

MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, September 26, 2023 at 3:15 PM

Gilmour Hall, Council Room (Room 111)

Attendance: Kim Dej (*Chair*), Sean Corner, Rosa da Silva, Sarah Dickson-Anderson, Catherine Grisé, Maryam Khan, Beth Marquis, Teal McAteer, Karen McGarry, Adrian Mesly, Caitlin Mullarkey, Cheryl Quenneville, Sarah Robinson, Nijhum Saha, Aaron Schat, Wynter Sutchy, Sean Van Koughnett, Spring Wang, Rob Whyte, Kelly Snow (*Assistant University Secretary*)

Consultants: Lynn Giordano, Amy Gullage, Carla Hodal, Cathy Mackenzie, Liz Maguire, Ben O'Connor, Jackie Osterman, Greg Rombough, Monique Savage Williams, Cait Brooks, Liz Way, Maria White

Regrets: Lorraine Carter, Lily Howden, Vivian Lewis

1. Call to Order

Kim Dej, *Chair of the Undergraduate Council*, welcomed members to the first Undergraduate Council (UGC) meeting of the year and facilitated introductions.

2. Minutes of the Previous Meeting – April 18, 2023

It was duly moved and seconded,

that the Undergraduate Council approve the minutes of the April 18, 2023 meeting, as circulated.

The motion was *Carried*.

3. Business Arising

Since the last regular meeting of UGC, the following matters were voted on via electronic vote:

1. Policy Revisions: Policy on Requests for Relief for Missed Academic Term Work

On April 27, 2023, revisions to the Policy on Requests for Relief for Missed Academic Term Work were circulated. However, a number of members requested amendments before voting, which electronic votes do not lend themselves well for. K. Dej withdrew the motion and engaged in further consultation with the Associate Deans Group (ADG) before re-circulating the policy for another vote.

2. Policy Revisions: Policy on Requests for Relief for Missed Academic Term Work
The Undergraduate Council approved, for recommendation to the Senate, revisions to the Policy on Requests for Relief for Missed Academic Term Work, effective September 1, 2023.

4. Chair's Remarks

K. Dej provided brief remarks to the Council, noting several initiatives across campus including the work of the Generative AI Task Force, the Partnered in Teaching and Learning Strategy and the Digital Learning Strategy.

Members heard that the UGC will begin to incorporate presentations into its agendas. K. Dej encouraged members to send suggestions for presentation topics to herself or K. Snow.

K. Dej also noted that the 2022-2023 Report on Student Affairs had been recently published. Sean Van Koughnett, *Associate Vice-President and Dean of Students*, spoke to its highlights. The link would be shared following the meeting.

5. Undergraduate Council Reference Guide for 2023-2024

Members heard that this document is included in the Agenda Package for information. The document describes the governance and activities of the Undergraduate Council and its related committees, except for the Quality Assurance Committee and the Awards Committee. It serves as a reference for staff who prepare curriculum submissions as well as a guide for the governance framework of curriculum.

6. Election of Undergraduate Council Vice Chair

Members were advised that the Vice-Chair of Undergraduate Council is elected annually by its members. K. Dej asked the Council for nominations. Caitlin Mullarkey expressed interest and willingness to serve. As there were no additional nominations, C. Mullarkey was declared elected by acclamation.

7. Report from the Executive Committee

K. Dej explained that the Undergraduate Council Committee Assignments were approved by the Undergraduate Council Executive Committee, who also authorized the Chair to complete the memberships as required throughout the summer months. Following a resignation from a committee, an electronic vote was circulated to approve the new slate of committee chairs.

It was duly moved and seconded,

that Undergraduate Council ratify the decision of the Executive Committee to approve the 2023-2024 Undergraduate Council Committee Assignments, as circulated.

The motion was *Carried*.

8. Report from the Awards Committee

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

At its meeting on September 12, 2023, the Awards Committee reviewed and approved the following for recommendation to Undergraduate Council.

1. Report from the Office of the Registrar; Aid & Awards - Terms of Awards

- a. Proposed New Awards
- b. Changes to Award Terms
- c. Award Name Changes
- d. Awards Removed from the Undergraduate Calendar
- e. Proposed New Bursaries
- f. Changes to Bursary Terms
- g. Bursary Name Changes
- h. Bursaries Removed from the Undergraduate Calendar
- i. Proposed Academic Terms

It was duly moved and seconded,

that the Undergraduate Council approve eight new awards, changes to four award terms, changes to two award names, nine awards to be removed from the Undergraduate Calendar, seven new bursaries, changes to two bursary terms, two changes to bursary names, five bursaries removed from the Undergraduate Calendar and four new academic grants effective Fall 2024, as circulated.

The motion was *Carried*.

9. Report from the Joint Committee on Certificates, Diplomas & Microcredentials

Aaron Schat, *Chair of the Joint Committee on Certificates, Diplomas and Microcredentials*, presented the report.

