



**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**