

MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, January 24, 2023 at 2:30 p.m.

Gilmour Hall, Council Room (Room 111)

- Attendance:** Dr. K. Dej (*Chair*), Dr. S. Bray, Dr. L. Carter, Ms N. Chu, Ms C. Chung, Dr. S. Corner, Dr. S. Dickson-Anderson, Dr. R. da Silva, Dr. C. Grisé, 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 K. Snow (*Assistant University Secretary*), Ms M. Zheng (*Associate University Secretary*)
- Consultants:** Ms L. Giordano, Ms C. Hodal, Ms C. Mackenzie, Ms J. Osterman, Mr. G. Rombough, Ms C. Stevens, Dr. G. Van Gastel
- Invited:** Dr. Erin Aspenleider, *Associate Director Program and Educational Development*
Ms Claudia Huelgas, *MELD Academic Program Manager*
- Regrets:** Ms L. Al-Arabi, Ms T. Al-Rammahi, Mr. M. Malik, Ms S. Santhikumar, Mr. S. Van Koughnett.
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1. MINUTES OF PREVIOUS MEETING – DECEMBER 13, 2022

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the December 13, 2022 meeting, as circulated.

The motion was *Carried*.
(1 abstention)

2. BUSINESS ARISING

There was no business arising.

3. CHAIR'S REMARKS

Dr. Kim Dej, *Chair of Undergraduate Council*, offered brief remarks to the Council, speaking to several key initiatives including the Digital Learning Strategy.

4. REVISIONS TO THE POLICY ON ACADEMIC PROGRAM DEVELOPMENT AND REVIEW

Dr. Erin Aspenleider provided an overview of the proposed revisions to the policy on Academic Program Development and Review.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the proposed revisions to the Policy on Academic Program Development and Review, effective February 8, 2023, as circulated.

The motion was *Carried*.

5. REPORT FROM THE AWARDS COMMITTEE

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

An electronic vote was held between January 11, 2023 and January 17, 2023, during which the Undergraduate Council Awards Committee approved the following Terms of Award for recommendation to Undergraduate Council. Details of the proposed recommendations are contained within the circulated report.

a. Terms of Award

- i. New Awards
- ii. Changes to Award Terms for Approval
- iii. Proposed New Bursaries for Approval
- iv. Changes to Bursary Terms
- v. Bursaries with Curriculum Name Change Only

It was duly moved and seconded,

that the Undergraduate Council approve one new award, revisions to four award terms, five new bursaries, changes to fifteen bursary terms, and fourteen bursaries with curriculum name changes, as circulated.

The motion was *Carried*.

b. Proposed Revisions to the 2023-2024 Undergraduate Calendar

During the same electronic vote, the Awards Committee also approved a set of proposed revisions for inclusion in the 2023-2024 Calendar.

It was duly moved and seconded,

that the Undergraduate Council approve revisions to the academic general regulations for Aid & Awards, as recommended by the Office of the Registrar and for inclusion in the 2023-2024 Undergraduate Calendar, as circulated.

The motion was *Carried*.

6. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

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

a. Certificates and Diplomas Section of the 2023-2024 Undergraduate Calendar

i. Faculty of Health Sciences - Revisions to Concurrent Certificates

At its meeting on January 10, 2023, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, revisions to the Concurrent Certificates in Biomedical Sciences (BMS), Health Humanities and Social Sciences, and Immunology, Microbiology & Virology (IMV), for inclusion in the 2023-2024 Undergraduate Calendar and as contained in the Report from the Faculty of Health Sciences. Further details can be found in the circulated materials.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Concurrent Certificate in Biomedical Sciences (BMS), 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, revisions to the Concurrent Certificate in Health Humanities and Social Sciences, 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, revisions to the Concurrent Certificate in Immunology, Microbiology, & Virology (IMV), as set out in the attached.

The motion was *Carried*.

ii. **Faculty of Humanities - New Concurrent Certificate, Revisions to Concurrent Certificates**

At the same meeting on January 10, 2023, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, one new Concurrent Certificate titled the Applied Linguistics Certificate (ALC), as well as revisions to the Concurrent Certificates in Applied Ethics and Policy (CAEP), Creative Writing and Narrative Arts (CWNA), Critical Curatorial Studies (CCCS), Language of Medicine and Health and Essential French, for inclusion in the 2023-2024 Undergraduate Calendar and as contained within the Report from the Faculty of Humanities. Details of the items can be found within the circulated materials.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the Applied Linguistics Certificate (ALC), 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, revisions to the Concurrent Certificate for Applied Ethics and Policy (CAEP), 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, revisions to the Concurrent Certificate in Creative Writing and Narrative Arts (CWNA), 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, revisions to the Concurrent Certificate in Critical Curatorial Studies (CCCS), 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, revisions to the Concurrent Certificate in the Language of Medicine and Health, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council, for recommendation to Senate, revisions to the Concurrent Certificate in Essential French, as set out in the attached.

