Call to Order

The Chair called the meeting to order at 9:51 a.m. and declared the absence of a quorum. Attending members agreed to continue the meeting as a discussion and information session only.

At 9:57 a.m. it was determined that a quorum had now been established and the official meeting was called to order.

1. APPROVAL OF AGENDA

1.1 Motion 14-01 That Academic Standards Committee approves the agenda as presented.

Tibbetts

Amendment:
The time for the meeting should read 9:30 a.m. to 11:00 a.m. not 9:30 a.m. to 11:00 p.m.

This was accepted as a friendly amendment by the mover. The motion (restated) now reads:

That Academic Standards Committee approves the agenda as amended.

Carried

2. CONFLICT OF INTEREST

2.1 Action Subject to the Conflict of Interest provision of the General Faculties Council General By-Laws, the Chair asked members to declare any conflict that may have with respect to the meeting agenda.

No conflicts declared.

3. MINUTES

3.1 Motion 14-02 That Academic Standards Committee approves the minutes of Meeting 13, held October 15, 2013 as presented.

Tibbetts
Amendment
Page 3, Action item 5.4 – second paragraph – add the word amendment after friendly.

This was accepted as a friendly amendment by the mover. The motion (restated) now reads:

That Academic Standards Committee approves the minutes of Meeting 13, held October 15, 2013 as amended.

Carried

4. BUSINESS ARISING FROM THE MINUTES
None

5. ACTION ITEMS

5.1 Action
Recommend approval of changes to the Undergraduate Degree Conversion from Three to Four-year Program Policy (135).

Motion 14-03
THAT Academic Standards Committee recommends Academic Planning and Policy Committee recommends General Faculties Council approves the changes to the Undergraduate Degree Conversion From Three to Four-Year Program Policy (135), effective December 11, 2013.

Fabbro

Helen Salzл presented this item.

Carried

5.2 Action
Recommend approval of changes to the Application for Graduation Policy (041).

Motion 14-04
THAT Academic Standards Committee recommends Academic Planning and Policy Committee recommends General Faculties Council approves the changes to the Application for Graduation Policy (041), effective December 11, 2013.

Fabbro

Helen Salzл presented this item.

Carried

5.3 Action
Recommend approval of the changes to the Master of Education (M.Ed.) Program Regulations.

Motion 14-05
THAT Academic Standards Committee recommends Academic Policy and Planning Committee approves the following changes to the Master of Education (M. Ed) Program Regulations, effective September 1, 2014:

- Remove MDDE 610, 615, 620, 621 661, 662, 663, 664 from the list of technology courses available to complete the core requirement of 3 credits in a technology course.

Esmahi
Pat Fahy presented this item, noting 610 and 620 are the only courses used.

Carried

5.4 Action

Recommend approval of the removal of the incomplete procedure and addition of a course extensions procedure for all courses offered through the Centre for Distance Education.

Motion 14-06

THAT Academic Standards Committee recommends Academic Policy and Planning Committee approves the changes to the course related procedures for all courses offered through the Centre for Distance Education (CDE), effective December 3, 2013:

Remove the following procedure for Incomplete courses:

Incomplete
In exceptional circumstances, and where the course instructor concurs, students may be assigned a grade of Incomplete (INC). This allows students to take an additional two months to complete and submit the course work. Two months after the original course completion date, a grade will be assigned to the course. If the required course work has not been submitted, a failing grade of "F" will be assigned.

Add the following procedure for Course Extensions:

Course Extensions
In exceptional circumstances, and where the course instructor concurs, students may be granted a short course extension. Students taking courses in a CDE program (i.e., courses beginning with the prefix MDDE or EDDE) may submit assignments up to 30 days after the last day of the course upon approval of the instructor. A Course Extension is required to submit assignments after that date. Course extensions for a period of up to 50 days may be granted upon approval of the instructor or Program Director and payment of a $250 course extension fee. Courses not completed within 90 days of the final day of the course may receive a grade of “F”.

Fahy

Pat Fahy presented this item.

Member Salzl expressed concern this procedure is setting up a manual process. The presenter commented this has been discussed with the Office of the Registrar and it was agreed this process is better than incomplete status.

Member Thompson inquired about implications for other faculties and the $250 course extension fee. Member Salzl commented there is no policy on this matter for graduate levels and practices across faculties were inconsistent for graduate level courses.

Carried
5.5 Action

Recommend approval of the addition of an admission deferral in the Doctor of Education in Distance Education Program Regulations.

Motion 14-07

THAT Academic Standards Committee recommends Academic Policy and Planning Committee approves the addition of the following in the Doctor of Education (Ed.D.) in Distance Education Program Regulations, effective September 1, 2014:

Program Deferral

Ed.D. students may defer the start of their program for a period of no more than one year, upon approval of their request by the Ed. D. (Distance Education) Program Director and payment of the first program fee. If, after the one-year deferral, the student has not commenced the program, he/she will be required to reapply to re-join the program.

Fahy

Pat Fahy presented this item.

Helen Mayes noted the word referral in the agenda title on the outline of issue form should be deferral.

Carried

5.6 Action

Recommend approval of the Regulation changes for the University Certificate in Career Development.

