



**Academic Council
Undergraduate Studies Committee e**

December 17, 2024

9:00 am – 11:00 am

Via Google Meet

Join: <https://meet.google.com/hwg-apiz-jvs>

Or dial: (CA) +1 647-735-5882 PIN: 213 892 290#

All Meeting Materials

[2024 – 2025 Undergraduate Studies Committee Agenda & Minutes](#)

AGENDA

- | | |
|---|---------------------|
| 1. Call to Order and Land Acknowledgement | M. Bluehardt |
| 2. Approval of Agenda (M) | M. Bluehardt |
| 3. Minutes of the Committee Meeting of November 19, 2024* (M) | M. Bluehardt |
| 4. Business Arising from the Minutes | M. Bluehardt |
| 5. Chair's Remarks | M. Bluehardt |
| 6. Major Program Modification (Recommendation) | |
| i. Faculty of Social Science and Humanities;
Communications and Digital Media Studies; New Minor – AI and
Content Creation* (M) | K. Clow |
| 7. Minor Program Adjustment (Approval) | R. Fortier |
| i. Faculty of Science; Bachelor of Science in Computer Science,
Data Science and Digital Media specializations* (M) | |
| ii. Faculty of Science; Bachelor of Science in Integrated Mathematics
and Computer Science* (M) | R. Fortier |
| 8. Cyclical Program Reviews (Approval) | D. Papke |
| i. Faculty of Science; Bachelor of Science; Physics
18 Month Follow-Up Report* (M) | |
| 9. <u>For Information</u> | |
| Academic Policy Instruments | |
| i. Undergraduate Advanced Standing and Transfer Credit Procedures* (I) | |

Minor Curricular Changes

- 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

11. Termination

Kirstie Ayotte, Assistant University Secretary

ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

**Minutes of the Public Session of the November 19, 2024 Meeting
via Videoconference
9:01 a.m. – 9:31 a.m.**

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

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

Regrets: Tega Ubor, Adam Wingate,

Staff and Guests: Kirstie Ayotte (Secretary), Nicola Crow, Michelle Heslip, Andrea Kassaris

1. Call to Order and Land Acknowledgement

The Chair called the meeting to order at 9:01 a.m. and R. Fortier 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 M. Hossein Nejad, the Undergraduate Studies Committee approved the Agenda, as presented.

3. Minutes of the Committee Meeting of October 15, 2024

Upon a motion duly made by J. McCabe and seconded by S. Nokleby, the Undergraduate Studies Committee approved the October 15, 2024 Minutes, as presented.

4. Business Arising from the Minutes

None noted

5. Chair's Remarks

The Chair welcomed everyone and noted how quickly the term had passed. She expressed gratitude for the Committee's commitment to enhancing undergraduate programs at Ontario Tech and highlighted the importance of thoughtful review and discussion in preparation for Academic Councils, with student success remaining the central focus.

6. Minor Program Adjustments (Approval)

6.1 Faculty of Social Science and Humanities: Bachelor of Arts - Liberal Studies - Science, Technology and Society Specialization* (M)

The Chair invited K. Clow to present the Minor Program Adjustment to the BA - Liberal Studies - Science, Technology and Society Specialization.

K. Clow noted that the proposed adjustment was prompted by feedback received from Academic Advising regarding challenges with the environmental course requirements, replacing a more demanding second-level course with an accessible first-level course, making the program more inclusive.

Motion:

Upon a motion duly made by K. Clow and seconded by R. Fortier, USC hereby approves the Minor Program Adjustment to the Bachelor of Arts - Liberal Studies - Science, Technology and Society specialization updating the Environmental Studies course requirement.

6.2 Faculty of Social Science and Humanities: Diploma in Public Policy* (M)

The Chair invited K. Clow to present the Minor Program Adjustment to the Diploma in Public Policy.

K. Clow noted that the proposed adjustment is to include an existing course that was originally thought to be included in the program as an elective option but was not.

Motion:

Upon a motion duly made by K. Clow and seconded by S. Nokleby, USC hereby approves the Minor Program Adjustment to the Diploma – Public Policy to add an additional course to elective options.

