



ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

**Minutes of the Public Session of the May 19, 2026 Meeting
via Videoconference
9:00 a.m. - 10:07 a.m.**

Undergraduate Studies Committee Agenda & Materials 2025-2026

Present:

Mary Bluechardt, Chair
Martin Agelin-Chaab
Wendy Barber
Nicola Crow
Ana Duff

Christian Elia
Tyler Frederick
Randy Fortier
Andrew Hogue
Holly MacPherson

Janet McCabe
Kimberley McCartney
Jemma Tam
Adam Wingate

Regrets:

Jessica Boswell

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 T. Frederick provided the Land Acknowledgement.

2. Approval of Agenda

Upon a motion duly made by R. Fortier and seconded by A. Hogue, the USC Agenda was approved as presented, including approving and receiving the Consent Agenda and its contents.

3. Chair's Remarks

The Chair highlighted that the meeting agenda reflects the University's ongoing student-first approach, emphasizing that discussions and decisions continue to be informed by student feedback and evolving industry needs. Members were also reminded that agenda timing is carefully planned to balance meaningful discussion with efficient meeting management.

4. New Program Proposal (Recommendation)

4.1 Faculty of Engineering and Applied Science: Bachelor of Engineering (Hons), Artificial Intelligence Engineering* (M)

M. Agelin-Chaab provided an overview of the proposed four-year interdisciplinary Bachelor of Engineering in AI Engineering program, designed to meet growing demand for AI professionals through a distinct engineering-focused approach, which is a key strength differentiating it from other AI specialization options. He advised that the proposal provides for the full range for engineering programming – Bachelor of Engineering in AI Engineering, Bachelor of Engineering and Management with AI engineering; Bachelor of Engineering and Co-op with AI engineering,

with primarily in-person delivery supported by some hybrid and online courses. Launch is proposed for Fall 2027, with enrollment projected to grow from 30 to 50 students within three years.

Upon a motion duly made by M. Agelin-Chaab and seconded by A. Duff, that USC hereby recommends to Academic Council the approval of the Bachelor of Engineering (Hons) in Artificial Intelligence Engineering program and the subsequent recommendation of the program to the Board.

5. Minor Program Adjustment (Approval)

5.1 Faculty of Business and Information Technology: Bachelor of Commerce* (M)

A. Hogue provided an update on a curriculum revision that will convert a course from a graduation requirement to an elective to reduce administrative burden on faculty. He also noted that enhancements to the course learning outcomes are being developed as part of a future revision.

Upon a motion duly made by A. Hogue and seconded by T. Frederick, that USC hereby approves the Minor Program Adjustment to remove XBIT 2500U as a required course for all majors within the Bachelor of Commerce program.

6. Academic Policy Instruments

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

The Chair thanked Members who submitted questions in advance and acknowledged the comprehensive responses provided by CIQE to both the advance questions and those raised at USC and Graduate Studies Committee (GSC) in April. Members were reminded that the supporting materials, including written responses to questions, were circulated in advance to support informed consideration of the proposed changes being presented for approval. The Chair also shared that the revisions are intended to support a more responsive and efficient framework aligned with a student-first approach benefiting students, faculty, and staff. Members were reminded that the motion for approval of the revised IQAP Procedures had been deferred from the previous meeting, and the Procedures being presented for approval at this meeting incorporate revisions made following feedback received.

K. McCartney addressed questions within an email received just prior to the meeting from a Member as well as other questions raised by the Member during the meeting.

K. McCartney highlighted the revised Procedures clarify delivery modes and program modifications, preserve faculty autonomy in curriculum processes, and streamline approvals while maintaining oversight and quality assurance standards.

With respect to non-credit micro-credential courses within degrees or diplomas, K. McCartney confirmed that any such courses would remain subject to existing curricular governance and approval processes, including faculty and committee review. She also noted that formal program modification approval would be required for any non-credit course mandated for degree completion, with parallel academic-credit courses often recommended to align with existing frameworks.

Regarding proposed revisions relating to Final Assessment Reports, faculty council review responsibilities, curriculum governance, consultation processes, and approval of delivery mode changes, K. McCartney also clarified that faculty councils already review all cyclical program review related documentation and that changes to modes of delivery would continue to be subject to faculty governance and institutional tracking. She noted that the proposed revisions primarily remove the requirement for additional USC/GSC reporting prior to implementation, and the wording will be revisited to ensure consistency with the Quality Assurance Framework and related procedures.

In relation to the revised “for academic credit” wording and alignment with definitions contained in the University’s Micro-credentials Policy, K. McCartney explained that the proposed wording was intended to clarify the scope of the Procedures while remaining consistent with the related Policy Framework. Based on feedback, K. McCartney also noted that a footnote referencing the relevant policy definition could be added to provide greater clarity.

The Member who had been asking questions identified they had more questions. The Chair again acknowledged and noted both the written and verbal responses to questions that had been received, including those submitted in writing, and asked other Committee Members if there were any new questions that remained outstanding or any further comments they would like to add, with no additional questions or comments forthcoming from other Members.

N. Crow proposed a motion for a time-limited extension of the meeting to allow the Committee to address both the deferred motion and the remaining approval item on the agenda.

Upon a motion duly made by C. Elia and seconded by A. Duff, that the meeting be extended for an additional ten minutes.

A motion was presented to defer the IQAP approval motion and this item indefinitely, which was unsuccessful. Accordingly, as the IQAP approval motion remained for decision by the Committee, the Chair proceeded to call the vote noting a friendly amendment to reflect the revisions to the IQAP Procedures since the motion was first presented in April.

Upon a motion duly made by T. Frederick and seconded by A. Hogue, that USC hereby approves the updated IQAP Curriculum Change Procedures, Cyclical Review and Auditing Procedures, and New Program Procedures, as amended.

One (1) Opposed.

One (1) Abstention.

6.2 Registration and Course Selection Policy Amendments* (M)

A. Wingate shared the proposed amendments to formally include graduate students within the late withdrawal consideration process. The changes, requested by the School of Graduate and Postdoctoral Studies, are intended to ensure consistency and equity across undergraduate and graduate student populations by incorporating graduate students into the existing late withdrawal procedures.



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

One (1) Opposed.

7. Consent Agenda* (M)

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

7.1 Public Minutes of the April 21, 2026 Meeting* (M)

7.2 Memo: Faculty of Science – Computer Science

7.3 Minor Curricular Changes:

7.3.1 Course Changes:

ENGR 4111U, ENGR 1200U, INFR 4661U

8. Termination

There being no other business, and upon a motion to terminate by A. Hogue, the USC Meeting terminated at 10:07 a.m.

Sandra Grouette, Assistant University Secretary