

MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, December 7, 2021 at 2:30 p.m. via Zoom

PRESENT: Dr. K. Dej (*Chair*), Ms. Z. Ahmad, Ms. J. Azzi, Dr. L. Carter, Dr. S. Corner, Dr. R. da Silva, Dr. C. Grise, Dr. M. Farquharson, Dr. S. Hranilovic, Mr. J. Lawrence, Dr. S. McCracken, Dr. K. McGarry, Dr. P. Miu, Ms. M. Pool, Dr. T. Prowse, Dr. S. Ritz, Ms. S. Sarhan, Dr. J. Wilson, Ms. C. Richard (*Associate University Secretary*), Ms. K. Snow (*Governance Coordinator*).

INVITED: Mr. B. Coburn, Mr. M. Downard, Ms. L. Giordano, Ms. A. Gullage, Ms. L. McDonough, Ms. J. Osterman, Ms. S. Robinson, Ms. N. Solano, Mr. G. Van Gastel, Ms. L. Way, Ms. M. White.

REGRETS: Ms. V. Lewis, Dr. R. Whyte.

1. MINUTES OF PREVIOUS MEETING – SEPTEMBER 28TH, 2021

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the September 28, 2021 meeting, as circulated.

The motion was *Carried*.

2. BUSINESS ARISING

I know of no business arising.

3. CHAIR'S REMARKS

Dr. Dej spoke briefly to Members and thanked everyone for their dedicated work during this governance cycle.. Dr. Dej noted that there were many opportunities presently afoot with the Teaching and Learning Strategy, and spoke to the Digital Learning Strategy in particular. It was also noted for Undergraduate Council Members that there remains quite a bit of work to complete around course management policy, including policies surrounding student guidelines and expectations.

4. REPORT FROM THE AWARDS COMMITTEE

Dr. Peter Miu, *Chair of the Awards Committee*, provided an overview of the circulated report.

a. TERMS OF AWARD

- i. Proposed New Awards**
- ii. Proposed New Bursaries**
- iii. Changes to Award Terms**

It was duly moved and seconded,

that Undergraduate Council approve three new awards, one new bursary, and revisions to three terms from the Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

b. 2020-2021 AWARD RECIPIENTS REPORT

This material was presented for information.

c. 2020-2021 AWARD DISBURSEMENT SUMMARY

This material was presented for information.

d. 2021 MAJOR UNIVERSITY AND EXTERNAL AWARDS SELECTION COMMITTEE

This material was presented for information.

5. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

Dr. Sean Corner, *Chair of the Certificates & Diplomas Committee* provided an overview of the circulated report.

a. Closure of the Certificate of Metallurgy of Iron and Steel

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the closure of the Certificate in Metallurgy of Iron and Steel, effective November 2021, as set out in the attached.

The motion was *Carried*.

b. Health Humanities & Social Science Concurrent Certificate Proposal

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the creation of the Health Humanities & Social Science Concurrent Certificate, as set out in the attached.

The motion was *Carried*.

c. Continuing Education - Certificate of Attendance Program Proposals

This item was presented for information.

6. FINAL REPORT FROM THE AD HOC COMMITTEE ON MICROCREDENTIALS

The final report on ‘Implementing Micro-Credentials at McMaster University’ was provided to Undergraduate Council for information.

Dr. Dej noted that there was student, staff, and faculty representation to discuss the implementation of micro credentials. There will be continued policy work for Undergraduate and Graduate Councils beginning in January. There is currently no desire to centralize creation of micro-credentials; the intent is to have Faculties work with one another and with Continuing Education to identify opportunities for creating micro-credentials, and the central office will be responsible for administrative matters.

7. REVISIONS TO THE POLICY ON ACADEMIC PROGRAM DEVELOPMENT AND REVIEW

Dr. Amy Gullage, *Educational Developer, MacPherson Institute*, provided an overview of the proposed revisions to the Policy on Academic Program Development and Review. It was noted that these most recent revisions came about as Quality Council had revised the Quality Assurance Framework. There was strong encouragement to include meaningful and direct references to Equity, Diversity, Inclusion and Accessibility and colleagues in the Equity and Inclusion Office were consulted during the process.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Policy on Academic Program Development and Review, as set out in the attached.

The motion was *Carried*.

8. OTHER BUSINESS

In response to a question about timelines for the Digital Learning Strategy Proposal, Dr. Dej noted there have been several rounds of consultations which will continue in the new year, with plans to aim for a spring launch.

As there was no other business, the meeting was adjourned at 3:07 pm.