Minutes
Undergraduate Student Affairs Committee
Thursday, March 12, 2015
2:00 pm - 3:30 pm
PL 408

Present: L. Savage (Chair), L. Rempel (Vice-Chair), P. Bork, P. Debly, H. MacKenzie, M. McGinn, D. Cyr, S. Piccolo, J. Steinhausen, D. Uppal (Administrative Support)


Guest: Geraldine Jones (Deputy Registrar)

1. Approval of the agenda.

MOVED: (McGinn/MacKenzie) to approve the agenda.

CARRIED

2. Approval of the minutes of the February 5, 2015 meeting.

MOVED: (MacKenzie/Piccolo) to approve the minutes of the February 5, 2015 meeting as amended.

CARRIED

3. New Business

S. Piccolo advised the committee that the motion for inclusion of minors on diplomas was carried at the February 11, 2015 meeting of the Undergraduate Program Committee.
4. **Student Accessibility Policy**
The Chair shared an email from Zoe Vulic, Manager, Health Management and Wellness regarding the Student Accessibility Policy. Ms. Vulic indicated in her email that the Accessibility Policy is not currently under review but that she and Christopher Lytle (new AODA Co-coordinator) would be pleased to come to a future meeting to discuss the AODA legislation.

5. **Policy on the use of Digital Devices**
The Chair shared an email received from David Cullum, Associate Vice-President, Information Technology and Chief Information Officer indicating that this policy, which is referred to as the “Technology Policy”, is not yet complete.

6. **Code of Non-Academic Student Conduct**
K. Meade was not able to attend due to a mandatory meeting. The item was deferred to the next meeting.

7. **Joyce Lucey Award**
Item handled prior to the meeting. No action required.

8. **New Business**
1. **Spring and Summer Accelerated Courses**
The Chair divulged that he was approached by some part-time instructors who were having an issue locating withdrawal dates and regulations for the spring and summer accelerated courses.

   Discussion ensued on whether written policy was available to guide instructors. G. Jones, Deputy Registrar informed the committee that while the rules and regulations for the fall and winter sessions is clear in the Undergraduate calendar, that there is nothing specifically noted anywhere regarding the spring and summer sessions yet. She also indicated that this is new to the institution, and before the Registrar’s office would be in a position to set guidelines, they would want to work in collaboration with faculty.

   The Chair will follow up with Anna Lathrop, Vice Provost, Teaching and Learning and report back to the committee.
2. **Degree Audit**
The capabilities of the degree audit system as a tool in academic advising was raised. B. Davis can speak to this at the next meeting.

9. **Adjournment**
The meeting adjourned at 2:40 p.m.