

Council Committee on Undergraduate Admissions and Studies**Approved Meeting Minutes of****March 8, 2022****1:30 p.m.****Location: Zoom meeting**

Members Present: Darlene Chalmers, Stephen Cheng (Chair), Doug Cripps, James D’Arcy, Naomi Deren, David deMontigny, Fidji Gendron, Dorothy Lane, Karen Lehmann, Robin Markel, Jérôme Melançon, Nader Mobed, Jacob Muthu, Pamela Osmond Johnson, Morina Rennie, Yaya Siggins, Toby Sperlich, Hannah Tait, Sean Whalley

Regrets: David Meban, Wes Pearce, Katlyn Richardson Glenys Sylvestre, Sean Whalley

Observers: Heather Antonini, Tatum Cruise, Barb Elich, Courtney Oleksinski, Janelle Richardson, Sarah Stewart

Recorder: Coby Stephenson

The meeting was called to order at 1:31 p. m. by S. Cheng, Chair.

1. Approval of the Agenda

T. Sperlich – N. Mobed

CARRIED**2. Approval of the Minutes of Meeting February 8 , 2022 - circulated with the Agenda**

S. Whalley – K. Lehmann

CARRIED**3. Business Arising from the Minutes****3.1 Faculty of Arts**

T. Sperlich presented on behalf of the Faculty of Arts

3.1.1. CERTIFICATE IN ECONOMICS REVISION

T. Sperlich– M. Rennie

MOVED to add the note: “Students may use only up to 9 credit hours that they have received in one Economics Certificate program to fulfill the requirements in an additional certificate program including “Certificate in Economics,” “Certificate in Development and International Economics,” “Certificate in Environmental and Resource Economics,” and “Certificate in Monetary and Financial Economics.” Certificate in Economics, **effective 202230.**

No discussion.

CARRIED

3.1.2. CERTIFICATE IN DEVELOPMENT AND INTERNATIONAL ECONOMICS – NEW CERTIFICATE

T. Sperlich– S. Whalley

MOVED to create a Certificate in Development and International Economics as outline on page 3 of the Agenda, **effective 202230**.

No discussion.

CARRIED

3.1.3. CERTIFICATE IN ENVIRONMENTAL AND RESOURCE ECONOMICS – NEW CERTIFICATE

T. Sperlich– S. Whalley

MOVED to create a Certificate in Environmental and Resource Economics as outlined on page 3 of the Agenda, effective 202230.

No discussion.

CARRIED

3.1.4. CERTIFICATE IN MONETARY AND FINANCIAL ECONOMICS NEW CERTIFICATE

T. Sperlich– M. Rennie

MOVED to create a Certificate in Monetary and Financial Economics as outlined on page 4 of the Agenda, **effective 202230**.

CARRIED

4. Reports from Faculties and Academic Units

4.1 FACULTY OF EDUCATION

P. Osmond Johnson presented the report on behalf of the Faculty of Education.

4.1.1. ARTS EDUCATION PROGRAM REVISIONS

P. Osmond Johnson – T. Sperlich

MOVED that the Arts Education B.Ed. and BEAD templates be revised as indicated on pages 5-6 of the Agenda **effective 202230**.

No discussion.

CARRIED

4.1.2. BACCALAURÉAT EN ÉDUCATION SECONDAIRE REVISIONS

P. Osmond Johnson – J. Melançon

MOVED that the templates for the Secondary Program of le Baccalauréat en éducation française Option A (120 crédits) and Option B (150 crédits) - session 4 - be changed from ENS 1500 to ENS 1950, **effective 202230.**

No discussion.

CARRIED

4.1.3. CERTIFICATE OF EXTENDED STUDIES REVISIONS

P. Osmond Johnson – R. Markel

MOVED that the Certificate of Extended Studies be renamed and the description be revised as indicated on pages 8-9 of the Agenda, **effective 202230.**

No discussion.

CARRIED

The remainder of the report was received as information.

4.2 FACULTY OF SCIENCE

N. Mobed presented the report on behalf of the Faculty of Science.

4.2.1 FACULTY OF SCIENCE ADMISSION REQUIREMENT REVISIONS

N. Mobed – S. Whalley

MOVED to:

A: Update the post-secondary admission requirements to the Faculty of Science and the Faculty of Science Qualifying program such that the post-secondary admissions category applies to any student who has attempted a minimum of 15.0 credit hours, **effective 202230.**

B: To update the minimum admissions average for Post-Secondary applicants to be calculated based on a maximum of the student's most recent 30 credit hours of approved courses. In cases where the AGPA on the most recent 30 credit hours of approved courses is less than 60%, admission to the Science Qualifying program will be considered based on a minimum AGPA of 60% on all approved post-secondary courses, **effective 202230.**

No discussion.

CARRIED

The remainder of the report was received as information.

