

Faculty of Science Council Meeting Agenda

Thursday, December 2, 2021

1:00-3:00 p.m.

Microsoft Teams Meeting

Attendance:

| | | | | | | |
|----------------------------------|--|----------------------|--|-----------------|--|------------------|
| Dean's Office | | Chris Houser | | Philip Dutton | | Dan Mennill |
| Dean's Office | | Dora Cavallo-Medved | | N/A | | N/A |
| Biomedical Sciences | | Andrew Hubberstey | | Martin Crozier | | Isabelle Hinch |
| Chem & Biochem | | James Gauld | | Drew Marquardt | | Michael Ocheje |
| Computer Science | | Ziad Kobti | | Dima Alhadidi | | Lama Khalil |
| Economics | | Sang-Chul Suh | | Dingding Li | | Behrooz Matlabi |
| Environment | | Joel Gagnon | | Cameron Proctor | | Mercedes Lavoy |
| Forensic Science | | Maria Cioppa | | N/A | | Elley Vipond |
| Integrative Biology | | Isabelle Barrette-Ng | | Nigel Hussey | | Taylor Bendig |
| Math & Stats | | Richard Caron | | Abdo Alfakih | | Jessica Gerdevic |
| Physics | | Steven Rehse | | Jeffrey Rau | | Griffin Howson |
| Institute Directors | | Mike McKay | | Lisa Porter | | Roman Maev |
| Non-voting | | Nellie Bordignon | | Laura McLean | | Sharon Rasul |
| Non-voting | | Sara Elliott | | Gemma Grey-Hall | | Bob Hodge |
| R=Regrets, S=Substitute, G=Guest | | | | | | |

| # | ITEM | PRESENTER |
|-----|--|-------------------|
| 1. | Welcome and approval of Agenda | C. Houser |
| 2. | Approval of Minutes from November 4, 2021 | C. Houser |
| 3. | Budget Update | C. Houser |
| 4. | Report from the Dean | C. Houser |
| 5. | Report from Associate Dean, Undergraduate Affairs | P. Dutton |
| 6. | Report from Associate Dean, Faculty & Student Engagement | D. Cavallo-Medved |
| 7. | Report from Associate Dean, Graduate Studies & Research | D. Mennill |
| 8. | Reports from Heads/Directors | Heads/Directors |
| 9. | Other Business | C. Houser |
| 10. | Adjournment | C. Houser |

Please carefully review the 'starred' (*) agenda items. As per the September 15, 2016 Faculty Coordinating Council meeting, 'starred' items will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to Laura McLean) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.

Faculty of Science Coordinating Council Minutes

Thursday, November 4, 2021

Meet via Microsoft Teams

Attendance:

| | | | | | | |
|----------------------------------|---|----------------------|---|-----------------|---|------------------|
| Dean's Office | P | Chris Houser | P | Philip Dutton | P | Dan Mennill |
| Dean's Office | P | Dora Cavallo-Medved | | N/A | | N/A |
| Biomedical Sciences | P | Andrew Hubberstey | P | Martin Crozier | P | Isabelle Hinch |
| Chemistry & Biochemistry | P | James Gauld | P | Drew Marquardt | P | Michael Ocheje |
| Computer Science | P | Ziad Kobti | P | Dima Alhadidi | P | Lama Khalil |
| Economics | P | Sang-Chul Suh | P | Dingding Li | A | Behrooz Matlabi |
| Environment | P | Joel Gagnon | P | Cameron Proctor | P | Saveth Sao |
| Forensic Science | P | Maria Cioppa | | N/A | A | Elley Vipond |
| Institute Directors | P | Lisa Porter | A | Mike McKay | P | Roman Maev |
| Integrative Biology | P | Isabelle Barrette-Ng | P | Nigel Hussey | P | Taylor Bendig |
| Math & Stats | P | Richard Caron | A | Abdo Alfakih | P | Jessica Gerdevic |
| Physics | P | Steven Rehse | P | Jeffrey Rau | P | Griffin Howson |
| Non-voting | P | Nellie Bordignon | P | Laura McLean | P | Sharon Rasul |
| Non-voting | P | Sara Elliott | P | Gemma Grey-Hall | P | Bob Hodge |
| R=Regrets, S=Substitute, G=Guest | | | | | | |

1. Welcome and approval of Agenda

MOTION: To approve the agenda.

**Mennill/Barrette-Ng
CARRIED**

2. Approval of Minute from May 6, 2021

MOTION: To approve the amended minutes of October 7, 2021.

**Hubberstey/Barrette-Ng
CARRIED**

3. Report from the Dean

a. Enrollment Update

- November 1st is the Ministry deadline and when our enrollment numbers are considered official.
- Faculty of Science has 3,750 students (3,374 full time, 376 part time).
- Retention Rates:
 - Years 1-2: 90% (up from 86%)
 - Years 2-3: 87% (up from 80%)
 - Years 3-4: 80% (up from 75%)
- Faculty of Science exceeded our prediction for Fall 2021 by 362 students, resulting in \$600K of additional budget.

b. Budget

- Discussed the need for resources to sustain our level of activity and growth.
- Faculty of Science is aiming to achieve a balanced budget approach. If we have extra funds, they will be invested into staff, space, equipment, etc.
- To maintain balance, as our international student population increases, Science must simultaneously grow domestic enrollment.

c. Update on Associate Dean Search Committee

Associate Dean, Undergraduate Affairs Search Committee

- Still need 2 student representatives.
- Received 5 faculty nominations (2 are from one AAU). A run-off election will be completed.

Associate Dean, Faculty & Student Engagement Search Committee

- Only received 4 faculty nominations (2 are from one AAU).

MOTION: To continue searching for a 4th faculty position following the guidelines that FCC set out in October (4 faculty with no more than 1 from any AAU).

DEFEATED

Hussey/Barrette-Ng

MOTION: That this committee structure allow up to 2 faculty members from a given Department/Program.

