Minutes of the Meeting
Undergraduate Program Committee
Friday November 9th, 2007
9:00 a.m. to 12:00 noon
Boardroom

Present: H. Gayler (Chair), A. Jansen (Vice-chair), C. Lidstone (Administrative Co-ordinator), C. Colella (BUFA Representative), P. Beard, M. Connolly, B. Davis, E. DiFruscio,G. Finn, B. Sainty and A. Saunders

Regrets: S. Abbey, T. Brooks, R. Hale, J. Heap, R. Lanteigne, J. Lightstone, and K. Meade

Guests: A. Lathrop, D. Siegel and J. Stewart

HIST 4V38 was added to the agenda.

1) Minutes of the September 14th, 2007 meeting.

MOVED (Finn/Sainty) to approve the Minutes of the September 14th, 2007 meeting.
CARRIED

2) Minutes of the October 19th, 2007 meeting.

MOVED (Sainty/Connolly) to approve the Minutes of the October 19th, 2007 meeting.
CARRIED

3) Business arising from the Minutes of the October 19th, 2007 meeting

Revised copies of the Articulation Agreements from the October 19th, 2007 meeting were brought forward for approval.

4) Approval of Agenda items 3-8 from the October 19th, 2007 meeting.

Articulation Agreement between Brock University and George Brown College: Labour Studies with Majors in Economics, History, Political Science and Sociology (revised copy).

Terms and Conditions to be renumbered.
Pg. 9 - "5 non-specified Brock University elective credits" requires clarification- J. Stewart will consult with B. Davis.
Old Brock logo has to be replaced on all the agreements.

Pg. 14 (Year 4) - Program note has to be added regarding "SOCI 2P90 or above"

MOVED (Sainty/Connolly) to approve the Articulation Agreement between Brock University and George Brown College: Honors Degree in Labour Studies – School of Labour/Human Resources Management as amended. **CARRIED**

Articulation Agreement between Brock University and Sheridan College: Montessori Education with Majors in Child and Youth Studies and Psychology (revised copy).

"5 non-specified Brock University elective credits" requires clarification- J. Stewart will consult with B. Davis.
Clauses have to be renumbered.
Pg.4 (Year 2/4 electives) – Program note has to added.
Pg. 5 (Year 4) all electives in ( ) deleted.

MOVED (Sainty/Connolly) to approve the Articulation Agreement between Brock University and Sheridan College: Honours Degree in Child and Youth Studies – Montessori Education Program or Four Year BA with a Major in Psychology/Montessori Education Program, as amended. **CARRIED**

Articulation Agreement between Brock University and Sheridan College: Emergency Management with Majors in Communications Studies and Political Science (revised copy).

Pg. 4 (Year 4) –A program note has to be added, instead of courses listed in ( ).

MOVED (Sainty/Connolly) to approve the Articulation Agreement between Brock University and Sheridan College: Honours Degree in Political Science or Communications Studies and Emergency Management Certificate, as amended. **CARRIED**

Articulation Agreement between Brock University and Sheridan College: Social Service worker with a Major in Women's Studies (revised copy).

Pg. 7 (Clause #2) – Sentence was changed to use the words "recommended" instead of "required".
Evidence to support societal need (copy of the letter from the Y.W.C.A) will be forwarded to Pat Beard.

A note will be added regarding the reimbursement of part of the registration fee if students attend the Leadership Skills training seminar in the Student Development Centre.

MOVED (Sainty/Connolly) to approve the Articulation Agreement between Brock University and Sheridan College: Four-Year Degree in Women's Studies – Social Service Worker Diploma, as amended.

CARRIED

Articulation Agreement between Brock University and Mohawk College: Insurance Studies with a Major in Economics (revised copy).

Pg. 4 (Part D- first paragraph) – added "/centres (Faculty as appropriate)"

The Agreement was Tabled until consultation takes place with the Department of Economics to clarify equivalent transfer credits.

MOVED (Connolly/Saunders) to Table the Articulation Agreement between Brock University and Mohawk College: Honours Degree in Economics (Insurance Studies Diploma) and Honours Degree in Economics (Insurance Studies Diploma.)

