL 270, 275, and 276. These courses are exempted because each of them already has its own unique set of prerequisites that diverges from the Department's ENGL 100 and ENGL 110 default.

2.2 Revise the pre-requisites for ENGL 301-349, 363, and 368-399, **effective 201920**.

*****Prerequisite: ENGL 100 and ENGL 110*** and either ENGL 110 or completion of 48 credit hours.**

Rationale: Ever since the revised Arts Core dropped ENGL 110 as a required class for all Arts students, the number of students in the Faculty opting for ENGL 110 has, unsurprisingly, dropped. This has meant the offering of fewer sections of ENGL 110. It has also meant that upper-level courses that might prove attractive to non-English majors have been made inaccessible for potentially interested Arts students. This revision allows an alternate pathway to 300-level classes, by requiring the completion of 16 courses including ENGL 100 before students may undertake 300-level study in English. Thus it makes those courses accessible to non-majors while continuing to present ENGL 110 as the simplest gateway to them. The following classes are exempted from this revision: ENGL 351, 352, 360, 367. These classes are exempt because each of them already has its own unique set of prerequisites that differs from the ENGL 100 & ENGL 110 default.

3. Historical Courses

3.1 Economics

Make ECON 396AR, Financial Economics & Investment Analysis historical, **effective 201920.**

~~ECON 396AR 3:0-0~~

~~Financial Economics and Investment Analysis~~

~~The course objective is to study the practical application of economic theory to financial decision-making, investment analysis, and asset pricing. Course topics will include consumer's savings/investment decisions, firm valuation techniques, selection/pricing of risky assets, derivative instruments, and firm's capital structure decisions.~~

3.2 Psychology

Inactivate PSYC 406 and PSYC 407, **effective 201920**

~~PSYC 406 3:3-0~~

~~History of Psychology~~

~~A survey of the origins of modern psychology.~~

~~*** Prerequisite: Two 300-level courses in psychology ***~~

~~PSYC 407 3:3-0~~

~~Systems in Psychology~~

~~An examination of a variety of theoretical approaches and methodologies in contemporary psychology.~~

~~*** Prerequisite: Two 300-level courses in psychology ***~~

End of the report from the Faculty of Arts

4.2 Faculty of Business Administration

Motion 1: Faculty of Business Program Templates Revision

To change the statistics course requirement in all Faculty of Business program templates from STAT 100 to STAT 100 or STAT 160, **effective 201920.**

Rationale: Both STAT 100 and STAT 160 are introductory statistics courses. STAT 160 is intended for students in programs that need a detailed knowledge of statistics, whereas STAT 100 is not intended for students in such programs. So STAT 160 seems to be a more rigorous version of STAT 100 and STAT 200 combined. At present the Faculty of Business Administration accepts STAT 160 as a replacement of STAT 100. Including STAT 160 in the required courses for BBA program would streamline the process.

End of Motion 1

Items for Information

The Faculty of Business Administration submits the following course revisions for information.

Each becomes **effective 201920.**

1. Course Deletion and New Course Creation

The course title and description for BUS 303 (formerly BUS 335AB) be changed as follows, **effective 201920:**

~~BUS 335AB – Small Business Start-Up and Management~~

~~This course introduces the students to the basics of Entrepreneurship and Small Business Management. Students gain an understanding of how to establish and manage a small business. When completed students should understand the nature and role of entrepreneurship in the economy and the critical factors involved in launching and managing a small business. ***Prerequisite: Completion of 60 credit hours of university studies.*** *Note: Students may receive credit for one of BUS 235AB, BUS 335AB and BUS 476AB.*~~

BUS 303 replaces BUS 476AB, BUS 335AB, BUS 235AB,

Proposed title and Description:

BUS 303: Small Enterprise Start-up and Management 3:3:0

Using a multi-period entrepreneurship simulation, students establish and manage a small enterprise. Topics include: characteristics of successful entrepreneurs, recognizing opportunities, legal forms and environments, financing, marketing, financial management, operations, human resources, using boards and advisors, deciding to startup, buy or franchise, and managing growth, transfer or exit.

