

UNDERGRADUATE COUNCIL
Tuesday, September 29, 2020 at 2:30 p.m.
Videoconference via Zoom

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Undergraduate Council Reference Guide

September 2020

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The following document describes the governance and activities of McMaster's Undergraduate Council (UGC) and its related committees, except for the Quality Assurance Committee and the Awards Committee. It is a reference for staff that prepare curriculum submissions and to serve as a guide for the governance framework of curriculum.

Overview of Undergraduate Council (UGC)

Purpose

As a committee of Senate, bylaws require UGC to "initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate." In effect, UGC evaluates revisions to the undergraduate curriculum, academic regulations, policy, and financial aid and awards as recommended by the Faculties or the Arts & Science Program.

UGC is also expected to "report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate."

Member Composition

The composition of UGC includes:

- 17 *ex officio* members:
 - Vice-Provost (Faculty) (**Chair**)
 - Chancellor
 - President and Vice-Chancellor
 - Provost
 - Vice-Provost (Faculty)
 - Associate Vice-President (Students and Learning) & Dean of Students
 - Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences
 - Vice-Dean, Undergraduate Health Sciences Education
 - Director of the Arts and Science Program
 - Director of the Centre for Continuing Education
 - University Registrar
 - University Librarian
 - Principal of McMaster Divinity College
- Six elected faculty members, comprising one member from each Faculty offering undergraduate work
- Seven undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate on the recommendation of the Dean/Director
- Invited guests (*non-voting*)

Committees

UGC has five standing and several ad hoc committees:

1. **Executive Committee:**
 - May act on behalf of, and within the functions granted to UGC by Senate and typically reviews time-sensitive business occurring outside of UGC's usual meeting schedule. Actions are reported for ratification at the next regular meeting of UGC. Membership of the committee includes: UGC's Chair, Vice-Chair, and the Chairs of each of the Standing Committees. The Committee also approves the memberships for standing and ad-hoc committees annually.
2. **Awards Committee:**
 - Recommends terms and conditions for all undergraduate awards and directs the Office of the Registrar (Aid & Awards) regarding the policy, procedure, and administration for the acceptance of such awards.
3. **Certificates & Diplomas Committee:**
 - Operates within the framework of the *Certificates and Diplomas Policy*.
 - Assesses, for recommendation to UGC, new Certificate and Diploma programs and revisions to existing programs. The committee will either make a recommendation for approval by UGC and Senate or, may

provide a report for information in the case of new Certificates of Attendance or Completion, or minor revisions to existing certificates and diplomas.

4. **Curriculum & Admissions Committee:**

- Coordinates and examines curriculum revisions for inclusion in the Undergraduate Calendar.
- Reviews curriculum changes in detail and provides a summary report to UGC and Senate for approval.

5. **Quality Assurance Committee:**

- Operates within the framework of the *Policy on Academic Program Development and Review*.
- Assesses IQAP cyclical reviews and submits Final Assessment Reports to Undergraduate and Graduate Councils for information.
- Receives status reports of any pending program proposals.

6. **Ad hoc Committees** are struck as required by its mandate. Recent committees established by UGC include Ad hoc Committees on/to:

- Academic Structures for Student Success (CASS)
- Certificates, Diplomas, and Microcredentials
- Deferred Examinations
- Major and Two Minors Pathway (M2M)
- Review Non-McMaster Credentials
- Review the Undergraduate Awards Policy

Business Conducted

UGC regulates the following undergraduate academic activities:

- i. New programs, program closures, and revisions to programs including names, ownership, or degree designation¹
- ii. New certificate and diploma programs; revisions to, or closures of
- iii. Revisions to courses, program and admission requirements
- iv. Revisions to academic policy and regulations for recommendation to the Senate. For example:
 - General Academic Regulations
 - Undergraduate Course Management Policy
 - Religious, Indigenous, Spiritual Obligations (RISO) Policy
- v. Sessional dates, for information to the Senate
- vi. Terms and conditions of student financial aid and awards
- vii. Any other business placed on its agenda by its Chair, UGC's Secretary, an Associate Dean or Dean of a Faculty offering undergraduate work, or the Director of the Arts and Science Program.

In practice, the above items i, ii, and iii are reviewed in detail by the C & A Committee and are provided in summary to UGC for approval. **See Table 1 below and Appendix 1 for more detail about the approval workflow of academic activities.**

Timeline

Table 1: Annual Timeline for UGC Business

Month	Business Activity
April	· Meeting dates for the forthcoming academic year are announced
September	· Members receive meeting dates and member composition for the academic session · Vice-chair is elected
October – November	· Curriculum changes are discussed and approved by Faculty-level curriculum committees and Faculty Councils, for recommendation to the C & A Committee · In November, the C & A Committee receives, reviews, deliberates, and approves curriculum changes for recommendation to UGC and Senate (where applicable)

¹ Refer to the [Policy on Academic Program Development and Review](#) for procedures and information on new program proposals. For program closures, see the [Protocol for the Closure of Undergraduate Programs](#).

December	<ul style="list-style-type: none"> · UGC approves changes from November C & A Committee
January	<ul style="list-style-type: none"> · The C & A Committee approves final curriculum changes (as addenda) for recommendation to UGC and Senate (where applicable). Note: this is the last opportunity for C & A approval for the forthcoming academic year's curriculum · Senate approves changes recommended from UGC in its December meeting (where applicable)
February	<ul style="list-style-type: none"> · UGC approves final changes from the January C & A Committee. Note: this is the last opportunity for UGC approval for the forthcoming academic year's curriculum · UGC approves Sessional Dates for the Academic year that begins in 18 months · Senate approves final curriculum changes (where applicable)
March	<ul style="list-style-type: none"> · Undergraduate Calendar goes live (late March) · Senate receives Sessional Dates for information for the Academic year that begins in 18 months

The timeline for the curriculum revision process exists to ensure downstream committees make the appropriate approvals before the undergraduate calendar goes live. In some cases, additional approvals will be necessary from the Student Fees Committee, University Planning Committee (UPC), the Senate, and the Ministry of Training, Colleges, and Universities (MTCU).

Traditionally, the C & A Committee examines the majority of annual curriculum changes, in detail, during its November meetings. These meetings are often 3-4 hours in duration each and span the course of two or three days (alternating mornings and afternoons). After its meetings, the committee provides UGC with a summary report of the changes, which is typically approved by UGC during the December meeting that precedes the academic year under review.

Governance and Administration

The University Secretariat is responsible for coordinating and facilitating the work of UGC and its committees and advises these bodies on governance, policy, and process. Specific tasks performed by the Secretariat on behalf of UGC include:

- Establishing meeting dates and locations
- Inviting members, consultants, observers and special guests to meetings as required by UGC's business
- Monitoring expected attendance for quorum
- Collecting and distributing meeting materials to members
- Capturing meeting minutes, appending the final approved versions to the meeting packages, and archiving the package to form the official record
- Drafting remarks for the meeting chair which may include a list of motions for the meeting
- Providing advice as to the process in which UGC conducts business

UGC generally divides its meeting agenda between DISCUSSION, APPROVAL, and INFORMATION items, and includes reports from its committees. In some cases, additional governing bodies including UPC, the Student Fees Committee, or Senate must approve or receive an item for information, and typically UGC uses separate motions to identify these items in the agenda. Some examples include:

Items recommended to Senate for approval:

- New degree programs (also to UPC)
- Degree, certificate, or diploma closures; suspension of program admissions (also to UPC)
- Degree program name changes
- Revisions to academic regulations or admission requirements

Items recommended to UPC for approval:

- New degree programs (also to the Senate)
- Closures of degree programs or suspension of program admissions (also to the Senate)
- Certificate or diploma closures (in cases where there is an impact on resources for the unit or Faculty)

Notes:

- UGC and its committees do not review business related to student fees, as this responsibility rests with UPC and the Student Fees Committee
- External approval or reporting may be necessary in the case of new programs or major modifications to existing programs

Table 2: Undergraduate Governance Approval Chain

Activity	C&D	C&A	UGC	UPC	Senate	Quality Council	MTCU
New degree designation²		A	A		A		
Programs							
New		A	A	A	A	A	A ³
Minor Revisions		A	S		S		
Major Revisions		A	A		A	A	
Name change		A	A		A		I
Closure/ Suspension of Admission		A	A	A	A		I
Courses							
New/Revision/Delete		A	S		S		
Minors							
New		A	A		I		
Revision		A	S				
Closure		A	A		I		
Academic Policy⁴			A		A		
Academic Regulations							
Faculty-level Regulations		A	A		A		
General Academic Regulations			A		A		
Admission Requirements (from high school or upper level)		A	A		A		
Application Procedures		A	S		S		
Sessional dates			A		I		
Certificates and Diplomas							
Diploma	A		A	A	A		
Standalone Certificate							
New/Revision/Closure	A		A	A	A		
Concurrent Certificate							
New/Revision/Closure	A		A		A		
Certificate of Attendance							
New/Revision/Closure	I		I				
Certificate of Completion							
New/Revision/Closure	I		I				
Non-curricular calendar copy⁵		I	S				
A- Approval S- Summary for Approval I- For Information							

See also *Appendix 1* for a detailed process map illustrating the workflow for UGC's business.

Curriculum & Admissions Committee (C & A)

Purpose

The C & A Committee receives and scrutinizes, in detail, annual changes to curriculum, admissions requirements, and Faculty-level regulations that are proposed by each Faculty and the Arts & Science program. As per the Senate bylaws,

² New degree designation/abbreviations also proceed to the Senate Committee on University Ceremonials and Insignia.

³ "Non-core programs" (as defined by the Ministry) require approval. Contact the Registrar's Office for more information.

⁴ For example: PIC, Undergraduate Course Management Policy, RISO, Fall break, Academic Accommodations Policy, approval of University partnerships in principle (e.g. Mohawk College, Navitas Canada Holdings Limited and McMaster University College, etc.).

⁵ For example, departmental Faculty Member lists, glossary item definitions, etc.

the Committee assesses each submission by its “fairness to students, avoidance of conflicts, and equity among Faculties.” This evaluation ensures:

- Equity in the outcome and application of regulations, requirements, and policies for all undergraduate students
- Students are not disadvantaged by revisions proposed by a department or Faculty outside of their own
- Prerequisite courses are used to ensure acceptable preparation and not to manage enrolment in the course
- Students may enrol in courses that are outside of their discipline without unreasonable restriction

The collegial review of curricular and admission revisions should also ensure that new requirements or policies are “consistent with general University guidelines,” including those contained in the [Undergraduate Course Management Policies](#). Revisions approved by the Committee are recommended to UGC and form the basis of the annual update of the undergraduate calendar.

Member Composition

The membership of C & A Committee is drawn from members of UGC and normally includes:

- *Ex Officio*:
 - Vice Provost (Faculty)
 - Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences
 - Vice-Dean, Undergraduate Health Sciences Education
 - Director of the Arts & Science Program
 - University Registrar
- Two elected members of faculty
- Three undergraduate students
- Consultants (*non-voting*)

The Chair of UGC appoints the Chair of the C & A Committee. A majority of members constitutes quorum, which may include the Chair.

Procedure for the Annual Review of Curriculum Changes

Schedule

Table 1 above describes the annual timeline for UGC's business. The annual cycle traditionally begins in the September preceding the academic year under review. The cycle begins with Faculty-level curriculum committees reviewing and approving the changes proposed by their departments; this review continues throughout September and October. By early November, each Faculty Council will have approved all proposed changes, and the final set of revisions is submitted to the C & A Committee for its November meetings. When required, UGC approves material from the November C & A meeting during its December meeting. In turn, UGC submits material for approval, when required, to Senate for its January meeting. After this time, UGC will entertain only critical revisions and only with the agreement of the C & A Committee Chair.

