

To: Secretary of Senate
Brock University

From: Hugh Gayler, Chair
Undergraduate Program Committee

Date: May 13, 2008

RE: Annual Report, Undergraduate Program Committee (UPC) 2007-2008

COMMITTEE MEMBERSHIP

CHAIR Hugh Gayler (SS)

VICE-CHAIR Anton Jensen (Hum)

Elected Faculty: Maureen Connolly (AHS)

Elected Faculty: Anton Jansen (Hum)

Faculty at Large: Sharon Abbey (Educ)

Barbara Sainty (Bus)

Hugh Gayler (SS)

STUDENTS:

1 Undergraduate Student Rob Lanteigne (Senator)

EX OFFICIO:

SENATE CHAIR/ Maureen Connolly (AHS)

PRESIDENT/ Jack Lightstone

VP, ACADEMIC and PROVOST Terry Boak

ASSOC. VP and PROVOST Greg Finn

FACULTY DEAN James Heap

FACULTY DEAN Rosemary Hale

REGISTRAR Barb Davis

ASSOC. VP STUDENT SERVICES Kim Meade

BUFA OBSERVER Carmela Colella

(non-voting)

ADMINISTRATIVE SUPPORT: Caroline Lidstone, Evelyn DiFruscio

Overview of Committee Activities:

Meetings, lasting between 2 & 3 hours, were held every two weeks during both the Fall and Winter terms with quorum being consistently met until recently. In addition, subcommittees were established and held meetings pertaining to assigned tasks.

Establishment of subcommittees

Six subcommittees were struck to align with each of the Faculties. The UPC member affiliated with the Faculty was assigned the duty of calling the meeting of the subcommittee. The major task was to review the calendar submissions from each unit within a particular faculty. Evelyn DiFruscio, was in attendance at each subcommittee meeting to ensure issues related to program requirements and policy implications would be addressed. Any issues, concerns or clarifications raised at the subcommittee level

could be addressed with the unit prior to the submission going to the full UPC committee. While this process certainly lightens the load of committee members, there were understandably difficulties finding a common meeting time. In addition all submissions were also vetted through Hugh Gayler or Greg Finn for editing consistency.

As in previous years, UPC made recommendations regarding

- the consideration of new undergraduate programs and the criteria for the evaluation of such programs
- the creation of new programs including both collaborative and articulated agreements. There are a growing number of these, especially in the Social Sciences where Jo Stewart has been given the task of administering them.
- changes to the undergraduate calendar and course banks

In addition UPC

- continues to maintain a firm deadline for UPC submissions for the next academic year
- reviewed a proposed (and later adopted) Student Medical Certificate (from the Teaching and Learning Policy Committee) which was aimed at streamlining the process and making sure that students obtained proper medical information and professional sign-off
- was involved, along with other Senate committees, in the Senate Governance Committee's regular meetings of committee chairs, vice-chairs and secretaries in order to share information
- ensured that the costing forms for new or modified programs were received by the Budget Advisory Committee of Senate
- formed a subcommittee on undergraduate degree review to begin the process of considering the forms in which Brock's undergraduate degrees will be delivered by 2014. In the light of OAC being abolished, consistency with other provinces and improving the quality of post-secondary education, the subcommittee so far has been considering the implications of abolishing the 3 Year Pass Degree.

Recommendations for future consideration

- to continue the work of the subcommittee on undergraduate degree review by seeking opinions of faculty and students

UPC would not operate as it does without strong administrative support. A special thank you goes out to Caroline Lidstone, the Administrative Co-ordinator, for setting up meetings, ensuring that meeting packages were distributed in a timely manner, providing support to the committee, taking detailed minutes of all decisions made, and responding quickly and efficiently to all requests for information. As well, Evelyn DiFruscio is thanked for her work and contributions to the committee. Finally, I wish to thank all UPC members for their contributions over the year, their efforts resulted in the 2008-09 Calendar that has recently been distributed across the University.

Respectfully submitted,
Hugh Gayler, Chair

