

**McMaster University  
UNDERGRADUATE COUNCIL**

**Tuesday, January 28, 2020 at 2:30 p.m.  
in the Council Room (GH 111)**

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**PRESENT:** Dr. K. Dej (Chair), Dr. L. Carter, Dr. R. Chen, Dr. C. Churchill, Dr. S. Corner, Dr. R. da Silva, Dr. J. Donaldson, Dr. M. Farquharson, Dr. S. Hranilovic, Dr. S. McCracken, Dr. E. Mohammad, Dr. A. Neville, Ms M. Pool, Dr. T. Prowse, Mr. S. Van Koughnett, Ms L. Wice, Dr. J. Wilson, Ms A. Thyret-Kidd (University Secretary), Ms M. Zheng (Associate University Secretary), Mr. T. Paul (Governance Coordinator)

**INVITED:** Mr. B. Coburn, Ms L. Giordano, Ms A. Gullage, Ms A. Jack, Ms J. Osterman, Ms N. Salano, Ms N. Thomas, Ms M. White

**REGRETS:** Dr. T. Carter, Ms C. Chen, Ms J. Gut, Ms V. Lewis, Ms T. Palmer, Ms R. Ramentheran, Ms C. Zhang

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**1 MINUTES OF THE PREVIOUS MEETING – DECEMBER 10, 2019**

The minutes of the December 10, 2019 meeting were approved as circulated.

**2 BUSINESS ARISING**

There was no business arising.

**3 CHAIR'S REMARKS**

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

**4 REPORT FROM THE AWARDS COMMITTEE**

Mr. Churchill provided members with an overview of the report from the Awards Committee.

**a. Terms of Award**

- i. Proposed New Awards**
- ii. Changes to Award Terms**
- iii. Proposed New Bursaries**
- iv. Awards Removed from the *Undergraduate Calendar***

It was duly moved and seconded,

**that the Undergraduate Council approve one new award, changes**

**to one award term, six new bursaries, and the removal of one award from the *Undergraduate Calendar*, as set out in the attached.**

The motion was *Carried*.

**b. Revisions for the 2020-2021 Undergraduate Calendar**

**i. Aid & Awards Revisions to the Undergraduate Calendar**

Members heard that most of the proposed revisions are of a housekeeping nature. It was explained that the revisions reflect the implementation of a new service model in the Office of the Registrar. Student facing services will be offered by the Office of the Registrar, while University and government aid/award processing will be managed by the Office of the Registrar, Aid & Awards.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, revisions to Student Financial Aid & Scholarships for inclusion in the 2020-2021 *Undergraduate Calendar*, as set out in the attached.**

The motion was *Carried*.

**5 REPORT FROM THE CERTIFICATES & DIPLOMAS COMMITTEE**

Dr. Prowse provided members with an overview of the report from the Certificates and Diplomas Committee.

**a. Establishment of New Certificate Programs**

**i. Concurrent Certificate in Geographic Information Science (GIS)**

Members heard that the proposed Certificate will provide students with an opportunity to focus their academic development and expertise in the area of geographic information science. The Certificate will serve to recognize that students have gained core knowledge in this area through their coursework.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Concurrent Certificate in**

**Geographic Information Science (GIS), as set out in the attached.**

The motion was *Carried*.

**ii. Concurrent Certificate in Urban Studies & Planning (USP)**

Members heard that the proposed Certificate will provide students with an opportunity to develop expertise in the related fields of urban geography.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Concurrent Certificate in Urban Studies & Planning (USP), as set out in the attached.**

The motion was *Carried*.

**b. Revisions to Certificate and Diploma Programs**

**i. Concurrent Certificate in Professional French**

It was explained that the proposed revision involves the inclusion of a note regarding French placement test availability. The revision addresses the issue of students being placed in the course appropriate to their linguistic ability.

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Concurrent Certificate in Professional French, as set out in the attached.**

The motion was *Carried*.

**ii. Concurrent Certificate in the Language of Medicine and Health**

Members heard that the proposed revision involves the removal of LINGUIST 1A03 from the list of prerequisite courses. It was explained that LINGUIST 1A03 is a prerequisite for LINGUIST 3F03 and therefore must already have been taken by students pursuing the Certificate.

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Concurrent Certificate in the Language of Medicine and Health, as set out in the attached.**

The motion was *Carried*.

**iii. Concurrent Ethics and Policy for Technological Innovation Certificate (EPTIC)**

Members heard that the proposed revisions aim to allow for greater flexibility in order to encompass all ethics projects related to the department.

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Concurrent Ethics and Policy for Technological Innovation Certificate (EPTIC), as set out in the attached.**

The motion was *Carried*.

**c. Revisions to Certificate of Completion Programs**

**i. Certificate of Completion in Project Management**

Dr. Prorowse reported, for information, revisions to the Certificate of Completion in Project Management.

**6 PROGRAM CLOSURE – MASTER OF DIVINITY (MDiv) AND MASTER OF THEOLOGICAL STUDIES (MTS)**

Ms Thomas, Vice-President, Enrolment Management and Marketing Registrar, McMaster Divinity College, provided members with an overview of the proposed program closures. Members heard that the proposed program closures are the result of a request from McMaster Divinity College (MDC) to have degrees or parchments for both programs exclusively awarded by MDC's Senate. No new students will be admitted into the MDiv and MTS programs beginning in September 2020.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the University Planning Committee, the closure of the *Master of Divinity* program, effective September 2020, as recommended by McMaster Divinity College, and set out in the attached.**

The motion was *Carried*

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the University Planning Committee, the closure of the *Master of Theological Studies* program, effective September 2020, as recommended by McMaster Divinity College, and set out in the attached.**

The motion was *Carried*.

## 7 RESEARCH PLAGIARISM CHECKING POLICY

Dr. Hranilovic addressed the circulated Research Plagiarism Checking Policy. Members heard that the proposed Policy was approved by Graduate Council at its January 21, 2020 meeting. In response to questions and comments, it was observed that the beginning of Section 16 of the Policy should be revised for clarity.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Research Plagiarism Checking Policy, as set out in the attached, and amended at the meeting.**

The motion was *Carried*.

## 8 OTHER BUSINESS

There being no other business, the meeting was adjourned at 2:53 p.m.