



Council Committee on Undergraduate Admissions and Studies

Approved Meeting Minutes of
November 2, 2023
10:00 a.m.

Location: AH 527/Zoom

Members Present: Taehan Bae, John Barden, Michael Cappello, Darlene Chalmers, James D’Arcy, Naomi Deren, Sophie Gaudet, Fidji Gendron, Leanne Groeneveld, Susan Johnston, Paul Laforge, Karen Lehmann, Robin Markel, Jacob Muthu (Chair), Yaya Siggins, Toby Sperlich, Glenys Sylvestre

Regrets: John Smith, Richard Manzon, Scott Wilson

Observers: Tatum Cruise, Barb Elich, Janelle Richardson

Recorder: Coby Stephenson

The meeting was called to order at 10:05 a.m. by J. Muthu.

1. Approval of the Agenda

S. Johnston – T. Sperlich

CARRIED

2. Approval of the Minutes – Meeting October 5, 2023

M. Cappello – T. Sperlich

CARRIED

3. Business arising from the Minutes – No discussion.

4. Reports from Faculties and Academic Units

4.1. Faculty of Engineering and Applied Science

P. Laforge presented the item for information about the Energy System Engineering Program on behalf of the Faculty of Engineering and Applied Science.

No discussion.

4.2. Faculty of Kinesiology and Health Studies

J. Barden presented the item for discussion about in-person final exam policy for online courses on behalf of the Faculty of Kinesiology and Health Studies.

J. Barden provided an overview of the materials presented on p. 3 of the Agenda.

KHS would like to have a new regulation for in-person final exams for remote classes in time for spring/summer term.

KHS has gathered a list of invigilation centres in Saskatchewan via Athabasca University.

Isn't the regulation: Remote courses need to have remote exams? Yes, or not with permission from the Dean. When the final exam regulation was created, it was within the context of the pandemic when lock-down was in effect and students were unable to travel. We didn't want a student having to fly in from Vancouver to write the exam. The exam regulations will need to be reviewed.

What is meant by "The exam can be written at any authorized exam centre that meets the student's schedule and needs?" Shouldn't exams at the invigilation centres be at the same time as the in-person exam? Exams would be written through UR Courses and invigilated in person. Paper exams would be for the larger on-campus exams. It would be difficult to manage laptops for in-person finals.

Faculty of Nursing is also looking into this matter. Members appreciated the work KHS has put into this. Would it make sense to have an institution-wide policy instead of faculty-based? This way students have the same expectation for every class?

What about out of province or out of country students? Small # of cases. Proctor Track level 4 is effective if there is time to review the footage. Seen this come up in appeals. Instead of being specific to 60 km could it say something like all finals are in person, exceptions at the discretion of the dean?

If students are able to attend classes in person for other classes, then they should be able to attend exams in person for the online exam. There could be other reasons besides distance that a student cannot attend an exam in person. For example: High anxiety, or flying home for a funeral. We have a mechanism for test accommodations and we have a mechanism for exam deferrals.

Maybe cap online course offerings and class sizes to help manage the online invigilation process? CCE used to manage distance invigilation. Would the student be responsible for the costs of external invigilation?

4.3. Faculty of Media, Art, and Performance

S. Johnston present the report on behalf of the Faculty of Media, Art, and Performance.

4.3.1. The Faculty of Media, Art, and Performance and the Pathway Program

S. Johnston – T. Sperlich

MOVED to remove the Faculty of Media, Art, and Performance from the Pathway Program, **effective immediately.**

As stated in the agenda, the Faculty of Media, Art, and Performance never approved to have students admitted through this program. S. Johnston emphasized that the faculty does not have the resources to work with students below the direct admission average.

CARRIED

4.4. Centre for Continuing Education

R. Markel presented the report on behalf of the Centre for Continuing Education.

4.4.1. Revisions to the Advanced Certificate in Local Government Administration

R. Markel – T. Sperlich

MOVED to amend the GES/ECON requirements for the Advanced Certificate in Local Government Administration as outlined on p. 5 of the Agenda, **effective 202430.**

To remove the specific course list, how will students know which topics are relevant to the certificate? Career and Professional Development Division and the LGA Advisory Committee approve the elective courses, could the 6 credit hours at the 200-level be included in the electives note?

Why is history specifically Canadian history? Is the expectation that the other topics must be Canadian, as well?

The Mover will take these questions back to the LGA Advisory Committee.

WITHDRAWN

4.4.2.Revision to CCE Post-Secondary Admissions

R. Markel – M. Cappello

MOVED to change the admission requirements for applicants based on post-secondary admission criteria as outline on p 6 of the Agenda, **effective 202420.**

To have a min. AGPA of 60% of the most recent 15 credit hours will be more indicative of their abilities. If the last 15 credit hours don't make the AGAP 60%, then the whole 24 credit hours will be considered. There is always room for discretion.

When students want to transfer from CCE into another faculty, U of R courses will be used to determine if they are eligible to be admitted to that faculty.

CARRIED

5. Adjournment – 10:47 a.m.