

MEETING MINUTES OF THE UNDERGRADUATE COUNCIL

Tuesday, March 1, 2022 at 2:30 p.m. via Zoom

PRESENT: Dr. K. Dej (*Chair*), Ms. J. Azzi, Dr. L. Carter, Mr. C. Churchill, Dr. S. Corner, Dr. R. da Silva, Dr. C. Grise, Dr. M. Farquharson, Dr. S. Hranilovic, Dr. K. McGarry, Mr. F. Mecklai, Dr. P. Miu, Ms. M. Pool, Dr. T. Prowse, Dr. S. Ritz, Mr. S. Van Koughnett, Dr. R. Whyte, Dr. J. Wilson, Ms. K. Snow (*Governance Coordinator*), Ms. C. Richard (*Associate University Secretary*).

INVITED: Mr. B. Coburn, Ms. L. Giordano, Dr. A. Gullage, Ms. L. McDonough, Ms. Stephanie Morrow, Ms. S. Robinson, Mr. G. Rombough, Ms. N. Solano, Ms. T. Sullivan, Ms. L. Way, Ms. M. White.

REGRETS: Ms. V. Lewis, Dr. S. McCracken.

GUESTS: Dr. Anna Moro, Dr. Michelle MacDonald.

1. MINUTES OF PREVIOUS MEETING – JANUARY 25, 2022

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the January 25, 2022 meeting, as circulated.

The motion was *Carried*.

2. BUSINESS ARISING

Dr. Peter Miu, *Chair of the Awards Committee* explained the process of the University-Wide Selection Committee for student awards, advising members of UGC that the committee was seeking two representatives from each Faculty for each of the four selection committees.

3. CHAIR'S REMARKS

Dr. Kim Dej expressed appreciation of the efforts of individual Faculty members and staff during the process of returning to campus. Considering the conflict in Ukraine, Dr. Dej noted that the School of Graduate Studies and Student Affairs have reached out to McMaster's Ukrainian student population to offer support to those impacted.

4. SESSIONAL DATES 2022-2023

Dr. Dej explained that the Sessional Dates for the 2022-2023 are now being presented for approval and thanked the Registrar's Office for their work. Of note, Dr. Dej explained that the University will recognize the National Day for Truth and Reconciliation on September 30th, and no classes will occur on this day.

Ms Melissa Pool, *University Registrar*, explained that the timeline was compressed in December, and students who might have had class on the last day of classes will not write exams on the first day of examinations. These changes will be made manually by her team.

It was duly moved and seconded,

that the Undergraduate Council approve the Sessional Dates for the 2022-2023 Academic Year, as set out in the attached.

The motion was *Carried*.

5. REPORT FROM THE AWARDS COMMITTEE

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

a. TERMS OF AWARDS

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

It was duly moved and seconded,

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

The motion was *Carried*.

6. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

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

a. ESTABLISHMENT OF NEW CERTIFICATES AND DIPLOMAS PROGRAMS

Dr. Corner explained that the following items were approved by the Certificates and Diplomas Committee on February 15th, 2022.

i. Diploma in Indigenous Language Revitalization

Dr. Anna Moro joined the meeting.

It was duly moved and seconded,

that the Undergraduate Council approve for recommendation to Senate and the University Planning Committee, the establishment of the Diploma in Indigenous Language Revitalization, as set out in the attached.

The motion was *Carried*.

Dr. Moro withdrew from the meeting.

ii. Diploma in Business Administration with a Concentration in Data Analytics

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, the establishment of the Diploma in Business Administration with a Concentration in Data Analytics, as set out in the attached.

The motion was *Carried*.

iii. Concurrent Certificate in Critical Curatorial Studies (CCS)

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Concurrent Certificate in Critical Curatorial Studies (CCCS), as set out in the attached.

The motion was *Carried*.

iv. Certificate of Professional Learning in Risk Management

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, the establishment of the Certificate of Professional Learning in Risk Management, as set out in the attached.

The motion was *Carried*.

v. **Certificate of Professional Learning in Creative, Critical and Design Thinking**

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, the establishment of the Certificate of Professional Learning in Creative, Critical, and Design Thinking, as set out in the attached.

The motion was *Carried*.

vi. **Certificate of Professional Learning in Foundations in Workplace Intercultural Competency & Communication**

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, the establishment of the Certificate of Professional Learning in Workplace in Intercultural Competency & Communication, as set out in the attached.

The motion was *Carried*.

b. **REVISIONS TO EXISTING CERTIFICATE AND DIPLOMA PROGRAMS**

i. **Business Administration (BUS) - Course Cancellations and Approvals**

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Business Administration Program (BUS) certificate, as set out in the attached.

The motion was *Carried*.

ii. **Revisions to Concurrent Certificates from the Faculty of Humanities**

- a. *Concurrent Certificate for Applied Ethics and Policy (CAEP)*
- b. *Concurrent Certificate in Leadership & Cross-Cultural Literacy*
- c. *Concurrent Certificate in Professional French*

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Concurrent Certificate in Applied Ethics and Policy (CAEP), as 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 Concurrent Certificate in Leadership & Cross-Cultural Literacy, as 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 Concurrent Certificate in Professional French, as set out in the attached.

