

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

MINUTES

September 15, 2016 ~ 2:30 pm –4:30 pm
LIBRARY– ROOM 7200

Attendees: W. Parkhouse (acting Chair), A. Chinnery, A. Clapp, J. Hinchliffe (secretary),
M. Lechner, L. Legris, D. Lu, C. Murray, E. Park, S Poyntz, S. Rhodes,
S. Spector (A. Gemino)

Regrets: G. Myers(Chair), P. Gallilee, A. Gemino, C. Lowenberger

1. Approval of the Agenda

Introductions were made for the benefit of the new committee member , Stuart Poyntz

There were two additional items added under 'Other Business':

- x For discussion, items that will be brought back to SCUS from the SCUS sub committee
- x For discussion, possible revisions to the SCUS terms of reference

Motion

2. School of Mechatronic Systems Engineering (SCUS 1630b)

Motion 6

It was moved by E. Park and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the requirement changes to the MSE Major, MSE/BUS Double Degree and MSE Honours programs effective Summer 2017.”

CARRIED

E. Park gave a brief overview of the intent of this requirement change.

Motion 7

It was moved by E. Park and seconded by L. Legris

“that SCUS approve under delegated authority and send to Senate for information the:
x Prerequisite change for MSE 250 and 481
x Deletion of MSE 350 and 351 effective Summer 2017.”

CARRIED

4. Other Business

a. Withdrawal Under Extenuating Circumstances (SCUS 1633)

Motion 8

It was moved by S. Poyntz and seconded by L. Legris

“that SCUS approve the changes to the guidelines and procedures as circulated effective immediately to read:

IV. GUIDELINES

4. Personal Letter

Undergraduate WE applicants must write a clear and concise letter (no longer than two pages double-spaced or one page single-spaces and typed) stating the reason for why they are applying to withdraw. There should be a direct link between information presented in the cover letter and the supporting documents. A chronological list of relevant events is helpful when reviewing all requests. A vague cover letter accompanied by weak supporting documents or none at all will delay the outcome or result in a denied decision.

In cases where a student has experienced a sexual assault, the requirement to provide a personal letter can be an additional emotional hardship. In these cases, the following authorized staff members (or designates) can provide a written letter of support in lieu of the personal letter outlines above:

