

UNDERGRADUATE COUNCIL
Tuesday, September 28, 2021 at 2:30 p.m.
Zoom

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**McMaster University
UNDERGRADUATE COUNCIL**

**Tuesday, April 20, 2021 at 2:30 p.m.
via Videoconference (Zoom)**

PRESENT: Dr. K. Dej (Chair), Dr. L. Carter, Dr. C. Churchill, Dr. S. Corner, Ms A. Cristiano, Dr. R. da Silva, Dr. J. Donaldson, Dr. M. Farquharson, Dr. S. Hranilovic, Dr. S. McCracken, Dr. K. McGarry, Mr. J. McNairn, Mr. F. Mecklai, Dr. P. Miu, Ms. A. Neang, Ms M. Pool, Dr. T. Prowse, Ms A. Saini, Mr. S. Van Koughnett, Dr. R. Whyte, Dr. J. Wilson, Ms. M. Zheng (Associate University Secretary)

INVITED: Mr. B. Coburn, Ms L. Giordano, Ms A. Gullage, Ms A. Jack, Ms J. Osterman, Ms S. Robinson, Ms N. Solano, Ms E. Way

1. MINUTES OF PREVIOUS MEETING – MARCH 2, 2021

The minutes of the March 2, 2021 meeting were approved as circulated.

2. BUSINESS ARISING

There was no business arising.

3. CHAIR’S REMARKS

Dr. Dej welcomed members to the April meeting of the Undergraduate Council.

Members heard that the Provost is collection feedback and recommendations from three committees regarding returning to Campus and will be shared with UGC. The Provost’s office is also working on communication for students regarding the fall term. The communication will also be shared with UGC before it’s sent more broadly.

4. REPORT FROM THE AWARDS COMMITTEE

Mr. Churchill provided members with an overview of the report from the Awards Committee.

a. Terms of Award

- i. Proposed New Awards**
- ii. Proposed New Bursaries**
- iii. Changes to Award Terms**

It was duly moved and seconded,

that the Undergraduate Council approve five new awards, twelve new bursaries, and revisions to three terms for inclusion in the Undergraduate Calendar, as set out in the attached and amended.

The motion was *Carried*.

5. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

Dr. Prowse provided members with an overview of the report from the Certificates and Diplomas Committee.

a. Revisions to Certificate and Diploma Programs

i. Diploma in Accounting

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to the Diploma in Accounting, as set out in the attached.

The motion was *Carried*.

b. Establishment of New Certificate and Diploma Programs

- i. Certificate of Professional Learning in Retirement Community Management**
- ii. Diploma in Business Administration with a Concentration in Retirement Community Management**
- iii. Certificate of Professional Learning in Canadian Housing**
- iv. Certificate of Professional Learning in Nutrition, Health and Wellness**
- v. Health and Wellness Coaching Diploma**
- vi. Health Information Fundamentals Certificate**
- vii. Health Ventures Certificate of Professional Learning**

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Certificate of Professional Learning in Retirement Community Management, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Diploma in Business Administration with a Concentration in Retirement Community Management, as set out in the attached, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Certificate of Professional Learning in Canadian Housing, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Certificate of Professional Learning in Nutrition, Health and Wellness, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Health and Wellness Coaching Diploma, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Health Information Fundamentals Certificate, as set out in the attached, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Health Ventures Certificate of Professional Learning, as set out in the attached.

The motion was *Carried*.

c. Closure of Certificate and Diploma Programs

i. Closure of Health Information Management Programs

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the closure of the Health Information Management Diploma, effective April 2021, as set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the closure of the Health Information Management Plus Diploma, effective April 2021, as set out in the attached.

The motion was *Carried*.

d. New Certificate of Attendance Programs

- i. Pragmatic Quality & Regulatory Approaches for Medical Devices**
- ii. Clinical Fundamentals for Non-Clinicians: The Care of the Mind and the Nature of Public Health**
- iii. Clinical Fundamentals for Non-Clinicians: The Care of the Health of the Body**
- iv. Navigating Healthcare Procurement**
- v. MedTech Innovation: The Fundamentals**

The material was reported for information.

e. New Certificate of Completion Programs

- i. Research on Aging and Engagement with Older Adults**
- ii. Knowledge Translation and Community Engagement**

The material was reported for information.

f. Revisions to Certificate of Completion Programs

- i. Essentials (Professional Development Program)**
- ii. Executive Management Program**

The material was reported for information.

g. Certificate of Completion Parchment

i. Discontinuance and Removal of the Certificate of Completion Parchment

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, the discontinuance and removal of the Certificate of Completion parchment found on page 15 of the Certificate and Diploma Policy, effective May 12, 2021.

