



ACADEMIC COUNCIL MEETING
Undergraduate Studies Committee

AGENDA

Date: June 17, 2025

Time: 9:00 a.m. – 9:30 a.m.

[Zoom Videoconference Link \(registration required\)](#)

Meeting Materials

| No. | | Topic | Lead | Suggested Start Time |
|-----|-----|---|-------|----------------------|
| | | Public Session | | |
| 1. | | Call to Order and Land Acknowledgement | Chair | 9:00 a.m. |
| 2. | | <u>Agenda</u> (M) | | |
| 3. | | Chair's Remarks | | |
| 4. | | Consent Agenda* (M) | Chair | 9:10 a.m. |
| | 4.1 | <u>Public Minutes of the May 20, 2025 Meeting*</u> (M) | | |
| | 4.2 | Memos: i) <u>Frazer Faculty of Education: Mode of Delivery Flexibility for Undergraduate Courses*</u> (I) ii) <u>Faculty of Business and Information Technology: Mode of Delivery Flexibility for Undergraduate Courses*</u> (I) iii) <u>Faculty of Health Sciences: Mode of Delivery Flexibility for Undergraduate Courses*</u> (I) | | |
| | 4.3 | Suffix Changes: iv) <u>Faculty of Education Co-op and Internship Suffix Changes</u> (I) v) <u>Faculty of Social Science and Humanities Co-op and Internship Suffix Changes</u> (I) | | |

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|-----------|-----|---|-------|-----------|
| | | vi) Faculty of Science Co-op and Internship Suffix Changes (I) | | |
| | 4.4 | Course Changes: HLSC 4990U , NURS 2500U , NURS 2605U , NURS 2701U , NURS 2703U , NURS 3700U , NURS 3702U , NURS 3703U , NURS 4100U , NURS 4600U | | |
| | 4.5 | New Course: KINE 3300U | | |
| 5. | | Volunteer for September Land Acknowledgement | Chair | 9:10 a.m. |
| 6. | | Adjournment (M) | Chair | 9:15 a.m. |
| | | Non-Public Session | | |
| 7. | | Call to Order | Chair | 9:20 a.m. |
| 8. | | Consent Agenda: (M) | Chair | 9:25 a.m. |
| | 8.1 | Non-Public Minutes of the May 20, 2025 Meeting* (M) | | |
| 9. | | Termination (M) | Chair | 9:30 a.m. |

Kirstie Ayotte, Assistant University Secretary

ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

Minutes of the Public Session of the May 20, 2025 Meeting
via Videoconference
9:01 a.m. – 9:21 a.m.

PUBLIC SESSION

Undergraduate Studies Committee Agenda & Materials 2024-2025

Present: M. Bluecharadt (Chair), W. Barber, J. Boswell, N. Crow, K. Clow, A. Duff, R. Fortier, M. Hossein Nejad, J. McCabe, S. Nokleby, D. Papke, J. Tam, A. Wingate

Regrets: H. MacPherson, T. Ubor

Staff and Guests: K. Ayotte (Secretary), M. Heslip, K. McCartney, B. Tranter

1. Call to Order and Land Acknowledgement

The Chair called the Public session of the meeting to order at 9:01 a.m. and A. Wingate read aloud the Land Acknowledgement, reflecting on the importance of the recent Moose Hide Campaign.

2. Approval of Agenda

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

One (1) Opposed

A member questioned why the Cyclical Program Reviews (CPRs) – Final Assessment Report, are now conducted in non-public sessions. They also asked which parts of the review documents are confidential, expressing concern that treating the entire report as non-public limits transparency.

N. Crow noted that this question was also addressed at the last Academic Council meeting. She advised that as parts of the Report were confidential due to the nature of the content, it was appropriate for this item in its entirety to be addressed in a non-public session. Once the full Report is reviewed and approved by the USC in accordance with the USC's responsibilities for such items, it is then publicly posted and provided, without the confidential component, as information to Academic Council and Board of Governors, thereby enabling public access whilst ensuring compliance with IQAP requirements. D. Papke also explained that while certain CPR materials have always been confidential, the move to non-public sessions was prompted by the

shift to posting USC agendas and materials online, increasing the risk of exposing sensitive information compared to the previous practice which did not involve public posting of USC materials. He noted that although the whole Final Assessment Report is not confidential, as there is a component of the full package that is confidential, it is appropriate for the Report to be a non-public agenda item.

He further advised that the Report's Executive Summaries, which are shared publicly once approved by the Committee, are intended to reflect the essential elements of the full Report, with only minor confidential details excluded. The goal is to present the results of the review rather than the full process. He added that public documents are posted in accordance with IQAP and Quality Council guidelines, and the confidential content is withheld based on provincial and institutional policy. N. Crow reiterated that a decision was made this academic year to start publicly posting USC materials, thereby increasing accessibility to USC materials.