Meetings and Agenda

The C & A Committee uses its in-person meetings to review, discuss, and approve curriculum changes received from each Faculty and the Arts & Science Program (see the evaluation criteria listed under *Curriculum & Admissions Committee: Purpose* above). The C & A Committee traditionally meets once per month during the academic year but addresses the majority of business during its November meeting. In consultation with the Chair, the Secretariat establishes the order in which the C & A Committee reviews submissions, which often depends on the significance and the time required for deliberation of the proposed changes. Voting may take place electronically when required. The Secretariat will capture minutes from meetings, and members will approve these minutes at the next scheduled meeting. After approval, minutes are appended to the corresponding meeting package and form the official record. The Chair will use *Procedures for Meetings and Organizations* to facilitate meetings and group decision-making.

Curriculum Revision Submissions

Documents submitted by the Faculty offices should be electronic and illustrate all revisions to degrees, programs, courses, admission requirements, descriptions, regulations, and policies. The inclusion of an abstract is encouraged, but submissions must present the annotated calendar copy for each applicable section in its entirety. That is, existing calendar copy should be marked-up using the **strikeout** feature to show text deletions and the **grey highlight** feature to show text additions. A brief rationale should be included for each change (or set of changes) unless it is typographical error correction, or, the reason for the change is apparent.

All revisions move through stages of approvals, and each level of governance requires different degrees of detail to consider for their acceptance. The C & A Committee requires the most detail for its deliberations, UGC requires a summary, and Senate needs only enough detail to approve major revisions at a high level. Each governing body that reviews the submission must be supplied with an appropriate amount of detail so they may fulfil their mandate. Sections of a submission intended for lower governing bodies (and have higher amounts of detail) will be removed from the report by the Secretariat as it moves through the governance process. See *Table 2* above for a matrix outlining the approval chain of typical undergraduate academic business and also *Appendix 2* for a sample submission template illustrating the structure used in the document.

Content

The C & A Committee reviews all matters related to the academic work of undergraduate students at McMaster, including new or revised content as noted below. New programs, program closures and substantial changes to admission standards, program requirements, or academic regulations must be further reviewed by UGC and Senate for approval (see *Table 2* above for a complete list).

a) Undergraduate degrees and programs:⁶

New Programs

The Committee reviews the full program proposal as described in the [Policy on Academic Program Development and Review](#).

Revisions to Existing Programs

It is not necessary to include the entire program requirements in the submission and only the section(s) being revised are required. The highlight/strikeout method should be used to indicate changes.

Program revisions often include:

- The addition, removal, or substitution of required or elective courses
- The adjustment of required course units for a particular level of the program
- The addition, removal or modification of program notes

Where changes are substantive, academic units should include a brief rationale for each change (or group of changes).

Program Closures

Proposals seeking the phasing out or termination of programs, diplomas, or certificates should briefly outline:

- The rationale for the closure
- The number of in-course students affected by the closure
- The anticipated strategy to manage in-course students (if applicable)
- The expected timeline for the ceasing of admission, wind-down, and ultimate termination of the program

b) Specializations, streams, interdisciplinary minors and minors:

- Proposals may include a brief description and rationale, followed by the new calendar copy

⁶ Refer to the [Policy on Academic Program Development and Review](#) for procedures and information on new program proposals. For program closures, see the [Protocol for the Closure of Undergraduate Programs](#). See also *Table 2* describing the required approval sequence for the introduction, revision, or closure of various credentials.

- Revisions and closures shall be formatted as described in (a) above, though it is understood that current participation data may not be available for some minors
- c) Program admission (including Level I and upper-year program admission):**
 - Adjustments to requirements are included in the “Revisions to Programs” section of the report
 - More senior governing bodies require an appropriate level of detail for their approvals
- d) Course descriptions and requisites:**
 - New courses are listed in the appropriate section of the report (see *Curriculum Submissions: Format* below) and should include the complete title and description of the course
 - Revisions to existing courses are indicated using the highlight and strikeout method within the full course description
 - The “Course Deletions” section of the submission template lists all the courses to be removed from the calendar (see *Curriculum Submissions: Format* below)
 - Rationale and supplemental details (e.g. projected enrolment, reserve capacities, etc.) may be included with the course revisions, especially if the course includes/excludes enrolment from other Faculties
- e) Faculty, program, or department-specific regulations:**
 - See *Curriculum Submissions: Format* below for placement.
- f) General Academic Regulations and university-wide academic policy:**
 - proposed revisions to the General Academic Regulations or university-wide academic policy are included in the *Report to the Senate* section of the package and should include appropriate details for the Senate’s consideration.

Curriculum Submissions: Format

Annual curriculum submissions by Faculty offices use the following structure:

Faculty of xxxx - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar

i. Summary Page: Report to Senate

Summary of Major Curriculum Changes

- 1.0 New Programs
- 2.0 Program Closures/Mergers
- 3.0 Major Curriculum Revisions
- 4.0 Revisions to the General Academic Regulations, Faculty-Level Regulations, and Academic Policy

ii. Summary Page: Report to Undergraduate Council

Narrative summary of changes to curriculum, grouped by department

iii. Report to the Curriculum & Admissions Committee

Submissions presented in detail, grouped by department and by category

Department of xxxx

- 1.0 New Programs, specializations, or minors
- 2.0 Revisions to Existing Programs, Specializations, Minors, and Program-Level Regulations (*including program notes*)
- 3.0 Deletions of Programs, Specializations, or Minors
- 4.0 New Courses
- 5.0 Revisions to Existing Courses and Departmental Notes
- 6.0 Course Deletions
- 7.0 Revisions to non-curricular calendar copy (e.g. faculty member list, glossary, etc.)

The Committee meeting package is later assembled using all of the consolidated Faculty submissions, and each Faculty appears as a separate appendix within the *Curriculum Revisions for the 20xx-20xx Undergraduate Calendar* portion of the agenda. See below for the typical structure of the Committee’s meeting package. **Note:** The Secretariat must receive final curriculum submissions at least one week before the in-person meeting so that members have adequate time to review the material on the secure portal.

Meeting Packages

A typical Committee meeting package uses the following structure:

- I. Agenda
- II. Minutes of the Previous Meeting (for approval)
- III. Curriculum Revisions for the 20xx-20xx Undergraduate Calendar⁷
 - i. Arts & Science Program - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar
 - ii. Faculty of Business - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar
 - iii. Faculty of Engineering - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar
 - iv. Faculty of Health Sciences - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar
 - v. Faculty of Humanities - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar
 - vi. Faculty of Science - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar
 - vii. Faculty of Social Sciences - Curriculum Revisions for the 20xx-20xx Undergraduate Calendar

Changes presented by each Faculty are normally approved using a single motion (i.e. one motion per Faculty). However, when a senior governing body must approve an item separately (e.g. a new program), the Committee uses individual motions for these items. *Table 2* above describes which items are approved by more senior governing bodies: these items require separate motions for approval.

Report from the C & A Committee to UGC

- UGC requires only a summary of general curriculum revisions, but each Faculty must include a hyperlink to the complete submission should UGC members require more information. See *Appendix 2* for a sample report from the C & A Committee to UGC.
- the C & A Committee forwards its report containing the Faculty submission summary reports to UGC (see *Curriculum Submissions* above).
- items to be referred to the Senate for approval (e.g. new/closed programs, changes to admissions, etc.), should include the full proposal or content.

Certificates and Diplomas Committee (C & D)

See the [Certificates and Diplomas Policy](#) for a comprehensive description of the Committee's mandate and process.

Purpose

Operating within the framework of the *Certificates and Diplomas Policy*, the C & D Committee assesses, for recommendation to UGC, new Certificate and Diploma programs and revisions to existing programs. The committee will either make a recommendation for approval by UGC and Senate or, may provide a report for information in the case of new Certificates of Attendance or Completion.

Member Composition

The membership of the Certificates & Diplomas Committee is drawn from members of the Senate and must include:

- *Ex Officio*:
 - The Vice Provost (Faculty)
 - The University Librarian
 - The University Registrar
- Three elected members of faculty
- Two undergraduate students
- Consultants (*non-voting*)

The Chair of UGC appoints the Chair of the Certificates and Diplomas Committee. Quorum requires two-thirds of voting members, which may include the Chair. The number and composition of the committee's membership may be adjusted to ensure diversity in Faculty representation.

⁷ Revisions proposed after the November Committee meetings are considered addenda to the first set of revisions.
September 2020

Procedure and Schedule for Review

From time to time, the Centre for Continuing Education (CCE) or Faculty offices may propose new certificate or diploma programs (or revisions to existing programs) for consideration by the C & D Committee. There is not a fixed schedule for proposals to be considered during the academic year, but adequate time must be left for consideration by more senior governing bodies, before a given program may commence. All governing bodies must approve revisions by the end of March preceding the academic year under review if revisions are to appear in the undergraduate calendar. See *Table 2* above for the types of certificate or diploma revisions that may require further approval by more senior governing bodies.

Meetings & Agenda

The Certificates and Diplomas Committee uses its in-person meetings to review, discuss, and approve new certificates and diplomas, along with revisions to existing programs. Each category of certificates and diploma requires a different level of consideration based on the *Certificates and Diplomas Policy*. In consultation with the Chair, the Secretariat establishes the order in which the Committee reviews proposals, which often depends on the significance and the time required for deliberation of the proposed changes. Agenda items for the C & D Committee are generally separated by those FOR APPROVAL and those FOR INFORMATION and include new programs, revisions to existing programs, and program closures. Voting may take place electronically when required. The Secretariat will capture minutes from Committee meetings, and members will approve these minutes at the next scheduled meeting. After approval, they are appended to the corresponding meeting package and form the official record. The Chair uses *Procedures for Meetings and Organizations* to facilitate meetings and group decision-making.

Submissions

New Programs

CCE or a sponsoring academic unit submits proposals for new **undergraduate diplomas, stand-alone certificates, and concurrent certificates** to the C & D Committee for consideration. In the absence of a standard template for these credentials, the proposal should include the following information:

- Program overview and rationale including learning objectives and the protocol for student assessment
- A statement of academic merit from a Faculty office
- Admission requirements, if any
- A statement of financial viability and resource implications
- Credit toward degree studies, if any
- Statement of Administrative Responsibility
- A list of courses that comprise the credential, if applicable

Note: New **Certificates of Completion** and **Certificates of Attendance** do not require approval from the Committee or UGC, nor do revisions to existing programs in these categories. However, administrative and academic units must report new, revised, and closed certificate programs to the Committee on an annual basis. This report may be submitted to the Committee at any time during the academic year.

Revisions to Existing Programs

It is not necessary to include the entire program requirements in the submission and only the section(s) being revised are required, with alterations indicated using the highlight and strikeout method.

