

MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, October 4, 2022 at 2:30 p.m. at Gilmour Hall, Council Room (Room 111)

PRESENT: Dr. K. Dej (*Chair*), Ms L. Al-Arabi, Dr. S. Bray, Dr. L. Carter, Ms N. Chu, Ms C. Chung, Dr. R. da Silva, Dr. C. Grisé, Ms V. Lewis, Dr. B. Marquis, Dr. K. McGarry, Ms. M. Pool, Dr. C. Quenneville, Mr. Sean Van Koughnett, Ms K. Snow (*Assistant University Secretary*), Ms S. Keene (*Assistant University Secretary*)

INVITED: Ms L. Giordano, Dr. A. Gullage, Ms C. Mackenzie, Ms L. McDonough, Ms J. Osterman, Ms S. Robinson, Mr. G. Rombough, Ms N. Solano, Ms L. Way, Ms M. White

REGRETS: Dr. S. Corner, Dr. S. Dickson-Anderson, Mr. M. Malik, Ms Angelina Macwan, Dr. S. McCracken, Dr. T. Prowse, Dr. S. Ritz, Dr. R. Whyte

Dr. Kim Dej, *Vice-Provost (Teaching and Learning)*, welcomed members to the first meeting of the Undergraduate Council (UGC) for 2022-23. New and returning members were invited to introduce themselves, and Dr. Dej provided a brief overview of the business of the Undergraduate Council and its standing committees.

1. MINUTES OF PREVIOUS MEETING – March 1, 2022, April 19, 2022, and May 10 2022

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the March 1st, April 19th and May 10th, 2022 meetings, as circulated.

The motion was *Carried*.

2. BUSINESS ARISING

There was no business arising.

3. CHAIR'S REMARKS

a. Undergraduate Council Reference Guide 2022-23

Dr. Dej highlighted for members the 2022-23 Undergraduate Council Reference Guide, which describes the governance and activities of UGC and its related committees. Members heard that it serves as a reference for staff who prepare curriculum submissions, as well as a guide for the governance framework of curriculum.

Dr. Dej explained that the meeting dates for the Undergraduate Council and its Committees are available on the University Secretariat's website. They were also sent by email to Members and Consultants in the summer.

4. ELECTION OF UNDERGRADUATE COUNCIL VICE-CHAIR

The Vice-Chair of Undergraduate Council is elected annually by its members. Dr. Stacey Ritz expressed interest and willingness to serve, however was unable to attend the meeting in-person. Dr. Lorraine Carter, *Director of McMaster Continuing Education*, thereby nominated Dr. Ritz as Undergraduate Council's Vice-Chair. Dr. Ritz was declared elected by acclamation.

5. REPORT FROM THE UNDERGRADUATE COUNCIL EXECUTIVE COMMITTEE

a. 2022-23 Committee Assignments

Dr. Dej explained that the Undergraduate Council committee assignments were approved by the Executive Committee, who also authorized the Chair of Undergraduate Council to complete the memberships as required throughout the year. Following Dr. Steve Hranilovic's appointment as Vice-Provost and Dean of Graduate Studies, an electronic vote was circulated to approve the new slate of committee chairs, which was circulated to members.

It was duly moved and seconded,

that Undergraduate Council ratify the decision of the Executive Committee to approve the 2022-2023 Undergraduate Council Committee Assignments, as set out in the attached.

The motion was *Carried*.

b. Updating Admission Requirements for the Integrated Business and Humanities Program

Dr. Dej explained to the Members that the Faculty of Business brought forward minor curriculum revisions to the Executive Committee during the summer months. Mr. Greg Rombough, *Manager, Undergraduate and Specialized Graduate Programs (Academic)*, explained that the requirement for applicants to have completed the Grade 12 Data Management math course has been removed, and it was beneficial to both the prospective students as well as the program to communicate this information as early as possible.

