



General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #34
January 24, 2018, 2:00 p.m.

A167

Voting Members

Lisa Young, Co-Chair
Antony Ware, Academic Co-Chair
Shelley Alexander
Jalel Azaiez
Hormoz Izadi
Angelique Saweczko
Michael Sideris
Jaana Woiceshyn

Non-Voting Members

Christine Johns
Francine Smith – left after Item 6
Tanya Zdorenko

Secretary

Susan Belcher

Scribe

Cherie Tutt

Regrets

Joelle Welling
James Field

Guests

Michele Jacobsen, Associate Dean, Graduate Programs in Education, Werklund School of Education – present for Item 5
David Scollnik, Professor, Mathematics and Statistics – present for Item 4

Observers

Kelly Hoglund, Program Proposal Support Specialist – present for Item 4
Jyoti Myers, Governance Coordinator, University Secretariat
Gillian Robinson, Senior Director (Strategic Operations), Faculty of Graduate Studies
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 4 -5

The Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the January 24, 2018 Graduate Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair included the following in her remarks:

- The proposals for the creation of a Master of Management, a Certificate and Diploma in Data Science, two Certificates in Information Security, and four Certificates in Social Work, and the curriculum changes for the Master of Social Work were all approved by the Academic Planning and Priorities Committee (APPC) in December and have been submitted to the province for approval.
- Changes to the Academic Regulations section of the Graduate Calendar will be brought forward to the Committee at a future meeting

The Academic Co-Chair made no remarks.

3. Approval of the November 29, 2017 and the December 13, 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 November 29, 2017 be approved.

Carried

Moved/Seconded

That the Minutes of the Graduate Academic Program Subcommittee meeting held on December 13, 2017 be approved.

Carried

4. Recommendation of the Creation of a Specialization in Actuarial Science for the Master of Science and Doctor of Philosophy in Mathematics and Statistics

Documentation for this item was circulated with the Agenda. David Scollnik presented this item.

Highlights:

- The proponent provided the reasons for developing a Specialization in Actuarial Science for the Master of Science (MSc) and Doctor of Philosophy (PhD) programs in Mathematics and Statistics, including faculty expertise and student demand
- In response to questions, the proponent explained that:
 - Although students can currently focus their research on Actuarial Science in the existing PhD Statistics Specialization, the Department of Mathematics and Statistics believes that it is appropriate to develop an Actuarial Science Specialization at the PhD level, to be able to formalize the curriculum, to create progression from the Masters program, to attract the best students, and to accurately reflect a student's work on their parchment

- The anticipated enrolment numbers for the programs were determined using data collected from the application forms, and through current Masters students' course selections and project topics
- Actuarial Science 600 *Research Seminar* is listed as "may be repeated for credit" because students can complete this course at both the MSc and PhD levels
- The Committee discussed the:
 - Course requirements for the MSc and PhD levels, in particular the total number of units required for the programs and course exemptions for students who proceed to complete the PhD
 - The timeline for completing the preliminary examinations and candidacy requirements
- The Committee suggested that:
 - In the proposal and the Calendar entry, it be clarified that it is expected that students applying to the MA thesis-based program and the PhD program will be registered as full-time students
 - When preparing the Calendar entry, the prerequisites be removed from the notes section for Actuarial Science 611 and 637 and that a "formally known as STAT 639" note be added to Actuarial Science 639
- The Co-Chair confirmed that the APPC is the final approval authority for specializations

Moved/Seconded

That the Graduate Academic Programs Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Specialization in Actuarial Science for the Master of Science and Doctor of Philosophy programs in Mathematics and Statistics, as set out in the proposal provided to the Committee.

Carried**5. Recommendation of the Creation of a Post-Baccalaureate Certificate in Bridge to Teaching**

Documentation for this item was circulated with the Agenda. Michele Jacobsen presented this item.

Highlights:

- The proponent reported that the Bridge to Teaching program currently exists, and is offered through the Faculty of Graduate Studies, but is listed in the provincial government systems as an undergraduate credential. In order to fix this, and offer students a credential that more accurately reflects students' needs and achievements, it is being proposed to suspend and terminate the Bridge to Teaching University Certificate and create a Post-Baccalaureate Certificate in Bridge to Teaching.
- It was reported that the Academic Program Subcommittee recommended the suspension and termination of the Bridge to Teaching University Certificate to the APPC earlier this week