The motion was *Carried*.

iii. Revisions to Concurrent Certificate in Business Technology Management (BTM)

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Concurrent Certificate in Business Technology Management, as set out in the attached.

The motion was *Carried*.

c. NEW CERTIFICATE OF COMPLETION PROGRAMS

i. Business Analysis Program Proposal

Dr. Carter clarified that the Certificate of Completion was called a Certificate of Completion in Business Analysis. This item was for information only.

7. REPORT FROM THE CURRICULUM AND ADMISSIONS COMMITTEE

Dr. Steve Hranilovic, *Chair of the Curriculum and Admissions Committee*, provided an overview of the circulated report.

a. ADDENDA TO CURRICULUM REVISIONS FOR INCLUSION IN THE 2022-2023 UNDERGRADUATE CALENDAR

Dr. Hranilovic explained that there was an omnibus motion for minor revisions which encompass all academic regulations, curriculum revisions and addenda to curriculum revisions for the 2022-2023 Undergraduate Calendar.

i. Faculty of Business

The Faculty of Business presented revisions to the DeGroot School of Business (Faculty of Business) Academic Regulations, revisions to existing minors and new courses and revisions to existing courses for inclusion in the 2022-2023 Undergraduate Calendar.

ii. Faculty of Engineering

The Faculty of Engineering presented course description revisions for Materials Engineering and Mechanical Engineering and new courses and course deletions for the same programs for inclusion in the 2022-2023 Undergraduate Calendar.

iii. Faculty of Health Sciences

The Faculty of Health Sciences presented several major changes for inclusion in the 2022 - 2023 Undergraduate Calendar.

Dr. Whyte introduced Dr. Michelle MacDonald, who provided an overview of the circulated material. The changes include; a four-year-degree *Health, Engineering Science and Entrepreneurship* proposal, revised courses and course codes, changes to admissions procedures and requirements for the Bachelor of Health Sciences Midwifery program as well as general program information, inclusion of the Black-Equity Stream (BEST), and admissions changes.

Dr. Whyte explained that a friendly amendment proposed at the previous Curriculum & Admissions meeting had not made it into the language of the Undergraduate Calendar. There was unanimous consent for motions being voted upon during the Undergraduate Council meeting to include these amendments. The previous language was “Note: BME is a five-year program, while HESE is a four-year program (effective September 2022).” The proposed amendments change the language into the following:

Entry into the five-year Honours Bachelor of Health Sciences (B.H.Sc. (Honours)), Health, Engineering Science & Entrepreneurship (HESE) program is last available in September 2022.

Effective September 2023, Level I students interested in the B.H.Sc. (Honours) HESE program will apply for the four-year program.

Students who enrolled in the five-year B.H.Sc. (Honours) HESE program prior to September 2022 are not scheduled to graduate in June 2022, are given the choice to remain in the five-year program or transfer into the four-year B.H.Sc. (Honours) HESE program.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, curriculum revisions to change the Health, Engineering Science and Entrepreneurship (HESE) Specialization from a five-year program to a four-year program effective September 2022, for inclusion in the 2022-2023 Undergraduate Calendar, as recommended by the Faculty of Health Sciences, and set out in the attached and as amended at the meeting.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the change of the Health, Engineering Science and Entrepreneurship (HESE) Specialization Co-Op, from a five-year program to a four-year program effective September 2022, for inclusion in the 2022-2023 Undergraduate Calendar, as recommended by the Faculty of Health Sciences, and set out in the attached and as amended at the meeting.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to admissions requirements for applicants currently or previously registered in a Canadian or US Medical School in the Undergraduate MD Program, for inclusion in the 2022-2023 Undergraduate Calendar, as recommended by the Faculty of Health Sciences, 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 Admission Procedures and Requirements to the Midwifery Education Program, as recommended by the Faculty of Health Sciences, 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, the Black Equity Stream (BEST) for the Undergraduate Medical Education Program, for inclusion in the 2022-2023 Undergraduate Calendar, as recommended by the Faculty of Health Sciences, and set out in the attached.

The motion was *Carried*.

iv. Faculty of Humanities

Dr. Hranilovic explained that the Faculty of Humanities presented new courses and revisions to existing courses for inclusion in the 2022-2023 Undergraduate Calendar.

There was further discussion on the Faculty of Humanities' proposed zero unit courses, and it was noted that it was the mandate of the University Student Fees Committee to discuss fee structures.

Dr. Hranilovic put the following omnibus motion for all Faculties:

It was duly moved and seconded,

that the Undergraduate Council approve all academic regulations, curriculum revisions, and addenda to curriculum revisions for inclusion in the 2022-2023 Undergraduate Calendar, as recommended by the Faculties of Business, Engineering, Health Sciences, and Humanities, and set out in the attached.

The motion was *Carried*.
(1 abstention).

8. OTHER BUSINESS

As there was no other business, the meeting adjourned at 3:20 pm.