

General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #25
January 25, 2017, 2:00 – 4:00 p.m.

A167

Voting Members

Lisa Young, Co-Chair – left during Item 9
Rob Kremer, Academic Co-Chair
Jalel Azaiez
Cheryl Dueck – arrived during Item 4
Lawrence Harder
David Nordstokke
Angelique Saweczko

Regrets

Abubaker Abdelhafiz
Lorraine Doepel
Quentin Pittman

Guests

Gopal Achari, Associate Dean, Graduate Studies, Schulich School of Engineering – present for Item 7
Tara Beattie, Associate Dean - Graduate Science Education, Cumming School of Medicine – present for Items 4 and 5
Tara Christie, Manager, My GradSkills, Faculty of Graduate Studies – present for Item 6
Gavin McCormack, Chair, Population and Public Health Specialization, Cumming School of Medicine – present for Items 4 and 5

Observers

Kelly Hoglund, Program Proposal Specialist – present for Items 4, 5 and 7
Gillian Robinson, Senior Director (Strategic Operations), Faculty of Graduate Studies
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 4 – 7

Non-Voting Members

Christine Johns
Liza McCoy
Tanya Zdorenko

Secretary

Susan Belcher

Scribe

Cherie Tutt

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 January 25, 2017 Graduate Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair included the following in her remarks:

- An update on proposals moving through System Coordination and Quality Council review
- An update on the progress of items moving from the Graduate Academic Program Subcommittee (GAPS) to the Academic Planning and Priorities Committee (APPC)

The Academic Co-Chair made no remarks.

3. Approval of the December 14, 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 December 14, 2016 be approved.

Carried

Secretary's Note: Items 4 and 5 were dealt with together.

4. Recommendation of Changes to the Program Requirements for the MSc in Community Health Sciences Specialization in Population and Public Health

5. Recommendation of Changes to the Program Requirements for the PhD in Community Health Sciences Specialization in Population and Public Health

Documentation for these items was circulated with the Agenda. Tara Beattie, Associate Dean (Graduate Science Education), Cumming School of Medicine (CSM), and Gavin McCormack, Chair, Population and Public Health Specialization, CSM, presented this item.

Highlights:

- The proponents reported that the CSM is proposing to revise the curriculum for the Population and Public Health Specialization in the thesis-based MSc and PhD programs
- It was explained that the CSM identified a need for a qualitative approach to be incorporated into the MSc program and is proposing that students be required to complete an additional seminar in 'Qualitative Health Research'
- The proponents then provided the rationale for proposing a reduction in the course requirements for the PhD from a minimum of 24 units of course work to a minimum of 9 units
- In response to questions, it was explained that:
 - Adding the seminar course will create efficiencies by allowing students to learn the content in a classroom environment instead of covering the material with their supervisor while they are conducting their research
 - The nature of the thesis for students in the MSc can vary and could either be based fully on qualitative or quantitative methods or mixed methods

- The proposed curriculum changes for the MSc are comparable with the requirements for other similar specializations offered by U15 universities
- It is possible that students in the PhD may only need to complete 3 units of course work if they have already completed MDCH 600 'Introduction to Community Health Sciences' and MDCH 680 'Foundations of Population and Public Health' (or equivalents) as part of the MSc program at the University of Calgary or other accredited/recognized institution
- Students who have not completed courses in biostatistics, epidemiology, and or health research methods at the Masters level may be required to take additional courses as determined by the admissions committee and in consultation with the potential supervisor. Students will be informed of this in their acceptance letters.
- The Calendar wording referencing additional seminars was approved at the GAPS October meeting
- The Committee discussed:
 - The nature of the thesis for students in the MSc and the typical time it takes for a student to complete their thesis
 - The potential recruitment benefits as a result of making the PhD program more flexible
- The Committee suggested that:
 - The rationale for the changes to the MSc be revised to explain how efficiencies are being introduced
 - A course requirement comparison table be added to the PhD proposal
 - That the enrolment numbers on page three of the PhD proposal be revised for accuracy
 - References to accredited institutions be changed to 'accredited/recognized institutions'

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revised program requirements for the Population and Public Health Specialization within the Master of Science in Community Health Sciences, effective September 2017, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the revised Calendar wording for the Population and Public Health Specialization within the Master of Science in Community Health Sciences, contingent upon approval of the changes to the program requirements, 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 revised program requirements for the Population and Public Health Specialization within the Doctor of Philosophy in Community Health Sciences, effective September 2017, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the revised Calendar wording for the Population and Public Health Specialization within the Doctor of Philosophy in Community Health Sciences, contingent upon approval of the changes to the program requirements, as set out in the document provided to the Committee.