*** Prerequisite: Completion of a minimum of 60 credit hours of university studies. *** *Note: Students may only receive credit for one of BUS 476AB, BUS 235AB, BUS 335AB AND BUS 303.*

Rationale: New course number, BUS 303, for BUS 335AB was approved at Faculty Council

January 26, 2018. The Entrepreneurship area group believes that the current description does not provide quality information and is highly repetitive. The reason for using Enterprise rather than Small Business in the title is that 1) social enterprise is becoming very important in Canada's economy and 2) BUS 303 will be a part of the course choices for the new ICE Certificate (in the works) that will be offered by CCE university wide. Thus "enterprise" will appeal to a wider audience.

2. Prerequisite Revision

BUS 205 3:3-0 **Management Communication**

This course is designed to assist students to improve their skills and confidence as effective communicators in an organizational context. Students will explore the issues faced by organizations in communicating internally with employees and externally with diverse publics. The course will focus on both oral and written communication.

Prerequisite: ~~AE 019~~ ACAD 100 or ENGL 100 or EPS 116

*Note: Students may only receive credit for one of BUS 205, ADMN 205, and ADMN 265. *

Rationale: AE 019 is no longer offered so it needs to be removed. ACAD 100, which grew out of AE 019 and AE 020, is a three credit hour course as compared to AE 019 which was 1.5 credit hours, and is much more advanced.

4. Add CS 100 or CS 110 to the list of prerequisites for BUS 375. The revised course description is as follows, **effective 201920**.

BUS 375 3:3-0 **Managing Information Systems**

An overview of management and organizational issues surrounding the Information Systems/Information Technology function (IS/IT) and in its interaction with business functions within and between organizations. Topics will include: the evolution of the IS/IT functions, functional area systems, current trends, strategy, managing and acquiring IS resources and ethical issues surrounding IS/IT.

***Prerequisite: BUS 205 (or ADMN 205 or ADMN 265), BUS 210 (or ADMN 210), BUS 250 (or ADMN 250), BUS 275 (or ADMN 275), BUS 285 (or ADMN 285), BUS 288 (or ADMN 288), and BUS 290 (or ADMN 290), BUS 007, and CS 100 (or CS 110) ***

Note: Students may only receive credit for one of BUS 375, ADMN 375, and ADMN 435AI.

Rationale The knowledge acquired by students in CS 100 (or CS 110) is highly relevant to the content of BUS 375. As CS 100 (or CS 110) is a requirement of BBA program, many students have already taken the course before BUS 375. However, making CS 100 (or CS 110) a prerequisite of BUS 375 will ensure that all students have the foundational knowledge to benefit more from the course.

5. Revise wording to the following course calendar descriptions/titles as presented below, **effective 201930**

Rationale: Most of these course descriptions were created more than 15 years ago and have not been revised. In most cases the changes are necessary to more precisely reflect the correct content being taught under the course title at our faculty, across Canada, in the current textbooks. Some language was also out of date and research with students demonstrated misunderstanding of course offerings and their relevance as a result.

Course Catalogue Revisions

BUS 210 3:3-0 Introduction to Marketing

This course presents the fundamentals of marketing theory and practice application. Starting at the introductory societal level. Drawing upon contributions from the social sciences, the course will introduce students to the generic nature, it works through environmental scanning, explores the differences between consumer and business customer groups, followed with a strategic focus on segmentation, targeting and positioning. Tactical applications of marketing activity. In particular, attention is directed toward the study of the marketing mix are then addressed – product, price, place and promotion, place, and product components of the “marketing mix”. Attention is also directed toward the social ethical and legal environment within which the marketing system functions. considerations.

Prerequisite: BUS 100 (or ADMN 100) and BUS 260 (or ADMN 260). Concurrent enrolment is allowed in BUS 260.

Note: Students may not receive credit for both BUS 210 and ADMN 210.

