

General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #27

March 22, 2017, 2:00 – 4:00 p.m.

A167

Voting Members

Lisa Young, Co-Chair
Rob Kremer, Academic Co-Chair
Jalel Azaiez
Cheryl Dueck
Lawrence Harder – arrived during Item 6
David Nordstokke
Adrienne Offenbecker
Quentin Pittman
Angelique Saweczko
Joelle Welling

Non-Voting Members

Christine Johns – left during Item 6
Liza McCoy
Tanya Zdorenko

Secretary

Susan Belcher

Scribe

Cherie Tutt

Guests

Lindsay Penner, Program Proposal Support Specialist – present for Item 4
Beverly Sandalack, Associate Dean, Landscape and Planning, Faculty of Environmental Design – present for Item 4

Observers

Gillian Robinson, Senior Director (Strategic Operations), 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 March 22, 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:

- Joelle Welling and Adrienne Offenbecker were welcomed as new members of the Committee

- Two University of Calgary students received Distinguished Master's Thesis awards from the Western Association of Graduate Schools

The Academic Co-Chair made no remarks.

3. Approval of the February 22, 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 February 22, 2017 be approved.

Carried

4. Recommendation of Revisions to the Program Requirements for the Master of Planning, the Master of Landscape Architecture, the Master of Architecture and the PhD in Environmental Design

Documentation for this item was circulated with the Agenda. Beverly Sandalack, Associate Dean, Landscape and Planning, Faculty of Environmental Design (EVDS), and Lindsay Penner, Program Proposal Support Specialist, presented this item.

Highlights:

- The proponent reported that the proposed changes to the curriculum for the Master of Architecture (MArch), Master of Planning (MPlan), Master of Landscape Architecture (MLA), and the Doctor of Philosophy in Environmental Design (PhD) will strengthen the programs by better integrating theory with practice across the curriculum while still meeting accreditation needs

MArch

- The proponent reported that the EVDS is proposing to revise the curriculum for the MArch program to remove EVDS 601 from the list of required courses and add EVDA 665. It was explained that this change results in a reduction to the total number of units required for completion from 90 units to 88.5 units.
- In response to a question, it was confirmed that the final approval authority for the revisions to the MArch program is the Academic Planning and Priorities Committee

MPlan

- The proponent reported that the EVDS is proposing to revise the degree options for the MPlan program, without modifying the total number of units required for program completion
- It is proposed that EVDS 601 be removed as a course requirement for the MPlan, and that the course weight for EVDP 631 and 633 be reduced from 3 units to 1.5 units. The content of EVDS 601, EVDP 631 and 633 will be incorporated into the studio courses EVDS 618, EVDS 623, and EVDP 637 to provide better integration of theory and practice, and will this result in an increased course weight from 3 units to 6 units

- The Committee discussed the potential impacts to non-EVDS students of reducing the course weight of EVDP 631 and 633. It was explained that there are very few non-EVDS students permitted to take these courses and these tend to be Open Studies students for whom there should be no adverse implications.

MLA

- The proponent reported that the EVDS is proposing to revise the degree options for the MLA program, without modifying the total number of units required for program completion
- It is proposed that EVDS 601, EVDL 607, and EVDL 609 be removed as course requirements for the MLA and that the content of these courses be incorporated within the studio courses EVDS 620, EVDS 640, and EVDL 668. It is also being proposed that two foundation year planning courses EVDP 627 and EVDP 637 be replaced with two new courses focused on Landscape Architecture curriculum. This change will provide clarity for accreditors.

PhD

- The proponent reported that the EVDS is proposing to increase the total number of units required for the PhD from 9 units to 12 units. It was explained that a number of EVDS doctoral students do not complete research masters degrees and that EVDS believes that their PhD students would benefit from completing a research skills and critical thinking course (EVDS 753) in order to better prepare them for thesis and grant application writing
- The proponent noted that the increase to the number of required units will also bring the program in line with other coursework requirements in related PhD programs offered at other Canadian universities
- In response to a question, the proponent read aloud the course description for EVDS 753 which was not included in the package
- The Committee suggested a minor editorial change to the proposed PhD Calendar entry

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revised program requirements for the Master of Architecture, 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 Master of Architecture, 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 approve the revised program requirements for the Master of Planning, 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, Master of Planning, 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 approve the revised program requirements for the Master of Landscape Architecture, 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, Master of Landscape Architecture, 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 Doctor of Philosophy in Environmental Design, 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, Doctor of Philosophy in Environmental Design, contingent upon approval of the changes to the program requirements, as set out in the document provided to the Committee.

Carried**5. Recommendation of the Creation of Registration Appeals Regulations**

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

Highlights:

- The proponent reported that, currently the registration exemption appeals process is only available on the Office of the Registrar's website, and it is being proposed that a Registration Appeal Regulation be created to formalize the process as a regulation. In addition, it is also proposed that an opportunity for students to appeal the original decision be introduced into the process.