CARRIED

Mennill/Gagnon

4. Undergraduate Update

- Working with strategic planning group. There is a lot of overlap with the Student Experience strategic planning group.
- Discussed retaining technology that has been beneficial.
- Science Society enquired if faculty would be willing to record in person lectures when face to face learning resumes. Discussed the [Senate Policy on Recording Lectures](#).
- Please report any issues with Hy-Flex learning to Phil Dutton's attention via scienceundergrad@uwindsor.ca.

5. Faculty & Student Engagement Update

- The University Open House event was 2 weeks ago. Thank you to everyone who participated. In person event was well attended. Online attendance was low.
- We are moving forward with Departmental recruitment webinars, similar to last year. These are great opportunities for potential students and their parents to attend. Nadia Stephaniuk is the Science Recruitment Coordinator. She will be reaching out to Heads/Directors about setting up webinars.
- Everyone is encouraged to follow the USci Network social media pages to keep up to date on their activities.
- A USci Network annual mid-year report will be shared in January that will provide the metrics for their initiatives.
- The Student Experience strategic planning group is considering priorities and recommended goals.
- Creating an advancement and alumni plan that will involve undergrad and grad students.
- Hoping to have a meet & greet/networking event in Spring that will bring Alumni to campus.

6. Graduate Update

- Discussed the need to be inventive in our graduate recruitment strategy. Email scienceadgsr@uwindsor.ca if you need help with recruitment events/strategizing or have questions.
- Extending the start date for students who received the Faculty of Science International PhD Tuition Scholarships because many are having VISA issues (Originally aiming for January 1, 2022 start date, but extending to May or September 2022 start date).
- There are still 7 scholarships that haven't been accounted for (4 Biology, 1 Chemistry, 1 GLIER, 1 Physics). If you have international PhD students starting in January, May or September, they will be eligible.

7. Research Update

- Discussed changes to Safety Plans.
 - Science continues to encourage VPRI to end phase 2 and 3 plans.
 - Eliminated the need for a request to revise a plan based on adding or subtracting personnel or changing access. Once you have an approved Phase 3 plan, you can decide which personnel and rooms are included.
 - There is a form for increasing room occupancy.
- Faculty of Science submitted 17 NSERC Discovery grants and 5 RTI grants this year. Special thanks to Heads/Directors and Faculty who participated in the peer review process.
- Hope to reinstitute Science Research Stimulus Fund next year.
- There are 8 people on the Strategic Research Planning Group. Anyone interested in participating should contact Dan Mennill (scienceadgsr@uwindsor.ca).

8. Report from Heads/Directors

Biomedical Sciences

- Master's program in Translational Health Sciences was approved by Seante. Expecting first intake in May 2022. This program will allow students work with clinical professors and research professors on campus and at hospitals, learning how to do clinical research. This is a diverse and novel 1-year long program.
- Received approval to be creating MSc and PhD programs in Biomedical Sciences. Currently the program is shared with Integrative Biology. Anticipated launch in Fall 2023.
- Currently hiring for a Molecular Neuroscientist.

Chemistry & Biochemistry

- Informed students of Winter 2022 delivery models.
 - All labs will be face to face. First year lectures will be virtual, and all other year courses will be face to face depending on how Registrar's can accommodate with rooms.

Mathematics & Statistics

- Math & Stats Students Association has been hosting events and seminars at the Green Bean Café.
- Actuarial Science club is recruiting.
- Withdrew a PDC proposal for a Biostats course while the department considers how to introduce indigenization into the course. This will likely be a 4–8-month process.
 - Discussed that the prompts in the PDC form about indigenization are being misinterpreted by Senate. It's meant to ask how you will make the changes at a faculty level and not a course level.
- Winter 2022 courses will be face to face with a few exceptions. Department is checking with International Students to see if there are any issues with going face to face for Winter.
- Discussed the benefits of the Mobius system for marking math assignments certain courses. It is estimated that this program has saved almost 8000 hours of marking and \$200K of TA and GA costs.

This program costs students \$25/year and covers all courses using the program. There is no cost to the University.

Computer Science

- Working with a Google Developer Group in conjunction with St. Clair College to hold events and workshops for students.
- School of Computer Science has 5 IBM Student Ambassadors.
- Working with Google Developer groups to resume the high school programming competitions.
- Winter 2022 delivery models:
 - MAC program will be face to face
 - Undergraduate courses will be Hy-flex
 - Graduate courses will have an option of online or face to face
 - Seminars will continue online
- Working on a common course syllabus.

Economics

- Hiring for Tenure Track position in Environmental Economics or Health Economics.
- Winter 2022 delivery models:
 - All undergrad courses will be face to face with the exception of large classes.
 - Graduate and MAEP courses will be Hy-flex.

Integrative Biology

- Reviving seminar series. Catherine Febria will be delivering the first seminar tomorrow (November 5th @ 12:00).
- AAU Council approved a One Health Certificate that will explore how health is connected to the environment.
- 2 Faculty searches are in process (Tenure Track in neuroscience for BCN program and AAS Indigenous Knowledge Keeper).
- Winter 2022 delivery models:
 - All courses will be face to face with the exception of 3 courses.
- Hosting a research night for undergrads interested in pursuing a graduate degree.

Physics

- Winter 2022 delivery model:
 - All courses will be face to face except for 2 large introductory courses.
 - Large introductory courses will have online lectures and face to face labs.
- 2 faculty searches are underway (1-year Limited Term, and Tenure Track). Thanks to all faculty participating on appointments committee.
- Due to the pandemic, the Physics Club began to offer their (for pay) tutoring program online. Because the response has been positive, they will continue to offer it online. They have developed a graded pay scheme.

School of the Environment

- Most faculty taught face to face in Fall 2021. The School did offer some Hy-flex courses.
- There has been good uptake in 2+2 programs and transfer students. Thanks to all program counsellors/advisors for their help with these transfers.
- Tring to accommodate students whose request for vaccination exemption was denied.