BUS 310 3:3-0 Strategic Marketing

The purpose of the This course is to will introduce students to the types of decisions they would be facing qualitative and quantitative analysis tools and forecasting along with alternate approaches to decision-making in at the marketing-related job context. Visioning, strategy, branding and the value-proposition plus risk and mitigation are then addressed. Emphasis will be placed is on the application of applying disciplined theoretical concepts frameworks to real world problems by using case studies. The course will focus on the major decisions facing marketing executives in their attempt to harmonize the development of critical thinking and sound judgement, harmonizing the objectives and resources of the organization with the real world marketplace opportunities found in the marketplace.

*** Prerequisite: BUS 210 (or ADMN 210) ***

* Note: Students may not receive credit for both BUS 310 and ADMN 310. *

BUS 312 3:3-0 Consumer Behaviour

A survey of the noteworthy contributions of the behavioural sciences that contribute to the understanding and the prediction of consumer behaviour and the various research techniques in the social sciences that contribute to the understanding of consumer purchasing and decision-making processes, with particular attention to formal and informal influence patterns. Also includes a survey of models of consumer purchasing behaviour, brand loyalty, and product cycles. This course examines the key concepts and theories in consumer behaviour, psychology, and other relevant fields. It addresses perception, personality, culture, and other topics to better understand consumer actions, motivations, decisions and response to various marketing strategies.

*** Prerequisite: BUS 210 (or ADMN 210) ***

* Note: Students may only receive credit for one of BUS 312, ADMN 312, and ADMN 412. *

BUS 410 3:3-0 Advanced Marketing Strategy

In this course, real world cases describing complex marketing situations will be used to teach strategic thinking. Students will conduct in-depth analysis of business cases in order to practice marketing and business decision-making skills.

This course builds on BUS 310 and accrued marketing expertise. Following a review of disciplined theoretical frameworks, the class focuses on real world challenges such as integrative business model design, competitive positioning and growth strategies, creating a compelling brand image, and, optimizing the value proposition. In addition to developing sound judgement and critical thinking, resourceful problem solving and professional development are given priority.

*** Prerequisite: BUS 310 (or ADMN 310), and BUS 312 (or ADMN 312 or ADMN 412) ***

* Note: Students may not receive credit for both BUS 410 and ADMN 410. *

BUS 413 3:3-0 **Marketing Research**

This course is designed to introduceintroduces the fundamentals of design, execution, and informed consumption of business research with a focus on marketing research,including concepts of general applicability to management research. The course includesconsiders a surveyrange of contemporary research techniques as well as a detailed study of marketing research procedures that include questionnaire design, , encompassing problem definition, questionnaires and other designs, sampling and data collection, analysis, business analytics techniques, interpretation of findings, and the application of findings.to strategic marketing decision-making.

Prerequisite: STAT 100 and any BUS 31x course or BUS 374AA-ZZ

Note: Students may not receive credit for both BUS 413 and ADMN 413

BUS 414 3:3-0 **Management of Advertising and Promotion**

The course combines concepts in advertising, personal selling and other marketing communications tools to provide an overall promotional mix. It focuses on the theory and rationale behind various structures, and keeps the purely descriptive content to a reasonable minimum. Problems are viewed through the eyes of the promotions manager rather than from the technician's perspective.

This course addresses the art of designing a strategic communications plan that integrates all aspects of the promotional mix. Advertising, public relations, digital media, word of mouth, direct marketing, and sales promotion are all part of the analysis and discussion. Creative messaging and media planning are explored to maximize effective and efficient use of company resources in reaching the intended target audience.

Prerequisite: BUS 312 (or ADMN 312)

Note: Students may not receive credit for both BUS 414 and ADMN 414

BUS 415 3:3-0 **International Marketing**

This course will concentrateconcentrates on the problemsprinciples associated with conducting business in a foreign market. How should a company, large or small approach an export market? How significant are the cultural differences and how will these differences affect the selection of aimplementing marketing strategy? How should this strategy be selectedstrategies across national and what retaliation can be expected from the domestic competition?cross-cultural boundaries. It teaches how to use environmental scanning and international marketing research to evaluate foreign country opportunities and plan market entry. Strategic importance of segmentation, targeting and positioning is considered. Strategic standardization versus adaptation decisions are explored for "4 P's" (product, pricing, distribution, and promotion).

