1. Approval of the Agenda

An additional item was added under Other Business regarding SCUS meeting content changes. A request was made to ensure the Co-op agenda item returns to January’s SCUS meeting. J. Hinchliffe explained discussions are in progress with Muriel to bring forward a Memo to SCUS to be presented for approval as opposed to having individual memos from each faculty.

The Agenda was approved as amended.

2. Approval of the Minutes of November 3, 2016

The Minutes were approved as presented.

3. Old Business

a. Faculty of Applied Sciences [Revised SCUS 16-41]

1. School of Engineering Science

Motion 1
It was moved by C. Lowenberger and seconded by E. Park

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

- ENSC 316-3, Introduction to Electrodynamics for Engineers
- ENSC 416-4, Introduction to High Frequency Circuit Design effective Fall 2017.”

TABLED

This agenda item was tabled once again due to no agreement being reached by neither the Faculty of Science nor the Faculty of Applied Sciences with regard to course overlap and conflicting issues.
The Chair expressed his disappointment and reminded the members that with the accreditation process still ongoing and with this being time sensitive, this delay will only lead to further disagreements between the faculties.
He recommended that the appropriate parties meet soon and come to an agreement to be presented to the Senate February meeting. C. Lowenberger thanked E. Park for his collegiality during this trying process.

4. New Business

a. Minor course changes, course suspensions and deletions

Motion 2
It was moved by C. Lowenberger and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information all minor course changes, course suspensions and course deletions as outlined below effective Fall 2017 or otherwise noted.”
CARRIED

Faculty of Applied Sciences [SCUS 16-46]

School of Computing Science [SCUS 16-46b]
Prerequisite change for CMPT 129

School of Engineering Science [SCUS 16-46c]
Prerequisite changes for ENSC 405W and ENSC 427
Course deletion of ENSC 376

School of Mechatronics Systems Engineering [SCUS 16-46d]
Prerequisite changes for MSE 320 and MSE 321

Beedie School of Business [SCUS 16-48]

Temporarily withdrawn courses: BUS 242, 451, 456, 457, and 458
Description change for BUS 316

Faculty of Science [SCUS 16-49]

Department of Physics [SCUS 16-49a]
Description change for PHYS 100

Department of Molecular Biology and Biochemistry [SCUS 16-49b]
Description change for MBB 427
Description and title change for MBB 431
Department of Earth Sciences [SCUS 16-49c]
Title, description and prerequisite change for EASC 416

Department of Biological Sciences [SCUS 16-49e]
Credit, title and description change for BISC 357

Department of Actuarial Mathematics [SCUS 16-49f]
Deletion of ACMA 315, 335, 445,
Description and prerequisite change for ACMA 210
Description change for ACMA 395
Title and description change for ACMA 465

Statistics and Actuarial Science [SCUS 16-49g]
Addition of BUEC 333 as an alternative pre-requisite for STAT 341, 342, 403, 445, 475, 485, 641, 642, 645, 675 and 685
Prerequisite change for STAT 440
Deletion of STAT 340
Equivalent statement for STAT 302 and 305
Description change for STAT 201
Description change for STAT 100, 101, and 203.”

b. New Program Proposals and Program Suspensions/Deletions

Faculty of Applied Sciences (SCUS 16-46)
Sustainable Energy Engineering program [SCUS 16-46a]

Motion 3
It was moved by K. Oldknow and seconded by A. Clapp

“that SCUS approve and recommend to SCUP the Notice of Intent: Sustainable Energy Engineering Program.”

CARRIED

K. Oldknow gave an overview of this agenda item. There was much discussion and many questions posed by the members regarding various aspects of the program.

Faculty of Education [SCUS 16-47]

Motion 4
It was Moved by A. Chinnery and seconded by L. Legris

“that SCUS approve and recommend to SCUP the Notice of Intent: Social Justice in Education Minor Program.”

CARRIED
C. Murray thanked A. Chinnery for her collegiality in particular with the discussions regarding The First Nations programs. A. Chinnery appreciated the meeting and fruitful discussions.

**Beedie School of Business (SCUS 16-48)**

**Motion 5**

It was moved by S. Spector and seconded by A. Clapp

“that SCUS approve and recommend to SCUP the suspension and dissolution of the Honours at Segal program.”

CARRIED

**Faculty of Science (SCUS 16-49)**

**Department of Biomedical Physiology and Kinesiology (SCUS 16-49d)**

**Motion 6**

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

“that SCUS approve and recommend to SCUP the suspension of admission to the BPK Health and Fitness Studies Certificate.”

CARRIED

**Department of Actuarial Mathematics (SCUS 16-49f)**

**Motion 7**

It was moved by C. Lowenberger and seconded by E. Park

“that SCUS approve and recommend to SCUP the suspension and dissolution of the Certificate in Actuarial Mathematics.”

CARRIED

**c. Program Curriculum Changes**

**Faculty of Applied Sciences (SCUS 16-46)**

**School of Computing Science (SCUS 16-46b)**

**Motion 8**

It was moved by E. Park and seconded C. Murray

“that SCUS approve under delegated authority and send to Senate for information the
- Upper division requirement changes to the Computing Science and Linguistics Joint Major
- Upper and lower division requirement changes to the Dual Degree Program Major effective Fall 2017.”

CARRIED
Faculty of Education [SCUS 16-47]

Motion 9
It was moved by A. Chinnery and seconded by S. Spector

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the:
- Education, Two Minors or Extended Minors
- Education Major
- Education Honours
- Education as a Second Bachelor Degree
- Teacher Education [PDP] effective Fall 2017.”

DEFERRED

There was concern with regard to the clarity of the number of units of each program and it was suggested to make more explicit the differences between PDP and PLP. The members approved this agenda item subject to the revisions.

