



General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting # 43
March 27, 2019, 2:00 – 4:00 p.m.

Governors Boardroom A167

Voting Members

Robin Yates, Co-Chair
Paul Mains, Academic Co-Chair
Jalel Azaiez
Jim Brandon
Elena Favaro
Jim Field – arrived during Item 7
Quentin Pittman
Angelique Saweczko
Jewel Spangler

Non-Voting Members

Francine Smith
Tanya Zdorenko

Secretary

Susan Belcher

Scribe

Cherie Tutt

Regrets

Michael Sideris
Christine Johns

Guests

Usman Alim, Director - Data Science, Department of Computer Science – present for Item 7
Ken Barker, Professor, Department of Computer Science – present for Item 6
Kelly Hogle, Program Support Specialist, Office of the Provost – present for Items 5-9
Ron Hugo, Director, Pipeline Engineering Centre – present for Item 5
Christian Jacob, Head, Department of Computer Science – present for Item 6
Raymond Patterson, Professor, Area Chair (Business Tech Management) – present for Item 7
Jim Stallard, Director - Data Science (Data) – present for Item 7

Observers

Gillian Robinson, Senior Director, Strategic Operations, Graduate Studies

The Co-Chair called the meeting to order at 2:28 p.m. and confirmed quorum.

1. Approval of the Agenda

It was noted that Items 6 and 7 on the Agenda were provided in reverse order on the Committee's Desire2Learn site. This error will be updated following the meeting.

Moved/Seconded

That the Agenda for the March 27, 2019 Graduate Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair and Academic Co-Chair made no remarks.

3. Approval of the February 20, 2019 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 20, 2019 be approved.

Carried

4. Approval of Calendar Changes for the Schulich School of Engineering: Electrical and Computer Engineering Program (Software Engineering)

Documentation for this item was circulated with the Agenda. Tanya Zdorenko, Graduate Calendar Coordinator, and Robin Yates, Chair of the Graduate Academic Program Subcommittee Calendar Working Group, presented this item.

Highlights:

- The presenters reported that the specialization in Software Engineering was approved by the Academic Planning and Priorities Committee (APPC) last month and that the proposed Calendar changes are associated with the creation of the new specialization
- In response to questions, it was explained that:
 - The expected completion time for the specialization is eight months, and the maximum completion time for all Master of Engineering (course-based) degree programs is six years
 - The specialization in Software Engineering must be completed on a full-time basis
- The Committee requested that:
 - The program review the ENSF course co-requisites to ensure that the appropriate courses are listed
 - Under the *Supervisory Assignments* section that it be stated, generally, that a supervisor is not required for all Master of Engineering course-based programs

Moved/Seconded

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate program in Electrical and Computer Engineering, Schulich School of Engineering, as set out in the documents provided to the Committee, and with the requested amendments.

Carried

5. Recommendation of the Creation of a Graduate Certificate in Pipeline Engineering

Documentation for this item was circulated with the Agenda. Ron Hugo presented this item.

Highlights:

- The proponent reported that the Department of Mechanical and Manufacturing Engineering is proposing to create a Graduate Certificate in Pipeline Engineering to respond to student and industry demand and to fill a gap within the current Schulich School of Engineering (SSE) graduate program offerings
- The Committee discussed:
 - The proposed academic progression requirements for the program, and whether or not programs should be able to require higher progression requirements than the requirements set by the Faculty of Graduate Studies and the implications of this
 - The proposed effective date and suggested that due to the upcoming provincial election that the approval timeline may be impacted and that it would be beneficial to note this in the proposal
 - How students who complete the program part-time should be classified in the student record system to maintain continuous enrolment when they are on a break between their two terms of study
- The Committee requested that:
 - The academic progression requirements and the graduation requirements be revised to align with the Faculty of Graduate Studies Academic Standing regulations
 - The enrolment tables be completed, in consultation with the Registrar's Office, prior to the proposal proceeding to the APPC
 - Clarify how the program is offered in a part-time format

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Pipeline Engineering, as set out in the proposal provided to the Committee, with the requested amendments.

Carried

6. Recommendation of the Creation of a Master of Information Security and Privacy and a Graduate Certificate in Data Privacy

Documentation for this item was circulated with the Agenda. Ken Barker and Christian Jacob presented this item.

Highlights:

- The proponents explained that the creation of the Graduate Certificate in Data Privacy and the Master of Information Security and Privacy completes the initiative that started in Spring 2018

(with the approval of two graduate certificate programs in Network Security and Software Security) to create a suite of stackable graduate certificate programs that ladder into a professionally-oriented master's program. It was reported that the creation of these programs is timely as there is increasing demand from industry for data scientists and information security specialists, and demand from professionals looking for retraining opportunities.

