



NOTICE OF MEETING
There will be a meeting of the
ACADEMIC POLICY COMMITTEE
Thursday May 9, 2019 at 2:00-3:00pm
In Room 209 Assumption Hall
AGENDA

Formal Business

- 1 Approval of Agenda**
- 2 Minutes of meeting of April 11, 2019**
- 3 Business arising from the minutes**
- 4 Outstanding business**

Items for Information

5 Reports/New Business

5.1 University Operating Budget 2019/2020

*(to be distributed May 8, 2019, following review
by the Board Resource Allocation Committee)*

Dave Butcher/ Andrew Kuntz/Anna Kirby
APC190509-5.1

Items for Approval

5.2 APC Subcommittee on Audio Recording of Lectures

Dr. A Rossini
APC190509-5.2

5.3 Residency Requirements for Certificate Programs

Dr. A Rossini
APC190509-5.3

Item for Information

***5.4 Faculty of Engineering – Revisions to Dean's Honour Roll**

Dr. M. Saif
APC190509-5.4

Additional Business

- 6 Question period/Other business/Open Discussion**
- 7 Adjournment**

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate 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 the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.

**University of Windsor
Academic Policy Committee**

5.2: APC Subcommittee on Audio Recording of Lectures

Item for: **Approval**

Rationale:

At the meeting on April 11, 2019 Academic Policy Committee agreed to establish a Subcommittee to address the Provosts request to look into the current policies and practices concerning recording of lectures and if deemed necessary, take on the responsibility of creating a policy document.

MOTION: That the membership for the APC Subcommittee, defined below, be approved.

Dr. Antonio Rossini, Languages, Literatures and Cultures (Chair)
Dr. Erika Kustra, Centre for Teaching and Learning (APC)
Dr. Fazle Baki, Odette School of Business (APC)
Scott Cowan, Leddy Library (APC)
Dr. Sujith Xavier, Faculty of Law (APC)
Dr. Suzanne McMurphy, Research and Ethics Chair
Undergraduate student (APC)
Graduate student (APC)

Support

University Secretariat

Consultants

Student Accessibility Services
Legal Services

**University of Windsor
Academic Policy Committee**

5.3: Policy on Residency Requirements - Revision

Item for: **Approval**

MOTION: That the revisions to the Policy on Residency Requirements be approved.

Policy on Residency Requirements

The number of courses required for the attainment of any degree or certificate is indicated in each program. These requirements may be reduced through the transfer of credit from another university. However, a student will be required to complete successfully, at the University of Windsor, a minimum of ten **(3.0 credit)** courses ~~thirty semester hours~~ numbered 2000 or higher to qualify for a degree from the University of Windsor. Residency requirements can be met by University of Windsor courses taken either on-campus, at off-campus sites or through Distance Education. These ten courses must include a minimum of six courses from the major course requirements to qualify for a three-year major degree or a minimum of ten courses from the major course requirements to qualify for a four-year Honours or Major or professional degree except in the Faculty of Engineering where a student must complete at least 50% of the total number of weighted units required for the Bachelor of Applied Science at the University of Windsor. Double majors are required to take a minimum of five courses at the 2000 level or above from the major course requirements in each of the Majors at the University of Windsor.

A student will be required to complete successfully at the University of Windsor a minimum of **50% of the courses required for a certificate program, unless otherwise specified in the program requirements.** ~~five courses (fifteen semester hours) to qualify for a certificate offered in the Faculty of Arts, Humanities and Social Sciences, with the exception of the certificate in North American Studies, which requires the completion of four courses at the 2000-level or above. To qualify for a certificate offered in the Odette School of Business, a student will be required to complete at the University of Windsor six courses (eighteen semester hours)~~

To qualify for a Minor, a minimum of three courses counting toward the Minor must be successfully completed at the University of Windsor.

Rationale:

- Currently the policy only addresses certificate programs in Faculty of Arts, Humanities and Social Sciences and Business. The section of the policy dealing with certificates has not been revised in some time and, as such, does not cover certificate programs in certain Faculties. The proposed revisions will address the growing number of certificate programs in all disciplines.
- Residency requirements for certificates have always required that students complete one-half of the courses at UWindsor. However, this requirement was expressed in by number of courses rather than a percentage value. At the time of the last revision to the certificate section, all but one of the certificate programs in FAHSS consisted of 10 courses and the Certificate in Business Administration consisted of 12 courses. Expressing the requirement by percentage simplifies the wording and maintains the original intent.

**University of Windsor
Academic Policy Committee**

***5.4: Faculty of Engineering – Revisions to Dean’s Honour Roll**

Item for: **Information**

At Faculty Coordinating Council in the Faculty of Engineering held November 30, 2018, the council approved the following changes to the Dean’s Honour Roll Criteria.

New Criteria (effective Winter 2019):

1. Student has successfully completed at least five courses in the current semester
2. Student has attained an 80% average in the current semester
3. Student is in overall good standing

Former criteria:

1. Student must have successfully completed at least 10 courses which are required (or allowed as unspecified courses from within Engineering) in the Engineering program at the University of Windsor;
2. Be registered with full time status in his/her two most recent Engineering regular academic semesters;
3. Must have successfully completed at least 10 engineering program courses within her/his two most recent regular Engineering academic semesters; and
4. Must have achieved a semester average of at least 80% on the transcript of her/his most recent full-time enrolment semester.

The rationale for the changes is to now include first year students who have completed 5 courses. The old criteria prohibited first year students from ever being eligible due to needing 10 completed courses. Council also approved to keep the average needed to qualify at 80%.

Thank you,

Mehrdad Saif, P.Eng
Dean, Faculty of Engineering
University of Windsor