

**McMaster University
UNDERGRADUATE COUNCIL**

**Tuesday, September 29, 2020 at 2:30 p.m.
via Videoconference (Zoom)**

PRESENT: Dr. K. Dej (Chair), Mr. C. Badiani, Dr. L. Carter, Dr. C. Churchill, Dr. S. Corner, Ms A. Cristiano, Dr. J. Donaldson, Dr. M. Farquharson, Dr. S. Hranilovic, Dr. S. McCracken, Dr. K. McGarry, Mr. J. McNairn, Mr. F. Mecklai, Dr. P. Miu, Ms A. Neang, Ms M. Pool, Dr. T. Prowse, Dr. S. Ritz, Mx R. Sindhu, Dr. J. Wilson, Mr. T. Paul (Governance Coordinator)

INVITED: Mr. B. Coburn, Ms L. Giordano, Dr A. Gullage, Ms A. Jack, Ms T. Long, Ms N. Solano, Ms J. Smith

REGRETS: Dr. R. da Silva, Dr. A. Neville, Ms V. Lewis, Mr. S. Van Koughnett

1. MINUTES OF PREVIOUS MEETING – JUNE 23, 2020

The minutes of the June 23, 2020 meeting were approved as circulated.

2. BUSINESS ARISING

There was no business arising.

3. CHAIR'S REMARKS

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

a. Undergraduate Council Reference Guide

Dr. Dej informed members that the document was included in the agenda package for information. The document describes the governance and activities of the Undergraduate Council and its related committees, except for the Quality Assurance Committee and the Awards Committee. It will also serve as a reference for staff that prepare curriculum submissions as well as a guide for the governance framework of curriculum.

4. ELECTION OF UNDERGRADUATE COUNCIL VICE CHAIR

Nominations for the position of Vice-Chair of Undergraduate Council were called for. Dr. Karen McGarry was nominated. As no additional nominations were put forward, Dr. McGarry was declared elected by acclamation.

5. **REPORT FROM THE UNDERGRADUATE COUNCIL EXECUTIVE COMMITTEE**

a. **2020-2021 Committee Assignments**

Dr. Dej provided an overview of the circulated material, explaining that Undergraduate Council is being asked to ratify the Executive Committee's decision to approve the circulated Committee Assignments for the 2020-2021 academic session.

It was noted that the membership of the Quality Assurance Committee is in the process of being finalized.

It was duly moved and seconded,

that the Undergraduate Council ratify the Executive Committee's decision to approve the 2020-2021 Undergraduate Council Committee Assignments, as set out in the attached.

The motion was *Carried*.

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

It was duly moved and seconded,

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

The motion was *Carried*.

7. **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 of Completion Programs

i. Essentials Program

The material was reported for information.

8. OTHER BUSINESS

There being no other business, the meeting was adjourned at 2:58 p.m.