In response to a question raised about the use of the Zoom Webinar platform for Academic Council and committee meetings, N. Crow explained that this transition had been addressed at the most recent Academic Council meeting. She noted that the University Secretariat had been evaluating videoconferencing options to enhance both the user/meeting experience and administrative effectiveness and efficiencies. Following a review of several platforms, Zoom was selected for its functionality both from a meeting participant perspective and administratively. The aim is to provide a consistent, in-person like experience for meeting participants and those attending in a public capacity. She confirmed that the Steering Committee had discussed and formally endorsed the use of Zoom for Academic Council related meetings.

3. Chair's Remarks

The Chair welcomed attendees and expressed excitement for the upcoming Convocation in Polonsky Commons. She highlighted its positive impact on campus and encouraged attendance.

4. Major Program Modification (Approval)

4.1 Faculty of Business and IT: Bachelor of Commerce – Specialization in Artificial Intelligence (AI) for Business* (M)

M. Hossein Nejad presented the Bachelor of Commerce – Specialization in Artificial Intelligence (AI) for Business and expressed excitement about offering new specializations in AI and Cybersecurity to Bachelor of Commerce students. He noted that each specialization includes three courses, aiming to integrate IT and business expertise within the Faculty.

Upon a motion duly made by M. Hossein Nejad and seconded by A. Duff, the USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Commerce to offer a Specialization in Artificial Intelligence (AI) for Business.

4.2 Faculty of Business and IT: Bachelor of Commerce – Specialization in Cybersecurity for Business* (M)

M. Hossein Nejad presented the Bachelor of Commerce – Specialization in Cybersecurity for Business, noting that this set of three Cybersecurity courses are designed for commerce students

to provide them with essential knowledge and exposure to an increasingly important field of study.

Upon a motion duly made by M. Hossein Nejad and seconded by A. Duff, the USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Commerce to offer a Specialization in Cybersecurity for Business.

5. Consent Agenda* (M)

The Chair confirmed that contents of the Consent Agenda were approved and received under Agenda Item #2.

- 5.1 Public Minutes of the April 15, 2025 Meeting* (M)
- 5.2 Frazer Faculty of Education and Faculty of Social Science and Humanities: Bachelor of Arts (Hons) – Educational Psychology* (I)
- 5.3 Bachelor of Health Sciences – Kinesiology to Durham College – Massage Therapy Articulation Agreement Schedule* (I)
- 5.4 Editorial Change:
 - i) [BHSc Medical Laboratory Science – Exam Provider and Update to University Information](#)

6. Volunteer for June Land Acknowledgement

R. Fortier volunteered to provide the June 2025 meeting's Land Acknowledgement.

7. Adjournment (M)

Upon a motion duly made by S. Nokleby, the Public Session of the USC meeting adjourned at 9:21 a.m.

Kirstie Ayotte, Assistant University Secretary

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

| | |
|----------------------|-------------------------------------|
| Recommendation | <input type="checkbox"/> |
| Decision | <input type="checkbox"/> |
| Discussion/Direction | <input type="checkbox"/> |
| Information | <input checked="" type="checkbox"/> |

DATE: 17 June 2025

FROM: Frazer Faculty of Education

SUBJECT: Mode of Delivery Flexibility for Undergraduate Courses

MANDATE:

In accordance with Section 5.1 of the IQAP Curriculum Change Procedures, Minor Curricular Changes fall under the purview of the Faculty Council(s)...and include changes in the design, mode of delivery, course learning outcomes, and teaching and assessment methods of an individual course. Minor Curricular Changes are approved at the Faculty Council and must be reported to the appropriate standing committee of Academic Council (USC or GSC).

BACKGROUND/CONTEXT & RATIONALE:

Ontario Tech has a rich and successful history of offering courses online and in hybrid format. To build on this success, the University is taking the initiative to provide the opportunity for Faculties to update all degree and diploma courses to include hybrid (in-class and online delivery) and fully online (synchronous and asynchronous) mode of delivery options. Updating to a fully flexible delivery mode for all courses is intended to remove administrative barriers for Faculties to allow the option of offering courses in any mode of delivery while maintaining the learning outcomes.

Including flexible options does not commit any course to being scheduled in an online or hybrid format. The process for determining course formats remains unchanged and will continue to be guided by the parameters of relevant Faculty processes, collective agreements, and relevant accreditation requirements. Faculty processes will continue to inform the scheduling of courses each year to ensure that there is a strong rationale for the proposed mode for the term, including presenting a course online, while considering the current state of the discipline, the needs of the program, accreditation standards and any requirement to adapt to situations compromising the students' learning environment.

The percentage of online courses for each academic year will be monitored by the Dean. Should programs reach the threshold to be considered hybrid (at least 50% of courses consistently offered in

hybrid or online format) or online (all courses offered online), then the Dean will immediately initiate a Major Program Modification, which will proceed through normal Academic Council approval and governance processes.