CARRIED

Collaborative Agreement between Brock University and Yukon College: Women's Studies (revised copy).

MOVED (Sainty/Connolly) to approve the Collaborative Agreement between Brock University and Yukon College: Accelerated Four Degree in Women's Studies.

CARRIED

5) Court and Tribunal Agent or Law Clerk.

A note has to be added that ACTG 2P40 cannot be taken at Brock.
Clarification is required for the elective credit (ACTG 2P40 or MGMT 2P82) – J. Stewart to follow up.
Pg. 10 – under Law Clerk: 9th sentence changed to read "after gaining a B.A from Brock University".
Pg. 11 (Year 1) – WRIT 1P94 added to the list of elective credits.

MOVED (Sainty/Connolly) to approve the Articulation Agreement between Brock University and Seneca College: Court and Tribunal Agent or Law Clerk, as amended.
CARRIED

6) Bachelor of Arts – Distinct and Diverse Communities

J. Stewart will send a copy of the letter regarding societal need to P. Beard.

At the next meeting, E. DiFruscio will provide a list of the credits (contemporary language) that would suffice as a program note.

Wording has to be added to reflect that the program has potential for expansion in other streams.

Pg. 9 (General Information) paragraph rewritten to read: *"The Distinct and Diverse Communities program involves courses offered through Brock University and Seneca College of Applied Arts and Technology. This four year program combines a BA Honours or BA with Major in Distinct and Diverse Communities with training in a variety of applied social service settings at Seneca. Obtaining a BA Honours or BA with Major and a college diploma would ordinarily require at least five years of study but this Brock-Seneca collaborative program combines the two into a single integrated package that can be completed in four years. Students obtain a strong theoretical foundation in a variety of aspects of social services combined with solid applied skills. At Brock students complete an integrated series of courses from a wide range of disciplines. At Seneca students complete the Social Service Worker Immigrants and Refugees program. Enrollment is limited."*

MOVED (Sainty/Connolly) to approve the Articulation Agreement between Brock University and Seneca College: Four-Year Degree in Distinct and Diverse Communities, as amended. **CARRIED**

7) Submitting online courses, new or change of format – M. Connolly

In consultation with G. Finn, M. Connolly produced 3 forms for on-line courses in order to enable I.T. to determine if the initiative (courses partially or fully on-line) can be facilitated. Virtual space is a huge issue with simultaneity. These forms are already on-line as part of the submission template.

8) Medical forms (A. Lathrop 11:00 a.m.) and amendments to the FHB III 9.4.1 (3) Examination: Permission to write and FHB 12.3: Appeals: Medical Appeals (B. Davis)

The Student Medical Certificate Brock University (generic form), the Student Health Services Brock University Medical Certificate and the amendment to the FHB were submitted to the Undergraduate Program committee for review. The generic form will also be reviewed by the Undergraduate Student Affairs committee and CAD. If adopted, a motion will be put forth by the UPC to Senate.

Anna Lathrop provided the rationale for producing the form (Student Medical Certificate - Brock University). Medical notes from personal physicians are usually vague and students have to return at least 3 times in order to obtain the proper medical documentation.

The form was produced in consultation with M. Schick Porter of the Student Health Services and will be used for legitimate evidence gathering when a medical condition requires special accommodation for any academic activity. The form will be kept in the department for 1 year. The "Student Health Services Brock University Medical Certificate" is currently used when students attend Brock's Health Services clinic.

Recommendations:
* "Centre" was added.
* "Date original received" and "Received by" was added under Departmental/Centre use.

9) Other Business

a) HIST 4V38

MOVED (Connolly/Finn) to approve the addition of HIST 4V38 D3, F/W 2006-2007 to the course bank. **CARRIED**

b) Part D on the submission template – Consultation and Approvals (first sentence) was amended to read "Please identify consultations with all departments/centres (Faculty as appropriate) affected by these changes and the results of those discussions."

10) Adjournment

Meeting adjourned at 12:00 noon