

General Faculties Council  
**GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE**  
Approved Minutes

Meeting #19  
May 25, 2016, 2:00 – 4:15 p.m.

A167

***Voting Members***

Lisa Young, Co-Chair  
Mary O'Brien, Academic Co-Chair\*  
Ozouf Amedegnato – arrived during Item 2  
Jalel Azaiez  
Lawrence Harder  
Rob Kremer  
Angelique Saweczko

***Non-Voting Members***

Christine Johns

***Regrets***

Abubaker Abdelhafiz  
Lorraine Doepel  
Peggy Patterson  
Carol Poland  
Frans van der Hoorn

***Secretary***

Susan Belcher

***Scribe***

Cherie Tutt, Governance Coordinator

***Guests***

Pat Braul, Manager, Graduate Programs in Education – present for Items 7 & 8  
Rebekah DeVinney, Associate Professor, Cumming School of Medicine – present for Item 6  
Michele Jacobsen, Associate Dean, Graduate Programs in Education – present for Items 7 & 8  
Lindsay Penner, Program Proposal Support Specialist, Office of the Provost – present for Items 5 - 14  
Nancy Pollock-Ellwand, Dean, Faculty of Environmental Design – present for Item 9  
Gillian Robinson, Senior Director (Strategic Operations) Faculty of Graduate Studies  
Heather Smith-Watkins, Analyst, Planning and Review, Office of the Provost  
Joelle Welling, Chair of Music, School of Creative and Performing Arts – present for Item 4

*\*by telephone*

The Co-Chair called the meeting to order at 2:03 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the May 25, 2016 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

## **2. Remarks of the Co-Chair**

The Co-Chair made the following remarks:

- The Academic Planning and Priorities Committee (APPC) approved the Faculty of Environmental Design proposal to create a Post-Baccalaureate Certificate of Built and Landscape Heritage, as recommended by the Graduate Academic Program Subcommittee (GAPS). The proposal will next be submitted to the Ministry of Advanced Education for review and final approval
- Members of the Committee were reminded to encourage graduate students to attend the Congress of the Humanities and Social Sciences events

The Academic Co-Chair announced that the Graduate Academic Program Subcommittee (GAPS) Annual Report to the APPC has been submitted and thanked the members of the Committee for all of their work over the past year.

## **3. Approval of the April 20, 2016 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 April 20, 2016 be approved.

**Carried**

## **4. Recommendation of the Suspension and Termination of the Diplomas in Wind Conducting and Kodaly Concept of Music Education**

Documentation for this item was circulated with the Agenda. Joelle Welling, Chair of Music, School of Creative and Performing Arts, presented this item.

Highlights:

- The proponent reported that as part of a review of the Faculty of Arts credentials listed in the Ministry of Advanced Education's Provider and Program Registry System (PAPRS), it was identified that two diploma programs (Wind Conducting and Kodaly Concept of Music Education) that are no longer being offered by the University are active in PAPRS
- It was explained that these diplomas were suspended and closed by the University over 10 years ago by the Department of Music, Faculty of Fine Arts (now the Division of Music within the School of Creative and Performing Arts in the Faculty of Arts), but at that time, the programs were not formally suspended and closed with the Ministry of Advanced Education
- The rationale for closing both diplomas was provided, and included low student demand and a lack of Faculty expertise in the Department

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the immediate suspension and closure of the Diploma in Wind Conducting, as set out in the document provided to the Committee.

**Carried****Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the immediate suspension and closure of the Diploma in Kodaly Concept of Music Education, as set out in the document provided to the Committee.

**Carried****5. Recommendation of the Creation of a Specialization in Real Estate, in the Master of Business Administration**

Documentation for this item was circulated with the Agenda. Lisa Young, Co-Chair, presented this item on behalf of Sherry Weaver, Associate Dean (Undergraduate), Haskayne School of Business (HSB).

**Highlights:**

- The Co-Chair explained that the HSB is proposing to add a Specialization in Real Estate Studies to the day and evening MBA programs to respond to industry and student demand
- It was reported that the HSB has been offering real estate studies courses since 2012 and these courses have been very successful
- In addition to the proposal to create a Specialization for the MBA, it is also being proposed that a Concentration in Real Estate be created for students taking a Bachelor of Commerce
- The Committee discussed the rationale for amalgamating some of the MGST courses to form REAL courses, and it was clarified that students cannot gain credit for the equivalent courses as the key components will be the same
- In response to questions, it was explained:
  - In the MBA program it is the norm to use 600 level courses for required courses and 700 level courses for elective courses
  - That the undergraduate and graduate courses will initially be concurrently offered, but the learning outcomes and assessments will be different for undergraduate and graduate students
- The Committee suggested the following:
  - That the prerequisite descriptions be reworded based on advice from the Registrar
  - Consider changing the name of REAL 737 to 'Legal and Operating Environment' to make it clear to students that they will not be being taught law, but will be learning about the conditions that apply to real estate transactions