WE-SPARK

- KT Watercooler: <https://www.wesparkhealth.com/conferences-and-workshops-43/the-kt-water-cooler>
- Think Tank: <https://www.wesparkhealth.com/conferences-and-workshops-13/think-tank-december-3-2021>
- An intern did a scan of barriers for translational research in Windsor - Essex that is now in press: <https://implementationscience.biomedcentral.com/articles/10.1186/1748-5908-7-50>
- Completed an EDI Environmental Scan that identified actionable items which will be integrated with WE-SPARK committees: https://issuu.com/wesparkhealth/docs/we-spark_edi_environmental_scan_-_final_2_?fr=sZmMwNDM2ODM0MDM
- Working with a PHD student on specifically indigenizing cancer research/education.

Forensics

- Finished IQAP review this year. Looking at putting some recommendations in place.
- Winter 2022 delivery model:
 - All courses with the exception of one large class will be face to face.

9. Other Business

- Study abroad programs in Science will resume in Spring 2022. Starting with Costa Rica, Iceland and possibly Hungary. Chris Houser will invite 2 Science faculty members to shadow his Costa Rica Study Abroad trip. Let Chris know if you are interested.
- The University received \$1 million in funding for study abroad scholarships (Go Global program)
 - \$500 automatic scholarship to any student who participates in a study abroad program.
 - \$1000 for 1st year students
 - \$3000 for students identifying as Indigenous, with a Disability, or low income.
- Currently there are no changes to capacity limits for spaces that are not for instructional use (offices & meeting rooms). The University is planning to increase capacity in other spaces, for access in and out of buildings, and in hallways.
- Discussed who is responsible to enforce the mask policy.
- In case of emergency, extra masks are available in the Faculty of Science Office and in Departmental Offices.

10. Adjournment

MOTION: To adjourn the meeting.

**Mennill/Proctor
CARRIED**



Faculty of Science
Program Development Committee

SPDC Meeting Minutes

1:00 pm on Tuesday, October 19, 2021 via Teams

Present: Dr. M. Cioppa (SOE & Chair), Dr. K. Ng (CBC), Dr. A. Swan (Biomed), Dr. J. Albanese (FS), Dr. J. Smit (IBio), Dr. I. Ahmad (CS), Dr. A. Hussein (MS), Dr. D. Mennill (ADGA), Dr. S. Rehse (Phy)

Guests: Dr. C. Houser (Dean), Dr. R. Caron (MS), Dr. Z. Kobti (CS), Dr. A. Jaekel (CS)

Regrets: Dr. P. Dutton (Chair), Dr. M. Arbex (Econ)

Secretary: L. Laurie

Welcome and Call to Order.

1. Approval of the agenda for October 19, 2021.

MOTION: THAT the agenda for the October 19, 2021 meeting, be approved.

Smit/Albanese

CARRIED

2. Approval of SPDC meeting minutes from September 14, 2021 meeting

MOTION: THAT the minutes from the September 14, 2021 meeting with minor amendments, be approved.

Swan/Ng

CARRIED

3. Graduate Items for Science Council Approval

3.1 Chemistry & Biochemistry [Ng] (1:10-1:20pm)

3.1.1 Form D – New Course Proposal: CHEM-8599 Applications of Inorganic Spectroscopy

MOTION: THAT the Form D for CHEM-8599, be approved.

Swan/Albanese

CARRIED

- Dr. Johnson has been teaching this for a few years under special topics course (8509) and this is to create its own course code



Faculty of Science
Program Development Committee

- General interest course for non-majors in Chemistry
- LOs for the graduate course
- The statement for Indigenous learning in the course – the department did receive feedback from CTL on this after submission to SPDC. It was revised prior to submitting to UPDC.
- Course description is lengthy – is there a word limit on them? See if Renee has a comment
 - Suggestion to shorten the description
 - R. Wintermute noted that there is no rule for the length of a course description but that it probably should be no more than 6-8 lines.
- A3 - check with Renee if the in- course number of hours is supposed to be per week or over the whole term
 - R. Wintermute noted that the Delivery format section does not require a listing of hours but rather an “x” to show how the course will be delivered.
 - Example:
 - **A.3 Other Course Information**

Please complete the following tables.

| Credit weight | Total contact hours | Delivery format | | | | Breakdown of contact hours/week | | | |
|---------------|---------------------|-----------------|------------|----------|---|---------------------------------|--------------|--------|---------------------------------------|
| | | In-class | e-learning | Distance | Other flexible learning delivery [please specify] | Lecture | Lab/Tutorial | Online | Co-op/practicum/experiential learning |
| 3.0 | 36 | X | X | | | 1.5 | 1.5 | | |

3.1.2 Learning Outcomes: Graduate Programs

MOTION: THAT the learning outcomes for the Graduate Programs, be approved.

Ng/Swan

CARRIED

- These are the updated versions with consultation with CTL

3.2 Computer Science [Ahmad & Kobti] (1:20-1:25pm)



Faculty of Science
Program Development Committee

3.2.1 New Program Submission Form: Master of Science in Applied Data Science (Vector program submission form)

MOTION: THAT the Master of Science in Applied Data Science, be approved.

Mennill/Ng

TABLED

- Comments
- Students come in and can choose this stream when they are in
- Students must take core courses, then afterwards they can take the required courses from respective discipline
- There is a thesis, course based, and coop options
- Comment – the name of program must be consistent across the form
- The Notice of Intent form was not submitted so Dr. Kobti is going to send the Notice of Intent form to L. Laurie for the next meeting

3.3 Mathematics & Statistics [Hussein & Caron] (1:25-1:40pm)

3.3.1 Form D New Course Proposal: STAT-8700 Biostatistics

MOTION: THAT the Form D New Course, STAT-8700, be approved.

