SENATE COMMITTEE ON UNDERGRADUATE STUDIES

MINUTES

September 13, 2018 ~ 2:30 pm – 4:30 pm

STRAND HALL ROOM 3171


Guest: E. Elle, Vice-Provost and Associate Vice-President, Learning and Teaching

Introductions were made for the benefit of the new SCUS members

1. Approval of the Agenda

The Chair added an agenda item for discussion under Other Business; priorities for SCUS going forward in 2019.

The Agenda was approved as amended.

2. Approval of the Minutes of July 5, 2018

The minutes were approved as presented.

3. Business Arising

1. Business arising from minutes

It was requested that agenda item regarding the Final Exam policy be brought forward again to SCUS for further discussion.

2. Proposed Revised Terms of Reference & Membership for SCUS

The Chair explained that this item was for discussion. The Chair would like to see the role for SCUS become more constructive, a facilitator for the faculties. He added that SCUS has a responsibility to review faculty submissions and to provide feedback where needed. The goals are to streamline SCUS’ processes, assisting faculties with curriculum submissions in advance, and to discuss specific topics in advance. He noted that SCUS’ Terms of Reference (TOR) state that SCUS reports curriculum changes of a minor nature to Senate in summary form, and he recommended that SCUS align procedures with those of the Senate Graduate Studies Committee.

The Chair introduced the Vice-Provost and Associate Vice-President, Learning and Teaching (AVPLT), Dr. Elizabeth Elle. He proposed a change to the SCUS TOR/membership by adding the AVPLT as a co-chair.
Other recommended TOR changes include: increasing the number of voting members required for quorum, and to add the ability to establish sub-committees.

The committee posed the following questions to the Chair:
- Clarification as to which items are under the delegated authority of SCUS and which items should go to Senate for approval;
- Clarification as to who appoints a delegate when a UCC Chair is not available to attend a SCUS meeting;
- Definition and role of “ex-officio” – discussion ensued suggesting revisions to the list of members;
- What is the role of the Chair/co-chair in the event of a voting tie.

The Chair added that if there are any other items for discussion to send written comments to E. Elle or W. Parkhouse which will then be brought forward at a future SCUS meeting.

4. Old Business

a. Faculty of Science

1. Faculty of Science (SCUS 18-47)

Motion 1
It was moved by C. Lowenberger and seconded by C. Murray

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: SCI 192-4, “The Science Around Us” Interdisciplinary Science for Pre-Service Teachers effective Fall 2019.”

CARRIED

FASS representative suggested to include an indigenous component once the course is up and running and established.

5. New Business

COURSE CHANGES (SCUS 18- 51)

Motion 2
It was moved by S. Spector and seconded by S. Poyntz

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

CARRIED

Revision needed to MBB 302 to include the Faculty of Environment in the description.
a. Faculty of Applied Sciences

1. School of Mechatronic Systems Engineering
   (i) Description change for MSE 211
   (ii) Prerequisite change for MSE 220, 312, 410, 411 and 450
   (iii) Title change for MSE 425

b. Beedie School of Business

   (i) Description change for BUS 425
   (ii) Prerequisite change for BUS 217W, 345, 360W, 362, 401, 437, 439, 440, 445, 470

c. Faculty of Communication, Art and Technology

1. School of Communication
   (i) Description change for CMNS 496

2. School of Interactive Arts and Technology
   (i) Description change for IAT 375

d. Faculty of Education

   (i) Prerequisite change for EDUC 382 and 441

e. Faculty of Health Sciences

   (i) Equivalent Statement change for HSCI 460
   (ii) Description change for HSCI 452

f. Faculty of Science

1. Department of Biomedical Physiology and Kinesiology
   (i) Prerequisite change for BPK 307 (Spring 2019)

2. Department of Molecular Biology and Biochemistry
   (i) Prerequisite change for MBB 302-B(s) (Fall 2019)
   (ii) Prerequisite change for MBB 342 and 432

3. Department of Statistics and Actuarial Science
   (i) Prerequisite change for STAT 430 (Fall 2019)
NEW COURSE PROPOSALS

a. Beedie School of Business (SCUS 18-52)

Motion 3
It was moved by S. Spector and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: BUS 415-3, Applied Portfolio Management effective Spring 2020.”