Program revisions often include:

- Additions, removals, or substitutions of required or elective courses
- Adjustments of required course units for a particular level of a program
- Additions, removals or modifications of program notes

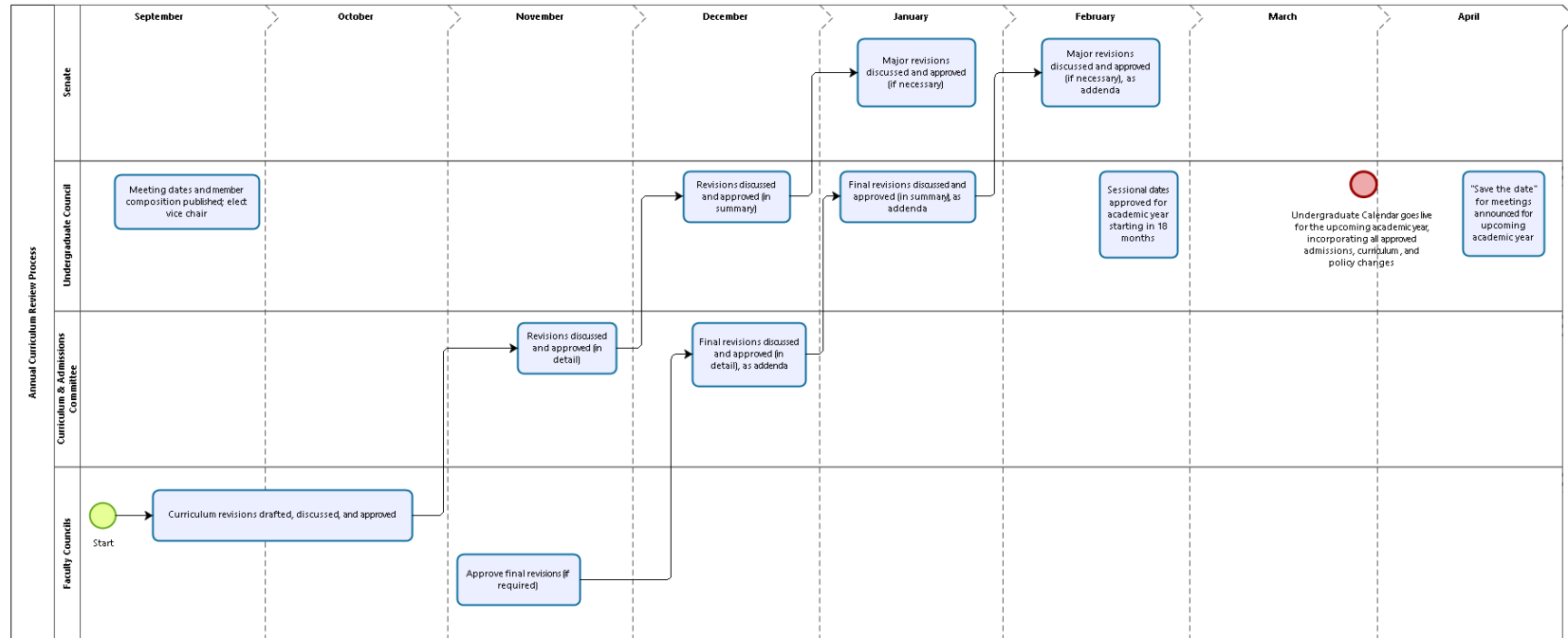
Where changes are substantive, academic units should include a brief rationale for each change (or group of changes).

Program Closures

Proposals seeking the phasing out or termination of a diploma or certificate program should briefly outline:

- Rationale for the closure
- Number of in-course students affected by the closure
- Anticipated strategy to manage in-course students (if applicable)
- Expected timeline for the ceasing of admission, wind-down, and ultimate termination of the program

Appendix 1: Annual Curriculum Review Process Map



FACULTY OF HUMANITIES

UNDERGRADUATE CURRICULUM REPORT

TO UNDERGRADUATE COUNCIL

FOR THE 2019-20 CALENDAR

NOVEMBER 2018

**REPORT TO SENATE
FACULTY OF HUMANITIES
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2019-20**

NEW PROGRAMS

- Addition of new Concurrent Certificate in Professional French (*as submitted to UGC Certificates & Diplomas Committee*)

MAJOR REVISIONS

None

DELETION OF A PROGRAM

None

▲ ▲ ▲ ▲ ▲

For a complete review of all changes, please refer to the November 2018 Faculty of Humanities Report to Undergraduate Council for changes to the 2019-2020 Undergraduate Calendar, found at <http://www.humanities.mcmaster.ca/about/faculty-meetings/>

REPORT TO UNDERGRADUATE COUNCIL

FACULTY OF HUMANITIES SUMMARY OF CURRICULUM CHANGES FOR 2019-20

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the November 2018 Faculty of Humanities Report to Undergraduate Council for changes to the 2019-2020 Undergraduate Calendar, found at <http://www.humanities.mcmaster.ca/about/faculty-meetings/>

1. FACULTY OF HUMANITIES (DEAN'S OFFICE)

- Updating of program language pertaining to degree programs, second language proficiency, deferred term work, Letter of Permission, and Immersion/Student Abroad options
- Addition of 2 new courses (HUMAN 3D12, 4LW3)

2. SCHOOL OF THE ARTS

- **Studio Art:**
 - Addition of course to optional list
 - Minor revision to 5 existing course descriptions (ART 2DG3, 2IS3, 2PG3, 2PM3, 2SC3)
- **Art History:**
 - Updating of 2 course descriptions (ARTHIST 2A03, 3XX3)
- **Music:**
 - Addition to course list in each program (Combined Honours B.A., B.A., B.Mus., B. Mus. (Music Cognition))
 - Updating of program and admission notes for Music Cognition program
 - Minor revisions to Music Cognition requirements
 - Minor revision to 8 existing course descriptions (MUSIC 2B03, 2CA3, 2DA3, 2MC3, 2MH3, 3J03, 4Z03, MUSICCOG 4MP3)
- **Theatre & Film Studies:**
 - Updating of all program course lists to reflect current offerings
 - Minor revision to 2 existing courses (THTRFLM 3L03, 4A06)
 - Deletion of 1 course (THTRFLM 3M03)
 - Minor updates to departmental notes

3. CLASSICS

- Addition of 1 new course (CLASSICS 3ER3)
- Minor revision to 1 existing course (CLASSICS 2E03)
- Deletion of 1 course (CLASSICS 3Z03)
- Revision to departmental notes' course elective listings

4. COMMUNICATION STUDIES AND MULTIMEDIA

- **Communication Studies:**
 - Updating of program course lists
 - Addition of 1 new course (CMST 3Z03)
 - Deletion of 1 course (CMST 3C03)
- **Multimedia:**
 - Updating of program course lists
 - Revision to 1 existing course (MMEDIA 2G03)

5. DEPARTMENT OF ENGLISH AND CULTURAL STUDIES

- Updating of all program course lists to reflect current offerings
- Addition of program notes to all programs, and as reflected in minor program changes
- Addition of 14 new courses (ENGLISH 1F03, 1G03, 1H03, 2KA3, 3NN3, 3SS3, 3TT3, 3UU3, 4DL3, 4QA3, 4RL3, 4ST3, 4Y03, 4YY3)
- Revision to 4 existing courses (ENGLISH 1CS3, 3GF3, 3GG3, 4Y06)
- Deletion of 8 existing COURSES (ENGLISH 1A03, 1AA3, 1C06, 3C06, 3RL6, 4AA3, 4CL3, 4FF3)

6. DEPARTMENT OF FRENCH

- Minor revision to all program and minor requirements
- Addition of notes and course addition to Combined Math program option
- Addition of 1 new course (FRENCH 3I13)
- Revision to 4 existing courses (FRENCH 2JJ3, 3C03, 4A03, 4P06)

Appendix 2: Sample Curriculum Revision Document

- Deletion of 1 course (FRENCH 2H03)
- Minor revision to departmental notes' course area listings
- Proposal for new Concurrent Certificate in Professional French (*as submitted to Certificates & Diplomas Committee*)

7. DEPARTMENT OF HISTORY

- Revision to all program notes and requirements
- Addition of 3 new courses (HISTORY 2GR3, 4MM3, 4NN3)
- Minor revision to 30 existing courses (HISTORY 2KK3, 3N03, 3XX3, 4G03, 4QQ3, 4AW3, 4CE3, 4CM3, 4CZ3, 4E03, 4FF3, 4H03, 4HH3, 4HP3, 4I03, 4JJ3, 4K03, 4KK3, 4L03, 4LJ3, 4LP3, 4P03, 4PP3, 4QR3, 4RP3, 4RP6 A/B, 4S03, 4SC3, 4SS3, 4YY3 A/B)
- Deletion of 4 courses (HISTORY 3G03, 4A06, 4CR3, 4W03)
- Updating of departmental notes

8. DEPARTMENT OF LINGUISTICS AND LANGUAGES

- Updating of program notes and course lists of all Cognitive Science and Linguistics programs
- Addition of 4 new courses (GERMAN 2P03, LINGUIST 3SL3, RUSSIAN 2G03, 2H03)
- Revision to 8 existing courses (CHINESE 1Z06 A/B, LINGUIST 1A03, 1AA3, 2D03, 2DD3, 2S03, 2SL3, 3F03)
- Deletion of 3 courses (JAPANESE 3Z03, 3ZZ3, 4I13)
- Updating of departmental notes

9. PEACE STUDIES

- Updating of program and minor course list options
- Addition of 7 new courses (PEACEST 2LS3, 3GG3, 3Q03, 3XX3, 4GG3, 4MA3, 4MB3)
- Deletion of 5 courses (PEACEST 3HH3, 3Z03, 4E03, 4K03, 4M06 A/B)

10. DEPARTMENT OF PHILOSOPHY

- Updating of JPPL program course lists
- Addition of notes and course addition to Combined Math program option
- Addition of 2 new courses (PHILOS 4YE3 A/B, 4YY3)
- Revision to 16 existing courses (PHILOS 2CT3, 3YY3, 3C03, 3CC3, 3Q03, 4D03, 4F03, 4V03, 4A03, 4C03, 4I03, 4K03, 4Q03, 4S03, 4XP3 A/B, 4XX3)
- Deletion of 1 course (PHILOS 4B03)

11. WOMEN'S STUDIES

- No applicable changes

**FACULTY OF HUMANITIES
REPORT TO UNDERGRADUATE COUNCIL (CURRICULUM & ADMISSIONS)
CURRICULUM REVISIONS FOR 2019-20**

FACULTY OF HUMANITIES (DEAN'S OFFICE)

1.0 NEW PROGRAMS: n/a

2.0 REVISIONS TO EXISTING PROGRAMS:

2.1 Concurrent Certificate in Leadership & Cross-Cultural Literacy (*as submitted to Certificates and Diplomas Committee*)

3.0 NEW COURSES:

3.1 HUMAN 3D12 - Full-Time Discovery Channel Internship

12 unit(s)

This course integrates academic knowledge with an internship experience involving the research, writing and production of content for Discovery Channel Canada. Students will also gain valuable experience in production coordinating and management. Students accepted to this placement will document their learning experiences through a portfolio. The employer establishes the number of positions available.

This course is evaluated on a Pass/Fail basis.

Normally 35 hours per week.

Prerequisite(s): Registration in Level 3 or above of any Honours Humanities program; and permission of the Associate Dean or delegate.

Enrolment and credit in this course is contingent upon the student's successfully having secured a position with the employer, and on satisfactory employer evaluation(s).

Rationale: *The Discovery Channel offers several unpaid internships, and these applications will now be opened to McMaster's Humanities students, and notably to those within Communication Studies and Multimedia programs. Should a student be selected for this internship they will have the option of completing as a for-credit offering. This course was previously offered on Dean's Letter.*

3.2 HUMAN 4LW3 – Wilson Leadership Scholar Capstone A/B

3 unit(s)

This course may be taken by Wilson Leadership Scholar Award winners. Working under the supervision of the Wilson Leadership Scholar Award Director and Associate Director, students will combine leadership theory and practice through the creation and completion of applied community outreach projects.

This course is graded on a Pass/Fail basis.

