



ACADEMIC POLICY COMMITTEE  
Minutes of Meeting

**Date:** Wednesday, October 18, 2023

**Time:** 9:00am-9:20am

**Location:** Room 209 Assumption Hall and via MS Teams

**Present:** Isabelle Barrette-Ng (Chair), Priscila Correa, Erika Kustra, Adam Mulcaster, Maureen Muldoon, Lydia Miljan, Jessica Raffoul, Karen Robson, Sara Scharoun Benson, Niel Van Engelen, Victoria Iannetta, Walter Rischke, Brahmjot Singh.

**Absent:** Chitra Rangan (regrets), Debbie Rickeard (regrets), Anneke Smit, Hisham Barakat.

**In Attendance:** Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

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**1 Approval of Agenda**

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

Maureen Muldoon/Erika Kustra

**CARRIED**

**2 Minutes of meeting of September 14, 2023**

**MOTION:** That the minutes of the meeting of September 14, 2023 be approved.

Walter Rischke/Priscila Correa

**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

**\*4.1 PhD in Social Work – Minimum Course Grade Policy**  
(See document APC231018-4.1 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.*

**\*CARRIED**

**5 Reports/New Business**

**5.1 Report from the APC Subcommittee on Course Modalities**  
(See document APC231018-5.1 for more details.)

**MOTION:** That the proposal on Course Modalities and their definitions be approved.

Lydia Miljan/Walter Rischke

NOTED:

- 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 proposes definitions for existing course modalities to ensure consistency of implementation and interpretation and to mitigate confusion and concerns from students who make life choices based on the course modality selected that have cost and other implications if there is no consistency.
- In response to a question raised as to whether student would need to pay for the remote exam site, it was noted that the proposal specifies that the program would be responsible for covering the costs of the remote proctored exam if it is off-campus.
- In response to a question raised as to whether there is any flexibility for an instructor to change a course modality from in-person to online for a class session (due to extenuating circumstances or if an instructor has a temporary medical situation), it as noted that this would be possible under emergency provisions. A change from a modality that permits online participation to a modality that requires in-person participation would not be permitted in any circumstance, nor would it be permitted to change the course delivery for the semester once registration opens unless approved by the Dean based on extenuating circumstances.
- In response to a question raised it was noted that the intent is to have a “pop-up” window on the UWinsite so that students are aware of the modality when they register for a course.

**CARRIED**

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

Nothing to report.

**7 Adjournment**

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

Jessica Raffoul/Erika Kustra

**CARRIED**