Mennill/Hussein

CARRIED

- Department wants to be involved in the IHSC program will be introducing an UG course in Biostatistics
- Comments:
 - Can combine to item 4.3.1 - the UG course for cross-listing
 - Will stay as is because one is going to go to the Graduate level for review and one to UG review
 - Good suggestion

3.3.2 Form C Minor Program Changes: MSc fast-track to PhD

MOTION: THAT the Form C Minor Program Changes for MSc fast-track to PhD, be approved.

Mennill/Swan

CARRIED

- Dr. Caron discussing this one
- Current UG regulations in Calendar for fast-tracking
- Department wants to make it stronger and clearer for what happens in Math/Stats Depts
- This dept has never fast-tracked students in the past but some that might be coming up soon
- Want students to write two of the comprehensive exams in the first three terms of enrollment



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- Get credit for retaining comp exams.
- 80% rule to get in
- Have a way for them to get back to master's if not doing well
- For the students that are doing well in master's and leads to fully developing the research and complete dissertation
- Noted that this is timely and there is an appetite for it across campus right now
- Timing – recommendations must be in before the third term and completed by the end of the fourth term. Discussed extensively with the department council on the timing set out.
- Course requirement – take 4 courses and must have a certain average. Would they normally get the 4 courses completed in the three semesters
 - Students take 2 per term as they have four terms to complete
 - But many students take more courses per term and complete by the third term
- Comment – redundancy in the 80% needed comment over the form. Dr. Caron will look at this and remove them. Staying as is due to the need for the statements being there and what is written from Grad Studies

3.3.3 Learning Outcomes: Graduate Courses

MOTION: THAT the learning outcomes for the Graduate courses, be approved.

Mennill/Ng
CARRIED

- Dr. Caron discussed
- Graduate courses that are offered on a regular basis are on this form
- LO's for UG courses were already approved. They used to go together but there is a new statement for the Graduate courses. Expectations are greater for the graduate students and include the LO's for the master's major paper

4. Undergraduate Items for Science PDC Approval

4.1 Chemistry & Biochemistry [Ng] (1:40-1:55pm)

4.1.1 Form D – New Course Proposal: CHEM-3510 Heavy Metal Easy Listening

MOTION: THAT the Form D for CHEM-3510, be approved.

Swan/Ng
CARRIED

- Brand new course that is intended for non- majors and third year students
- There is pre-req of Biomolecules
- Targets – students that are not normally taking advanced Chemistry but could be in Health or Biology stream
- Comments:



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- Does not count or does it count as a Science course for Chemistry/Biochemistry degree
 - Lots of discussion to include or exclude them – decided to let students be able to take it but not necessarily geared towards Chem students
- The pre-req course was added as to take any upper Chems you need to take the BIOC course and many items for the biological side would need a little background in biochemistry so it would make sense.
- LO A – did it go through CTL? Dr. Ng is going to confirm

4.1.2 Form D – New Course Proposal: CHEM-4599 Applications of Inorganic Spectroscopy

MOTION: THAT the Form D for CHEM-4599, be approved.

Ng/Swan

CARRIED

- UG course that goes along with the graduate course that was previously discussed
- LO's were adjusted for the UG level
- Pre-requisite is CHEM 3500 - for students to ensure they have the proper background and graduate students would be assumed to have that knowledge
- Comments
 - For the Chem/ Biochemistry coop and thesis are listed. Are not all the programs able to take it as non-thesis? Dr. Ng will confirm and modify as necessary
 - LO A – word 'understand' listed. Dr. Ng will confirm

4.1.3 Learning Outcomes: Undergraduate Programs

MOTION: THAT the learning outcomes for the Undergraduate Programs, be approved.

Ng/Swan

CARRIED

- Needed to update the learning outcomes for the accreditation
- Did go through CTL

4.2 Computer Science [Ahmad, Kobti & Jaekel] (1:55-2:20pm)

4.2.1 Form D New Course Proposal: COMP-2087 Programming for Beginners II

MOTION: THAT the Form D for COMP-2087, be approved.

Ahmad/Hussein

CARRIED

- A new course for the BIT program
- Comments
 - A2 - Delivery format – total contact is 3 and the delivery is yes



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Program Development Committee

- Should be 36 hours for total contact hours and lecture should be 3 hours per week. Dr. Jaekel will make this correction on the other forms as well.

4.2.2 Form D New Course Proposal: COMP-2547 Applied Algorithms and Data Structures

MOTION: THAT the Form D for COMP-2547, be approved.

Ahmad/Ng

CARRIED

- Geared for BIT program
- Similar course in main CS program but this one is more program level knowledge and is a lighter version of the course and will learn how to use the algorithm instead of being able to create the algorithm
- Comments
 - Delivery hours will be checked by Dr. Jaekel
 - Question: are these courses going to be desirable for other Computer Science programs or outside of CS?
 - These can be taken by students that are not CS geared so for all others
 - CS students can take it but won't count as a CS course but as an open elective
 - Non- CS students can take as long as they have the pre-requisites

4.2.3 Form D New Course Proposal: COMP-3037 Information Security for IT

MOTION: THAT the Form D for COMP-3037, be approved.

Ahmad/Albanese

CARRIED

- About the type of security related to computers and not about computers
- Specifically geared to students in the IT program
- Comments
 - Delivery hours will be checked by Dr. Jaekel

4.2.4 Form D New Course Proposal: COMP-3067 Applied Databases

MOTION: THAT the Form D for COMP-3067, with minor amendment, be approved.

Ahmad/Ng

CARRIED

- There is a similar course for CS students but different for learning how to use databases instead of building databases
- Comments
 - Delivery hours will be checked by Dr. Jaekel
 - B1 Course Goals – expand – how it fits into the requirements of the program

4.2.5 Form D New Course Proposal: COMP-3250 Data Analytics I

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MOTION: THAT the Form D for COMP-3250, with minor amendments, be approved.

