

**McMaster University  
UNDERGRADUATE COUNCIL**

**Tuesday, March 2, 2021 at 2:30 p.m.  
via Videoconference (Zoom)**

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**PRESENT:** Dr. K. Dej (Chair), Dr. L. Carter, Dr. C. Churchill, Dr. S. Corner, Ms A. Cristiano, Dr. R. da Silva, Dr. J. Donaldson, Dr. M. Farquharson, Dr. S. Hranilovic, Dr. K. McGarry, Mr. J. McNairn, Mr. F. Mecklai, Dr. P. Miu, Ms. A. Neang, Ms M. Pool, Dr. T. Prowse, Dr. S. Ritz, Ms A. Saini, Mr. S. Van Koughnett, Dr. R. Whyte, Dr. J. Wilson, Ms. M. Zheng (Associate University Secretary)

**INVITED:** Mr. B. Coburn, Ms L. Giordano, Ms A. Gullage, Ms A. Jack, Ms J. Osterman, Ms S. Robinson, Mr. G. Rombough, Ms N. Solano, Ms E. Way, Ms M. White

**REGRETS:** Mr. C. Badiani, Ms V. Lewis, Dr. S. McCracken, Mx R. Sindhu

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**1. MINUTES OF PREVIOUS MEETING – JANUARY 26, 2021**

The minutes of the January 26, 2021 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 the Undergraduate Council.

Members heard that there is a joint Undergraduate Council and Graduate Council ad-hoc committee running looking at microcredentials. The committee has met 4 times and has made a lot of progress on a definition that aligns with what we are hearing nationally across Canada and within Ontario. The committee is also considering what an administrative home will look like for microcredentials and what the needs will be for Faculties offering microcredentials. Once decisions are in place, an update will come forward to Undergraduate Council and Graduate Council.

There is also consideration of an Undergraduate Council ad-hoc committee around assessment, testing and exams. The immediate focus is thinking about online invigilation and Respondus, considering about invigilation looks like generally, reflect on what's successful and to make decisions on what needs to be invigilated.

There are also ongoing discussions around the use of Respondus. Two student facing infographics have been put together to provide clear information around the use of the

application. Once finalized, they will be released to instructors to send to students. The FAQs have also been modified so that they are more student friendly.

#### 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 Bursaries**
- ii. **Awards Removed from the Undergraduate Calendar**

It was duly moved and seconded,

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

The motion was *Carried*.

##### b. **Aid and Awards Revisions to the 2021-2022 Undergraduate Calendar**

It was duly moved and seconded,

Motion:

**that the Undergraduate Council approve, for recommendation to Senate, revisions to Student Financial Aid & Scholarships for inclusion in the 2021-2022 Undergraduate Calendar, as set out in the attached.**

The motion was *Carried*.

#### 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 Program**

It was duly moved and seconded,

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

The motion was *Carried*.

## 6. REPORT FROM THE CURRICULUM AND ADMISSIONS COMMITTEE

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

### a. Policy on Requests for Relief for Missed Academic Term Work

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the new Policy on Requests for Relief for Missed Academic Term Work as set out in the attached with following 2 amendments: change of word from doctor to healthcare provider and effective May 1, 2021.**

The motion was *Carried*.

### b. Addenda to Curriculum Revisions for the 2021-2022 Undergraduate Calendar

- i. Faculty of Science
- ii. Faculty of Humanities
- iii. Faculty of Business
- iv. General Academic Regulations

It was duly moved and seconded,

**that the Undergraduate Council approve curriculum revisions for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculties of Science, Humanities, and 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 DeGroote School of Business (Faculty of Business) Academic Regulations for inclusion in the 2021-2022 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 the General Academic Regulations for inclusion in the 2021-2022 Undergraduate Calendar as set out in the attached.**

The motion was *Carried*.

**7. OTHER BUSINESS**

There being no other business, the meeting was adjourned at 3:21 p.m.