

## MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, February 27, 2024 at 2:30 p.m.

Gilmour Hall, Council Room (Room 111)

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- Attendance:** Kim Dej (*Chair*), Lorraine Carter, Sean Corner, Rosa da Silva, Sarah Dickson-Anderson, Cathy Gris , Maryam Khan, Beth Marquis, Karen McGarry, Adrian Mesly, Cheryl Quenneville, Sarah Robinson, Aaron Schat, Wynter Sutchy, Sean Van Koughnett, Rob Whyte, Kelly Snow (*Assistant University Secretary*), Michelle Zheng (*Associate University Secretary*) Michelle Bennett (*Hearings Manager*)
- Consultants:** Cait Brooks, Lynn Giordano, Amy Gullage, Carla Hodal, Cathy Mackenzie, Liz Maguire, Ben O'Connor, Jackie Osterman, Greg Rombough, Liz Way, Maria White
- Invited:** Carolyn Brandon, *Ombuds*
- Regrets:** Caitlin Mullarkey (*on leave*), 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 - January 30, 2024

It was duly moved and seconded,

**that the Undergraduate Council approve the minutes of the meeting held on January 30, 2024, as circulated.**

The motion was *Carried*.

### 3. Business Arising

There was no business arising.

### 4. Chair's Remarks

K. Dej spoke briefly to the water main break on campus.

### 5. Presentation to Undergraduate Council

Liz Way, *Senior Associate Registrar, Aid & Awards*, delivered a presentation on Aid & Awards 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 February 6, 2024, the Awards Committee reviewed and approved the following items for recommendation to Undergraduate Council.

#### *Approval*

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

#### *Information*

- f. Award Name Changes
- g. Award Value Changes

It was duly moved and seconded,

**that the Undergraduate Council approve five new awards, changes to fifteen award terms, changes to six award terms due to a department name change, changes to two bursary terms, and nineteen awards to be removed from the Undergraduate Calendar, as circulated.**

The motion was *Carried*.

### 2. Revisions to the 2024-2025 Undergraduate Calendar

At the same meeting, the Awards Committee reviewed and approved revisions to the Aid & Awards section of the calendar for inclusion in the 2024-2025 Undergraduate Calendar.

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*.

## 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. **Revisions to Concurrent Certificate Programs**

At its meeting on February 6, 2024, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved revisions to five concurrent certificate programs.

#### a. **Faculty of Humanities**

- i. Concurrent Certificate for Applied Ethics and Policy
- ii. Concurrent Certificate in Essential French
- iii. Concurrent Certificate in Leadership, Equity & Social Change
- iv. Concurrent Certificate in Professional French

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Concurrent Certificates in:**

- **Applied Ethics and Policy,**
- **Essential French,**
- **Leadership, Equity & Social Change, and**
- **Professional French**

**as recommended by the Faculty of Humanities for inclusion in the 2024-2025 Undergraduate Calendar, and as circulated.**

The motion was *Carried*.

#### b. **Faculty of Engineering**

- i. Concurrent Certificate in Sustainability

It was duly moved and seconded,

**that the Undergraduate Council approve revisions to the Concurrent Certificate in Sustainability, as recommended by the Faculty of Engineering for inclusion in the 2024-2025 Undergraduate Calendar, and as circulated.**

The motion was *Carried*.

### 2. **New Non-Academic Microcredential Programs**

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed two new microcredential programs. While normally non-academic microcredentials would be reported for information, members heard that the Faculty of Health Sciences would be making a submission to the University Student Fees Committee for its Engaging and Partnering for People-Centered Care microcredential and as such, this item required approval.

**a. Faculty of Health Sciences**

i. Engaging and Partnering for People-Centred Care

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 microcredential in Engaging and Partnering for People-Centred Care recommended by the Faculty of Health Sciences, as circulated.**

A member asked about the technical and administrative aspects of implementation, including managing payments and registration, which had been brought forward earlier at the Committee meeting. As microcredentials are new to McMaster, much of the administrative support for them has not yet been centralized.

The motion was *Carried*.

**b. McMaster Continuing Education and Department of Geography**

i. Creating Caregiver-Friendly Workplaces Program

This item was for information only.

**3. Closure of Certificates of Professional Learning Programs and Course Deletion**

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved the closures of two Certificate of Professional Learning Programs and the resulting course deletion from the Business Administration Generalist Diploma.

- a. Closure of the Intercultural Competency (ICL) Program
- b. Closure of the Foundations in Workplace Intercultural Competency & Communication Program
- c. Removal/deletion of ICL 101 - Business Administration Generalist Diploma

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the University**

**Planning Committee and the Senate, the closure of the Certificate of Professional Learning Programs in Intercultural Competency (ICL) and Foundations in Workplace Intercultural Competency & Communication, as circulated.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve the revision to the Business Administration Generalist Diploma, as circulated.**

The motion was *Carried*.

**4. Revisions to Certificate of Completion Program**

- a. Mindfulness in Modern Society, New Course Additions

This item was for information only.

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

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

**1. Addenda to Curriculum Revisions for Inclusion in the 2024/2025 Undergraduate Calendar**

At the meeting held on February 6, 2024, the Curriculum and Admissions Committee approved additional curriculum revisions for inclusion in the 2024-2025 Undergraduate Calendar.

- a. Faculty of Science  
b. Faculty of Engineering  
c. Faculty of Social Sciences

It was duly moved and seconded,

**that the Undergraduate Council approve the curriculum revisions recommended by the Faculties of Science and Engineering, as well as the department note 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 Committee on Relief for Student Absences

Carolyn Brandon, *Ombuds*, and Michelle Bennett, *Hearings Manager, University Secretariat*, joined the meeting.

At its meeting on February 6, 2024, the Ad Hoc Committee on Relief for Student Absences reviewed a recent set of revisions to the Policy on Requests for Relief for Missed Academic Term Work. The Undergraduate Council received the latest draft of revisions for information and will be asked to approve it in March.

Members were provided with an overview of the work and mandate of the Ad Hoc Committee. There were some areas that the Committee determined fell outside of the language in the policy; the need for increased communication to better advise students of the intent of the absence form and its processes; the need to employ more universal design in learning (UDL) tools in course design; and lastly, the acknowledgment that some items might be better addressed by the Course Management Policy.

A member thanked the Committee members on their work and suggested that they might also consider including a disclaimer in cases where students may file an MSAF (Self-Report) following a successful MSAF (Administrative Report). It is difficult to keep track of students who lag behind in this manner. It was agreed that this was a significant concern, but until there is a reporting tool which can track this, it would be difficult to put into policy at this time. It was noted as something to consider and include in the next reiteration of the policy. Members agreed there could be additional advisory language and communications to students.

There was also a discussion about disabilities and accommodations. Members heard that this had also been discussed by the Committee, particularly with regards to temporary disability. Disabilities are addressed through the *Academic Accommodation of Students with Disabilities Policy*, whereas the MSAF was designed for very short-term illnesses or injuries. A member highlighted that it is important to encourage students to engage with the policy which would be most suitable for their individual situation. It was noted that this is a conversation to involve the Student Accessibility Services (SAS) in as well.

In response to a question about the application of the new policy to group work, K. Dej confirmed that this was one of the areas which the Committee discussed, but there were a few ways in which instructors were already addressing the matter. Enforcing a single way in which to address group work would be disadvantageous to instructors and the Committee did not wish to limit instructors to a single process.

## 10. Other Business

K. Dej called for other business.

## 11. Adjournment

As there was no other business, the meeting adjourned at 3:55 PM