1. Approval of the Agenda

Introductions were made and C. Lowenberger was welcomed as the new representative for the Faculty of Science.

The secretary added two items to the Agenda:
- Faculty of Science, Department of Statistics - prerequisite change to STAT 475
- Appointment of a vice-chair for SCUS

Motion 1
It was moved by J. Pulkingham and seconded by A. Gemino

"that SCUS approve the Agenda of February 5, 2015 as amended.”

CARRIED

2. Approval of the Minutes of January 8th, 2015

Motion 2
It was moved by J. Pulkingham and seconded by A. Gemino

"that SCUS approve the minutes of January 8, 2015 as presented.”

CARRIED
3. Old Business

a. Faculty of Science [SCUS 14-53]

1. Department of Biomedical Physiology and Kinesiology [REVISED SCUS 14-53c]

Motion 3
It was moved by C. Lowenberger and seconded by A. Gemino

“that SCUS approve under delegated authority and send to Senate for information the
• New Course Proposal: BPK 443-3, Advanced Exercise Prescription
• Deletion of BPK 344 effective Fall 2015.”

CARRIED

Chair gave a brief overview of the importance of overlap checks and library approvals prior to forwarding documents to SCUS for approval.

2. Department of Chemistry [REVISED SCUS 14-53d]

Motion 4
It was moved by C. Lowenberger and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the
• New Course Proposal for CHEM 433-3, Bioinorganic Chemistry
• New Course Proposal for SCI 191-1, Introduction to Modern Scientific Research effective Fall 2015.”

CARRIED

4. New Business

a. Faculty of Science [SCUS 15-04]

1. Department of Statistics [REVISED SCUS 15-04a]

Motion 5
It was moved by C. Lowenberger and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the credit change to STAT 341 and 342.”

TABLED
There was much discussion and concern regarding this agenda item. The members felt the rationale was unclear and unfair to the student as it doesn’t allow the student the normal amount of preparation time for the final exam. It also could be seen to shortchange the student from a full teaching schedule. The University policy last revised in 1992 states “In-class final examinations are not to be held before the beginning of the examination period.” J. Hinchliffe stated that this item is an anomaly and what is being presented to the committee was as a result of discussion at the last SCUS meeting. The committee is aware of the potential harm to students’ learning outcomes and approving this course would be setting precedence. All agreed to defer this agenda item and bring forward to the next SCUS meeting. The Chair also suggested that it would be useful to the SCUS committee to review the final exam policy and make any required revisions so the policy is clear and fair for students.

**Motion 6**

It was moved by C. Lowenberger and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the prerequisite change for STAT 475 effective Fall 2015.”

CARRIED

2. **Department of Math (SCUS 15-04b)**

**Motion 7**

It was moved by C. Lowenberger and seconded by A. Gemino

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:

- MATH 498-1, Communication and Research Skills in the Mathematical Sciences
- MATH 499W-5, Honours Research Project
  - W Designation effective Fall 2015.

CARRIED

J. Pulkingham posed the question as to why it is necessary to obtain a Library approval and overlap check for every item for SCUS’ approval. She explained there are those courses unique in its content where only a limited number of students would enroll, therefore the potential of an overlap issue would be slim. In these cases, are these checks still required?

Jane suggested that SCUS either create guidelines or revise current policy to outline when we do need these checks and when, at some level, they aren’t necessary. The members agreed this would be useful and would further streamline SCUS’ approval processing. The Chair agreed that this warrants further discussion and proposes to bring forward at a future SCUS meeting.
Motion 8
It was moved by C. Lowenberger and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the
• Changes to course number, description and prerequisite for MATH 370W
• Prerequisite change to MACM 201 effective Fall 2015.”

CARRIED

Motion 9
It was moved by C. Lowenberger and seconded by J. Pulkingham

“that SCUS approve under delegated authority and send to Senate for information the
• Changes to the Upper and Lower Division requirements for the Mathematics Honours Program
• Changes to the Upper and Lower Division requirements for the Applied Mathematics Honours Program
• Changes to the Lower Division requirements for the Applied Mathematics Major Program effective Fall 2015.”

