Council Committee on Undergraduate Admissions and Studies

Date: August 30, 2022
To: Council Committee on Undergraduate Admissions and Studies
From: Coby Stephenson on behalf of Professor Wes Pearce, Chair
Re: Meeting of Tuesday, September 6, 2022

A meeting of the Council Committee on Undergraduate Admissions and Studies is scheduled for Tuesday, September 6, 2022, 1:30 p.m. - 3:30 p.m. via web conferencing (Zoom). The Zoom details were included in the GroupWise appointment invitation and provided in the distribution email.

AGENDA

1. Approval of the Agenda

2. Approval of the Minutes of Meeting June 6, 2022 - circulated with the Agenda

3. Business Arising from the Minutes
   3.1 CCUAS Term of Reference

4. Reports from Faculties and Academic Units
   4.1 Registrar’s Office

5. Adjournment
3. BUSINESS ARISING FROM THE MINUTES

3.1. CCUAS TERMS OF REFERENCE REVISION DISCUSSION

At the May 3, 2022 meeting, the CCUAS Terms of Reference was discussed. At the conclusion of the discussion the Committee recommended that a proposed revision to the current Terms of Reference be brought forward at a later meeting. The points raised at the May meeting were taken into consideration. Please review the current Terms of Reference and the proposed Terms of Reference below.

CURRENT
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES
TERMS OF REFERENCE

Purpose: Responsible for advising Council on undergraduate academic programs, policy, regulations, and standards.

Membership: 3 elected members of Council recommended by the Nominating Committee of Council and approved by Executive of Council (1 member will be replaced each year, there will be no more than one from each faculty, and one of these members will be elected at the first meeting in the new academic year to act as Chair). This member will also be a member of the Council Committee on Student Appeals.
2 undergraduate students appointed by the Students’ Union from the student members of Council
1 designate from each Federated College named by the Federated College
The Director of the Centre for Continuing Education (or designate)
The Associate Dean responsible for undergraduate academic affairs (or designate) from each undergraduate faculty

Ex Officio: President
University Secretary
Associate Vice-President (Student Affairs)
Registrar
Director (Enrolment Services)
Associate Director (UR International)

Resources: Registrar’s Office

Roles and Responsibilities:
Note: All new, or substantially revised, undergraduate academic programs, policy, regulations and standards will normally first be considered by the Council Committee on Budget.

1. To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programs to Executive of Council.
2. To recommend proposals for new, revised, and deleted undergraduate academic policies and standards to Executive of Council.
3. To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
4. To receive for information new, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.
PROPOSED
COUNCIL COMMITTEE ON UNDERGRADUATE ADMISSIONS AND STUDIES
TERMS OF REFERENCE

Purpose: Responsible for advising Council on undergraduate academic programs, policy, regulations, and standards.

Membership: Three elected members of Council
Ex Officio: University Secretary
Registrar
Director (Enrolment Services)
Director (UR International)
Each Faculty’s Associate Dean (Undergraduate)
Director, Centre for Continuing Education (or designate)

Appointed: Each Federated College’s Designate
Two undergraduate students appointed by the Students’ Union, who need not be members of Council

Resources: Registrar’s Office
Enrolment Services (Domestic)
Enrolment Services (International)

Chair: Normally an elected member of Council serving their third year and will serve a two-year term as Chair of the Committee. The Chair of the Committee will be required to attend Executive of Council each month to present CCUAS motions for approval. The Chair is also a member of the Council Committee on Student Appeals.

Term: Appointed and elected members’ terms run for four years, except for the undergraduate student representatives whose terms are for one year.

Roles and Responsibilities:

1. To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programs (excluding non-credit microcredentials) to Executive of Council.
2. To recommend proposals for new, revised, and deleted undergraduate academic policies, regulations, and standards to Executive of Council.
3. To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
4. To receive for information new, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.

End of Motion

Commented [s1]: Membership cleaned up to remove: President
Associate Vice-President (Student Affairs)
Membership listing revised to provide better clarity on who is ex officio and appointed.

Commented [s2]: Previously students were required to be members of Council. In order to allow more students the opportunity to be appointed to this Committee, this was removed.

Commented [s3]: Added enrolment services to the resource list as they regularly attend meetings as guests.

Commented [s4]: At the May CCUAS meeting, there was little appetite to change the Chair to the Registrar. Instead, it was suggested to have the Chair serve for 2 years as opposed to 1.

Commented [s5]: Changed term to 4 years. This follows what CCR recently did. Will provide greater consistency with the Chair.

Commented [s6]: This was added in to ensure that non-credit microcredentials are not included in CCUAS' scope.
4. REPORTS FROM FACULTIES AND OTHER ACADEMIC UNITS

4.1. REGISTRAR’S OFFICE

4.1.1. ADDITION TO DEAN’S HONOURS LIST REGULATION

**MOTION:** That the following revision be made to the Dean’s Honours List in the Academic Regulations section of the Undergraduate Academic Calendar, **effective 202320.**

Dean’s Honours List (page 62 of 2022-23 U of R UG Calendar)
Students who obtain high standing in a term’s course work may receive the designation of “Dean’s Honours List” for that term on their official transcript. For this purpose, high standing is defined by the University as a TGPA of at least 85.00% on at least 12 credit hours of numerically graded courses on which the TGPA is calculated. Courses that are completed externally to the U of R are not eligible for inclusion in the minimum credit hour requirement. Some exceptions to this regulation can be found in the table below.

Students who are enrolled in two programs concurrently will be eligible for inclusion on the Dean’s Honours List in both programs.

**A student will not receive the designation “Dean’s Honours List” in any term where the student has an academic misconduct notation including XF, suspension or expulsion**

**Rationale:** Albeit rare, the Registrar’s Office has encountered situations where a student is being awarded the designation “Dean’s Honours List” in addition to a notation of academic misconduct, but because there is no regulation that prohibits this, the designation has been awarded.

End of Report from the Registrar’s Office

5. Adjournment