Two to four hours; two terms

Prerequisite(s): Open to Wilson Leadership Scholar Award winners; permission of the Wilson Leadership Scholarship Award Associate Director is required.

Rationale: *This course was previously offered on Dean's Letter. Wilson Leadership Scholar winners have the option of completing a community project under the supervision of the Director and Associate Director and as an academic capstone. This course can be taken in place of HUMAN 4LC3 for those students completing the concurrent certificate in Leadership and Cross-Cultural Literacy.*

4.0 REVISIONS TO EXISTING COURSES: n/a

5.0 COURSE DELETIONS: n/a

6.0 REVISIONS TO FACULTY REGULATIONS:

Types of Degree Programs

Rationale for all program description changes: *Clarification of individual degree requirements, as based on both unit requirements and full-time projected time to completion.*

Single Honours Program

~~This involves three years of study, beyond Level I, concentrated in the work of a single discipline (e.g. History.) After three years of Music study beyond Music I, students receive a B.Mus. (Honours) degree.~~

Honours Bachelor of Arts programs consist of a total of 120 units of work typically completed over four years of full-time study. Honours programs provide a concentration in the work of a single discipline (e.g. History). The Honours Bachelor of Music (B. Mus. Honours) consists of 123 units total, with three years of full-time Music study beyond Music 1. The Honours Bachelor of Fine Arts (B.F.A. Honours) is completed in 120 total units, or three years of full-time Art study beyond Studio Art I.

Combined Honours Program

~~This involves three years of study, beyond Level I, concentrated in the work of two disciplines (e.g. English and Peace Studies.) A student can combine study in any two Humanities disciplines, or one Humanities discipline and a subject from another Faculty where appropriate (e.g. History and Political Science.)~~

Subject to possible timetable restrictions, and provided that the student meets the requirements for entry into each of the relevant Honours programs, a student may combine work in any two disciplines within the Humanities for completion of a Combined Honours Bachelor of Arts degree (e.g. English and Peace Studies). These combinations are available within the Faculty, in combination with programs in the Faculty of Social Sciences (e.g. History and Political Science), and with select offerings in the Arts and Science Program, or select combinations with Math or Biology. Students will complete 120 units, including approximately 36 units of work beyond Level I in each component of the program (normally 12 units per level in each subject). The Honours B.A. in Justice, Political Philosophy and Law is not available in combination with another subject.

B.A. Program

~~This involves two years of study, beyond Level I, concentrated in the work of a single discipline.~~

Bachelor of Arts programs consist of a total of 90 units, typically completed over three years of full-time study, and concentrated in the work of a single discipline.

The content and the requirements of Single Honours, Combined Honours and other B.A. programs are found after the Academic Regulations below.

There are a number of Humanities courses without prerequisites which may be taken as electives. Individual course descriptions are listed by department in the Course Listings section of this Calendar.

Not only are students from other Faculties able to take individual courses which have no prerequisites, but they are also able to transfer into any of the degree programs offered by the Faculty of Humanities. For the majority of programs in the Faculty, admission may be gained after the successful completion of any Level I program at the university, providing this includes the necessary program requisites as outlined in the admission statement for each Humanities program as described under Programs for the B.A., B.A. (Honours) and B.Mus. (Honours) Degrees.

Second Language Proficiency

Students embarking on Humanities programs should be aware that most graduate schools require, for admission, proficiency in at least one, and frequently two, languages other than English. In this Faculty, proficiency in at least one language other than English is regarded as an essential tool for students interested in Linguistics. Generally, proficiency in more than one language is a hallmark of most highly-qualified Humanities' graduates seeking the widest range of post-graduation academic and employment opportunities.

~~For students wishing to acquire a reading knowledge of French, a summer course, FRENCH 4R06 is offered in May/June in alternate years. This course is intended to prepare current and incoming graduate students for the French proficiency test administered by some departments. Certain graduate programs recognize a passing mark in this course as fulfillment of the second language requirement. For students wishing to acquire a reading knowledge of German, GERMAN 4RC6 is offered in May/June in alternate years.~~

***Rationale:** Deletion of older and/or redundant information regarding language offerings.*

Deferred Examinations and Deferred Term Work

Students who have been granted more than one deferred examination or term-work privilege may be required by their Faculty/Program office to **reduce their course load** during the term in which the deferred examinations are being written. The decision on a reduced load will be made and communicated with the decision on the application for deferred examinations.

***Rationale:** Inclusion of reference to incomplete term work as a deciding factor in the possibility for reduced course load in the subsequent term.*

Summer School

~~Students who have been granted deferred examination or term-work privileges for courses taken in the preceding Winter session must secure the advance permission of the Assistant Dean of Humanities before enrolling in Spring/Summer courses. A decision will be made based upon the academic record of the student and the amount of work outstanding.~~

***Rationale:** This section is redundant now that all information is included in reference to 'Deferred Examinations and Deferred Term Work'.*

Letter of Permission

Students in good academic standing, who wish to attend another university to take courses for credit toward a McMaster degree, must first request a Letter of Permission in the Student Centre in Mosaic. A Letter of Permission is automatically cancelled if a student is placed on academic probation, program probation, or required to withdraw from the University. Students should take note of any conditions on the Letter of Permission that might apply, including the requirement of a grade of at least C- for transfer credit. Courses taken at another university cannot be used to satisfy the University's minimum residence requirement, will not be included in the calculation of the averages at McMaster, and therefore cannot be used to raise standing. The transcript designation will read **TCOM**, indicating **transfer credit has been granted/Complete**,

when a C- or better is attained. It is the student's responsibility to ensure that an official transcript from the host university is sent to the Academic Advising Office to receive credit for work taken.

Rationale: *Updating of language to reflect current practice.*

Summer Immersion Programs in French

- Students must obtain approval from the Academic Advising Office prior to participating in any language immersion program. Failure to obtain prior approval may result in transfer credit not being accepted.
- The government-sponsored Explore summer language program offers university students the opportunity to take French courses at a large number of accredited institutions. Students wishing to attend another university in order to participate in a language immersion program must: (a) petition the Academic Advising Office, (b) submit detailed course descriptions for assessment, and (c) obtain a Letter of Permission.
- Students enrolled in a program in French may take a maximum of six units of credit in this manner as elective work only. Students not enrolled in a program in French may take up to 12 units of credit.

Rationale: *Highlighting of significance that prior approval must be obtained for acceptance of appropriate transfer credit.*

Humanities Study Abroad

Humanities Study Abroad During Level III of Honours Programs

- There are two ways to undertake international studies during Level III of an Honours program: (i) a Formal Exchange Program or (ii) ~~a Third Year Study Elsewhere Program~~. Independent Study Abroad through a Letter of Permission.

(I) Formal Exchange Program During Level III of Honours Programs

- Formal Exchange Programs are those where McMaster University has an agreement with another institution involving a temporary exchange of students. Exchange students ~~enrol at, and~~ pay tuition fees and supplementary fees to McMaster. No tuition is paid to the other institution. See the General Academic Regulations section of this Calendar and the sections on Eligibility and Application below.

Eligibility for ~~Study Abroad~~ the McMaster Exchange Program

- Students enrolled in any Honours or Combined Honours program in the Faculty of Humanities may apply to replace all or part of the work of their third year with an acceptable program of study taken at a partner university ~~or equivalent institution~~ approved by the Faculty of Humanities.
- To be eligible to take part in this program, students must have completed at least 60 units of work with a Grade Point Average of at least 7.0. Individual programs may have additional requirements. All requirements must be satisfied by the end of the Fall/Winter session (September-April) preceding the commencement of study elsewhere. Students taking part in this program do not have the option of graduating with a three-year B.A. degree on the basis of work completed in this program, but must return to McMaster University to complete their final 30 units of work.
- Students may receive up to 30 units of credit for a full year of study at another institution. The awarding of transfer credit for work completed elsewhere may be confirmed only after the Academic Advising Office has received transcripts and reviewed students' academic achievements following their return and after they have officially enrolled for Level IV.

Application for ~~Study Abroad~~ the McMaster Exchange Program

- Students interested in applying for this program should consult the Academic Advising Office approximately one year before they anticipate studying abroad (i.e. during the Fall term of the year in which they enter Level II.) ~~A plan for the completion of the academic program, approved by the program counsellor(s), must be submitted to the Advising Office by the published deadline (usually in January, although applications for some exchanges may be due as early as December.)~~ Applications are submitted through International Student Services and are normally due in January of Level II.

(II) ~~Third Year Study Elsewhere Honours Program~~ Independent Study Abroad

- Qualified Level III students may undertake studies at a university abroad ~~for one or two terms in the Third Year Study Elsewhere Program~~ through a Letter of Permission. ~~This program is not available at universities with which McMaster University has a Formal Exchange Agreement.~~ Students enrol at, ~~but do not pay tuition to McMaster University.~~ Students and pay tuition fees to the other institution. See the General Academic Regulations section of this Calendar and the sections on Eligibility and Application below.

Eligibility for Study Abroad through Letter of Permission

- Students in good standing in the Faculty of Humanities may apply for a Letter of Permission to take coursework abroad towards their degree. The coursework must be approved in advance by the faculty office. Students must apply directly to, and be accepted by, the other school.

- The awarding of transfer credit for work completed elsewhere may be confirmed only after the Academic Advising Office has received transcripts and reviewed students' academic achievements following their return

Application for Study Abroad through a Letter of Permission

- Students should consult with an academic advisor on the coursework to be taken abroad prior to applying. A Letter of Permission must be given by McMaster to be permitted to take coursework elsewhere for transfer credit. Students apply directly to the other school to be accepted, and must be aware of the other school's dates and deadlines.

Eligibility for Study Abroad the McMaster Exchange Program

- Students enrolled in any Honours or Combined Honours program in the Faculty of Humanities may apply to replace all or part of the work of their third year with an acceptable program of study taken at a partner university or equivalent institution approved by the Faculty of Humanities.
- To be eligible to take part in this program, students must have completed at least 60 units of work with a Grade Point Average of at least 7.0. Individual programs may have additional requirements. All requirements must be satisfied by the end of the Fall/Winter session (September-April) preceding the commencement of study elsewhere. Students taking part in this program do not have the option of graduating with a three-year B.A. degree on the basis of work completed in this program, but must return to McMaster University to complete their final 30 units of work.
- Students may receive up to 30 units of credit for a full year of study at another institution. The awarding of transfer credit for work completed elsewhere may be confirmed only after the Academic Advising Office has received transcripts and reviewed students' academic achievements following their return and after they have officially enrolled for Level IV.

Application for Study Abroad the McMaster Exchange Program

- Students interested in applying for this program should consult the Academic Advising Office approximately one year before they anticipate studying abroad (i.e. during the Fall term of the year in which they enter Level II.) A plan for the completion of the academic program, approved by the program counsellor(s), must be submitted to the Advising Office by the published deadline (usually in January, although applications for some exchanges may be due as early as December.) Applications are submitted through International Student Services and are normally due in January of Level II.

Rationale: Updating of all language pertaining to study abroad options, based on current practice and processes.

