

**MINUTES OF A MEETING OF THE
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES (CCUAS)
April 11, 2019
Location: ED 238**

Members Present: Saman Azadbakht (Chair), Doug Cripps, David deMontigny, Naomi Deren, Robin Evans, André Magnan, Robin Markel, David Meban, Val Mulholland, Léonie Mvumbi Mambu, Joe Piwowar, Miguel Sanchez, Lianda Tanner, Glenys Sylvestre, Werner Beylefeld, and Scott Wilson

Regrets: James D'Arcy, Saqib Khan, Dorothy Lane, Nader Mobed, Harmeet Singh, Sean Whalley

Observers: Barb Elich, Janelle Richardson, Courtney Oleksinki

Recorder: Coby Stephenson

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

1. Approval of the Agenda

V. Mulholland – D. Cripps

V. Mullholland asked that the Faculty of Education Report be moved to 4.1 under Reports from Faculties and Other Academic Units.

MOVED to adopt the Agenda as amended above.

CARRIED

2. Approval of the Minutes

R. Evans – J. Piwowar

MOVED that the minutes of the March 6, 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 Education

V. Mulholland presented the report on behalf of the Faculty of Education.

Items for Approval

4.1.1. Arts Education Program and Arts Education BEAD Program

V. Mulholland – D. Cripps

MOVED that both Motions 1 and 2 be presented together (pages 16-17) and that the changes outlined under each motion in the Agenda be approved, both **effective 201930**.

A friendly amendment to change the effective dates from 201930 to 202010; and to change “English Elective’ to “English Elective any level” in both templates.

CARRIED

Items for Information

Course changes were presented for information. The effective dates were changed from 201930 to 202010 as registration is already open for 201930.

(End of report for the Faculty of Education)

4.2 Faculty of Arts

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

Items for Approval

4.2.1 Economics Program Changes

J. Piwowar – M. Sanchez

MOVED that ECON 280 be removed as a program requirement in all Economics programs and replace ECON 280 with “Two of ECON 311, 341, 353, 361, 363, 364, 372” as outlined in the templates found on pages 2-5 of the Agenda, **effective 202010**.

It was asked if “ECON course” in the program templates meant any level of ECON course. Yes.

CARRIED

4.2.2 Religious Studies Program Changes

J. Piwowar – R. Markel

MOVED to revise the major requirements in the Bachelor of Arts in Religious Studies and the Bachelor of Arts Honours in Religious Studies and the minor in Religious Studies as outlined in the Agenda (pages 7-8), **effective 201930**.

Friendly amendment to change the effective date from 201930 to 202010.

During discussion it was suggested that there were other courses that maybe more suitable than SOC 285 as a SOC course option under the “List of other RLST-themed Courses” on page 10 of the Agenda. J. Piwowar will connect A. Magnan to the department to discuss.

CARRIED

4.2.3 Women's and Gender Studies Program Change

J. Piwowar – R. Markel

MOVED to revise the major requirements in the Bachelor of Arts in Women's and Gender Studies and the Bachelor of Arts Honours in Women's and Gender Studies, and the minor in Women's and Gender Studies to include WGST 372, as outlined on pages 10 – 11 of the Agenda, **effective 201930**.

Friendly amendment to change the effective date from 201930 to 202010.

CARRIED

Items for Information

The approved creation, revisions, and deletions of courses (pages 12-14) were presented as items for information.

(End of report from the Faculty of Arts)

4.3 Faculty of Business Administration

The report from Faculty of Business Administration was deferred until the May CCUAS agenda.

(End of report from the Faculty of Business Administration)

4.4 Faculty of Engineering and Applied Science

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

Items for Approval

4.4.1 Selecting a Major – Mandatory courses

D. deMontigny – R. Evans

MOVED to revise the required courses necessary to choose a major as outlined on page 19 of the Agenda, **effective 202010**.

CARRIED

4.4.2 Program Change – Industrial Systems Engineering

D. deMontigny – L. Mvumbi Mambu

MOVED to move the Social Sciences and Humanities course from Term 4 to Term 5 and to move CHEM 105 from Term 5 to Term 4 as CHEM 105 is only

offered as Winter/Spring Summer term class as outlined on page 19 of the Agenda, **effective 202010**.

This change is only for the Industrial Systems Engineering program template.

CARRIED

4.4.3 Electrical Systems Engineering Communications Stream Minor Change

D. deMontigny – J. Piwowar

MOVED to replace ENEL 494 with ENEL 492 as indicated in the Communications Stream minor template as outlined on page 20 of the agenda, **effective 202010**.

CARRIED

Items for Information

The approved course revisions and course inactivation were presented as items for information.

