



**ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)**

**Minutes of the Public Session of the December 17, 2024 Meeting
via Videoconference
9:01 a.m. – 9:17 a.m.**

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

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

Regrets: Ana Duff, Tega Ubor

Staff and Guests: Kirstie Ayotte (Secretary), Nicola Crow, Michelle Heslip, Kimberley McCartney

1. Call to Order and Land Acknowledgement

The Chair called the meeting to order at 9:01 a.m. and S. Nokleby honored the Indigenous lands he has lived on and provided the Land Acknowledgement.

2. Approval of Agenda

Upon a motion duly made by S. Nokleby, and seconded by K. Clow, the Undergraduate Studies Committee approved the Agenda, as presented.

3. Minutes of the Committee Meeting of November 19, 2024.

Upon a motion duly made by J. McCabe and seconded by W. Barber, the Undergraduate Studies Committee approved the November 19, 2024 Minutes, as presented.

4. Business Arising from the Minutes

The Chair followed up on questions raised at the November 19, 2024 Undergraduate Studies meeting regarding the Academic Staff Responsibilities Policy; Section 3.5. She noted that feedback was shared with A. Wingate, who confirmed a review of the drop deadline alignment (effective fall 2022) is planned for fall 2025, with any changes implemented no earlier than 2026–27. In relation to the policy itself, it is owned by the Vice-President, Academic and Provost. The Provost's office is aware of the sentiments expressed and will take these under consideration. The Chair thanked attendees for their input and assured them that their questions have been acknowledged and shared appropriately.

5. Chair's Remarks

As 2024 closes, the Chair expressed gratitude for the Committee's dedication to supporting undergraduate studies and students. She encouraged members to take time over the break to reflect, enjoy family and friends and return rejuvenated for an exciting 2025.

6. Major Program Modifications (Recommendation)

6.1 Faculty of Social Science and Humanities: Communications and Digital Media Studies; New Minor AI and Content Creation* (M)

K. Clow advised that the Communications Program has combined existing courses into a new minor, highlighting its expertise in AI and content creation. She noted that this effort aims to better promote the program's strengths, particularly in the social science aspects of Communications and Digital Media Studies (CDMS).

She clarified that this would be available to non CDMS students only.

Upon an amended motion duly made by K. Clow and seconded by R. Fortier, the USC hereby recommends to Academic Council the approval of the Major Program Modification to add a minor in AI and Content Creation to the Communications and Digital Media Studies program.

7. Minor Program Adjustments (Approval)

7.1 Faculty of Science: Bachelor of Science in Computer Science, Data Science and Digital Media Specializations* (M)

R. Fortier advised that a program change made a few years ago increased flexibility for senior students by requiring them to take one course from specific groups. However, this approach adds administrative work, as any new course must be integrated into the appropriate category. This update involves fitting a new course into its designated group.

Upon a motion duly made by R. Fortier and seconded by K. Clow, USC hereby approves the Minor Program Adjustment to the Computer Science program, to add a new course, CSCI 4101U, to their required core choice list.

7.2 Faculty of Science: Bachelor of Science in Integrated Mathematics and Computer Science* (M)

R. Fortier advised that an error was made when a change to the Computer Science program was implemented last year, adding an accelerated stream for students with prior computer science experience. This change allowed students to take an alternative track with the same number of courses as others. Unfortunately, the change was overlooked for the Integrated Mathematics and Computer Science (IMCS) program, and now it is being corrected.

Upon a motion duly made by R. Fortier and seconded by S. Nokleby, USC hereby approves the Minor Program Adjustment to the Integrated Mathematics and Computer Science, to add two courses to the first year required core choices.

8. Cyclical Program Review (Approval)

8.1 Faculty of Science: Bachelor of Science; Physics* (M)

D. Papke advised that the Faculty of Science: Bachelor of Science; Physics 18-Month report was reviewed by the Academic Resource Committee (ARC) in November 2024 and no concerns were raised. He noted that there was a slight delay due to the transition of Deans, but updated target dates have been set and progress on all items is moving forward as expected.

Upon a motion duly made J. McCabe and seconded by R. Fortier, USC approves the 18-Month Follow-Up Report from the Bachelor of Science in Physics Cyclical Program Review, as presented.

9. For Information

9.1 Academic Policy Instruments

- i. Undergraduate Advanced Standing and Transfer Credit Procedures* (I)

9.2 Minor Curricular Change

- i. Course Change: [COMM 3751U](#), [CRMN 2840U](#), [CSCI 2050U](#), [HLSC 2802U](#), [KINE 2040U](#), [KINE 4412U](#), [KINE 4413U](#), [STAT 2010U](#), [STAT 2020U](#)

10. Volunteer for January Land Acknowledgement

J. Tam volunteered to provide the January meeting's Land Acknowledgement

11. Termination

Upon a motion duly made by S. Nokleby, the December 17, 2024 USC meeting terminated at 9:17 a.m.

Kirstie Ayotte, Assistant University Secretary