1. Approval of the Agenda

An additional item was added to the agenda under Other Business: Program Name Change Template

Motion 1
It was moved by S. Spector and seconded by S. Poyntz

“that SCUS approve the agenda of June 7, 2018 as amended.”

CARRIED

2. Approval of the Minutes

Motion 2
It was moved by S. Spector and K. Oldknow

“that SCUS approve the minutes of May 3, 2018 as presented.”

CARRIED

3. New Business

COURSE CHANGES (SCUS 18- 39)

Motion 3
It was moved by S. Poyntz and seconded by S. Spector

“that SCUS approve under delegated authority and send to Senate for information the following course changes effective Spring 2019.”

CARRIED
a. Faculty of Applied Sciences (SCUS 18-39a)

1. School of Engineering Science

   (i) Deletion of ENSC 330, 440W and 305W

b. Faculty of Science (SCUS 18-39b)

1. Department of Chemistry

   (i) B-Sci designation for CHEM 399

2. Department of Physics

   (i) Unit change for PHYS 233

c. Faculty of Communication, Art and Technology (SCUS 18-39c)

1. School of Communication

   (i) Prerequisite change for CMNS 323W
   (ii) Prerequisite and equivalent statement change for CMNS 324, 332 and 349
   (iii) Prerequisite change for CMNS 431 and 444
   (iv) Prerequisite and equivalent statement change for CMNS 455W
   (v) Prerequisite change for CMNS 460

S. Rhodes suggested to revise the rationale to clarify alternatives for those students entering CMNS 323W without the prerequisite 253W. S. Poyntz will send a revised document to the secretary.

NEW COURSE PROPOSALS (SCUS 18-40)

a. Faculty of Arts and Social Sciences (SCUS 18-40a)

1. Language Training Institute

Motion 4
It was moved by C. Murray and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the creation of new acronym PUNJ (Punjabi) effective (Fall 2019).”

CARRIED

Motion 5
It was moved by C. Murray and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
- PUNJ 100-3, Introduction to Punjabi I
- PUNJ 101-3, Introduction to Punjabi II effective Fall 2019.”

CARRIED
b. Beedie School of Business (SCUS 18-40b)

Motion 6
It was moved by S. Spector and seconded by A. Clapp

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: BUS 414-3, Real Estate Investments effective Spring 2019.”

CARRIED

S. Spector will revise the description to be consistent with standard calendar language.

PROGRAM CHANGES

a. Beedie School of Business (SCUS 18-41)

Motion 7
It was moved by S. Spector and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the:
Addition of BUS 414 to the Finance Concentration for the:
• Major- Business Bachelor of Business Administration
• Major – Mechatronic Systems Engineering and Business Double Degree Program Bachelor of Applied Science and Bachelor of Business Administration
• Honours – Business Bachelor of Business Administration
• Joint Major – Business and Economics Joint Major Bachelor of Arts or Bachelor of Business Administration
• Joint Major – Interactive Arts and Technology and Business Bachelor of Arts or Bachelor of Business Administration
• Joint Major – Interactive Arts and Technology and Business Bachelor of Science
• Joint Honours – Business and Economics Bachelor of Arts or Bachelor of Business Administration programs effective Spring 2019.”

Motion 8
It was moved by S. Spector and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the:
Language revision to the Business Career Passport program for the:
• Major – Business Bachelor of Business Administration
• Major – Mechatronic Systems Engineering and Business Double Degree Program Bachelor of Applied Science and Bachelor of Business Administration
• Honours – Business Bachelor of Business Administration
• Joint Major – Business and Communication Bachelor of Arts or Bachelor of Business Administration
• Joint Major – Business and Economics Bachelor of Arts or Bachelor of Business Administration
• Joint Major – Business and Geography Bachelor of Arts or Bachelor of Business Administration
• Joint Major – Business and Psychology Bachelor of Arts or Bachelor of Business Administration

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- Joint Major – Information Systems in Business Administration and Computing Science Joint Major
- Joint Major - Interactive Arts and Technology and Business Bachelor of Arts or Bachelor of Business Administration
- Joint Major – Sustainable Business Bachelor of Business Administration or Bachelor of Environment
- Joint Honours – Business and Economics Bachelor of Arts or Bachelor of Business Administration
- Business Foundation Program effective Spring 2019.”

CARRIED

There was a brief discussion regarding the Business Career Passport program as to how it is tracked and recorded and what term is used as its definition. M. Peragine clarified that this program is tracked in SIMS and is categorized as a milestone. Discussion ensued and all agreed that specific wording is needed to define this particular career path program to not confuse it with other similar programs or terms. It was suggested these changes should come from the Registrar as well as a review of how it can be shown on a student transcript.

b. Faculty of Education (SCUS 18-42)

Motion 9
It was moved by N. Gajdamaschko and seconded by M. Lechner

“That SCUS approve under delegated authority and send to Senate for information the change to the minor option list to include Social Justice in Education for the:
- Bachelor of Education, Major
- Bachelor of Education, Two Minors, Extended Minors
- Bachelor of Education, Honours
- Bachelor of Education, Second Degree
- Bachelor of General Studies in Education, Double Minor programs effective Spring 2019.”

