

General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #15
January 20, 2016, 2:00 – 4:00 p.m.

A167

Voting Members

Lisa Young, Co-Chair
Mary O’Brien, Academic Co-Chair
Jalel Azaiez
Lawrence Harder
Rob Kremer
Angelique Saweczko

Non-Voting Members

Peggy Patterson

Regrets

Ozouf Amedegnato
Lorraine Doepel
Christine Johns
Blake Lewis
Carol Poland
Frans van der Hoorn

Secretary and Scribe

Cherie Tutt, Governance Coordinator

Guests

Gillian Robinson, Senior Director (Strategic Operations), Faculty of Graduate Studies
George Shimizu, Associate Dean, Faculty of Graduate Studies – present for Item 4
Tanya Zdorenko, Graduate Calendar Coordinator, Faculty of Graduate Studies

The Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

The Co-Chair reported that Item 8 ‘Approved GAPS 2015-2016 Work Plan’ was removed from the Agenda, as this document was already provided to the members in the November 25, 2015 meeting package.

Moved/Seconded

That the Agenda for the January 20, 2016 Graduate Academic Program Subcommittee meeting be approved, with the reported amendment.

Carried

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

The Co-Chair made the following remarks:

- The Academic Planning and Priorities Committee (APPC) approved the Languages, Literature and Culture proposal, the English Language Proficiency Requirements proposal, and the Learning Sciences and Language and Literacy Specializations proposal, as recommended by the Graduate Academic Program Subcommittee (GAPS)
- The workload for the Committee is expected to increase in late Winter and early Spring. A number of program changes have been initiated, and will be coming to GAPS for recommendation to APPC.

The Academic Co-Chair expressed her appreciation to the members of the GAPS Calendar working group who met in December to review the 2016-2017 Calendar changes that are now being presented to the GAPS for approval.

3. Approval of the November 25, 2015 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 November 25, 2015 be approved.

Carried

4. Recommendation of the Graduate Scholarship and Award Regulation

Documentation for this item was circulated with the Agenda. George Shimizu, Associate Dean, Faculty of Graduate Studies (FGS), presented this item.

Highlights:

- The proponent explained that the FGS has an existing regulation and internal guide for scholarships and awards, but the documents have not been updated for several years. As a consequence, ad hoc decision making has been occurring when new scholarships and awards are introduced.
- The FGS wants to improve consistency and transparency, and revising the regulation and adding it in the Calendar will achieve this
- The proponent reviewed the main changes, including an increase in the maximum amount of funding students can receive in 'other awards' and 'university-wide awards', the inclusion of internships and trainee grants as types of scholarships, and a change to the definition of full time employment
- It was reported that, while the guidelines have been tightened up, they also allow greater flexibility for program level awards and promote a balance between rewarding excellence and sharing funding
- The Committee discussed the difference between the maximum (dollar value) award for Masters versus Doctoral students, beyond what is set by the Tri-Council, and the rationale for this

- In response to a question, it was clarified that the Graduate Scholarship and Award Guide will be made available to students both when they are applying for an award and when they have received an award
- The Committee suggested the following revisions be made to the Graduate Scholarship and Award Guide:
 - That the wording in bullet five in the eligibility section be amended to remove any ambiguity regarding the hours allowed for Graduate Assistant Teaching and Graduate Assistant Non-Teaching
 - That the word 'accept' in bullet two in the termination section be changed to 'commence'
- It was clarified that the Committee is only recommending the Graduate Scholarship and Award Regulation to the APPC, and not the Graduate Scholarship and Award Guide
- The Committee expressed their appreciation to the proponent for the work completed by the FGS Awards Oversight Committee to improve and bring the Guide and Regulation up to date

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the Graduate Scholarship and Award Regulation, as set out in the document provided to the Committee.

Carried**5. Recommendation of a new Visiting Student Researcher Admission Category**

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

Highlights:

- The proponent explained that the Office of the Registrar is proposing a new admission category for both undergraduate and graduate students who come to the University to conduct research with a member of faculty for a limited amount of time, and who are registered at another institution
- It was reported that, currently, there are a variety of ways of tracking these students, including registering them in a shell course or registering them as a person of interest with Human Resources. Under the new admission category students will be registering in an administrative course with minimal fees, creating a simple process to track these students, thereby removing potential insurance and safety risks for the University.
- The proponent then reviewed with the Committee the types of fees for the admission category and the rationale for the fees
- In response to a question, it was confirmed that the administrative course will appear on a student's transcript as an indicator that they have completed research, but it will not be graded or given a pass/fail

- In response to a question, it was reported that registering international students as persons of interest has become complicated due to immigration regulations, and also that it costs the University each time a registration is made. The Committee discussed the importance of being able to use the admission category to classify International students for immigration purposes
- The Committee suggested some minor edits to be made prior to submitting the document to APPC for approval

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve a new admission category for visiting student researchers, effective Summer Term 2016, as presented to the Committee.

Carried**6. Approval of Calendar Changes**

Documentation for this item was circulated with the Agenda. Lisa Young, Co-Chair, presented this item.

The Co- Chair remarked that the GAPS Calendar Working Group reviewed the proposed Calendar changes in December, and recommends the changes to the GAPS.

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Faculty of Arts, as set out in the Faculty Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Cumming School of Medicine, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Faculty of Environmental Design, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Haskayne School of Business, as set out in the Faculty Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Faculty of Kinesiology, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Schulich School of Engineering, as set out in the Faculty Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Faculty of Science, as set out in the Faculty Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Faculty of Veterinary Medicine, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 2016-2017 Calendar changes for the Werklund School of Education, as set out in the Faculty Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried

7. Status of Program Approvals

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

8. Other Business.

There was no other business.

9. Adjournment

Moved/Seconded

That the Graduate Academic Program Subcommittee adjourn the January 20, 2016 meeting.

Carried

The meeting was adjourned at 2:50 p.m.