

**McMaster University
UNDERGRADUATE COUNCIL**

**Tuesday, September 24, 2019 at 2:30 p.m.
in the Council Room (GH 111)**

PRESENT: Dr. K. Dej (Chair), Dr. T. Carter, Dr. C. Churchill, Dr. S. Corner, Dr. R. da Silva, Dr. J. Donaldson, Dr. M. Farquharson, Ms J. Gut, Dr. S. Hranilovic, Dr. S. McCracken, Ms. M. Paglialunga, Ms. M. Pool, Dr. T. Prowse, Ms L. Wice, Dr. J. Wilson, Ms C. Zhang
Mr. T. Paul (Governance Coordinator), Ms M. Zheng (Associate University Secretary)

INVITED: Mr. B. Coburn, Ms A. Gullage, Ms L. Giordano, Ms J. Osterman, Ms N. Salano, Ms T. Sullivan, Ms M. White

REGRETS: Dr. L. Carter, Ms C. Chen, Dr. R. Chen, Ms V. Lewis, Dr. E. Mohammad, Dr. A. Neville, Ms T. Palmer, Ms R. Ramentheran, Mr. S. Van Koughnett

1 MINUTES OF THE PREVIOUS MEETING – APRIL 16, 2019

The minutes of the April 16, 2019 meeting were approved as circulated.

2 BUSINESS ARISING

There was no business arising.

3 CHAIR'S REMARKS

Dr. Dej welcomed members to the September meeting of Undergraduate Council.

4 ELECTION OF THE UNDERGRADUATE COUNCIL VICE CHAIR

Nominations for the position of Vice-Chair of Undergraduate Council were called for. Dr. da Silva nominated herself. As no additional nominations were put forward, Dr. da Silva was declared elected by acclamation.

5 REPORT FROM THE EXECUTIVE COMMITTEE

a. Undergraduate Council Committee Assignments (2019-2020)

Dr. Dej provided an overview of the circulated material, explaining that Undergraduate Council is being asked to ratify the Executive Committee's decision to approve the circulated Committee Assignments for the 2019-2020 academic session.

It was duly moved and seconded,

that Undergraduate Council ratify the Executive Committee's decision to approve the 2019-2020 Undergraduate Council Committee Assignments, as set out in the attached.

The motion was **carried**.

6 REPORT FROM THE AWARDS COMMITTEE

For Approval

- a. New Awards**
- b. New Bursaries**
- c. Changes to Award Terms**

Mr. Churchill, Chair of the Awards Committee, presented the circulated material.

It was duly moved and seconded,

that Undergraduate Council approve six new awards, five new bursaries, and changes to five awards terms, as set out in the attached.

The motion was **carried**.

For Information

- d. Award Name Changes**
- e. Award Value Changes**

The material was reported for information.

7 REPORT FROM THE CERTIFICATES & DIPLOMAS COMMITTEE

For Information

- a. Establishment of New Certificate of Completion Programs**
- b. Closure of Certificate of Completion Programs**

The material was reported for information.

8 LATE WITHDRAWAL POLICY

For Approval

a. Late Withdrawal Policy

Dr. Dej provided an overview of the proposed Late Withdrawal Policy. Members heard that the proposal outlines parameters for a late withdrawal option to assist students who have become irretrievably behind in a course. The Late Withdrawal (LWD) notation will be added to the Non-Numeric Grades and Notations chart within General Academic Regulations of the Undergraduate Calendar.

Members asked questions and discussed the proposed language. In response to a question, it was explained that students will be prohibited from re-enrolling in the withdrawn course(s) in the same term.

A member suggested that additional language be added to clarify that students may re-enroll in the courses(s) in a subsequent term. The Council discussed and agreed upon suitable language. It was noted that the proposed changes would be approved as amended at the meeting.

It was duly moved and seconded,

that Undergraduate Council approve, for recommendation to Senate, the addition of the *Late Withdrawal* section within the *General Academic Regulations* of the *2019-2020 Undergraduate Calendar*, as set out in the attached and amended at the meeting.

The motion was **carried**

9 OTHER BUSINESS

There being no other business, the meeting was adjourned at 2:59 p.m.