



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Wednesday March 18, 2020
Time: 9:00am-9:22am
Location: Virtual Meeting

Committee Members: Scott Cowan, Biane Deghaiche, Dr. Sue Fox, Dr. James Gauld, Dr. Erika Kustra, Dr. Scott Martyn, Dr. Wansoo Park, Dr. Rashid Rashidzadeh, Dr. Antonio Rossini (Chair), Dr. Terry Sefton Dr. Anneke Smit, Dr. Jill Urbanic

Absent: Dr. Fazle Baki (regrets), Prof. Jeff Berryman (regrets), Janice McAdam (regrets), Jay Patel, Lena Sleiman.

In Attendance: Dr. Tamsin Bolton, Beth Natale, Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. S. Martyn/Dr. E. Kustra
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of February 12, 2020 be approved.

Dr. A. Smit/Dr.T. Sefton
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

Items for Approval

5 Reports/New Business

5.1 Timing Guidelines for Online Exams

(See document APC200318-5.1 for more details.)

NOTED:

- Student concern was raised at the recent February Senate meeting regarding the issue that exams for online courses are to be written at a set time, which creates barriers for students who are working or have other obligations.
Senate requested that APC look into the possibility of providing greater flexibility to students in relation to online exam timing, provided that the academic integrity of the exam can be upheld.

MOTION: That APC establish a subcommittee with the following membership to consider timing guidelines for online exams:

- Antonio Rossini (Chair)
Nick Baker (Office of Open Learning)
Terry Sefton (Faculty of Education)
Erika Kustra (Director or Centre for Teaching and Learning)
Biane Deghaiche (Student)

Dr. J. Urbanic/Dr. S. Martyn
CARRIED

## 5.2 Liberal Arts and Professional Studies (Aeronautics Leadership) Admission Requirements (Revision)

(See document APC200318-5.2 for more details.)

**MOTION: That the proposed revisions to the admission requirements for the Bachelor of Arts (Honours) in Liberal Arts and Professional Studies (LAPS) – Aeronautics Leadership be approved.**

Dr. S. Martyn/Dr. J. Urbanic

NOTED:

- Currently the program admits 40 qualified students on a first-come-first serve basis. Normally, there are approximately 150 applicants.
- In addition, students who are admitted often do not have their Transport Canada medical certificate or aviation language proficiency which delays their progress in the program.
- The new criteria to have students submit a supplementary application form with an essay will provide insight and background information about the applicant to ensure that they are suitable for the program.
- By requiring the Transport Canada medical certificate as part of the admission package, the University will be able to identify students ahead of time who might have a medical issue that will keep them from flying.

**CARRIED**

## 5.3 Policy on Undergraduate English Language Proficiency Requirement - Revision

(See document APC200318-5.3 for more details.)

**MOTION: That the proposed revision to the Policy on Undergraduate English Language Proficiency Requirements be approved.**

Dr. J. Uranic/Dr. J. Gauld

NOTED:

- Due to the recent closure of testing centres in China, as a result of the coronavirus (COVID-19), the proposed revision will allow students to take language proficiency tests using an online method called the Duolingo English Test (DET) in place of the TOEFL and IELTS.
- In response to a question raised regarding whether this policy change will be revisited once the emergency response is lifted, it was noted that all policy and bylaws approved during this the COVID-19 period will come back for review, if the intent is that they continue beyond the COVID-19 period. This should be clarified in the motion.

**FRIENDLY AMENDMENT: That the proposed revision to the Policy on Undergraduate English Language Proficiency Requirements be approved *and be in effect for the COVID-19 period only.*<sup>1</sup>**

**CARRIED**

### Additional Business

#### 6 Question Period/Other Business/Open Discussion

Nothing to report.

#### 7 Adjournment

**MOTION: That the meeting be adjourned.**

Dr. J. Gauld/Dr. W. Park

**CARRIED**

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<sup>1</sup>Clarification was sent on April 5, 2020 that the proposal to allow the online Duolingo English Test as a means to assess English language proficiency for undergraduate international applicants, during the COVID period, was also to be applied to graduate international applicants. The rationale is the same for both. No objections received by members; agreed to by general consent.