

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

Meeting #35

March 21, 2018, 2:00 – 4:00 p.m.

A167

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***Voting Members***

Lisa Young, Co-Chair  
Antony Ware, Academic Co-Chair  
Shelley Alexander – left during Item 14  
Jalel Azaiez  
Hormoz Izadi – left during Item 15  
Angelique Saweczko  
Michael Sideris  
Joelle Welling  
Jaana Woiceshyn

***Non-Voting Members***

Christine Johns  
Francine Smith

***Secretary***

Susan Belcher

***Scribe***

Jyoti Myers

***Regrets***

Jim Field  
Tanya Zdorenko

***Guests***

Philip Fong, Associate Professor, Department of Computer Science – present for Items 6 & 7  
Kelly Hoglund, Program Proposal Support Specialist – present for Items 6 - 9  
Christian Jacob, Bioinformatics Program Director & Department Head, Computer Science - present for Items 6 & 7  
Ehud Sharlin, Associate Professor, Department of Computer Science – present for Item 7  
Marco Bijvank, Haskayne School of Business – present for Item 7  
Jackie Sieppert, Dean, Faculty of Social Work - present for Item 10  
Ellen Perrault, Associate Dean (Teaching/Learning), Faculty of Social Work - present for Item 10

***Observers***

Cherie Tutt, Director, University Secretariat and Student Appeals Office

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The Co-Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the March 21, 2018 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

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

The Co-Chair reported that the proposal for the creation of a Certificate in Fundamental Data Science and Analytics and a Diploma in Data Science and Analytics were approved by the Academic Planning and Priorities Committee (APPC) in December and it is anticipated that ministry approval is imminent.

The Academic Co-Chair made no remarks.

## **3. Approval of the January 24, 2018 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 24, 2018 be approved.

**Carried**

## **4. Recommendation of Revisions to the Part-Time Studies Regulations**

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

Highlights:

- The proponent reported that revisions to the Part-Time Studies Regulations are being proposed, in an effort to ensure consistency and clarity in the Calendar. The amendments will articulate the definition of “Part-Time Student Status” rather than focusing on the scheduling of classes.
- The Committee requested that the Part-Time Studies Regulations wording be revised to “graduate students are considered part-time as per [Section D.3 Student Status](#)”

### **Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Part-Time Studies Regulations, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar, with the requested amendment.

**Carried**

## **5. Recommendation of the Revisions to the Registration and Residence Regulations**

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

Highlights:

- The proponent reported that revisions to the Registration and Residence Regulations are being proposed, in an effort to reflect current practices and ensure accuracy, clarity and consistency.

- The Committee discussed the value of having students seek approval from the Faculty of Graduate Studies prior to taking courses at another post-secondary institution, and requested that a note to this effect be added to the residency section

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Registration Priority and Procedures and Residence Requirements Regulations, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar, with the requested amendment.

**Carried****6. Approval of Calendar Entry for the Post-Baccalaureate Certificate in Network Security and the Post-Baccalaureate Certificate in Software Security**

Documentation for this item was circulated with the Agenda. Christian Jacob, Philip Fong and Kelly Hoglund, presented this item.

**Highlights:**

- The proponents reviewed the proposed additions to the Graduate Chapter of the Calendar to include Calendar entries and courses for the new Network Security and Software Security Certificates
- In response to a question, it was confirmed students from any background who have completed a bachelor's degree are eligible for admission
- The Committee requested some editorial amendments within the Doctor of Philosophy degree section and also the Master of Science Specialization section

**Moved/Seconded**

That the Graduate Academic Program (GAPS) approve the new calendar entry for the Post-Baccalaureate Certificates in Network Security and Software Security, as set out in the documents provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the requested amendments.

**Carried****7. Approval of Calendar Entry for the Post-Baccalaureate Certificate in Fundamental Data Science Analytics and the Post-Baccalaureate Diploma in Data Science Analytics**

Documentation for this item was circulated with the Agenda. Christian Jacob, Philip Fong, Marco Bijvank, Ehud Sharlin and Kelly Hoglund presented this item.

