

**McMaster University  
UNDERGRADUATE COUNCIL**

**Tuesday, October 29, 2019 at 2:30 p.m.  
in the Council Room (GH 111)**

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**PRESENT:** Dr. K. Dej (Chair), Dr. L. Carter, Dr. T. Carter, Dr. C. Churchill, Ms C. Chen, Dr. S. Corner, Dr. R. da Silva, Dr. J. Donaldson, Dr. M. Farquharson, Ms J. Gut, Dr. S. Hranilovic, Ms V. Lewis, Dr. S. McCracken, Dr. E. Mohammad, Dr. A. Neville, 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 L. Giordano, Ms J. Osterman, Ms N. Salano, Ms T. Sullivan, Ms M. White

**REGRETS:** Dr. R. Chen, Ms T. Palmer, Ms R. Ramenthalan, Mr. S. Van Koughnett

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**1 MINUTES OF THE PREVIOUS MEETING – SEPTEMBER 24, 2019**

The minutes of the September 24, 2019 meeting were approved as circulated.

**2 BUSINESS ARISING**

There was no business arising.

**3 CHAIR'S REMARKS**

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

Dr. Dej provided members with an update on the Late Withdrawal Policy that was approved at Council's September 24, 2019 meeting. It was explained that the Policy was approved by Senate at its October 9, 2019 meeting. Members heard that a communication will be circulated to the University community in the coming weeks.

**4 REPORT FROM THE AWARDS COMMITTEE**

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

**a. New Awards, Changes to Award Terms, and Proposed New Bursaries**

It was duly moved and seconded,

**that the Undergraduate Council approve three new awards, changes to three award terms, and three new bursaries, as set out in the attached.**

The motion was *Carried*.

- b. **Travel and Exchange Scholarships**
- c. **2018-2019 Award Recipients Report**
- d. **2018 Award Summary Report**
- e. **Major University and External Awards Selection Committee**

The material was reported for information.

## 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 and Diploma Programs**

It was explained that on October 8, 2019, the Undergraduate Council Certificates and Diplomas Committee approved, for recommendation to Undergraduate Council, a proposal to establish the Associateship in Canadian Surety Bonding Certificate Program. The proposed Certificate will be offered in affiliation with the Surety Association of Canada. Details of the proposal are contained in Attachment I of the circulated report

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Associateship in Canadian Surety Bonding Certificate, as set out in the attached.**

The motion was *Carried*.

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

Members heard that there were minor revisions being proposed to the following Certificate and Diploma programs: Certificate in Applied Clinical Research, Essentials Program, Marketing Diploma, and the Certificate in Advanced Strategic Marketing Techniques.

There were no questions or comments from the Council.

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Certificate in Applied Clinical Research, as set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve a revision to the Essentials Program, as set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Marketing Diploma and the Certificate in Advanced Strategic Marketing Techniques, as set out in the attached.**

The motion was *Carried*.

## **6 RESEARCH PLAGIARISM CHECKING POLICY**

Dr. Thompson provided members with an overview of the draft Research Plagiarism Checking Policy document. It was explained that Graduate Studies was awarded funding to make improvements to McMaster's Academic Integrity Tools. The circulated proposal is intended to support the implementation of a plagiarism detection software tool for the University's research documents. It was noted that while the Policy is aimed at the work of graduate students, the Policy could also be applicable to the work of some undergraduate students.

A brief discussion ensued regarding the University's existing plagiarism checking tool, Turnitin. In response to a question, it was explained that Turnitin requires a licence be granted to the software vendor, which may prevent subsequent publication.

A question was raised regarding how the proposed Research Plagiarism Checking Policy could fit within the University's existing Research Integrity Policy. Mr. Thompson noted that he would consult with the University Secretariat to determine whether the two Policies should remain separate documents.

The final draft of the Policy will be brought forward for approval at a future Undergraduate Council meeting. Members were invited to submit comments and questions to the University Secretariat.

## **7 EXPERIENTIAL LEARNING – UPDATE & DISCUSSION**

Dr. Dej discussed the circulated material, explaining recent developments related to the provincial government's Strategic Mandate Agreement (SMA) 3 and outcomes-based funding model. Members heard that the University's funding will be measured against metrics and McMaster's historical performance. The circulated typology and definitions have been developed by the University and will be used to evaluate McMaster's performance in relation to the government's priorities in the area of skills

development and experiential learning. The University's academic programs and courses are currently in the process of being tagged with the circulated typology and definitions.

Undergraduate Council will be kept apprised of any developments in this area.

**8 OTHER BUSINESS**

There being no other business, the meeting was adjourned at 3:31 p.m.