

**McMaster University  
UNDERGRADUATE COUNCIL**

**Tuesday, April 14, 2020 at 2:30 p.m.  
via Videoconference (Zoom)**

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**PRESENT:** Dr. K. Dej (Chair), Dr. L. Carter, Dr. T. Carter, Ms C. Chen, Dr. R. Chen, Dr. C. Churchill, Dr. S. Corner, Dr. R. da Silva, Dr. J. Donaldson, Dr. M. Farquharson, Dr. E. Mohammad, Dr. A. Neville, 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), Ms M. Zheng (Associate University Secretary), Ms A. Thyret-Kidd (University Secretary)

**INVITED:** Mr. B. Coburn, Ms L. Giordano, Dr A. Gullage, Ms R. Hamilton, Ms A. Jack, Ms T. Long, Ms J. Osterman, Ms N. Salano, Ms T. Sullivan, Dr. M. Thompson, Ms M. White

**REGRETS:** Ms V. Lewis, Ms T. Palmer, Ms R. Ramenthiran, Dr. J. Wilson, Ms C. Zhang

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**1. MINUTES OF PREVIOUS MEETING – MARCH 3, 2020 AND MARCH 27, 2020**

The minutes of the March 3, 2020 and March 27, 2020 meetings were approved as circulated.

**2. BUSINESS ARISING**

There was no business arising.

**3. CHAIR'S REMARKS**

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

**a. COVID-19 Update**

Dr. Dej provided members with an overview of the developments since the last meeting of the Undergraduate Council. The Council was reminded that the decision was made to suspend in-person instruction for the remainder of the 2020 Winter Term and move towards an online learning environment. Instructors made arrangements to support the change in the delivery and evaluation of their courses. It was noted that in-person examinations have also been suspended. The MacPherson Institute has been a great resource for Instructors and the University community during the transition period.

Dr. Dej informed members that 2020 Spring/Summer Term courses will be delivered online and noted that the University is engaged in scenario planning regarding the 2020 Fall Term. The Council will be kept apprised of any new

developments.

There were no questions or comments.

**b. Undergraduate Council Reference Guide**

Dr. Dej informed members that the Undergraduate Council Reference Guide was included in the Agenda Package for information purposes. The document describes the governance and activities of Undergraduate Council and its related committees, except for the Quality Assurance Committee and the Awards Committee. The document will be used as reference material for staff that prepare curriculum submissions and will serve as a guide for the governance framework of curriculum.

**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. Changes to Bursary Terms**
- v. Awards Removed from the *Undergraduate Calendar***

It was duly moved and seconded,

**that the Undergraduate Council approve six new awards, changes to two awards, five new bursaries, changes to one bursary, and the removal of three awards from the *Undergraduate Calendar*, as set out in the attached.**

The motion was *Carried*.

**vi. Award Name Changes**

The Council received, for information, two award name changes.

**vii. Award Values**

The Council received, for information, two award value changes.

## 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. Human Resources Management Diploma Program

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Human Resources Management Diploma Program, as set out in the attached.**

The motion was *Carried*.

### b. New Certificate and Diploma Programs

#### i. Certificate, Data Analysis

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Certificate in Data Analytics, as set out in the attached.**

The motion was *Carried*.

#### ii. Certificate, Data Science

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Certificate in Data Science, as set out in the attached.**

The motion was *Carried*.

#### iii. Certificate, Data Engineering

A member noted that the term “engineer” is a restricted term in Ontario and suggested that the name of the Certificate be revised. Several members of the Council agreed with the suggestion to revise the proposal.

Dr. Carter informed members that the proposal would be revised by McMaster Continuing Education and re-circulated to the Undergraduate Council for approval at a later date. Dr. Dej noted that the item could be approved via electronic vote.

**c. Closure of Certificate and Diploma Programs**

**i. Certificate, Foundations of Analytics**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the closure of the Certificate in Foundations of Analytics effective September 2020, as set out in the attached.**

The motion was *Carried*.

**ii. Certificate, Big Data Analytics**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the closure of the Certificate in Big Data Analytics effective September 2020, as set out in the attached.**

The motion was *Carried*.

