

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

Meeting #20

June 15, 2016, 2:00 – 4:00 p.m.

A167

***Voting Members***

Lisa Young, Co-Chair  
Mary O'Brien, Academic Co-Chair  
Abubaker Abdelhafiz  
Ozouf Amedegnato – arrived during Item 2  
Lawrence Harder  
Rob Kremer  
Angelique Saweczko  
Frans van der Hoorn

***Non-Voting Members***

Christine Johns  
Peggy Patterson

***Regrets***

Jalel Azaiez  
Lorraine Doepel  
Carol Poland

***Secretary***

Susan Belcher

***Scribe***

Cherie Tutt, Governance Coordinator

***Guests***

Loren Falkenberg, Associate Dean (Research), Haskayne School of Business – present for Item 5  
Thomas Kennan, Professor, Faculty of Environmental Design – present for Item 4  
Lindsay Penner, Program Proposal Support Specialist, Office of the Provost – present for Items 4 & 5  
Heather Smith-Watkins, Analyst, Planning and Review, Office of the Provost – present for Items 4 & 5  
Jaana Woiceshyn, Director of Graduate Thesis Programs, Haskayne School of Business – present for Item 5  
Tanya Zdorenko, Graduate Calendar Coordinator, Faculty of Graduate Studies

---

The Co-Chair called the meeting to order at 2:00 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the June 15, 2016 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

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

The Co-Chair remarked that this is the last meeting of the year for the Graduate Academic Program Subcommittee (GAPS) and thanked the members for their contributions over the past year. Mary O'Brien, Frans Van der Hoorn, and Ozouf Amedegnato, retiring members, were acknowledged for their service to the Committee.

The Academic Co-Chair reported that the Academic Planning and Priorities Committee (APPC) approved the proposals for the Master of Business Administration Specialization in Real Estate and the Diplomas in Wind Conducting and Kodaly Concept of Music Education that were recommended by the GAPS.

## **3. Approval of the May 25, 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 May 25, 2016 be approved, with the requested amendments.

**Carried**

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

Documentation for this item was circulated with the Agenda. Thomas Kennan, Professor, Faculty of Environmental Design (EVDS), presented this item.

### Highlights:

- The Chair noted that this item is returning to the Committee from the May 25, 2016 GAPS meeting
- The proponent explained that the concerns previously raised by the Committee have been addressed and an overview of the changes was provided. These comprised the inclusion of the draft contract with the Safe Design Council (SDC), clarification of the role for the program committee, definitions of smart and secure, and refined course descriptions.
- In response to questions, it was reported that:
  - An agreement with Mount Royal University (MRU) is not required as MRU faculty are not acting in any official capacity. The Committee suggested that the reference to MRU on page 14 of the proposal be removed.
  - The Certificate could be taught by sessional lecturers only, but a Faculty member would be responsible for the program and would attend to any issues that may arise
  - The term of the contract with the SDC is for the length of the program or in perpetuity and EVDS does not believe that the SDC would be able to change the fee for use of their curriculum
- The Committee discussed the fee associated with using the SDC curriculum and how it will be incorporated into program fees. The Committee suggested that the proponent work with the Registrar to determine the best option for incorporating the fees.

- The Committee suggested that it would be beneficial to include a signed contract between EVDS and the SDC with the proposal when it moves forward

**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, and with the requested amendments to the proposal.

**Carried****5. Recommendation of the Creation of a Doctorate in Business Administration**

Documentation for this item was circulated with the Agenda. Loren Falkenberg, Associate Dean (Research), Haskayne School of Business (HSB), and Jaana Woiceshyn, Director of Graduate Thesis Programs, HSB, presented this item.