7. Major Program Modifications (Recommendation)

7.1 Faculty of Health Sciences: Health Studies Minor* (M)

The Chair invited J. McCabe to present the Major Program Modification to the Health Studies Minor.

J. McCabe noted that the proposed modification would allow Faculty of Social Science and Humanities students the opportunity to take health-related courses. She highlighted the collaboration opportunities between the two faculties and confirmed that this minor would not be intended for students already in the Faculty of Health Sciences.

Motion:

Upon a motion duly made by K. Clow and seconded by R. Fortier, USC hereby recommends to Academic Council the approval of the Major Program Modification to add a minor in Health Studies.

8. For Information

8.1 Minor Curricular Change

New Course: [HLSC 3460U](#)

Course Change: [COMM 2620U](#), [COMM 4140U](#), [HLSC 3421U](#), [HLSC 3805U](#), [KINE 3200U](#), [NUCL 4640U](#), [NUCL 4680U](#), [NUCL 4700U](#), [NURS 3401U](#), [NURS 3403U](#), [PSYC 3500U](#)

9. Volunteer for December Land Acknowledgement

S. Nokleby volunteered to provide the December meeting's Land Acknowledgement

As part of a consideration for other business at the meeting, K. Ayotte responded to concerns about navigating the posted Committee materials. She explained efforts to consolidate files and move away from Google Drive due to storage issues. N. Crow acknowledged the feedback and assured that the concerns would be reviewed, and updates provided.

Concerns were also raised about the Academic Staff Responsibilities policy, specifically Section 3.5, which requires feedback before the withdrawal deadline. It was suggested that feedback should be provided by the last day of classes to help students make informed decisions about withdrawal. The withdrawal deadline, set on the last day of classes, was emphasized as being too late and causes issues in group projects, with remaining students experiencing stress when members withdraw at the last minute.

N. Crow noted that a representative from the Registrar's Office is normally present for the USC meeting but had sent their regrets for this meeting. She suggested that the concerns be shared with A. Wingate as a proposed action point for discussion.

10. Termination

Upon a motion duly made by S. Nokleby, the November 19, 2024 USC meeting terminated at 9:31 a.m.

Kirstie Ayotte, Assistant University Secretary

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 17 December 2024

FROM: Faculty of Social Science and Humanities

SUBJECT: Major Program Modification – Communications and Digital Media Studies – New Minor - AI and Content Creation

COMMITTEE MANDATE:

In accordance with the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine proposals for new undergraduate degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Academic Council”.

MOTION FOR CONSIDERATION:

That USC hereby recommends to Academic Council the approval of the Major Program Modification to add a minor in Health Studies to the Communications and Digital Media Studies program.

BACKGROUND/CONTEXT & RATIONALE:

This new minor will leverage the unique expertise within the Faculty to establish a much-needed option for students focused on AI content generation as a professional skill. From a career perspective, this AI and Content Creation minor will afford students the chance to demonstrate additional skills that employers across Canada will be seeking, helping them distinguish themselves from their peers in a unique way.

RESOURCES REQUIRED:

No additional resources are required.

CONSULTATION AND APPROVAL:

- ✓ Curriculum Committee: 14 November 2024
- ✓ Faculty Council: 29 November 2024
- Undergraduate Studies Committee (Recommendation): 17 December 2024
- Academic Council (Approval): 28 January 2024

Consultation with existing CDMS students confirmed the interest in and need for an AI-focused option with many noting that they are already expected to engage with AI tools in

current employment settings.

NEXT STEPS:

- Pending the recommendation of USC, this change will be presented to Academic Council for approval. If approved, it will be included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Major Program Modification Proposal](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

- Recommendation**
Decision
Discussion/Direction
Information

DATE: 17 December 2024

FROM: Faculty of Science

SUBJECT: Minor Program Adjustment – Bachelor of Science in Computer Science, Data Science and Digital Media specializations

COMMITTEE MANDATE:

In accordance with Section 1. b) of the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to approve minor program adjustments and report them to Academic Council for information.”

MOTION FOR CONSIDERATION:

That 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.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to add a new course, CSCI 4101U Advanced Mobile Devices, to a required core choice list in year 3 or 4. This new option will apply to students in the Computer Science program, including the Data Science specialization and the Digital Media specialization.

