SENATE COMMITTEE ON UNDERGRADUATE STUDIES

MINUTES

November 5, 2015 ~ 2:30 pm – 4:30 pm
Strand Hall ~ Room 3171


Regrets: M. Lechner

Introductions were made for the benefit of Nienke van Houten, representing Health Sciences for M. Lechner.

1. Approval of the Agenda

The Chair added an agenda item under ‘Business Arising’ regarding N Grades. The Agenda was approved as amended.

2. Approval of the Minutes of October 1, 2015

The minutes were approved as presented.

3. Business Arising

a. N. Grades

The Chair gave a brief overview of the N Grade document to be presented to Senate for approval. A minor revision is needed to the calendar language changing the word ‘must’ to ‘will’ to make clearer its intent. All agreed to revise the document before forwarding to Senate for approval.
4. Old Business

a. Faculty of Science

1. Department of Chemistry (REVISED SCUS 15-12e)

Motion 1
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 and Lower division requirement changes to the Chemistry Major Program effective Summer 2016.”

CARRIED

2. Department of Earth Sciences (SCUS 15-36b) [DEFERRED]

[i] Prerequisite change to EASC 405

5. New Business

a. Faculty of Applied Sciences [SCUS 15-37]

1. School of Computing Science [SCUS 15-37a]

Motion 2
It was moved by E. Park and seconded by A. Clapp

“That SCUS approve under delegated authority and send to Senate for information the Upper and Lower division requirement changes to the Computing Science Minor program effective Summer 2016.”

CARRIED

2. School of Engineering Science [SCUS 15-37b]

Motion 3
It was moved by E. Park and seconded by L. Legris

“That SCUS approve under delegated authority and send to Senate for information the requirement changes to the Computer and Electronics Design Minor program effective Summer 2016.”

CARRIED
Motion 4
It was moved by E. Park and seconded by J. Craig

“that SCUS approve under delegated authority and send to Senate for information the description change to ENSC 324 effective Summer 2016.”

CARRIED

b. Faculty of Arts and Social Sciences (SCUS 15-38)

1. Department of English (SCUS 15-38a)

Motion 5
It was moved by J. Craig and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals:
• ENGL 111W-3, Literary Classics in English
• ENGL 113W-3, Literature and Performance
• ENGL 114W-3, Language and Purpose effective Fall 2016.”

CARRIED

Motion 6
It was moved by J. Craig and seconded by A. Gemino

“that SCUS approve under delegated authority and send to Senate for information the B-Hum designations for ENGL 111W, 113W and 114W effective Fall 2016.”

CARRIED

Motion 7
It was moved by J. Craig and seconded by A. Clapp

“that SCUS approve under delegated authority and send to Senate for information the
deletion of ENGL 101W, 103W and 104W effective Summer 2016
change to course number, title and description for ENGL 105W effective Fall 2016.”

CARRIED
Motion 8
It was moved by J. Craig and seconded by L. Legris

“that SCUS approve under delegate authority and send to Senate for information the Lower division requirement changes to the
- English Major
- English Honours
- Joint Major English and Communication
- Joint Major English and French Literatures
- Joint Major English and Gender, Sexuality, and Women’s Studies
- Joint Major English and History
- Joint Major English and Humanities
- English Minor
- English Extended Minor effective Summer 2016.”

CARRIED

2. Department of History [SCUS 15-38b]

Motion 9
It was moved by J. Craig and seconded by A. Clapp

“that SCUS approve under delegated authority and send to Senate for information the
- New Course Proposal: HIST 244-3, Colonialism and Nationalism in South Asia
- B-Hum designation for HIST 244 effective Summer 2016.”

CARRIED

Motion 10
It was moved by J. Craig and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the deletion of HIST 466 effective Summer 2016.”

CARRIED


Motion 11
It was moved by J. Craig and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposal: IS 300-4, Research Methods in International Studies effective Fall 2016.”

CARRIED
Motion 12
It was moved by J. Craig and seconded by C. Lowenberger

“that SCUS approve under delegated authority and send to Senate for information the title change for IS 240 effective Fall 2016.”

CARRIED

Motion 13
It was moved by J. Craig 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 International Studies Major and Honours Programs and the International Studies and World Literature Joint Major program effective Summer 2016.”

CARRIED

There was much discussion to reword the calendar language to make clearer the intent including a revised rationale.

4. Labour Studies Program [SCUS 15-38d]

Motion 14
It was moved by J. Craig and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the deletion of LBST 301 effective Summer 2016.”

CARRIED

Motion 15
It was moved by J. Craig 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 Labour Studies Minor program effective Summer 2016.”

CARRIED
5. Department of Philosophy (SCUS 15-38e)

**Motion 16**
It was moved by J. Craig and seconded by C. Lowenberger

“That SCUS approve under delegated authority and send to Senate for information the
- Course number change for PHIL XX1
- B-Soc/B-Sci designation for PHIL 105-3, Critical Thinking
- Course number change for PHIL 231
- Title change for PHIL 144
- B-Hum designation for PHIL 121 effective Summer 2016.”

CARRIED

**Motion 17**
It was moved by J. Craig and seconded by A. Gemino

“That SCUS approve under delegated authority and send to Senate for information the
Upper Division requirement changes to the Joint Major in Philosophy and Health Sciences effective Summer 2016.”

CARRIED

6. Department of Political Science (SCUS 15-38f)

**Motion 18**
It was moved by J. Craig and seconded by C. Lowenberger

“That SCUS approve under delegated authority and send to Senate for information the
New Course Proposal: POL 200-3, Investigating Politics: Research Design and Qualitative Methods effective Fall 2016.”