(End of Report from the Faculty of Engineering and Applied Science)

It was **MOVED** by D. Cripps that the Committee vote on Agenda item 4.5.1 in Appendix V, page 25 after item 4.6.1 in Appendix VI, page 31. Seconded by J. Piwowar.

CARRIED

The item numbers from the Agenda are adjusted in the Minutes below to reflect the change of order.

4.5 Joint Report from the Faculty of Kinesiology and Health Studies, and the Faculty of Arts in partnership with First Nations University of Canada

D. Cripps presented the joint report.

Item for Approval

4.5.1 Creation of Diploma in Health Studies

D. Cripps – J. Piwowar

MOVED to approve the creation of the Diploma in Health Studies as outlined in the template on page 31 of the Agenda, **effective 201930**.

During discussion it was asked why KIN 171 was struck from the template. KIN 171 is listed as a course in the Certificate in Health Studies, but this course is no longer active.

This diploma is an intermediate credential between the certificate and the degree, it is the first two years of the degree.

For ease of understanding, it was suggested that the “Three from:” list in the template on page 31 of the Agenda be reworded to “Select any three courses from the following sections:”

As well, it was asked to move the heading “Section B (Research Methods)” to the next line.

MOVED as amended above.

CARRIED

(End of joint report from Faculty of Kinesiology and Health Studies, and the Faculty of Arts, in partnership with First Nations University of Canada)

4.6 Faculty of Kinesiology and Health Studies

D. Cripps presented the report on behalf of the Faculty of Kinesiology and Health Studies.

Items for Approval

4.6.1 Admission Requirements for Health Studies through the Faculty of Kinesiology and Health Studies

D. Cripps – J. Piwowar

MOVED to change the admission requirements for Health Studies through the Faculty of Kinesiology and Health Studies to the following: “Health Studies programs, through the Faculty of Kinesiology and Health Studies, follow the admission requirements of the Faculty of Arts”, **effective 201930**.

During discussion it was asked if the admission requirement could be more specific as potential students may confuse the program with the faculty. It was proposed to say:

The Bachelor of Health Studies, the Diploma of Health Studies, and the Certificate in Health Studies, through the Faculty of Kinesiology and Health Studies, follow the admission requirements of the Faculty of Arts.

Friendly amendment to change the effective date from 201930 to 202010.

MOVED as amended above.

CARRIED

4.6.2 Bachelor of Sport and Recreation Studies Internship

D. Cripps – L. Mvumbi Mambu

MOVED to change the minimum PGPA required for the Bachelor of Sport and Recreation Studies, Sport and Recreation Management (Internship) (BSRS-SRMI) to 70.00%, **effective 202010**.

No discussion.

CARRIED

4.6.3 Change to Human Kinetics major and the Health Promotion major

D. Cripps – J. Piwowar

MOVED to add KIN 321 Principles of Epidemiology to the major elective listing for Human Kinetics and Health Promotion majors as outlined in the template on pages 26-27 of the Agenda, **effective 202010**.

No discussion.

CARRIED

4.6.4 Revision to Sport and Recreation Management Major and Sport and Recreation Management Major Internship Templates

D. Cripps – M. Sanchez

MOVED to add the following BUS courses to the list of major elective courses within the Sport and Recreation Management (SRM), and Sport and Recreation Management Internship (SRMI) majors: BUS 317 Digital Marketing; prerequisite BUS 210 (required course in SRM and SRMI), and BUS 414 Advertising and Promotion; prerequisite BUS 312 (already in SRM and SRMI major elective list) as outlined in the templates on pages 27-28 of the Agenda, **effective 202010**.

During discussion it was asked if the Faculty of Business Administration was aware that the BUS courses were being added. Yes, there was a discussion with the Faculty of Business Administration and the faculty was supportive.

CARRIED

Items for Information

The Kinesiology course creations and revisions were presented as items for information.

(End of report from the Faculty of Kinesiology and Health Studies)

4.7 Faculty of Nursing

R. Evans presented the report from the Faculty of Nursing.

Items for Approval

4.7.1 Faculty Academic Performance Regulation Revision

R. Evans – M. Sanchez

MOVED that the revisions to the Faculty Academic Performance Regulations presented on page 33 of the Agenda be approved, **effective 201930**.

This regulation is already in practice. The written revision is for clarity. This revision is to help students from being RTDd from the Faculty.

CARRIED

4.7.2 Institutional Honour: International Designation

R. Evans – L. Mvumbi Mambu

MOVED that the International designation be added under the heading “Graduation Requirements” (Faculty of Nursing section of the undergraduate calendar), as outlined on page 34 of the Agenda, **effective 201930**.

