



General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

November 16, 2022, 10:00 a.m.

Via Zoom

Voting Members

Robin Yates
Kathryn King-Shier
Jocelyn Hayley
Rhiannon Jones
Andy Knight
Mary O'Brien
Michael Wright

Regrets

James Steele
Amy Dambrowitz
Warren Wilson

Guests

Abraham Fapojuwo, Associate Head (Graduate Studies), Department of Electrical and Software Engineering
– present for Item 4
Jeffrey Priest, Assistant Dean, MEng, Schulich School of Engineering – present for Item 4
Vanessa Wood, Deputy Registrar, Enrolment Services, Registrar's Office – present for Items 6 - 7

Observers

Kelly Kay Spurlock, Analyst, Planning and Reviews, Provost Office – present for Item 4
Elizabeth Pando Burciaga, Partner, Program Innovation – present for Item 4

Non-Voting Members

Christine Johns
Francine Smith
Louise Wells

University Secretary

Courtney McVie

Meeting Secretary

Cherie Tutt

Scribe

Holly Lywin

The Co-Chair called the meeting to order at 10:07 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the amended Agenda for the November 16, 2022 Graduate Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chairs made no remarks.

3. Approval of the October 19, 2022 Meeting Minutes

Moved/Seconded

That the Minutes for the October 19, 2022 Graduate Academic Program Subcommittee meeting be approved.

Carried

4. Recommendation of a Change in Course Requirements and Approval of the related Calendar Changes for the Software Engineering Specialization in the Course-based Master of Engineering in Electrical and Computer Engineering (MEng ENEL-SE)

Documentation was circulated with the Agenda. Abraham Fapojuwo and Jeffrey Priest presented this item.

Highlights:

- The presenters provided an overview of the proposed changes to course requirements for the Software Engineering Specialization in the course-based Master of Engineering (MEng ENEL-SE). It was explained that three 3-unit courses will be added to the required coursework for the Specialization (increase from 33 to 39 units) versus offering the courses in a bridging format.
- The presenters noted that the addition of the three new required courses will:
 - Limit the use of the “Qualifying Student” category in the MEng ENEL-SE specialization to be more consistent with other graduate programs across UCalgary and reduce administrative burden
 - Create a more streamlined and clear process for students, staff, and faculty
 - Be exempt for students who have a background in software engineering
- In response to a question, the presenters explained that the proposed changes will allow students to enroll directly and take graduate level courses right from the start of their program thus easing their heavy workload
- It was reported that the full Calendar entry is not ready for approval, but that the courses are ready to be reviewed for approval
- The Committee suggested that the three courses be called “introductory courses” versus “preparatory courses” as they are prerequisites for subsequent courses in the program and some students may receive exemptions

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the change in course requirements in the Software Engineering Specialization in the course-based Master of Engineering, as set out in the proposal provided to the Committee, with the requested amendment.

Carried

Andy Knight abstained.

Moved/Seconded

That the Graduate and Academic Program Subcommittee approve the course changes for the Software Engineering Specialization in the course-based Master of Engineering, as set out in the documents provided to the Committee, and as recommended by the GAPS Calendar Working Group, contingent on the Academic Planning and Priorities Committee's approval of the change in course requirements, with the requested amendment.

Carried

Andy Knight abstained.

5. Approval of the Calendar Changes for Graduate Programs School of Public Policy, Werklund School of Education and Schulich School of Engineering

Documentation was circulated with the Agenda. Louise Wells, Specialist Graduate Calendar, presented this item.

