



Council Committee on Undergraduate Admissions and Studies

Approved Meeting Minutes of
February 1, 2024
10:00 a.m.

Location: AH 527/Zoom

Members Present: Michael Cappello, Darlene Chalmers, James D’Arcy, Naomi Deren, Sophie Gaudet, Fidji Gendron, Leanne Groeneveld, Susan Johnston, Karen Lehmann, Robin Markel, Richard Manzon, Emily McNair, Jacob Muthu (Chair), Yvonne Petry, Harold Riemer, Yaya Siggins, Michelle Stewart, Glenys Sylvestre

Regrets: Taehan Bae, John Barden, Paul Laforge, John Smith, Toby Sperlich

Guest: Paul Bruno

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

Recorder: Coby Stephenson

The meeting was called to order at 10:03 a.m. by J. Muthu.

1. Approval of the Agenda

J. D’Arcy – S. Johnston

CARRIED

2. Approval of the Minutes – Meeting January 4, 2024

G. Sylvestre – S. Johnston

There is a typo in 4.2 of the minutes. The word should be “received” and not “receive.”

CARRIED

3. Business arising from the Minutes – no discussion.

4. Reports from Faculties and Academic Units

4.1. Faculty of Education

4.1.1. Program Revision – Physical Education Major, Physical Education Major (BEAD), and the Secondary BEd/BKin Joint Program

M. Cappello – K. Lehman

MOVED that the EFLD 060 (PLACE) (0) requirement be removed from the following programs: Secondary BEd Program Physical Education Major (EPE) (120 Credit Hours), Secondary BEd After Degree (BEAD) Program Physical Education Major (EPE) (60 credit hours), and Secondary BEd/BKin Joint Program Physical Education Major/Physical Literacy Major (150 Credit Hours), **effective 202430**.

No discussion.

CARRIED

The remainder of the report was received as items for information.

4.2. Faculty of Media, Art, and Performance

4.2.1. Revision to Minor in Creative Technologies

S. Johnston – N. Deren

MOVED to revise the Minor in Creative Technologies as indicated in the template on p. 5 of the Agenda, **effective 202520**.

No discussion.

CARRIED

4.2.2. Revision to the BA in Creative Technologies

S. Johnston – M. Stewart

MOVED to revise the BA in Creative Technologies as indicated in the template on pp. 6-7 of the Agenda, **effective 202520**.

No discussion.

CARRIED

4.2.3. Revision to the BFA in Creative Technologies

S. Johnston – M. Stewart

MOVED to remove 3 credit hours from Open Electives and add CTCH 209/DES 209 Fundamentals of Creative Practice to the BFA in Creative Technologies as indicated in the template on pp. 7-8 of the Agenda, **effective 202520**.

No discussion.

CARRIED

4.2.4. Addition to the Admission Requirements for the BFA in Devised Performance & Theatre Creation and the BA in Drama & Theatre Studies

S. Johnston – M. Stewart

MOVED to implement an interview and letter of intent as entrance requirements for students coming into the BFA in Devised Performance & Theatre Creation and the BA in Drama & Theatre Studies. The letter of intent may be written or take the form of a video recording of the applicant discussing their intent in applying to our program(s), **effective 202520**.

There is a great variation of experience post-pandemic; some applicants don't understand the commitment with a cohort group. We feel it's necessary that the expectations and level of commitment are discussed with the applicant at the beginning of the admission process. Is this addition because of capacity? No, we are still building the program; only second year of delivery. Last year we had 14, but we have room for a maximum of 20 students.

In regard to process, what is going to appear in the calendar? A note will be included indicating that it is a competitive admissions process. It was recommended to not specify seat capacity in the calendar.

The admission section of the calendar entry will be included in the E of C report.

CARRIED

The remainder of the report was presented as items for information.

4.3. Registrar's Office

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

4.3.1. Concurrent and Subsequent Credential Regulation

J. D'Arcy – N. Deren

MOVED to approve the calendar regulation changes to the Awarding of Concurrent and Additional Degrees, Diplomas, and Certificates as presented on pp. 10-14 of the Agenda, **effective 202420**.

A transfer credit policy will be discussed in the future.

CARRIED

4.3.2. Exam Regulations

J. D'Arcy – M. Stewart

MOVED to approve the revisions to the Exam regulations in the Undergraduate Calendar as presented in the amendment email (attached to the Minutes), **effective 202430**.

The discussion included the following:

P. Bruno presented his findings about examination invigilation for remotely-delivered courses (Appendix I of the Agenda).

A concern was raised by La Cité. They would like their invigilators fluent in French for La Cité exams. J. D'Arcy will adjust the regulation to state invigilators will be fluent in the language of the course.

Clarification was sought: Can instructors still have online exams or is it mandatory to have in-person final exams? Instructors can still have online exams. When is the deadline for take-home exams? Use the scheduled exam date as the due date.

Stating that an in-person exam is to be held on University of Regina campus gives the impression that it has to occur on Regina's main campus. What about Saskatoon or PA campuses? RO will adjust the wording to include federated college campuses.

A concern was raised about the point that there should be no other person in the room while taking an online exam. This may not be feasible for some people such as parents with young children. Those students should be treating the exam as though they were writing in person and arrange childcare. It's harder to tighten the regulation after it's published, but easier to be flexible. Students should talk to instructors about these types of situations.

It was asked if the table of exam types will no longer appear in the calendar. Correct. What is the effective date for these changes? 202420 because it does not have to go to Senate.

What can an invigilator do if cheating is suspected during in-person exams? For example, is the instructor permitted to remove a phone? Yes. Electronic devices are not permitted in the exam, unless stated otherwise. What if they refuse to hand over their phone? Then they are creating a disruption in the exam room. Give a warning if they are creating a disruption. Second time, report it. Could an invigilator record the cheating with their phone? G. Sylvester will double check to see if that video would be admissible.

Students suspected of cheating should complete the exam. The invigilator will make a note on the exam booklet and report the incident.

RO will resurrect the invigilator training.

Rotating relief is needed in case a person is being disruptive during an exam or for washroom breaks. Add more invigilators. One invigilator to 30 students; grad students hired. Additional funds are needed for more invigilators.

Based on the feedback, the Registrar will make a couple adjustments to the Exam regulation to be included in the report to Executive of Council.

CARRIED

5. Adjournment – 11:10 a.m.