

General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #26
February 22, 2017, 2:00 – 4:00 p.m.

A167

Voting Members

Lisa Young, Co-Chair
Jalel Azaiez
Cheryl Dueck
Lawrence Harder
Quentin Pittman
Angelique Saweczko

Non-Voting Members

Christine Johns
Liza McCoy
Tanya Zdorenko

Secretary

Susan Belcher

Regrets

Rob Kremer
Adrienne Offenbecker
David Nordstokke

Scribe

Cherie Tutt, Governance Coordinator

Guests

Debbie Bruckner, Senior Director (Student Wellness - Access and Support) – present for Item 6

Observers

Gillian Robinson, Senior Director (Strategic Operations), Faculty of Graduate Studies

The Co-Chair called the meeting to order at 1:59 p.m. and confirmed quorum.

1. Approval of the Agenda

A discussion item 'Jointly Numbered Courses' was added to the Agenda as Other Business.

Moved/Seconded

That the Agenda for the February 22, 2017 Graduate Academic Program Subcommittee meeting be approved, as amended.

Carried

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

The Co-Chair reported that the Ministry of Advanced Education has approved the creation of the following programs: Master of Arts and Doctor of Philosophy in Languages, Literatures and Cultures; a Post-Bachelor Certificate in Sustainable Urban Design; and a Post Bachelor Certificate of Built and Landscape Heritage.

3. Approval of the January 25, 2017 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 January 25, 2017 be approved.

Carried

4. Approval of Calendar Changes for the Faculty of Arts, the Faculty of Environmental Design, the International Foundations Program MEng Pathways (Chemical and Petroleum Engineering), the Schulich School of Engineering, and the Faculty of Science

Documentation for this item was circulated with the Agenda. Lisa Young, Co-Chair, and Tanya Zdorenko, Graduate Calendar Editor, presented this item.

Highlights:

- The proponents reported that the GAPS Calendar Working Group has reviewed all of the proposed Calendar changes and recommends the changes to the GAPS
- The Committee suggested that, in the future, for new courses it would be helpful to include the course description in the summary sheet

Faculty of Arts

- In response to a question, it was confirmed that the course hours are being modified from 4-1T to 3-1T for Greek 601 and Latin 602. The Committee requested that this be made clear in the Calendar entry.
- The Committee discussed the various course scheduling patterns, in particular for language courses

Faculty of Environmental Design (EVDS)

- In response to questions, it was reported that:
 - EVDS courses are typically only open to students in EVDS programs
 - A separate proposal will be presented to the Committee at the next meeting to address the change to the exit requirements for the Master of Planning program as a result of the change to the number of units for EVDP 637 'Community Planning Studio'

Schulich School of Engineering (SSE)

- The Committee discussed the policy for repeating courses within the Chemical Engineering, Petroleum Engineering Specialization, in particular whether students who achieve a grade of D+ should be allowed to challenge a course given that a C+ is considered poor academic standing by the Faculty of Graduate Studies
- The Committee then discussed what the process would be if a student failed a challenge examination
- In response to a question, it was reported that typically in course-based programs a student is not required to withdraw for achieving one failing grade

- The Committee requested that the Graduate Calendar Editor work with the SSE to further clarify the rationale for challenge examinations and to determine how successfully completing a challenge examination would be reflected on the transcript, and what would happen if a student were to fail a challenge examination. It was also suggested that it may be more appropriate to refer to the challenge examination as a supplemental examination.

Faculty of Science

- In response to a question, it was reported that CHEM 641 is concurrently taught with CHEM 541 and can therefore share the same course title
- The Committee discussed the rationale for the removal of the July 1 application deadline for January admission to Physics and Astronomy programs

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, with the reported amendment.

Carried

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the 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 new Calendar wording for the International Foundations Program Pathways Stream for the Master of Engineering in Chemical and Petroleum Engineering, Petroleum Engineering Specialization, 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 Sections 1 and 3 of the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group, and postpone the proposed changes as set out in Section 2 of the Summary.