Secretary Note: Education will revise all the programs to clarify the requirements and will bring forward to the next SCUS meeting for approval.

Motion 10
It was moved by A. Chinnery and seconded by S. Poyntz

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the:
- Professional Development Program [PDP]
- Professional Linking Program [PLP]
- Helping Expand Access for Returning Teachers (HEART) Practicum effective Fall 2017.”

CARRIED

Faculty of Science [SCUS 16-49]

Department of Biomedical Physiology and Kinesiology [SCUS 16-49d]

Motion 11
It was moved by C. Lowenberger and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the:
- Kinesiology Minor, Major, Honours
- Biomedical Physiology Minor, Major and Honours programs effective Fall 2017.”

CARRIED
Department of Actuarial Mathematics [SCUS 16-49f]

Motion 12
It was moved by C. Lowenberger and seconded by S. Spector

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

CARRIED

Statistics and Actuarial Science [SCUS 16-49g]

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

“that SCUS approve under delegated authority and send to Senate for information the upper division requirement changes for the:
- STAT Minor, major and honours programs effective Fall 2017.”

CARRIED

d. New Course Proposals

Faculty of Applied Sciences [SCUS 16-46]
School of Mechatronics Systems Engineering [SCUS 16-46d]

Motion 14
It was moved by E. Park and seconded by S. Spector

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: MSE 428-3, Design of Mechanisms effective Fall 2017.”

CARRIED

Faculty of Education [SCUS 16-47]

Motion 15
It was moved by A. Chinnery and seconded by S. Spector

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: EDUC 400-15, Foundations of Education and Schooling effective Fall 2018.”

CARRIED

A. Chinnery introduced Paul Neufeld to the group and explained he was invited to answer any questions from the members regarding this new course proposal.
Faculty of Science [SCUS 16-49]
Department of Earth Sciences [SCUS 16-49c]

Motion 16
It was moved by C. Lowenberger and seconded by M. Lechner

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: EASC 415-3, Groundwater Modelling effective Spring 2018.”

CARRIED

Department of Biological Sciences [SCUS 16-49e]

Motion 17
It was moved by C. Lowenberger and seconded by S. Spector

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: BISC 421-3, Models in Biology: From Molecules to Migration with Q designation effective Spring 2018.”

CARRIED

Department of Actuarial Mathematics [SCUS 16-49f]

Motion 18
It was moved by C. Lowenberger and seconded by A. Clapp

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
• ACMA 355-3, Loss Model I effective Fall 2017
• ACMA 455-3, Loss Model II effective Spring 2018.”

CARRIED

Motion 19
It was moved by C. Lowenberger and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
• ACMA 340-3, Financial Economics for Actuaries effective Spring 2018
• ACMA 440-3, Models for Financial Economics effective Fall 2017
• ACMA 101-3, Introduction to Insurance effective Fall 2017
• ACMA 360W-3, Actuarial Communication effective Spring 2018
• ACMA 494-2, Directed Studies in Actuarial Science effective Fall 2017

CARRIED
Motion 20
It was moved by C. Lowenberger and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
• ACMA 336-3, Job Practicum I
• ACMA 337-3, Job Practicum II
• ACMA 436-3, Job Practicum III
• ACMA 437-3, Job Practicum IV
• ACMA 438-3, Job Practicum V effective Fall 2017.”

CARRIED

e. General Policy Changes

Motion: Final Examinations T20.02 (SCUS 16–45)

Motion 21
It was moved by A. Chinnery and seconded by S. Poyntz

“that SCUS approve and recommend to Senate the following Calendar language change:

Current
Final Examinations
1. In-class final examinations 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.

Policy T20.02 Approved: March 1984.)

Proposed
Final Examinations
1. In-class examinations worth more than 30% of the total grade are not to be held in the last two weeks of class (or in the case of intersession/summer session in the last week).
2. Return of take-home examinations assigned before the start of the examination period, cannot be required until the commencement of the examination period.

CARRIED

There much discussion regarding the percentage of the exam and the use of the word “Final”. All agreed to keep the thirty percent but remove the word ‘Final’.
5. Other Business

a. Annual SCUS Report (SCUS 16-44)

The report was presented to the group for information and is being forwarded to the next Senate meeting.

b. Program GPA DRAFT – For Discussion

J. Hinchcliffe gave an overview of this agenda item and explained the intent of this draft is to develop consistency across faculties as to how program gpa is determined, as currently, many department and faculties are using different methods of determining program gpa. J. Hinchcliffe asked the members to take the document back to their committees and discuss what interpretations should be adopted.

c. Academic Forgiveness Policy DRAFT – For Discussion

J. Hinchcliffe spoke to this agenda item and asked the group to review the Academic Forgiveness Policy draft with departments/faculty and committees for discussion. She added that the university does not currently have an Academic Forgiveness Policy and will forward to the members information on what other institutions currently do as a reference guide.

d. Admission to a Concurrent Bachelor’s-Master’s Program – For Discussion

W. Parkhouse explained that the name Accelerated Masters better described the program and explained this was going forward to the next Senate meeting and although this is regarding a Grad issue, he wanted to bring it to SCUS for discussion only.

e. Sample SCUS Agenda for future meetings – For discussion

W. Parkhouse spoke to this agenda item and explained there is no decision yet but would like to move to an agenda similar to the agenda distributed at the meeting, to streamline the meeting process by approving the minor course changes as one omnibus motion.

The Chair and members thanked E. Park for his work and dedication to the SCUS committee as this was E. Parks last SCUS meeting and welcomed Kevin Oldknow as the incoming representative for the Faculty of Applied Sciences.

The meeting was adjourned at 4:25 pm
Minutes prepared by R. Balletta