CARRIED

c. Faculty of Health Sciences (SCUS 18-43)

Motion 10
It was moved by M. Lechner and seconded by N. Gajdamaschko

“That SCUS approve under delegated authority and send to Senate for information the:
- Upper division requirement changes to the Philosophy and Health Sciences joint major to include a 400 level health sciences course
- Upper division requirement changes to the Health Sciences Honours – Bachelor of Science -Life Sciences concentration effective Spring 2019.”

CARRIED
d. Faculty of Science (SCUS 18-44)

1. Department of Biomedical Physiology and Kinesiology

**Motion 11**
It was moved by K. Oldknow and seconded by S. Spector

“That SCUS approve under delegated authority and send to Senate for information the admission requirement changes to the Biomedical Physiology Major and Kinesiology Major programs effective Spring 2019.”

**Tabled**

Discussion ensued regarding the language used in the rationale. All agreed the rationale is not clear and much clarification is needed particularly around what groups of students are included and which are not for entry into BPK.

It was suggested that a representative from the Department of Biomedical Physiology and Kinesiology be present at the next SCUS meeting to speak to this agenda item in order to proceed and avoid any further delays. This item was tabled until a future SCUS meeting.

e. Faculty of Communication, Art and Technology (SCUS 18-45)

1. School for the Contemporary Arts

**Motion 12**
It was moved by S. Poyntz and seconded by C. Murray

“That SCUS approve under delegated authority and send to Senate for information the title and description change for the Fine and Performing Arts Minor program effective Spring 2019.”

**Carr.**

4. Other Business

a. **Final Examination Policy**

K. Nordgren provided the background of this agenda item, updating the group on the current status of the policy. He explained the policy was approved in December 2016 and did not go forward to Senate as the intention was for both the Final Examination and the Scheduling policies go forward at the same time.

The question was posed as to whether SCUS should be re-discussing this item.

W. Parkhouse posed the question to the SCUS group, given that this policy was not forwarded to Senate and the significant time lapse, is SCUS comfortable with forwarding it for approval as is or does SCUS want to take another look at it?

It was noted that it initially came to SCUS because of two significant issues:
- ghost final exams - instructors would schedule exams and never hold them
- instructors would hold exams on the last two weeks of the term which would upset students
K. Nordgren added that following approval at SCUS in December 2016, it was forwarded to Ian Forsyth for his review. I. Forsyth provided standard policy formatting, adding sections on responsibility and accountability.

The SCUS group decided to bring the policy back to the July SCUS meeting for further discussion and to review once again which will include review of the revisions made by Ian. It was also suggested that D. Leznoff, R. Khan Hemani and W. Parkhouse review the final document prior to SCUS and SENATE’s approval.

**b. Scheduling Policy Update**

Wade Parkhouse and Steve Birnie spoke to this agenda item.

W. Parkhouse provided the background of this agenda item, highlighting the status of the project and what is happening to create a new approach to course access for students. He explained when this policy was first initiated, G. Myers reviewed the conflict ratios and scheduling patterns, finding eight patterns that prevented students from taking courses.

W. Parkhouse explained that not all students’ scheduling needs are the same; depending on program, lower division vs upper division, and changing needs over time. Prime time needs to vary; some students work during the day so evenings are prime time for them. He added that an investigation is required to determine what prime time is for different types of students and consider making significant changes. We must be student centric, not faculty centric for any mechanism to work across all three campuses.

S. Birnie identified the problem that we are moving forward faster than what our software can handle and spoke about demand-based programming. We need a scheduling system that can use degree audit information from SIMS, to compare what courses students have taken to what courses are needed to graduate, and that can create a schedule to allow the student to graduate in a timely manner. Another problem is limited classroom availability - we may have to change from CODE to flexible education; taking some courses on-line. He added that they are looking at what is feasible, without removing the involvement of faculties/departments/schools, as they know first-hand what works and doesn’t work within their programs.

W. Parkhouse stated that consultations will take place starting with SCUS and then to other groups to ensure we are going in the right direction – when we get new software we will use that going forward.

Discussion ensued with members posing questions to S. Birnie and W. Parkhouse.

**c. Program Name Change Template**

S. Rhodes spoke to this item; a new template specifically for program name changes. She explained the process and procedure clarifying that name changes have more committees to get through compared to program modifications.

Question posed: what happens to the student who is in the current program that will be changed in the future? How does the credential change?
All agreed, the credential doesn’t change as the student graduates under the calendar they were enrolled at the time. The student is grandfathered and a sentence clarifying this should be added to the form.

This was Daniel Leznoff’s last SCUS meeting as his term as Chair of SCUS is now finished.

Thank you Daniel for graciously accepting to Chair SCUS as Wade’s designate. We are grateful for your time and effort.

Meeting adjourned at 4:08 pm
Minutes prepared by R. Balletta