



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

Meeting # 40

November 21, 2018, 2:00 – 4:00 p.m.

Governors Boardroom A167

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***Voting Members***

Lisa Young, Co-Chair  
Donna-Marie McCafferty, Academic Co-Chair  
Jalel Azaiez  
Elena Favaro  
Jim Field  
Angelique Saweczko – arrived during Item 8  
Jewel Spangler

***Regrets***

Quentin Pittman  
Michael Sideris

***Non-Voting Members***

Christine Johns – left after Item 5  
Francine Smith – arrived during Item 5  
Tanya Zdorenko

***Secretary***

Cherie Tutt

***Scribe***

Jyoti Myers

***Observer***

Gillian Robinson, Senior Director, Strategic Operations,  
Graduate Studies

***Guests***

Ann Levey, Associate Professor, Department of Philosophy – present for Item 5  
Deborah Book, Legal Counsel, University Legal Services – present for Item 6  
Andrea Klaiber-Langen, Student Appeals Officer, University Secretariat – present for Item 8

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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 November 21, 2018 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

**2. Remarks of the Co-Chair**

The Co-Chair welcomed all members to the meeting and remarked on the successful Annual Killam event held this week to celebrate the achievements of the Killam Laureates.

The Academic Co-Chair made no remarks.

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

**Carried**

*Secretary's Note: Items 4A-4E were dealt with together.*

- 4. A. Approval of Calendar Changes: Faculty of Kinesiology**
- 4. B. Approval of Calendar Changes: Faculty of Social Work (SOWK)**
- 4. C. Approval of Calendar Changes: Haskayne School of Business (HSB)**
- 4. D. Approval of Calendar Changes: Faculty of Arts**
- 4. E. Approval of Calendar Changes: Schulich School of Engineering (SSE)**

Documentation for these items was circulated with the Agenda. Tanya Zdorenko and Lisa Young presented these items.

Highlights:

- It was reported that the Graduate Academic Program Subcommittee (GAPS) Calendar Working Group reviewed the proposed Calendar changes
- There were no questions regarding the Calendar changes for the Faculty of Kinesiology, the Faculty of Arts or the Schulich School of Engineering

**Faculty of Social Work**

The Committee discussed the revisions and admission requirements and noted that an amendment is required in the Admission Requirements for the Doctor of Philosophy (PhD) in Social Work to remove duplication

**Haskayne School of Business**

The Committee discussed the PhD program-level requirements and, in particular, the additional requirement that all Doctoral students are required to teach two courses and requested that the Calendar wording include "as instructor of record" to add clarity

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the graduate program in the Faculty of Kinesiology, 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, with the requested amendment.

**Carried****Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the graduate programs in the Haskayne School of Business, as set out in the Summary 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 graduate programs in the Faculty of Arts, 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 Schulich School of Engineering, as set out in the supporting documents provided to the Committee, and as recommended by the GAPS Calendar Working Group.

**Carried****5. Recommendation of Curriculum Changes to the Master of Arts (MA) and Doctor of Philosophy (PhD) Programs in Philosophy**

Documentation for this item was circulated with the Agenda. Ann Levey presented this item.

**Highlights:**

- The proponent outlined the background and rationale for the proposed curriculum changes and reported that the changes include the creation of two new courses, one for the Masters (MA) level and one for the PhD level. The creation of these courses will significantly enhance the graduate education program. Students will receive the professional development and skills that are necessary for writing samples and publishable papers for job applications, research statements and teaching dossiers.
- The proponent reported that the creation of the courses will result in a load change, which will increase the required coursework by 3 units for both the MA (thesis-based) and PhD programs in Philosophy. Students in the MA program will be required to complete PHIL 699 and PhD students will be required to complete PHIL 700 with the option that students doing both an MA and PhD at the University would be able to complete both courses

- In response to questions, the proponent discussed the challenges of the present programs, student demand and the post-graduation employment outcomes and reported that the competitive nature of the academic job market has necessitated the curriculum changes
- The Committee learned that the Department successfully piloted an optional workshop that covered much of the proposed new course content and student feedback has been very positive

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the curriculum changes to the Master of Arts and Doctor of Philosophy programs in Philosophy, as set out in the proposal provided to the Committee.

**Carried****6. Revisions to the Graduate Student Supervision Policy and Procedure**

Documentation for this item was circulated with the Agenda. Lisa Young and Deborah Book presented this item.

**Highlights:**

- The proponents reported that the policy and procedure were implemented in 2015, and since that time, concerns have been shared pertaining to the formal supervisory review process and the process of formal evaluations
- In response to questions, the proponents discussed the proposed revisions to the Supervision Policy and procedures to include:
  - The Dean of the Supervisor's Faculty and the Dean of the Faculty of Graduate Studies to initiate a formal evaluation of the supervisory privileges
  - an evaluation of the specific circumstances supporting the complaint that would allow for discretionary judgement on the nature of the complaint and towards the escalation of the complaint to the Dean, or as appropriate
  - that in instances of a breakdown of the Supervisory relationship, financial exigency or other circumstances, it would be the collective responsibility of the Dean of the Supervisor's Faculty and the Dean of the Faculty of Graduate Studies to ensure that financial commitments are reviewed and assessed
- The Committee discussed the wording of the agreements between Graduate Students and Supervisors, and noted that the proposed changes to the Policy will ensure greater transparency around the process

## **7. Revisions to the Quality Assurance Handbook**

Documentation for this item was circulated with the Agenda. Christine Johns presented this item.

Highlights:

- The proponent outlined the rationale for the proposed revisions and reported that the revisions are in response to the recommendations provided by the Campus Alberta Quality Council's Quality Audit Team and are administrative in nature to include the streamlining of curricular reviews, the updating of data packages and moving the metrics into the appendices
- There were no questions

## **8. Revisions to the Academic Regulations Regarding Academic Appeals**

Documentation for this item was circulated with the Agenda. Andrea Klaiber-Langen, Cherie Tutt and Angelique Saweczko presented this item.

Highlights:

- The proponents provided an overview of the proposed revisions to the existing Academic Regulations and reported that the Calendar changes align with the new Student Misconduct and the Academic Appeals Policy and will ensure consistency by removing the content no longer required and including the appropriate references to the policy and its procedures
- In response to a question, the proponents indicated that minor edits were required to the timelines to ensure alignment with the new appeals policy and procedures
- The Committee discussed the proposed revisions and expressed satisfaction with the changes and the extent of flexibility the amendments will provide. It was noted that the proposed graduate calendar entry will contain links to information in the main calendar about reappraisals and appeals and will include information about appeals regarding supervision, candidacy components and thesis examinations decisions.
- It was reported that the Graduate Calendar Academic Regulations will be brought back to the Committee, after they have been recommended by the Faculty of Graduate Student Council, for recommendation to the Academic Planning and Priorities Committee for approval

## **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 November 21, 2018 meeting.

**Carried**

The meeting was adjourned at 3:21 p.m.

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Cherie Tutt  
Secretary to the Committee