

March 22, 2018

TO: Members of Undergraduate Council

FROM: Christi Garneau
University Secretary and Privacy Officer

RE: **Notice of Meeting**

The next meeting of Undergraduate Council will be held on **Tuesday, March 27, 2018 at 2:30 p.m., in the Council Room, Gilmour Hall (GH 111)**. The items of business to be discussed are outlined on the agenda provided with this meeting notice.

Should you be unable to attend the meeting, please notify the University Secretariat at extension 24337 or e-mail univsec@mcmaster.ca

McMaster University
UNDERGRADUATE COUNCIL
Tuesday, March 27, 2018 at 2:30 p.m.
in the Council Room (GH 111)

A G E N D A

- I MINUTES of the meeting of November 14, 2017, December 5, 2017 (forthcoming) and February 27, 2018, 2018 (attached – for approval) *pg. 3*
- II BUSINESS ARISING
- i. Proposed Next Steps for Undergraduate Council Ad Hoc Committees *pg. 7*
- Motion:**
That Undergraduate Council prioritize the creation of an Ad Hoc Committee on Deferred Examinations, to undertake its work over the 2018-19 year, and make recommendations to Undergraduate Council no later than April 30, 2019.
- III CHAIR’S REMARKS
- IV REPORT FROM THE CURRICULUM AND ADMISSIONS COMMITTEE (attached – for approval) *pg. 8*
- i. Addenda to Curriculum Revisions for the 2018-2019 Undergraduate Calendar
- a. Faculty of Health Sciences
- b. Faculty of Science
- Motion:**
That Undergraduate Council approve addenda to curriculum revisions for inclusion in the 2018-19 Undergraduate Calendar, as recommended by the Faculties of Health Sciences and Science, as circulated.
- V REPORT FROM THE AWARDS COMMITTEE (attached – for approval) *pg. 11*
- For Approval
- i. Proposed New Awards
- Motion:**
That Undergraduate Council approve the new awards, academic grants, and bursaries as circulated.
- ii. Changes to Terms of Awards
- Motion:**
That Undergraduate Council approve the changes to terms of awards as circulated.

For Information

iii. Award Value Changes

VI 2018-19 SESSIONAL DATES (attached – for approval)

pg. 17

Motion:

That Undergraduate Council approve the 2018-19 Sessional Dates as circulated.

VI OTHER BUSINESS

March 19, 2018

TO: Undergraduate Council

FROM: Dr. Susan Searls-Giroux
Chair, Undergraduate Council and Vice-Provost (Faculty)

RE: **Proposed Next Steps for Undergraduate Council Ad Hoc Committees**

At its meeting on November 14, 2017, Undergraduate Council approved a motion to temporarily pause the work of the Ad Hoc Committee on a Major and Two Minors Pathway (M2M), effective immediately, and agreed that it would revisit this decision no later than April 30, 2018. As this deadline is approaching, the Joint Arts and Science Committee (JASC) recently met to discuss next steps.

JASC recognized that while the M2M arose out of the Committee on Programming in the Arts and Sciences Faculties (PASF) recommendations, it has become apparent that this initiative is no longer the highest priority among stakeholders. Accordingly, JASC proposed prioritizing the Ad Hoc Committee on Deferred Examinations because this impacts a broader number of students and is widely supported by the Faculty Offices and incoming McMaster Student Union leaders.

If Undergraduate Council supports this reprioritization of ad hoc committee work, the M2M Ad Hoc Committee, as well as committees on non-McMaster credentials and three-year degrees, will remain on the work plan and be revisited upon conclusion of the deferred examinations work. The University Secretariat will develop proposed terms of reference and membership for an Ad Hoc Committee on Deferred Examinations for approval in September.

Motion:

That Undergraduate Council prioritize the creation of an Ad Hoc Committee on Deferred Examinations, to undertake its work over the 2018-19 year, and make recommendations to Undergraduate Council no later than April 30, 2019.

**REPORT TO UNDERGRADUATE COUNCIL
FROM THE
UNDERGRADUATE COUNCIL CURRICULUM AND ADMISSIONS COMMITTEE**

FOR APPROVAL

**ADDENDA TO CURRICULUM REVISIONS FOR INCLUSION IN THE 2018-2019
UNDERGRADUATE CALENDAR**

By electronic vote from March 8 to March 13, 2018, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, curriculum revisions for inclusion in the *2018- 2019 Undergraduate Calendar*.

