



ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

Minutes of the Public Session of the March 18, 2025 Meeting
via Videoconference
9:11 a.m. – 9:23 a.m.

[Undergraduate Studies Committee Agenda & Materials 2024-2025](#)

Present: Mary Bluechardt (Chair), Wendy Barber, Kimberley Clow, Ana Duff, Randy Fortier, Janet McCabe, Mehdi Hossein Nejad, Scott Nokleby, Darryl Papke, Jemma Tam, Adam Wingate

Regrets: Tega Ubor

Staff and Guests: Kirstie Ayotte (Secretary), Jessica Boswell, Nicola Crow, Susan Forbes, Michelle Heslip, Andrea Kassaris, Kimberley McCartney, Becky Tranter

1. Call to Order and Land Acknowledgement

The Chair called the Public session of the meeting to order at 9:11 a.m. and A. Duff read aloud the Land Acknowledgement.

2. Approval of Agenda

The Chair noted that for the first time, USC has both a public and non-public session. She emphasized that the non-public session was necessary to address confidential materials and conduct USC business efficiently, following the structure of other Academic Council Committees and Academic Council. She also reaffirmed the purpose of the Consent Agenda, which helps the Committee address routine matters efficiently and focus on major business items. She clarified that the Consent Agenda does not prevent discussion; however, items listed under the consent sections will not be discussed unless a Member requests it.

Upon a motion duly made by M. Hossein Nejad and seconded by R. Fortier, the Undergraduate Studies Committee Agenda was approved as presented, including approving and receiving the Consent Agenda and its contents.

3. Chair's Remarks

The Chair welcomed Susan Forbes, who would be speaking on the LEAP program as a new University credit course. She acknowledged the busy time in the semester, encouraging self-care for faculty, staff, and students and thanked

members for their patience with the meeting process changes. She also expressed appreciation to the Committee and staff for their hard work and dedication.

4. New Course (Approval)

4.1 New University for Academic Credit Course – LEAP 1001U* (M)

S. Forbes presented the New University for Academic Credit Course - LEAP 1001U and was available for any questions.

In response to a question regarding the length of the program, S. Forbes confirmed that it has always been designed as a semester-long course, she also confirmed that the course fees for Domestic and International Students would align with existing practices as only the Board is authorized to approve changes.

Upon a motion duly made by J. McCabe and seconded by R. Fortier, the USC hereby approves the transition of the Learner Engagement for Academic Purposes (LEAP) course from non-credit to for-credit status under the new course code LEAP 1001U, making it eligible for OSAP and compliant with international student study permit requirements.

5. Cyclical Program Review (Approval)

5.1 Bachelor of Health Science (Hons) and Bachelor of Health Science (Hons), Kinesiology – 18 Month Follow-Up* (M)

D. Papke explained that the 18-month report is a standard follow-up to program reviews, including tracking progress on action items from the implementation plan. He noted that the Faculty has made significant progress on the recommendations. He also advised that the report was reviewed by the Provost for progress and resource considerations and was recently reviewed by the Academic Resource Committee (ARC).

Upon a motion duly made by R. Fortier and seconded by S. Nokleby, the USC hereby approves the 18-Month Follow-Up Report from the Bachelor of Health Science (Hons) and Bachelor of Health Science (Hons), Kinesiology Cyclical Program Review, as presented.

5.2 Bachelor of Arts (Hons) – Legal Studies – 18 Month Follow-Up* (M)

D. Papke advised, like the previous 18-month review, the standard report is a follow-up to tracking progress on action items from the implementation

plan. He confirmed that the Faculty is on track and that ARC has also recently reviewed the report.

In response to a question regarding the omission of item 4 on the implementation plan, D. Papke clarified that the numbers referenced the original recommendations from the external reviewers and that all action items were listed in proper sequence. He explained that item four was a recommendation from the reviewers that was not included in the implementation plan.

A Member noted that out of three recommendations, one was cancelled, one was on hold, and only one had been completed, questioning whether this was typical for a program review after 18 months. D. Papke responded that there is considerable variation in review outcomes and that it is not uncommon for some recommendations to not proceed. He explained that while this case may seem more noticeable, it is due to the small number of initial recommendations compared to other reviews.

Upon a motion duly made by R. Fortier and seconded by K. Clow, the USC hereby approves the 18-Month Follow-Up Report from the Bachelor of Arts (Hons) – Legal Studies Cyclical Program Review, as presented.

6. Consent Agenda* (M)

The Chair confirmed that the Consent Agenda and the items in the Consent Agenda were approved and received in the approval of the Agenda at the start of the meeting.

6.1 Public Minutes of the February 18, 2025 Meeting* (M)

7. Volunteer for April Land Acknowledgement

J. McCabe volunteered to provide the April 2025 meeting's Land Acknowledgement.

8. Adjournment (M)

Upon a motion duly made by S. Nokleby, the March 18, 2025 Public Session of the USC meeting adjourned at 9:23 a.m.

Kirstie Ayotte, Assistant University Secretary