Minutes of the Meeting
Undergraduate Program Committee
Wednesday September 8, 2010
3:00 to 5:00 p.m.
MC C407

Present: M. Connolly (Chair), **C.** Lidstone (Administrative Co-ordinator), B. Davis, E. DiFruscio, G. Gallagher, D. Grewal, D. Kneale, S. Nichols, P. Mackintosh, J. Mandigo, K. Meade, A. Silis, J. Sivell and M.L. Vanderlee

Regrets: B. Wright (Vice-Chair), J. Corman, G. Finn and P. Kitchen

Guests: Pat Beard and David Hughes

The Chair welcomed members and introductions were made.

1) Minutes of the May 12, 2010 meeting

MOVED (Silis/Sivell) to approve the Minutes of the May 12, 2010 meeting
CARRIED

2) Business arising from the Minutes of the May 12, 2010 meeting

None

3) UPC's Mandate

M.Connolly gave an overview of the committee's mandate and encouraged members to assume (if it is not emergent) different roles as in small group dynamics. Worthwhile discussion was stressed in order to utilize time efficiently. New programs will now go to ARC (Academic Review committee) then to UPC.

4) Formation of sub-committees to review submissions

Applied Health Sciences: Phillip Mackintosh, Astrid Silis and James Mandigo

Mathematics and Science: Kim Meade and Astrid Silis

Education:	Kim Meade, John Sivell and Daud Grewal
Humanities:	Douglas Kneale, Steven Nicholls and John Sivell
Social Sciences:	Phillip Mackintosh, Douglas Kneale, Steven Nicholls and Daud Grewal
Business:	Mary Louise Vanderlee

Members not present at the meeting will be added to a faculty at the next meeting on October 6.

For the benefit of new members, E. DiFrusio provided information about how the sub-committees conduct business**:**
-E. DiFruscio is present at all meetings.
-The Chair of each sub-committee determines the meeting dates and times after the submissions are received
-Issues and problems are communicated back to departments for resolution before the submissions are placed on the agenda for UPC's approval
-Unresolved issues are brought to UPC

5) Feedback from UPC re: Academic Reviews (CHSC, English, Classics and Women's Studies)

Pat Beard communicated that the role of UPC is to receive the Academic Review reports and to comment or make recommendations.

Discussion ensued about the type of feedback and P. Beard informed the committee that with respect to UPC the focus would be on the curriculum and coherency.

A question arose regarding future submitted changes for departments undergoing reviews. In the past UPC was asked not to approve major program changes if a department is being reviewed.

P. Beard indicated that minor changes can be approved but major program changes will not be approved unless the self study in done. Twelve more departments will be reviewed (5 already started).

MOVED (Vanderlee/Sivell) to approve that UPC will advise departments if their self study is overdue and that major program changes may not be considered by UPC. **CARRIED**
(1 Abstention)

In relation to the CHSC, English, Classics and Women's Studies reviews, members will provide feedback to the Chair of UPC. The information will then be presented to all members at the next meeting in October.

Another question arose about the 15 credit degree to be phased out in 2014. P. Beard informed the committee that this could be taken into consideration. Feedback from members should be forwarded to the Chair of UPC.

6) Addition of Aboriginal Education Consultation to Part D of the submission template

The request was forwarded to UPC via the Secretariat's office.

MOVED (Vanderlee/Nicholls) to approve the consideration of including a consultation line for the Aboriginal Education Council in Part D of the submission template.

There was discussion about the mandate of the AEC (Aboriginal Education Council) and it's relation to the university's curriculum.

MOVED (Mandigo/Mackintosh) to **DEFER** the motion until the mandate of the AEC is received. **CARRIED**

M. Connolly will contact Michael Manley-Casimir for the information.

7) Discussion – David Hughes: (a) Advanced Standing for Articulation Agreements (b) 8-100 level courses

a) Advanced Standing for Articulation Agreements: D. Hughes was seeking advice on how to get approval for an Articulation Agreement with advanced credit in Computer Science.

DISCUSSION

- While waiting for delineation of the process, Articulation Agreements are to be sent to G. Finn. The ARC (Academic Review committee) is responsible for approval of A.A's.

b) 8-100 level courses: D. Hughes communicated that there appears to be a discrepancy with the wording in the calendar and the Faculty Handbook regarding the number of 100 level courses allowed for a degree program.

DISCUSSION

A change was made to the wording in 2008 but it was not translated into the faculty handbook.

D. Hughes communicated that the change is creating more confusion for his faculty.

A small group consisting of John Sivell, Barb Davis and Maureen Connolly will propose new wording at the next meeting.

8) Other Business – None.

9) Adjournment - Meeting adjourned at 4:55 p.m.