Faculty of Health Sciences

Faculty of Sciences

The Curriculum and Admissions Committee now recommends,

That Undergraduate Council approve addenda to curriculum revisions for inclusion in the 2018-19 Undergraduate Calendar, as recommended by the Faculties of Health Sciences and Science, as circulated.

FACULTY OF HEALTH SCIENCES

Addendum to the Report to Undergraduate Council (Curriculum & Admissions Committee) for Changes to the 2018-2019 Undergraduate Calendar

Bachelor of Health Sciences (Honours) Program

CHANGES TO EXISTING COURSES:

HTHSCI 2G03 – Epidemiology

3 unit(s)

This course will introduce students to measures of health, standard epidemiologic study designs and measures of association. Students will also examine crucial issues in the design and analysis of epidemiologic studies. The course will conclude with specialized topics.

Two lectures, one tutorial; one term

Prerequisite(s): Registration in Level II or above

Antirequisite(s): LIFESCI 3G03

Rationale: The content of LIFESCI 3G03 is substantively similar to warrant an antirequisite; this is reciprocal with the Life Sciences offering.

FACULTY OF SCIENCE

ADENDUM

TO THE REPORT TO UNDERGRADUATE COUNCIL, CURRICULUM AND ADMISSIONS COMMITTEE

FOR CHANGES TO THE 2017-2018 UNDERGRADUATE CALENDAR

School of Interdisciplinary Sciences

NEW COURSE:

LIFESCI 3G03 - Introduction to Epidemiology

3 unit(s)

Basic principles of epidemiology, including clinical study design, measures of disease risk and mortality, diagnostic test characteristics and applications to public health.

Prerequisite(s): Registration in Level III of an Honours Life Sciences program.

Antirequisite(s): **HTHSCI 2G03**

Not open to students who completed LIFESCI 3Z03, if the topic was Introduction to Epidemiology.

- Capacity 70
- LSP: 100%

Justification:

The content of HTHSCI 2G03 is substantively similar to warrant an antirequisite. This will be reciprocated on the Health Sciences offering.

REPORT TO UNDERGRADUATE COUNCIL FROM THE UNDERGRADUATE COUNCIL AWARDS COMMITTEE

FOR APPROVAL

I Proposed New Awards

At its March 6, 2018 meeting the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council:

- i. *In Course and Renewal Awards*
The Leo Seto Scholarship
The George H. Stedman Estate Foundation Scholarship
- ii. *In Course and Renewal Academic Grants*
The Donald H.L. Bannerman Academic Grant
The Cynthia and Ruth Gold Academic Grant
The Utter Morris 90th Anniversary Academic Grant
- iii. *New Bursaries*
The Kitsy Fraser Bursary
The Susan and Brian Hassall Bursary
The James Wilson Houston & Jacklyn Houston Bursary
The John and Mary McCarthy Bursary
The Molson C. Cain Medical Bursary
The Dr. Adrian Park Medical Bursary

The Undergraduate Council Awards Committee now recommends,

that Undergraduate Council approve the new awards, academic grants, and bursaries as circulated.

II Changes to Terms of Awards

At its March 6, 2018 meeting the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council:

- The Ashbaugh Scholarships
- The Maqbool Aziz Memorial Scholarship
- The Helen M. Currey Scholarship
- The George and Nora Elwin Scholarships
- The Cathryn E. Kaake Merit Award
- The Raymond C. Labarge Merit Awards
- The Lillian and Leroy Page Awards

The Adam Sudar Printmaking Community Contribution Award
The University Prizes for Special Achievement

The Undergraduate Council Awards Committee now recommends,

that Undergraduate Council approve the changes to terms of awards as circulated.

FOR INFORMATION

III Award Value Changes

Also at the same meeting, the Awards Committee received, for information, award value changes.

PROPOSED NEW AWARDS FOR APPROVAL

In-Course and Renewal Awards

The Leo Seto Scholarship

Established in 2017 by Leo Seto, B.Eng.Mgt. (Class of '87) and M.Eng. (Class of '90). To be awarded to a student who has completed Level II or above of an Engineering Physics program with a high average.

Value: \$1,000

The George H. Stedman Estate Foundation Scholarship

Established in 2017 by The George H. Stedman Estate Foundation. To be awarded to undergraduate students enrolled in any program who have attained a high average.

