

**MINUTES OF A MEETING OF THE  
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES (CCUAS)  
February 7, 2019  
Location: ED 318**

**Members Present:** Saman Azadbakht (Chair), Doug Cripps, David deMontigny, Naomi Deren, Robin Evans, Saqib Khan, André Magnan, Robin Markel, Nader Mobed, Val Mulholland, Joe Piwowar, Miguel Sanchez, Yaya Siggins, Sean Whalley, and Scott Wilson

**Regrets:** James D'Arcy, Matt Fedler, Dorothy Lane, David Meban, Léonie Mvumbi Mambu, Harmeet Singh, Glenys Sylvestre, Thabit Taher, Lianda Tanner

**Observers:** Barb Elich, Janelle Richardson

**Recorder:** Coby Stephenson

The meeting was called to order at 9:07 a.m. by S. Azadbakht (Chair)

**1. Approval of the Agenda**

S. Khan – D. Cripps

**MOVED** that the agenda be approved.

**CARRIED**

**2. Approval of the Minutes**

M. Sanchez – N. Mobed

**MOVED** that the minutes of the January 10, 2019 CCUAS meeting be approved as presented.

**CARRIED**

**3. Business Arising from the Minutes**

No discussion.

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

##### 4.1 Faculty of Arts

J. Piwowar presented the motions on behalf of the Faculty of Arts.

##### 4.1.1 BA Hons in Psychology Program Revisions

J. Piwowar – D. Cripps

**MOVED** 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 found in Appendix I, page 2 of the Agenda, **effective 201930**.  
No discussion.

**CARRIED**

##### 4.1.2 Asian Studies and European Studies Concentrations

J. Piwowar – R. Evans

**MOVED** 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**.

No discussion.

**CARRIED**

##### 4.1.3 Chinese Studies Minor Deletion

J. Piwowar – M. Sanchez

**MOVED** to make the Chinese Studies minor historical, **effective 201930**.

During discussion it was asked whether the comprised courses in the minor will be deleted, as well. The courses will still be offered with the exception of IS 310 AA-ZZ. There are no students officially registered in the Chinese Studies Minor in the student information system. This minor is being deleted because there has been low subscriptions to the courses. Why offer a minor is there is no interest.

**CARRIED**

The remainder of the report was received for information.

During discussion it was asked if there was a way faculties could work together when creating new courses in order to not repeat course content. For example, the creation of ECON 366; could the Economics Department work with the Finance Department in the Faculty of Business Administration to ensure there is no overlap in course content? J. Piwowar will ask the Department Head in Economics to contact S. Khan.

#### 4.2 Faculty of Business Administration

S. Khan presented the motion on behalf of the Faculty of Business Administration

##### 4.2.1 Business Administration Program Templates Revision

S. Khan – N. Mobed

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

During discussion it was asked if it was common for students to take STAT 160 which is an advanced level STAT course. Enough students take STAT 160 that advisors have to manually make exceptions. By adding STAT 160 as an option, this will improve internal processes. It was asked if the Faculty of Science has been consulted just in case there is an increase in demand for STAT 160. Because students taking STAT 160 is already a common practice, there probably won't be an increase in demand.

**CARRIED**

The remainder of the report was received for information.

#### 4.3 Faculty of Engineering and Applied Science

D. deMontigny presented the motion on behalf of the Faculty of Engineering and Applied Science.

##### 4.3.1 Petroleum Systems Approved Electives

D. deMontigny – J. Piwowar

**MOVED** to update the approved electives in the Petroleum Systems Engineering program template as indicated in Appendix III, page 13 of the Agenda, **effective 201920**.

No discussion.

**CARRIED**

The remainder of the report was received for information.

#### 4.4. La Cité universitaire francophone

A. Magnan presented an item for information on behalf of La Cité universitaire francophone.

No discussion.

#### 4.5. Faculty of Science

**N. Mobed presented the motion on behalf of the Faculty of Science.**

##### 4.5.1 Update to the Science Qualifying Program Process

**N. Mobed – S. Khan**

**MOVED** 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 in Appendix V, page 17 of the Agenda, **effective 201920**.

During discussion it was expressed that the Faculty of Science is making a good decision to implement this new clarification as the Faculty of Engineering and Applied Science also had an issue with students procrastinating to take ENGL 100 instead of taking the course at the beginning of their program.

**CARRIED**

#### 4.6 Registrar's Office

##### 4.6.1 Revision to Instructor Responsibilities Regulation

**J. Piwowar – D. deMontigny**

**MOVED that** the calendar regulation requiring instructors to submit grades to the approval of the department head be changed from 5 calendar days to 5 business days as outlined in Appendix VI, page 19 of the Agenda, **effective 201930**.

During the discussion of this motion there were concerns and questions about changing the submission of final grades timeline from 5 calendar day to 5 business days as outlined in the points below:

- Can we set the exam period earlier/shorter?
- We want to make sure students have enough space between exams.
- This deadline change maybe be an issue for exams at the very end of the exam period. Maybe the grades can be due the 1<sup>st</sup> day the University re-opens in winter term?
- How do we adjust the start of winter term?
- This change will put pressure on administrators as it will affect Academic Actions and registrations
- As it stands people are already marking over the winter break, this change will give Faculty with exams at the end of the exam period more time to mark.
- "Business days" needs to be defined because "University business days" are unique.

Other considerations of the Instructor Responsibilities Regulation are as follows:

- Need clarity about the word "should" in #1 of the regulation
- "Any proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in and attending the course" Students were feeling pressure to agree/not agree to the change by classmates. Maybe could use Class Climate to survey the class to protect confidentiality of students?

D. Cripps **MOVED** that this motion be postponed until next meeting as it would be beneficial to discuss with academic advisors and because the proposed academic schedule for 2020-2021 will be brought forward in March. R. Evans seconded. The motion to postpone this matter was **CARRIED**.

**5. Adjournment** – D. Cripps 9:50 a.m.

Prepared by The Registrar's Office on behalf of  
Saman Azadbakht  
Chair, Council Committee on Undergraduate Admissions and Studies