CARRIED

b. Faculty of Health Sciences (SCUS 18-53)

Motion 4
It was moved by J. Snyder and seconded by N. Gajdamaschko

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: HSCI 496-3, Special Topics in Experiential Global Health Learning effective Summer 2019.”

CARRIED

This agenda item was approved subject to minor revisions to make clearer the intent of this item:
- clarify if 3 or 4 is an appropriate number of credits given the hours and vestment of student time
- clarify why it’s 40-50 hours of work and not a specific time
- Verify approval from SCIA – add a statement in the description to clarify

PROGRAM CHANGES

a. Faculty of Applied Sciences (SCUS 18-54)

1. The Sustainable Energy Engineering Program

Motion 5
It was moved by K. Oldknow and seconded by S. Poyntz

“that SCUS approve under delegated authority and send to Senate for information the Admission requirements for post-secondary (external) and internal transfers effective Fall 2019.”

CARRIED
b. Beedie School of Business (SCUS 18-55)

Motion 6
It was moved by S. Spector and seconded by S. Poyntz

“That SCUS approve under delegated authority and send to Senate for information the:
- Requirement changes to the Certificate in Innovation & Entrepreneurship
- Renaming and moving admission sections of the calendar
- Changes to course access for non-majors
- Changes to the Business – Major admission requirements effective Summer 2019.”

CARRIED

There was brief discussion regarding minor editorial changes and whether they should be brought forward to SCUS or to a SCUS sub-committee. All agreed further discussion is needed to clarify what minor editorial changes are and which are considered substantive.

c. Faculty of Communication, Art and Technology (SCUS 18-56)

1. School of Interactive Arts and Technology

Motion 7
It was moved by S. Poyntz and seconded by C. Murray

“That SCUS approve under delegated authority and send to Senate for information the
- Upper division requirement changes to the BA, BA Honours, BSc and BSc Honours programs
- Lower division requirement changes to the BA Honours program and the BSc Honours program effective Summer 2019.”

CARRIED

c. Faculty of Health Sciences (SCUS 18-57)

Motion 8
It was moved by J. Snyder and seconded by S. Spector

“That SCUS approve under delegated authority and send to Senate for information the:
- Upper division requirement changes to the Health Sciences Philosophy joint major- Bachelor of Arts (FASS) and the Health Sciences Philosophy joint major – Bachelor of Arts (FHS)
- Upper division requirement changes to the Health Sciences Major – Bachelor of Arts and the Health Sciences Honours – Bachelor of Arts programs
- Upper division requirement changes to the Health Sciences Major – Bachelor of Science – Life Sciences concentration and the Health Sciences Honours – Bachelor of Science – Life Sciences concentration programs
- Upper division requirement changes to the Health Sciences Major – Bachelor of Science – PQHS concentration and the Health Sciences Honours – Bachelor of Science – PQHS concentration programs effective Summer 2019.”

CARRIED

J. Snyder provided a brief overview of these agenda items.
d. Faculty of Science (SCUS 18-58)

1. Department of Molecular Biology and Biochemistry

Motion 9
It was moved by C. Lowenberger and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to senate for information the:
• Upper division requirement changes to the MBB Minors program
• Change format of upper division requirement course options for MBB Honours program
• Addition of MBB 498 to the list of Research and Directed Readings options for the MBB Honours and Majors programs
• Format changes to the list of Research and Directed Reading options for the MBB Honours and Majors programs (Fall 2019)

CARRIED

6. Other Business

a. Strand Hall renovations begin January 2019 – new location for SCUS meetings: Library Room 7200

b. Goals for SCUS going forward

The Chair spoke to this agenda item listing what he would like addressed by SCUS going forward in 2019:

• Course access
  o Scheduling policy – first draft coming forward to the next SCUS meeting
  o New scheduling software – nothing finalized; demand based; SCUS to be briefed
• Review registration
• Simplify our curriculum - spend this Fall for discussion
• Interdisciplinarity
• Converting CODE to flexible delivery
• Course credits – many instances no rhyme or reason – move to blended courses – what constitutes course credits
• Create opportunities for advanced programming

The members had other concerns they wish to discuss in 2019:
• SIMS – system limitations – other options
  o do the limitations warrant the significant investment to replace
• Certificates – look at developing certificate elements
• WQB cross cut committees
• Editorial calendar changes – discussion for future meeting on process and the calendar committee

Meeting adjourned at 4:00 pm
Minutes prepared by R. Balletta