General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting # 44
April 24, 2019, 2:00 – 4:00 p.m.   Schulich School of Engineering ENB 112

Voting Members	***Non-Voting Members***
Robin Yates, Co-Chair	Christine Johns
Paul Mains, Academic Co-Chair	Tanya Zdorenko
Jalel Azaiez	
Elena Favaro	***Secretary***
Jim Field	Cherie Tutt
Angelique Saweczko—arrived during Item 2	
Michael Sideris	***Scribe***
Jewel Spangler	Jyoti Myers

Regrets
Jim Brandon
Quentin Pittman
Francine Smith

Guests
Sheila LeBlanc, Director, Continuing Education – present for Item 8

Observer
Gillian Robinson, Senior Director, Strategic Operations, Graduate Studies

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The Co-Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

1. **Approval of the Agenda**

> **Moved/Seconded**
>
> That the Agenda for the April 24, 2019 Graduate Academic Program Subcommittee meeting be approved.
>
> **Carried**

2. **Remarks of the Co-Chair and Academic Co-Chair**

The Co-Chair thanked Elena Favaro for her service on the Committee and noted that the final meeting in May will be extended to accommodate a full agenda.

The Academic Co-Chair made no remarks.

3. Approval of the March 27, 2019 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Graduate Academic Program Subcommittee meeting held on March 27, 2019 be approved.

Carried

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4. Approval of the Calendar Changes: Graduate Certificate in Pipeline Engineering

Documentation for this item was circulated with the Agenda. Tanya Zdorenko, Graduate Calendar Coordinator, and Robin Yates, Chair of the Graduate Academic Program Subcommittee Calendar Working Group, presented this item.

Highlights:

- The presenters provided an overview of the Calendar changes for the Schulich School of Engineering and noted that the amendments include: the addition of a new Calendar entry outlining the admission requirements and the course requirements for the new Graduate Certificate in Pipeline Engineering and the creation of the new Mechanical Engineering (ENME) courses

- In response to questions, it was explained that:

  o All proposed changes are conditional on the Ministry's approval of the new Graduate Certificate

  o Each course is 1 unit and students are required to complete 12 units, within the 3-year period, as outlined in the program requirements for the Certificate. A program extension would be granted if extra time for completion is required.

Moved/Seconded

That the Graduate Academic Program Subcommittee approve the Calendar changes for the Graduate Certificate in Pipeline Engineering, as set out in the documents provided to the Committee.

Carried

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5. <u>Approval of the Revisions to the Admissions and the Academic Regulations Sections in the Graduate Calendar</u>

Documentation for this item was circulated with the Agenda. Jalel Azaiez, Associate Dean, Faculty of Graduate Studies presented this item.

Highlights:

- The proponent reported that the proposed revisions for the Admissions and the Academic Regulations sections in the Graduate Calendar, are not material, and will provide clarification and align the wording in the Graduate Calendar

- The Committee discussed the:

    o Expanded wording regarding falsified documents within the Application for Admission section

    o Change in the description of full-time work to align with the Tri-council definition of full-time status

    o Addition of statements regarding when students are required to withdraw in the academic standing section

    o Additional clarification about the time limit for completion of candidacy, to reflect that it may be shorter than the Faculty of Graduate Studies limit

    o The removal of ambiguous wording within the Thesis Examination section

- In response to a question, the Committee learned that the application cost differential between international and domestic students is a result of the complexity with the assessment of international credentials versus the assessment of domestic credentials

- The Committee provided some suggestions for reviewing other sections of the Graduate Academic Regulations including fees and registrations and part-time status

- The Committee reviewed the proposed changes and discussed the benefits of the clarifications

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Moved/Seconded

That the Graduate Academic Program Subcommittee approve the revisions to the Admissions and the Academic Regulations sections in the Graduate Calendar, as set out in the supporting documents.

Carried

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6. Recommendation of the Revisions to the Admissions and the Academic Regulations in the Graduate Calendar

Documentation for this item was circulated with the Agenda. Jalel Azaiez presented this item.

Highlights:

- The proponent reported that the proposed revisions for the Admissions and the Academic Regulations sections in the Graduate Calendar will enable students to obtain advanced credit and transfer credit towards their graduate program for undergraduate courses

  - In response to a question, it was explained that credentials that are laddered would be restricted unless special consideration was given at the program level. The Committee had a tangential discussion about using courses gained from a credential to ladder to another program.

- The Committee discussed:

  - The wording of the regulations and suggested that "certificate" be added to the list of credential types

  - The maximum transfer credit that would be allowable and the flexibility within thesis-based programs

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Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Admissions and the Academic Regulations sections in the Graduate Calendar, as set out in the supporting documents.

Carried

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7. Revisions to the Calendar Entry on Examination Regulations

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar presented this item.

Highlights:

- The proponent reported that the proposed changes to the current examination and test regulations outlined in the University Calendar will provide clarity and ensure that the regulations align with the pedagogical practices for learning assessments

- The proponent explained the consultation process and noted that an internal survey has been completed and the proposed changes are based on the feedback received

- The Committee discussed discipline-specific assessment practices

- In response to questions, it was explained that:

  o The increase in the weight of an assessment would include project work and oral presentations and that the intent of the assessment is to capture the culmination of the student's work over the term

  o There was concern expressed about the lack of protective measures to manage the volume of work placed on students during the examination period. An environmental scan of U15 institutions identified that it is best practice to schedule only one final examination during the examination period per course

- The Committee suggested some editorial changes including that:

  o The "Dean of the Faculty" be replaced with the "Dean of Registration" in Section G.2.1

  o The "Dean of the home Faculty" be replaced with the "Dean of the Faculty of Registration" in Section G.2.2

  o The capitalization of "lecture" in Section G.1

8. Non-Credit Professional and Continuing Education: Principles and Credentials Framework

Documentation for this item was circulated with the Agenda. Sheila LeBlanc, Director, Continuing Education presented this item.

Highlights:

- The proponent reported that the Professional and Continuing Education (PaCE) Credentials Framework and Principles were developed to address the inconsistencies and risks associated with the current state of PaCE provisioning at the University

- The proponent highlighted the six categories of non-credit credentials in the framework and noted that the framework allows Faculties and units to have additional flexibility with determining the most appropriate credentials

- In response to questions, the proponent reported that:

  o The University's new non-credit registration system, Destiny One, will be used for record keeping and reporting, and this will ensure consistency and proper governance with record keeping

  o Templates for non-credit credential parchments will be provided to ensure transparency and to eliminate the confusion resulting from different University branding

- The Committee discussed:

  o The requirements and the hours of instruction for completion of Professional Certificates and noted that Certificates of attendance are provided for completed seminars and short courses

  o The challenges associated with the nomenclature used for non-credit credentials across institutions, in particular, the potential for confusion with credit credentials and, as a

result the possible devaluation of these

- o The value in having a central repository across disciplines for non-credit certificates and diplomas and the benefit of streamlining the routing procedures to allow for greater flexibility

9. <u>Status of Program Approvals</u>

Documentation for this item was circulated with the Agenda for information only.

10. <u>Other Business</u>

There was no other business.

11. <u>Adjournment</u>

| **Moved/Seconded** |
| That the Graduate Academic Program Subcommittee adjourn the April 24, 2019 meeting. |
| **Carried** |

The meeting was adjourned at 3:25 p.m.

Cherie Tutt
Secretary to the Committee