Carried**6. Recommendation of Changes to the Internships Regulations and Approval of Changes to the Internship Courses**

Documentation for this item was circulated with the Agenda. Tara Christie, Manager, My GradSkills, Faculty of Graduate Studies (FGS), presented this item.

Highlights:

- The proponent explained that, in order to align with Statistics Canada's definition of full-time employment, the FGS is proposing to reduce the full-time hours from 35 to 30 in the Internship Regulations
- The proponent then explained that the Internship INTE 601 and 603 course descriptions have been revised to include Mitacs internships for international students. It was explained that, under Canada Immigration requirements, international students are eligible to participate full-time in Mitacs internships, as the internships are research based and students receive a scholarship
- In response to questions, it was reported that:
 - There are currently no other academic internship programs which could be added
 - The Statistics Canada definition of full-time work is 30 hours or more per week
- The Committee requested that 'may be repeated for credit' be added to the Internship INTE course descriptions
- The Committee suggested that the Statistics Canada definition of full-time employment be added to the proposal

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the change to Section G 'Internships' of the Graduate Calendar, as set out in the document provided to the Committee.

Carried

Moved/Seconded

That the Graduate Academic Program Subcommittee approve the changes to the Internship INTE graduate courses, as set out in the document provided to the Committee.

Carried**7. Recommendation of Revisions to the Master of Engineering, Environmental Engineering Specialization**

Documentation for this item was circulated with the Agenda. Gopal Achari, Associate Dean, Graduate Studies, Schulich School of Engineering (SSE), presented this item.

Highlights:

- The proponent provided the rationale for the curriculum changes to the Master of Engineering (MEng) course-based Specialization in Environmental Engineering (EE) and explained that the changes will ensure that the program has a clear structure and can be completed within eight to twelve months
- It was explained that the students will complete the courses as a cohort, and that the majority of courses already exist
- It was reported that there is strong international demand for the MEng EE, in particular from China
- In response to a question, it was reported that students will be able to choose six EE courses from a list of ten
- The Committee suggested that:
 - The Canadian and international numbers in the table on page six of the proposal should be combined to indicate the total number of applications
 - The rationale statement be expanded to address how the changes will resolve the MEng EE being undersubscribed, e.g. reference market demand
 - In the Calendar entry, references to 'postgraduate' be changed to 'graduate' to align with University definitions
 - The Calendar wording regarding academic standing be reviewed to be consistent with the FGS regulations
 - The proponent work with the Registrar to determine if the course number for ENEN 651 should be changed
 - That a course description for ENEN 619 be provided to the Registrar for review

Secretary's Note: The Committee requested that the motion to approve the Calendar wording for the revisions to the MEng EE be withdrawn, and that the Calendar wording be reviewed by the GAPS Calendar Working Group prior to being brought back to the GAPS.

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the curriculum revisions to the Environmental Engineering Specialization within the Master of Engineering (course-based) program, effective September 2017, as set out in the proposal provided to the Committee.

Carried**8. Recommendation of Revisions to Section A.4 General Admissions Procedures and K.5.2 Penalties in the University Calendar**

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

Highlights:

- The proponent provided the rationale for the proposed changes to section K.5.2 'Penalties' in the University Calendar, including a change of section name from 'Penalties' to 'Penalties and Notations', the removal of the notation of academic misconduct (FAM indicator) from the penalties section, the addition of a section on credential rescission, and general edits to clean up the language to make the section more student friendly
- The proponent provided a summary of the purpose of the FAM indicator
- In response to a question, the proponent clarified that this section of the Calendar applies to both undergraduate and graduate students
- The Committee discussed the potential situations that could lead to credential rescission
- The proponent then outlined the rationale for the changes to section A.4 'General Admissions Procedures' and explained that information has been added to the section to address the process if a student is identified to have falsified or omitted information as part of their admission process
- The proponent reported that up to the add/swap deadline, the Registrar's Office will have the authority to cancel the registration of students who are identified to have falsified or omitted information as part of the admissions process

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to section K.5.2 'Penalties' of the University Calendar, effective immediately, 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 revisions to section A.4 'General Admissions Procedures' of the University Calendar, effective March 2017, as set out in the document provided to the Committee.

