ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

Minutes of the Public Session of the April 21, 2026 Meeting
via Videoconference
9:00 a.m. - 10:16 a.m.

Undergraduate Studies Committee Agenda & Materials 2025-2026

Present:
Mary Bluechardt, Chair
Martin Agelin-Chaab
Wendy Barber
Jessica Boswell
Nicola Crow
Ana Duff
Christian Elia
Tyler Frederick
Andrew Hogue
Holly MacPherson
Janet McCabe
Kimberley McCartney
Adam Wingate

Regrets:
Randy Fortier
Jemma Tam

Staff and Guests:
Sandra Grouette (Secretary)

1. **Call to Order and Land Acknowledgement**
The Chair called the Public Session of the Undergraduate Studies Committee (USC) Meeting to order at 9:00 a.m. and C. Elia provided their personal Land Acknowledgement.

2. **Approval of Agenda**
Upon a motion duly made by A. Hogue and seconded by C. Elia, the USC Agenda was approved as presented, including approving and receiving the Consent Agenda and its contents.

3. **Chair's Remarks**
The Chair opened the meeting with brief remarks, thanking faculty and staff for their cooperation during the examination period, particularly in supporting accommodations through the Student Accessibility Services and the Test Centre. The Chair noted that examinations were proceeding smoothly and acknowledged the significant behind-the-scenes effort required to support student success. The Chair also highlighted that the agenda included several substantive items relevant to undergraduate studies, offering opportunities for discussion and feedback, and encouraged members to remain focused while engaging in necessary discussion.

4. **Academic Policy Instruments**

4.1 Examination and Grading Policy Amendments* (M)
A. Wingate provided an overview of the proposed amendments to the Examination and Grading Policy to address an increase in repeated deferred examinations. He highlighted the changes

would generally prevent additional exam deferrals if a deferred examination is missed, direct cases involving transitory illness or injury toward late withdrawal, clarify the University's authority to deregister students until deferred exams are completed, and reaffirm good-faith consideration of accommodation requests. A. Wingate also noted that the amendments reflect consultations with the General Counsel and Human Rights Offices and aligns with practices at several Ontario universities.

A question was raised on whether prerequisite waivers could be considered for students who have completed coursework but not the final examination due to repeated deferrals. It was clarified that permission to proceed into a subsequent course without completion of the prerequisite examination would be at the discretion of the relevant Faculty, in consultation with the Academic Advising unit.

Upon a motion duly made by A. Duff and seconded by M. Agelin-Chaab, that USC hereby recommends to Academic Council the approval of the revised Examination and Grading Policy for approval by Academic Council.

4.2 Institutional Quality Assurance Process (IQAP) Policy and Procedures* (M)

The Chair shared that this item is being brought forward to USC and the Graduate Studies Committee (GSC) for approval of amendments to specific IQAP related procedures, after completing the established process, including community consultation. They noted that at this stage, the Committee's role is focused on review and approval rather than wordsmithing as minor changes in this regard can unintentionally alter the policy instrument's intent. The Chair advised that any suggested minor editorial changes can be referred to CIQE to consider outside of the current formal approval process.

K. McCartney provided an overview of the changes that reflect routine realignment with the Quality Assurance Framework (QAF), which is periodically revised following Quality Council reviews, with the timing of these changes also aligning with the University's standard three-year policy review cycle. She added that minor clarifications have also been made where interpretation or application of IQAP requirements had been identified as unclear through academic governance discussions. She advised that overall, the changes are intended to improve clarity and consistency, with no substantive policy shifts introduced.

K. McCartney noted in accordance with the established process, for USC's consideration today and GSC's next week, there are proposed amendments to three IQAP related procedures. She advised that the IQAP related policy amendments were editorial in nature and so are provided to USC for information purposes only in accordance with the Policy Framework.

A Member raised a range of questions which included the scope of the motion; how the proposed changes were classified (e.g., non-substantive versus substantive); the governance process for consultation, review and approval; and, specific amendments relating to authority and process for curriculum and program changes. The Member further commented on the removal of explicit references to curriculum committees, the reclassification of mode of delivery as an administrative matter, and the potential implications for Faculty oversight, transparency, and the protection of consultation at the Faculty and program levels, including impacts on sessional instructors.

Through ensuing discussion, a few other Members also sought clarification regarding the proposed changes relating to mode of delivery process and associated responsibility areas for Faculties and curriculum committees.

K. McCartney clarified that the revisions were not intended to introduce major structural changes, emphasized that Faculties retain authority over academic matters through established governance pathways, and noted that program-level changes would continue to require formal approval in accordance with the IQAP. She also reiterated that consultation had occurred in accordance with the Policy Framework with the review and approval process also following the established practices. K. McCartney further advised that existing systems provide mechanisms for tracking and oversight of changes.

It was reaffirmed that USC and GSC were the appropriate authorities to approve the proposed procedural amendments and Academic Council would receive this matter as information only pursuant to the proper governance pathways.

W. Barber left the meeting.

Motion to Extend Meeting
Due to the Meeting likely going beyond the time prescribed in the Agenda, N. Crow recommended that the Committee approve a meeting extension.

Upon a motion duly made by A. Duff and seconded by M. Agelin-Chaab, the USC approved a meeting extension past the scheduled end time of 9:55 a.m., to allow for the completion of the Agenda's business in a timely manner.

With a motion on the floor, and given the time constraints and quorum considerations, the Committee supported a deferral of the matter to the May 19, 2026 meeting. It was noted that accordingly, the matter would come to USC in May for approval, with the likelihood that it will also go to Academic Council for information in May to meet implementation timelines for the next academic year.

A. Wingate and C. Elia left the meeting.

Upon a motion duly made by A. Duff and seconded by T. Frederick, that USC defers the IQAP agenda item and associated motion until the May 19, 2026 USC Meeting.

5. New Program Proposal (Recommendation)
A. Hogue shared a new program proposal from the Faculty of Business and Information Technology for a Bachelor of Business Analytics and Artificial Intelligence. He highlighted the

program as an innovative initiative that integrates business analytics and artificial intelligence, aligning with emerging industry needs.

A Member asked about the number of new courses and associated teaching resources required, workload, and physical resources, particularly those associated with AI. The Chair noted that the Provost has repeatedly noted that resources will follow enrollment.

A Member noted that the enrollment projections within the proposal start at 2026, instead of 2027.

Upon a motion duly made by A. Hogue and seconded by A. Duff, that USC hereby recommends to Academic Council the approval of the Bachelor of Business Analytics and Artificial Intelligence program and the subsequent recommendation of the program to the Board.

6. Consent Agenda* (M)

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

6.1 Public Minutes of the March 17, 2026 Meeting* (M)

7. Termination

There being no other business, and upon a motion to terminate by A. Duff, the USC Meeting terminated at 10:16 a.m.

Further to the IQAP related discussion, Members were asked to submit any further questions/comments before the next meeting directly to CIQE, to help distinguish between clarification requests and substantive matters. It was noted that substantive items would be identified for Committee discussion, with this approach enabling a more effective and focused process.

Sandra Grouette, Assistant University Secretary