CARRIED

There was brief discussion with regard to submissions of Calendar language revisions. Question posed was if calendar changes could be submitted as track changes with a cover memo indicating those changes. The Chair explained this would be the next step in how we process changes but hasn’t formalized the details yet. If the group agrees to this way of providing changes, he will begin that process.

(M. Monagan left the meeting.)

3. Department of Biological Sciences [SCUS 15-04c]

Motion 10
It was moved by C. Lowenberger and seconded by A. Gemino

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the Biological Sciences Minor program effective Fall 2015.”

CARRIED
4. Department of Physics (SCUS 15-04d)

**Motion 11**
It was moved by C. Lowenberger and seconded by J. Pulkingham

“that SCUS approve under delegated authority and send to Senate for information the
- Prerequisite change for PHYS 140, 141, 211, 321 (effective Fall 2015)
- Change to title, description and prerequisite for PHYS 231 (effective Summer 2016)
- Change to title and prerequisite for PHYS 233 (effective Summer 2016).”

**CARRIED**

**Motion 12**
It was moved by C. Lowenberger and seconded by J. Pulkingham

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
- PHYS 132-1, Physics Laboratory I
  - Q Designation (effective Fall 2015)
- PHYS 133-1, Physics Laboratory II
  - Q Designation (effective Spring 2016).”

**CARRIED**

**Motion 13**
It was moved by C. Lowenberger and seconded by A. Gemino

“that SCUS approve under delegated authority and send to Senate for information the Lower Division Requirement changes to the:
- Applied Physics Program
- Applied Physics Honours Program
- Biological Physics Program
- Biological Physics Honours Program
- Chemical Physics Program
- Chemical Physics Honours Program
- Mathematical Physics Honours Program
- Physics Program
- Physics Honours Program effective Fall 2015.”

**CARRIED**
b. Faculty of Applied Sciences (SCUS 15-05)

1. School of Computing Science (SCUS 15-05a)

Motion 14
It was moved by E. Park and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the description and prerequisite change to CMPT 225 effective Fall 2015.”

CARRIED

2. School of Engineering Science (SCUS 15-05b)

Motion 15
It was moved by E. Park and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the Engineering Science Major and Honours Programs effective Fall 2015.”

CARRIED

3. School of Mechatronic Engineering Systems (SCUS 15-05c)

Motion 16
It was moved by E. Park and seconded by M. Gotfrit

“that SCUS approve under delegated authority and send to Senate for information the prerequisite change to MSE 300 effective Fall 2015.”

CARRIED

5. Other Business

a. Subcommittee of SCUS

The Chair spoke to this agenda item and gave a brief overview of previous discussions regarding the creation of a SCUS subcommittee. The main duty of the subcommittee would be to reduce the amount of less substantive curriculum changes coming to the committee for approval. This would allow more time for group discussions for the more involved proposals. The committee agreed this would be very useful to streamline SCUS’ approval processes and agreed further discussion is required to create guidelines for the subcommittee.
J. Hinchliffe also listed a number of policy items that need to be reviewed by a smaller working group before being widely circulated including for example, N/IP/Grade Change language, concentration usage language, repeat policy, exam policy, academic probation policy etc.

b. Exam Information on Form

J. Hinchliffe spoke to this agenda item as response to a discussion from the last SCUS meeting where the question was posed as to why the new form asks for exam information. Jo explained that the Scheduling department asks as a default so it may be redundant to include it on our forms. She will look at the forms again and forward any revisions to the SCUS committee.

c. Vice-Chair

SCUS requires a Vice-Chair to act as chair in G. Myers’ absence. A. Gemino agreed to do this until September at which time the position will be renewed.

Meeting adjourned at 4:15 pm
Minutes prepared by R. Balletta