At its meeting on September 12, 2023, the Joint Committee on Certificates, Diplomas and Microcredentials approved, for recommendation to Undergraduate Council, the following nineteen Certificate of Attendance programs from the Department of Psychiatry & Behavioural Neurosciences.

1. New Certificate of Attendance Program Proposals from the Department of Psychiatry & Behavioural Neurosciences

- a. CBT for Obsessive Compulsive Disorder
- b. Integrating Measurement-Based Care into CBT
- c. Mindfulness and CBT (MCBT)
- d. CBT for Childhood OCD
- e. CBT for Insomnia
- f. Supporting the Transgender and Gender Diverse (TGD) Community Through CBT
- g. CBT for Perinatal Mood and Anxiety Disorders (PMADS)
- h. CBT for Chronic Pain
- i. CBT Considerations with Indigenous Clients
- j. Harm Reduction and CBT for Concurrent Disorders
- k. Behavioural Approaches in CBT: Exposure and Behavioural Activation
- l. Working with Core Beliefs Across Mood and Anxiety Disorders
- m. CBT for Depression
- n. Enhancing Parent Engagement in CBT for Childhood Anxiety
- o. Acceptance and Commitment Therapy (ACT)
- p. PsychoCommerce: The Business of Mental Healthcare
- q. Application of cognitive behavioural therapy to support people facing serious medical illness
- r. CBT for Psychosis

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and Senate, the nineteen Certificate of Attendance programs, as circulated.

The motion was *Carried*.

2. Revision to Existing Diploma Program: BUS 490 Financial Modelling and Analysis - Course Cancellation/Removal

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials approved, for recommendation to Undergraduate Council, revisions to the Business Administration (Generalist) Diploma.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and Senate, revisions to the Business Administration (Generalist) diploma program, as circulated.

The motion was *Carried*.

3. Closure of Business Administration Diploma with Finance Concentration

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials approved, for recommendation to Undergraduate Council, the closure of the Business Administration Diploma with the Finance Concentration.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and Senate, the closure of the Business Administration Diploma with the Finance Concentration, as circulated.

The motion was *Carried*.

10. Report from the Curriculum & Admissions Committee

Sean Corner, *Chair of the Curriculum and Admissions Committee*, presented the Report.

1. New Equitable Admission Process to be Piloted in 2024 (Arts & Science Program)

At its meeting on September 12, 2023, the Curriculum & Admissions Committee approved, as recommended by the Arts & Science program, the new Equitable Admissions Process to be piloted in 2024.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to the Senate, the proposal to pilot the Equitable Admissions Process in 2024, as circulated.

The motion was *Carried*.

2. Addenda to Admission Procedures for Inclusion in the 2023-2024 Undergraduate Calendar (Faculty of Social Sciences)

Motion:

that the Undergraduate Council approve, for recommendation to Senate, revisions to admission procedures for inclusion in the 2023-24 Undergraduate Calendar, as circulated.

K. Dej explained to the Council that after consideration and consultation, she would propose to withdraw the motion from the agenda as it is problematic from a timing perspective.

Members heard that the Undergraduate Calendar is a contract with students that should only be updated during the annual curriculum cycle in the fall and early winter. During the COVID-19 pandemic, UGC had routinely been making later revisions to the Calendar and now there is a need to return to regular timelines. This

proposed change comes far later than anything seen previously, is past the 23/24 calendar deadlines, and the Curriculum & Admissions Committee will begin the next year of calendar changes shortly. Other risks include potential student appeals due to changes that appear in a published calendar.

K. Dej emphasized her support for the changes themselves as they would make for a better student experience, however the changes must enter into the appropriate cycle of calendar revisions. Communication with students was encouraged regarding how placements and volunteering will set students up for success as they consider applying for the program. The change can be put forward for the 24/25 calendar.

The motion was withdrawn.

11. Establishment of Ad Hoc Committee on Relief for Student Absences

K. Dej explained that UGC is being asked to approve the establishment of an ad hoc committee to review and make recommendations to the Policy on Requests for Relief for Missed Academic Term Work. Returning members would recall that the process of reviewing this policy last year was challenging, both at UGC and the Senate, which made evident the need to review the policy more thoroughly. K. Dej spoke further to the consultations with the Associate Deans Group (ADG) and the McMaster University Faculty Association (MUFA) that confirmed there is still work to be done. K. Dej would also like to get a sense of how the revisions approved last year affect the usage of absence forms.

It was duly moved and seconded,

that the Undergraduate Council approve the establishment of the Ad Hoc Committee on Relief for Student Absences, as well as the proposed ad hoc committee membership, as circulated.

The motion was *Carried*.

12. Other Business

As there was no other business, the meeting adjourned at 3:40 PM.

Following the meeting, Beth Marquis, *Director of the Arts & Science Program*, requested that Item 10.1. be withdrawn from the governance process to incorporate substantial and recent feedback. K. Dej and Andrea Thyret-Kidd, *University Secretary*, agreed to withhold the materials from the October Senate agenda with the understanding that this item would need to return to the Curriculum & Admissions Committee.