Ahmad/Ng

CARRIED

- New course
- Students in the IT program and CS programs will be able to take this course
- Goes over the new visualization techniques
- To analysis large datasets
- Comments
 - Prerequisites – say stat 2910 or one of comp 2540 or instead of parentheses
 - Already in calendar there is a notion like this for the CS Department so leave as is
 - Delivery – states yes in class and yes online
 - This should be just in class and the number of hours instead of yes – will correct this
 - B1 – Goal – adjust this one with a little more information
 - B4.1 Comment that it should not affect other courses. Do you think that computer science students wouldn't take this?
 - It could be used as an option but not going to affect the number of students taking the other courses offered as well. Dr. Jaekel will send revised forms back

4.2.6 Form A New Program Proposal: Bachelor of Information Technology (H) (BIT)

MOTION: THAT the Form A for the Bachelor of Information Technology program, be approved.

Ahmad/Ng

CARRIED

- This form was at the last meeting for review to get feedback from the committee. They have revised the form to make it stronger and now back for approval
- Comments
 - LO's - D and H are blank – should all these be completed?
 - Some of the other items, for ex. B, it says relevant to B, D, etc. so CTL advised to not fill in all the boxes if noted it demonstrated in a previous section.
 - Should just make it a note on the blank ones so that anyone looking at the form does not assume that those attributes are not being covered

4.3 Mathematics & Statistics [Hussein & Caron] (2:20-2:35pm)

4.3.1 Form D New Course Proposal: STAT-4700 Biostatistics

MOTION: THAT the Form D for STAT-4700, be approved.

Hussein/Albanese

CARRIED

- Dr. Caron discussing



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Program Development Committee

- For the DH studies program
- The graduate level of this course was previously approved

4.3.2 Form E Summary of Minor Course & Calendar Changes: Renaming Courses as ACSC

MOTION: THAT the Form E, renaming of courses to ACSC, be approved.

Hussein/Swan
CARRIED

- Looked at course offerings being offered, and these courses have been offered for many years as MATH but are now more appropriate with the new Actuarial Science program so changing them to ACSC

4.3.3 Form C Minor Program Changes: Minor in Statistics

MOTION: THAT the Form C for the Minor in Statistics, be approved.

Hussein/Ng
CARRIED

- Issue with a student misreading the calendar for a minor in stats and needed to recommend the minor
- So this lead to needing increased clarity on the wording
- Comments
 - STAT 2910 is not listed – that course is not allowed for minor in stats
 - This course is on the list for a minor in math

4.3.4 Learning Outcomes: Undergraduate Courses

MOTION: THAT the learning outcomes for the Undergraduate courses be approved.

Ahmad/Smit
CARRIED

- This is for the UG courses that did not have any LO's completed
- The template models were used for the graduate courses
- Comments
 - Correction of title - Advanced topics in Statistics – this is incorrect. Correct as is.

4.4 Physics [Rehse] (2:30-2:40pm)

4.4.1 Form A New Program Proposal: Honours Certificate in Physics

MOTION: THAT the Form A New Program, Honours Certificate in Physics, be approved.

Rehse/Ahmad
CARRIED

- This was submitted into the old PDC workflow and is coming here last as it went through the system when it stopped being used



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Program Development Committee

- Honours certificate
- Many want to go into physics graduate school but don't have a physics degree, so this opens a pathway for them to meet the graduate program admission requirements
- Mostly targeted at a three-year UG degree to do one year of physics courses
- Expecting some students but have set a limit to ensure the department does not need more resources
- Being used as a recruitment tool for many international countries, India
- Comments
 - Background required – to have physics in first two/three years of degree?
 - Yes. But giving a student a way to get into a graduate program
 - Not intended to use as a UG degree or duplicate a degree but to augment a program for students that have a background in physics
 - The courses in the certificate require the prerequisites.
 - Yes, but will have to evaluate every student coming in individually and what equivalency they have. If not equivalent they would need to take the pre-requisites first.
 - Very restricted certificate as all listed – assuming all these courses are taught every year.
 - Yes, because they are considered the physics upper year core courses. Required by all students every year in the physics program
 - Update the faculty list – L. Laurie will update

4.5 General Science [Cioppa & Houser]

4.5.1 Form E Minor Course & Calendar Changes: SCIE 3800, 3900 & 3990

MOTION: THAT the Form E Minor Course & Calendar Changes for SCIE 3800, 3900 & 3990 be approved.

Rehse/Ahmad

CARRIED

1 objection (JS)

- Meaning to clarify how many times these courses can be taken and how many a term
- Comments
 - When courses instituted there was a restriction that they could be restricted to students in certain years
 - Some have taken it for the second year but not many take these in the first year
 - There is no restriction written down
 - They should not be allowed in the first or second year as they don't have the proper knowledge to do an internship
 - The mechanism to enforce this is there as students can't be put in the course without instructor consent
 - Dr. Cioppa will bring this up to M. Bondy

4.5.2 Form C Minor Program Changes: Med Lab Science General Science programs



Faculty of Science
Program Development Committee

MOTION: THAT the Form C Minor Program Changes for Med Lab Science General Science programs be approved.
TABLED

- Comments
 - Form not complete

4.5.3 Form C Minor Program Changes: BSCG – General Science

MOTION: THAT the Form C Minor Program Changes for BSCG – General Science be approved.
Rehse/Swan
CARRIED