Prerequisite: BUS 31x course or BUS 374AA-ZZ

Note: Students may not receive credit for both BUS 415 and ADMN 415

BUS 374 AB

Not-for-Profit Social Enterprise Marketing

~~This class considers the unique aspects of marketing in not-for-profit contexts such as government, charitable and membership organizations, covering such topics as and triple bottom line businesses, with a focus on the social marketing of ideas, cause marketing, establishing public/private sponsor impacts of organizational structure, revenue models, and donor relationships, internal social issue legitimacy on marketing strategy. Topics include marketing to volunteers and other key stakeholders, establishing partnerships, cause marketing, the social marketing of ideas, and, the myriad complexities involved with managing each success measurement.~~

~~***Prerequisite: BUS 210***~~

~~* Note: Students may only receive credit for one of Bus 374AB and BUS 474AB. *~~

6. Revise the following course and the wording of its calendar description as presented below, **effective 201930.**

Rationale: This course was previously offered as a 400 level marketing elective. When we restructured our program and the numbering of courses to better suit a progression a few years ago, it was determined that the Internet Marketing course was out of date and should be updated. The instructor tasked with teaching it wanted to narrow the scope to social media marketing. Now that it has been taught for a couple of years, it has become apparent that the scope of the course is too narrow and needs to be broadened and the course calendar description updated to better suit current language and relevant issues. The recommendation to keep the course numbered as BUS 317 takes into consideration the amount of content overlap with the Social Media Marketing course and the method of distinguishing between 300 and 400 level courses established during the previous restructuring process.

BUS 317 3:3-0

Social Media Digital Marketing

~~This course examines the impact of social leading trends in digital media and the evolving impact on marketing of products, services, and corporate image, as well as consumer empowerment. The focus. Focus will be placed on the increasing competitiveness through optimal use of social digital media tools and platforms to increase both effectiveness, and efficiency, and competitiveness. All "4 P's" of on-line products, pricing models, distribution methods, and to improve customer relationship management use in promotional strategy will be examined. Customer relationships, engagement, and empowerment are also considered.~~

~~***Prerequisite: BUS 210 (or ADMN 210)***~~

~~*Note: Students may only receive credit for one of BUS 317, BUS 417, ADMN 417, and ADMN 435AC.*~~

7. Remove the following course from the undergraduate calendar as indicated below, **effective 201930.**

Rationale: This is a housekeeping item. The course was modified to become a 300 level course some time ago and the course description was never removed.

BUS 417 3:3-0

Internet Marketing

~~This course examines the impact of the Internet on marketing and related business functions that enable and support it. The focus will be on investigating the role marketing calendar. It has on the~~

~~utility of the Internet as a tool for business to increase effectiveness, efficiency, and competitiveness.~~

~~-~~

~~*** Prerequisite: been replaced by BUS 210 (or ADMN 210) *** 317.~~

~~* Note: Students may only receive credit for one of BUS 417, ADMN 417, and ADMN 435AC.*~~

8. Revise the following course and the wording of its calendar description as presented below, **effective 201930.**

BUS 416 3:3-0

Business-to-Business Marketing and Sales Management and Personal Selling

~~This course addresses the formulation and implementation of the strategic sales program, including evaluation and control of corporate sales performance. Topics will include: organization and integration of the company's personal selling efforts within the total marketing effort; selection, training and direction of sales personnel; and monitoring, evaluation and adjustment of performance and programs.~~

This course examines the unique aspects of marketing to business customers. Topics include organizational buying and selling models, creating value for business customers, developing product, pricing, channel, sales, and communications strategies. Relationship management within the supply chain and the sales function are emphasized.

~~***Prerequisite: BUS 310 or BUS 312***~~

~~*Note: Students may only receive credit for one of BUS 416, ADMN 416, and ADMN 435AE*~~

Rationale: Far more of our marketing graduates will enter jobs in business-to-business environments than will enter sales specific positions. Our program has always been light on business-to-business specific content, which puts us at a significant disadvantage to other marketing programs. We are recommending the expansion of the scope of this course beyond sales in order to provide more value to students and to use our existing resources as efficiently as possible. The recommendation to keep the course numbered as BUS 416 takes into consideration the amount of content overlap with the existing course and the course numbering method established during the previous restructuring process. The recommended change to the broadening of the prerequisite reflects the broader scope of the course.