4.3 UR INTERNATIONAL AND ENROLMENT SERVICES

Y. Siggins presented the report on behalf of UR International and Enrolment Services.

4.3.1 English Language Proficiency Test – Duolingo English Test

Y. Siggins – S. Whalley

MOVED that the Duolingo Online English Test with a minimum score of 110 be *extended* as an accepted approved test of proficiency in English for undergraduate admissions, on a temporary basis for the 2022-2023 academic year (May 1, 2022 to April 30, 2023). This test is currently being used for the 2021-2022 academic year (July 1, 2021 to April 30, 2022).

During discussion it was asked why the U of R is one of the schools with the lowest ELP test score requirements. These scores were chosen based on the U of S scores. It was suggested that perhaps we could collaborate with the U of S to review the current scores to see if they could be raised.

CARRIED

4.4 THE REGISTRAR'S OFFICE

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

4.4.1 PROTECTED PERSONS – NEW

J. D'Arcy – T. Sperlich

MOVED that the revisions outlined on page 31 of the Agenda to add language related to protected persons and how tuition is recognized for a protected person, **effective immediately**.

During discussion a friendly amendment was made to remove "Protected persons are exempt from the requirement to provide biometric information when applying in Canada for a study permit." This is because this sentence does not need to be stated here.

MOVED as revised.

CARRIED

4.4.2 INSTRUCTOR RESPONSIBILITIES REVISION

J. D'Arcy – T. Sperlich

MOVED that the revisions to the Undergraduate Calendar as outlined on page 32 of the Agenda be approved to add language related to the responsibility of instructors to notify students of their exam modality in the written course outline, **effective immediately**.

No discussion.

CARRIED

4.4.3 EXAM SCHEDULING AND EXAM REGULATIONS REVISIONS

J. D'Arcy – D. Cripps

MOVED that the revisions to the Exam Scheduling and Exam Regulations sections of the Undergraduate calendar as outlined on pages 32-36 of the Agenda be approved to reflect current practice, **effective immediately**.

The following points were discussed:

Page 32, Exam Scheduling

"No final exams, mid-term exams, or tests worth more than 10% in the total evaluation of the course will be scheduled for ~~on-campus~~ credit courses in the last three hours of scheduled lectures, or in the day(s) between the end of lectures and the first day of the final exam period, without prior written approval from the instructor's dean, with a copy to the Registrar. Practical assessments such as exhibitions, juries, and recitals are exempt.

- Should "mid-term exams" be revised to "term exams"? What about lab final exams?

Page 33, Exam Types

- For the Online, on-site exam, every student may not have a lap-top. Are these to be held in a computer lab? How can these exams be monitored? By walking up and down the aisles like paper exams or there are ways to lockdown browsers.
- Should there be a note indicating that "approval of dean or designate for online, on-site exams is required?"
- When should take-home exams be distributed?

Page 35, Invigilation of Final Exams for remote, online, and off-campus courses

Invigilation Requirement - Final exams delivered in courses offered in the remote and online formats, and courses that offered off-campus (including live-streamed and blended courses) must be invigilated by a University-authorized in-person invigilator or University approved remote proctoring service, except for courses with take-home final exams or other assessment types that do not require invigilation/supervision.

- Should there be a heading "CCE only" and the following numbered?
 - Should # 3 be removed?
1. **In-person invigilation** - When in-person invigilation is required for courses offered through the Centre for Continuing Education that are not on the University of Regina campus, the Student and Instructor Services (Credit) office at the Centre for Continuing Education will arrange for exams at designated, pre-authorized sites within Saskatchewan.
 2. **Permission to write at a different site** - Students who wish to write an exam for an off-campus course that is offered through the Centre of Continuing Education at a site other than the scheduled site must receive approval from the Student and Instructor Services (Credit) office at the Centre for Continuing Education for the proposed site and proposed invigilator, and are responsible for any additional costs resulting from their proposed site and invigilator.
 3. **Authorized sites and invigilators** - The Student and Instructor Services (Credit) office at the Centre for Continuing Education maintains a list of authorized sites and can help in finding an appropriate invigilator, but the student is ultimately responsible for making invigilation arrangements outside of the pre-authorized sites.

WITHDRAWN

4.4.4 2023-2024 ACADEMIC SCHEDULE

J. D’Arcy – S. Whalley

MOVED to approve the 2023-2024 Academic Schedule as presented in Appendix B of the Agenda.

No discussion.

CARRIED

4.5 DISCUSSION ITEM

J. D’Arcy led the discussion regarding the CCUAS Terms of Reference.

The Committee was unsure of what was being asked. It was recommended that the discussion be postponed until G. Sylvestre was present.

Other Business Arising

Long Service awards are being held on April 5 at the same time as the next CCUAS meeting. How many people will be in attendance at the awards? Should we cancel the meeting or reschedule? Will we have quorum? The Committee agreed that the meeting run as scheduled.

4 **Adjournment** – The meeting was adjourned at 2:30 p.m.