Motion 14-08

THAT Academic Standards Committee recommends Academic Planning and Policy Committee approves the following changes to the University Certificate in Career Development, effective January 1, 2014:

- Add Psychology (PSYC) 460 Practicum in Career Development to the required courses
- Increase required credits from 12 to 15 credits
- Reduce elective credits from 18 to 15
- Reduce credits in Focus Area 1: Disciplinary Elective Courses from 12 to 9 credits

Hunter

Geoff Peruniak presented this item.

Member Tibbetts inquired about the process for students in the practicum course to arrange a practicum. The presenter responded students would informally approach an agency prior to enrolment and after enrolment, the practicum coordinator would be involved.

Member Salzl inquired if the practicum course was already developed and was informed it is awaiting approval.

Carried
5.7 Action

Recommend approval for the Regulation Changes to the Bachelor of Arts English Major, concentration and Minor.

Motion 14-09

THAT Academic Standards Committee recommends Academic Planning and Policy Committee approves the changes to the Bachelor of Arts English Major, Concentration and Minor Regulations as follows, effective January 1, 2014:

**Bachelor of Arts English Concentration**

Add under ‘Requirements in addition to the general program requirements for the 3-year BA with Concentration’:
- 3 junior (200) level English credits in composition, for example ENGL 255 Introductory Composition
- in literary genres, for example ENGL 211 Prose Forms and ENGL 212 Poetry and Plays after 6 junior (200) level English credits
- 3 senior credits in literary theory, for example ENGL 316 Approaches to Literary Theory and Criticism

**Bachelor of Arts English Major**

Add under ‘Requirements in addition to the general program requirements for the 4-year BA with Major’:
- 3 junior (200) level English credits in composition, for example ENGL 255 Introductory Composition
- in literary genres, for example ENGL 211 Prose Forms and ENGL 212 Poetry and Plays after 6 junior (200) level English credits
- 3 senior credits in literary theory, for example ENGL 316 Approaches to Literary Theory and Criticism

Change under Electives from

‘Select all courses labelled ENGL, except all 100-level English courses. These courses will not count towards the Major in English.’

to

‘Select 33 credits at the senior level in English.’

**Bachelor of Arts English Minor**

Change from

1. 30 credits in ENGL courses except all 100-level English courses.
2. 15 senior-level credits in English.

to

1. 30 credits in English with a minimum of 15 at the senior level.
2. 3 junior (200) level English credits in composition, for example ENGL 255 Introductory Composition.
3. 6 junior (200) level English credits in literary genres, for example ENGL 211 Prose Forms and ENGL 212 Poetry and Plays.
4. 3 senior credits in literary theory, for example ENGL 316 Approaches to Literary Theory and Criticism.

Note: Courses at the 100 level in English cannot be used toward the minor.

Hunter

Jill Hunter presented this item.

Carried
5.8 Action  Recommend approval to cross-list History/Women’s and Gender Studies (HIST/WGST) 366: Famous Feminists and Their Times: Global History of Feminism with Global Studies (GLST) 366: Famous Feminists and Their Times: Global History of Feminism.

Motion 14-10 THAT Academic Standards Committee recommends Academic Planning Committee approves the cross-listing of History/Women’s and Gender Studies (HIST/WGST) 366: Famous Feminists and Their Times: Global History of Feminism with Global Studies (GLST) 366: Famous Feminists and Their Times: Global History of Feminism, effective January 1, 2014.

Hunter

Jill Hunter presented this item.  Carried

5.9 Action  Recommend approval to cross-list Art History (ARHI) 301: Canadian Visual Culture with Cultural Studies (CLST) 301: Canadian Visual Culture.

Motion 14-11 THAT Academic Standards Committee recommends Academic Planning and Policy Committee approves the cross-listing of Art History (ARHI) 301: Canadian Visual Culture with Cultural Studies (CLST) 301: Canadian Visual Culture, effective January 1, 2014.

Hunter

Jill Hunter presented this item.  Carried

6. DISCUSSION ITEMS

6.1 Discussion  Draft Course Development Policy and Procedures

Cindy Ives presented this item, noting this policy would replace the Undergraduate Course Materials Development Policy and the impact is to establish clear guidelines for course development across the university and allow for flexibility and faculty control while maintaining quality.

Member Fabbro inquired about the continuing use of the course tracking system. The presenter noted it was a course tracking system, not the course tracking system and that there should be a central course tracking system.

6.2 Discussion  Program Review Response Report: Master of Education (Distance Education)

Pat Fahy presented this item.

7. INFORMATION ITEMS

7.1 Information  Annual Program Review Update: Bachelor of Human Resources and Labour Relations

Bruce Spencer presented this item.
<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>7.2</td>
<td>Information</td>
<td>Annual Program Review Update: Bachelor of Nursing Programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cynthia Tibbetts presented this item.</td>
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<tr>
<td>7.3</td>
<td>Information</td>
<td>Program Review Schedule</td>
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<tr>
<td></td>
<td></td>
<td>The Acting Vice President Academic presented this item. It was noted all Bachelor of Nursing programs will be included under the future reviews section.</td>
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8. **OTHER BUSINESS**

None

9. **SCHEDULE OF PENDING ITEMS**

None

10. **ADJOURNMENT**

10.1 **Motion 14-12**

That Academic Standards Committee be adjourned.

Tibbetts Carried

The meeting adjourned at 10:23 a.m.