The motion was *Carried*.

6. REPORT FROM THE CURRICULUM AND ADMISSIONS COMMITTEE

Dr. McCracken provided members with an overview of the report from the Curriculum and Admissions Committee.

a. Addenda to Curriculum Revisions for the 2021-2022 Undergraduate Calendar

- i. Faculty of Engineering**
- ii. Faculty of Science**
- iii. Faculty of Health Sciences**
- iv. General Academic Regulations**

It was duly moved and seconded,

that the Undergraduate Council approve curriculum revisions for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculties of Engineering, and Health Sciences and set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, revisions to Application Procedures for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculty of Engineering, and set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, major revisions to the Honours Biochemistry Programs for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculty of Science, and set out in the attached.

The motion was *Carried*.

It was duly moved and seconded,

that the Undergraduate Council approve, for recommendation to Senate, major revisions to the Honours Biochemistry –Biomedical Research Specialization (B.Sc.) Program for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculty of Science, and set out in the attached.

The motion was *Carried*.

7. REVISED 2021-2022 SESSIONAL DATES

Mr. Coburn provided members with an overview of the proposed revisions.

It was duly moved and seconded,

that the Undergraduate Council approve the revised 2021-2022 Sessional Dates, as set out in the attached.

The motion was *Carried*.

8. 2018 - 2020 IQAP CYCLICAL PROGRAM REVIEWS

This item was for information.

9. OTHER BUSINESS

a. Waiving Residency Requirements – Laurentian Students

Undergraduate Council heard that a handful of programs have been identified where McMaster can provide supports for Laurentian students. The Faculty of Health Sciences and Midwifery already have a three-way collaboration with Ryerson and Laurentian. In response to a question, it was explained that Faculties have maximum flexibility to accommodate students to complete their

programs. The influx of students is not a large number, it consists of approximately 15 in Midwifery and 20 in Actuarial Science. The focus has been on students who have had their programs closed at Laurentian.

The meeting was adjourned at 3:45 p.m.

Undergraduate Council Reference Guide

September 2021

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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
- Major and Two Minors Pathway (M2M)
- Review Non-McMaster Credentials
- Review the Undergraduate Awards Policy
- Testing and Invigilation

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](#).
Sept. 2021

| | |
|----------|--|
| 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.
Sept. 2021

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

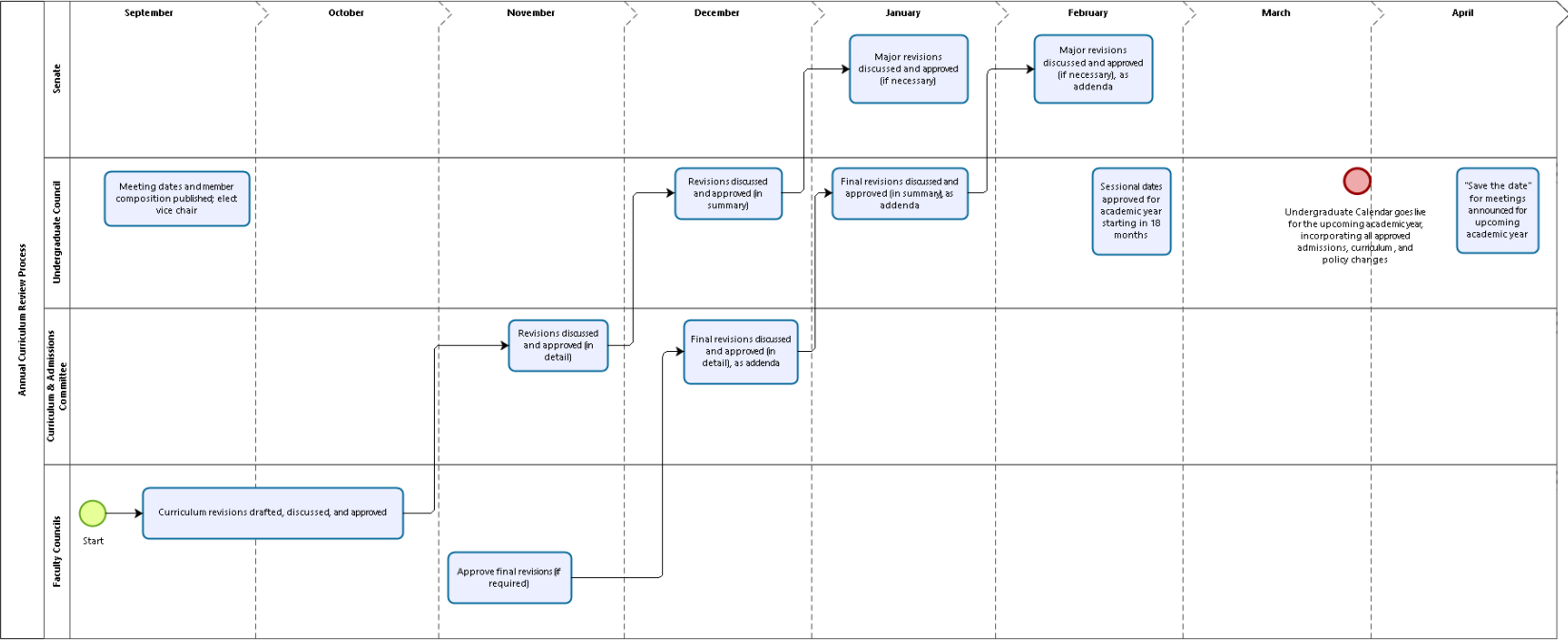
Where changes are substantive, academic units should include a brief rationale for each change (or group of changes).