7.0 COURSES IDENTIFIED AS 'AT-RISK': n/a

8.0 REVISIONS TO LIST OF FACULTY CONTACTS:

DEAN OF HUMANITIES

K. Cruikshank/B.A., M.A., Ph.D.

ASSOCIATE DEAN OF HUMANITIES (Acting)

~~A. More/B.A., M.A., Ph.D.~~

S. Corner/B.A., M.A. (Oxford), Ph.D. (Princeton)

Humanities Academic Advising Office
Chester New Hall, Room 107, ext. 27532

ASSISTANT DEAN (STUDIES)

J. Osterman/B.A., B.Admin., M.Ed.

ACADEMIC ADVISORS

C. Chauvin/B.A., B.Ed.

J. Gloazzo, B.A., M.A.

J. Richardson/B.A.

E. Williams/B.A., B.Ed., M.Ed.

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SCHOOL OF THE ARTS

(i) STUDIO ART:

September 2020

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Appendix 2: Sample Curriculum Revision Document

1.0 NEW PROGRAMS: n/a

2.0 REVISIONS TO EXISTING PROGRAMS:

2.1 Honours Studio Art (B.F.A.)

Requirements

120 units total (Levels I to IV), of which 48 units may be Level I

30 units

- Studio Art 1

15 units

- ART 2DG3 - Contemporary Approaches to Drawing
- ART 2IS3 - Independent Studio Methods
- ART 2PG3 - Contemporary Approaches to Painting
- ART 2PM3 - Contemporary Approaches to Print Media
- ART 2SC3 - Contemporary Approaches to Sculpture

3 units

from

- ART 2DP3 - Digital Practices
- ART 2ER3 - Environmentally Responsible Art
- ART 2Z03
- HTHSCI 3EE3 - Biomedical Graphics
- MMEDIA 2G03 - Introduction to Digital Audio
- MMEDIA 3C03 – Interactive and Spatial Audio

Rationale: Inclusion of additional course option, as seats will now be available to Art students.

3.0 NEW COURSES: n/a

4.0 REVISIONS TO EXISTING COURSES:

4.1 ART 2DG3, 2IS3, 2PG3, 2PM3, 2SC3

Prerequisite(s): WHMIS 1A00 and Registration in Level II Honours Studio Art program

Rationale: As WHMIS 1A00 is a requirement of Studio Art I, this prerequisite is redundant.

5.0 COURSE DELETIONS: n/a

6.0 REVISIONS TO DEPARTMENTAL NOTES: n/a

7.0 COURSES IDENTIFIED AS 'AT-RISK': n/a

8.0 REVISIONS TO LIST OF FACULTY MEMBERS:

<http://sota.humanities.mcmaster.ca/>

Faculty as of January 15, ~~2018~~ 2019

DIRECTOR

Virginia Aksan (Acting)

PROFESSORS

~~William Renwick/(Music) B.Mus. (British Columbia), Ph.D. (CUNY), A.A.G.O., F.R.C.C.O.~~

Judy N. Major-Girardin/(Studio Art) B.F.A. (Windsor), M.F.A. (Alabama)

ASSOCIATE PROFESSORS

Peter Cockett/(Theatre & Film Studies) B.A. (London), M.A., Ph.D. (Toronto)

John Ford/(Studio Art) B.Sc (Southeast Missouri State), M.F.A. (Southern Illinois)

Catherine Graham/(Theatre & Film Studies) B.A., M.A., Ph.D. (McGill)

Janice Hladki/(Theatre & Film Studies) B.A. (York), M.A., Ph.D. (Toronto)

~~Judy N. Major-Girardin/(Studio Art) B.F.A. (Windsor), M.F.A. (Alabama)~~

Briana Palmer/(Studio Art) B.F.A. (Alberta College), M.F.A. (Alberta)

Michael Schutz/(Music) B.Mus., B.Sc. (Pennsylvania), M.Mus. (Northwestern), Ph.D. (Virginia)

Joseph Sokalski/(Theatre & Film Studies) B.E. (Alberta), M.A., Ph.D. (Toronto)

Angela Sheng/(Art History) B.A., ~~M.A.~~ (Toronto), Licence (Paris), Ph.D. (Pennsylvania)

Matthew Woolhouse/(Music) GGSM (London, UK), M.Phil., Ph.D. (Cantab)

ASSISTANT PROFESSORS

Carmela Alfaro-Laganse/(Studio Art) B.F.A. (Manitoba), M.F.A. (Ohio)

~~Peter Cockett/(Theatre & Film Studies) B.A. (London), M.A., Ph.D. (Toronto)~~

David Gerry/(Music) A.R.C.T., B.Mus. Perf., M.Mus. (Toronto), Ph.D. (McMaster)

Logan MacDonald/(Studio Art) B.F.A. (Concordia), M.F.A (Toronto)

Appendix 2: Sample Curriculum Revision Document

Andrew Mitchell/(Music) B.Mus. (Saskatchewan), M.A., Ph.D. (Western)
Sally McKay/(Studio Art/Art History) B.F.A. (Western), M.A. (Nova Scotia College of Art and Design), Ph.D. (York)
Joseph Resendes/(Music) B.F.A., M.A. (Toronto)
Tracy Wong/(Music) B.Mus. (Australia), M.A., Ph.D. (Toronto)

ADJUNCT ASSISTANT PROFESSORS

Tobi Bruce/(Art Gallery of Hamilton) B.A. (Kingston), M.A. (Ottawa)
Melissa Bennett/(Art Gallery of Hamilton) B.F.A. (Nova Scotia), M.A. (Toronto)

ASSOCIATE MEMBERS

Alison McQueen/(History) B.A. (McGill), M.A., Ph.D. (Pittsburgh)
David Ogborn/(Communication Studies and Multimedia) B.A., B.Sc. (Mary), B.Mus. (Manitoba), M.Mus. (Toronto), Mus.Doc. (Toronto)

PROFESSORS EMERITI

William Renwick/(Music) B.Mus. (British Columbia), Ph.D. (CUNY), A.A.G.O., F.R.C.C.O.

(ii) ART HISTORY:

1.0 NEW PROGRAMS: n/a

2.0 REVISIONS TO EXISTING PROGRAMS: n/a

3.0 NEW COURSES: n/a

4.0 REVISIONS TO EXISTING COURSES:

4.1 ARTHIST 2A03 - Visual Literacy

3 unit(s)

A course of lectures and discussions that explores the concept of visual literacy and examines the ways in which fine and popular arts structure our understanding through images.

~~One lecture (two hours), one tutorial/discussion;~~ Three lectures; one term

Prerequisite(s): Registration in Level II or above

Antirequisite(s): CMST 2I03

Offered on a rotational basis.

Rationale: Change to reflect addition of third hour lecture.

4.2 ARTHIST 3XX3 - Cinema History from WWII

3 unit(s)

An exploration of narrative film from 1941 to the present day, incorporating a study of a variety of narrative cinema styles. Theoretical issues will include questions of cinema's relationships to other art forms, narrative, genre and authorship.

Two lectures, plus one weekly film screening; one term

Prerequisite(s): One of ARTHIST 2FL3, ARTHIST 3FL3, THTRFLM 2FF3 or THTRFLM 3FF3

Antirequisite(s): CMST 3XX3

Cross-list(s): THTRFLM 3L03

This course is administered by Theatre & Film

Rationale: The prerequisite cross-listed course has previously been offered at both levels II and III. This change will reflect that students who may have taken it at either level II or III, and under either discipline, have met the prereq.

5.0 COURSE DELETIONS: n/a

6.0 REVISIONS TO DEPARTMENTAL NOTES: n/a

7.0 COURSES IDENTIFIED AS 'AT-RISK':

- **ARTHIST 2DF3** – History is course lead on this cross-list, and intends to offer in 2019-20
- **ARTHIST 4U03** – Classics is course lead on this cross-list, and intends to offer in 2019-20

8.0 REVISIONS TO LIST OF FACULTY MEMBERS: (as noted above)

(iii) MUSIC:

1.0 NEW PROGRAMS: n/a

2.0 REVISIONS TO EXISTING PROGRAMS:

2.1 Combined Honours in Music and Another Subject (B.A.) and Music (B.A.)

Course List 1

All Level III and IV Music courses, including except

HEALTHSCI 3MU3- Music, Health, & the Community

The following exceptions may not be used toward this course list:

- MUSIC 3GA3 A/B - Ensemble Performance: Accompanying
- MUSIC 3GB3 A/B - Ensemble Performance: McMaster Concert Band

Appendix 2: Sample Curriculum Revision Document

- MUSIC 3GC3 A/B - Ensemble Performance: McMaster University Choir
- MUSIC 3GF3 A/B - Ensemble Performance: McMaster University Flute Ensemble
- MUSIC 3GJ3 A/B - Ensemble Performance: McMaster Jazz Band
- MUSIC 3GP3 A/B - Ensemble Performance: McMaster Percussion Ensemble
- MUSIC 3GR3 A/B - Ensemble Performance: McMaster Chamber Orchestra
- MUSIC 3GW3 A/B - Ensemble Performance: McMaster Women's Choir
- MUSIC 3Z03
- MUSIC 4GA3 A/B - Ensemble Performance: Accompanying
- MUSIC 4GB3 A/B - Ensemble Performance: McMaster Concert Band
- MUSIC 4GC3 A/B - Ensemble Performance: McMaster University Choir
- MUSIC 4GF3 A/B - Ensemble Performance: McMaster University Flute Ensemble
- MUSIC 4GJ3 A/B - Ensemble Performance: McMaster Jazz Band
- MUSIC 4GP3 A/B - Ensemble Performance: McMaster Percussion Ensemble
- MUSIC 4GR3 A/B - Ensemble Performance: McMaster Chamber Orchestra
- MUSIC 4GW3 A/B - Ensemble Performance: McMaster Women's Choir
- MMEDIA 3C03 - Interactive and Spatial Audio

Rationale: Course list addition to include HTHSCI 3MU3, which will have reserved seats for Music program students.

2.2 Honours Music (B.Mus.)

Course List 1

- HEALTHSCI 3MU3- Music, Health, & the Community
- MUSIC 2CG3 - Classical Guitar Methods
- MUSIC 2MC3 - Psychology of Music
- MUSIC 3AA3 - Elementary Music Education
- MUSIC 3CG3
- MUSIC 3J03 A/B - Orchestration and Arranging
- MUSIC 3K03 - Brass Methods
- MUSIC 3L03 - Woodwind Methods
- MUSIC 3M03 A/B - String Methods
- MUSIC 3N03 - Vocal Methods
- MUSIC 3O03 - Conducting
- MUSIC 3P03 - Percussion Methods
- MUSIC 3V03 - Foundations of Music Education
- MUSIC 4K03 - Brass Methods
- MUSIC 4L03 - Woodwind Methods
- MUSIC 4M03 A/B - String Methods
- MUSIC 4N03 - Choral Methods
- MUSIC 4OC3 - Advanced Conducting: Choral
- MUSIC 4OI3 - Advanced Conducting: Instrumental
- MUSIC 4Q03
- MUSIC 4V03 - Current Issues in Music Education

Rationale: Course list addition to include HTHSCI 3MU3, which will have reserved seats for Music program students.

2.3 Honours Music (B.Mus.) (Music Cognition)

Admission

Enrolment in this program is limited. Admission requires, as a minimum, completion of Music I, a Grade Point Average of at least 5.0, and an average of at least 5.0 in PSYCH 1X03 (or 1F03) and PSYCH 1XX3 (or 1FF3).

Program Notes

1. Students interested in this program must have completed Grade 12 Biology U, or enroll in BIOLOGY 1P03 in the first term of Level I, concurrently with PSYCH 1X03.
2. More advanced training in statistics is recommended for students in this program (especially if students plan to conduct independent research in the future), but is not required. Students wanting more advanced statistics training should take PNB 2XE3 and PNB 3XE3. For permission to take these courses, please see the Academic Advisor in the Department of Psychology, Neuroscience & Behaviour.
3. The courses appearing in Course List 1 are specifically intended to prepare students to attend a Faculty of Education and for a career in school and music teaching. Students interested in Music Education are

Appendix 2: Sample Curriculum Revision Document

advised to consult the Music Counsellor during Level I for advice on fulfilling the entrance requirements of Faculties of Education.

