



## SENATE CURRICULUM COMMITTEE MEETING MINUTES

Monday, November 20, 2023 from 1:02-2:05pm via Zoom

### Attendees

<b>Senators</b>	H. Amin, S. Bredin, I. Caguiat (Vice-Chair), P. Englezos, S. Gopalakrishnan, S. Lavallee, G. Markman, C. Rawn (Chair), S. Rout, S. Singh, J. Stewart
<b>Ex Officio</b>	K. Accurso, S. Brown, P. Culbert, J. Fox, D. Harris, C. Hendricks, C. Holmes, N. Hutchinson, C. Jaeger, S. Jarvis-Selinger, H. Law, S. Parker, E. Salzberg
<b>Guests</b>	J. Fletcher, L. Gillis, R. Morrison
<b>Regrets</b>	A. Dulay, B. Goold, R. Kozak, D. Li, B. Menard, C. Menzies, I. Price, A. Uzama, E. Whitney
<b>Senate Office</b>	M. Davis, J. Iverson

**Call to Order and Land** The meeting of the Senate Curriculum Committee (the “Committee”) was called to order at 1:02 pm on 20 November 2023 by C. Rawn, Chair.

**Acknowledgement** C. Rawn provided a land acknowledgment. Going-forward, land acknowledgements will be rotated amongst committee members, with H. Law presenting at the next meeting in January 2024.

**Agenda** **Motion:** *That the Senate Curriculum Committee adopts the 20 November 2023 agenda.*

**Carried by general consent.**

**Meeting Minutes** **Motion:** *That the Senate Curriculum Committee approves the 23 October 2023 meeting minutes.*

**Carried by general consent.**

**Business Arising** None arising.

**Non-Credit Program** As presented by the Chair:

**Certificate Proposal Template** **Motion:** *That the Senate Curriculum Committee approves the Non-Credit Program Certificate Proposal Template.*

J. Iverson explained that as a companion piece to Senate Policy V-129 Non-Credit Credentials, the template is designed to help proponents provide the

necessary information for Senate to make an informed decision on proposals for non-credit credentials. The template only applies to program certificates and micro-certificates; letters remain within the Faculties' authority to fully approve. The template outlines what information is expected, including word limits, and what is not expected, such as course syllabi and Academic Calendar entries. The approval pathway is that of any other proposal where the unit prepares a proposal based off of the template, seeks approval from their Faculty Council, and then submits for Senate.

A committee member was concerned about the consultation process and whether it would be adequate enough to ascertain, for example, overlap or conflicts of certificates from one department to another.

J. Iverson stated that there is a subheading in the template that addresses consultation, however, consultation is on the onus of the proponent, which can be problematic if the proponent feels consultation is unnecessary or is simply unaware. Inadequate consultation may be noted during subcommittee review, and if not addressed then, may be addressed at the SCC meeting level.

A committee member added that due to tight timelines which require quick action (e.g. Ministry funding availability,) the aim of the consultation process is to balance what is needed for Senate approval with what can lead to a significantly longer process. Therefore, the requirement to submit lengthy consultation documents has been removed.

C. Rawn suggested that some guiding language be added to the template under the consultation information to encourage proponents to use the existing curriculum consultation form.

A committee member added that they would like more information provided in the terms of who the targeted learners are, how often the program is expected to be offered, expected cohort size and whether it ladders or stacks into existing programs.

Members approved the proposal in principle based on the friendly amendments.

**Action Item:**

**J. Iverson to update the template and circulate to the Committee via email.**

Moved: C. Rawn  
Seconded: I. Caguiat  
**Carried.**

**SUBCOMMITTEE  
REPORTS**

**Applied Faculties** As presented by E. Salzberg:

New Course: APBI 475

**Motion:** *That the Senate Curriculum Committee approves and recommends to Senate for approval the new course.*

APBI 475 Indigenous Ecologies is a new course offered by Land and Food Systems while being cross-listed with Forestry (FRST 475); strongly supported by Botany and the Institute for Critical Indigenous Studies.

Moved: C. Rawn  
Seconded: S. Brown  
**Carried.**

## **Arts**

As presented by D. Harris:

New Courses: ANTH 375, ANTH 475, CENS 203, CHIN 200, CHIN 300, CHIN 400, CHIN 440, CHIN 460, GEOG 355, MUSC 448, RGST 160

**Motion:** *That the Senate Curriculum Committee approves and recommends to Senate for approval the new courses.*

D. Harris noted that the subcommittee's discourse of the package included best practices regarding the development of syllabi. It was also noted that Calendar language in regards to gendered pronouns seem dated and that revisions should be in order. J. Iverson replied that the Office of the Senate is aware of this issue and plans for implementing non-gendered language are under development.

Along the lines of best practices, the speaker posited that guidelines surrounding Artificial Intelligence and ChatGPT should be touched upon in syllabi. The Library guidelines have recently adopted this practice and it may be useful to have specific language on whether these modules may be used or not. A member reminded the Committee that the scope for reviewing a syllabus should focus on learning outcomes, content, appropriate depth level, appropriate volume of materials for credits, and assessing overlap with other courses or programs.

D. Harris noted there was subcommittee discussion surrounding how the four Chinese language courses would operate, specifically the 1-3 variable credit courses CHIN 200, CHIN 300, and CHIN 400 in basic and intermediate Chinese. The proponent's intention is that students could take up to 3 iterations of one of the courses, i.e. 200A, 200B, 200C, that would each focus on a different specific language skill, improving on efficiencies with each reiteration.

Moved: D. Harris  
Seconded: E. Salzberg  
**Carried.**

## **Graduate**

As presented by N. Hutchinson:

New Courses: CHEM 509, EOSC 551

**Motion:** *That the Senate Curriculum Committee approves and recommends to Senate for approval the new courses.*

CHEM 509 fills a gap in Chemistry's offerings at the graduate level; co-located with the undergraduate version CHEM 409. EOSC 551 also fills a gap in Earth and Ocean Science's offerings.

Moved: N. Hutchinson  
Seconded: S. Bredin  
**Carried.**

## **DISCUSSIONS**

**Standing Item – Integrated Renewal Program (IRP)** J. Iverson noted there were no updates at this time.

**OTHER BUSINESS** Next Meeting - Monday 22 January 2024 from 1-3pm.

**Adjournment** The meeting adjourned at 2:05pm.