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.

▲ ▲ ▲ ▲ ▲

SCHOOL OF THE ARTS

(i) STUDIO ART:

Sept. 2021

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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, 2YY3; 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]

REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL Executive Committee

FOR APPROVAL

a. 2021-2022 Committee Assignments

At its May 19, 2021 meeting, the Undergraduate Council Executive Committee approved the 2021-2022 committee assignments. Details are contained within the circulated report.

It is now recommended,

that Undergraduate Council ratify the Executive Committee's decision to approve the 2021-2022 Undergraduate Council Committee Assignments, as set out in the attached.

FOR INFORMATION

b. Undergraduate Expectations for McMaster Vaccination Policy

At its September 7, 2021 meeting, the Undergraduate Council Executive Committee approved, on behalf of Undergraduate Council, the Undergraduate Expectations for McMaster Vaccination Policy for recommendation to Senate. Details of the policy are contained within the circulated report.

c. Ad Hoc Committee on Testing and Invigilation

On June 18, 2021, the Undergraduate Council Executive Committee approved via electronic vote, the creation of an Ad Hoc Committee on Testing and Invigilation and membership list. Details are contained within the circulated report.

Undergraduate Council
September 28, 2021

UNDERGRADUATE COUNCIL COMMITTEE MEMBERSHIPS 2021-2022

EXECUTIVE COMMITTEE:

| COMMITTEE MEMBERS | | Quorum = 3 |
|--|--|-------------------------------|
| Dr. Kim Dej (Chair) | Chair of Undergraduate Council | Acting Vice-Provost (Faculty) |
| <i>*TBD (effective September 28, 2021)</i> | Vice-Chair of Undergraduate Council | |
| Dr. Peter Miu | Chair of the Awards Committee | Faculty of Business |
| Dr. Sean Corner | Chair of the Certificates and Diplomas | Faculty of Humanities |
| Dr. Steve Hranilovic | Chair of the Curriculum and Admissions Committee | Faculty of Engineering |
| CONSULTANT | | |
| Ms. Melissa Pool | University Registrar | Office of the Registrar |

AWARDS COMMITTEE:

| COMMITTEE MEMBERS | | Quorum = 4 |
|------------------------------|---|-------------------------------|
| Dr. Peter Miu (Chair) | Elected Faculty Member | Faculty of Business |
| 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. Catherine Grise | Elected Faculty Member | Faculty of Humanities |
| Mr. Cameron Churchill | Elected Faculty Member | Faculty of Engineering |
| Ms. Salsa Sarhan | Undergraduate Student Representative | Faculty Social Sciences |
| Ms. Minuki Wickramasuriya | Undergraduate Student Representative | Faculty of Health Sciences |
| CONSULTANTS | | |
| Ms. Liz McDonough | Trust Fund Administrator | Office of the Registrar |
| Ms. Nancy Solano | Student Loans & Awards Officer | Office of the Registrar |
| TBD | | University Advancement |
| Ms Liz Way | Senior Associate Registrar, Student Financial Aid and Scholarships | Office of the Registrar |

CERTIFICATES AND DIPLOMAS COMMITTEE:

| COMMITTEE MEMBERS | | Quorum = 5 |
|---------------------------------|--------------------------------|-------------------------------|
| *Dr. Sean Corner (Chair) | Associate Dean | Faculty of Humanities |
| 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. Tracy Prowse | Associate Dean (Academic) | Faculty Social Sciences |
| Dr. Sue McCracken | Associate Dean (Academic) | Faculty of Business |
| Mr. Faris Mecklai | Undergraduate Student Representative | Arts & Science Program |
| Mr. Josh Lawrence | Undergraduate Student Representative | Faculty of Engineering |
| CONSULTANTS | | |
| Dr. Lorraine Carter | Director | McMaster University Continuing Education |
| Mr. Dan Piedra | Assistant Director | McMaster University Continuing Education |
| Ms Suzanne Brown | Assistant Director | McMaster University Continuing Education |
| Mr. Brad Coburn | Convocation & Curriculum Officer | Office of the Registrar |
| Ms Trish Sullivan | Senior Associate Registrar, Admissions | Office of the Registrar |

CURRICULUM AND ADMISSIONS COMMITTEE:

| | | |
|-------------------------------------|--|-------------------------------|
| COMMITTEE MEMBERS | | Quorum = 8 |
| Dr. Steve Hranilovic (Chair) | Associate Dean (Academic) | Faculty of Engineering |
| 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. Sue McCracken | Associate Dean (Academic) | Faculty of Business |
| Dr. Rob Whyte | 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. Zaina Ahmad | Undergraduate Student Representative | Faculty of Business |
| TBD | Undergraduate Student Representative | Faculty of Humanities |
| Ms. Julia Azzi | 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 Babilio | Program Administrator, Bachelor of Health Sciences (Honours) Program | Faculty of Health Sciences |
| Ms Jackie Osterman | Assistant Dean (Academic) | Faculty of Humanities |

| | | |
|----------------------|---|----------------------------|
| Ms Sarah Robinson | 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, Admissions | 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 DaSilva | Elected Faculty Member | Faculty of Science | July 1, 2021 to June 20, 2022 |
| Dr. Anne Mallott | | Faculty of Health Sciences | July 1, 2020 to June 30, 2022 |
| Dr. Karen McGarry | | Faculty of Social Sciences | July 1, 2020 to June 30, 2022 |

*The term of the 2021-2022 Undergraduate Council Vice-Chair will begin on September 28, 2021. Until that time, Dr. Karen McGarry will continue to serve as Vice-Chair and a member of the Undergraduate Council Executive Committee.

UNDERGRADUATE EXPECTATIONS FOR MCMASTER VACCINATION POLICY

The ongoing COVID-19 pandemic has resulted in unique infection risks and potentially serious health consequences. This academic regulation has been developed to comply with public health guidance and McMaster's Vaccination Policy.

In order to be/remain enrolled in a McMaster program, all undergraduate students are expected to provide proof that they are fully vaccinated or obtain an exemption from the University on the basis of substantiated human rights grounds. Students are encouraged to complete this process as soon as possible.

Students in clinical placements, cooperative work experiences or other external experiential course requirements *may* have to comply with additional external vaccination policies at their worksite or study site.

FOR FALL TERM 2021:

1. All students will be asked to visit the **McMaster Back to Mac** digital tool to register their vaccination information as soon as possible. The deadline for submitting a request for exemption is September 19, 2021 at 11:59 p.m. EST.
2. Students who have uploaded proof of their vaccinations, or have received an exemption, will be able to complete their in-person classes in Fall Term 2021.
3. **Students must still complete the daily MacCheck screening 1 hour before accessing University property for any reason.** Successful screening results on MacCheck is required for any visit to campus for any reason.
4. Enrolment in the Fall Term 2021 in-person classes will be cross-checked between September 7 and October 18 to identify those students with in-person course requirements who have not met the requirements of this vaccination policy.
5. After October 18th, students enrolled in any course with an in-person class section (including, but not limited to, lecture, lab, tutorial, etc.) where students must be present on University property and who have not completed their vaccinations or who have not received an exemption **will be unenrolled** from their Fall course(s) with an in-person component and multi-term courses. A student's required attendance on campus will be verified prior to proceeding with unenrollment.
 - a) Students who are unenrolled will receive tuition reimbursement for those course(s) and the course(s) will be removed from their transcript.
 - b) The University will contact the student and offer guidance on next steps.
 - c) Students are encouraged to speak with an academic advisor (virtually) to discuss possible academic implications and future enrolment.