End of the report from the Faculty of Business Administration

4.3 Faculty of Engineering and Applied Science

Item for Approval**Motion 1: Petroleum Systems Approved Electives**

To update the approved electives in the Petroleum Systems Engineering program template as indicated below, **effective 201920**.

***Approved Electives:**

Minimum of two from: ENPE 340, ENPE 380, ENPE 435, ENPE 448, ENPE 470, ENPE 475, ENPE 481, ENPE 490, ENPE 491, ENPE 492

Minimum of two from: ENEV 422, ENIN 433, ENIN 453, ENIN 456

Social Sciences/Humanities elective: choose any Faculty of Arts course.

Rationale: In February 2018, four newly created PSE electives were brought forward at CCUAS, however these courses were not added to the elective list in the template. This change will ensure the 201830 degree audit is up to date and able to be used by advisors to ensure students have the correct courses for graduation. As well, it will ensure students utilizing the calendar rather than the internal program sheets to have the most current information.

Items for Information**Correction to Approved Electives**

Item 1: To update the electives to reflect the approved electives being utilized in 2017-2018. In January 2017 a PSE approved elective list was brought to CCUAS, however it included the approved elective courses under one heading of "Minimum of two". Students need a minimum of two electives from the ENPE list **and** a minimum of two electives from the ENEV/ENIN list. Once the degree audit was loaded with the 201730 program sheet it was noted that the electives do not line up for students in that program. We request that the degree audit for 201730 to be amended to mirror what is below:

***Approved Electives:**

Minimum of two from: ENPE 380, ENPE 430, ENPE 435, ENPE 470, ENPE 475, ENPE 481, ENPE 490

Minimum of two from: ENEV 422, ENIN 433, ENIN 453, ENIN 456

Social Sciences / Humanities elective: choose any Faculty of Arts course.

Rationale: This change will ensure the 201730 degree audit is up to date and able to be used by advisors to ensure students have the correct courses for graduation.

Effective: Immediately

A. Course Revision

Item 1: Update the calendar description of ENEV 475 and ENEV 484, **effective 201920**

ENEV 475 3:3-1

Traffic Engineering

Study of the characteristics of traffic flow and methods of traffic control; introduction to traffic flow and queuing theory; roadway capacity and level of service analysis; speed and volume studies; traffic signs and signalization; computer control systems; and, accident analysis.

NOTE: course will run alternating years in the Fall.

** Prerequisite: ENEV 372 ***

ENEV 484 3:3-3

Highway Design

Detailed geometric design of highways; functional and detailed geometric design of at-grade and grade separated intersections; and, introduction to design of flexible and rigid pavements.

NOTE: course will run alternating years in the Fall.

***Prerequisite: ENEV 281, 372, and 384 ***

Rationale: The addition of this note will allow students to better plan their courses going forward

Item 2: Revise the prerequisite for the following courses, effective 201920 (missed being added to April 2018 CCUAS Agenda)

ENGG 303, ENGG 330, ENGG 411, ENEV 334, ENIN 331, ENIN 440, ENIN 433

ENGG 303

Prerequisite: STAT 160 or STAT 289 and ECON 201

ENGG 330

Prerequisite: CS 110 and MATH 111 and MATH 122 and STAT 160 or STAT 289

ENGG 411

Prerequisite: STAT 160 or STAT 289 and 75 credit hours

ENEV 334

Prerequisite STAT 160 or STAT 289

ENIN 331

Prerequisite STAT 160 or STAT 289

ENIN 440

Prerequisite STAT 160 or STAT 289

ENIN 433

Prerequisite STAT 160 or STAT 289 and MATH 217

Rationale: Students already in the program will have taken STAT 160, however new students will be required to have taken STAT 289.

