1. Approval of the Agenda

G. Agnes requested that the Applied Sciences agenda item SCUS 13-10a be moved to the end of the agenda so he may participate in the discussion.

Motion 1
It was moved by D. Kugler and seconded by S. Richmond

"that SCUS approve the agenda as amended.”

CARRIED

2. Approval of the Minutes of February 7, 2013

Motion 2
It was moved by D. Kugler and seconded by L. Legris

"that SCUS approve the minutes of February 7, 2013 as presented.”

CARRIED

3. Old Business

a. IAT 210

1. Library Assessment for the new course proposal, IAT 210 approved at the February SCUS meeting has been completed.
b. Faculty of Arts and Social Sciences (SCUS 13-05)

1. Department of French (SCUS 13-05a Revised)

Motion 3
It was moved by P. Pappas and seconded by L. Legris

“That SCUS approve and recommend to SCUP the Full Program Proposal: Minor in French Language.”

CARRIED

S. Rhodes reminded the committee when approving W courses to ensure that the W is notated on the appropriate documentation as this makes a significant difference for the students planning their academic programs.

2. Department of Philosophy (SCUS 13-05g)

(i) Lower Division Requirement changes to the Philosophy Minor Program (DEFERRED again)

4. Business Arising

a. EAS Proposal Update – G. Myers (SCUS 13-05)

The Chair gave a brief update on the EAS proposal.
He stated J. Driver supports and agrees that further conversations are needed between the Faculty of Education, Susan Rhodes and others on how to deal with EAS issues in the long run.
P. Pappas informed the committee that the Department of Linguistics is home to the EAS Proposal and that he sits on the committee involved in the creation of the EAS.

J. Hinchliffe will forward all relevant emails to P. Pappas regarding initial discussions of the EAS proposal.

5. New Business

a. Withdrawals for Extenuating Circumstances (SCUS 13-07)

(i) Report

C. Di Francesco and J. Hinchliffe answered questions posed by the committee members with regard to the number of WE claims received by Student Services and explained certain aspects of the report.
P. Gallilee requested that future reports have male and female enrollment figures to better compare the number of WE claims received by gender.

(ii) Updated Guidelines for discussion

J. Hinchliffe met with Rob Cameron last year for feedback which helped with the drafting of an updated set of guidelines.

The proposed key changes:

- **Deadline changes**
  - Make it less confusing for students to know when the deadline actually occurs i.e. end of term (April 30, August 31, December 31)
  - Students asking for Withdrawal Under Extenuating Circumstances after a considerable amount of time has passed.
    - Should there be a time limit of 2 years?
    - Should there be a “Forgiveness Clause” where the student’s academic history will be considered along with current performance
  - Students applying repeatedly for the same circumstances
    - Should there be limits on the number of repeat applications? Two?
  - Students with an Academic Dishonesty Report
    - Need to be explicit that if there is a report for the class the student is applying to WE from that normally they will be denied.

FRC

- How effective is the FRC process?
  - As per the original guidelines, can the faculties be consulted as needed by the manager?
  - This will avoid inconsistencies between faculties and between Student Services and the faculties.

Discussion ensued.
The question of who initially approved the WE process was posed. J. Hinchliffe explained that the concept was approved by Senate some time ago but the process or how claims are adjudicated was not approved by Senate. Jo to check the SCUS mandate on approval protocol of policy updates.

Most members supported the ‘forgiveness clause’. All agreed a set of rules need to be established before such a proposal could go forward including criteria for transfer students coming from or going to other institutions.

J. Hinchliffe asked the members to forward their feedback on the main points of the updates so she can revise and finalize the draft before bringing it back to a SCUS meeting for approval.
The main points were:
- Change the withdrawal deadline to the end of the term to simplify for students
- Review the role of Faculty Review Committees and possibly eliminate
- Denial of those claims older than two years
- Denial of those claims with an Academic Dishonesty Report
- Denial of repeat applications

b. Faculty of Health Sciences [SCUS 13-08]

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 changes:
- Prerequisite change to 410, 484
- Description change to 490, 491
- Description and prerequisite change to 492 effective Fall 2013.”

CARRIED

Motion 5
It was moved by M. Lechner and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the Program requirement changes to the Bachelor of Science Program; Population and Quantitative Health Sciences Concentration effective Fall 2013.”

CARRIED

c. Faculty of Communication, Art and Technology [SCUS 13-09]

1. School for the Contemporary Arts

Motion 6
It was moved by D. Kugler and seconded by M. Lechner

“that SCUS approve and recommend to SCUP the Full Program Proposal: Post Baccalaureate Diploma.”

CARRIED
d. Faculty of Applied Sciences (SCUS 13-10)

1. Geographic Information Science (GIS) (SCUS 13-10b)

Motion 7
It was moved by R. Cameron and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the
• Changes to the Lower Division requirements for the GIS Major Program
• Changes to the Lower Division requirements for the GIS Honours Program effective
  Fall 2013.”

CARRIED

2. School of Computing Science (SCUS 13-10c)

Motion 8
It was moved by R. Cameron and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the
requirement change to the Certificate in Computing Science effective Fall 2013.”

CARRIED

Motion 9
It was moved by R. Cameron and seconded by P. Pappas

“that SCUS approve under delegated authority and send to Senate for information the
Requirement change to the Internal Transfer Regulations (Computing Science Major
and Honours, Software Systems, Computing Science and Linguistics Joint Major)
effective Fall 2013.”

