

**MINUTES OF A MEETING OF THE
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES (CCUAS)
March 6, 2019
Location: ED 114**

Members Present: Saman Azadbakht (Chair), Doug Cripps, James D'Arcy, David deMontigny, Naomi Deren, Robin Evans, Saqib Khan, Dorothy Lane, Robin Markel, David Meban, Nader Mobed, Val Mulholland, Joe Piwowar, Miguel Sanchez, Yaya Siggins, Lianda Tanner, Sean Whalley, and Scott Wilson

Regrets: André Magnan, Léonie Mvumbi Mambu, Harmeet Singh, Glenys Sylvestre, and Thabit Taher

Observers: Barb Elich, Janelle Richardson

Recorder: Coby Stephenson

The meeting was called to order at 9:02 a.m. by S. Azadbakht (Chair)

1. Approval of the Agenda

S. Whalley – N. Mobed

MOVED that the agenda be approved.

CARRIED

2. Approval of the Minutes

S. Whalley – D. deMontigny

MOVED that the minutes of the February 7, 2019 CCUAS meeting be approved as presented.

CARRIED

3. Business Arising from the Minutes

3.1 Revision to Instructor Responsibilities Regulation

J. D'Arcy – V. Mullholland

MOVED that the calendar regulation requiring instructors to submit grades for the approval of the department head be changed from five calendar days to five business days as outlined in page 2 of the Agenda, effective **201930**.

A friendly amendment was proposed to change “business days” to “University business days” and that a definition of “University business days” be included in the academic calendar glossary.

During discussion the following points were brought forward:

- Some academic areas are nervous about this change because of academic actions, or registered courses dependent on pre-requisites
- Exams held in the last three days before University closure for the December break will

- be affected the most.
- What if we start the winter term later?
 - When the University is closed CCE instructors don't have access to exams over the break.
 - The extra days to report final grades may increase procrastination. Late grade reporting occurs less than expected, but late grade reporting will be addressed as needed.

CARRIED

4. Reports from Faculties and other Academic Units

4.1 Registrar's Office

4.1.1 Posthumous Degree regulation Amendment

J. D'Arcy – R. Evans

MOVED that the Posthumous Degree regulation be changed as outlined in 4.1 of the Agenda, page 4, effective **201920**.

A friendly amendment to the calendar entry to change posthumous degrees to posthumous credentials.

During discussion it was noted that the Registrar's Office manages the posthumous credential with care and tact. Families feel valued and supported. This is a result of B. Elich and her team.

CARRIED

4.1.2 Academic Schedule 2020-2021

J. D'Arcy – N. Deren

MOVED that the 2020-2021 Academic Schedule be approved as outlined on page 6 of the Agenda, **effective 202020**.

The discussion included the following points:

- 39 contact hours was established by Executive of Council and in the past there was no interest in reducing the contact hours to 36 hours
- The schedule has to be made in a way that makes sense the University.
- In some years, the term will start before Labour Day in order to give a week Fall break.
- Having a start before Labour Day can put a strain on students who are working, and/or require childcare.
- The schedule put forth is the worst case scenario, this will not happen every year.
- The winter term will start later. Could the length of Add/Drop deadline be shortened from 14 days to 10 days? This will need further discussion regarding both the advantages and disadvantages to shortening this period.

CARRIED

Item for Information

Fall Break Survey Results were presented as information.

During discussion it was mentioned that the break surprised some instructors and so did not include on their syllabus. Going forward note the break on syllabus and timeline of the term. The lab components had to be rearranged. We will send out the survey again next year, but only survey first year students as they have never experienced school without a break in the fall term. Will review to see if there is any benefit to a fall term break.

5. Adjournment – S. Whalley 9:31 a.m.

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