

**McMaster University  
UNDERGRADUATE COUNCIL**

**Tuesday, March 3, 2020 at 2:30 p.m.  
in the Council Room (GH 111)**

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**PRESENT:** Dr. K. Dej (Chair), Dr. L. Carter, Ms C. Chen, Dr. R. Chen, Dr. C. Churchill, Dr. S. Corner, Dr. J. Donaldson, Dr. M. Farquharson, Ms J. Gut, Dr. S. Hranilovic, Dr. S. McCracken, Ms M. Pool, Dr. T. Prowse, Mr. S. Van Koughnett, Ms L. Wice, Dr. J. Wilson, Mr. T. Paul (Governance Coordinator)

**INVITED:** Ms L. Giordano, Dr A. Gullage, Ms R. Hamilton, Ms A. Jack, Ms T. Long, Ms J. Osterman, Ms N. Salano

**REGRETS:** Dr. T. Carter, Dr. R. da Silva, Dr. E. Mohammad, Dr. A. Neville, Ms V. Lewis, Ms T. Palmer, Ms R. Ramentheran, Ms C. Zhang

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**1. MINUTES OF PREVIOUS MEETING – JANUARY 28, 2020**

The minutes of the January 28, 2020 meeting were approved as circulated.

**2. BUSINESS ARISING**

There was no business arising.

**3. CHAIR'S REMARKS**

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

Dr. Dej provided members with an overview of the University's recent activities related to the COVID-19 pandemic. Members heard that a number of the University's contingency planning documents are in the process of being updated and will be circulated to the broader McMaster community. Several communications have been circulated to course instructors, including an overview of the resources available to support online course instruction. Members asked questions and discussed potential impacts to the University's operations. In response to a question, it was explained that the Office of the Registrar is exploring how to adapt current testing and examination processes. Undergraduate Council will be kept apprised of any developments.

**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. New Awards**
- ii. New Bursaries**

It was duly moved and seconded,

**that the Undergraduate Council approve two new awards and four new bursaries, as set out in the attached.**

The motion was *Carried*.

- iii. Award Name Change**

The Council received, for information, one Award Name Change.

**5. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE**

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

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

- i. McMaster English Language Development (MELD) Diploma**

Members heard that the proposed revisions aim to better reflect the content of the MELD 1DD3 course. There were no comments or questions.

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the McMaster English Language Development (MELD) Diploma, as set out in the attached.**

The motion was *Carried*.

**b. New Certificate of Completion Programs**

- i. Certificate of Completion, Academic Writing**

The Council received, for information, one new Certificate of Completion program.

**c. New Certificate of Attendance Programs**

**i. Certificate of Attendance, Professor Hippo-on-Campus**

The Council received, for information, one new Certificate of Attendance program.

**6. REPORT FROM THE CURRICULUM AND ADMISSIONS COMMITTEE**

Dr. McCracken provided members with an overview of the report from the Curriculum and Admissions Committee.

**a. Addenda to Curriculum Revisions for the 2020-2021 Undergraduate Calendar**

**i. Faculty of Business**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the *Honours Bachelor of Commerce Internship* program as a modification of the existing *Honours Bachelor of Commerce* program, for inclusion in the *2020-2021 Undergraduate Calendar*, as recommended by the Faculty of Business, and set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the *Honours Bachelor of Commerce in Integrated Business and Humanities Internship* program as a modification of the existing *Honours Bachelor of Commerce in Integrated Business and Humanities* program, for inclusion in the *2020-2021 Undergraduate Calendar*, as recommended by the Faculty of Business, and set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, revisions to *Admission Requirements and General Academic Regulations* for inclusion in the *2020-2021***

***Undergraduate Calendar, as recommended by the Faculty of Business, and set out in the attached.***

The motion was *Carried*.

- ii. **Faculty of Humanities**
- iii. **Faculty of Social Sciences**

It was duly moved and seconded,

**that the Undergraduate Council approve curriculum revisions for inclusion in the 2020-2021 Undergraduate Calendar, as recommended by the Faculties of Business, Humanities, and Social Sciences, and set out in the attached.**

The motion was *Carried*.

## **7. OTHER BUSINESS**

There being no other business, the meeting was adjourned at 3:00 p.m.