- The proponent reported that changing the credential to a Post-Baccalaureate Certificate will create the first step for students to ladder from the Certificate into the Master of Education (MEd) (Interdisciplinary) pathway
- In response to questions, it was explained that:
 - No changes are needed to the MEd (Interdisciplinary) program as it is already possible for students to ladder from a Certificate, to a Diploma, to the MEd
 - Students will be able to use four of the six of the courses they complete for the Bridge to Teaching Post-Baccalaureate Certificate for credit towards the MEd
 - The five minute mini-lesson is included in the admission interview
 - The University of Alberta offers a similar program and also provides bursaries to help students cover the program costs. The University of Regina is also considering creating this type of program.
- The Committee discussed the typical class size for the current Bridge to Teaching program and the number of students who have gone on to apply to the MEd (Interdisciplinary) program

Moved/Seconded

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

Carried**6. Recommendation of Revisions to the Extenuating Circumstance Withdraw Regulation**

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

Highlights:

- The proponent explained that the Extenuating Circumstance Withdraw (EW) Regulation was introduced last year, and that the Vice-Provost (Student Experience) has conducted a review to ensure the EW regulations and processes are clear. As a result of the review, a number of clarifying changes to the EW regulations are being proposed. It was noted that some changes to the application form and website will also be made.
- The proponent provided a summary of the key changes, including adding information about the process between the Office of the Registrar and the Faculty, how the files are reviewed, confidentiality, and a Faculty submitting a request on a student's behalf
- The proponent reported that the majority of requests for an EW are from undergraduate students and that there were only 6 requests last year from graduate students
- The Committee discussed:
 - The probable reasons for the low number of EW requests at the graduate level. The proponent explained that graduate students have more alternatives, such as requesting a leave of absence.
 - If there is any indication that there is stigma attached to an EW. The proponent explained

that when the EW Regulation was created this issue was considered, and this is one of the reasons the regulation is referred to as an extenuating circumstance withdraw versus a medical withdraw.

- The deadline to apply for an EW, and suggested that this language be clarified
- In response to questions, it was explained that:
 - Students can learn about the EW through a number of avenues, including through Faculty advisors, counsellors, the Office of the Registrar's website and the Calendar
 - If the request for an EW is denied, a student can appeal the decision to a registration appeal board

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Extenuating Circumstance Withdraw Academic Regulations, as set out in the document provided to the Committee.

Carried**7. Approval of Calendar Changes: Cumming School of Medicine, Faculty of Law, Faculty of Science (Geology), Faculty of Social Work, Faculty of Veterinary Medicine**

Documentation for this item was circulated with the Agenda. A revised Calendar summary for the Faculty of Social Work was tabled at the meeting. Lisa Young and Tanya Zdorenko presented this item.

Highlights:

- The Co-Chair reported that the Graduate Academic Program Subcommittee Calendar Working Group reviewed all of the proposed Calendar changes
- There were no questions regarding the Calendar changes for the Cumming School of Medicine, the Faculty of Law, the Faculty of Science (Geology), or the Faculty of Veterinary Medicine
- The Committee decided to postpone the motion for the Faculty of Social Work Calendar changes, given that there were questions regarding the addition of 'may be repeated for credit' to a number of courses

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the graduate programs in the Cumming School of Medicine (CSM), 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 graduate programs in the Faculty of Law, 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 Geology graduate programs in the Faculty of Science, 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 graduate programs in the Faculty of Social Work, as set out in the Summary 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 Calendar changes for the graduate programs in 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**8. Revisions to the Block Week Regulations**

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

Highlights:

- The proponent reported that the Office of the Registrar is reviewing the Block Week Regulations and is seeking feedback on some proposed changes which aim to provide clarity around scheduling, student status, course work, and final examinations
- The proponent explained that she is also seeking information on current Block Week practices and issues across Faculties, and asked members to contact her directly with any further suggestions for changes
- In response to a question, the proponent explained that when a student will receive a financial penalty for withdrawing from a Block Week Course is a result of how the University's PeopleSoft system has been designed

- The Committee discussed:
 - Providing students with mid-course assessment, so that students have an indication of how well they are doing in the course or if they should consider withdrawal
 - Issues around a Block Week course being a prerequisite for other courses
 - The scheduling of final examinations. It was suggested that the wording in this section be revised to ensure it is clear what is meant by 'term'.
- The Co-Chair requested that this item be brought for discussion to the next Faculty of Graduate Studies Council meeting, due to the extensive use of Block Week courses at the graduate level

9. Status of Program Approvals

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 January 24, 2018 meeting.

Carried

The meeting was adjourned at 3:08 p.m.

Susan Belcher
University Secretary