1. Approval of the Agenda

The Chair welcomed everyone to another year and introductions were made for the benefit of the new student member.

The Chair also requested that the SCUS Document Guidelines be reviewed once again by the committee members and to bring forward any feedback. J. Hinchliffe will send the documents out to the group in the next SCUS package.

The Chair also added additional items for discussion under Other Business

The Agenda was approved as amended.

2. Approval of the Minutes of August 6, 2015

The minutes were approved as presented.

3. Old Business

a. Faculty of Arts and Social Sciences [SCUS 15-25]

1. Department of Linguistics [SCUS 15-25k]

Motion 1

It was moved by J. Pulkingham and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the title, description and prerequisite change for LING 490 effective Summer 2016.”

CARRIED

All agreed to approve this item contingent on a change that allows the IP grade.
b. Beedie School of Business (REVISED SCUS 15-30)

Motion 2
It was moved by A. Gemino and seconded by C. Lowenberger

“that SCUS approve under delegated authority and send to Senate for information the admission requirement changes to the Major and Joint Major programs effective Fall 2017.”

CARRIED

A. Gemino explained that the language was revised in consultation with L. Legris to ensure there were no discrepancies or overlap of information. It will be piloted on select categories over 2016-2017 and implemented gradually. G. Myers pointed out the need for care about protocol for broad-based admission and that in this case Brenda Taylor (Human Rights Officer) and Li-Jeen Broshko (Legal Counsel) were consulted. This will be a good model for other faculties. A disclaimer will be put on the web site.

c. Faculty of Science [SCUS 15-31]

1. Department of Mathematics [SCUS 15-31g]

Motion 3
It was moved by C. Lowenberger and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the Upper and lower division requirement changes to the Mathematics and Computing Science Joint Major program effective Summer 2016.”

CARRIED

4. Other Business

The Chair gave a brief overview of the duties and purpose of the SCUS subcommittee.

a. SCUS Subcommittee [SCUS 15-32]

1. Motions

   (i) Requisite Definition (SCUS 15-32a)

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

“that SCUS approve and recommend to Senate the Calendar language change to the requisite definition to read as follows effective Summer 2016:
'Prerequisite – A prerequisite is a requirement which must be satisfied before taking a course.
Co-requisite – A co-requisite is a requirement which must be satisfied before, or while taking a course'.

(ii) N/IP Grades (SCUS 15-32b)

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

“that SCUS approve and recommend to Senate the Calendar language change to the N Grades to read as follows:

‘The letter grade N (incomplete) is given when a student has enrolled for a course, but did not write the final examination or otherwise failed to complete the course work, and did not withdraw before the deadline date. An N is considered an F for purposes of scholastic standing.’

There was much discussion around the definitions of a DE and N grade; whether a DE grade is even required as N and DE grades are quite similar in functionality. All agreed that monitoring would be required as either grade could be used inappropriately and abused and it was decided to reword the motion to better make its definition clearer. The motion was amended as follows:

“that SCUS approve and recommend to Senate the Calendar language change to the N Grades to read as follows effective Summer 2016:

‘The letter grade N (incomplete) is given when a student has enrolled for a course, but did not write the final examination or otherwise failed to complete the course work, and did not withdraw before the deadline date. An N is considered an F for purposes of scholastic standing.

To achieve a different evaluation, and subject to the repeat policy [provide link], it is expected that a student who receives a grade of N must repeat the course for credit.

10 AFFIRMATIVE
1 OPPOSED
CARRIED

Motion 7
It was moved by M. Lechner and seconded by A. Gemino

“that SCUS approve and recommend to Senate the Calendar language change to the IP Grades to read as follows effective Summer 2016:
'An In Progress grade of IP is a temporary grade assigned for two term thesis or practicum courses. The grade has no numerical equivalent and is not included in the grade point average. An IP grade will revert to a letter grade or notation.'

CARRIED

There was much discussion with concern regarding why this applies to only two terms, why only thesis and why only practicum? Can we expand it? Discussion ensued comparing when an IP would apply and when a DE grade would be more appropriate. All agreed to edit the wording so as to not limit the grade to only the Faculty of Education but to include all faculty program practicums.

J. Hinchliffe gave further information with regard to the implications if an IP grade covered multiple term courses. G. Myers pointed out that it was better to start conservatively, review in a year and revise at that time if necessary. All agreed to approve this agenda item subject to finalizing the calendar language before it is sent forward to Senate for approval.

(iii) Final Examinations T20.02 [SCUS 15-32c]

**Motion 8**

It was moved by M. Lechner and seconded by A. Chinnery

“that SCUS approve and recommend to Senate the Calendar language change to read as follows:

1. In-class examinations worth more than 30% of the total grade are not to be held before the beginning of the examination period.
2. Take-home final examinations may be assigned before the start of the examination period, at as early a date as is reasonable, but their return cannot be required until the commencement of the examination period’.”

DEFERRED

The Chair explained that they arrived at a 30% cut off for final exams as generally an exam less than 30% would be considered a test. Discussion ensued regarding what defines a final exam. Is it based on work load or course content? A point was made that a 25% exam could also be considered a final exam depending on the coverage of the course.

After much discussion it was decided to change this agenda item to a “Notice of Motion” so further review and discussion could occur to finalize the details of the calendar language to include a rationale explaining equity and work load across course sections.

2. Notice of Motion

Due to time constraints, Agenda items were deferred:

(i) Residency requirements [SCUS 15-32d]
(ii) Post Baccalaureate Diploma Program Transfer Credit (SCUS 15-32e) were deferred until the next SCUS meeting scheduled for October 1, 2015.

3. For Discussion – no documents

(i) Pass/Withdraw Grades
(ii) Coordination Issues
(iii) Educational Goals

4. Updates on Subcommittee Discussion Items

i. Repeat policy – discussed and will revisit after Jo’s group meeting
ii. Academic probation policy – this was left as recommendations may be forthcoming from another group.
iii. Mandatory evaluation timeline – Decided this would not be good practice
iv. Scheduling policy – A group will be put together to work on this and will come back to SCUS for review and approval
v. Certificates - Inactive Certificates will be treated and processed the same as inactive courses or temporarily withdrawn courses; Jo will bring forward data for further discussion
vi. Academic forgiveness – SCUS has discussed this in the past and will be brought forward again after Gordon, Jo and Louise meet to finalize details

Meeting adjourned at 4:30 pm
Minutes prepared by R. Balletta