

# SENATE COMMITTEE ON UNDERGRADUATE STUDIES

## MINUTES

July 4, 2019 ~ 2:30 pm – 4:30 pm  
**W.A.C. Bennett Library Room 7200**

Attendees: W. Parkhouse (Chair), E. Elle (Vice-Chair), K. Nordgren (secretary), S. Birnie, S. Chorney, M. Crouch, D. Hik, P. Kingsbury, C. Murray, K. Oldknow, A. Parmar, K. Pathania, S. Poyntz, S. Rhodes, S. Spector

Regrets: J. Chou, N. van Houten, K. Verkerk

Guest: David Chariandy, Professor, Department of English

### **1. Approval of the Agenda**

There was an additional item for discussion under Other Business

### **2. Approval of the Minutes of June 6, 2019**

There was a minor correction on page 4, which should read:

*“K. Oldknow added that in engineering there are similar situations where introductory courses show up at the senior undergraduate level.”*

The minutes were approved as amended.

### **3. Open Discussion**

Before the Open Discussion began, introductions were made for the benefit of the new committee members.

#### **a. Policies in Progress – Focus of the Next Year Ahead**

S. Birnie began the discussion providing a list of issues SCUS or sub-committees will review in the upcoming year:

Exam Policy – was reviewed by SCUS in 2017; however, changes were held pending changes to the Scheduling policy. Will be considering changes to include midterm examinations.

Tuition Refund Policy (Course Drop Period) – policy changed in Fall 2015; will be reviewing the data from the past four years to evaluate impacts to enrollment and tuition fee revenue.

Repeat Policy – work is in progress now have a better (b)7c0.002 b b in bd

Calendar Publication Cycle – in 2011 moved to publishing 3 times/year (by term); will be reviewing the process, and evaluating the successes/challenges.

Enrollment – one-term vs two-term enrollment.

Parchments – review the changes to the parchment implemented in June 2018; investigate other requests for modifications to the parchment.

The Chair added to this list:

Certificates – reviewing certificate programs.

New program review – drafting a mechanism for a new program review at the 5-year mark; refining the NOI document to a few pages

Other:

Revisit the Forgiveness Policy

Enrollment limits – term unit load.

Classroom scheduling policy – recrafted and sent out for formal discussion; procedures have been taken out of policy.

With regard to sub-committees, the Chair will bring forward in the Fall for discussion and recruitment due to summer absences and lack of data for review.

#### **4. New Business**

##### **COURSE CHANGES (SCUS 19- 45)**

The following course changes were approved by delegated authority, effective Summer 2020.

##### **a. Faculty of Applied Sciences**

###### **1. Mechatronic Systems Engineering (MSE)**

- (i) Prerequisite change for MSE 312 (Spring 2020)

##### **b. Beedie School of Business**

- (i) Equivalent statement change for BUS 254

##### **c. Faculty of Environment**

###### **1. School of Environmental Science (SES)**

- (i) W designation for EVSC 490 (Spring 2020)



## NEW PROGRAMS

### a. Faculty of Arts and Social Sciences (SCUS 19-49)

#### 1. Department of English

(i) Notice of Intent: Creative Writing Minor (SCUP)

#### **Motion 4**

It was moved by C. Murray and seconded by S. Poyntz

“that SCUS approve and recommend to SCUP the Notice of Intent for the Creative Writing Minor.”

CARRIED

C. Murray provided a brief overview of this agenda item and introduced Professor David Chariandy who attended today's meeting

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## **b. General Discussion – Micro-credentials**

C. Murray provided some background to the survey currently being circulated to higher education in Canada regarding micro-credentials. She began the brief discussion by posing the question to the SCUS group if SFU is subscribing to this and if there were any faculty members interested in exploring micro-credentials. E. Elle commented that she understood that these micro-credentials would not be added to the degree and there were issues reported from institutions that pursued this avenue. S. Spector suggested that C. Murray speak to C. Stevenson in Beedie for more information and discussion.

## **c. The Chair – closing remarks**

The August SCUS meeting was tentatively cancelled.

The Chair extended a heartfelt Thank you to Stephen Spector and Stuart Poyntz for their dedication to the SCUS group and the collegial spirit they bring to the committee at every meeting.

Meeting adjourned at 3:27 pm  
Minutes prepared by R. Balletta