Minutes of the Meeting Undergraduate Program Committee Wednesday September 23rd, 2009 10:00 a.m to 12:00 noon WH 209

Present: J. Mandigo (Chair), B. Wright (Vice-Chair), C. Federici (BUFA

Representative), C. Lidstone (Administrative Co-ordinator), S. Abbey, P. Beard, C. Colella, B. Davis, T. Dunk, G. Finn, H. Gayler, M. Kropf, R.

Lanteigne, M. Lux, K. Meade, B. Sainty, A. Silis and J. Sivell

Regrets: E. DiFruscio, P. Mackintosh and D. Grewal

Guest: L. Kwong, G. Gallagher and M. Mwinchande

1) Minutes of the September 9th, 2009 meeting

Agenda item #9 will be placed after item #5.

MOVED (Gayler/Finn) to approve the Minutes of the September 9th, 2009 meeting, as amended. **CARRIED**

2) Business arising from the Minutes of the September 9th, 2009 meeting

- J. Mandigo reported that:
- 1) He communicated the response from the UPC regarding the identification of courses with Aboriginal content, to J. Stewart.
- 2) The Concurrent changes approved at the last UPC meeting will go to Senate on September 23rd.

4) Budget Updates and Impact on UPC

Agenda item #4 was discussed before #3.

- G. Finn raised the issue of the October 31st deadline for submissions and the correlation with the budgetary process, with the Senior Administrators and Senate Chairs. There was no definitive feedback to report to the UPC.
- J. Mandigo raised the same issue with the Budgetary Advisory committee. There was no

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definitive feedback to report to the UPC.

3) Process for submission

G. Gallagher gave a detailed overview of the new online submission process and answered questions from members.

It was suggested that:

- 1) There should be option to highlight questions not answered on the submission form. **G. Gallagher will look into this for the 2011-2012 session.**
- 2) There was a request to attach a standard form with a link to ensure that adequate consultation (e-mail, letters and memos) takes place with all parties concerned.

MOVED (Sainty/Abbey) to approve the addition of a consultation form linked to the submission template; to ensure that the Chairs/Deans from all affected programs sign the form and that proper consultation has taken place between all parties.

CARRIED

The Registrar's office will create the form.

5) Discussion: Definition of "Concentration"

Members discussed the issue.

It was suggested that:

- 1) With the second degree, the departments should determine the courses.
- 2) That the programs with overlap be discussed with the departments.

The Registrar's office will run a list of the concentrations with overlap and report back to the committee at its next meeting.

6) Discussion: Eight 1st year credits

There was discussion about the possibility of reducing the number of 1^{st} year credits to 7 or 6 and use 2^{nd} year courses as context credits.

B. Sainty departed the meeting at 11:25 a.m.

At this time, it is not definitive as to how to proceed.

The following suggestions were made:

1) Forward the issues to the Associate Deans, Chairs and Directors then report back to the UPC and USAC.

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2) There is a sub-committee in place currently to deal with 15 credits. Perhaps use this committee to pursue the matter.

7) Other Business

There was discussion about the concept of a Minor in General Studies.

It was suggested that the committee revisit this concept.

T. Dunk departed the meeting at 11:30 a.m.

There was further brief discussion and then the meeting adjourned.

8) Adjournment

Meeting adjourned at 11:40 a.m.