RESOURCES REQUIRED:

No additional resources required.

TRANSITION PLAN:

Effective Fall 2025. Any student currently enrolled in the program may opt to take this course within the designated choice listing. The new course offering will be advertised to students via email.

CONSULTATION AND APPROVAL:

- ✓ FSc Curriculum Committee: 28 October 2024
- ✓ Faculty Council: 5 November 2024
- Undergraduate Studies Committee (for approval): 17 December 2024
- Academic Council (for information): 28 January 2025

NEXT STEPS:

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Minor Program Adjustment – Computer Science](#)
- [Minor Program Adjustment – Data Science specialization](#)
- [Minor Program Adjustment – Digital Media specialization](#)
- [New Course – CSCI 4101U](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 17 December 2024

FROM: Faculty of Science

SUBJECT: Minor Program Adjustment – Bachelor of Science in Integrated Mathematics and Computer Science

COMMITTEE MANDATE:

In accordance with Section 1. b) of the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to approve minor program adjustments and report them to Academic Council for information.”

MOTION FOR CONSIDERATION:

That USC hereby approves the Minor Program Adjustment to the Integrated Mathematics and Computer Science program, to add two courses to the first year required core choices.

BACKGROUND/CONTEXT & RATIONALE:

The Faculty is proposing to:

- Add CSCI 1062U Accelerated Programming Workshop, and CSCI 1063U Computer Programming Workshop, to the first year required core choices.

CSCI 1062U and CSCI 1063U were created in 2024 and were implemented into the computer science program this academic year. These courses are now being proposed to be added to the IMCS program.

Many first-year students already have experience in programming and are not the intended audience for the introductory programming topics taught in CSCI 1060U. The majority of the top-ranking programs at Canadian universities offer multiple pathways for new students based on their level of competence. This program adjustment is aimed to help with retention of students who have a higher existing knowledge level of programming upon arriving at Ontario Tech.

By offering two paths for incoming computer science students, we will continue to support incoming students who do not have any programming experience, preparing them to meet the learning outcomes in CSCI 1061U that are necessary for upper year courses. For students with

prior programming experience, they may find the CSCI 1062U -> CSCI 1063U path to be more appropriate for their level of competence while still receiving two semesters of practical programming courses. A diagnostic test offered in the first week of CSCI 1062U will help students correctly assess whether they should transfer into the less challenging CSCI 1060U -> CSCI 1061U path.

RESOURCES REQUIRED:

No additional resources required.

TRANSITION PLAN:

Effective Fall 2025. New incoming students will have the option to take either pathway, and students beyond first year will still be able to use their CSCI 1060U and CSCI 1061U credits towards graduation and for their course prerequisites.

CONSULTATION AND APPROVAL:

- ✓ FSc Curriculum Committee: 26 November 2024
- ✓ Faculty Council: 3 December 2024
- Undergraduate Studies Committee (for approval): 17 December 2024
- Academic Council (for information): 28 January 2025

NEXT STEPS:

Pending the approval of USC, this change will be presented for information to Academic Council and included in the 2025-2026 Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- [Minor Program Adjustment – Integrated Mathematics and Computer Science](#)

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 17 December 2024

FROM: CIQE

SUBJECT: Program Review Final Assessment Report 18-Month Follow-up –
Bachelor of Science in Physics

COMMITTEE MANDATE:

In accordance with Article 8 of the Ontario Tech University Institutional Quality Assurance Process (IQAP) Cyclical Review and Auditing Procedures, eighteen months following the completion of a program review the Dean will prepare a brief follow up report and “A summary of the progress report will be approved by the appropriate standing committee of Academic Council”. This summary report will be reported to Academic Council for information and subsequently posted to the Ontario Tech corporate website.

MOTION FOR CONSIDERATION:

That USC hereby approves the 18-Month Follow-Up Report from the Bachelor of Science in Physics Cyclical Program Review, as presented.

BACKGROUND/CONTEXT & RATIONALE:

Eighteen months after the completion of a program review the Faculty is asked to report on the progress to date in implementing the agreed upon plans for improvement. The report is sent to the Academic Resource Committee for review and further follow-up, if required.

