

## MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, April 23, 2024 at 2:30 p.m.

Gilmour Hall, Council Room (Room 111)

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- Attendance:** Kim Dej (*Chair*), Nicholas Bock, Lorraine Carter, Sean Corner, Cathy Gris , Beth Marquis, Karen McGarry, Cheryl Quenneville, Sarah Robinson, Aaron Schat, Sean Van Koughnett, Rob Whyte, Kelly Snow (*Assistant University Secretary*), Michelle Zheng (*Associate University Secretary*)
- Consultants:** Cait Brooks, Lynn Giordano, Amy Gullage, Carla Hodal, Cathy Mackenzie, Ben O'Connor, Jackie Osterman, Monique Savage Williams, Maria White
- Regrets:** Rosa da Silva, Sarah Dickson-Anderson, Bridget O'Shaughnessy, Teal McAteer, Adrian Mesly, Caitlin Mullarkey (*on leave*), Wynter Sutchy, Spring Wang
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### 1. Call to Order

Kim Dej, *Chair of the Undergraduate Council*, called the meeting to order.

### 2. Minutes of the Previous Meeting - March 26, 2024

It was duly moved and seconded,

**that the Undergraduate Council approve the minutes of the meeting held on March 26, 2024, as circulated.**

The motion was *Carried*.

### 3. Business Arising

#### 1. Revisions to the Policy on Requests for Relief for Missed Academic Term Work

An electronic vote was held between March 28 and April 2, 2024, during which the Undergraduate Council approved the following motion:

Motion:

**that the Undergraduate Council approve, for recommendation to the Senate, the revisions to the Policy on Requests for Relief for Missed Academic Term Work, including the name change of the policy, effective July 1, 2024 and as circulated.**

#### 4. **Chair's Remarks**

The Chair offered no remarks for this meeting.

#### 5. **Report from the Awards Committee**

Cathy Grisé, *Chair of the Awards Committee*, presented the report.

##### 1. **Terms of Award**

- a. Proposed New Awards
- b. Awards to be Removed from the Undergraduate Calendar

At its meeting on April 9, 2024, the Awards Committee reviewed and approved the new awards and the awards to be removed from the Undergraduate Calendar for recommendation to Undergraduate Council.

It was duly moved and seconded,

**that the Undergraduate Council approve seven new awards and two awards to be removed from the Undergraduate Calendar.**

The motion was *Carried*.

##### 2. **Revisions to the 2024/2025 Undergraduate Calendar**

At the same meeting, the Awards Committee reviewed and approved minor revisions to the 2024/25 Undergraduate Calendar. This was a result of the recently launched Indigenous Student Bursary program, named ionkhihahonnién:ni, which means “they’re making a path for us” in the Mohawk language.

It was duly moved and seconded,

**that the Undergraduate Council approve the revisions recommended by the Office of the Registrar, Aid & Awards for inclusion in the 2024-2025 Undergraduate Calendar, as circulated.**

The motion was *Carried*.

#### 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. **New Non-Academic Microcredentials**

At its meeting on April 16, 2024, the Joint Committee on Certificates, Diplomas and Microcredentials received, for information, an overview of two new Non-Academic Microcredentials.

- a. Data Strategy for Healthcare Organizations
- b. Managing Innovation, Quality and Change in Health Care

## 7. **Report from the Curriculum & Admissions Committee**

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

### 1. **Proposal to Pilot an Equitable Admissions Process for the Arts & Science Program**

At the meeting held on April 16, 2024, the Curriculum and Admissions Committee reviewed and approved the Proposal to Pilot an Equitable Admissions Process for the Arts & Science Program.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the proposal to pilot an Equitable Admissions Process as recommended by the Arts & Science program, and as circulated.**

The motion was *Carried*.

### 2. **Addenda to Curriculum Revisions for Inclusion in the 2024-2025 Undergraduate Calendar**

At the same meeting, the Curriculum and Admissions Committee reviewed and approved addenda to curriculum revisions for inclusion in the 2024-2025 Undergraduate Calendar from the Faculty of Social Sciences and the Office of the Registrar. The Office of the Registrar's addenda included revisions to the general academic regulations.

It was duly moved and seconded,

**that the Undergraduate Council approve the revisions recommended by the Faculty of Social Sciences and the Office of the Registrar for inclusion in the 2024-2025 Undergraduate Calendar, as circulated.**

The motion as *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to Senate, the revisions to general academic regulations recommended by the Office of the Registrar for inclusion in the 2024-2025 Undergraduate Calendar, as circulated.**

The motion was *Carried*.

## **8. ToR - Ad Hoc Committee on Course Management**

K. Dej provided an overview of the proposed ad hoc committee to review the Course Management Policy, as well as its Terms of Reference and mandate.

Members had several questions surrounding the process for selecting participants, as well as various stakeholder groups who they felt should be consulted during the process, including students. It was also noted that different types of programming and learning, such as clinical programs, should be involved.

It was duly moved and seconded,

**that the Undergraduate Council approve the establishment of the Ad Hoc Committee on Course Management, as well as the proposed committee membership structure, as circulated.**

The motion was *Carried*.

## **9. 2020-2023 IQAP Cyclical Program Reviews**

Amy Gullage, *Lead Educational Developer, MacPherson Institute* provided an overview of the 2020-2023 IQAP Cyclical Reviews. A. Gullage requested to strike the Nursing Final Assessment Report from the documents, as this was included erroneously.

In response to a question, it was clarified that the reviews must begin *within* the mandated eight years, to ensure compliance.

### **1. 2020 - 2023 IQAP Cyclical Program Reviews**

- a. BSc. Nursing
- b. Power & Energy Engineering Technology
- c. Software Engineering Technology
- d. English and Cultural Studies
- e. Health, Aging and Society
- f. History
- g. Biomedical Discovery & Commercialization
- h. Political Science

This item was for information only.

**10. Dean's Permission Courses**

K. Dej explained that the list of Dean's Permissions Courses for 2023-2024 was included in the agenda package. The list did not include one-line rationales to explain why a course was offered on Dean's Permission, as this information was not readily available. Associate Deans were encouraged to have their respective units provide this information to the Registrar's office moving forward. This will be an annual report presented to UGC in April.

**11. Recognition of Retiring Members of Undergraduate Council**

K. Dej thanked the following student members who would not be returning: Spring Wang (Health Sciences), Adrian Mesly (Social Sciences), Nijhum Saha (Business), Maryam Khan (Arts & Science Program) and Angel Li (Engineering).

Of the Faculty and ex-officio members, K. Dej expressed her gratitude to Cathy Gris , for serving as Chair of Awards Committee for two years. K. Dej also thanked Sean Corner for serving as Chair of the Certificates & Diplomas Committee, followed by two years as Chair of the Curriculum & Admissions Committee. K. Dej also recognized Sarah Robinson for her work serving as Acting University Registrar this past year.

**12. Other Business**

K. Dej called for any other business.

**13. Adjournment**

As there was no other business, the meeting adjourned at 3:05 PM.