Value: \$1,000

In-Course and Renewal Academic Grants

The Donald H.L. Bannerman Academic Grant

Established in 2017 in honour of Donald Bannerman, B.A. (Class of '69). To be awarded to a student enrolled in a Communication Studies or Multimedia program who attained a high average and demonstrates financial need.

Value: \$1,000

The Cynthia and Ruth Gould Academic Grant

Established in 2016 by I. David Gould, (Class of 1962), and his wife Ruth Gould as a tribute to Cynthia, their daughter. To be awarded to a student enrolled in the Faculty of Health Sciences who attains a high average and demonstrates financial need.

Value: \$1,000

The Utter Morris 90th Anniversary Academic Grant

Established in 2017 by Utter Morris Insurance Brokers of Burlington, Ontario, in celebration of 90 years of leadership and commitment to improving both itself and its community. To be awarded to a student enrolled in any program who attains a high average and demonstrates financial need.

Value: \$1,000

CHANGES TO AWARD TERMS FOR APPROVAL

The Ashbaugh Scholarships

Established in 1989 by bequest of Frederick K. Ashbaugh of St. Petersburg, Florida, in memory of Mary Eliza Kingston. A variable number of scholarships to be awarded to students entering any program of study.

The Maqbool Aziz Memorial Scholarship

Established in 2001 by family, friends and colleagues in memory of Maqbool Aziz, Professor of English from 1969 to 2000. To be awarded to a student in an English program who attains the highest grade in ENGLISH 2106

A/B (Modern British Literature) ENGLISH 2LB3-Twentieth and Twenty-First Century British Literature and Film.

The Helen M. Currey Scholarship

Established in 1941 by bequest of Helen Maud Currey of Drumbo, Ontario. A variable number of scholarships to be awarded to students entering any program of study. To be awarded every four years.

The George and Nora Elwin Scholarships

Established in 1979 by bequest of George and Nora Elwin of Hamilton. A variable number of scholarships to be awarded to students entering any program of study.

The Cathryn E. Kaake Merit Award

Established in 1988 in memory of Cathryn E. Kaake (Class of '78) by family and friends. A variable number of scholarships to be awarded to students entering any program of study.

The Raymond C. Labarge Merit Awards

Established in 1990 in memory of Raymond C. Labarge (Class of '36) of Ottawa. A variable number of scholarships to be awarded to students entering any program of study.

The Lillian and Leroy Page Scholarship

Established in 1982 by donation of the Lillian and Leroy Page Foundation. For a student from the Hamilton area entering the Faculty of Science.

The Leslie A. Prince Merit Awards

Established in 1979 in honour of Leslie A. Prince, Dean of Students, by his friends and colleagues upon the occasion of his retirement and in recognition of his outstanding contribution to the University community. Two to be awarded to students entering any program of study.

The Adam Sudar Printmaking Community Contribution Award

Established in 1997 in memory of Adam Sudar by his friends, this award fund will be used to assist. To be awarded to students entering Level III or IV of the Honours Art Program at McMaster who, in the judgment of the selection committee, have demonstrated outstanding achievement or promise in the area of printmaking, and who have contributed significantly to the School's cultural presentations within the community.

The University Prizes for Special Achievement

Established in 1973. Two prizes to be awarded in each Faculty and other academic units to individual students or to students involved in group projects who exhibit exceptional skill and originality in a creative project (such as an essay, poem, sculpture, mathematical or scientific problem, engineering design) or a related series of such projects.

PROPOSED NEW BURSARIES FOR APPROVAL

The Kitsy Fraser Bursary

Established in 2017 by Kitsy (Potter) Fraser (Class of '61) to support students independent of their academic achievements. To be granted to students enrolled in the Faculty of Social Sciences who demonstrate financial need.

The Susan and Brian Hassall Bursary

Established in 2017 by Susan (Class of '98) and Brian (Class of '79 and '83) Hassall. To be awarded to students enrolled in the Faculty of Social Sciences who demonstrate financial need. Preference given to students in a

Labour Studies program.

The James Wilson Houston & Jacklyn Houston Bursary

Established in 2017, in honour of McMaster alumni James Wilson Houston & Jacklyn Houston. To be awarded to a student who demonstrates financial need and is registered in a Science Program.

