

**McMaster University
UNDERGRADUATE COUNCIL**

**Tuesday, June 23, 2020 at 11:00 a.m.
via Videoconference (Zoom)**

PRESENT: Dr. K. Dej (Chair), Dr. L. Carter, Dr. R. Chen, Dr. C. Churchill, Dr. S. Corner, Dr. R. da Silva, Dr. M. Farquharson, Dr. E. Mohammad, Dr. A. Neville, Ms J. Gut, Dr. S. Hranilovic, Dr. S. McCracken, 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), Ms M. Bennett (Hearings, Policy & Privacy Manager), Ms T. Wright (Privacy & Records Management Specialist)

INVITED: Dr A. Gullage, Ms T. Long, Mr. G. Rombough, Ms J. Smith, Ms M. White

REGRETS: Dr. T. Carter, Ms C. Chen, Dr. J. Donaldson, Ms V. Lewis, Ms T. Palmer, Ms M. Pool, Ms R. Ramenthiran, Ms C. Zhang

1. MINUTES OF PREVIOUS MEETING – APRIL 14, 2020

The minutes of the April 14, 2020 meeting were approved as circulated.

2. BUSINESS ARISING

There was no business arising.

3. CHAIR'S REMARKS

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

4. 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 the Senate Policy on Diplomas and Certificates

Dr. Carter provided an overview of the proposed revisions to the Senate Policy on Diplomas and Certificates. It was explained that the circulated revisions include a recommendation for a new credential: Certificate of Professional Learning. The Certificate of Professional Learning will enable learners to complete an academic program of study with a professional focus. The Certificate will include academic courses equivalent to 9 units of undergraduate study at McMaster.

Ms Bennett informed members that the Policy revisions also contain a number of minor housekeeping and layout related changes.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the *Senate Policy on Diplomas and Certificates*, including changing the name to the *Certificates and Diplomas Policy*, as set out in the attached.

The motion was *Carried*.

5. REVISIONS TO THE UNDERGRADUATE COURSE MANAGEMENT POLICIES

Ms Bennett provided members with an overview of the proposed policy revisions. Members heard that a majority of the changes are in the Course Outline – Approved Advisory Statements section. The Council asked questions and discussed the proposed revisions. In response to a question, it was explained that the language within the approved advisory statements cannot be edited.

A member suggested that the wording in section 38 be revised for further clarity. The Council discussed and agreed upon appropriate language. It was noted that the proposed policy revisions would be approved as amended.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Undergraduate Course Management Policies, as set out in the attached and amended at the meeting.

The motion was *Carried*.

6. REVISIONS TO THE UNDERGRADUATE EXAMINATIONS POLICY

Ms Bennett discussed the circulated policy revisions with the Council. It was explained that the Policy was revised in conjunction with the revisions to the Undergraduate Course Management Policies. It was noted that the proposed language in the deferred examinations section was taken directly from the Undergraduate Calendar. Members asked questions and discussed the proposed language and rationale for the changes.

Several suggestions were made to amend the language in a number of sections, including 5, 25 and 41 for additional clarity. The Council discussed and agreed upon appropriate language. It was noted that the proposed policy revisions would be approved as amended.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Undergraduate Examinations Policy, as set out in the attached and amended at the meeting.

The motion was *Carried*.

7. OTHER BUSINESS

There being no other business, the meeting was adjourned at 11:50 a.m.