- d) Students with OSAP are also encouraged to contact the Registrar's Office to understand any OSAP implications.
 - e) Students registered in courses delivered virtually or on-line will be permitted to complete those courses, however no access to University property will be allowed.
- 6. Any student found to be in violation of the Vaccination Policy is prohibited from accessing University Property and may be subject to outcomes and/or sanctions under the *Code of Student Rights and Responsibilities*.**

FOR WINTER TERM 2022 AND ONWARDS:

- 7. All students must upload proof of vaccination to the **McMaster Back to Mac** digital tool or obtain a valid exemption by Oct. 17th at 11:59 p.m. EST. This applies even if students will not be on campus in the Fall Term. Students will be removed from all Winter Term 2022 and full-year courses if they have not satisfied this expectation by October 18, 2021.
- 8. Students will have access to virtual academic guidance for the remainder of the 2021/22 academic year regarding program progression that may include pausing or taking a leave of absence from the program or withdrawing from the program.

AD HOC COMMITTEE ON TESTING AND INVIGILATION

Mandate

Prior to the pandemic, the Associate Deans Group was engaged in many conversations about high stakes testing and assessment practices, with a shared goal of shifting the culture of testing and evaluation on campus. There was a hope that we might reduce the number of final exams and move towards more distributed assessment practices. The pandemic paused these discussions last spring, but also elevated the need to reimagine testing and invigilation.

This committee will explore many intersecting topics. There is an important intersection between academic integrity, invigilation, and the culture of assessment strategies on our campus. The goals for this committee will include recommendations on the use of the Respondus invigilation tool for 2021/22. We will review the use of the tool by instructors, concerns raised by students, responses and supports provided by the university, and the upcoming contract renewal for Respondus (August 2021).

Based on the above, an *ad hoc* committee, governed by McMaster's Undergraduate Council, is tasked with considering best practices for testing and evaluation, integration with invigilation practices (in-person and online), culture and community around academic integrity, and identification of relevant policy changes.

Requirements of the committee

The *Ad Hoc* Committee formed will be asked to:

- Review the use of online invigilation on our campus in 20/21 using Respondus or other tools including invigilation through Zoom and Teams.
- Assess the need for online invigilation for 21/22 and review the Respondus contract in light of 21/22 needs.
- Identify external stakeholders (program accreditation bodies)
- Review policies on the use of online invigilation.
- Review testing and invigilation guidelines and supports provided to students and instructors to ensure that they sufficiently cover online invigilation and update for in-person invigilation where necessary.
- Provide best practices for invigilation using Zoom or Teams.
- Identify challenges for in-person invigilation on campus and provide recommendations to address challenges. Provide recommendations for a student and instructor partnered community of practice or UGC subcommittee on academic integrity that informs the Senate Academic Integrity committee.
- Provide recommendations for an environmental scan of best practices on campus and elsewhere that look at more inclusive and equitable ways of testing, beyond invigilated exams/tests.
- Identify the supports needed by instructors to facilitate alternate forms of assessment.

- Assess additional supports needed through Student Accessibility services.

Timeline for Completion and Outcome

This committee will meet for one academic year with two meetings happening prior to August so that we can assess the application of Respondus. The current contract for Respondus expires in August 2021.

Proposed Committee

Membership requirements:

- *Voting members: minimum of 5 members, a majority of members must be members of Undergraduate Council*
- *Chair: an elected faculty rep (to UGC), an associate dean, or a knowledgeable faculty member of the University*
- *Chair of UGC (Ex officio)*
- *A minimum of two faculty*
- *Undergraduate student (2)*
- *Member of the University Secretary (Non-voting)*

Proposed membership:

- Kim Dej
- Steve Hranilovic or delegate (Engineering)
- Mic Farquharson or delegate (Science)
- Sue McCracken or delegate (Business)
- Rob Whyte or delegate (FHS)
- Anna Moro or delegate (Humanities)
- Karen McGarry or other (Social Sciences)
- Denver Della Vedova (MSU President)
- Other UG student (MSU VP Academic)
- UGC undergraduate representative (as of September 2021)
- Member of the University Secretary (Non-voting)

