



## SENATE CURRICULUM COMMITTEE MEETING MINUTES

Monday, September 23, 2024 from 1:04-2:27 pm in person

### Attendees

<b>Senators</b>	S. Bredin, S. Gopalakrishnan, R. Kozak, S. Lavallee, C. Rawn (Chair), S. Singh, S. Sherif, J. Xue
<b>Ex Officio</b>	K. Accurso, S. Bates, S. Brown, P. Culbert, J. Fox, N. Hutchinson, H. Law, S. Parker, J. Viveiros, E. Whitney
<b>Guests</b>	R. Morrison
<b>Regrets</b>	D. Duff, A. Dulay, P. Englezos, B. Goold, C. Holmes, S. Jarvis-Selinger, C. Jaeger, G. Markman, C. Menzies, I. Price, E. Salzberg, A. Uzama, S. Yi-Kieran, W. Zhu
<b>Senate Office</b>	M. Davis, J. Goddard, J. Iverson

**Call to Order and Land Acknowledgement** The meeting of the Senate Curriculum Committee (the “Committee”) was called to order at 1:04 pm on 23 September 2024 by C. Rawn, Chair.

**Agenda** *Motion: That the Senate Curriculum Committee adopts the 23 September 2024 agenda.*

**Carried by general consent.**

**Meeting Minutes** *Motion: That the Senate Curriculum Committee approves the 15 July 2024 meeting minutes.*

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

**Business Arising** J. Iverson provided an overview of the revised 2024/25 meeting schedule and submission deadlines.

**Introductions** The committee conducted a brief round of introductions.

**Committee Orientation** The Chair provided an orientation on the Committee’s subcommittee structure and processes.

A member suggested a system to share course syllabi with the full Committee

rather than only subcommittees. J. Iverson said syllabi could be provided upon request.

A member asked for clarification on why a proposal may be held by a subcommittee. They suggested the response form could be updated to include specific examples.

A member asked if it is their responsibility to ensure that the proponents adhere to the principles of the Indigenous Strategic Plan. C. Rawn explained it is important to distinguish between programs and courses, emphasizing that the focus is at the program level.

Members inquired about the consultation process, seeking clarification on what aspects should or should not be included in the process. C. Rawn reminded the Committee she continues to consult with key stakeholders on the curriculum consultation process. The Committee can expect an update later this year.

### **Election of the Vice-Chair**

J. Iverson reported receiving nominations for S. Bredin and S. Sherif. After brief speeches by the candidates, the Committee voted and elected S. Sherif as Vice-Chair of the Senate Curriculum Committee.

### **SUBCOMMITTEE REPORTS**

#### **Graduate**

Presented by N. Hutchinson:

New Course: CONS\_V 514

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

Moved: N. Hutchinson  
Seconded: R. Kozak  
**Carried.**

#### **Non-Credit Credentials**

Presented by S. Bates:

New Non-Credit Program Microcertificate: Applied Survey Research: Methods and Practice

**Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval the new non-credit program microcertificate.***

The new Non-Credit Program Microcertificate was approved on the condition that the following updates are made:

1. Revise the title to clarify the content and narrow the scope. A number of members noted the current title is broad and could apply to a variety of disciplines. The Committee recommends including “opinion polling” in the title (e.g. Applied Survey Research: Opinion Polling Methods and Practice or Opinion Polling: Methods and Practice).

2. Revise the learning outcome language. Describe the skills or knowledge students will acquire in a consistent format. Learning outcomes are often phrased as bullet points following the statement, “By the end of the microcertificate, learners will be able to...” A member suggested explicitly incorporating opinion polling in the outcomes.
3. Revise the expected launch date to a future date. Members noted the proposal currently says September 2024.

Members agreed that C. Rawn will be responsible for reviewing the updated proposal.

Moved: S. Bates  
Seconded: S. Lavallee  
**Carried.**

## **DISCUSSIONS**

### **Standing Item – Integrated Renewal Program (IRP)**

Presented by J. Iverson:

#### [Bridging Solution for Expedited Modifications](#)

The expedited Category 2 process has ended. Service Now requests to modify curriculum in Workday will not be implemented until Senate has approved the change. Users must follow the normal curriculum approval process; however, the Senate Curriculum Committee will continue to consider retroactive changes on a case-by-case basis.

Proposals submitted by Faculties have been shared with IRP for reconciliation. Any outstanding proposals should be submitted to the Office of the Senate as soon as possible. Once all proposals have been reconciled, the Committee will be presented with a docket for approval.

Following approval, all changes effective for the 2024 Winter Session will be entered into the 2024/25 Academic Calendar.

### **Other Business**

J. Iverson informed the Committee that B. Menard has been reassigned to other committees within the Office of the Senate and expressed gratitude for his exemplary work over the last three years.

### **Next meeting**

Monday 28 October 2024 from 1-3pm via Zoom

### **Adjournment**

The meeting adjourned at 2:27pm.