CARRIED

Motion 10
It was moved by R. Cameron and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the
Prerequisite change for CMPT 102, 126 and 379 effective Fall 2013.”

CARRIED
Motion 11
It was moved by R. Cameron and seconded by D. Kugler

“That SCUS approve and recommend to SCUP the Suspension of Admission to the Multimedia Computing Specialist Major.”

CARRIED

(v) Suspension of Admission to the Software Engineering Specialist Major
WITHDRAWN

3. Mechatronic Systems Engineering [SCUS 13-10d]

Motion 12
It was moved by R. Cameron and seconded by D. Kugler

“That SCUS approve under delegated authority and send to Senate for information the credit number change for MSE 421, 451 and 480 effective Fall 2013.”

CARRIED

Motion 13
It was moved by R. Cameron and seconded by S. Spector

“That SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
MSE 420-4, Introduction to Biomechanical Engineering
MSE 422-4, Fuel Cell Systems
MSE 423-4, Energy Conversion
MSE 424-4, Microfluidics
MSE 425-4, Nano Manufacturing for Nano-scale Devices effective Fall 2013.”

CARRIED

Motion 14
It was moved by R. Cameron and seconded by D. Kugler

“That SCUS approve under delegated authority and send to Senate for information the requirement changes to the Mechatronic Systems Engineering Major and Honours Elective Courses effective Fall 2013.”

CARRIED

It was suggested clearer descriptions and editorial changes be made. R. Cameron to supply new document.
e. Faculty of Environment [SCUS 13-11]

1. Environment One: Summary (For Information Only)

A. Clapp gave a brief background of this program. He explained that there will be two new courses added to the already existing seminars.

f. Beedie School of Business [SCUS 13-12]

Motion 15
It was moved by S. Spector and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
BUS 301-2, Foundations for Collaborative Work Environments
BUS 396-3, Directed Studies effective Fall 2013.”

CARRIED

Motion 16
It was moved by S. Spector and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the Upper Division requirement changes to the Information in Systems in Business and Computing Science Joint Major Program effective Fall 2013.”

CARRIED

There was a suggestion to change the wording to make clearer for the students of what the requirements are. Delete the 47 units and add in...complete all of...and one of...and one of...

g. Faculty of Education [SCUS 13-16]

Motion 17
It was moved by S. Richmond and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the prerequisite change for EDUC 327, 437, 484 effective Fall 2013.”

CARRIED
Motion 18
It was moved by S. Richmond and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the requirement changes for the Education Bachelor of General Studies program effective Fall 2013.”

CARRIED

Motion 19
It was moved by S. Richmond and seconded by D. Kugler

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: EDUC 458-4, Pedagogy and Practice of Arts for Social Change effective Fall 2013.”

CARRIED

h. Faculty of Applied Sciences (SCUS 13-10) cont’d

1. School of Engineering Science (SCUS 13-10a)

Motion 20
It was moved by R. Cameron and seconded by G. Agnes

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal:
ENSC 120-1, Introduction to electronics laboratory instruments operation and measurement techniques
ENSC 180-3, Introduction to Engineering Analysis

DEFERRED

R. Cameron and G. Agnes gave a brief background of this agenda item.

G. Agnes reported that Physics felt there was significant overlap and would need more time to fully review these proposals.
Rob explained the reason for these proposals arose from a review of the School of Engineering Science.
The members posed questions to R. Cameron and G. Agnes. The Chair emphasized the importance of collegial relationships and being respectful of each other’s positions.
Due to time constraints, Rob and George need to meet and review these proposals.
J. Hinchliffe reminded everyone of the time constraints as SCAR and SENATE are scheduled for March 26 and April 8 with a deadline of March 21, 2013.
(ii) Prerequisite change to ENSC 220, 380  
(iii) Requirement changes to the Engineering Science, Major, Computer Engineering Option  
(iv) Requirement changes to the Engineering Science, Major, Electronics Engineering Option  
(v) Requirement changes to the Engineering Science Major, Systems Option  
(vi) Requirement changes to the Engineering Science Honours, Biomedical Engineering Option (deletion of the three concentrations)  
(vii) Requirement changes to the Engineering Science Honours, Computer Engineering Option  
(viii) Requirement changes to the Engineering Science Honours, Electronics Engineering Option  
(ix) Requirement changes to the Engineering Science Honours, Engineering Physics Option  
(x) Requirement changes to the Engineering Science Honours, Systems Option  

These agenda items (ii) – (x) were also deferred as they rely on the new courses being approved.

6. Other Business

a. WQB Requirements for Second Degree [SCUS 13-13]

Motion 21  
It was moved by R. Cameron and seconded by L. Legris

“that SCUS approve and recommend to Senate the exemption from WQB requirements for second-degree students, with the exception of the upper-division W in the major and a three-unit Q requirement be made permanent effective Fall 2013.”

CARRIED

b. Course Withdrawal Notation change [SCUS 13-14]

Motion 22  
It was moved by P. Pappas and seconded by S. Spector

“that SCUS approve and recommend to Senate that students withdrawing from courses during week 3 of the term will have a WD standing recorded on their academic record.”

CARRIED

Minutes prepared by R Balletta  
Meeting adjourned at 5:00 pm