**Highlights:**

- The proponent presented the rationale for the creation of a Doctorate in Business Administration (DBA), including student demand and market opportunity in Canada. An overview of the consultation process and the development of the DBA was provided.
- It was explained that, upon graduating from the DBA, students will have gained specific knowledge and tools to improve business practices through the application of theory
- In response to questions, it was reported that:
  - The proposed tuition fees are in line with the HSB's Executive Master of Business Administration program, and have been set to attract high quality students
  - Some of the research courses in the DBA may be offered to students in the PhD stream so that the two groups have opportunities to learn from each other
  - The California Management Journal, the Harvard Business Review and the Sloan Management Review would be appropriate applied journals in which students could publish their work
- The Committee discussed:
  - Potential barriers for students coming from a teaching background, in relation to the high tuition fees and it was confirmed that HSB intends to create two scholarships to help alleviate this
  - The admission criteria for the DBA, including the professional experience requirement, the prospective student demographic, the reasoning for not requiring a Master's degree, and the assumption that students without a Master's degree will have enough prior knowledge to take the Quantitative Design and Analysis course. The proponent confirmed that the HSB will offer additional support to students who are weak in this area.
  - Students' ability to balance the demands and rigour of this program with their professional work

- Program requirements, in particular the thesis proposal and dissertation format, content and timelines (for when the research is being conducted), how the thesis proposal and dissertation are distinct from one another, and how the dissertation compares to the HSB PhD dissertation
- The importance of creating a quality program which meets all of the University's requirements and is comparable to other doctorate degrees
- Demand from government and industry for universities to produce researchers that build on the practice of a profession, rather than just theorists
- The Committee decided to postpone approval of the motion and requested that, prior to the proposal returning to the GAPS for consideration, the following actions be taken:
  - Consult with the Registrar on whether this program will be considered part time or full time and provide timelines for completion
  - Provide an explanation on the distinction between the DBA and the HSB PhD
  - Include an explanation of the different types of business publications
  - Quantify the claim that states 'schools with PhD programs alongside DBA programs seem to produce better DBA students'
  - Explicitly articulate in the proposal that the DBA will comply with the requirements stipulated in the Faculty of Graduate Studies Calendar
  - In Part A, Section 3.1, explain how the DBA aligns with *Eyes High*
  - In Part A, Section 3.4, explain what the DBA will add to the Campus Alberta system, and address the issue of duplication with Athabasca University's DBA and why the University of Calgary's DBA is warranted
  - Include a letter of support from Athabasca University
  - In Part A: Appendix remove 'Executive' from the title of the program
  - In Part B: change 'career progression' to 'academic progression'

**Moved/Seconded**

That the Graduate Academic Programs Subcommittee:

1. Recommend that the Academic Planning and Priorities Committee (APPC) approve the creation of a Doctorate in Business Administration; and
2. Approve the new Calendar wording for the Doctorate in Business Administration contingent upon APPC and government approval of the creation, and in consideration of the effective date, as set out in the documents provided to the Committee.

**Postponed****6. Recommendation of Revisions to the Withdrawal Regulations for the Faculty of Graduate Studies**

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

**Highlights:**

- The proponent reported that, as a result of an ongoing review of the Academic Regulations sections of the University Calendar, it is being proposed that the Withdrawal sections be revised to include more student-friendly language and to add an extenuating circumstances withdrawal (EW) option for students
- It was explained that the Faculty of Graduate Studies (FGS) Calendar does not currently address withdrawal from a course or from a term, and that a statement has been added to connect the FGS Calendar to the Withdrawal section in the University Calendar
- The Committee discussed the basis for developing the EW, the types of cases that it would be used for, timelines and procedures for requesting an EW, and the impact on progression and the appeals process
- In response to a question, it was affirmed that an EW would not count towards the total number of withdrawals on a student's record
- The Committee suggested that:
  - The sentence in Section B.14.1 that refers to withdrawing from a course to avoid a failing grade due to academic misconduct be revised to add clarity
  - Hyperlinks to the drop deadline and the withdrawal deadline be added to avoid confusion

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Withdrawal Academic Regulation, as set out in the proposal provided to the Committee.

**Carried****7. Annual Performance Review and Review of the GAPS Terms of Reference**

Documentation for this item was circulated with the Agenda. The Academic Co-Chair, presented this item.

**Highlights:**

- It was reported that the Committee completed all of the goals listed on its annual Committee Work Plan
- The Committee requested that for 2016-17, the Annual Performance Review be moved from the May meeting to the June meeting

**8. Status of Program Approvals**

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

**9. Other Business.**

There was no other business.

**10. Adjournment**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the June 15, 2016 meeting.

**Carried**

The meeting was adjourned at 4:00 p.m.