1. Approval of the Agenda

The agenda was amended with an additional item regarding document processing guidelines.

The Chair explained a conversation he had with student representative, D. Lu, who was approached by a former SFU student, interested in beginning conversations regarding the forgiveness policy. The Chair explained that the SCUS sub-committee already has discussions in progress and once final terms of reference are created, the Chair will bring it forward for the committee’s review and discussion.

**Motion 1**

It was moved by A. Gemino and seconded L. Legris

“that SCUS approve the agenda of April 7, 2016 as amended.”

CARRIED

2. Approval of the Minutes of March 3, 2016

The minutes of the March 3, 2016 SCUS meeting were approved as presented.

3. Old Business

a. SCUS Subcommittee (SCUS 15-32)

1. Notice of Motion

   (i) Residency requirements (SCUS 15-32d)
   (ii) Post Baccalaureate Diploma Program Transfer Credit (SCUS 15-32e)
This agenda item will be brought forward as a motion to the next SCUS meeting as it has now been reviewed and circulated to the faculties multiple times. The members were asked to circulate the document one last time, if they felt they needed more time for discussion. Any or all feedback should be forwarded to J. Hinchliffe.

**b. Faculty of Communication, Art and Technology (SCUS 16-09)**

1. School of Interactive Art and Technology [REVISED SCUS 16-09c]

Motion 2
It was moved by M. Gotfrit and seconded by L. Legris

“That SCUS approve and recommend to Senate the admission requirement changes for post-secondary transfer students.”

CARRIED

**c. Faculty of Arts and Social Sciences (SCUS 16-11)**

1. Department of History (SCUS 16-11d)

Motion 3
It was moved by C. Murray and seconded by A. Clapp

“That SCUS approve under delegated authority and send to Senate for information the New Course Proposal: HIST 132-3, Global Environmental History and the B-Hum/B-Soc/B-Sci designation effective Spring 2017.”

CARRIED

**4. New Business**

**a. Faculty of Science (SCUS 16-13)**

1. Department of Physics (SCUS 16-13a)

Motion 4
It was moved by C. Lowenberger and seconded C. Murray

“That SCUS approve under delegated authority and send to Senate for information the prerequisite change for PHYS 421, 231, 133 effective Spring 2017.”

CARRIED
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 minimum grade requirement changes to the Physics Minor program effective Spring 2017.”

CARRIED

2. Department of Biological Sciences [SCUS 16-13b]

Motion 6
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: BISC 360-3, Techniques in Ecology and Evolution and the W designation effective Spring 2017.”

CARRIED

A. Clapp recommended that GEOG 215 be considered an option to BISC 204 in the pre-requisites. C. Lowenberger will check with the department as a friendly amendment.

Motion 7
It was moved by C. Lowenberger and seconded by A. Chinnery

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the Ecology, Evolution and Conservation stream in the Biological Sciences Major and Honours programs effective Spring 2017.”

CARRIED

3. Department of Earth Sciences [SCUS 16-13c]

Motion 8
It was moved by C. Lowenberger and seconded by N. Van Houten

“that SCUS approve under delegated authority and send to Senate for information the description change for EASC 107 effective Spring 2017.”

CARRIED
4. Department of Biomedical Physiology and Kinesiology (SCUS 16-13d)

**Motion 9**

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

"that SCUS approve under delegated authority and send to Senate for information the Professional transfer requirement changes in the Kinesiology Major and Biomedical Physiology Major programs effective Spring 2017."

CARRIED

**Motion 10**

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

"that SCUS approve under delegated authority and send to Senate for information the title and description change for BPK 496 and 498 effective Spring 2017."

CARRIED

**Motion 11**

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 307-3, Human Physiology III effective Spring 2017."

CARRIED

**Motion 12**

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

"that SCUS approve under delegated authority and send to Senate for information the upper division requirement changes to the Biomedical Physiology Major and Honours programs effective Spring 2017."

CARRIED

**Motion 13**

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 division requirement changes to the Kinesiology Major and Honours programs effective Spring 2017."

CARRIED
Motion 14
It was moved by C. Lowenberger and seconded by C. Murray

“that SCUS approve under delegated authority and send to Senate for information the
• Description and prerequisite change for BPK 305
• Title, description and prerequisite change for BPK 306 effective Spring 2017.”
CARRIED

Motion 15
It was moved by C. Lowenberger and seconded by N. Van Houten

“that SCUS approve under delegated authority and send to Senate for information the
• Upper division requirement changes to the Biomedical Physiology Minor program
• Upper division requirement changes to the Kinesiology Minor program effective Spring 2017.”
CARRIED

b. Faculty of Health Sciences (SCUS 16-14)

Motion 16
It was moved by N. Van Houten and seconded by C. Lowenberger

“that SCUS approve under delegated authority and send to Senate for information the
• title and description change for HSCI 304
• description change for HSCI 306 effective Spring 2017.”
CARRIED

There was discussion about title conventions, i.e. the use of “Economics”. Does that imply to
students it’s an Economics course or a Health course? It was suggested by the chair that this might
require further discussion.

Motion 17
It was moved by N. Van Houten and seconded by C. Murray

“that SCUS approve under delegated authority and send to Senate for information the
lower division requirement changes to the BSc Population and Quantitative Health
Sciences Major and Honours programs effective Spring 2017.”
CARRIED
5. Other Business

a. Student Evaluation of Teaching and Courses (SETC) [For Information]

A. Chinnery spoke to this agenda item giving the members a brief background and an update of the second full roll out of the new on-line system of Student Evaluation of Teaching and Courses (SETC). Education was part of the pilot and she explained there were several challenges during the summer which were useful when it came to revising the evaluation.

It was noted by committee members that in their experience, student participation was low and needs to be addressed. Another issue was the ability of instructors to add in their own questions, that are not monitored by anyone and if there are ethical questions or student consent required, how is that handled? It was suggested that concerns should be sent to the Dean’s Council. A. Chinnery also noted that the pilot included instructors in “non-precarious” positions so as not to jeopardize promotion or tenure processes.

Discussion ensued with members sharing their suggestions and experiences.

b. Agenda items for Future SCUS Meetings

1. Pilot STT courses with W Q or B designations (DEFERRED)

2. Academic Progress Report

J. Hinchliffe presented a document outlining the history of the Degree Audit Report and the current challenges. She indicated that working with IT Services, they are putting together a project charter that is intended to address some of the concerns being expressed by her unit and academic advisors and departments. IT support is central to the success of the process and she believes that SCUS should express its concern by either inviting M. Roman to a meeting or having the Chair send him a memo outlining the issues. There was agreement from committee members that this was an issue that needed urgent attention and there was unanimous support for the Chair to use take the information provided in the document to prepare a memo to M. Roman. G. Myers stated that he and M. Roman are co-chairs of an IT committee (ESSC) where this could be discussed. G. Myers will draft memo.

c. Document process guidelines

J. Hinchliffe spoke to this agenda item and distributed a revised copy of the Senate Committee on Undergraduate Studies Document Process Guidelines.

The chair gave a brief background and updates of the document process guidelines. Changes have been made to the document with regard to deleted courses. When courses are deleted there may be implications for pre-requisites and/or program requirements. Program and course impact analysis needs to be done and this has now been added to the form with instructions on the web site.
The meeting was adjourned at 4:09 pm
Minutes prepared by R. Balletta