- Adds the BIOM courses into the course listing

4.5.4 Form D New Course Proposal: IHSC-1000 Foundations in IHS

MOTION: THAT the items 4.5.4 - 4.5.7 be approved.
Swan/Ahmad
CARRIED

- **4.5.5 Form D New Course Proposal: IHSC-3000 Health Promotion & Translation**
- **4.5.6 Form D New Course Proposal: IHSC-4000 Capstone Project**
- **4.5.7 Form B Major Program Changes: Interdisciplinary Health Sciences (IHS) & IHS Final Report**
- Combined the courses and program together into one motion
- Dr. Houser discussing
- Part of initiative set out by Science, FAHSS and Nursing to create an inter-disciplinary program
- To create inter-disciplinary health science system that goes along with their degree
- Adds 8 courses in inter-disciplinary concentration
- 3 inter-disciplinary courses – what is being taught in concentration and stream
- Taking the existing major and creating a variant of it to help provide a more diverse health care field
- To help promote Faculty of Science to students
- To increase applications to our existing programs
- Help increase converging of programs across campus
- Instead of open and free electives they are focused on their discipline area
- HESLR review
- All the forms were written by CTL and approved by FAHSS as well
- This is going through FAHSS council on Thursday and designed by each participating programs, so they have been passed through those councils already
- As streams they do not need provincial approval so they will be in place for Fall 2022.
 - This could lead to a very big enrolment increase.
- Comments
 - Can't add the Biostatistics course as they have not been approved yet.
 - Any other major on campus can create a stream at a later point and plug it in if they want to connect their program to it



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- Remove the Biostatistics learning outcomes pages from document page 42
- Page 26 the Honours Biological Science IHS stream – C and E are both identical so is this a typo?
 - Must have it that way, if they change C and E then a structural change to the major would need to create major changes. CTL and RW if they change all 6 in C then it changes the major the way the program is built. Clarify that four of the courses from the chosen IHS concentration and four from the same concentration. Know that there are 8 that represent the total concentration
- One Health – is something that can bring in more health, ecology and environmental, side of things More ecology related courses that would go forward with the One Health certificate. The name is not intuitive – if googled this is how it is known.
- Page 3 – list of University's in Canada – is that all encompassing?
 - Meant to be a list for those competing against
- For the streams the total course list should add up to 40 courses, but they are not - L. Laurie will double check this
- What are we going to do with all the new students when they come in?
 - The projection is that the University is going to be down over 200 students in a year.
 - There will be a faculty hire to run this program
 - Mechanism to get retirements back and double split the retirements
 - Can cap the concentrations to how many students can come in
 - Gives the revenue to renovate the science buildings from the enrollment of this program

5. Items for Science PDC Review - Around the table discussion of any possible upcoming SPDC matters/material for the 2021-2022 academic year (3:00pm)

- SACR courses – where to redeploy the courses to now as J. Albanese is in the IBio department? There is a little bit of capacity in each of the courses.
 - Question for Isabelle and Maria to see where they would be best integrated?
- Physics – new second year Engineering physics course is coming

6. Other Business:

6.1 Please submit any revisions for inclusion in the Winter 2022 calendar as soon as possible.

6.2 Last day to submit documents for the Winter 2022 Calendar to PDC Advisory Group is Monday, November 1, 2021. (Submission Deadline Chart is attached to the folder)

6.3 Next SPDC meeting is November 16, 2021. Please submit any agenda items by Monday, November 8, 2021.

Adjournment
Rehse/Albanese

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SPDC Meeting Minutes

1:00 pm on Tuesday, November 16, 2021 via Teams

Present: Dr. P. Dutton (Chair), Dr. M. Cioppa (SOE), Dr. K. Ng (CBC), Dr. A. Swan (Biomed), Dr. J. Albanese (FS), Dr. J. Smit (IBio), Dr. A. Hussein (MS), Dr. D. Mennill (ADGA), Dr. S. Rehse (Phy), Dr. M. Arbex (Econ), Dr. C. Houser (Dean)

Guests: Dr. Z. Amtul (CBC)

Regrets: Dr. I. Ahmad (CS)

Secretary: L. Laurie

Welcome and Call to Order.

1. Approval of the agenda for November 16, 2021.

MOTION: THAT the agenda for the November 16, 2021 meeting, be approved.

Smit/Albanese

CARRIED

2. Approval of SPDC meeting minutes from October 19, 2021 meeting

MOTION: THAT the minutes from the October 19, 2021 meeting be approved.

Swan/Ng

CARRIED

3. Graduate Items for Science PDC Approval

3.1 Chemistry & Biochemistry [Ng] (1:10-1:40pm)

3.1.1 Form D – New Course Proposal: MMCE-8820 Introduction to Materials Engineering and Chemistry

MOTION: THAT the Form D for MMCE-8820, be approved.

Mennill/Ng

TABLED

- This course is a graduate core course that is part of MMCE program (new grad program that will be launched in Summer 2022)
- Introduction course for materials engineering and chemistry



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- Being offered individually in both departments
- Two components – engineering part offered in summer and chemistry part in the fall
- Lecture based course – 6 hours per week
- Expecting 16 students first year
- Confirmation about what to put in the delivery method
- Questions:
 - Does metals means alloys and not pure metals?
 - Need punctuation somewhere – possibly after the word ‘discussed’?
 - **Action:** L. Laurie- Check other calendar descriptions and see where the period goes.
 - Period needs to be added after the word discussed
 - List of topic courses -
 - The first cohort – don't want to box in the topics of the courses as it can change with time
 - Suggestion: put in word ‘may’ and then include a list of possible topics as this allows flexibility every term
 - **Action:** add in the word may before the list of topics
 - Suggestion for learning outcomes -put in periods or bullets in the sections ex. F – put in material scientists, and non-specialists or the general public.
 - **Action:** add in periods or bullets in the learning outcome sections
 - **Action:** suggestion to learning outcome F - to put in material scientists, and non-specialists or the general public
 - Two semester course, but it does not say this in the calendar description – should this be noted in the description?
 - C.1.1 faculty members that can teach – are they team teaching in both terms and if not, are these two separate courses then? Trisha will teach the first part and a faculty member in Engineering will teach the second part.
 - Students must take both courses over the two terms. This means they will only be receiving one grade at the end of the second term, but should they be receiving two grades, one per term. This sounds like it should be two separate courses instead of one.
 - Yes, it should be two grades, one per term.
 - **Action:** Course description needs to note that it is a 6- credit course.
 - **Action:** Ask Dr. Holger Eichhorn to attend the next meeting and he can invite anyone else that he would also like to speak on this item. Rationale needs to be reflected in the PDC form.. Work on the changes before the next meeting. Dr. D. Mennill and Dr. Z. Amtul work with Dr. Eichhorn.
 - Tidy up the PDC form
 - Include a clear rationale for why this is an 8-month 6-unit course rather than two 4-month 3-unit courses.
 - Consider a draft syllabus to include as an appendix.
 - Draft syllabus should be created and attached to the PDC forms for new courses as it helps provide approving bodies with more information. The syllabus would not be approved and it does not need to be the one used when the course is offered as syllabus’ are revised every term.