- It was explained that registration exemptions are considered for a late withdraw from a course, for a late add/drop/swap for a course, and for requests to exceed the number of units permitted as an Open Studies Student
- In response to questions, it was explained that:
 - The three-member Registration Appeal Committee (RAC) currently makes the final decision
 - Any requests for registration exemptions should be submitted to the Registrar's Office for review by the RAC
 - Formal Terms of Reference for the RAC will be developed and posted on the Registrar's Office website
 - Approximately 450 applications for registration exemptions are received each year. As there is currently no mechanism to appeal a decision of the RAC the number of appeals that may occur is unknown
- The Committee discussed:
 - The grounds for appeal and reviewed the 30 day deadline to submit a request for a late withdraw from a course or a request to exceed the number of units permitted as an Open Studies student, and the reasons for not including a timeline for a request for a late add/drop/swap for a course
 - The membership of the RAC and the rationale for having a committee making the decision versus an individual
 - How the new process will work with current Faculty of Graduate Studies practices
- The Committee suggested that:
 - It may be clearer to use the phrase 'registration exemptions' rather than 'registration appeals', and requested that the proponent work with the Co-Chair to revise the regulations for clarity base on the discussions of the Committee
 - A link to the Registrar's webpage listing the information that a student needs to include in their appeal be added

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of Registration Appeals Regulations, effective immediately, as set out in the form provided to the Committee, and with the suggested amendments and authorize the Co-Chair to work with the proponent to amend the wording of the regulations.

Carried

6. Approval of Calendar Changes: Languages, Literatures and Cultures(MA and PhD), Certificate in Designing Smart and Secure Communities, Chemical Engineering, Petroleum Engineering Specialization, Cumming School of Medicine, Haskayne School of Business, Faculty of Science, Faculty of Graduate Studies(Time Limits Regulations)

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

Highlights:

- The proponents reported that the Graduate Academic Program Subcommittee (GAPS) Calendar Working Group has reviewed all of the proposed Calendar changes and recommends the changes to the GAPS

Languages, Literatures and Cultures (MA and PhD)

- The Committee discussed the qualifying student admission category, what constitutes an 'adequate academic background', and the role of the Supervisory Committee
- The Committee suggested that:
 - In Section 2 Admission Requirements, under the Doctor of Philosophy program, the list of requirements be re-ordered to list degree requirements before GPA requirements
 - In Section 4 Advanced Credit, a sentence be added to refer students to the advanced credit section in the Graduate Calendar
 - In Section 5 Program/Course Requirements under the Master of Arts (thesis-based) entry, the reference to Faculty of Graduate Studies approval be removed
 - In Section 6 Additional Requirements, change "students must attend a one-day orientation session" to 'students are encouraged to attend...'
 - In Section 10 Required Examinations, a reference to the Thesis Defence be added
 - The wording for the copyediting statement be checked for consistency

Chemical Engineering, Petroleum Engineering Specialization

- The Committee reviewed the responses provided by the Chair of the Department of Chemical and Petroleum Engineering in answer to the questions raised at the previous GAPS meeting
- A member of the Committee expressed their concern about allowing students who receive a grade of a D+ to complete challenge examinations
- The Committee suggested that the Calendar entry be revised to clarify that students are challenging a grade and not the course, and that there is a limit of two challenge examinations during a student's program

Cumming School of Medicine

- The Committee discussed the new immunization requirement and the potential for a challenge of the requirement by students who will not be conducting research in Alberta Health Services facilities. The Committee suggested that a link to the webpage with the list of required immunizations be included in the Calendar entry.

Haskayne School of Business

- The Committee requested that "an online non-refundable deposit to the Haskayne School of Business" be changed to "an online non-refundable deposit to the University of Calgary"

Faculty of Science

- The Committee requested that the Graduate Calendar Editor work with the Faculty of Science to expand the course description for SCIE 603 STEM Teaching Development to demonstrate the rigour of the course

Faculty of Graduate Studies

- The Committee suggested that a second sentence be added to the revised regulations to indicate how students seek an extension if they require longer than the permitted time

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar language for the Master of Arts and Doctor of Philosophy in Languages, Literatures and Cultures, as set out in the documents provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the requested amendments.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar language for the Post-Baccalaureate Certificate in Designing Smart and Secure Communities, as set out in the documents 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 Master of Engineering in Chemical and Petroleum Engineering, Petroleum Engineering Specialization, as set out in the document provided to the Committee, with the requested amendment.

Carried

Lawrence Harder - Abstained

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Cumming School of Medicine, as set out in the document 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 (HSB), as set out in the documents 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 Science, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Postponed**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the changes to Section D.6 'Time Limits' Regulations in the Graduate Calendar, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the suggested amendment.

Carried**7. Fall Reading Break**

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

- The proponent provided the rationale for introducing a full week Fall term break, effective Fall 2018. The proponent outlined the associated changes that would be required to accommodate this, including a reduction to 61 days of instruction in a term in some years, shortening Orientation to two days, and moving the Block Week into Summer Term (August)
- The proponent reported that consideration has been given to the potential impacts that shortening the term may have on accreditation, and confirmed that this proposal excludes the Cumming School of Medicine and the Faculty of Veterinary Medicine, which follow modified academic schedules
- The Committee expressed concerns about moving Block Week into Summer Term, and in particular the impact on graduate admissions, immigration, student loan assessments, fees, and time to completion
- In response to questions, it was confirmed that:
 - Residence Services will provide accommodation earlier to students who participate in the August Block Week
 - August Block Week courses that have an examination in the Fall term or an assessment due after the end of Block Week may be able to be tied to the Fall term rather than the Summer term
- The Committee expressed their overall support for creating a full week Fall Break and that the Committee thinks all of the identified challenges can be overcome to make this work

8. Status of Program Approvals

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

9. 2017-2018 GFC and GFC Standing Committee Meeting Schedule

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

10. Other Business

There was no other business.

11. Adjournment

Moved/Seconded

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

Carried

The meeting was adjourned at 3:50 p.m.

Susan Belcher
University Secretary