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MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, November 4, 2025 at 2:30 p.m.
Gilmour Hall, Council Room (Room 111)

Attendance: Kim Dej (*Chair)*, Blake Clayton, Sean Corner, Rosa da Silva, Gonzalo Dejo Mau, Darran Fernandez, Elliot Gorman, Mohammed Hussein, Ayesha Khan, Karen McGarry, Yasmeen Mirza, Caitlin Mullarkey, Beth Marquis, Lorenzo Melo, Bridget O'Shaughnessy, Eliza Ritchie, Aaron Schat, Mohammad Salhia, Sean Van Kouhnett, Rob Whyte**,** Michelle Zheng (*Associate University Secretary*), Kelly Snow (*Assistant University Secretary*)

Consultants: Jordan Charron, Carolyn Brandon, Amy Gullage, Jennifer Hamilton, Cathy Mackenzie, Liz Maguire, Sarah Robinson, Greg Rombough

Invited: Aynur Rabbani, *Educational Specialist, Microcredentials, INSPIRE Office of Flexible Learning*

Regrets: Zubair Azizi, Karen Balcom, Sarah Dickson-Anderson

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1. Notice of Meeting - October 28, 2025

The Notice of Meeting was circulated on October 28, 2025.

Mohammad Salhia, *Senior Director, McMaster Continuing Education*, was introduced as a new ex-officio member of the Undergraduate Council.

2. Minutes of the Previous Meeting - September 23, 2025

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the September 23, 2025 meeting, as circulated.

The motion was ***Carried.***

3. Business Arising

There was no business arising.

4. Chair's Remarks

Kim Dej, *Chair of the Undergraduate Council*, offered brief remarks.

5. Report from the Awards Committee

Rosa da Silva, *Chair of the Awards Committee,* presented the report.

1. Terms of Award

At its meeting on October 28, 2025, the Undergraduate Council Awards Committee reviewed and approved terms of awards for recommendation to the Undergraduate Council.

R. da Silva noted that the changes to award and bursaries terms would be tabled and would return to a subsequent UGC meeting after further consultation.

a. Proposed New Bursaries
b. Proposed New Academic Grants
c. Changes to Award Terms
d. Changes to Bursary Terms
e. Award Name Changes (information)

It was duly moved and seconded,

that the Undergraduate Council approve the proposed new bursaries and proposed new academic grants contained in the Report from the Office of the Registrar & Financial Support, as circulated.

The motion was ***Carried.***

Members discussed the range of awards available through the Registrar's Office via AwardSpring. R. da Silva encouraged students to apply broadly, as eligibility often depends on factors such as financial need and OSAP application status. Members heard that even small, partial OSAP grants or loans can open student access to many bursaries. Members discussed the importance of departments and student societies collaborating to promote these opportunities and ensure awards are widely distributed.

2. Annual Reports

Liz Maguire, *Trust Fund Administrator,* provided an overview of the annual reports.

1. **2024 Recipient Report**
2. **2024-2025 Major University & External Awards Committee**
3. **2024-2025 Annual Award Disbursement Summary**
4. **2024-2025 Historical Award Disbursement Summary**
5. **2024-2025 Travel Reports**

6. Report from the Joint Committee on Certificates, Diplomas and Microcredentials

Aaron Schat, *Chair of the Joint Committee on Certificates, Diplomas and Microcredentials,* presented the report.

1. Revisions to the Policy on Certificates, Diplomas and Microcredentials

At its meeting on October 28, 2025, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved the proposed set of revisions to the Policy on Certificates, Diplomas and Microcredentials. Members heard that the policy would also be reviewed and approved at Graduate Council. K. Dej provided a brief overview of the revisions.

Members discussed the proposed revisions, including definitions, stacking rules, and transcription practices. While the changes were intended to impact and clarify graduate-level credentials and microcredentials, concerns were raised that the revisions would unintentionally impact undergraduate certificates, particularly around stacking and fee structures. Additional issues included inconsistent definitions across sections, removal of guiding language, and ambiguity regarding where credentials are published. Members agreed that these changes could have broader implications for both graduate and undergraduate programs. As a result, the item was withdrawn to allow for further consultation and refinement before proceeding. Revisions would return to the Joint Committee for Certificates, Diplomas and Microcredentials for approval before returning to Undergraduate Council.

2. New Diploma Program and Academic Microcredentials - Medical Laboratory Sciences

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved the new Diploma program in Medical Laboratory Sciences, which included two academic microcredentials in Patient Care and Self-Care, as well as in Laboratory Workflow and Laboratory Management. Rob Whyte**,** *Vice-Dean, Education, FHS* provided an overview.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, the new Diploma program in Medical Laboratory Sciences, for inclusion in the 2026/2027 Undergraduate Calendar, as circulated.

The motion was ***Carried.***

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, the undergraduate academic microcredential in Patient Care and Self-Care, for inclusion in the 2026/2027 Undergraduate Calendar and as circulated.

The motion was ***Carried.***

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, the undergraduate academic microcredential in Laboratory Workflow and Laboratory Management, for inclusion in the 2026/2027 Undergraduate Calendar and as circulated

The motion was ***Carried.***

7. 2024-2025 Ombuds Office Annual Report

Carolyn Brandon, *Ombuds*, presented the annual report.

This item was for information.

8. Microcredentials Workshop: Aligning Institutional Strategy and Vision

Aynur Rabbani, *Educational Specialist, Microcredentials,* provided an overview of the proposed workshop for strategic planning around microcredentials.

This item was for information.

9. Other Business

Faculties were reminded that their curriculum package was due to the Secretariat on Thursday, November 13.

10. Adjournment

As there was no other business, the meeting adjourned at 4:00 PM.