The John and Mary McCarthy Bursary

Established in 2017 by John McCarthy, B.A. (Class of '75) and his wife, Mary McCarthy, B.A. (Class of '91) to honour their belief that education should be accessible to everyone. To be granted to students enrolled in the Faculty of Social Sciences, who demonstrate financial need.

Submitted by the Faculty of Health Sciences

The Molson C. Cain Medical Bursary

Established in 2017 by the estate of Molson C. Cain. To be granted to students enrolled in the Michael G. DeGroote School of Medicine at McMaster University who demonstrate financial need.

The Dr. Adrian Park Medical Bursary

Established in 2018 by Dr. Adrian Park, MD (Class of '87). To be granted to students in the Michael G. DeGroote School of Medicine who demonstrate financial need and an interest in a career in surgery. Preference will be given to students with an interest in mission-based surgery.

In-Course Awards, Academic Grants and Bursaries Removed from the Undergraduate Calendar for Approval

The Binney Family Academic Grant

The Hamilton Utilities Corporation Award

The Dorsa Rohani Bursary

Bursaries Removed from the Undergraduate Calendar for Approval - Submitted by the Faculty of Health Sciences

The Ripley Bursary

FOR INFORMATION

AWARD VALUE CHANGES

The Nellie P. Hogg Scholarship

~~\$1,000~~ \$2,500

The Class of 1952 Mel Hawkrigg Honour Awards

~~\$750~~ \$1000

The Class of 1956 50th Anniversary Entrance Scholarships

~~\$750~~ \$1000

The Hatch Scholarships

~~\$48,000 each (\$12,000 per year)~~ \$32,000 each (\$8,000 per year)

During the implementation of Mosaic in 2014, there were mass wording changes made to the 2014/15 Undergraduate Calendar. This resulted in the word "entering" being changed to "enrolled" on all award terms. Entrance Award terms should have remained as "entering". We will be restoring Entrance Award terms to the original wording of "entering" in

the 2018/19 calendar to ensure Entrance Awards continue to be awarded based on the donor's intent.

McMASTER UNIVERSITY: SESSIONAL DATES 2019-2020

Fall and Winter Terms 2019-2020

	Fall Term (62 days)	Winter Term (62 days)	Courses Spanning both Terms (124 days)
Enrolment begins	<i>To be announced</i>		
Classes begin	Tuesday, September 3	Monday, January 6*	Tuesday, September 3
Last day for enrolment and course changes	Wednesday, September 11	Tuesday, January 14	Wednesday, September 11
Mid-Term Recess(es)	Monday, October 14 to Sunday, October 20	Monday, February 17 to Sunday, February 23	Monday, October 14 to Sunday, October 20 and, Monday, February 17 to Sunday, February 23
Last day for withdrawing from courses without failure by default	Friday, November 8	Friday, March 13	Friday, March 13
Good Friday: No classes or examinations	--	Friday, April 10	Friday, April 10
Test and Examination Restriction	Thursday, November 28 to Thursday, December 5	Thursday, April 2 to Saturday, April 11	Thursday, April 2 to Saturday, April 11
Classes end	Wednesday, December 4	Tuesday, April 7	Tuesday, April 7
Mid-Term Tests Level (I)	--	--	Friday, December 6 to Thursday, December 19
Final Examinations	Friday, December 6 to Thursday, December 19	Monday, April 13 to Tuesday, April 28	Monday, April 13 to Tuesday, April 28
Deferred examinations	Tuesday, February 18 to Friday, February 21	Monday June 22 to Thursday June 25	Monday June 22 to Thursday June 25

*The University re-opens on Thursday, January 2, 2020 after the December holidays; classes begin January 6.

2020 Spring/Summer Term

	Spring Session (34 days)	Summer Session (33 days)	Full-Term Courses (67 days)
Classes begin	Monday, May 4	Monday, June 22	Monday, May 4
Last day for enrolment and course changes	Monday, May 11	Monday, June 29	Monday, May 11
Victoria Day: No classes	Monday, May 18	--	Monday, May 18
Canada Day: No classes	--	Wednesday, July 1	Wednesday, July 1
Last day withdrawing from courses without failure by default	Wednesday, June 3	Wednesday, July 22	Wednesday, July 22
Civic Holiday: No classes	--	Monday, August 3	Monday, August 3
Classes end	Friday, June 19	Friday, August 7	Friday, August 7
Final Examinations	<i>As arranged by instructor in class time</i>		
Deferred Examinations	Tuesday October 13 to Friday, October 16, 2020		