Highlights:

- The presenter provided an overview of the proposed calendar changes for graduate programs in the School of Public Policy, Werklund School of Education and Schulich School of Engineering that included:
 - Editorial updates and course changes for the School of Public Policy
 - Course additions and description updates, updates to the financial assistance section, deletion of the Master of Science (MSc) Specialization in Curriculum and Learning pending approval and program requirement changes to the Doctorate (PhD) in Adult Learning, pending approval within the Werklund School of Education (WSE)
 - Extensive course updates including additions, deletions and updates to pre-requisites and anti-requisites within the Schulich School of Engineering (SSE)
- The Committee discussed the *Financial Assistance* Section in the WSE Calendar entry, in particular the meaning of the phrase "student must be active in the program" and requested that the language be updated to be consistent with other standard language in similar entries
- The Committee requested the pre-requisite for ENEL 645 - Electrical Engineering be reworded to the following, "Admission to the PhD in Electrical and Computer Engineering, or the MSc in Electrical Engineering, or Meng with specialization in Software Engineering and completion of Software Engineering for Engineers 692, 693 and 694"

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the School of Public Policy graduate program, as set out in the document 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 Werklund School of Education graduate program, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group with the required with the requested amendment.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Schulich School of Engineering graduate program, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group with the required amendment to the Electrical and Computer Engineering sections.

Carried

6. Recommendation of Changes to Graduate Admissions Section: A.3 Admission Categories, Qualifying Students

Documentation was circulated with the Agenda. Mary O'Brien, Associate Dean (Policy and Program Development) and Professor Faculty of Arts, Robin Yates, Vice-Provost and Dean Graduate Studies, and Louise Wells presented this item.

Highlights:

- The presenters provided an overview of the proposed changes to the category of “qualifying student” to ensure it is used primarily for students intending to enrol in thesis-based programs. Historically, this term was intended to be used sparingly for thesis-based students who needed a short-term means to complete additional coursework to pursue graduate studies. However, there has been an ongoing shift for more course-based graduate programs to use this, which has created issues for international students along with an unmanageable administrative burden.
- In response to questions, the presenters clarified that:
 - A student’s time spent as a qualify student is not counted towards the graduate program
 - The final decision to use the “qualifying student” status will be issued from Graduate Studies on the recommendation of the program
 - Exceptions may be made for special cases, such as for applicants with refugee status
- The Committee suggested that the Calendar language clearly state when the term “qualifying student” can and cannot be used “will not be accepted” versus “will not normally be accepted”

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Section A.3 Admission Categories of the Graduate Chapter of the Calendar, as set out in the document provided to the Committee, effective for the 2023-2024 Calendar with the reported amendment.

Carried

7. Changes to the Academic Regulations Section G. Examinations and Tests

Documentation was circulated with the Agenda. Vanessa Wood presented this item.

Highlights:

- The Committee was asked to review and provide feedback on the reorganization and minor edits to the content of *Section G* of the Calendar. The presenter explained that a technical reorganization for the regulation navigation section was recommended by the Calendar and Curriculum Committee (CCS) last Spring. The proposed updates aim to improve navigation of these regulations for all. The presenters noted that this is the first round of thoughtful and slow consultation to ensure feedback is inclusive and that the changes happen in a good way.

The presenter noted that the regulations have been reorganized from 12 to three sections and that each of the new sections contains clear subsections which intend to help users find information with intuitive navigation. It is the intent that there will be a phase two of the clean-up, to update outdated language and the content of the regulations to ensure inclusivity and clarity, but that this will happen later.

- The Committee discussed concerns with the changes to language from examination to assessment and possible consequences for students
- The Committee recommended:
 - That links be added to the graduate thesis and course examination sections to highlight the relevant regulations as they are not currently included
 - Methods for student assignments such as exams, projects, and course assessments be defined in the glossary due to the increase in non-traditional methods of assessment. This will great assist students and faculty members with planning and expectations.
 - Study days versus holidays should be clearly identified
 - That substantive changes require an effective communication plan to faculty and students to ensure course outlines use the new classifications correctly and students understand them

5. Status of Program Approvals

Documentation was circulated with the Agenda for information only. Questions can be directed to the Program Innovation and Planning office.

6. Other Business

There was no other business.

7. Adjournment

Moved/Seconded

That the Graduate Academic Program Subcommittee adjourn the November 16, 2022 meeting.

Carried

The meeting was adjourned at 11:20 a.m.

Cherie Tutt
Meeting Secretary