

## MEETING MINUTES OF UNDERGRADUATE COUNCIL

Tuesday, January 30, 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, Sarah Dickson-Anderson, Beth Marquis, Karen McGarry, Adrian Mesly, Bridget O'Shaughnessy, 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, Greg Rombough, Monique Savage Williams, Maria White

**Invited:** Dan Piedra, *Assistant Director, Programming and Online Education*  
Jon Jones, *Assistant Director, Finance and Business Operations*  
Karen Hamilton, *Assistant Director, Marketing and Enrolment*  
Kate Whalen, *Associate Director, Academic Sustainability Programs*

**Regrets:** Rosa da Silva, Cathy Gris , Maryam Khan, Cheryl Quenneville, Vivian Lewis, 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 - December 12, 2023

It was duly moved and seconded,

**that the Undergraduate Council approve the minutes of the meeting held on December 12, 2023, as circulated.**

The motion was *Carried*.

### 3. Business Arising

There was no business arising.

### 4. Chair's Remarks

K. Dej offered brief remarks.

**5. Presentation to Undergraduate Council**

Lorraine Carter, *Director, McMaster Continuing Education (MCE)*, delivered a presentation on MCE.

**6. Re-election of Undergraduate Council Vice-Chair**

Members were advised that the Vice-Chair of Undergraduate Council is elected annually at its September meeting, however, Caitlin Mullarkey is on leave. As such, a new Vice-Chair is required to complete the rest of the term. K. Dej asked the Council for nominations.

Nicholas Bock expressed interest and willingness to serve. As there were no additional nominations, N. Bock was declared elected by acclamation.

**7. Report from the Joint Committee on Certificates, Diplomas and Microcredentials Committee**

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

**1. New Concurrent Certificate Programs**

At its meeting on January 16, 2024, the Joint Committee on Certificates, Diplomas and Microcredentials approved, for recommendation to Undergraduate Council, four new concurrent certificate programs.

**a. Concurrent Certificate in Sustainability**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the *Concurrent Certificate in Sustainability* for inclusion in the 2024-2025 *Undergraduate Calendar*, as circulated.**

The motion was *Carried*.

**b. Concurrent Certificate in Environmental Sustainability**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the *Concurrent Certificate in Environmental Sustainability* for inclusion in the 2024-2025 *Undergraduate Calendar*, as circulated.**

The motion was *Carried*.

**c. Concurrent Certificate in Kinesiology**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the *Concurrent Certificate in Kinesiology* for inclusion in the 2024-2025 *Undergraduate Calendar*, as circulated.**

The motion was *Carried*.

**d. Skills for Life Concurrent Certificate**

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the *Skills for Life Concurrent Certificate* for inclusion in the 2024-2025 *Undergraduate Calendar*, as circulated.**

The motion was *Carried*.

**2. Revision to Certificate of Professional Learning**

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials approved, for recommendation to Undergraduate Council, revisions to the Certificate of Professional Learning in Nursing Concepts in Continence Care.

Members were advised that the agenda materials were updated to include a proposed amendment clarifying the program's admission requirements as such:

*Note: B.Sc.N Students*

*McMaster undergraduate students in the Bachelor of Science in Nursing (B.Sc.N.) Program are not required to register for the certificate program.*

*The three courses in the certificate program are offered to B.Sc.N students as electives for their undergraduate degree. B.Sc.N students who successfully complete these three courses will receive a Nursing Concepts in Continence Care, Certificate of Professional Learning.*

There was an additional amendment that all language referencing B.Sc.N learners in the proposal be changed to undergraduate B.Sc.N students. This was also accepted by the Council.

It was duly moved and seconded,

**that the Undergraduate Council approve the revisions to the Certificate of *Professional Learning in Nursing Concepts in Continence Care*, as amended.**

The motion was *Carried*.

### **3. Essentials - Professional Development Programming**

At its October 31, 2023 meeting, the Joint Committee on Certificates, Diplomas and Microcredentials received changes to the Essentials Professional Development Programming, which include five title revisions and one new course.