**Highlights:**

- The proponents reported that the proposed Calendar changes include a new Calendar entry outlining admission and graduation requirements for the Data Science and Analytics Certificate and Diploma, and new graduate course listings for Data Science Analytics
- In response to questions, it was explained that:
  - The expected completion time for the Data Science and Analytics Certificate is 4 months with a maximum completion time set at 3 years, to allow for flexibility for students who are working full-time. It is not anticipated that there will be any issues for students to retain knowledge over this period.
  - All courses will be offered annually, based upon student demand. Given the success of the Master's program at the University of British Columbia and the similarity of the University of Calgary offering, it is anticipated that there will be sustainable demand for the program.
  - The faculty member assigned as the Academic Coordinator will serve as the liaison for a particular cohort and their service will be considered in a similar way to that of a faculty member assigned as an undergraduate coordinator
- The Committee noted that editorial amendments are required in the documentation

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the new Calendar entry for the Post-Baccalaureate Certificate in Fundamental Data Science and Post-Baccalaureate Diploma in Data Science and Analytics, as set out in the documents provided to the Committee, and as recommended by the GAPS Calendar Working Group, contingent on government approval.

**Carried****8. Calendar Changes for the Mathematics and Statistics Graduate Program**

Documentation for this item was circulated with the Agenda. Antony Ware, Graduate Program Director, Mathematics & Statistics, presented this item.

**Highlights:**

- The proponent provided a summary of the proposed Calendar changes for the Mathematics and Statistics programs, which include a description of the new Actuarial Science Specialization, new and revised courses, and revisions in the existing specialization requirements
- The Committee discussed procedural processes around preliminary examinations and the internal appeal process, and it was agreed that it would be beneficial to develop a document that elaborates on the appeal process in order to ensure greater consistency and transparency.
- The Committee indicated that the Calendar should include a link to the above-mentioned appeals document and that this change should be brought back to the Committee for the next Calendar cycle

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the graduate programs in Mathematics and Statistics, as set out in the summary provided to the Committee, and as recommended by the GAPS Calendar Working Group.

**Carried****9. Approval of Calendar Changes for Bridge to Teaching Post-Baccalaureate Certificate and Master of Planning**

Documentation for this item was circulated with the Agenda. Lisa Young and Antony Ware presented this item.

- The Co-Chair remarked that the GAPS Calendar Working Group reviewed all of the proposed Calendar changes and recommends the changes to the Committee
- There were no questions

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Bridge to Teaching Post-Baccalaureate Certificate program in the Werklund School of Education, 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 Planning graduate program in the Faculty of Environmental Design (EVDS), as recommended by the GAPS Calendar Working Group.

**Carried****10. Approval of Calendar Changes for the Faculty of Social Work**

Documentation for this item was circulated with the Agenda. Jackie Sieppert and Ellen Perrault presented this item.

Highlights:

- The proponents provided a summary of the proposed Calendar changes, which include the addition of Calendar entries for four new Post-Baccalaureate Certificates in Social Work, revisions to the existing entries for the course-based Master of Social Work (MSW) and the PhD, and the creation of new graduate courses.
- The Committee requested that:
  - The requirement to submit two references (in Section 2, Admission Requirements under Additional Requirements) for those laddering into the MSW section be moved to the

Admission Requirements MSW section, because two references are only required if a student applies to the MSW

- The “Time Limit” sections be revised for consistency, that all references to completion times be listed in these sections only, and that a maximum time for completion be added for the Certificates
- The reference to “continuing fees” in the “Time Limit” section be removed as there are no continuing fees for this program

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the calendar changes for the Faculty of Social Work, as set out in the documents provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the requested amendments.

**Carried**

**11. Approval of Revisions to the English Language Proficiency Requirements**

Documentation for this item was circulated with the Agenda. Jalal Azaiez, Associate Dean (Policy), Faculty of Graduate Studies (FGS), presented this item.

