

## MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, March 26, 2024 at 2:30 p.m.

Gilmour Hall, Council Room (Room 111)

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- Attendance:** Kim Dej (*Chair*), Nicholas Bock, Sean Corner, Rosa da Silva, Sarah Dickson-Anderson, Cathy Grisé, Vivian Lewis, Beth Marquis, Teal McAteer, Karen McGarry, Bridget O'Shaughnessy, Cheryl Quenneville, Sarah Robinson, Aaron Schat, Rob Whyte, Kelly Snow (*Assistant University Secretary*), Michelle Zheng (*Associate University Secretary*)
- Consultants:** Cait Brooks, Amy Gullage, Cathy Mackenzie, Ben O'Connor, Jackie Osterman, Greg Rombough, Monique Savage Williams, Maria White
- Invited:** Dan Piedra, *Assistant Director, Programming and Online Education*  
Barrington Walker, *Vice-Provost, Equity and Inclusion*
- Regrets:** Lorraine Carter, Adrian Mesly, Caitlin Mullarkey (*on leave*)
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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 - February 27, 2024

It was duly moved and seconded,

**that the Undergraduate Council approve the minutes of the meeting held on February 27, 2024, as circulated.**

The motion was *Carried*.

### 3. Business Arising

There was no business arising

### 4. Chair's Remarks

K. Dej advised members that committee assignments are being prepared for next year. Continuing members of UGC were encouraged to advise the Secretariat as soon as possible of their preferences.

### 5. Presentation to the Undergraduate Council

Barrington Walker, *Vice-Provost, Equity and Inclusion*, delivered a presentation on the Equity and Inclusion Office to the Undergraduate Council.

## 6. Report from the Awards Committee

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

### 1. Terms of Award

At its meeting on March 5, 2024, the Awards Committee reviewed and approved the following award terms for recommendation to Undergraduate Council.

#### *Approval*

- a. Proposed New Awards
- b. Changes to Award Terms
- c. Proposed New Bursary
- d. Awards Removed from the Undergraduate Calendar
- e. Changes to Bursary Terms

#### *Information*

- f. Award and Bursary Name Changes

C. Gris  noted a typographical error in the materials. The correct name of the Dr. Kenneth and Joan Hill Bursary is the Dr. Kenneth and Jones *Hall* Bursary.

It was duly moved and seconded,

**that the Undergraduate Council approve two new awards and changes to one award term, one new bursary and changes to one bursary term, and one award to be removed from the Undergraduate Calendar, as amended.**

The motion was *Carried*.

## 7. 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. Revision to Certificate Program

At its meeting on March 5, 2024, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved the course cancellation of ICL 103 Intercultural Workplaces from the Certificate in Management Principles and Practices (MGT).

It was duly moved and seconded,

**that the Undergraduate Council approve the revision to the Certificate in Management Principles and Practices.**

The motion was *Carried*.

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

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

### **1. New Program Proposal: Combined Honours in Leadership and Civic Studies and Another Subject**

At the meeting held on March 5, 2024, the Curriculum and Admissions Committee reviewed and approved the proposal for the Combined Honours in Leadership and Civic Studies and Another Subject for inclusion in the 2025-2026 Undergraduate Calendar. S. Corner and Karen McGarry, *Associate Deans of Humanities and Social Sciences*, respectively, provided an overview of the new program.

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 Combined Honours in Leadership and Civic Studies and Another Subject degree program, as recommended by the Faculties of Humanities and Social Sciences for inclusion in the 2025-2026 Undergraduate Calendar, as amended.**

A member asked that there be a statement of admission requirements for inclusion in the 2024-2025 Undergraduate Calendar. Members discussed this request and agreed to follow-up on the matter further following the meeting.

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 approved addenda to curriculum revisions for inclusion in the 2024-2025 Undergraduate Calendar from the noted Faculties below, as well as the Arts & Science Program. The Faculty of Social Sciences' addenda includes revisions to the academic general regulations.

- a. Arts & Science Program
- b. Faculty of Health Sciences

- c. Faculty of Social Sciences
- d. Faculty of Business

It was duly moved and seconded,

**that the Undergraduate Council approve the curriculum revisions recommended by the Arts & Science Program, as well as the Faculties of Health Sciences and Business for inclusion in the 2024-2025 Undergraduate Calendar, as circulated.**

The motion was *Carried*.

It was duly moved and seconded,

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

The motion was *Carried*.

## **9. Report from the Ad Hoc Committee on Relief for Student Absences**

K. Dej presented the report.

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

On March 19, 2024, the Ad Hoc Committee on Relief for Student Absences reviewed and approved, via electronic vote, revisions to the Policy on Requests for Relief for Missed Academic Term Work. There were minor changes made since the Undergraduate Council reviewed the policy for information at its February meeting. Members heard that no feedback or recommended changes had been received from Senators since sending the policy to the Senate for information the week prior.

K. Dej thanked the members for their work: Beth Marquis, Sarah Dickson-Anderson, Sarah Robinson, Joanna Pierazzo, Bridget O'Shaughnessy, Shaiya Robinson and Abby Samuels as well as consultants Michelle Bennett, Jackie Osterman, Greg Rombough, Brad Coburn, Kelly Snow, and Carolyn Brendon, *Ombuds*, who also had several important contributions.

It was duly moved and seconded,

**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.**

There was a discussion about the MSAF (Self-Report) section of the policy. A member asked that further direction be provided to students to heighten their awareness in cases where they may file an administrative report prior to submission of a self-report. After this discussion, which included a question of whether the policy would be sufficient in limiting this practice, members agreed that additional information be added to the MSAF (Self-Report) section detailing restrictions, as well as recommendations for when to speak to an academic advisor. There was also a proposal to amend the preamble from “doctor’s notes” to “documentation”.

The meeting lost quorum during the discussion. Members were advised that the revised version of the policy would be circulated to members for information, and an e-vote would be held shortly thereafter.

**10. Other Business**

K. Dej called for other business.

**11. Adjournment**

As there was no other business, the meeting adjourned at 3:57 PM.

An electronic vote was held between March 28 and April 2, 2024, during which the Undergraduate Council approved the revisions to the Policy on Requests for Relief for Missed Academic Term Work.