1. Approval of the Agenda

Additional agenda items under ‘Other Business’: SCUS Annual Report and CRUA Annual Report for information only. Hard copies were circulated. The Agenda was approved as amended.

2. Approval of the Minutes of December 6, 2012

The minutes were approved as presented.

3. Old Business

a. Faculty of Science

1. Department of Earth Sciences [SCUS 12-47b]

   (i) Title change and requirement changes to the Forestry Geoscience Certificate Program  
       (this has been withdrawn by the Department)

b. Faculty of Arts and Social Sciences [SCUS 12-52]

1. Explorations in the Arts and Social Sciences [SCUS 12-52d]

   (i) Calendar entry for the First-Year Experience Options at Surrey (this has been withdrawn by the Department)
2. First Nations Studies Program (SCUS 12-52f)

**Motion 1**
It was moved by P. Budra and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: FNST 353W-3, First Nations Heritage Stewardship effective Fall 2013.”

DEFERRED

S. Rhodes notified the committee that no document has been received by her office requesting the W Designation.

(ii) Requirement changes to the:
- First Nations Studies Co-operative Education program, Minor
- Joint Major in Archaeology and First Nations Studies
- Joint Major in First Nations Studies and Linguistics
- First Nations Studies Post Baccalaureate Diploma Program
- Certificate in First Nations Studies Research

As this agenda item is related to the above New Course Proposal, this item was also DEFERRED.

4. New Business

a. Faculty of Arts and Social Sciences (SCUS 12-52)

1. Department of Political Science (SCUS 12-52h)

**Motion 2**
It was moved by P. Budra and seconded by D. Kugler

"that SCUS approve under delegated authority and send to Senate for information the W designation for POL 445 American Foreign Policy effective Fall 2013.”

CARRIED
5. Old Business cont’d

a. Faculty of Communication, Art and Technology (SCUS 12-50)

1. School of Interactive Arts and Technology (SCUS 12-50a)

Motion 3
It was moved by D. Kugler and seconded by P. Budra

“that SCUS approve under delegated authority and send to Senate for information the title and description change for IAT 352 effective Fall 2013.”

CARRIED

R. Cameron indicated that there had been a discussion with Computing Science and there was agreement that the title change (Internet Computing Technologies) was acceptable for this particular course.

6. New Business cont’d

a. Faculty of Health Sciences (SCUS 12-53)

Motion 4
It was moved by M. Lechner and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the Prerequisite changes to: HSCI 100, 406, 442 and 477 effective Fall 2013.”

CARRIED

Suggested editorial changes to clarify description of HSCI 442 were agreed to.

b. Faculty of Environment (SCUS 13-01)

1. Department of Geography

Motion 5
It was moved by A. Clapp and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal – GEOG 442-4, A World of Cities effective Fall 2013.”

CARRIED
Question raised about overlap with Urban Studies although it was agreed that MURB being a graduate program there would unlikely be a conflict. It was recommended that Geography inform Urban Studies about the course.

c. SCUS Document Guidelines DRAFT (SCUS 13-02)

The Chair stated that as a result of his observations at Senate and other Senate sub-committee meetings, he felt a guideline or checklist on how to prepare SCUS documents would help him as well as the members of SCUS and their faculties or departments to forward documents to Senate with minimal errors. He continued by saying that in principle, everything coming to SCUS should be the final edition.

Primary responsibility for accuracy should lie with the faculty or department. The task at hand is to standardize all forms and documents forwarded to SCUS therefore reducing the number of errors and missing information. It was noted that there was increased scrutiny of all documents at Senate. Senate may also have to look closely at their best practices if all committees are expected to bring flawless documents forward for approval. In the sometimes two hundred page SCUS agenda documents, there is bound to be minor errors. Bottom line is to be more vigilant and make a real effort in preparing documents. The Chair added that standardizing document preparations will avoid last minute rushes as of recent where D. Kugler was urgently called in to review documents for Senate. The Chair thanked D. Kugler for his cooperation and assistance on such short notice.

The Chair opened the floor for discussion to all members. Comments:

- Takes about a year and a half to become familiar with all the rules and regulations of preparing SCUS documents for Senate’s approval and by the time the member is comfortable with the process, their term is over and the cycle starts all over again.
- This guidelines document does not replace anything formal and is an internal reference document for SCUS members to use.
- For many programs, the September deadline is the most important one and delay would not be an option for any programs starting up in a new term. Too many implications for students and other programs.
- It would be helpful to have Word and PDF options for the forms as Word may be easier to work with in some instances.

The Chair added that a statement should be made public as to what SCUS is responsible for and that no substantial changes will be made after SCUS has approved the curriculum, under delegated authority, without it coming back to SCUS.
The Chair encouraged SCUS members to attend a Senate meeting as a resource person if they have an item on the Senate Agenda or to attend to observe how SCUS items are presented and approved.

7. Old Business cont’d

a. Beedie School of Business [SCUS 12-51]

   (i) Addition of BUS 361 to the Upper Division Requirements.

This was DEFERRED as a meeting did not occur between the Beedie School of Business and the Faculty of Applied Sciences.

8. Other Business

1. CRUA Annual Report (For Information Only)

2. SCUS Annual Report (For Information Only)

The Chair added an additional item where he would like to add to a future SCUS agenda a discussion regarding the set-up of a sub-committee to review proposed global curriculum changes, definitions and Calendar entries.

9. New Business cont’d

a. Faculty of Science [SCUS 12-54]

1. Department of Biological Sciences [SCUS 12-54a]

Motion 6
It was moved by G. Agnes and seconded by P. Budra

“that SCUS approve under delegated authority and send to Senate for information the prerequisite change to BISC 307 and 307W effective Fall 2013.”

CARRIED

Agreed to changes to the pre-requisite statement.
Motion 7
It was moved by G. Agnes and seconded by D. Kugler

“That SCUS approve under delegated authority and send to Senate for information the changes to Stream requirements in the Major and Honours programs effective Fall 2013.”

(Please note: this replaces SCUS 12-47c)

CARRIED

G. Agnes explained that this is to try to remove the restrictions that students perceive and is intended to get more students to take the honours programs. It was agreed to re-word to provide clarity to the Open Stream requirements – ‘an additional eight courses totaling a minimum of 24 units’. The same wording applied for the Honours Programs.

2. Department of Molecular Biology and Biochemistry [SCUS 12-54d]

Motion 8
It was moved by G. Agnes and seconded by D. Kugler

“That SCUS approve under delegated authority and send to Senate for information the
- Number, title, description and prerequisite change for MBB 242 and the
- Prerequisite change for MBB 222, 231 effective Fall 2013.”

CARRIED

It was agreed to change the pre-requisite and preclusion statement wording.

3. Department of Math [SCUS 12-54e]

Motion 9
It was moved by G. Agnes and seconded by P. Budra

“That SCUS approve under delegated authority and send to Senate for information the Upper Division requirement changes to the Mathematics Major and Honours programs effective Fall 2013.”

CARRIED

Meeting adjourned at 4:45 pm

Minutes prepared by R. Balletta