Item 3: Revise the prerequisite for ENEV 372 and ENIN 241, 201920 (missed being added to April 2018 CCUAS Agenda)

ENEV 372

Prerequisite CS 110 and ENGG 240 or ENGG 141 (concurrent enrolment allowed)

ENIN 241

Prerequisite ENGG 240 or ENGG 141, MATH 111

Rationale: Students will be taking ENGG 141 instead of ENGG 240 so the elective needs to reflect existing students (ENGG 240) and new students (ENGG 141).

Item 4: Revise the prerequisite for ENEV 408, **effective 201920** (missed from the Dec 2018 CCUAS Agenda)

ENEV 408 3:3-3**Basic Structural Design**

Design concepts and practices for simple beams, columns, connectors and structures in wood, steel and reinforced concrete. Basic types and problems in design of foundations.

Prerequisite: ENIN 241, ENGG 240 or ENGG 141 and ENEV 384

Item 5: Revise the prerequisite for ENSE 477, **effective 201920** (missed on Dec 2018 Agenda)

ENSE 477

**Prerequisite: ENSE 400 and ENSE 470

End of Report from Faculty of Engineering and Applied Science

4.4 La Cité universite francophone

Item for Information

The following prerequisite change was carried by majority vote by La Cite Unit Council on January 21, 2019:

Course Revision

Effective 201930

FRN 360 3:3-0

Étude de sujets variés portant sur la littérature de la francophonie

Study of a selected topic or topics in Francophone Literature. Étude de sujets variés sur la littérature de la francophonie

Prerequisite: ~~FRN 366~~ **FRN 301** or permission of department head

Rationale : In the past, FRN 366 was a 200-level course (titled FR 245). It was normal to complete this course before moving into more advanced 300-level courses. Now, FRN 366 has become a specialized course in literature. The other courses in the FRN 3XX AA-ZZ series have FRN 301 as a prerequisite. The change would bring uniformity to the prerequisites. This change would allow the offering of literature courses that do not necessarily require, as a prerequisite, to know the content of FRN 366.

End of Report from La Cité

4.5 Faculty of Science

The Faculty of Science has approved the following program change and offers it for approval.

Motion 1: Update to Science Qualifying Process

To update the requirements of the Faculty of Science Qualifying Process to clarify when students are to complete course(s) missing at the time of admission as indicated below, **effective 201920**.

Science Qualifying Process

Students possessing a high school admissions average between 65.00% and 70.00% or a post-secondary UGPA (minimum 24 credit hours) between 60.00% and 65.00%, and/or are missing a course requirement (i.e. Math A30, B30 or C30, Pre-Calculus 30, science course) will be admitted to the Science Qualifying Process

Science Qualifying students are:

- Limited to 12 credit hours per term;
- Must complete the missing pre-requisite or approved replacement course within the first 45.0 credit hours of their program;
- Must attend an academic advising session prior to first year registration; and
- Must see an advisor prior to registration every term until Science Qualifying conditions are met.

Once a student has reached 18 credit hours, completed the necessary course requirements and obtained a UGPA of 65.00% or higher, they will be automatically transfer from Science Qualifying to Science. Students who meet the course requirements and obtain a post-secondary UGPA of 65.00% prior to completing 18 credit hours may request, at the Science Student Services office, to be admitted to the Bachelor of Science program.

Rationale: Unless it is a required prerequisite for a future courses, students are currently delaying the required course as long as possible. Adding this line will make it mandatory for the students to take the course within the first 45.0 credit hours of the program.

End of Motion 1

Items for Information

The Faculty of Science has approved the following course changes, and offers them for information.

1.0 Department of Chemistry & Biochemistry

Effective date: 201930

BIOC 340 3:3-3

~~Biophysics~~ Biological Microscopy

~~This introductory biophysics course examines the theoretical concepts and instrumentation design of optical, electron, and scanning probe microscopes used to probe biochemical and biological systems, while cultivating critical thinking and communication. Hands on laboratories and site visits include bright-field, phase-contrast, fluorescence, scanning and transmission electron, and atomic force microscopy.~~ This introductory biophysics course examines the theoretical concepts and instrumentation design of optical, electron, and scanning probe microscopes used to probe biochemical and biological systems, while cultivating critical thinking and communication. Hands on laboratories and site visits include bright-field-, phase-contrast-, fluorescence-, scanning and transmission electron-, and atomic force microscopy.