The motion was *Carried*.

iii. Faculty of Science- New Concurrent Certificate, Revisions to Concurrent Certificates

At the same meeting on January 10, 2023, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, one new Concurrent Certificate in Science Communication, as well as revisions to the Concurrent Certificate in Urban Studies and Planning for inclusion in the 2023-2024 Undergraduate Calendar and as contained in the Report from the Faculty of Science. Details of the items can be found in the circulated materials.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the Concurrent Certificate in Science Communication, 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, revisions to the Concurrent Certificate in Urban Studies and Planning, as set out in the attached.

The motion was *Carried*.

b. New Certificate of Completion Program

At the same meeting, the Certificates & Diplomas Committee approved, for recommendation to Undergraduate Council, the proposal for the McMaster STEP Certificate Program. Details of the program are contained within the circulated materials.

i. McMaster STEP Certificate Program

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and Senate, the McMaster STEP Certificate Program, as set out in the attached.

The motion was *Carried*.

Members thanked all those involved in the development of the certificate program, noting that it will help international students tremendously with English language proficiency.

c. Correction to Certificate and Diploma Program

At the same meeting, the Certificates and Diplomas Committee received, for information, a minor correction to McMaster Continuing Education's Business Administration with a Concentration in Data Analytics Diploma program.

7. REPORT FROM THE CURRICULUM & ADMISSIONS COMMITTEE

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

a. Curriculum Submission Report for Inclusion in the 2023-2024 Undergraduate Calendar (Approval)

At the meeting held on January 10, 2023, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, several curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar as recommended by the Faculty of Health Sciences.

The Faculty of Health Sciences brought forward the Biomedical Discovery and Commercialization Exit (B.H.Sc.) as an exit degree, as well as the Minor in Impact of Infectious Disease on Individuals and Society and updated graduation requirements for the B.H.Sc. Degree from the B.H.Sc. (Honours) Biology and Pharmacology Co-op Program.

It was duly moved and seconded,

that Undergraduate Council approve, for recommendation to Senate, revisions to the Faculty of Health Sciences General Academic Regulations to introduce the Biomedical Discovery and Commercialization Exit (B.H.Sc.) as an exit degree, and set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that Undergraduate Council approve the Minor in Impact of Infectious Disease on Individuals and Society for inclusion in the 2023-2024 Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that Undergraduate Council approve updated graduation requirements to the B.H.Sc. Degree from the B.H.Sc. (Honours) Biology and Pharmacology Co-op Program for inclusion in the 2023-2024 Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that Undergraduate Council approve revisions to program admission requirements and curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

b. Addenda to Curriculum Revisions for the 2023-2024 Undergraduate Calendar

At the same meeting on January 10th, 2023, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, addenda to curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar from the Faculty of Science.

i. Faculty of Science

It was duly moved and seconded,

that the Undergraduate Council approve curriculum revisions 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. Office of the Registrar

At the same meeting on January 10th, 2023, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, changes to Admission Requirements, Application Requirements and General Academic Regulations for inclusion in the 2023-2024 Undergraduate Calendar from the Office of the Registrar.

It was fully moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, changes to Admission Requirements, Application Requirements and General Academic Regulations, for inclusion in the 2023-2024 Undergraduate Calendar, as set out in the attached.

The motion was *Carried*.

8. SESSIONAL DATES FOR 2023-2024

Dr. Dej explained to members that the Sessional Dates for 2023-2024 were being presented for approval. Ms Melissa Pool, *University Registrar*, provided an overview of the two models being brought forward for consideration and explained to the Council how these models are typically developed. Members heard that September 30th, 2023 is National Truth and Reconciliation Day, and it was important that no testing or examinations be conducted on this day. There would also be a longer winter break.

A discussion commenced among members regarding when best to have the deferred examination period be scheduled, noting that Model 2 moves the deferred examination period to mid-June, rather than during the final week of June. Members expressed a preference for this change, although briefly discussed how this change might impact instructor attendance at convocations. Ms Pool offered to pull together a Working Group to further discuss the deferred examination period.

It was duly moved and seconded,

that the Undergraduate Council approve the Sessional Dates for the 2023-2024 Academic Year, as specified in Model 2, and set out in the attached.

The motion was *Carried*.

9. OTHER BUSINESS

As there was no other business, the meeting adjourned at 3:15 pm.