6. REPORT FROM THE AWARDS COMMITTEE

Dr. Cathy Gris , *Chair of the Awards Committee*, presented the Committee's report. It was noted that the Award Name Changes were presented for information only.

a. Terms of Award

- i. Proposed New Aid & Awards**
- ii. Changes to Award Terms**
- iii. Proposed New Bursaries**
- iv. Awards Removed from the Undergraduate Calendar**
- v. Award Name Changes (*for information only*)**

It was duly moved and seconded,

that the Undergraduate Council approve ten new awards, one change to award terms, four new bursaries, and eleven awards removed from the Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

7. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

Dr. Karen McGarry, *Chair of the Certificates and Diplomas Committee*, presented the Committee's report.

a. NEW CERTIFICATE OF ATTENDANCE PROGRAM

i. Cognitive Behavioural Therapy Fundamentals: Improving Your Clinical Practice with Core Skills

Dr. McGarry introduced Ms Menika McKeegan, *Education Team Lead in the Department of Psychiatry and Behavioural Neurosciences*, who was available to answer questions from the committee.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and Senate, the establishment of the Certificate of Attendance in Cognitive Behavioural Therapy Fundamentals: Improving Your Clinical Practice with Core Skills, as set out in the attached.

The motion was *Carried*.

b. REVISIONS TO EXISTING CERTIFICATE AND DIPLOMA PROGRAMS

Dr. Lorraine Carter provided a brief overview of the following sets of revisions: .

i. Certificate in Digital Marketing

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the *Certificate in Digital Marketing*, as set out in the attached.

The motion was *Carried*.

ii. Health Informatics Diploma

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the *Health Informatics Diploma*, as set out in the attached.

The motion was *Carried*.

iii. Diploma in Marketing

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the *Diploma in Marketing*, set out in the attached.

The motion was *Carried*.

iv. Diploma in Business Administration with a Concentration in Marketing and the Diploma in Marketing

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the *Diploma in Business Administration with a Concentration in Marketing* and the *Diploma in Marketing*, as set out in the attached.

The motion was *Carried*.

v. Diploma in Business Administration with a Concentration in Retirement Community Management

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the Diploma in Business Administration

with a Concentration in Retirement Community Management, as set out in the attached.

The motion was *Carried*.

c. CERTIFICATE OF COMPLETION PROGRAMS

Dr. Carter provided a brief overview of the three Certificate of Completion programs. These items were for information only.

- i. Family in Engagement in Research Leadership Academy**
- ii. Microsoft Excel – Analyzing and Visualizing Data**
- iii. Caregiving Essentials**

d. CLOSURE OF CERTIFICATE AND DIPLOMA PROGRAMS

Dr. Carter provided a brief explanation for the closure for two programs. These items were for information only.

- i. Closure of Health Ventures, Certificate of Professional Learning**
- ii. Closure of Associateship in Canadian Surety Bonding Certificate**

8. POLICY REVISIONS: THE POLICY ON REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK

Dr. Dej led a discussion on proposed revisions to the Policy on Requests for Relief for Missed Academic Term Work (MSAF). Members agreed that a better communication mechanism was needed, as students may be uncertain of when and how to submit their MSAF request. Dr. Dej explained that these forms are to be submitted after students return to their coursework, as the intent is for the student to become well again before returning to their studies. They are also limited per term and not per course. To improve communications around this, members suggested a student-friendly FAQ website or a descriptive video for better clarity.

Members noted that tracking MSAF requests is an issue as there is no standardized way in which to track requests across all Faculties. Nor is there a way to track to see if students met with advisors. Melissa Pool, *University Registrar*, indicated that her office will investigate creating a dashboard to record these requests through a centralized process. Members also felt the policy should be clear that a student should not be able to apply an MSAF on assignments where one has already been granted.

Consideration should be given for situations where an MSAF may be denied, e.g., a great deal of coursework missing, etc. Members also stressed the importance for students to go to their Faculty Offices and speak to an advisor as soon as possible to avoid these circumstances.

The Assistant Deans indicated that a meeting to discuss revisions with the student representatives on UGC would be useful. Dr. Dej agreed and thanked members for their thoughtful feedback and suggestions. Dr. Dej noted that she and the Secretariat will incorporate the Council's feedback into a revised draft of the policy and will arrange for these further consultations to occur as requested.

9. OTHER BUSINESS

As there was no other business, the meeting adjourned at 4:30 p.m.