



## OFFICE OF THE ASSOCIATE VICE-PRESIDENT, ACADEMIC

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## MEMORANDUM

ATTENTION	Senate	DATE	December 2, 2019
FROM	Wade Parkhouse, Chair	PAGES	1/2
RE:	Senate Committee on Undergraduate Studies 2018-2019 Annual Report of Senate Committee on Undergraduate Studies		

I am pleased to submit to Senate the 2018-2019 Annual Report of the Senate Committee on Undergraduate Studies (SCUS).

The Senate Committee on Undergraduate Studies is charged by Senate with the following terms of reference:

1. *Taking into consideration the need for coordination and development of undergraduate programs within the University, SCUS shall:*
  - a) *review and make recommendations to Senate on curriculum changes of a major nature and general matters affecting the curriculum.*
  - b) *under delegated authority, review and approve, where appropriate, all proposed new courses, course deletions, course changes and program revisions of a minor nature. These changes shall be reported in summary form to Senate.*
  - c) *review and make recommendations to SCUP regarding new programs and credentials.*
2. *To recommend to Senate grading, examination, standing and continuance policies.*
3. *To recommend to Senate policies on undergraduate admissions, re-admissions, and credit transfer and where necessary, to provide general direction to the Registrar's Office in the interpretation of such policies.*
4. *To consider and decide on policy recommendations concerning undergraduate course registration and course withdrawal procedures and on the administration of undergraduate student records.*
5. *To consider and recommend to Senate policy recommendations from the Diverse Qualifications Adjudication Committee.*
6. *To consider and recommend to Senate policy recommendations regarding the WQB requirements.*
7. *The Committee quorum shall be eight voting members.*
8. *In the event that the representative from a Faculty is unable to attend a meeting of SCUS, the Faculty is authorized to appoint a faculty member replacement.*
9. *The Committee may establish sub-committees.*
10. *With a two-thirds majority vote, SCUS may delegate some of its powers to such sub-committees, or to the Chair/Vice-Chair. Undergraduate students must be represented on all sub-committees.*

This report covers the period September 1, 2018 to August 31, 2019 during which SCUS held 11 meetings.

SCUS reviewed, recommended, approved and submitted to SCUP and Senate curriculum changes related to the addition, deletion and modification of programs and courses, as well as revisions of relevant regulations.

**Programs and Policies reviewed**

Beedie School of Business admission requirements  
 New course acronyms TEKX, PLAN  
 Notice of Intent: Certificate in Creative Technologies  
 Notice of Intent: Minor in Social Data Analytics  
 Notice of Intent: Minor in Creative Writing  
 Suspension of admission: Geography extended minor program  
 Suspension of admission: Certificate in Liberal Arts  
 Suspension of admission: Linguistics minor  
 Suspension of admission: BA, Environmental Special major/honours  
 Senate Committee on Undergraduate Studies (SCUS) Terms of Reference  
 Undergraduate Admission Requirements Fall 2020

**New programs approved and recommended**

Certificate in International Studies  
 Joint Major in Business, Philosophy, and the Law  
 Certificate in Creative Technologies in Digital Journalism

**Curriculum Changes Approved**

Program changes	New Courses	Courses deleted	Courses changed
223	84	84	311

SCUS members during 2018-2019 were:

- W. Parkhouse, Chair (Vice-Provost and Associate Vice-President, Academic)
- E. Elle, Vice-Chair (Vice-Provost and Associate Vice-President, Learning and Teaching)
- S. Rhodes (Director, University Curriculum & Institutional Liaison)
- P. Gallilee (University Librarian designate)
- K. Oldknow, Applied Sciences
- C. Murray, Arts and Social Sciences
- S. Spector, Beedie School of Business
- S. Poyntz, Communication, Art and Technology
- N. Gajdamaschko, Education
- P. Kingsbury, D. Burley, Environment
- N. van Houten, J. Snyder, Health Sciences
- D. Hik, C. Lowenberger, Science
- M. Crouch (University Librarian designate)
- K. Nordgren (Secretary and Assistant Registrar)
- S. Birnie, M. Peragine (Registrar designate)
- R. Khan Hemani (Registrar)
- A. Khan, C. Tavakoli, A. Parmar, K. Pathania, J. Chou, S. Buttar (Student Representatives)

***Faculty Delegates***

**April – June 2019 – A. Chinnery (For Gajdamaschko, EDUC)**

**April 2019 – D. Yang (For Kingsbury, FENV)**

**May 2019 – C. Stevenson (For Spector, Beedie)**

**June 2019 – B. Cenerelli (for Murray, FASS)**

**July 2019 – present – S. Chorney (For Gajdamaschko, EDUC)**

**R. Balletta, Recording Secretary**