4. Students who intend to pursue graduate studies in music history or theory or who wish to use the music degree as preparation for post-graduate studies in other professions should select a significant number of the courses in Course List 2.
5. Students in the Honours B.Mus. (Music Cognition) program can only use a total of 12 units from *Course List 5* as credit toward their degrees.
6. Although it is listed as an option, students are encouraged to complete MUSICCOG 4D06 A/B - Thesis in Music Cognition.
7. Psych 2E03 is recommended as preparation for MUSICCOG 4MP3.

Course List 1

- HEALTHSCI 3MU3- Music, Health, & the Community
- MUSIC 2CG3 - Classical Guitar Methods
- MUSIC 3AA3 - Elementary Music Education
- MUSIC 3CG3
- MUSIC 3J03 A/B - Orchestration and Arranging
- MUSIC 3K03 - Brass Methods
- MUSIC 3L03 - Woodwind Methods
- MUSIC 3M03 A/B - String Methods
- MUSIC 3N03 - Vocal Methods
- MUSIC 3O03 - Conducting
- MUSIC 3P03 - Percussion Methods
- MUSIC 3V03 - Foundations of Music Education
- MUSIC 4K03 - Brass Methods
- MUSIC 4L03 - Woodwind Methods
- MUSIC 4M03 A/B - String Methods
- MUSIC 4N03 - Choral Methods
- MUSIC 4OC3 - Advanced Conducting: Choral
- MUSIC 4OI3 - Advanced Conducting: Instrumental
- MUSIC 4P03
- MUSIC 4Q03
- MUSIC 4V03 - Current Issues in Music Education

Requirements

123 units total (Levels I to IV), of which 51 units may be Level I

33 units

- Music 1

21 units

- MUSIC 2B03 - History of Western Music (1890-present)
- MUSIC 2CA3 - Theory and Analysis III
- MUSIC 2CB3 - Theory and Analysis IV
- MUSIC 2DA3 - Practical Musicianship III
- MUSIC 2E06 A/B - Solo Performance
- MUSIC 2MH3 - Music History II: Music in Western Culture to 1900

9 units

from

- MUSICCOG 2MP3 - Introduction to Music Cognition (or MUSICCOG 2A03 or 2MA3)
- MUSICCOG 3MP3
- MUSICCOG 3SP3 - The Science of Performance
- MUSICCOG 4MP3 - Neuroscience of Music (or one of MUSICCOG 3A03, 3MA3, or 4LA3)

3 units

- SOCSCI 2J03 - Introduction to Statistics

3 units

- ~~PSYCH 2E03 - Sensory Processes~~
- PNB 2XA3 - Human Perception & Cognition

6 units

Appendix 2: Sample Curriculum Revision Document

- MUSIC 3E06 A/B - Solo Performance
- 18 units from
 - Course List 1
 - Course List 2
 - Course List 3
 - Course List 4
- 3 units from
 - Course List 5
- 3 units from
 - PSYCH 2AA3 - Child Development
 - PSYCH 2E03 - Sensory Processes
 - PSYCH 2H03 - Human Learning and Cognition
 - PSYCH 2NF3 - Basic & Clinical Neuroscience
- 6 units
 - MUSICCOG 4D06 A/B - Thesis in Music Cognition or
 - 6 units from Course List 6
- 18 units
 - Electives, including no more than 6 units from Course List 5

Rationale: Proposed changes to the Honours Music (B.Mus.) (Music Cognition) program accommodate changes made to MUSICCOG 3SP3, for which Psychology is lead, and the addition of the new online 1FF3 (taken in lieu of 1XX3) being put forward by Psychology. Course list addition to include HTHSCI 3MU3, which will have reserved seats for Music program students.

2.4 Diploma in Music Performance (as submitted to Certificates and Diplomas Committee)

3.0 NEW COURSES: n/a

4.0 REVISIONS TO EXISTING COURSES:

4.1 MUSIC 2B03 – Music History: Music in Western Culture from c. 1750 to the Present ~~History of Western Music (1890-present)~~

3 unit(s)

A survey of Western music from the late 19th century c. 1750 to the present. Includes consideration of performance practices, influences of the other arts and socio-political developments. In addition, musicological research and writing skills will be cultivated.

Three lectures; one term

Prerequisite(s): Registration in Level II of a Music program

Rationale: Minimal change to title and description, to address how course is offered.

4.2 MUSIC 2CA3 - Theory and Analysis III, MUSIC 2CB3 - Theory and Analysis IV

~~First offered in 2018-2019.~~

Rationale: Reference to first offering is no longer required.

4.3 MUSIC 2DA3 - Practical Musicianship III

3 unit(s)

Continuation of MUSIC 1DB3.

Sight-singing, dictation, and keyboard harmony.

One lecture, two labs, one tutorial; one term

Prerequisite(s): MUSIC 1DB3 and registration in a Music program or permission of the instructor if space permits

Antirequisite(s): MUSIC 2D03

~~First offered in 2018-2019.~~

Rationale: This course is a continuation of MUSIC 1DB3.

4.4 MUSIC 2MC3 - Psychology of Music

3 unit(s)

Overview of the psychological roots of the musical experience. Sample topics to include the perception of pitch, timbre, meter, and tonality as well as the communication of emotion. There will be a particular emphasis on the practical

implications of basic principles of perception and cognition, with a focus on improving the quality and efficiency of music performance, learning, and education.

Three lectures, one term

Prerequisite(s): Registration in Level II of an Honours, Combined Honours or B.A. Music program

Antirequisite(s): MUSICCOG 2MA3, 2MP3, PSYCH 2MA3, 2MP3

Rationale: This course is intended for non-Music Cognition students (who will take the specialized, core MUSICCOG 2MA3 anti-requisite).

4.5 **MUSIC 2MH3 - Music History-II: Music in Western Culture to 1900 from Antiquity to c. 1750**

3 unit(s)

An examination, through selected examples, of Western musical practice and its contexts, from Antiquity to the beginning of the twentieth century approximately 1750. A significant portion of the course will be devoted to the cultivation of writing and research skills.

Three lectures; one term

Prerequisite(s): Registration in level II of a Music program

Antirequisite(s): Music 2BB3

Rationale: Minimal change to title and description, to address how course is offered.

4.6 **MUSIC 3J03 A/B - Orchestration and Arranging**

3 unit(s)

A study of the orchestral/band instruments; scoring of music for various ensembles.

~~Two lectures; two terms~~ Three lectures; one term

Prerequisite(s): MUSIC 2CB3 or 2CC3 A/B and 2H03, and registration in a Music program

Offered in alternate years.

Rationale: Change to single term will allow for greater student flexibility in required contact hours.

4.7 **MUSIC 4Z03 - Composition**

3 unit(s)

The composition of various instrumental or vocal works.

Times to be arranged between the student and instructor; one term

Prerequisite(s): Registration in Level III or IV of an Honours Music program and a grade of at least B+ in MUSIC 2CC3 A/B or MUSIC 2CB3; or permission of the instructor.

Rationale: Addition of new core course to prerequisite, which students will now be completing in lieu of 2CC3.

4.8 **MUSICCOG 4MP3 - Neuroscience of Music**

3 unit(s)

This seminar explores theories on how and why music evolved, and how the perception, development, performance and emotional experience of music are mediated by the brain. Primary source materials are discussed in class and experimental designs developed to address critical questions.

Lecture/seminar (three hours); one term

Prerequisite(s): MUSICCOG 2MP3 (or 2MA3) or PSYCH 2MP3 (or 2MA3) or 3H03; and registration in a Music Cognition program (B.A., B.Arts.Sc., B.Mus., B.Sc.), or PNB 2XA3 or PSYCH 2E03 and registration in an Honours program, or ISCI 2A18 A/B; or permission of the instructor. PSYCH 2E03 is recommended.

Cross-list(s): PSYCH 4MP3

This course is administered by the Department of Psychology, Neuroscience & Behaviour.

Rationale: Change to reflect course lead's description.

5.0 **COURSE DELETIONS:** n/a

6.0 **REVISIONS TO DEPARTMENTAL NOTES:** n/a

7.0 **COURSES IDENTIFIED AS 'AT-RISK':** n/a

8.0 **REVISIONS TO LIST OF FACULTY MEMBERS:** (as noted above)

(iv) **THEATRE AND FILM STUDIES:**

1.0 **NEW PROGRAMS:** n/a

2.0 **REVISIONS TO EXISTING PROGRAMS:**

2.1 **Combined Honours in Theatre & Film Studies and Another Subject (B.A.), Honours Theatre & Film Studies (B.A.), Theatre & Film Studies (B.A.)**

Course List 1

- THTRFLM 3AA3 - Modernist Drama and Theatre in Europe
- THTRFLM 3DD3 - Contemporary Canadian Drama and Theatre
- THTRFLM 3FF3 - Early Cinema History
- THTRFLM 3L03 - Cinema History from WWII

Appendix 2: Sample Curriculum Revision Document

- THTRFLM 3M03 – Analyzing Entertainment Culture
- THTRFLM 3P03 - Women and Visual Culture
- THTRFLM 3U03 - Pleasure and Critique in Dramatic Performance

Course List 2

- THTRFLM 3N03 - Artists' Alternative Film and Video
- THTRFLM 3OP6 A/B - Organizing the Performance Space
- THTRFLM 3PC3 - Performance and Community Engagement
- THTRFLM 3PR3 - Text-based Devising: Research and Development
- THTRFLM 3PS3 - Devising New Plays: Research and Development
- THTRFLM 3S03
- THTRFLM 3S06 - Major Production Workshop
- THTRFLM 3SD3 - Scripting the Devised Performance
- THTRFLM 3VS3 - Visual Storytelling
- THTRFLM 3WW3 - Acting and the Voice: Devising from Classical Texts
- THTRFLM 3XX3 - Acting and the Body: Devising Physical Theatre

Course List 3

- ARTHIST 2A03 - Visual Literacy
- ARTHIST 2R03 - The History of Fashion and Identity
- ARTHIST 2T03 - Art, Theatre and Music in the Enlightenment
- ARTHIST 3Q03 - Colours of the World
- CLASSICS 2E03 - The Ancient World in Film
- CLASSICS 2Y03 - Greek Tragedy
- CMST 2G03 - Performance and Performativity
- ENGLISH 2CR3 - Shakespeare: Comedies, Problem Plays, and Romances
- ENGLISH 2HT3 - Shakespeare: Histories and Tragedies
- ENGLISH 3CC3 - Reading Film
- GERMAN 2N03 - The Holocaust in Film and Fiction (Taught in English)
- GERMAN 2P03 – Modern Germany through Film: Symphonies of Magic and Horror (Taught in English)
- GERMAN 2S03
- INDIGST 3EE3 - Indigenous Representations in Film
- INDIGST 3G03 - Indigenous Creative Arts and Drama: Selected Topics
- ITALIAN 3X03 - Italy Today Through Film (Taught in English)
- MMEDIA 2G03 - Introduction to Digital Audio
- MMEDIA 3C03 – Interactive and Spatial Audio
- MUSIC 2F03 - Music for Film and Television
- MUSIC 2TT3 - Broadway and the Popular Song
- RUSSIAN 2G03 – Masterpieces of Russian Literature in Film and TV Series (Taught in English)
- RUSSIAN 2H03 – Soviet Propaganda in Films and Other Mass Media (Taught in English)
- THTRFLM 2Z03

Rationale: Updating of all program course lists to reflect all relevant, current interdisciplinary offerings.