CARRIED

**Motion 19**
It was moved by J. Craig and seconded by A. Chinnery

“That SCUS approve under delegated authority and send to Senate for information the
- Title, description and prerequisite change for POL 201
- Deletion of POL 202 effective Fall 2016.”

CARRIED

Concern was expressed about the similarity in titles between POL 201 and POL 315.
[Secretary’s note: Title changed by department to “Introductory Quantitative Methods in Political Science”]
Motion 20
It was moved by J. Craig and seconded by A. Clapp

“that SCUS approve under delegated authority and send to Senate for information the Upper and lower division requirement changes to the Political Science Major, Honours, Extended Minor and Minor programs effective Summer 2016.”

CARRIED

7. French Cohort Program [SCUS 15-38g]

Motion 21
It was moved by J. Craig and seconded by E. Park

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the French Language Cohort Program in Public Administration and Community Services – Political Science Major and Political Science Extended Minor effective Fall 2016.”

CARRIED

8. Department of Psychology [SCUS 15-38h]

Motion 22
It was moved by J. Craig and seconded by E. Park

“that SCUS approve under delegated authority and send to Senate for information the
• Prerequisite change for PSYC 210
• Description change for PSYC 358
• Description and prerequisite change for PSYC 402
• Title, description and prerequisite change for PSYC 430
• Description change for PSYC 450
• Title, description and title change for PSYC 461
• Title, description and prerequisite change for PSYC 476
• Description change for PSYC 480 effective Summer 2016.”

CARRIED
c. Faculty of Communication, Art and Technology [SCUS 15-39]

1. School for the Contemporary Arts [SCUS 15-39a]

Motion 23
It was moved by M. Gotfrit and seconded by C. Lowenberger

“that SCUS approve under delegated authority and send to Senate for information the
• Title change for FPA 322, 323, 427, 428
• Prerequisite change for FPA 324
• Description change for FPA 326 effective Summer 2016.”

CARRIED

2. School of Interactive Arts and Technology [SCUS 15-39b]

Motion 24
It was moved by M. Gotfrit and seconded by J. Craig

“that SCUS approve under delegated authority and send to Senate for information the
title change for IAT 309W effective Summer 2016.”

CARRIED

3. School of Communication [SCUS 15-39c]

Motion 25
It was moved by M. Gotfrit and seconded by J. Craig

“that SCUS approve under delegated authority and send to Senate for information the
• Credit number change for CMNS 260
• Description change for CMNS 497
• Prerequisite change for CMNS 498
• Q designation for CMNS 325 effective Summer 2016.”

CARRIED

Motion 26
It was moved by M. Gotfrit and seconded by J. Craig

“that SCUS approve under delegated authority and send to Senate for information the
Upper Division requirement changes for the CMNS Major, Minor, Extended Minor and
Honours programs effective Summer 2016.”
6. Other Business

a. SCUS Subcommittee (SCUS 15-32)

1. Motions

   (i) Final Examinations T20.02 (SCUS 15-32c)

   This agenda item will be brought forward as a Notice of Motion to finalize the revisions to this policy. There was much discussion regarding the many issues around final examinations beginning with the timing of exams and the need for clear consistent language. It was agreed that there needed to be a review of all examination issues to come up with a comprehensive policy for example ghost exams, exam bank, non-return of exams, exam hardship, midterms etc. Gord will bring this back to the working group.

2. Notice of Motion

   (i) Residency requirements (SCUS 15-32d)
   (ii) Post Baccalaureate Diploma Program Transfer Credit (SCUS 15-32e)

   The committee discussed and revised the policy language for Residency requirements to include a 'From' and 'To' format with a rationale. There is currently no calendar language regarding residency requirements but yet it is practiced. A PDF format will be circulated to the SCUS group so they may review it with their faculty or group. Any feedback or concerns are to be brought forward to a future SCUS meeting. J. Hinchliffe added that the exchange credit residency requirement was approved by SCUS a few years ago; she will send the information out to the committee.

3. For Discussion – no documents

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

   Due to time constraints, these items for discussion were tabled until the next SCUS meeting.

b. SCUS Annual Report (SCUS 15-40)

   This item will go to Senate for information.
c. Advisor Accountability

J. Hinchliffe spoke to this agenda item with regard to academic advisors whom need to be encouraged to keep records of their conversations and discussions with students. This practice will not only help them and others in their department or faculties but will also help the students particularly when the time comes to apply to graduate. Jo explained that some advisors are reluctant to put anything in writing as they feel this might get them into trouble with students when in fact it is for their own protection as well as the students’.

Jo further added that advisors should be accountable for their actions regardless and asked the members if they could encourage their advisors to begin the practice of recording their sessions with their students. Training is being coordinated by Student Services by way of the Advisors Forum, CANVAS and various workshops.
Ask your advisors how they advise students on certain topics. What do they do? What is their standard practice? All feedback or any concerns to be forwarded to J. Hinchliffe.
Suggestions included developing advising templates and inviting Li-Jeen Broshko to an Advisor’s forum to discuss liability issues.

d. Elective Lists Not Approved by Senate

J. Hinchliffe raised the issue of “floating” elective course lists that are not approved by SCUS but are included in programs. The lists are maintained on a departmental website, which makes it difficult to program the APR as there is no formal notification of changes. Jo will bring back information to SCUS with regard to the extent of this practice.

e. STT Non-credit Courses

There was a brief discussion regarding Special Temporary Topics (STT). There was recently an STT request for a course to be taught by an academic advisor, zero credit, with the only requirement to pass the course being attendance. J. Hinchliffe raised a concern about the appropriateness of this being considered an academic course and whether or not this is setting a precedent.
All agreed further discussion is required and to table this agenda item for a future SCUS meeting.

Meeting adjourned at 4:35 pm
Minutes prepared by R. Balletta