#### *Title Revisions*

- a. ESS-899: Navigating Workplace Conflict: Building Stronger Teams through Resolution**
- b. ESS-804: Future-Focused: Navigating Complexity with Strategic Planning**
- c. ESS-807: Cultivate Belonging with Personality Dimensions**
- d. ESS-817: Strengthening Communications through Storytelling**
- e. ESS-836: Snapshot to Project Management**

#### *New Course*

- f. ESS-916: Time Maximization: Unleashing Peak Productivity and Professional Efficiency through Effective Time Management**

This item was for information.

### **4. McMaster Continuing Education - New and Existing Microcredentials**

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials received, for information, two memos from McMaster Continuing Education (MCE) related to new and existing non-academic microcredentials.

This item was for information.

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

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

### **1. Program Name Change**

#### **a. Faculty of Health Sciences**

At the meeting held on November 28, 2023, the Curriculum & Admissions Committee approved, for recommendation to the Undergraduate Council, the change in name of the Bachelor of Health Sciences (Honours) Program to the Honours Health Sciences program, including the Level II Transfer Program and

the Child Health Specialization. The proposed name change was accepted, subject to more details regarding the implementation timeline of the name change.

After discussions between the Registrar's Office and the Assistant Dean and Program Manager of the Bachelor of Health Sciences (Honours) Program, it was determined that the name change would be in effect for September 2024. Learners who enrolled September 2023 or prior would be given the option to choose the name of their degree, as at the time of applying and enrolling, the program was named Bachelor of Health Sciences (Honours). All students enrolled fall 2024 or later would receive the degree titled Honours Health Sciences upon successful completion of the program.

Rob Whyte, *Vice Dean, Health Professional Education, Faculty of Health Sciences*, noted that the program was already listed as the Honours Health Sciences Program in the Ontario University Application Centre (OUAC).

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the change in name of the *Bachelor of Health Sciences (Honours) Program* to the *Honours Health Sciences Program*, as recommended by the Faculty of Health Sciences for inclusion in the 2024-2025 Undergraduate Calendar, and as circulated.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the change in name of *Bachelor of Health Sciences (Honours) – Level 2 Transfer Program*, to the *Honours Health Sciences Program – Level 2 Transfer Program*, as recommended by the Faculty of Health Sciences for inclusion in the 2024-2025 Undergraduate Calendar, and as circulated.**

The motion was *Carried*.

It was duly moved and seconded,

**that the Undergraduate Council approve, for recommendation to the Senate, the change in name of the *Bachelor of Health Sciences (Honours) – Child Health Specialization Program* to the *Honours Health Sciences Program – Child Health Specialization Program*, as recommended by the Faculty of Health Sciences for inclusion in the 2024-2025 Undergraduate Calendar, and as circulated.**

The motion was *Carried*.

**2. Curriculum Revisions and Calendar Submissions for Inclusion in the 2024-2025 Undergraduate Calendar**

At the meeting held on January 16, 2024, the Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, addenda to curriculum revisions for inclusion in the 2024-2025 Undergraduate Calendar from the Faculties of Humanities and Health Sciences, as well as the Arts & Program and the Office of the Registrar. All changes were encompassed by one omnibus motion.

- a. Arts and Science Program**
- b. Faculty of Humanities**
- c. Faculty of Health Sciences**
- d. Office of the Registrar**

It was duly moved and seconded,

**that the Undergraduate Council approve the curriculum revisions recommended by the Faculties of Humanities, Health Sciences and the Arts and Science Program, as well as the proposed revisions to sections detailing Admission Requirements and Application Procedures recommended by the Office of the Registrar, for inclusion in the 2024-2025 Undergraduate Calendar, and as circulated.**

The motion was *Carried*.

**9. Other Business**

K. Dej called for any other business. K. Dej asked that the student members of the Undergraduate Council stay behind to discuss revisions to the Policy on Missed Academic Term Work.

**10. Adjournment**

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