**d. New Certificate of Completion Programs**

- i. Certificate of Completion, An Introduction to Artificial Intelligence in Health Care**
- ii. Certificate of Completion, AWS Academy Cloud Architecting**
- iii. Certificate of Completion, AWS Academy Cloud Foundations**
- iv. Certificate of Completion, Health Analytics**
- v. Certificate of Completion, Privacy Management**
- vi. Certificate of Completion, Sustainability**
- vii. Certificate of Completion, Data Analytics**
- viii. Certificate of Completion, Data Science**
- ix. Certificate of Completion, Data Engineering**

The Council received, for information, the establishment of nine Certificate of Completion programs.

**e. Closure of Certificate of Completion Programs**

- i. Certificate of Completion, Foundations of Analytics: Business Intelligence**
- ii. Certificate of Completion, Foundations of Analytics: Data Analysis**
- iii. Certificate of Completion, Foundations of Analytics: Data Science**
- iv. Certificate of Completion, Health Information Systems**
- v. Certificate of Completion, Evaluation and Data Analytics for the Health Sector**
- vi. Certificate of Completion, Foundations in Canadian Health**
- vii. Certificate of Completion, Pathophysiology & Epidemiology**
- viii. Certificate of Completion, Principles of Health Information**
- ix. Certificate of Completion, Workplace Health & Wellness**
- x. Certificate of Completion, Fundamentals of Addiction for Allied Health Professionals**

The Council received, for information, the closure of ten Certificate of Completion programs.

**f. New Certificate of Attendance Programs**

- i. Certificate of Attendance, Connected Health and the Internet of Things**

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

**6. 2021-2022 SESSIONAL DATES**

**a. 2021-2022 Sessional Dates**

Mr. Coburn provided members with an overview of the 2021-2022 Sessional Dates. In response to a question, it was noted that the proposed dates meet the Faculty of Engineering's accreditation requirements.

It was duly moved and seconded,

**that the Undergraduate Council approve the 2021-2022 Sessional Dates, as set out in the attached.**

The motion was *Carried*.

## 7. ACADEMY FOR MICROCREDENTIALS AND EXTERNAL LEARNING

### a. Proposal – Academy for Microcredentials and External Learning

Dr. Thompson provided members with an overview of the proposed Academy for Microcredentials and External Learning. Members heard that the Academy will be offered through the Faculty of Engineering and report to the Dean of Engineering. With regard to governance, it was explained that the Academy will be guided by a Faculty committee that will review and approve new microcredentials where appropriate. The Committee will be comprised of a combination of faculty and staff members within the Faculty of Engineering and will be co-chaired by the Associate Dean (Academic) and the Associate Dean (Graduate Studies). The Committee will consider all proposals for microcredentials that may be suitable for development and make final recommendations to the Dean of Engineering.

The Council asked questions and discussed the Academy's governance and delivery framework. In response to a question, it was noted that all academic microcredentials would follow the University's existing approval processes related to program development. Proposals for non-academic microcredentials will be considered for approval by the Faculty's Microcredentials Committee and reported through University-wide governance channels for information purposes.

A member inquired whether the Senate Policy on Diplomas and Certificates would need to be revised to include microcredentials. Dr. Dej explained that revisions will be made to the Policy after an institutional definition of microcredentials is developed. It was noted that the Academy is being viewed as a pilot in order to further explore how microcredentials could be centrally defined across the University.

A question was asked regarding the approval process for the Academy. It was explained that following approval at the Undergraduate Council, the establishment of the Academy will require approval from Graduate Council, the University Planning Committee, and Senate.

There were no further questions or comments.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Academy for Microcredentials and External Learning, as set out in the attached.**

The motion was *Carried*.

## **8. OTHER BUSINESS**

Dr. Hranilovic informed members that the Faculty of Engineering will be reducing the co-op program requirements from a 12-month work term to an 8-month work term on a student-by-student basis. In response to a question, members heard that the Faculties of Business, Science and Health Sciences will be taking the same approach with their respective co-op programs.

There being no other business, the meeting was adjourned at 3:28 p.m.