PDC260916M

PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: Wednesday September 16, 2026
Time: 10:00am-10:31am
Room: 209 Assumption Hall and MS Teams

PRESENT: Kyle Asquith (Chair), Darryl Danelon, Adriana Duquette, Isabella Francis, Nick Hector, Arunita Jaekel, Dave Johnston, Matthew Najem, Kenneth Ng, Jessica Raffoul, Jane Simanovski, Dora Strelkova, Chris Waters, Zuochen Zhang.

ABSENT: Amangel Bhullar, Bianca Lenarduzzi, Jess Dixon (regrets), Sue Holiga (regrets), Mahmmood Mohebshadedin, Jeremy Worth.

IN ATTENDANCE: Alison Zilli (Associate University Secretary), Renée Wintermute (University Secretary).

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1 Approval of Agenda

MOTION: That the agenda be approved.

Adriana Duquette/Kenneth Ng
CARRIED

2 Minutes of Meeting of May 13,2026

MOTION: That the minutes of May 13, 2026 be approved.

Kenneth Ng/Jane Simanovski
CARRIED

E-vote of June 26, 2026
The e-vote of June 26, 2026 was received for information.

3 Business Arising from the Minutes
Nothing to report.

4 Outstanding Business
Nothing to report.

5 Reports/New Business

5.1 Mandate of Program Development Committee
(See document PDC260916-5.1 for more details)

The document was received for information.

5.1.1 Centre for Teaching and Learning Support for PDC Form Learning Outcomes and Indigenous Question
(See document PDC260916-5.1.1 for more details)

The document was received for information.

5.2 Management of PDC Business – PDC Subcommittee on Cyclical Program Reviews Final Assessment Reports *(See document PDC260916-5.2 for more details)*

MOTION: That the membership for the PDC Subcommittee on Cyclical Program Reviews Final Assessment Reports be approved:
Jeremy Worth (FAHSS, Arts/Humanities) (Chair of Subcommittee)
Kyle Asquith (FAHSS, Social Sciences) (Chair of PDC)
Jessica Raffoul (Centre for Teaching and Learning)
Renée Wintermute, University Secretary
Kenneth Ng (Faculty of Science)
Matthew Najem (UWSA) Student Representative

Jessica Raffoul/Adriana Duquette

NOTED:

- The PDC Subcommittee's mandate is to review the collection of program review materials including the self-study, faculty CVs, external review report, and responses from the Program Director/AAU Head and Dean in order to assess the program's quality and learning environment.
- The Subcommittee then drafts the final assessment report and implementation plan, including clarifying or refining recommendations, and prioritized them, for PDC review and approval.
- These reports and recommendations provide the basis for follow-up actions and ongoing program improvement and mid-cycle progress reports.

CARRIED

***5.3 Suspension of Admissions – Master of Laws**
(See document PDC260916-5.3 for more details)

The document was received for information.*

***5.4 Suspension of Admissions – Master's in English**
(See document PDC260916-5.4 for more details)

The document was received for information.*

***5.5 Suspension of Admissions – Music**
(See document PDC260916-5.5 for more details)

The document was received for information.*

***5.6 Suspension Admissions – General Science**
(See document PDC260916-5.6 for more details)

The document was received for information.*

***5.7 Disability Studies – Minor Program Change (Form C)**
(See document PDC260916-5.7 for more details)

MOTION: That the degree requirements for the Disability Studies programs be changed in accordance with the program/course change forms.^

^Subject to approval of the expenditures required.

***CARRIED**

***5.8 Kinesiology – Minor Program Change (Form C)**
(See document PDC260916-5.8 for more details)

MOTION 1: That the Honours Bachelor of Science (Kinesiology and Health Studies) (with/without thesis) (with/without Co-op) programs and Honours Bachelor of Sport Management and Leadership (with/without thesis) (with/without Co-op) programs be changed in accordance with the program/course change forms.^

^*Subject to approval of the expenditures required.*

***CARRIED**

MOTION 2: That the Honours Bachelor of Science (Kinesiology and Health Studies) for Graduates of Lambton College of Applied Arts and Technology's Massage Therapy Diploma (with/without thesis) be discontinued. ^