RESOURCES REQUIRED:

The Faculty’s plans to address any remaining resource needs are outlined in the 18-Month report. Information and support will be required from various areas of the University in order to implement the plan as originally agreed.

COMPLIANCE WITH POLICY/LEGISLATION:

The Ontario Universities Council on Quality Assurance (Quality Council), established by

the Council of Ontario Universities in July 2010, is responsible for oversight of the Quality Assurance Framework processes for Ontario Universities. The Council operates at arm's length from both Ontario's publicly assisted universities and Ontario's government. Under the Quality Assurance Framework, academic programs must undergo a cyclical review at least every eight years following their implementation. The purpose of the cyclical program review is to critically examine the components of a program with the assistance of outside reviewers with the goal of continuous improvement. A program review's purpose is not solely to demonstrate the positive aspects of the program, but also to outline opportunities that will lead to improvements for the future.

NEXT STEPS:

- Following the approval of USC, the report will be sent to Academic Council for information and posted to the University's website.

SUPPORTING REFERENCE MATERIALS:

18-Month Report Summary



18-Month Follow-Up Report – Cyclical Review

FACULTY: Science
PROGRAM: BSc Physics
DATE: October 2024
PREPARED BY: Dr. Ken Wilson

This program review was completed in April 2023. The chart below outlines the progress that has been made in implementing the agreed upon plans for improvement.

Please provide as much detail and rationale as possible.

Implementation Plan Action Item(s) <i>(corresponding recommendation # from reviewers' report)</i>		Timeline	Status*	Comments from Dean on progress of implementation	
1.	(a) Invest in enough 1 st year lab equipment so they do not need to be offered on a rotating basis	Work on a plan to build up the required equipment (with priorities identified)	Meeting to discuss: Sept. 2023 (or earlier); Preliminary budget submission: Dec. 2023	In progress	Some replacement and augmentation of the 1 st year lab equipment has occurred. There is a need to develop a budgeting plan that factors in the pedagogical needs of the 1 st year program. This plan needs to be driven by the physics faculty/instructors to ensure that the right equipment is obtained with a view to future proofing the labs. To be complete by Jan. 31, 2025
	(b) Additional training for 1 st year lab TAs	Physics faculty to assess feasibility (and any costs), review options and develop a plan	Develop plan: Dec. 2023; (resources would need to be approved and allocated;	In progress	

		focused on research techniques	librarian by April 2024		discussions with the faculty, some already invite the science librarian to their upper year classes for advice on how to best use library resources for their projects
7.	Initiate a conversation with the Education Faculty to see if a collaborative program can be revitalized	Initiate conversations with the Education Faculty	Initiate conversations with Education Faculty (November 2022)	In progress	Both the Dean of Education and the Dean of Science are new to OTU (Sept 1, 2024). This will be raised at an upcoming meeting. Expected completion Dec. 2025

***Process Status Legend:**

Complete: Accomplished action item; no further steps required.

Continuous: Initial action item complete but requires ongoing monitoring and/or enhancement.

In Progress: Progress on the action item has been initiated but is not complete at this time. Outline all steps taken in the comment's column.

On Hold: Unable to complete due to other dependent factor(s).

Cancelled: Item no longer relevant or resources unavailable.

Additional comments:

As a Dean starting my appointment in Sept 2024, I came into this process in the middle. Thus my background knowledge of the program is limited to initial views and the documentation provided. It should be noted that some of my views and priorities may not reflect or agree with those of the previous Dean. As I learn more about the program and the faculty who run the Physics unit, I will be better able to address what I see as outstanding concerns in a thoughtful and meaningful manner.

This 18-month follow-up report will be sent to the Resource Committee for review. The Committee may recommend further monitoring of outstanding items on a case-by-case basis. A summary of this report will be prepared and approved by the appropriate standing committee of Academic Council (USC/GSC), reported to Academic Council, and posted on the Ontario Tech corporate website.

