



ACADEMIC POLICY COMMITTEE  
Minutes of Meeting

**Date:** Thursday, September 14, 2023  
**Time:** 9:00am-10:28am  
**Location:** Room 209 Assumption Hall and via MS Teams

**Present:** Isabelle Barrette-Ng, Priscilia Correa, Erika Kustra, Adam Mulcaster, Maureen Muldoon, Jessica Raffoul, Karen Robson, Chitra Rangan, Debbie Rickeard, Sara Scharoun Benson, Anneke Smit, Niel Van Engelen, Hisham Barakat, Walter Rischke, Brahmjot Singh.

**Absent:** Lydia Miljan, Victoria Iannetta.

**In Attendance:** Ray Darling, Marion Doll; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

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**1 Approval of Agenda**

Items 5.4, 5.5, 5.6, and 5.7 were unstarred.

**MOTION:** That the agenda be approved.

Maureen Maldoon/Adam Mulcaster  
**CARRIED, as amended**

**2 Minutes of meeting of April 13, 2023**

**MOTION:** That the minutes of the meeting of April 13, 2023 be approved.

Erika Kustra/Priscila Correa  
**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**5 Reports/New Business**

**5.1 APC Mandate, Membership, and Meeting Schedule**

*(See document APC230914-5.1 for more details.)*

NOTED:

- An overview was provided on the mandate of Academic Policy Committee, which is charged with receiving and reviewing annual status reports from a number of academic areas and academic service areas on campus and reviewing and recommending policy changes which fall within the mandate of Senate, as appropriate.

**5.2 Establishing Lead Readers for Annual Reports**

*(See document APC230914-5.2 for more details.)*

NOTED:

- The lead reader reviews the annual report thoroughly in advance of the APC meeting in order to (1) determine whether the report is complete or identify the required additional material, (2) ensure that

the report addresses the University's strategic plan priorities, and (3) ensure that the report is in the required format.

- Lead readers were identified for the various annual reports for 2023-2024.

### 5.3 Student Awards and Financial Aid Annual Report (2022-2023)

*(See document APC230914-5.3 for more details.)*

#### NOTED:

- A comprehensive presentation was provided on the Student Awards and Financial Aid Office's (SAFA) activities and accomplishments over the past academic year, as well as current and future initiatives.
- SAFA is charged with administering the Ontario Student Assistance Program (OSAP) as well as scholarships, bursaries, and awards for undergraduate students which are based on both academic merit and financial need.
- SAFA also supports general need-based assistance for graduate students who qualify for government student assistance.
- To apply for scholarships and bursaries, students complete a series of online profiles within UWinsite Student, as opposed to applying for specific awards. Awards that fit their profile are automatically identified for them.
- Staff are encouraged to take advantage of professional development opportunities within and outside the University in order to keep up with ongoing changes to government regulations and guidelines.
- The Office promotes financial literacy for students through its on-line Enriched Academy platform, where students can download financial resource tools and watch related videos.
- In the journey towards Truth and Reconciliation, SAFA collaborates with Indigenous colleagues on the validation of Indigenous identity, adjudication, and selection of awards open to Indigenous students.
- Improving communication with Academic departments has been imperative in meeting deadlines and having awards adjudicated at the Faculty and Departmental level so that awards can be distributed to students in a timely manner.

The floor was open for comments/questions:

- While self-identification is optional, it is beneficial for students to self-identify as they are many bursaries and scholarships designed with diverse criteria. It was noted that students who apply for OSAP generally do self-identify.
- In response to a question raised, it was noted that awards that do not require subject matter expertise (which are reviewed at the Departmental level) are adjudicated by the Office of Student Awards.
- In response to a question raised, it was clarified that funding for graduate students does not fall under the purview of the Office of Student Awards and Financial Aid and some awards are decentralized within the departments. This falls under the umbrella of Graduate Studies.

#### AGREED:

- In response to a concern raised about the recruitment tool requiring a local phone number to move through the process, SAFA will follow-up on this with a view to making the tool more user friendly to international students.
- Reports to departments of prospective students who are eligible for scholarships should be re-introduced as they were helpful in student recruitment.
- Future reports should be joint submissions from SAFA and Graduate Studies, highlighting awards and financial aid available to all students.

### 5.4 Business Administration and Economics – Revision

*(See document APC230914-5.4 for more details.)*

**MOTION: That the proposed revision to the admissions requirements for the Honours Business Administration and Economics be approved.**

Walter Rischke/Adam Mulcaster

NOTED:

- Given that successful completion of the Honours Business Administration and Economics program does not require any specific high school math course, it is being proposed that admission requirements be revised to allow for any math course to count.
- The proposed requirements are in line with the stand-alone Bachelor of Commerce program.

**CARRIED**

#### **5.5 Policy on Grading and Calculation of Averages – Revisions**

*(See document APC230914-5.5 for more details.)*

**MOTION: That the proposed revisions to the Policy on Grading and Calculation of Averages be approved.**

Walter Rischke/Jessica Raffoul

NOTED:

- Under the current policy, if a student is given an 'Incomplete' (IN) on an undergraduate course, this grade lapses to a '0' after 6 weeks, which counts in a student's average whether it is a numeric graded course or a pass/non-pass (P/NP). This was never the intent for P/NP courses.
- The proposed change will allow a non-pass to be assigned after the 6 week period for a pass/non-pass grade, which will have no numeric impact on the student's average.

**CARRIED**

#### **5.6 Social Work PhD Grade Policy**

*(See document APC230914-5.6 for more details.)*

**MOTION: That the grade policy for the Social Work PhD program and courses be approved.^**

*^The Senate Policy on Grading and Calculation of Averages allows regulations of individual programs to be more stringent and in those situations the student must comply with the policies of the program.*

Adam Mulcaster/Jessica Raffoul

NOTED:

- The School of Social Work is proposing that students who receive more than two (2) grades in one-term courses (or equivalent) of less than 73% may be required to withdraw from the program.
- Currently the minimum standard for Graduate programs requires a 70% cumulative average and credit for not more than two term courses in which a grade of 60-69% has been obtained.

AGREED:

- The rationale should be strengthened, including evidence-based research or information highlighting the impact that this may have on in-course student enrolment. (*i.e.*, is this in line with what other Universities require? Is Social Work noticing issues with the quality of students with the lower averages?).

**WITHDRAWN**

#### **5.7 Reading Week Policy – Exemption**

*(See document APC230914-5.7 for more details.)*

**MOTION: That the proposed revision to the Reading Week policy be approved.**

Erika Kustra/Walter Rischke

**CARRIED**

## **6 Question period/Other business/Open Discussion**

### **6.1 APC Subcommittee on Course Modality Definitions – Update**

NOTED:

- Currently course modalities are being interpreted differently across campus, which has led to confusion and concerns from students who made life choices based on the course modality selected that have cost and other implications if there is no consistency.
- Course modality definitions are important as they impact student course selection, space planning, and enrolment/retention, and provide students with information on course requirements and commitments to set them up for success as they select and register for courses.
- The APC Subcommittee is proposing definitions for five course modalities and has consulted with Deans, Associate Deans, AAU Heads, UWSA, GSS, and OPUS.
- A proposal will be brought to the next APC meeting.

## **7 Adjournment**

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

Erika Kustra/Niel Van Engelen  
**CARRIED**