During discussion it was asked if the requirements could include online courses. Students would have to make a case for an online course – the course would have to be relevant to the program and designation. Each application for this designation will be reviewed on a case-by-case basis.

Suggested to add “or” between each option otherwise it’ll look like all options were required.

CARRIED

4.7.3 New Regulation

R. Evans – L. Mvumbi Mambu

MOVED that the section “**Taking Classes after Degree Completion**” be added under “Other Faculty Regulations” (Faculty of Nursing section in the undergraduate calendar) as outlined on page 34 of the Agenda, **effective 201930**.

During discussion it was asked if Nursing graduates would be taking courses on a part-time basis. If so, a good option would be for these graduates to register through CCE as a “Casual Student.” Inactivation of students (admission hold) is automatic after 12 months of students not registered. If Nursing graduates have to apply to transfer to another faculty in order to take more courses after graduation this application may create a barrier and they may not apply. The Faculty of Education assign their graduates a “special student” status if the graduate wants to take more courses. There is no point in Nursing graduates staying in the Nursing faculty as there are no more CNUR courses they can take. Should this be a University-wide policy? Is there a “post-degree” status? Asking graduates to reapply may negatively affect their plans and we have no way of knowing what their plans are. Will these graduates have a different status in banner? Should all graduates apply for a transfer? Could these graduates have a restricted category similar to RTD students? Nursing will discuss options on how to administer this regulation with the Registrar’s Office.

CARRIED

(End of report from the Faculty of Nursing)

4.8 Faculty of Science

J. Piwowar presented the report on behalf of the Faculty of Science.

Item for Approval

4.8.1 BSc Honours in Psychology in conjunction with the Department of Psychology

J. Piwowar – R. Evans

MOVED to remove the requirement of PSYC 406 or 407 from the Bachelor of Science in Psychology and replace it with PSYC 408 as indicated in the template on page 35 of the Agenda, **effective 202010**.

No discussion.

CARRIED

Items for Information

The approved course changes and creations were offered for information.

(End of report from the Faculty of Science)

4.9 UR International

W. Beyfield presented the report on behalf of UR International.

Item for Approval

4.9.1 Undergraduate English Language Proficiency (ELP) requirements

W. Beyfield – S. Wilson

MOVED to change the Undergraduate English Language Proficiency (ELP) requirements as outlined on page 37 of the Agenda, **effective, 201930**.

During discussion it was asked why we don't increase the score even higher like other universities? We need to slowly increase our scores because it could have a catastrophic effect on admissions. Would we still accept a paper-based TOEFL? The paper-based TOEFL does not have a speaking component. The paper-based TOEFL was discontinued in July 2017 and scores are only valid for two years. Could the findings of the ELP Task Force be forwarded to be included in the Report to Executive of Council and to the CCUAS members as information? Yes.

CARRIED

(End of report from UR International)

4.10 Registrar's Office

B. Elich presented items for discussion on behalf of the Registrar's Office.

4.10.1 Discussion One, Proposed DCU/Time Table Timelines

A draft proposed DCU/Time Table Timelines, included in Appendix X of the Agenda, was discussed. During the discussion the following points were made:

- This timeline will not affect the Faculty of Nursing as their schedule is booked well in advanced. Currently booked through to 202020
- Limited faculty available in the summer for approvals
- Having year-long registration will be tricky because of pre-requisites, academic actions, hiring of instructors
- Evening course sections (demand)
- Faculty on sabbaticals
- Time tickets will be adjusted
- Upgrade UR Self-Service occurring later in 2019
- How can we collaborate with RO to limit “forced” changes to the schedule
- Stricter scheduling policies are needed

4.10.2 Discussion Two, Effective Terms for Program Changes/Revisions and New Programs

A recommendation to have one effective term, 20XX20, to align with the academic year of May 1 to April 30. Currently, effective terms are three times a year which confuses students and staff as to which regulations students should follow. During the discussion the following points were made:

- It is an issue to have to wait a full-year to fix regulation/program issues
- Having policies/program changes approved by November is a struggle
- There could be legal implications so it's important to have the calendar solidified (one version) as it is an official document.
- Advisors are confused as to what regulations students should be following
- Having three versions of the calendar is harder to manage

4.10.3 Discussion Three, Course Inventory Forms

The recommendation is to eliminate the course inventory form for courses brought forth to CCUAS and use the template as listed in Appendix A in the CCUAS Submission Guide. A sample of how courses would appear in the agenda is listed on page 40 of the April Agenda.

During discussion it was suggested that presenting courses in this way will clarify what is needed for the creation, revision, or inactivation of a course. This new format will help the presenter and the Catalogue administrator. The Catalogue administration will work with departments/faculties in regards to the new format.

5. Adjournment – D. Meban 10:37 a.m.

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