Proposed Consultants

- Office of Academic Integrity (Kim Mason)
- Secretariat Privacy Office (Trudi Wright)
- Information Security Office (Tracy Dallaire)
- MacPherson Institute (Jon Kruith)
- Registrar's Office (Bernadette Belan & Melissa Pool)
- IT (Kunal Tanden)
- McMaster Continuing Education
- Project manager (Christine Yachouh)

REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL AWARDS COMMITTEE

FOR APPROVAL

a. Terms of Award

At its September 14, 2021 meeting, the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council. Details of the proposed recommendations are contained within the circulated report.

i. New Awards

The Hamilton Industrial Environmental Scholarship in Sustainable Chemistry
The Dr. Phillipa Heritage Memorial Scholarship in Science
The Norman G. Koether Scholarship

ii. New Bursaries

The Ballik Indigenous Bursary
The Chris Clark Bursary
The Colin Jarvis Memorial Bursary
The Dr. Herman Kleerekoper and Biology Faculty of 1954 Bursary
The Justice Russell J. Otter Bursary
The Julie and Ahmed Patel DeGroote School of Medicine Bursary
The Olena Pyndyk Bursary
The Rotary Club of Burlington Central - Burlington Student Bursary
The Violet Gertrude Terryberry Scott Bursary
The Molly Smith Nursing Bursary
The Western Union Business Solutions Bursary Fund
The Frederick G. Black and Gwendolyn J. Atkinson MD Bursary

iii. Changes to Award Terms

The Citizen Action Group Award in Memory of Harry Penny
The Cranston Prizes
The CSEP/SCPE Undergraduate Student Award
The DeGroote School of Business Alumni Undergraduate Scholarship
The Les Prince Bursaries
The Dr. John A. Pylypiuk Scholarship
The Morris and Sarah Rosenhead Memorial Prize
The Hadrian Manufacturing Inc. The Peters Family Bursary

- iv. Awards Removed from the *Undergraduate Calendar*
The James R. (Jamie) Greilich Memorial Academic Grant
The Living Proof Academic Grant

It is now recommended,

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

Undergraduate Council
September 28, 2021

PROPOSED NEW AWARDS FOR APPROVAL

In-Course and Renewal Awards

The Hamilton Industrial Environmental Scholarship in Sustainable Chemistry

Established in 2021 by the Hamilton Industrial Environmental Association in recognition of their objective to support Environmental Education and Awareness Programs for Post-Secondary schools in Hamilton.

Requirements: To be awarded to undergraduate students enrolled in Level 2 or above of the Sustainable Chemistry program who graduated from a high school in the City of Hamilton, or the regions of Halton, Niagara, Brant, Haldimand, Norfolk, Wellington, or Waterloo, and demonstrate involvement in extracurricular or volunteer activities in their community.

Typically Available: 1 x \$2,500

The Dr. Philippa Heritage Memorial Scholarship in Science

Established in 2020 by family & friends of Dr. Philippa Heritage.

Requirements: To be awarded to female undergraduate students enrolled in the Faculty of Science who identify as racialized, Black, or Indigenous students and attain high averages.

Typically Available: 1 x \$1,000

The Norman G. Koether Scholarship

Established in 2021 by the late Gerhard and Liselotte Koether and their daughter Marina Koether, B.Sc. Hons. (Class of '89) in memory of their son and brother, Norman G. Koether, B.A. Hons. (Class of '86).

Requirements: To be awarded to undergraduate students enrolled in Level 3 or above in an Economics program who attain high averages.

Typically Available: 2 x \$3,000

PROPOSED NEW BURSARIES FOR APPROVAL

The Ballik Indigenous Bursary

Established in 2021 by Dr. Edward A. Ballik and Mrs. Woon-Ngor Ballik.

Requirements: To be granted to undergraduate students enrolled in any program who identify as Indigenous and demonstrate financial need.

The Chris Clark Bursary

Established in 2021 by Chris Clark, M.A. (Class of '73) in appreciation of the contribution the Economics Faculty made to his career and lifestyle.

Requirements: To be granted to undergraduate students enrolled in an Economics program who demonstrate financial need. Preference will be given to students enrolled in an Honours Economics and Mathematics or Honours Economics and History program.