^*Subject to approval of the expenditures required.*

***CARRIED**

***5.9 Law – Minor Program Change (Form C)**
(See document PDC260916-5.9 for more details)

MOTION: That the degree requirements for the Juris Doctor (JD) be changed in accordance with the program/course change forms.^

^*Subject to approval of the expenditures required.*

***CARRIED**

***5.10 Social Work – Minor Program Change (Form C)**
(See document PDC260916-5.10 for more details)

MOTION: That the degree requirements for the Honours Bachelor of Social Work and Disabilty Studies and Honours Bachelor of Social Work in Women's Studies be changed in accordance with the program/course change forms.^

^*Subject to approval of the expenditures required.*

***CARRIED**

***5.11 Specialization in Marketing – Minor Program Changes (Form C)**
(See document PDC260916-5.11 for more details)

MOTION: That the requirements for the Specialization in Marketing be changed in accordance with the program/course change forms.^

^*Subject to approval of the expenditures required.*

***CARRIED**

***5.12 Visual Arts – New Course Proposals (Form D)**
(See document PDC260916-5.12 for more details)

MOTION: That the following courses be approved:^
VSAR-2470 The Constructed Image
VSAR-3420. Multiples

^*Subject to approval of the expenditures required.*

***CARRIED**

***5.13 Visual Arts – Summary of Minor Course and Calendar (Form E)**
(See document PDC260916-5.13 for more details)

The document was received for information.*

***5.14 Kinesiology – Summary of Minor Course and Calendar Changes (Form E)**
(See document PDC260916-5.14 for more details)

The document was received for information.*

***5.15 Interdisciplinary and Critical Studies – Summary of Minor Course and Calendar Changes (Form E)** *(See document PDC260916-5.15 for more details)*

The document was received for information.*

***5.16 Disabilty Studies – Summary of Minor Course and Calendar Changes (Form E)**
(See document PDC260916-5.16 for more details)

The document was received for information.*

***5.17 Law - Summary of Minor Course and Calendar Changes (Form E)**
(See document PDC260916-5.17 for more details)

The document was received for information.*

***5.18 Chemistry and Biochemistry – New Course Proposals (Form D)**
(See document PDC260916-5.18 for more details)

MOTION: That the following course be approved:^
CHEM 1900. Chemistry in Practice: Industry, Innovation, and Entrepreneurship

^Subject to approval of the expenditures required.

***CARRIED**

5.19 University of Windsor's Institutional Quality Assurance (IQAP) Framework – Revisions
(See document PDC260916-5.19 for more details)

MOTION: That the University's Institutional Quality Assurance Process be revised.

Dave Johnston/Arunita

NOTED:

- The Ontario Universities Council on Quality Assurance (the Quality Council) establishes the framework and expectations for program changes, new program development, and program reviews. Universities are required to establish their own Institutional Quality Assurance Process (IQAP) consistent with the Quality Council's Quality Assurance Framework (QAF).
- Revisions to wording and approvals for graduate diplomas were recently made to the QAF, prompting updates to the University's IQAP to ensure alignment.
- In response to a question , it was clarified that monitoring reports are for a new programs after they are launched, whereas mid-cycle progress reports are progress updates on the implementation of the recommendations from the cyclical review process.

- A typical cyclical program review should take approximately 14 months from start of self-study to the PDC final assessment report. Significant delays has seen some areas completing a self-study in conjunction will a mid-cycle report.
- CTL is working with the Office of Quality Assurance to make the process easier, particularly around data requirements and workload.
- In response to a question, it was noted that the Self-Study is a standard template, but it can be adjusted to accommodate the programs being reviewed.
- The IQAP review schedule can be accessed online via the Office of Quality Assurance webpage.

CARRIED

5.20 PDC Forms A and E – Revisions

(See document PDC260916-5.20 for more details)

MOTION: That the proposed changes to the PDC Forms A to E be approved.

Darryl Danelon/Kenneth Ng

CARRIED

6 Question Period/Other Business

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Adriana Duquette/Nick Hector

CARRIED