

## MEETING MINUTES OF THE UNDERGRADUATE COUNCIL

Tuesday, March 21, 2023 at 2:30 p.m. Gilmour Hall, Council Room (Room 111)

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**Attendance:** Dr. K. Dej (*Chair*), Dr. S. Bray, Dr. L. Carter, Ms C. Chung, Dr. S. Corner, Dr. R. da Silva, Dr. C. Gris , Ms V. Lewis, Dr. B. Marquis, Dr. S. McCracken, Dr. K. McGarry, Ms M. Pool, Dr. T. Prowse, Dr. C. Quenneville, Dr. S. Ritz, Dr. R. Whyte, Ms M. Zheng (*Associate University Secretary*), Ms K. Snow (*Assistant University Secretary*)

**Consultants:** Ms. L. Giordano, Ms. C. Mackenzie, Ms L. Maguire, Ms. S. Robinson, Ms N. Solano

**Regrets:** Ms L. al-Arabi, Dr. S. Dickson-Anderson, Ms T. Al-Rammahi

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### 1. MINUTES OF PREVIOUS MEETING – FEBRUARY 28, 2023

It was duly moved and seconded,

**that the Undergraduate Council approve the minutes of the meeting held on February 28, 2023, as circulated.**

The motion was *Carried*.

### 2. BUSINESS ARISING

There was no business arising.

### 3. CHAIR'S REMARKS

The Chair did not offer remarks during this meeting.

### 4. REPORT FROM THE AWARDS COMMITTEE

Dr. Cathy Gris , *Chair of the Awards Committee*, presented the Committee's report.

Members were advised that an electronic vote was held between March 8<sup>th</sup> and March 13<sup>th</sup>, 2023, during which the Undergraduate Council Awards Committee approved the following Terms of Awards for recommendation to Undergraduate Council.

#### a. Terms of Award

- i. Proposed New Awards

- ii. Proposed New Bursaries
- iii. Awards Removed from the Undergraduate Calendar

It was duly moved and seconded,

**that the Undergraduate Council approve one new award, two new bursaries, and three awards to be removed from the Undergraduate Calendar, as set out in the attached.**

The motion was *Carried*.

## **5. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE**

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

### **a. New Diploma Program**

At its meeting on March 7, 2023, the Undergraduate Council Certificates & Diplomas Committee approved the Health Information Fundamentals (HIF) Diploma program.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, the Health Information Fundamentals (HIF) Diploma, as set out in the attached.**

The motion was *Carried*.

### **b. Revisions to Certificates and Diploma Programs**

At the same meeting, the Undergraduate Council Certificates & Diplomas Committee approved revisions to the Diploma in Accounting, and to the Applied Clinical Research (ACR) Certificate.

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 Accounting, 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 and the University Planning Committee, revisions to the Applied Clinical Research (ACR) Certificate, as set out in the attached.**

The motion was *Carried*.

**c. Proposed Revisions to Certificates and Diplomas Policy and Committee Structure**

Members heard that the Certificates & Diplomas Committee reviewed and approved, for recommendation to Undergraduate Council, Graduate Council, and Senate, a set of revisions to the Certificates, & Diplomas Policy.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the revised Certificates, Diplomas & Microcredentials Policy, as set out in the attached.**

The motion was *Carried*.

The Committee also approved the proposed set of by-law revisions to dissolve the Certificates & Diplomas Committee and establish the Joint Committee on Certificates, Diplomas & Microcredentials.

A member suggested the addition of an Assistant Dean of one of the Faculties to be added to the Joint Committee's list of consultants. This suggestion was accepted by the Undergraduate Council.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the dissolution of the Undergraduate Council Certificates and Diplomas Committee and the establishment of a Joint Committee on Certificates, Diplomas & Microcredentials, as amended.**

The motion was *Carried*.

**d. Professional Development Programming: Revisions to Essentials Course**

At the same meeting, the Certificates and Diplomas Committee received, for information, the request to change the title of ESS-800 from Dealing with Difficult People to Mastering Self-Awareness and Behaviour in Difficult Situations.

**6. REPORT FROM THE CURRICULUM & ADMISSIONS COMMITTEE**

Dr. Sean Corner, *Chair of the Curriculum & Admissions Committee*, presented the Committee's report.

**a. Addenda to Curriculum Revisions for Inclusion in the 2023-2024 Undergraduate Calendar**

At the meetings held on February 14th and March 7th, 2023, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, addenda to curriculum and calendar revisions for inclusion in the 2023-2024 Undergraduate Calendar from the Faculties of Science and Business, as well as the Office of the Registrar.

Dr. Corner explained that, due to timing constraints, the items requiring Senate approval will be sent to the Senate Executive Committee for approval on behalf of Senate. These would be reported for information to Senate at the April 12, 2023 meeting.

**i. Faculty of Science**

Members heard that major revisions from the Faculty of Science include the transfer of the Bachelor of Medical Radiation Sciences program and its three specializations (Radiography, Radiation Therapy, and Ultrasonography) to an Honours Bachelor of Medical Radiation Sciences program. There was also an Integrated Equitable Admissions for Black Applicants (EABA) process to be included in the Undergraduate Calendar this year.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the Bachelor of Medical Radiation Sciences program by the Honours Bachelor of Medical Radiation Sciences program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the Bachelor of Medical Radiation Sciences - Radiography Specialization program by the Honours Bachelor of Medical Radiation Sciences - Radiography Specialization program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization program by the Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the Bachelor of Medical Radiation Sciences – Ultrasonography Specialization program by the Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the Integrated Science Equitable Admissions for Black Applicants (EABA) Process for inclusion in the 2023-2024 Undergraduate Calendar, as recommended by the Faculty of Science, and set out in the attached.**

The motion was *Carried*.

ii. **Faculty of Business**

The Faculty of Business brought forward minor curriculum revisions, which were included in the omnibus motion.

iii. **Office of the Registrar**

The Office of the Registrar brought forward minor calendar revisions, which were included in the omnibus motion.

It was duly moved and seconded,

**that the Undergraduate Council approve updated program requirements, updated program admissions requirements, and addenda to curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar, as recommended by the Faculties of Science and Business and the Office of the Registrar, and set out in the attached.**

The motion was *Carried*.

**7. REVISION TO SESSIONAL DATES**

Dr. Dej explained that there is a small correction to the 2022-2023 Sessional Dates. Currently, the date provided for Canada Day is June 30, 2023 but should have been July 3, 2023.

It was duly moved and seconded,

**that the Undergraduate Council approve the correction to the Sessional Dates for 2022-2023.**

The motion was *Carried*.

**8. OTHER BUSINESS**

As there was no other business, the meeting adjourned at 3:00 pm.