

General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #36
April 25, 2018, 2:00 – 4:00 p.m.

A167

Voting Members

Lisa Young, Co-Chair
Antony Ware, Academic Co-Chair
Jim Field
Hormoz Izadi
Angelique Saweczko
Joelle Welling
Jaana Woiceshyn

Regrets

Shelley Alexander
Jalel Azaiez
Michael Sideris

Observers

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

Non-Voting Members

Christine Johns
Francine Smith
Tanya Zdorenko

Secretary

Susan Belcher

Scribe

Cherie Tutt

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

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the April 25, 2018 Graduate Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair remarked that this is the last Committee meeting for the Graduate Students' Association representative, Hormoz Izadi, and Academic Co-Chair, Tony Ware, and they were both thanked for their contributions to the Committee.

The Academic Co-Chair made no remarks.

3. Approval of the March 21, 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 March 21, 2018 be approved, with the requested amendment.

Carried

4. Approval of Calendar Changes: Faculty of Science Course Changes

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

Highlights:

- The Co-Chair remarked that the GAPS Calendar Working Group reviewed the proposed Calendar changes for the Faculty of Science and recommends the changes to the Committee
- The Committee requested that the briefing note be revised to remove the reference to the 'Faculty of Arts'

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the graduate courses 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

5. Recommendation of the Types of Credentials and Sub-Degree Nomenclature Calendar Entry

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

Highlights:

- The proponent noted that this item is returning to the Committee, and reported that the feedback from the last meeting has been incorporated into the current document. The proponent explained that the 'Types of Credentials and Sub-Degree Nomenclature' Calendar entry will provide greater clarity and transparency regarding the credentials and sub-degree components offered by the University, align with current strategy and government documents, and include updated principles and definitions.
- The proponent reported that changes to the Calendar entry may be required after the government releases the provincial credential framework
- The Committee discussed:
 - Whether terminology needs to be added to distinguish between graduate level post-baccalaureate certificates offered by Comprehensive Academic and Research Institutions

and Baccalaureate and Applied Studies Institutions. The proponent reported that this issue has been raised with the provincial government and will hopefully be addressed in the provincial credential framework, but that the language in the Calendar entry aligns with the University's credit certificate and diploma framework.

- Collaborative degrees, and the rationale for requiring that 60% of the content be delivered by the University of Calgary versus 50% at the undergraduate level
- The Committee requested that for 'Cotutelle' the phrase "measured as time spent at the institution" be change to "measured as time **registered** at the institution"

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a calendar entry entitled "Types of Credentials and Sub-Degree Nomenclature", as set out in the document provided to the Committee, effective immediately, with the requested amendment.

Carried

6. Recommendation of Revisions to the Sections of the Calendar regarding Medical Notes

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

Highlights:

- The proponent reported that several revisions to the Calendar regarding medical notes are needed as the result of the General Faculties Council's general support in February to introduce a statutory declaration as an alternative form of supporting documentation for an exemption/special request
- In response to questions, the proponent:
 - Provided the rationale for no longer requiring students to provide medical notes
 - Explained that the Vice-Provost (Student Experience) worked with Legal Services to develop the Statutory Declaration Form, and reported that several members of the University campus have already been trained as Commissioners of Oath
 - Explained that students will be advised to submit documentation that will best support their request, and a student could still decide to submit a medical note, but that this would be their choice
 - Confirmed that 'debilitating illness' could include both a physical or a mental illness
- The Committee discussed the importance of having a strong communication plan to share this change with the campus community and the importance of looking beyond the University Calendar to ensure that Faculty/Departmental internal documentation and forms are also updated
- The proponent reported that, because the Faculty of Science, Faculty Regulation "Deferral of Final Examinations" only apply to undergraduate students, the revisions will be recommended by the Calendar and Curriculum Subcommittee and not the Graduate Academic Program Subcommittee

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve:

1. The revisions to Academic Regulations “Attendance” and “Debilitating Illness and Severe Domestic Affliction”;
2. The creation of an Academic Regulation “Supporting Documentation and the Use of a Statutory Declaration”

as set out in the documents provided to the Committee, effective immediately.

Carried

7. 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 this item is returning to the Committee, and reported that the feedback from the last meeting has been incorporated into the current document. Due to comments regarding the challenges with the current regulations, it is being proposed that the regulations be revised to include both block week and non-standard schedules to provide greater flexibility.
- It was reported that, particularly at the graduate-level, there is a need to have more flexibility to combine block week with additional meets throughout a term
- The proponent highlighted some of the other significant changes, including allowing for courses with a remedial focus to be scheduled during block week, revised options for scheduling the final examination for block week, and the addition of a requirement that instructors must provide students with feedback on their performance in a course prior to the withdraw deadline
- In response to a question, the proponent provided advice for scheduling Independent Study Courses that extend beyond a single term
- The Committee discussed the addition of the option of scheduling courses with a remedial focus during Block Week and the importance of being able to use this option to help prepare students who may have a deficiency in a particular area of knowledge needed for their program
- The Committee expressed its satisfaction with the changes to the regulations and the extent of flexibility the revised regulations will provide
- The Committee suggested that a link to the definition of the phrase “GFC Hours” and a link to the Registrar’s Office webpage that outlines the process for requesting a non-standard schedule be added

8. Revisions to the Off-Site Examinations Regulations

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

Highlights:

- The proponent provided the rationale for revising the 'Off-Site Examinations Regulations' to include a section for examinations for online courses, and specifically explained that, with the growing number of courses being offered in an online format, there is a need to protect the integrity of the examination process by having clear rules around off-site examinations while also removing potential barriers for students who live a significant distance from main campus
- In response to a question, the proponent provided some examples of when students who have taken an onsite course would be permitted to take an examination offsite
- The Committee reviewed the list of approved invigilation centres and the criteria used for selecting them. The Committee noted that the information for approved invigilation centres in British Columbia was missing from the document and the proponent noted that this was an oversight and that the information will be added.

9. Revisions to Academic Schedules (2020-2023)

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

The proponent reported that the Academic Schedules have been updated to reflect that, starting Winter term 2020, Easter Monday will be considered a non-instructional day as a result of the ratification of the Faculty Association agreement which now includes Easter Monday as a paid holiday for academic staff members.

10. Status of Program Approvals

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

11. Other Business

There was no other business.

12. Adjournment**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the April 25, 2018 meeting.

Carried

The meeting was adjourned at 2:49 p.m.