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- Not required on the PDC form now but it is always a good idea to add information if the department feels it would benefit the form going through the PDC process.
- Can always put in a rationale in the PDC form even though it does not ask for one as it helps clarify what the changes are and why.

3.1.2 Form D – New Course Proposal: MMCE-8821 Materials Engineering Laboratory/Materials Chemistry Laboratory

MOTION: THAT the Form D for MMCE-8821, be approved.
Ng/Hussein

TABLED

- This course is a laboratory course that is integrated with Engineering and Chemistry
- Engineering labs in held in the Fall terms and Chemistry labs are held in the Summer terms
- Faculty member from Chemistry and a faculty member from Engineering will be teaching the labs
- For the new MMCE graduate program that is being launched next Summer
- Confirmation - No lectures and only labs; credit weight is 6.
 - Noted that usually 3 hours of UG lab is equal to one credit course
 - Question: If lecture part is weighting 6, how does this work?
 - Do have an example of separate lab for full credit – biotechnology lab –
 - that course goes over two terms and has 1 lecture hour per 6 hours of lab each week and is also 6 hours a week for two semesters.
 - Lab and lecture hours are usually not considered equivalent weights
 - Table A. 2 - Confusion on the Total contact hours – 6 hours a week equals 72 hours for one semester so should it say 144 hours for two terms.
 - **Action:** Fix the total contact items
 - **Action:** B4 - 6 hours of labs and 6 hours of tutorial mentioned here but tutorial not mentioned in the course description or delivery method hours
 - **Action:** Calendar description – need to specify what techniques will be used (could use the word ‘maybe’ to give flexibility)
 - Also, the description needs to be shorter (R. Wintermute notes they usually should be around 6-8 lines)
 - **Action:** Sentence in C3 is highlighted and this does not need to be
 - **Actions overall:** Department needs to clarify lab/tutorial hours, calendar description needs to reflect hours per term and be shorter in length, rationale on if this is really two courses or one, a course syllabus would be beneficial to inform SPDC and PDC

3.1.3 Form C – Minor Program Changes: Master of Materials Chemistry and Engineering

MOTION: THAT the Form C for the Master of Materials Chemistry and Engineering, be approved.
Albanese/Cioppa



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TABLED

- This is the form for the new graduate program, Master of Materials Chemistry and Engineering (MMCE)
- Asking for minor change in admission criteria
- Was supposed to be passing an interview and submit two letters of references
- Asking to exempt the interview requirement for the first cohort due to all the issues going on with COVID.
- Question - Does this need a minor program change? This could be an exemption policy on admission for one semester, so it doesn't need a program change.
 - If Faculty of Science approves the change, then it could be a note to Registrars so then this doesn't change the calendar for this request
 - The other items on the form could be filled out with N/A
 - **Action:** L. Laurie. - Check with Renee Wintermute and Registrars – to make an exemption for this item for the first cohort instead of submitting the PDC form
 - R. Wintermute and Alison Zilli confirmed that this one-time exemption is “permitted under the COVID-19 Academic Emergency Plan and does not require a PDC Form provided that it does not extend beyond the life of the emergency plan. (meaning that this would only apply to this first cohort..”
 - Needs approval of the Dean
 - [7] Following approval by the relevant Dean, to waive other Senate bylaw or policy provisions which impact academic regulations, courses and degree progression, provided that the academic integrity of the course and degree is upheld.
 - LINK TO COVID ACADEMIC EMERGENCY PLAN
 - <https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=Mjcw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=Mjcw&rCFU=>
 - Dr. Dutton has approved this exemption for Dr. Houser – per his email on Nov 23,2021

4. Undergraduate Items for Science PDC Approval

4.1 Integrative Biology [Smit] (1:40-2:10pm)

4.1.1 Form C – Minor Program Changes: BSC Biological Sciences Honours with Thesis (BIOM-4904)

MOTION: THAT the Form C for BSCH – Biological Sciences with Thesis, be approved.

Rehse/Swan

CARRIED

- This change is to allow two different Thesis courses that students can choose from and both will count toward the degree requirements
- All undergraduate thesis that deals with Biology
- Dr. Dutton noted that there was a discussion with Integrative Biology, Biomedical Science, Chemistry/Biochemistry and Science about this
 - Being supportive of each other's departments and research lab opportunities for students



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- All three honours thesis courses could count instead of changing the degree requirement wording
- Question: was there a discussion about adding in the CHEM-4900 Thesis course?
 - Could mean a lot more that is not biological.
- In the past, if a student had a supervisor outside of the Biology department, there was a form the student would fill out explaining what the research project is. The Department determined if they were allowed to proceed in registering for the other thesis course code. The research project must be biological in nature.
- Dr. Dutton noted - The problem- solving skills, presentation skills and experience with research are the real outcomes for a thesis and the specific subject area is not
 - No student would be prevented from taking any honours thesis course outside their home department and allowing it to count
- Difficulty for students to find supervisors - Expanding the areas that supervisors are in would be beneficial for the students
- **ACTION:** for future discussion - ask Department Head if this needs to be changed? Could just make a note that it includes the Chemistry lab CHEM 4900 with permission.
 - Every department may have different assessments or expectations in the thesis course and does the home department want to allow all department thesis labs to count on their degree

4.1.2 Form C – Minor Program Changes: BSCH Biological Sciences & BSCH BCN

MOTION: THAT the Form C for BSCH Biological Sciences & BSCH BCN, be approved.