**Moved/Seconded**

That the Graduate Academic Program Subcommittee:

1. Recommend that the Academic Planning and Priorities Committee (APPC) approve the creation of a 'Specialization in Real Estate Studies' (the Specialization) in the day and evening Master of Business Administration Program, effective September 2017; and
2. Approve the new Calendar wording for the Specialization contingent upon APPC's approval of the creation, and in consideration of the effective date,

as set out in the documents provided to the Committee, with the suggested amendments to the Calendar wording.

**Carried**

**6. Approval of the Addition of One Unit Courses in the Cumming School of Medicine**

Documentation for this item was circulated with the Agenda. Rebekah DeVinney, Associate Professor, Cumming School of Medicine (CSM), presented this item.

**Highlights:**

- The proponent reported that the CSM has been informally offering 6 three-unit courses in a modular format for a number of years, in order to best allow students to tailor their course work to their specific needs
- It was explained that the modular format is not transparent, is difficult to schedule, and requires students to be manually registered. Changing to one-unit courses will benefit students and remove these issues.
- The consultation process for the proposal was reviewed and the proponent reported that both Faculty and students are in favour of the change
- In response to questions, it was explained that:
  - The total number of units is changing from 18 units to 31 units as the same modules were not offered every year, or were optional, and that the 31 one-unit courses represent all of the module topics
  - One-unit courses will be available to students in the thesis stream, but CSM would also like to offer them to students in course-based Masters programs. The Registrar confirmed that at this time it is not possible to offer one-unit courses to students in course-based programs and she will work with the proponent and the Dean of the Faculty of Graduate Studies to explore the possibility of offering them in the future.
  - The proposed implementation of the one-unit courses is September 2017
  - Students from other programs who have the prerequisites would be able to register in the one-unit courses, and the CSM is intending to communicate with Graduate Program Directors from Sciences, Veterinary Medicine, Biomedical Engineering and Kinesiology to promote this interaction
  - Offering one-unit Directed Studies courses will allow the CSM to rapidly respond to change and provide new content or provide flexibility to tailor a course for a small number of students

- None of the proposed one-unit courses have Registrar scheduled exams, as typically the assessment is assignment based
- The Committee had a thorough discussion on the logistics associated with one-unit courses from a registrarial viewpoint, and suggested that the proponent consult with the Office of the Registrar on scheduling, prerequisites and the Calendar entry
- The Committee suggested that a chart be included in the proposal that maps how one-unit courses will replace the three-unit courses so that it is clear what the antirequisites are
- The Committee decided that, as there were some issues and suggestions regarding the Calendar entry for the one-unit courses, this piece of the proposal should be brought to the GAPS Calendar Working Group and come back to the Committee in the Fall for approval
- The Committee discussed the potential process for adding one-unit courses to other graduate programs. The Co-Chair suggested that interested persons should consult with their Department Head, Dean, the Faculty of Graduate Studies and the Registrar.

**Moved/Seconded**

That the Graduate Program Subcommittee approve the development of one-unit courses in the Cumming School of Medicine.

**Carried****7. Recommendation of Revisions to the Master of Education in Education Psychology, Specialization in School and Applied Child Psychology**

Documentation for this item was circulated with the Agenda. Michele Jacobsen, Associate Dean (Graduate Programs in Education), and Pat Brault, Manager (Graduate Programs in Education), Werklund School of Education (WSE), presented this item.

**Highlights:**

- The proponents reported that it is being proposed that the Master of Education (MEd) in Education Psychology, Specialization in School and Applied Child Psychology (the Specialization) be revised based on recommendations from a recent curriculum review of professional graduate programs in the WSE
- It was explained that the recommendations included a change to load to make the specialization more accessible and flexible for students, a change to the start date to be consistent with other professional programs offered by the WSE, and updates to the curriculum
- There were no questions

**Moved/Seconded**

That the Graduate Academic Program Subcommittee:

1. Recommend that the Academic Planning and Priorities Committee (APPC) approve the revisions to the 'Master of Education in Educational Psychology, Specialization in School and Applied Child Psychology,' (the Specialization) effective July 2017; and
  2. Approve the new Calendar wording for the Specialization contingent upon APPC's approval of the revisions, and in consideration of the effective date,
- as set out in the documents provided to the Committee.