The Colin Jarvis Memorial Bursary

Established in 2021 by Mr. Colin Jarvis, B.COM (Class of '90).

Requirements: To be granted to undergraduate students enrolled in Level 2 or above of the Bachelor of Commerce program in the DeGroote School of Business who demonstrate financial need.

The Dr. Herman Kleerekoper and Biology Faculty of 1954 Bursary

Established in 2020 by Dr. Kaye Hayashida and Tullio Cedraschi to honour the inspiring teachings of Dr. Herman Kleerekoper, the Biology Faculty, and members of the Science and Arts Faculty of 1954.

Requirements: To be granted to undergraduate students enrolled in a Biology program who identify as racialized or Indigenous students and demonstrate financial need.

The Justice Russell J. Otter Bursary

Established in 2021 by Justice Russell J. Otter, B.A. (Class of '66).

Requirements: To be granted to undergraduate students enrolled in the Faculty of Humanities who demonstrate financial need.

The Julie and Ahmed Patel DeGroote School of Medicine Bursary

Established in 2021 by The Julie Patel Foundation. Julie and Ahmed Patel's three children and six grandchildren created this bursary in their memory.

Requirements: To be granted to students enrolled in the Michael G. DeGroote School of Medicine who identify as racialized or Indigenous students and demonstrate financial need.

The Olena Pyndyk Bursary

Established in 2021 by Donna Bovolaneas, B.A. (Class of '68), in memory of her mother, Olena Pyndyk, and their shared belief in the transformative power of education.

Requirements: To be granted to undergraduate students enrolled in any program who demonstrate financial need. Preference will be given to a student who is the first generation in their family to attend post-secondary studies.

The Rotary Club of Burlington Central - Burlington Student Bursary

Established in 2021 by the Rotary Club of Burlington Central.

Requirements: To be granted to undergraduate students entering any Level 1 program who graduated from a high school in Burlington, Ontario and demonstrate financial need.

The Violet Gertrude Terryberry Scott Bursary

Established in 2021 by Carl and Sandra Scott of CVS Industries Inc. in memory of Violet Gertrude Terryberry Scott (Class of 1936) to support students to pursue their academic and professional goals.

Requirements: To be granted to undergraduate students enrolled in a Mathematics or Physics program who demonstrate financial need.

The Molly Smith Nursing Bursary

Established in 2021 by Trevor Smith and Dr. Aaron Smith, inspired by their mother's belief that every student has the potential to succeed and to honour her outstanding career as a charge nurse at West Haldimand General Hospital for almost four decades.

Requirements: To be granted to undergraduate students enrolled in the School of Nursing who demonstrate financial need.

The Western Union Business Solutions Bursary Fund

Established in 2020 through the generosity of Western Union.

Requirements: To be granted to undergraduate international students enrolled in Level 2 or above of any program who demonstrate financial need.

Submitted by the Faculty of Health Sciences

The Frederick G. Black and Gwendolyn J. Atkinson MD Bursary

Requirements: Established in 2021 by Gwendolyn J. Atkinson, for the purpose of awarding annual grants to undergraduate students enrolled in the Michael G. DeGroote School of Medicine who demonstrate both financial need and academic merit. Academic Merit includes, but is not limited to, exceptional publishing, research potential, extra-curricular involvement, or community involvement. Preference will be given to students from a family of first generation of immigrants who intend to practice medicine in Canada upon completion of their studies. Students will be asked to submit a letter demonstrating their commitment to their choice of career and their community, and how the grant may further this commitment. The grant is renewable annually if the recipient continues to meet the criteria of this grant; however, previous recipients must reapply every year. The selection committee may also, in their sole discretion, choose to support one or more students throughout the duration of their undergraduate studies providing the criteria established by the committee continue to be met.

CHANGES TO TERMS FOR APPROVAL

The Citizen Action Group Award in Memory of Harry Penny

Established in 1984 by the Citizen Action Group, Hamilton, to honour Professor Harry L. Penny, founding Director of the School of Social Work and Board Member of Citizen Action Group.

Requirements: To be awarded to the student in a program in Social Work who achieves the highest grade in ~~SOCWORK 4003~~ **SOCWORK 2CC3**.