Carried

Moved/Seconded

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

Carried

5. Recommendation of Changes to G.6 Deferral of Final Examinations and G.7 Deferral of Term Work in the University Calendar

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

Highlights:

- The proponent provided a summary of the proposed changes to the Deferral of Examinations and Deferral of Term Work regulations which include: the implementation of a maximum number of deferred examinations allowed (4), a time limit for when a student can request to leave the exam room and request a deferred examination, the inclusion of a Faculty approved activity as a circumstance for approving a deferred examination, and the addition of a definition of term work
- The Committee discussed:
 - The practicality of having two business days as a time limit for students to submit a Physician/Counsellor Statement Form if they have been ill prior to a scheduled exam or during a scheduled exam. It was explained that the Registrar is currently conducting a review on the use of the Physician/Counsellor Statement form.
 - The process for appealing a denied request for a deferral
 - The practices followed for deferred final examinations because the regulations state that content and/or format is to be different
- In response to questions, it was reported that:
 - The Dean of the teaching Faculty will have the final authority to grant a deferred examination
 - The number of deferred examination requests made by a student is tracked by the Registrar's Office from the time of their enrolment at the University. A report will be provided to the Faculty when a student has requested the maximum number of deferred examinations allowed, and the Faculty can use its discretion as to whether the student is required to meet with someone, such as an advisor or an associate dean.

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to section G "Deferral of Final Examinations" and "Deferral of Term Work" in the University Calendar, effective September 2017, as set out in the document provided to the Committee.

Carried

6. Statutory Declaration

Angelique Saweczko, Registrar, and Debbie Bruckner, Senior Director (Student Wellness - Access and Support), presented this item.

Highlights:

- The presenters explained the rationale for conducting a review of the use of the Physician/Counsellor Statement form and medical notes
- The presenters reviewed the current circumstances under which students are required to produce medical notes, and the issues and challenges associated with this, including fees for medical documentation, privacy issues, fraud, enforcement of the 2 business days deadline to submit documentation, and use of physician/counsellor time
- The presenters then explained that use of a statutory declaration form is being explored as an alternative to the Physician/Counsellor Statement form and medical notes, and outlined their findings and considerations in this regard
- In response to questions, it was explained that:
 - If the statutory declaration form were to replace the Physician/Counsellor Statement form, the University would ensure that each Faculty and several members of staff in the Registrar's Office are appointed as commissioners of oaths
 - Students would still have a choice to supply medical documentation, but would not be required to do so by the University
- The Committee discussed current practices at other post-secondary institutions, whether statutory declarations could be used for appeals and leave of absence requests, student perceptions, potential for missed diagnosis/intervention if students do not meet with a physician/counsellor, and the potential format and wording on the statutory declaration form
- The presenters will continue to explore and consult on this topic

7. Status of Program Approvals

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

Secretary's Note: This Item was dealt with prior to Item 4 listed in the Agenda.

8. Other Business**Jointly Numbered Courses (Jointly Taught Undergraduate and Graduate Courses)**

- The Committee discussed the increasing prevalence of, and rationale for, jointly taught introductory undergraduate (200 level) and graduate (600 level) courses, such as Greek 201 'Ancient Greek I' and Greek 602 'Introductory Ancient Greek for Graduate Students', and questioned whether or not a policy or guidelines should be created to determine when this is appropriate, what fraction of a graduate degree could be made up of these types of courses, and how the assessment and learning outcomes should vary from undergraduate courses
- The Committee then discussed if graduate level courses should be created for all introductory language courses offered by the School of Languages, Linguistics, Literatures and Cultures
- The Co-Chair agreed to review this matter further and will report back to the Committee at a future meeting

9. Adjournment

Moved/Seconded

That the Graduate Academic Program Subcommittee adjourn the February 22, 2017 meeting.

Carried

The meeting was adjourned at 3:30 p.m.

Susan Belcher
Secretary