3.0 NEW COURSES: n/a

4.0 REVISIONS TO EXISTING COURSES:

4.1 THTRFLM 3L03 - Cinema History from WWII

3 unit(s)

An exploration of narrative film from 1941 to the present day, incorporating a study of a variety of narrative cinema styles. Theoretical issues will include questions of cinema's relationship to other art forms, narrative, genre and authorship.

Two lectures, plus one weekly film screening; one term

Prerequisite(s): One of ARTHIST 2FL3, ARTHIST 3FL3, THTRFLM 2FF3 or THTRFLM 3FF3;

Antirequisite(s): CMST 3XX3

Cross-list(s): ARTHIST 3XX3

Rationale: The prerequisite cross-listed course has previously been offered at both levels II and III. This change will reflect that students who may have taken it at either level II or III, and under either discipline, have met the prereq.

4.2 THTRFLM 4A06 A/B - Theatre and Society: A Performance Project

6 unit(s)

Students will work in small groups to create and critique public performances.

~~Two lectures and practical exercises, plus rehearsals, two terms~~ Two lectures, one lab; total of 6 hours

Prerequisite(s): Registration in Level IV of an Honours program in Theatre & Film Studies and permission of the School of the Arts; Starting in 2010, students proposing an original script must have taken THTRFLM 3SD3

Admission to THTRFLM 4A06 will be based primarily on academic standing. In addition, students must complete a written application on a form provided by the School of the Arts, which must be submitted in March of the academic year prior to registration. Final selection will be made by Theatre and Film Studies faculty.

Rationale: Change to most accurately reflect class and rehearsal timelines.

5.0 COURSE DELETIONS:

5.1 THTRFLM 3M03 - Analyzing Entertainment Culture

Rationale: This course has not been offered since 2015.

6.0 REVISIONS TO DEPARTMENTAL NOTES:

Department Notes

1. The following are courses open as electives to students registered in Level II or above of any undergraduate program.

- THTRFLM 2CP3 - Culture and Performance
- THTRFLM 2FA3 - Film Analysis
- THTRFLM 3AA3 - Modernist Drama and Theatre in Europe
- THTRFLM 3DD3 - Contemporary Canadian Drama and Theatre
- THTRFLM 3FF3 - Early Cinema History
- ~~THTRFLM 3M03 - Analyzing Entertainment Culture~~

Rationale: THTRFLM 3M03 is being deleted so will no longer be offered as an elective option.

7.0 COURSES IDENTIFIED AS 'AT-RISK':

- THTRFLM 3M03 is being deleted

8.0 REVISIONS TO LIST OF FACULTY MEMBERS: (as noted above)

▲ ▲ ▲ ▲ ▲

DEPARTMENT OF CLASSICS

1.0 NEW PROGRAMS: n/a

2.0 REVISIONS TO EXISTING PROGRAMS: n/a

3.0 NEW COURSES:

3.1 CLASSICS 3ER3 - Epics of Rome

3 unit(s)

This course will examine the great epic poems of Vergil, Ovid and Statius, studying them in the political and cultural context of contemporary Rome and against the background of the tradition of epic poetry.

Three hours; one term

Prerequisite(s): Three units from CLASSICS 1B03, 2D03, 2E03, 2Y03, 2Y03; and registration in Level II or above of any program
Offered in alternate years.

Enrolment: 60 Reserve capacities: Classics II: 20

Rationale: Our new appointment is a specialist in Latin Literature and taking over the alternating pair of Ovid (3YY3) and Satire (3Z03). Satire will be replaced with Epic.

4.0 REVISIONS TO EXISTING COURSES:

4.1 CLASSICS 2E03 - The Ancient World in Film

3 unit(s)

The emphasis is on myth (Amazons, Hercules) and history (slave revolts, banquets, decadent emperors), studied via Greek and Latin accounts (in translation) and cinematic versions (e.g. Electra, Medea, Mighty Aphrodite, Apocalypse Now, Spartacus, I Claudius).

~~Three lectures~~ Two lectures, plus one weekly film screening; one term

Prerequisite(s): Registration in Level II or above of any program

Antirequisite(s): CMST 2Y03, THTRFLM 2G03

Offered on rotation.

Rationale: This format will best allow for full film screenings, as a complement to lectures.

5.0 COURSE DELETIONS:

5.1 CLASSICS 3Z03 - Satire

Rationale: The course is being replaced with a course more in fitting with the Department's needs and current areas of specialization.

6.0 REVISIONS TO DEPARTMENTAL NOTES:

Department Note

The following courses are available as electives to qualified students in any program:

- a. **Classical Archaeology and Art History**
 - CLASSICS 1A03 - Introduction to Classical Archaeology
 - CLASSICS 2B03 - Greek Art
 - CLASSICS 2C03 - Roman Art
 - CLASSICS 3H03 - Archaic Greek Art
 - CLASSICS 3Q03 - Greek Sanctuaries
 - CLASSICS 3S03 - Pompeii, Herculaneum, and Ostia
- b. **Ancient History and Society**
 - CLASSICS 1M03 - History of Greece and Rome
 - CLASSICS 2K03 - The Society of Greece and Rome
 - CLASSICS 2LA3 - History of Greece to the Peloponnesian War
 - CLASSICS 2LB3 - History of Greece from the Peloponnesian War
 - CLASSICS 2LC3 - History of Rome to the Dictatorship of Caesar
 - CLASSICS 2LD3 - History of Rome from the Dictatorship of Caesar
- c. **Classical Literature in Translation**
 - CLASSICS 1B03 - An Introduction to Ancient Myth and Literature
 - CLASSICS 2D03 - Greek and Roman Mythology
 - CLASSICS 2E03 - The Ancient World in Film
 - CLASSICS 2YY3 - Greek Tragedy
 - CLASSICS 3EE3 - The Greek Historians
 - CLASSICS 3ER3: Epics of Rome
 - CLASSICS 3M03 - Greek Intellectual Revolution
 - CLASSICS 3YY3 - Ovid
 - ~~CLASSICS 3Z03 - Satire~~
- d. **Classical Languages**
 - GREEK 1Z03 - Beginner's Intensive Ancient Greek I
 - GREEK 1ZZ3 - Beginner's Intensive Ancient Greek II
 - LATIN 1Z03 - Beginner's Intensive Latin I
 - LATIN 1ZZ3 - Beginner's Intensive Latin II

Rationale: Updating elective lists to reflect current course offerings.

7.0 COURSES IDENTIFIED AS 'AT-RISK':

- CLASSICS 4T03 A/B – this course is to remain in calendar, for use as needed (many students will take as 'S' single term option)
- CLASSICS 4U03 – This course will be offered in 2019-20

8.0 REVISIONS TO LIST OF FACULTY MEMBERS:

Faculty as of January 15, 2018

CHAIR

~~Sean Corner~~

Claude Eilers (Acting)

PROFESSORS

Michele G. George/B.A. (Toronto), M.A., Ph.D. (McMaster)

ASSOCIATE PROFESSORS

Martin Beckmann/B.A. (Wilfrid Laurier), M.A. Ph.D. (McMaster)

Sean Corner/B.A., M.A. (Oxford), Ph.D. (Princeton)

Claude Eilers/B.A. (Saskatchewan), M.A. (McMaster), D.Phil. (Oxford)

Kathryn Mattison/B.A., Ph.D. (Toronto)

Spencer Pope/B.A. (Middlebury College), Ph.D. (Brown)

ASSISTANT PROFESSOR

~~Kathryn Mattison/B.A., Ph.D. (Toronto)~~

Mariapia Pietropaolo/B.A., M.A., Ph.D. (Toronto)

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[Sample submission truncated after the Department of Classics]

UNDERGRADUATE COUNCIL COMMITTEE MEMBERSHIPS 2020-2021

EXECUTIVE COMMITTEE:

COMMITTEE MEMBERS		Quorum = 3
Dr. Kim Dej (Chair)	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
<i>*TBD</i>	Vice-Chair of Undergraduate Council	
Mr. Cameron Churchill	Chair of the Awards Committee	Faculty of Engineering
Dr. Tracy Prowse	Chair of the Certificates and Diplomas	Faculty of Social Sciences
Dr. Sue McCracken	Chair of the Curriculum and Admissions Committee	Faculty of Business
CONSULTANT		
Ms. Melissa Pool	University Registrar	Office of the Registrar

AWARDS COMMITTEE:

COMMITTEE MEMBERS		Quorum = 4
Mr. Cameron Churchill (Chair)	Elected Faculty Member	Faculty of Engineering
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Mr. Sean Van Koughnett	Associate Vice-President (Students and Learning) and Dean of Students	
Dr. Jeffrey Donaldson	Elected Faculty Member	Faculty of Humanities
Dr. Peter Miu	Elected Faculty Member	Faculty of Business
Mr. Cole Badiani	Undergraduate Student Representative	Faculty Social Sciences
Ms Auva Zarandi	Undergraduate Student Representative	Faculty of Health Sciences
CONSULTANTS		
Ms Nancy Solano	Student Loans & Awards Officer	Office of the Registrar
Ms Tracie Long	Senior Associate Registrar, Student Financial Aid and Scholarships	Office of the Registrar
Ms Alicia Jack	Trust Fund Administrator	Office of the Registrar
Ms Claudia Russell	Senior Development Officer	University Advancement

CERTIFICATES AND DIPLOMAS COMMITTEE:

COMMITTEE MEMBERS		Quorum = 5
*Dr. Tracy Prowse (Chair)	Associate Dean (Academic)	Faculty of Social Sciences
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Ms Melissa Pool	University Registrar	Office of the Registrar
Ms Vivian Lewis	University Librarian	
Dr. Karen McGarry	Elected Faculty Member	Faculty of Social Sciences
Dr. Sean Corner	Associate Dean (Academic)	Faculty Humanities
Dr. Sue McCracken	Associate Dean (Academic)	Faculty of Business
Mr. Faris Mecklai	Undergraduate Student Representative	Arts & Science Program
Ms Alisa Neang	Undergraduate Student Representative	Faculty of Engineering
CONSULTANTS		
Dr. Lorraine Carter	Director	Centre for Continuing Education
Mr. Dan Piedra	Assistant Director	Centre for Continuing Education
Ms Suzanne Brown	Assistant Director	Centre for Continuing Education
Mr. Brad Coburn	Convocation & Curriculum Officer	Office of the Registrar
Ms Trish Sullivan	Senior Associate Registrar, Systems & Records	Office of the Registrar

CURRICULUM AND ADMISSIONS COMMITTEE:

COMMITTEE MEMBERS		Quorum = 8
Dr. Sue McCracken (Chair)	Associate Dean (Academic)	Faculty of Business
Dr. Kim Dej	Chair of Undergraduate Council	Acting Vice-Provost (Faculty)
Ms Melissa Pool	University Registrar	Office of the Registrar
Dr. Jean Wilson	Director	Arts & Science Program
Dr. Steve Hranilovic	Associate Dean (Academic)	Faculty of Engineering
Dr. Alan Neville	Vice Dean (Health Professional Education)	Faculty of Health Sciences
Dr. Sean Corner	Associate Dean (Academic)	Faculty of Humanities
Dr. Michael Farquharson	Associate Dean (Academic)	Faculty of Science
Dr. Tracy Prowse	Associate Dean (Academic)	Faculty of Social Sciences
Dr. Stacey Ritz	Elected Faculty Member	Faculty of Health Sciences
Dr. Rosa da Silva	Elected Faculty Member	Faculty of Science
Ms Alexandra Cristiano	Undergraduate Student Representative	Faculty of Business
Mx Robyn Kaur Sidhu	Undergraduate Student Representative	Faculty of Humanities
Mr. Jake McNairn	Undergraduate Student Representative	Faculty of Science
CONSULTANTS		
Mr. Greg Rombough	Manager, Undergraduate and Specialized Programs	Faculty of Business
Ms Maria White	Assistant Dean (Academic)	Faculty of Engineering
Ms Teresa Basilio	Program Administrator, Bachelor of Health Sciences (Honours) Program	Faculty of Health Sciences
Ms Jackie Osterman	Assistant Dean (Academic)	Faculty of Humanities
Ms Joanne Smith	Assistant Dean (Academic)	Faculty of Science
Ms Lynn Giordano	Assistant Dean (Academic)	Faculty of Social Sciences
Ms Rebecca Bishop	Program Administrator	Arts & Science Program
Ms Shelley Anderson	Program Administrator	Arts & Science Program
Mr. Brad Coburn	Convocation & Curriculum Officer	Office of the Registrar
Ms Trish Sullivan	Senior Associate Registrar, Systems & Records	Office of the Registrar
Dr. Erin Aspenlieder	Associate Director, Program and Educational Development	McPherson Institute
Ms Julianne Simpson	Quality Assurance Specialist	McPherson Institute
Dr. Amy Gullage	Educational Developer	McPherson Institute

QUALITY ASSURANCE COMMITTEE:

MEMBERS APPOINTED BY UNDERGRADUATE COUNCIL			
Dr. Rosa da Silva	Elected Faculty Member	Faculty of Science	July 1, 2019 to June 30, 2021
*TBD			July 1, 2020 to June 30, 2022
*TBD			July 1, 2020 to June 30, 2022

REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL AWARDS COMMITTEE

FOR APPROVAL

I Terms of Award

On September 15, 2020 the Awards Committee approved the following items for recommendation to Undergraduate Council. Details of the proposed recommendations are contained within the circulated report.

i. New Awards

The Eric Seidlitz Award
The Stephen Imbert and Norma Kerr-Imbert Academic Grant
The Tanner Kolody Memorial Scholarship

ii. Changes to Award Terms

The D.E. Graham Memorial Scholarship in English
The D.E. Graham Memorial Scholarship in History

iii. New Bursaries

The Marlie Morrison & Paul Connelly Bursary
The Lillian Welsh Bursary

iv. Awards Removed from the Undergraduate Council

The Canadian Society-Civil Engineering Hamilton Section Prize
The Society of Chemical Industry Merit Award
The University Prizes for Special Achievement

It is now recommended,

that the Undergraduate Council approve three new awards, changes to two awards, two new bursaries, and the removal of three awards from the *Undergraduate Calendar*, as set out in the attached.

**Undergraduate Council
September 29, 2020**

PROPOSED NEW AWARDS FOR APPROVAL

Entrance Awards

The Eric Seidlitz Award

Established in 2020 by Eric Seidlitz (MSc '90, PhD '09), a faculty member in the Bachelor of Health Sciences (Honours) Program.

Requirements: To be awarded to students entering the Bachelor of Health Sciences (Honours) Program who, in the judgement of the program, best represent the incoming class.

Typically Available: 1 x \$1,000

In-Course and Renewal Academic Grants

The Stephen Imbert and Norma Kerr-Imbert Academic Grant

Established in 2020 by Norma Kerr-Imbert, B.A. (Class of '81), in memory of her husband, Stephen Imbert, to honour their belief that education and research will improve the outcomes of those faced with cancer.

Requirements: To be granted to students in Level 3 or above in the Bachelor of Health Sciences program who attain high averages, demonstrate financial need, and are Canadian citizens.

Typically Available: 1 x \$3,000

In-Course and Renewal Awards

The Tanner Kolody Memorial Scholarship

Established in 2020 by the Faculty of Engineering in memory of Tanner Kolody.

Requirements: To be awarded to students enrolled in Level 3 of the Automotive and Vehicle Engineering Technology program who attain high averages.

Typically Available: 1 x \$800

CHANGES TO AWARD TERMS FOR APPROVAL

The D.E. Graham Memorial Scholarship in English

Established in 1989, in memory of a former student and dedicated servant of the University, by her friends, family, and Professor Emeritus R.P. Graham.

Requirements: To be awarded to the students, enrolled for a first degree after completing in Level 1, 2 or above in an English program who attain high averages. who attains the highest standing in 18 units of English, all taken in the same Fall/Winter terms, with an average standing of at least A-, provided that the recipient is not the holder of another scholarship of equal or greater value.

The D.E. Graham Memorial Scholarship in History

Established in 1997 in memory of a former student and dedicated servant of the University, by her friends, family and Professor Emeritus R.P. Graham.

Requirements: To be awarded to the students, enrolled for a first degree after completing in Level 1, 2 or above in a History program who attain high averages. who attains the highest standing in 15 units of History, all taken in the same Fall/Winter terms, with an average of at least A-.

PROPOSED NEW BURSARIES FOR APPROVAL

Submitted by the Office of Student Financial Aid & Scholarships

The Marlie Morrison & Paul Connelly Bursary

Established in 2019 by Marlie Morrison, B.Com. (Class of '88) and Paul Connelly, B.P.E. (Class of '85), to inspire students to follow their dreams and to know that others are cheering for them to succeed.

Requirements: To be granted to students enrolled in a Commerce or Kinesiology program who demonstrate financial need.

The Lillian Welsh Bursary

Established in 2020 by the Estate of Lillian Welsh.

Requirements: To be granted to students enrolled in Level 1 of a Business program who demonstrate financial need.

Awards Removed from the Undergraduate Calendar for Approval

The Canadian Society- Civil Engineering Hamilton Section Prize

The Society of Chemical Industry Merit Award

The University Prizes for Special Achievement



UNIVERSITY SECRETARIAT
• Board of Governors
• Senate

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REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL
CERTIFICATES AND DIPLOMAS COMMITTEE

FOR INFORMATION

I. Revisions to Certificate of Completion Programs

At its September 15, 2020 meeting, the Undergraduate Council Certificates and Diplomas Committee received, for information, revisions to the Centre for Continuing Education's Essentials Program. Details of the revisions are contained in the circulated report.

Undergraduate Council
September 29, 2020



DATE: June 1st, 2020

TO: Chair, Undergraduate Council Certificate & Diploma Committee

FROM: Lorraine Carter
Director, McMaster Continuing Education

RE: Development & Facilitation of a NEW ½ Day Essentials Course Titled ESS-905 Remote Work - Strategies for Efficiency

This item is submitted for information purposes from McMaster Continuing Education for the creation of a ½ Day Essentials course titled ESS-905 Remote Work - Strategies for Efficiency as a part of our Essentials professional development programming.

Currently, the Essentials program consists of over 30 courses that align with six specific competency areas; these include Business Essentials, Communication Essentials, Innovation Essentials, Leadership Essentials, Productivity Essentials, and Team Essentials. This new ½ day Essentials course offering will be a professional development learning opportunity that will be aligned with the following Essentials Programs: Business, Communication, Leadership, and Teams.

Based on participant, community, and corporate feedback, and in consultation with Human Resources Organizational Development, we have identified the need for an Essentials course called Remote Work – Strategies for Efficiency. The course enables participants to learn how to better equip themselves with appropriate technologies, tools, and resources for creating structure, daily practices, and efficiency and effectiveness. The course will also look at clarifying communication channels and frequency of communications for the development of trusting and collaborative individual/ team relations remotely.

Upon completion of this ½ Day Essentials course and receipt of a passing grade, participants may use the course towards the five full days of course work (including evaluation) required for a Business, Communication, Leadership, or Teams Certificate of Completion or a Multi-Competency Certificate of Completion.

As per the Certificate and Diploma Policy, Essentials ½ Day (0.25 credit weight) courses are not eligible for any transfer credits as towards an elective credit in the Business Administration Diploma Program and, therefore, do not require Faculty review or supporting documentation:

9.3 Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.

It is expected that we will be able to schedule this course and offer it to McMaster University and external partners by Fall, 2020.



DATE: May 13th, 2020

TO: Chair, Undergraduate Council Certificate & Diploma Committee

FROM: Lorraine Carter
Director, McMaster Continuing Education

RE: Development & Facilitation of a NEW ½ Day Essentials Course Titled ESS-906 How to Pick Up the Pieces - Leadership, Motivation and Gratitude in Action

This item is submitted for information purposes from McMaster Continuing Education for the creation of a ½ Day Essentials course titled ESS-906 How to Pick Up the Pieces - Leadership, Motivation and Gratitude in Action as a part of our Essentials professional development programming.

Currently, the Essentials program consists of over 30 courses that align with six specific competency areas; these include Business Essentials, Communication Essentials, Innovation Essentials, Leadership Essentials, Productivity Essentials, and Team Essentials. This new ½ day Essential course offering will be a professional development learning opportunity that will be aligned with the following Essentials Programs: Business, Communication, Leadership and Teams.

Based on participant, community, and corporate feedback, and in consultation with Human Resources Organizational Development, we have identified the need for an Essentials course called How to Pick Up the Pieces – Leadership, Motivation and Gratitude in Action. The course enables participants to re-centre themselves and define how they will “show up” to lead others, how to hit the mark on what truly motivates people, and how to better understand the power of gratitude to inspire continuous improvement and growth.

Upon completion of this ½ Day Essentials course and receipt of a passing grade, participants may use the course towards the five full days of course work (including evaluation) required for a Business, Communication, Leadership or Teams Certificate of Completion or a Multi-Competency Certificate of Completion.

As per the Certificate and Diploma Policy, Essentials ½ Day (0.25 credit weight) courses are not eligible for any transfer credits towards an elective credit in the Business Administration Diploma Program and therefore, do not require Faculty review or supporting documentation:

9.3 Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.

It is expected that we will be able to schedule this course and offer it to McMaster University and external partners by Fall, 2020.



DATE: May 4th, 2020

TO: Chair, Undergraduate Council Certificate & Diploma Committee

FROM: Lorraine Carter
Director, McMaster Continuing Education

RE: Development & Facilitation of a NEW ½ Day Essentials Course Titled ESS-904 Influencing Others with Confidence and Success

This item is submitted for information purposes from McMaster Continuing Education for the creation of a ½ Day Essentials course titled ESS 904 Influencing Others with Confidence and Success as a part of our Essentials professional development programming.

Currently, the Essentials program consists of over 30 courses that align with six specific competency areas; these include Business Essentials, Communication Essentials, Innovation Essentials, Leadership Essentials, Productivity Essentials, and Team Essentials. This new ½ day Essential course offering will be a professional development learning opportunity that will be aligned with the following Essentials Programs: Business, Communication, Leadership, and Teams.

Based on participant, community, and corporate feedback, and in consultation with Human Resources Organizational Development, we have identified the need for an Essentials course called Influencing Others with Confidence and Success. The course enables participants to be effective and successful influencers who compellingly communicate an issue and link it to outcomes, all the while appreciating the perspectives and priorities of other stakeholders.

Upon completion of this ½ Day Essentials course and receipt of a passing grade, participants may use the course towards the five full days of course work (including evaluation) required for a Business, Communication, Leadership, or Teams Certificate of Completion or a Multi-Competency Certificate of Completion.

As per the Certificate and Diploma Policy, Essentials ½ Day (0.25 credit weight) courses are not eligible for any transfer credits towards an elective credit in the Business Administration Diploma Program and, therefore, do not require Faculty review or supporting documentation:

9.3 Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.

It is expected that we will be able to schedule this course and offer it to McMaster University and external partners by Spring, 2021.