The Cranston Prizes

Established in 1958 by William H. Cranston of Midland in honour of his parents, J. Herbert Cranston (Class of '05) and Eva Wilkins Cranston (Class of '07).

Requirements: Two prizes to be awarded for excellence in the study of Canadian literature: (a) one for the highest ~~grade average~~ in **ENGLISH 2G06 A/B**, **ENGLISH 2CC3** and **2CL3** and (b) one for the highest ~~grade average~~ in **ENGLISH 2C03**.

The CSEP/SCPE Undergraduate Student Award

Established in 1993 by the Canadian Society for Exercise Physiology.

Requirements: To be awarded to the ~~undergraduate students from~~ **enrolled in** the Kinesiology program who, ~~in the judgment of the Department of Kinesiology, shows~~ **demonstrate** high standing in **KINESIOL 2C03**, ~~and~~ **KINESIOL 2CC3** (Exercise Physiology) and ~~either KINESIOL 4C03 or KINESIOL 4CC3~~.

The DeGroote School of Business Alumni Undergraduate Scholarship

Established in 2004 through the generosity of the DeGroote School of Business alumni and friends.

Requirements: To be awarded to a ~~students~~ **enrolled in Level 2 of a Commerce program** ~~who has completed Level 1 in the Faculty of Business~~ who, in the judgment of the Faculty of Business, ~~has achieved academic excellence in COMMERCE 1E03, ECON 1B03 and ECON 1BB3, and has~~ **attain high averages and demonstrated leadership ability through school activities, work and/or community involvement.**

The Les Prince Bursaries

Established in 1996 in memory of Leslie A. Prince, dedicated teacher, coach and administrator at McMaster University remembered for his outstanding leadership and service in Athletics and Recreation, Student Life as well as the community-at-large.

Requirements: To be granted to assist student athletes who demonstrate financial need. Preference to be given to students who demonstrate qualities of leadership and service to the community through programs such as The Marauder Outreach program and Community service.

The Dr. John A. Pylypiuk Scholarship

Established in 1967 in memory of Dr. John A. Pylypiuk and in recognition of Canada's Centennial Year.

Requirements: To be awarded to the student who has completed Level 2 of an Honours program in History with the highest Fall-Winter Average and who in that term achieves a grade of at least A- in HISTORY 2T03 and or HISTORY 2T13.

The Morris and Sarah Rosenhead Memorial Prize

Established in 1988 by bequest of Sarah Rosenhead of Hamilton.

Requirements: To be awarded to the student who attains the highest standing in at least 6 units of level 1 ENGLISH courses 1A03 and ENGLISH 1A03.

~~The Hadrian Manufacturing Inc.~~ The Peters Family Bursary

Established in 2016 by ~~Hadrian Manufacturing~~ James (Class of '89) and Christine Peters (Class of '02) to support students in achieving their educational goals.

Requirements: To be granted to students enrolled in any program who demonstrate financial need.

Awards Removed from the Undergraduate Calendar for Approval

The James R. (Jamie) Greilich Memorial Academic Grant

The Living Proof Academic Grant

REPORT TO UNDERGRADUATE COUNCIL
from the
CERTIFICATES & DIPLOMAS COMMITTEE

FOR INFORMATION

a. Closure of Web Design Certificate Program

At its September 14th, 2021 meeting, the Certificates & Diplomas Committee received, for information, the Centre for Continuing Education's plan to close the Web Design Certificate program. Details of the closure are contained within the circulated report.

Undergraduate Council: FOR INFORMATION
September 28, 2021



CONTINUING
EDUCATION

DATE: September-14-21

TO: Certificate & Diploma Committee

FROM: Lorraine Carter, Director, Continuing Education

RE: Closure of Web Design Certificate Program (for information purposes)

This letter of information is to inform the Committee of Continuing Education's plan to close the Web Design Certificate program. This decision is based on a program review in 2015 and additional review in 2021.

The decision to close this program is based on the evolving nature of the field and skills required for individuals seeking employment in web development and design. Web design is an outdated term and idea, since, today, individuals are looking to specialize in UX/UI design, front-end development, and back-end development, instead of looking for a broader set of skills. This program then no longer meets the needs of individuals seeking to reskill and upskill within their field to improve their employment prospects.

Students currently enrolled in the program will have until the Winter 2023 term to complete their program requirements. Plans are underway such that all students wishing to complete the present program will be able to do so.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine Carter".

Lorraine Carter

Director, Continuing Education