Carried**9. Recommendation of Revisions to Section F: Grading System in the University Calendar**

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

Highlights:

- The proponent reported that the proposed changes to Section F 'Grading System' are a result of the ongoing project to improve the University Calendar regulations and to incorporate information contained in the standalone graduate chapter of the Calendar into the University Calendar
- The proponent explained that the section has been reorganized to ensure that the information is clearly presented and captures the information that is currently included in course outlines
- The proponent then provided a high level summary of the changes, including:
 - Renaming the section to 'Academic Standing'
 - Adding a subsection on academic transcript notations
 - Aligning transcript symbols into one subsection
 - Adding descriptions for the grade values
 - Revising the regulations for aegrotat standing to allow for greater flexibility
 - Adding language to clarify how the grade point average is calculated
- In response to questions, it was explained that:
 - The IP (in progress) symbol will replace the N/A symbol on the transcripts to align with current best practice
 - Information about an instructor's discretion to round either upward or downward on a final grade has been removed from the section, but should be included in the course outline
 - Information about the process for when the official grading system is not used has been included to reinforce to departments that this information needs to be provided to students in the course outline
- The Committee discussed the decision to include descriptions for the grade values and reviewed the consultation process for determining this

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to section F 'Grading System' of the University Calendar, effective September 2017, as set out in the document provided to the Committee.

Carried**10. Recommendation of Changes to the Course Requirements for Geomatics Engineering Graduate Programs**

Documentation for this item was circulated with the Agenda. Tanya Zdorenko, Graduate Calendar Editor, presented this item.

Highlights:

- The presenter explained that the SSE is proposing to change the list of required courses for all graduate degrees in Geomatics to include a minimum number of units in Geomatics courses, as it is believed that students are not taking enough subject specific courses to fulfil their learning outcomes. It was confirmed that there will be no change to the total number of units required.
- There were no questions

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to the course requirements for all graduate degrees in Geomatics Engineering, as set out in the document provided to the Committee.

Carried**11. Approval of Calendar Changes: Faculty of Arts, Haskayne School of Business, Faculty of Kinesiology, Schulich School of Engineering, Faculty of Veterinary Medicine, Werklund School of Education, Werklund School of Education and Schulich School of Engineering International Foundations Program**

Documentation for this item was circulated with the Agenda. Tanya Zdorenko, Graduate Calendar Editor, presented this item.

Highlights:

- The proponent noted that the GAPS Calendar Working Group reviewed all of the proposed Calendar changes and recommends the changes to the GAPS
- The Committee discussed the SSE Calendar summary and requested that the wording in the 'Required Examinations' section be amended to be more generic and refer students to the program entry for candidacy requirements

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Faculty of Arts, 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 Calendar changes for the Haskayne School of Business, 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 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 Calendar changes for the Schulich School of Engineering, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the requested amendment.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the 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 2017-2018 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**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the new graduate courses for the MEng-International Foundations Program Pathways delivery model, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried

12. Deferral of Final Examinations and Deferral of Term Work in the University Calendar

Documentation for this item was circulated with the Agenda and tabled at the meeting. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponent remarked that, based on feedback from the Faculties, it is being proposed that the Deferral of Final Examinations and Deferral of Term Work section of the Calendar be revised
- The proponent noted that the proposed changes regarding the Physician/Counsellor Statement Form are not being presented at this time, as consultation is still ongoing, but these changes will be brought back to the Committee for discussion and recommendation at a future meeting
- The proponent provided a summary of the changes which include:
 - Implementation of a maximum number of deferred examinations, after which a student must speak with an appropriate person, such as an academic advisor or an associate dean, before being granted another deferral
 - Implementation of a time period within which a student can request to leave an examination
 - The addition of 'a Faculty approved activity' as a circumstance for approving a deferred examination
 - Reorganization of the information and updates to terminology for clarity, and removal of unrelated information
- In response to questions, the proponent explained that:
 - PeopleSoft contains an algorithm which prevents more than three examinations being scheduled for a student within 24 hours
 - A statutory declaration form is being considered as a possible replacement for the Physician/Counsellor Statement Form
- The Committee discussed the potential pros and cons associated with replacing the Physician/Counsellor Statement Form with a statutory declaration form. The proponent agreed to discuss this further at a future meeting and to share the data gathered so far on this.

13. Tuition and Fees Section Updates

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

Highlights:

- The proponent reported that the Calendar and Curriculum Subcommittee approved the updated Calendar wording for the Tuition and General Fees sections of the University Calendar, and explained that the changes are part of the ongoing process to consolidate information relating to tuition and general fees
- There were no questions

14. Other Business

There was no other business.

15. Adjournment

The January 25, 2017 Graduate Academic Program Subcommittee meeting was adjourned by consensus.

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