The Faculty of Education approved the mode of delivery for all Faculty degree and diploma courses to include hybrid (in-class and online delivery), and fully online (synchronous and asynchronous) courses.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

No transition or communication plan is required. Each course will indicate flexible delivery within the course database and the appropriate program committees and Deans/Associate Deans will oversee the scheduling of courses each year. Courses may be scheduled with new online/hybrid options as of the Fall 2025 academic term.

CONSULTATION AND APPROVAL:

- Faculty Council (approval): 28 April 2025
- Undergraduate Studies Committee (for information): 17 June 2025

NEXT STEPS:

The entries in the Academic Calendar course database will be updated for 2025-2026.

SUPPORTING REFERENCE MATERIALS:

N/A

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

| | |
|----------------------|-------------------------------------|
| Recommendation | <input type="checkbox"/> |
| Decision | <input type="checkbox"/> |
| Discussion/Direction | <input type="checkbox"/> |
| Information | <input checked="" type="checkbox"/> |

DATE: 17 June 2025

FROM: Faculty of Business and Information Technology

SUBJECT: Mode of Delivery Flexibility for Undergraduate Courses

MANDATE:

In accordance with Section 5.1 of the IQAP Curriculum Change Procedures, Minor Curricular Changes fall under the purview of the Faculty Council(s)...and include changes in the design, mode of delivery, course learning outcomes, and teaching and assessment methods of an individual course. Minor Curricular Changes are approved at the Faculty Council and must be reported to the appropriate standing committee of Academic Council (USC or GSC).

BACKGROUND/CONTEXT & RATIONALE:

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The percentage of online courses for each academic year will be monitored by the Dean. Should programs reach the threshold to be considered hybrid (at least 50% of courses consistently offered in

hybrid or online format) or online (all courses offered online), then the Dean will immediately initiate a Major Program Modification, which will proceed through normal Academic Council approval and governance processes.

The Faculty of Business and Information Technology approved the mode of delivery for all Faculty degree and diploma courses to include hybrid (in-class and online delivery), and fully online (synchronous and asynchronous) courses.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

No transition or communication plan is required. Each course will indicate flexible delivery within the course database and the appropriate program committees and Deans/Associate Deans will oversee the scheduling of courses each year. Courses may be scheduled with new online/hybrid options as of the Fall 2025 academic term.

CONSULTATION AND APPROVAL:

- Faculty Council (approval): 6 May 2025
- Undergraduate Studies Committee (for information): 17 June 2025

NEXT STEPS:

The entries in the Academic Calendar course database will be updated for 2025-2026.

SUPPORTING REFERENCE MATERIALS:

N/A

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

| | |
|----------------------|-------------------------------------|
| Recommendation | <input type="checkbox"/> |
| Decision | <input type="checkbox"/> |
| Discussion/Direction | <input type="checkbox"/> |
| Information | <input checked="" type="checkbox"/> |

DATE: 17 June 2025

FROM: Faculty of Health Sciences

SUBJECT: Mode of Delivery Flexibility for Undergraduate Courses

MANDATE:

In accordance with Section 5.1 of the IQAP Curriculum Change Procedures, Minor Curricular Changes fall under the purview of the Faculty Council(s)...and include changes in the design, mode of delivery, course learning outcomes, and teaching and assessment methods of an individual course. Minor Curricular Changes are approved at the Faculty Council and must be reported to the appropriate standing committee of Academic Council (USC or GSC).

BACKGROUND/CONTEXT & RATIONALE:

Ontario Tech has a rich and successful history of offering courses online and in hybrid format. To build on this success, the University is taking the initiative to provide the opportunity for Faculties to update all degree and diploma courses to include hybrid (in-class and online delivery) and fully online (synchronous and asynchronous) mode of delivery options. Updating to a fully flexible delivery mode for all courses is intended to remove administrative barriers for Faculties to allow the option of offering courses in any mode of delivery while maintaining the learning outcomes.

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The percentage of online courses for each academic year will be monitored by the Dean. Should programs reach the threshold to be considered hybrid (at least 50% of courses consistently offered in

hybrid or online format) or online (all courses offered online), then the Dean will immediately initiate a Major Program Modification, which will proceed through normal Academic Council approval and governance processes.

The Faculty of Health Sciences approved the mode of delivery for all Faculty degree and diploma courses to include hybrid (in-class and online delivery), and fully online (synchronous and asynchronous) courses.

RESOURCES REQUIRED:

No additional resources are required.

TRANSITION PLAN AND COMMUNICATION PLAN

No transition or communication plan is required. Each course will indicate flexible delivery within the course database and the appropriate program committees and Deans/Associate Deans will oversee the scheduling of courses each year. Courses may be scheduled with new online/hybrid options as of the Fall 2025 academic term.

CONSULTATION AND APPROVAL:

- Faculty Council (approval): 2 April 2025
- Undergraduate Studies Committee (for information): 17 June 2025

NEXT STEPS:

The entries in the Academic Calendar course database will be updated for 2025-2026.

SUPPORTING REFERENCE MATERIALS:

N/A