- The proponents reported that students can either enter directly into the Master's program or complete two of the graduate certificate programs and then complete a further six units to attain the Master's
- The Committee suggested that:
 - The proposed effective date be changed from September 2021 to September 2020 to provide the program with greater flexibility to decide when to start offering the program
 - The proponents consider if Information Security and Privacy 601: Applied Cryptography should be a required course for all three graduate certificate programs
 - A note be added, in the enrolment planning section, to explain why the number of anticipated graduates for 2019-20 is only 1

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Data Privacy program, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Master of Information Security and Privacy program, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate programs in Information Security and Privacy, as set out in the documents provided to the Committee.

Carried**7. Recommendation of the Creation of a Master of Data Science and Analytics**

Documentation for this item was circulated with the Agenda. Usman Alim, Jim Stallard, and Raymond Patterson presented this item.

Highlights:

- The proponents explained that the creation of the Master of Data Science and Analytics is the final step to create a stackable certificate-diploma pathway to a professionally-oriented master's program, and follows the creation of the Graduate Certificate in Data Science and Analytics and the Graduate Diploma in Data Science and Analytics, which were approved by the government in 2018
- The proponents then outlined the course requirements for the Master's and explained that students who complete both the Certificate and Diploma will be required to take two additional courses, including either a professional or research internship
- In response to a question, it was explained that it is within a program's discretion to offer an opportunity for remediation, and this is typically done on a case-by-case basis and that this is not directly connected to the consultation regarding the use of the RM (remedial work required) grade
- The Committee discussed the proposed time to completion and how students are able to complete the Master's within 12 months
- The Committee requested that:
 - Any references to granting advanced credit list the Faculty of Graduate Studies as the final approval authority
 - It be made explicit in the Calendar entry if direct entry students may be considered for admission to the Masters who do not meet the entry requirements, but have significant life achievement

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Master of Data Science and Analytics program, as set out in the proposal provided to the Committee, with the requested amendment.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate programs in Data Science and Analytics, as set out in the document provided to the Committee, with the requested amendment.

Carried**8. Revisions to the Academic Regulations for graduate Grading System: RM Grade**

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

Highlights:

- The proponent reported that currently the Doctor of Medicine (MD) program in the Cumming School of Medicine is the only program that has an RM (remedial work required) grade available to use, and as a result of inquiries from other professional programs regarding using this grading

option the proponent is seeking feedback to gauge the level of interest in utilizing the RM grade

- In response to questions, it was clarified that:
 - The RM grade would only be an option for practice-based credit/fail courses
 - It is best practice for an RM grade to remain on a student's transcript and to add a new grade for the course once the remedial work has been completed
 - A deferral of term work is typically intended for a specific assignment and is supposed to extend only one month beyond the end of a term, whereas the RM grade should be used when more work is required to meet a courses learning outcomes
- The Committee reviewed the intent of the RM grade, and discussed the benefits and potential issues that could arise from using this grading option. It was noted that it would be important for both the Faculty of Graduate Studies and specific programs to have clear regulations/guidelines on how the RM grade can be used
- The proponent requested that the committee members consult other colleagues in their programs and provide any feedback directly to the proponent
- The Committee suggested that this Item be brought forward to the next Faculty of Graduate Studies Council meeting to discuss the appetite for the RM grade further

9. New Internal Templates for the Creation, Suspension, Extension of Suspension, and Termination of Institutionally-approved Programs

Documentation for this item was circulated with the Agenda. Kelly Hoglund and Cherie Tutt presented this item.

Highlights:

- It was reported that as a result of feedback from committee members and proponents internal templates have been created for, the creation, suspension, extension of suspension, and termination of institutionally-approved programs. It was explained that currently, institutionally-approved programs have been presented on the Ministry of Advanced Education's program proposal templates, which require additional information that is not applicable to institutionally-approved programs.
- It was noted that the format of the new templates is consistent with the Ministry templates
- The templates were reviewed by the Academic Program Subcommittee earlier this week, who provided the following suggestions: incorporate check-boxes into the templates where possible, and add an option to select 'not applicable' if there are some sections of the internal templates that may not apply to every proposal
- The Committee expressed their support for creating different templates for institutionally-approved programs
- The Committee provided some editorial suggestions, including that:
 - In section 1.1 under 'Background and Context' that the list of units start at the institutional level and that this be listed in consistent order throughout the template

- The instructions in the Methods of Delivery section read “Detail/Explain how the courses will be delivered”
- In response to a question, it was reported that the templates will start being used once they have been reviewed by the APPC

10. Approved 2019-2020 and 2020-2021 Meeting Schedules

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

11. Status of Program Approvals

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

12. Other Business

There was no other business.

13. Adjournment

<p>Moved/Seconded</p> <p>That the Graduate Academic Program Subcommittee adjourn the March 27, 2019 meeting.</p> <p style="text-align: right;">Carried</p>
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The meeting was adjourned at 3:54 p.m.

Susan Belcher
University Secretary