Ng/Swan

CARRIED

- Form is for three changes and small typos that needed updating
 - PHYS-1310 – sometimes students need to the 1400 and 1410 for their first program then switch programs. They only took 1400 but don't want to take 1410 as it is not required for their new program.
 - ESCI-2400 – being paired up with ESCI1130 – relatively new course, Geomorphology that is being provided by SoE. SoE stopped offering 1120 and replaced it with 2400. That is the pair that students now have must take.
 - Removal of math comments – cleaning up old language from years ago to what is happening now
 - Question – determining the major average sentence in the calendar description – is this clear?
 - Basically, all in section a) should be the BIOL courses and count. But it needs to include the other BIOL courses that are taken by a student
 - **Action:** Change to 'requirement (a) and any other BIOL and BIOM courses taken.'
 - Any BIOL, BIOM or PSYC courses for the BCN program section.
 - All averages are now based on lists as that is how Registrars processes the averages in the system

4.1.3 Form C – Minor Program Changes: Minor in Biological Sciences



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MOTION: THAT the Form C for Minor in Biological Sciences, be approved.

Smit/Swan

CARRIED

- Updating the wording
- This change is to update the flexibility of the upper- year courses but still must include at least one third-year course.
- Question: would a student get a minor in biology without taking second- year courses such as Ecology and/or Genetics? If not, should they be put in as required courses?
 - Yes, students can get a minor without taking Ecology and Genetics as the students can take courses such as human anatomy, 1 and 2 human physiology, economic botany, etc.
- An Environmental Science student can't get a minor in Integrative Biology, but a biology student can get an Environmental Science minor as they have a special clause. Can the students in Environmental Science take an additional course in Biology so that they can have the minor in biology on their transcript?
 - The BIOL 1111 course required for the Honours in Environmental Science is not part of the major calculation, which should mean that they are able to minor in Biology. Only courses used towards the major average calculation can't be used towards a minor.
 - The second year BIOL courses are also part of the required courses for Environmental Science, so this prevented the students from getting a minor in Biology.
 - With this new change it might be possible for Environmental Science students to now get a minor in Biology
- A student can get a minor in biological science by only taking a formal BIOL course and then taking the BIOM courses. Can't take some BIOM courses without the pre-requisite of BIOL courses.

4.2 General Science [Dutton] (2:10-2:20pm)

4.2.1 Form C – Minor Program Changes: Med Lab Science General Science Programs

MOTION: THAT the Form C for the Med Lab Science programs, be approved.

Dutton/Albanese

CARRIED

- This is for transfer credits from 3- year med lab science students
- Used to go through St. Clair College to handle the transfer credit details but not the process anymore
- Rationale – not specific to a specific college or science degree
- All transfer credits were vetted by the individual departments
- There are two changes:
 - Clarifying transfer credits are accepted for many colleges but up to a maximum of 11 transfer credits. About 6 courses are not equivalent any longer due to re-evaluation of all courses in the last 6 months.



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- General science program for graduates from college diplomas from med lab science (title change in college programs)
- Adding new wording to the changes - the program is for graduate programs.... and may be completed by flexible learning depending on program demand and course offerings. Students should seek academic advising by connecting to the Faculty of Science office at sciencundergrad@uwindsor.ca.
 - Gives some flexibility due to not being able to offer distance education courses online
- The problem is that in the last 4-5 years there has been difficulty offering online courses for these students. Has improved with COVID and in the future there will be sufficient online offerings.
- Typically, students are working full-time outside of Windsor and finishing degree for own professional development and promotional opportunities.

5. Items for Science PDC Review - Around the table discussion of any possible upcoming SPDC matters/material for the 2021-2022 academic year (2:20-2:40pm)

- J. Albanese – forensic anthropology has always been taught through all lab delivery – does this need to be updated as it moves to Science?
 - This needs to be determined in conjunction with the instructor, undergrad curriculum committee in the department, and Head of Department.
- Biomed – adding the thesis courses from other departments to the thesis course requirement (as IBio did today); putting together the minor in Biomedical Sciences (6 required courses and 2 open courses – this is too strict? Most minors are only 6 courses. Keep in mind the pre-reqs for courses); working on creating thesis option for Honours program
- IBio – working on creating a BCN for thesis and non-thesis option degree; talking about changing lab requirement for retaking courses (chemistry does this informally)
- SoE– curriculum committee working on changes to Environmental Studies program
- Science – working on a course- based Masters in Regulatory Science program
 - Dr. Dutton and Dr. Mennill will be working on this to bring forward
 - Provides grads with an understanding of the nutraceutical regulatory system. It has the potential to expand to pharmaceuticals and cannabis in the future.
 - Need to determine which department it will be held in (ex. Chemistry/ Biochemistry; Biomedical Science, SoE)
 - Good collaboration between industry professionals and the University; this area is very underserved in Canada.
 - New profession - Regulatory affairs managers in industry. Being able to provide legal, scientific and technical advice would be a large part of their role. Regulatory affairs developed in response to increased legislation set forth by public health to ensure the quality of products

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- Designed in partnership with many other industries and individuals want to work in these industries from the initial development all the way to it going out to consumers.

6. Other Business (2:40-2:50pm):

6.1 Please submit any revisions for inclusion in the Spring 2022 calendar as soon as possible.

6.2 Submission Deadline Chart is attached to the September folder. Last day to submit documents for the Winter **2022 Calendar** to PDC Advisory Group was **Monday November 1, 2021**. Deadline for the **Spring 2022 Calendar** to PDC Advisory Group is **Friday, March 4, 2022**. Deadline to submit documents for the **Fall 2022 Calendar is Monday, May 2, 2022**.

6.3 Next SPDC meeting is December 14, 2021. Please submit any agenda items by Monday, December 6, 2021.

Adjournment (2:55pm)

Smit