Highlights:

- The proponent reported that students can meet the University’s English Language Proficiency (ELP) Requirements by successfully completing one of the University’s approved English language tests/programs, including the International Foundations Program (IFP)
- The proponent then explained that it is being proposed to list IFP grades for programs that require higher levels of ELP than the FGS minimum for admission
- In response to a question, it was reported that the IFP grade equivalencies were determined in consultation with the IFP leadership and that FGS is reliant on their expertise
- The Committee discussed:
  - The different ELP tests/programs and equivalencies, and concerns that the scores required for admission may be set too low
  - The importance of setting students up for success and that, as part of due diligence, data is collected and assessed to gauge if the ELP requirements are creating barriers to success

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the revisions to the English Language Proficiency requirements, as set out in the document provided to the Committee.

**Carried**

## **12. Recommendation of Revisions to the Academic Standing Regulations**

Documentation for this item was circulated with the Agenda. Jalal Azaiez presented this item.

Highlights:

- The proponent provided a summary of the key proposed changes, including the alignment of grades within the Calendar and the introduction of an academic probationary status, for students with poor academic standing enrolled in course-based programs
- In response to questions, it was explained that the process for the academic “turn-around” program will be explicit in identifying the consequences of further instances of failing grades
- The Committee discussed the rationale for utilizing “I” grades in connection with pending grades. The Registrar reported that a proposal to clarify “I” grades based on best practices will be presented at a future meeting
- The Committee requested that references to “Graduate Programs” be changed to “Graduate Program Directors”

### **Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Academic Standing Regulations in the Graduate Calendar, as set out in the documents provided to the Committee, with the requested amendments.

**Carried**

## **13. Recommendation of Revisions to the Candidacy, Theses, and Thesis Examinations Regulations**

Documentation for this item was circulated with the Agenda. Jalal Azaiez presented this item.

Highlights:

- The proponent reported that the intent of the proposed revisions is to formalize existing practices and articulate changes to the Candidacy, Theses and Thesis Examinations Regulations:
- The proponent reported that in section K.4 (2) that “b.” has been removed as “a” made it redundant
- The Committee discussed the rationale for requiring a student who has failed their candidacy exam to wait two months before being able to re-take their exam
- In response to a question, it was confirmed that, normally, both the supervisor or co-supervisor must be present, in person for the thesis exam, but the exam can progress as long as one of them is present

### **Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Candidacy, Theses, and Thesis Examinations Regulations sections in the Graduate Calendar, as set out in the documents provided to the Committee, with the reported amendment and contingent on FGS Council approval.

**Carried**

**14. Creation of Nomenclature for Credentials and Credential Components Regulations**

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

Highlights:

- The proponent outlined the background and rationale for the creation of Nomenclature for Credentials and Credential Components Regulations, and noted that several revisions have been made since the document was originally created for use in the Registrar's Office
- It was reported that:
  - Feedback on the proposal was provided by the Committee in November and those suggestions have been incorporated into the revised regulations
  - The proposal will be brought back to the Committee in April, for further feedback and with the intent of a formal recommendation to the APPC
- In response to a question, it was explained that, within the graduate area, the revisions are editorial to ensure consistency and alignment with current practices and policies
- The Committee discussed the description for the Cotutelle doctoral program, which denotes degrees awarded by two institutions, and provided some suggestions to the wording of this section to add clarity regarding the issuing of the parchment
- The Committee agreed that the primary purpose of the document is to detail the various degrees being offered, and that this is intended for use by the internal community and not the external community

**15. Revisions to the Tuition and General Fees Calendar Section**

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

Highlights:

- The proponent outlined the key changes to the Tuition and General Fees Calendar Section and explained they were made in an effort to ensure accuracy, clarity and consistency
- In answer to a question, it was explained that Third Party payments are managed through Student Receivables and students are responsible for the submission of sponsorship letters prior to payment deadlines

**16. Status of Program Approvals**

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

**17. Other Business**

There was no other business.



**18. Adjournment**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the March 21, 2018 meeting.

**Carried**

The meeting was adjourned at 3:54 p.m.

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Susan Belcher  
University Secretary