



ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

**Minutes of the Public Session of the September 16, 2025 Meeting
via Videoconference
9:01 a.m. - 9:32 a.m.**

Undergraduate Studies Committee Agenda & Materials 2025-2026

Present:

Mary Bluechardt (Chair)
Wendy Barber
Jessica Boswell
Nicola Crow
Ana Duff

Christian Elia
Randy Fortier
Janet McCabe
Kimberley McCartney
Thomas McMorrow

Mehdi Hossein-Nejad
Scott Nokleby
Jemma Tam

Regrets:

Adam Wingate
Holly MacPherson

Staff and Guests:

Kirstie Ayotte (Secretary)

1. Call to Order and Land Acknowledgement

The Chair called the Public session of the Undergraduate Studies Committee (USC) meeting to order at 9:01 a.m., and T. McMorrow provided their personal Land Acknowledgement.

2. Approval of Agenda

A member requested Item# 5.1 be removed from the Consent Agenda for discussion.

A question was raised regarding the process for publishing meeting materials and governance instruments such as policies and procedures and terms of reference so that they were accessible, including availability of prior versions, and downloadable pdf versions. It was noted that any questions and concerns of this nature should be sent to acmeetings@ontariotechu.ca for review by the Secretariat, this also includes requests to add an agenda item which will be discussed in consultation with the USC Chair, to determine if the matter is within the purview of the USC under its Terms of Reference.

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

3. Chair's Remarks

The Chair welcomed new and returning members to the USC and acknowledged the busy Academic Year ahead. She outlined the new process for volunteers to sign up by email to deliver the Land Acknowledgement at the start of each meeting and thanked members in advance for their participation.

3.1 USC Terms of Reference Review* (I)

The Chair presented the annual review of the USC Terms of Reference. She emphasized that the Committee is responsible for the oversight of new programs, curriculum changes, program adjustments, and program reviews, as well as making recommendations on admissions and policies for approval or referral to Academic Council.

The Chair noted that the Chair facilitates discussion, ensuring that questions and comments are directed through the Chair. Motions are moved, seconded, discussed and voted on by members, with the Chair only voting in the event of a tie. She advised that discussions are conducted respectfully and decisions reflect the consensus of the Committee. The Chair also reminded members of the rules of order with reference to the Democratic Rules of Order, underscoring the importance of respectful and balanced discussion.

A follow-up request was made regarding the publication practice of governance instruments, including revision dates, on which N. Crow referred to the earlier agenda discussion and reiterated to direct inquiries to acmeetings@ontariotechu.ca.

4. 2025-2026 USC Workplan Review* (I)

K. Ayotte presented the 2025-2026 USC Annual Workplan, noting that it is designed to guide the Committee's work throughout the year, supporting responsibilities and highlighting important dates, and target deadlines for curriculum and policy submissions. The Workplan also outlines when reports and reviews are scheduled, helping to plan and ensure that work aligns with key timelines.

Clarification was sought, specifically whether the Workplan dictates all agenda items or serves as a minimum framework. K. Ayotte explained that the Workplan outlines standing items such as curriculum and policy, along with target deadlines, but does not restrict additional items from being added. A concern was raised about the omission of policy deliberation in October through to December, which K. Ayotte advised would be amended as an oversight.

Members raised concerns regarding tight deadlines for program modifications, particularly the impact on internal faculty timelines. N. Crow emphasized that target deadlines are flexible, and support will be provided to assist with and ensure timely submissions.

5. Consent Agenda* (M)

The Chair confirmed that contents of the Consent Agenda were approved and received under Agenda Item # 2, save for item # 5.1

5.2 Minor Curricular Change:

- [Co-op and Internship Course Suffix Changes \(FBIT\)](#) (I)

5.3 2025-2026 Undergraduate Academic Schedule Revision*(I)

Pulled from Consent Agenda:

5.1 Minutes of the Meeting of June 17, 2025* (M)

A member raised concerns regarding potential omissions within the June minutes related to the Flexible Mode of Delivery discussion. As the nature of the proposed amendment to the minutes was substantive, N. Crow requested that any amendment requests be submitted in writing to acmeetings@ontariotechu.ca. The matter, including any proposed amendments, was tabled for deferral to the October meeting to allow the Secretariat and the USC Chair to receive, review, and verify the amendment request.

Item 5.1 Minutes of the Meeting of June 17, 2025 - approval tabled for deferral

6. Termination

There being no other business, and upon a motion to terminate by S. Nokleby, the USC meeting terminated at 9:32 a.m.

Kirstie Ayotte, Assistant University Secretary