~~***Prerequisite: BIOC 321 (may be taken concurrently)*~~

Effective date: 201930

~~CHEM 490 4-3:3-0~~ 3:3-0

~~Directed Readings~~ Selected Topics - an AA-ZZ series.

~~Courses designed to meet the specific needs of individual groups of senior undergraduate students. These courses are restricted to honours students.~~

Effective date: 201930

~~CHEM 491 4-3:3-0~~ 3:3-0

~~Directed Readings~~ Selected Topics - an AA-ZZ series.

~~Courses designed to meet the specific needs of individual groups of senior undergraduate students. These courses are restricted to honours students.~~

Effective date: 201930

~~CHEM 492 4-3:3-0~~ 3:3-3

~~Directed Readings~~ Selected Topics - an AA-ZZ series.

~~Courses designed to meet the specific needs of individual groups of senior undergraduate students. These courses are restricted to honours students.~~

2.0 Department of Physics

Effective date: 201930

PHYS 112 3:3-3

A course dealing with oscillations, wave motion, sound and geometrical and physical optics.

~~***Prerequisite: PHYS 111 (recommended) or 109 or 119, and MATH 105 or MATH 110 (may be taken concurrently)***~~

End of Report from Faculty of Science

4.6 Report from the Registrar's Office

Motion 1: Revision to Instructor Responsibilities Regulation

That the calendar regulation requiring instructors to submit grades for the approval of the department head be changed from 5 calendar days to 5 business days as outlined below, **effective date of 201930.**

Rationale:

The current regulation creates a number of issues for faculty, staff, and others when grades are due during the December holiday closure which are related to workload, having to mark exams during the holiday break, and ability of the U of R to receive exams for marking from off-site invigilators as most offices are closed during this time.

The impact on students will be minimal with grades from the last 3 days of the exam period not being available until the first 3 business days following the holiday break. For example, this year the deadline for submission of final grades for the last 3 days of exams would have been December 26, 27 & 28. Under the revised regulations, the deadline for submission would have been January 2, 3, & 4.

The impact of this change on the winter and spring/summer terms is small essentially resulting in, at the most, a two calendar day extension of the final grade submission deadline from the last day of exams.

Note: December 24 is not a business day for some of our federated partners and would therefore not be counted as a business day.

Instructor Responsibilities

Students of the U of R can expect their instructors to:

1. Provide them with a written course outline within the first 3 hours of instruction which should include:
 - The content of the course
 - Any prerequisites for the course
 - A list of assignments and exams, with due dates if possible
 - The grading scheme: weightings of the assignments and exams
 - The instructor's policy on attendance
 - The instructor's policy on late assignments and missed exams
- Any proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in and attending the course.
2. Maintain proper records of the work subject to assessment during the term and at exam time.
 3. Retain final exam papers for a period of six months.
 4. Participate in the grade appeal process.
 5. Submit grades for approval of the department head or dean (as appropriate) no later than ~~5 calendar business days (not including Sundays and statutory holidays)~~ after the date of the final exam. In the case of courses having no final exam, final grades must be submitted for approval of the department head and dean (as appropriate) no later than 10 calendar days (not including Sundays and statutory holidays) after the start of the Fall or Winter final exam period; or within 5 days of the start of the final exam period in Spring/Summer and other shorter parts of term.
 6. Submit / enter the actual grade earned in the class for numerically graded courses.
 7. Ensure that at least 75% of the work used to arrive at a student's grade is of a nature that it can be reassessed by an independent examiner. When an instructor wishes to

deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluation methods must be approved by the dean.

8. In the case of a practicum, adopt a method of evaluation that provides continuous information to students on their performance and maintain all of the documentation on which the evaluation is based.
9. When appropriate, conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing to obtain a passing grade.
10. Report suspected cases of academic misconduct to the dean or designate of the faculty, federated college, or academic unit offering the course. For further information on academic misconduct refer to the Student Code of Conduct and Right to Appeal section.

End of Report from Registrar's Office

5. Adjournment