ACADEMIC COUNCIL
UNDERGRADUATE STUDIES COMMITTEE (USC)

Minutes of the Public Session of the June 16, 2026 Meeting
via Videoconference
9:00 a.m. - 10:06 a.m.

Undergraduate Studies Committee Agenda & Materials 2025-2026

Present:

Mary Bluechardt, Chair	Ana Duff	Holly MacPherson
Martin Agelin-Chaab	Christian Elia	Janet McCabe
Wendy Barber	Tyler Frederick	Kimberley McCartney
Jessica Boswell	Randy Fortier	Jemma Tam
Nicola Crow	Andrew Hogue	Adam Wingate

Staff and Guests:
Kirstie Ayotte (Interim Recording Secretary)

1. **Call to Order and Land Acknowledgement**
The Chair called the Public Session of the Undergraduate Studies Committee (USC) Meeting to order at 9:00 a.m. and J. Tam provided their personal Land Acknowledgement.

2. **Approval of Agenda**
The Chair advised that Agenda Item 7.1, Public Minutes of the May 19, 2026 Meeting, would be removed from the Consent Agenda and considered separately under Agenda Item 7 following a request by a Member.

Upon a motion duly made by A. Hogue and seconded by J. Tam, the USC Agenda was approved as amended, including approving and receiving the Consent Agenda and its contents as amended.

3. **Chair's Remarks**
The Chair thanked Members who participated in Convocation ceremonies and reflected on the significance of celebrating student achievement alongside graduates and their families. They noted the positive response from families to the enhanced opportunities for engagement following the ceremonies and emphasized the important role faculty and staff play in supporting student success.

The Chair also acknowledged the work of the Committee over the 2025-2026 academic year, noting that USC had approved twenty-three Minor Program Adjustments, recommended sixteen

Major Program Modifications and two New Program Proposals to Academic Council, as well as considered a number of academic policy matters. The Chair thanked Committee Members for their contributions throughout the year and extended best wishes for a restful and restorative summer.

4. Major Program Modification (Recommendation)

4.1 Frazer Faculty of Education: Bachelor of Education (Primary/Junior and Intermediate/Senior)* (M)

C. Elia provided an overview of the proposed Major Program Modification, which responds to provincial legislation requiring all Bachelor of Education programs in Ontario to transition to a twelve-month model beginning in May 2027. He advised that the University's existing accelerated program structure enabled the Faculty to adapt while preserving key curriculum and practicum components.

Members discussed implementation considerations and provincial requirements. C. Elia noted that the proposal was developed through extensive consultation within the Faculty and maintains the program's distinctive strengths while ensuring compliance with provincial legislation. Kudos was expressed to all involved both for expediting this process and all the hard work required to achieve this.

Upon a motion duly made by made by C. Elia and seconded by A. Wingate, that USC hereby recommends to Academic Council the approval of the Major Program Modification to the Bachelor of Education programs to revise the program structure from four (4) accelerated semesters to three (3) accelerated semesters in order to align with provincial legislation mandating all Bachelor of Education programs in the province to move from a two-year model to a twelve-month format.

5. Minor Program Adjustment (Approval)

5.1 Faculty of Health Sciences: Bachelor of Health Sciences – Kinesiology – Advanced Entry for Fitness and Health Promotion Graduates* (M)

J. McCabe provided an overview of the proposed revision to the Advanced Entry pathway for Fitness and Health Promotion diploma graduates. She explained that the previously approved pathway had been designed primarily for Durham College graduates and that the proposed change would increase transfer credit flexibility for students applying from other institutions, thereby creating a more equitable admissions pathway while ensuring students complete required Ontario Tech University courses.

Upon a motion duly made by R. Fortier and seconded by A. Hogue, that USC hereby approves the Minor Program Adjustment to update the transfer credit block for the Advanced Entry option for Fitness and Health Promotion Diploma students.

6. Cyclical Program Review (Approval)

6.1 18 Month Follow-Up Report: Bachelor of Information Technology – Networking and Information Technology Security* (M)

K. McCarney advised that the report represented the final 18-Month Follow-up Report under the previous Institutional Quality Assurance Process (IQAP) framework. She explained that the report provides an update on progress made in relation to action items identified through the cyclical program review process and noted that many initiatives remain ongoing as part of the program's continuous improvement activities.

Discussion included questions regarding governance processes under the revised IQAP framework and the manner in which future follow-up reporting would be reviewed and communicated through governance bodies. K. McCartney confirmed that future cyclical program review follow-up reporting would be reviewed through the revised IQAP procedures and that any subsequent changes arising through governance review processes would continue to be reported back to relevant bodies as appropriate.

Upon a motion duly made by R. Fortier and seconded by A. Hogue, that USC hereby approves the 18-Month Follow-up Report from the Bachelor of Information Technology – Networking and Information Technology Security Cyclical Program Review, as presented.

7. Consent Agenda* (M)

The Chair confirmed that the contents of the Consent Agenda, with the exception of Item 7.1, were approved and received under Agenda Item #2.

7.2 Minor Curricular Changes: (I)

7.2.1 Course Change
KINE 4200U

N. Crow noted that the Committee was approaching the scheduled end time of the meeting and recommended a brief extension to allow sufficient time to consider the item that had been removed from the Consent Agenda.

Upon a motion duly made by R. Fortier and seconded by J. Tam, that the meeting be extended for an additional five minutes.

Item Pulled from Public Consent Agenda:

7.1 Public Minutes of the May 19, 2026 Meeting* (M)

A Member raised a proposed amendment to the draft minutes relating to wording within the discussion on the IQAP Procedures. Following discussion, Members agreed to amend the paragraph to acknowledge that the Member who had been asking questions identified they had more questions. The approved amendment revised the paragraph to read:

"The Member who had been asking questions identified they had more questions. The Chair again acknowledged and noted both the written and verbal responses to questions that had been received, including those submitted in writing, and asked other Committee Members if there were any new questions that remained outstanding or any further comments they would like to add, with no additional questions or comments forthcoming from other Members."

The same Member also raised concerns regarding the recording of voting results within the minutes and suggested that future minutes include the number of votes cast in favour of motions where opposition or abstentions are recorded. N. Crow advised that the current practice complies with the Democratic Rules of Order and University governance practice, noting that the minutes appropriately record attendance, opposition votes, abstentions, and the outcome of the motion. N. Crow further advised that the Secretariat was satisfied that the minutes accurately reflected the decisions of the Committee. No amendment to the minutes was accepted in relation to this matter with N. Crow indicating that the matter would be taken under advisement.

Upon a motion duly made by R. Fortier and seconded by J. Tam, the Public Minutes of the May 19, 2026 Meeting were approved as amended.

8. Termination

There being no other business, and upon a motion to terminate by R. Fortier, the USC Meeting terminated at 10:06 a.m.

Kirstie Ayotte, Interim Recording Secretary