**Carried**

**8. Recommendation of Revisions to the PhD in Educational Psychology, Specialization in School and Applied Child Psychology**

Documentation for this item was circulated with the Agenda. Michele Jacobsen, Associate Dean (Graduate Programs in Education), and Pat Brul, Manager (Graduate Programs in Education), WSE, presented this item.

**Highlights:**

- The proponents reported that when the Specialization in School and Applied Child Psychology was added to the PhD in Educational Psychology in 2014, a comprehensive examination requirement was added to the candidacy regulations in order to align with current best practice in the United States candidacy procedures
- It was explained that the comprehensive examination requirement is no longer relevant as the WSE has adopted new candidacy regulations to align with the Faculty of Graduate Studies and that a skills based component is addressed by the field of study examination requirement
- In response to questions, it was explained that:
  - No students registered in the Specialization have completed the comprehensive examination requirement, and all of the current students in the program have been consulted and have chosen to opt for the new candidacy procedures
  - The proposed implementation timeline of September 2016 is to make the process as straightforward as possible for the students incoming September 2016

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the removal of the comprehensive examination requirement from the 'Doctorate of Philosophy in Educational Psychology, Specialization in School and Applied Child Psychology,' effective Fall Term 2016, as set out in the document provided to the Committee.

**Carried**

### **9. Recommendation of the Creation of a Post-Baccalaureate Certificate in Designing Smart and Secure Communities**

Documentation for this item was circulated with the Agenda. Nancy Pollock-Ellwand, Dean, Faculty of Environmental Design (EVDS), presented this item.

#### Highlights:

- The proponent explained the development process and the demand for the proposed Post-Baccalaureate Certificate in Designing Smart and Secure Communities (DSSC)
- It was explained that the Post-Baccalaureate Certificate in DSSC would be taught by faculty members from both the University and from Mount Royal University and that the curriculum will also allow students to receive certification from the SAFE Design Council in addition to obtaining the Post-Baccalaureate Certificate in DSSC
- The Committee discussed the potential risks and sustainability issues associated with basing curriculum on an external certification board and collaborating with another institution
- The Committee decided to postpone approval of the motion and requested the following prior to the proposal returning to the GAPS for consideration:
  - A statement be added to the proposal which explains/clarifies the use of the term 'smart'
  - Include the nature of assessment for the courses
  - Ensure that the proposed title of the course is consistent throughout the proposal
  - Provide evidence of an agreement with Mount Royal University and a letter of support from the SAFE Design Council
  - Outline how EVDS will pay the SAFE Design Council for use of their curriculum
  - Consult with the Registrar to discuss how certifications typically interact with courses
  - Include information about the role of the advisory committee in program quality assurance

#### **Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Post-Baccalaureate Certificate in Designing Smart and Secure Communities, as set out in the proposal provided to the Committee.

**Postponed**

### **10. Non-Disciplinary and Disciplinary Appeal Academic Regulations**

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

#### Highlights:

- The proponent reported that the changes to the non-disciplinary and disciplinary Academic Regulations sections of the Calendar are being proposed to ensure the University's compliance

with the Post-Secondary Learning Act, in regards to authority for discipline appeals. The appeals sections have also been updated to provide clarity on processes and improve navigation, and it was explained that a comprehensive review of the Calendar sections for non-disciplinary and disciplinary academic appeals academic regulations will be taking place in the next year.

- The Committee discussed the appeals process for students appealing a final grade versus a required to withdraw appeal
- The Committee suggested that:
  - It would be beneficial to add definitions of the different types of appeals
  - The last sentence in Section 1.2 'Reappraisal of Graded Term Work' be reworded to add clarity
  - The titles of the headings of the Calendar sections be reviewed for clarity
- The proponent invited the Committee to send any additional feedback or comments directly to her to be considered as part of the larger review

### **11. Institutional Framework for Credit Certificates and Diplomas**

Documentation for this item was circulated with the Agenda. Christine Johns, Senior Director, Academic and International Strategies, presented this item.

#### Highlights:

- The proponent explained that in 2014-15 the Ministry of Innovation and Advanced Education (now the Ministry of Advanced Education) developed a provincial credentials framework that provides guidelines and sets common standards for the 17 post-secondary credit credentials awarded through Campus Alberta
- To ensure the University is in alignment with the provincial framework, a review of credentials was conducted and while it was found that the University is in alignment with the proposed framework, it was discovered that the process needed clarifying for creating credit certificates and diplomas
- The University is in the process of developing a non-credit framework
- In response to a question, it was reported that there no changes to the graduate information included in the University Framework
- The Committee discussed the revenue share model for graduate certificates and diplomas

### **12. Status of Program Approvals**

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

### **13. Other Business**

There was no other business.



**14. Adjournment**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the May 25, 2016 meeting.

**Carried**

The meeting was adjourned at 4:07 p.m.