

MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, November 22, 2022 at 2:30 p.m. via Zoom

PRESENT: Dr. K. Dej (*Chair*), Ms L. Al-Arabi, Dr. S. Bray, Dr. L. Carter, Ms C. Chung, Dr. S. Corner, Dr. S. Dickson-Anderson, Dr. R. da Silva, Dr. C. Grisé, Dr. B. Marquis, Dr. S. McCracken, Dr. K. McGarry, Ms M. Pool, Dr. T. Prowse, Dr. S. Ritz, Ms S. Santhikumar, Ms K. Snow (*Assistant University Secretary*), Ms C. Richard (*Associate 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 L. Way, Ms M. White

REGRETS: Ms T. al-Rammahi, Mr. M. Malik, Dr. C. Quenneville, Mr. S. Van Koughnett

1. MINUTES OF PREVIOUS MEETING – OCTOBER 4, 2022

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the October 4, 2022 meeting, as circulated.

The motion was *Carried*.
(2 *abstentions*)

2. BUSINESS ARISING

There was no business arising.

3. CHAIR'S REMARKS

Dr. Kim Dej, *Chair of Undergraduate Council*, began the meeting by acknowledging the ongoing CUPE TA strike. Dr. Dej thanked members for their assistance and support and expressed hopes for a speedy resolution to the labour dispute.

Members heard that revisions to the Policy on Requests for Relief for Missed Academic Term Work are not moving forward for approval at this time. The proposed revisions to the policy are substantial and best implemented for the beginning of the 2023-24 academic year. This will provide ample time for communicating requirements to students, building the mechanisms for collecting data, and further development of the policy.

4. REPORT FROM THE AWARDS COMMITTEE

Dr. Cathy Grisé, *Chair of the Awards Committee*, presented the Committee's report to members.

At its November 8th, 2022 meeting, the Undergraduate Council Awards Committee approved the Terms of Awards below for recommendation to Undergraduate Council.

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**

It was duly moved and seconded,

that the Undergraduate Council approve two new awards, revisions to eight award terms, two new bursaries, and three awards removed from the Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

b. 2021-2022 Awards Recipient Report

As Undergraduate Council's meeting materials are made public, a member asked whether students have consented for their names to be published in the report. It was clarified that students are made aware as part of the application process and do provide consent. Ms Liz Way further explained that the list provided is a non-bursary report, noting that bursary recipients would not be made public. Ms Way suggested that they look into an option to opt-out of this for the future.

This item was for information.

c. 2021-2022 Award Disbursement Summary 2021-2022 Awards Summary Chart

This item was for information.

d. 2022 Major University and External Awards Selection Committee

This item was for information.

e. Travel and Exchange Report

This item was for information.

5. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

Dr. Dej presented the Committee's report.

a. New Certificate and Diploma Program

At its meeting on November 8, 2022, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, the proposal for a new International Certificate in Comparative Public Law and Legal Policy. There were no questions.

i. International Certificate in Comparative Public Law and Legal Policy

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, the establishment of the *International Certificate in Comparative Public Law and Legal Policy*, as set out in the attached.

The motion was *Carried*.

b. New Concurrent Certificate Program

At the same meeting, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, the proposal for a new *Concurrent Certificate in Work and Labour Relations*. There were no questions.

i. Concurrent Certificate in Work and Labour Relations

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, the establishment of the *Concurrent Certificate in Work and Labour Relations*, for inclusion in the 2023-24 Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

c. Revisions to Existing Certificate and Diploma Programs

At the same meeting, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, course revisions to the Professional Addiction Studies Program.

i. Course Revisions: Professional Addiction Studies Program

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, revisions to the *Professional Addiction Studies Program*, as set out in the attached.

The motion was *Carried*.

At the same meeting, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, the proposed program name revision to the Certificate of Professional Learning in Foundations of Workplace Intercultural Communication.

ii. Program Name Revision: Certificate of Professional Learning in Foundations of Workplace Intercultural Communication

It was duly moved and seconded,

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

The motion was *Carried*.

Dr. Dej clarified that all approval items have been discussed at length at their respective standing committees.

d. New Certificate of Completion Programs

Dr. McGarry joined the meeting.

In response to a question of why the Certificate of Completion and Attendance Programs are presented for information and not approval, Dr. McGarry explained that there were no fees attached to the programs so approval is not required.

i. LIFTING & Sepsis Canada Research Training Programs (non-credit)

This item was for information.

ii. Waterloo Regional Campus Medical Research & Scholarship Initiative

A member inquired as to why the Certificate of Completion Program is available only to students attending Waterloo's Regional Campus. Dr. Lorraine Carter, *Director of McMaster Continuing Education*, explained that she had been approached by two individuals from the regional campus who expressed interest in opportunities for medical students to gather work in scholarship and research in portfolio format, independent of their

formal academic studies. It was noted that this kind of recognition and scholarly activity would be a value to medical students across all sites.

e. New Certificate of Attendance Programs

i. Development of Effective Dashboards in Health Care

This item was for information.

ii. HL7 Fundamentals

This item was for information.

f. Professional Development Programming; New Essentials Course

i. ESS 913 Flexible Work as a Catalyst for Organizational Agility Well-being

This item was for information.

6. PROPOSED REVISIONS TO THE UNDERGRADUATE EXAMINATIONS POLICY

Dr. Dej lead a discussion on revisions to the Undergraduate Examinations Policy and provided members with an overview of the four key changes.

Members engaged in a discussion regarding section 16, noting that the phrase did not seem to provide discretionary powers for extenuating circumstances. Ms Melissa Pool, *University Registrar*, explained that in practise, the policy is not heavy handed, and students experiencing crises have not been required to pay cancellation fees. However, it was noted that there does need to be some accountability for students who do not provide the 48 hours notice of cancellation of final examination accommodation requirements. To soften the language, members requested the addition of “absent extenuating circumstances, a no-show fee may be applied” to point 16 of the policy document, as well as a minor correction to punctuation under point 17.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the Senate, the revised Undergraduate Examinations Policy, as amended at the meeting and effective January 1, 2023.

The motion was *Carried*.

7. OTHER BUSINESS

Ms Kelly Snow reminded members that the University had provided students, staff, and Faculty with two additional days for their annual holiday break, which impacts submission deadlines for Undergraduate Council’s three standing committees. Members were

encouraged to submit prior to the break if possible, or by end of day on January 4, 2023, at the latest.

As there was no other business, the meeting adjourned at 3:17 pm.