Next Scheduled Program Review: 2027-2029

UNDERGRADUATE STUDIES COMMITTEE REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: December 17, 2024

FROM: Adam Wingate, Registrar's Office

SUBJECT: Undergraduate Advanced Standing and Transfer Credit Procedures –
Editorial Amendment

COMMITTEE MANDATE:

In accordance with Section 1. g) of the Undergraduate Studies Committee (USC) Terms of Reference, USC has the responsibility “to examine policy issues related to undergraduate curriculum and instructional development.”

BACKGROUND/CONTEXT & RATIONALE:

Having last been amended in spring 2020, the Undergraduate Advanced Standing and Transfer Credit Procedures were due for review. The procedures were reviewed by the Director of Admissions and Recruitment and were deemed accurate except for references to the Faculty of Energy Systems and Nuclear Science. The closure of this faculty was formally approved by Academic Council in 2022. Removal of this content was deemed an editorial amendment by the Office of the University Secretary and General Counsel and thus can be approved by the Office of the Registrar. Attached is a PDF copy of the email trail approving the editorial amendment.

RESOURCES REQUIRED:

No additional resources are required

CONSULTATION AND APPROVAL:

- Undergraduate Studies Committee (for information): December 17, 2024
- Academic Council (for information): January 28, 2025

NEXT STEPS:

ACD 1526.01 - Undergraduate Advanced Standing and Transfer Credit Procedures will be updated on the website.

SUPPORTING REFERENCE MATERIALS:

- ACD 1526.01 - Undergraduate Advanced Standing and Transfer Credit Procedures
- Email trail approving editorial amendment.

From: Adam Wingate
To: [Niall O'Halloran](#)
Cc: ["Joe Stokes"](#)
Subject: RE: Updates to admissions-related policy instruments
Date: Thursday, October 31, 2024 2:30:00 PM
Attachments: [ACD 1526.01 Undergraduate Advanced Standing and Transfer Credit Procedures AC Approved April 28 2020 - SB updated Oct 25 2024.docx](#)

Edit approved.

[@Joe Stokes](#) FYI

From: Niall O'Halloran <Niall.O'Halloran@ontariotechu.ca>
Sent: Wednesday, October 30, 2024 2:55 PM
To: Adam Wingate <Adam.Wingate@ontariotechu.ca>
Subject: RE: Updates to admissions-related policy instruments

Hi Adam, see the table below. Happy to discuss if you have any questions

Undergraduate Advanced Standing and Transfer Credit Procedures	Editorial Removal of FESNS (reflects change authorized by board).	Registrar Approval
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From: Adam Wingate
Sent: Wednesday, October 30, 2024 11:40 AM
To: Niall O'Halloran <Niall.O'Halloran@ontariotechu.ca>
Subject: Updates to admissions-related policy instruments

Hi Niall,

Can you please review the attached draft instruments and let me know which are considered editorial vs. substantive as well as the appropriate approval path?

Thanks,
Adam

Adam Wingate, M.Ed.

Associate Registrar and Director, Records & Scheduling - Office of the Registrar
Ontario Tech University
905.809.1587





Classification Number	ACD 1526.01
Parent Policy	Undergraduate Advanced Standing and Transfer Credit Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT
Review Date	December 2027
Supersedes	Academic Regulations, Undergraduate Academic Calendar 2019/2020

Undergraduate Advanced Standing and Transfer Credit Procedures

PURPOSE

1. The purpose of this Procedure is to outline the rules and regulations which relate to the granting of transfer credit to undergraduate applicants and students.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Academic standing” means a student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.

“Core or professional engineering courses” means courses which consist of Engineering Science and Engineering Design content as defined by Engineers Canada.

“Credit hour” is the measure used to reflect the relative weight of a given course toward the fulfilment of degree requirements. Unless otherwise indicated, a course normally has a credit hour value of three.

“Prerequisite” means a course that must be successfully completed prior to commencing a second course for which it is required.

SCOPE AND AUTHORITY

3. This Policy applies to both applicants and students in undergraduate-level programs.
4. This Policy does not apply to graduate or professional-level applicants.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

PROCEDURE

6. **Secondary School Students**

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 11.** Alternate Pathways - Undergraduate
Undergraduate Advanced Standing and Transfer Credit Policy
Canadian Engineering Accreditation Board – 2018 Accreditation Criteria and Procedures (Pages 53-60)