



General Faculties Council  
**ACADEMIC PROGRAM SUBCOMMITTEE**  
APPROVED MINUTES

March 4, 2024, 2:30 - 4:00 pm

AD 167 (Governors Boardroom)

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***Voting Members***

Wendy Benoit (Co-Chair)  
Amy Burns (Academic Co-Chair)  
Sandra Amin\* – arrived during Item 4, left during Item 8  
Getachew Assefa – arrived during Item 2  
Amy Dambrowitz  
Cari Gulbrandsen\*  
Leanne Wu  
Qiao Sun

***University Secretary***

Courtney McVie

***Meeting Secretary***

Michelle Speta

***Scribe***

Holly Lywin

***Non-Voting Members***

Christine Johns  
Dora Tam\*

***Regrets***

Samantha Thrift

***Guests***

Nancy Chibry, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Science  
- present for Items 4 & 5  
Kristin Chow, Senior Specialist, WIL and Careers, Faculty of Science - present for Item 4  
Joanne Fung, Program Innovation Specialist, Faculty of Science - present for Item 5  
Ryan Hamilton, Associate Professor (Teaching), Department of Mathematics & Statistics, Faculty of Science  
- present for Item 5

***Resource Personnel***

Jaclyn Carter\*, Educational Development Consultant, Taylor Institute  
Elizabeth Pando\*, Program Innovation Partner, Program Innovation Hub - present for Item 5  
Jessica Revington\*, Program Proposal Assistant, Program Innovation Hub - present for Item 5

*\*Attended virtually*

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The Co-Chair called the meeting to order at 2:32 p.m. and confirmed quorum.

### 1. Traditional Acknowledgement and Approval of the Agenda

Wendy Benoit, Interim Vice-Provost, Teaching & Learning, provided the Traditional Land Acknowledgement.

#### **Moved/Seconded**

That the Agenda for the March 4, 2024 Academic Program Subcommittee meeting be approved.

**Carried**

### 2. Remarks of the Co-Chairs

The Co-Chair welcomed Dora Tam to her first Committee meeting as the new TUCFA Representative, replacing Leighton Wilks, and led a roundtable introduction. The Co-Chair also shared that the proposal for the creation of the Bachelor of Science (BSc) in Energy Science and the Minor in Energy Science, Faculty of Science, recommended by the Academic Program Subcommittee (APS) in November, has been approved by the Academic Planning and Priorities Committee (APPC).

### 3. Approval of the January 22, 2024, Minutes

Documentation was circulated with the Agenda.

#### **Moved/Seconded**

That the Minutes from the January 22, 2024 Academic Program Subcommittee meeting be approved.

**Carried**

### 4. Recommendation for the Revisions to the Science Internship Program, Faculty of Science

Documentation for this item was circulated with the Agenda. Nancy Chibry, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Science, and Kristin Chow, Senior Specialist, Work-Integrated Learning (WIL) and Careers, Faculty of Science, presented this item.

Highlights:

- The presenter provided an overview of the proposed changes to the Science Internship Program, which include:
  - Renaming the Science Internship Program as the "Science Co-operative Education Program"
  - Renaming the existing course "Internship (INTE) 505: Science Internship" to "Co-operative Education (COOP) 505: Co-operative Placement in Science"
  - Creating a new 3-unit course, "Science (SCIE) 505: Science Co-operative Education", open to students enrolled in COOP 505.01 and 505.02. This will be an asynchronous online course that students can take for credit toward their degree program during their work terms.
  - Allowing students who choose to take COOP 505.03 and 505.04 (a third and fourth work term, respectively) to take "University (UNIV) 304: Experiential Learning in the Workplace" and "UNIV 501: Experiential Learning" in addition to the one academic credit course that is currently permitted
  - Deletion of the unsubscribed course "Internship 503: Internship to Computer Science (CPSC)". It was associated with the Computer Science Internship Program that preceded the Science Internship Program and has had no students enrolled since Winter 2021.

- The presenters explained that the rationale for the program's name change is to reflect the fact that many students in the Internship program are completing non-consecutive 4-month work terms rather than the 8-month consecutive work terms currently required.
- The rationale for the addition of SCIE 505 is to allow students to the option to gain credit towards their academic program in their first and second work terms, as this is only currently permitted during their third and fourth work terms
- In response to questions, it was explained that:
  - The creation of SCIE 505 will not increase current faculty workload, as the sessional instructor that is currently assigned to INTE 505 (COOP 505) will switch to SCIE 505. In the future, the Faculty is hoping to hire a full-time faculty member who would have WIL as part of their portfolio and would be responsible for SCIE 505. The Management and Professional Staff (MaPS) workload would not increase, but the scope would change. As more students enroll in the program, workload considerations will be revisited.
  - Co-operative Education and Work-Integrated Learning (CEWIL) represents a community of best practice for WIL and experiential learning (EL) in Canada, not a regulatory body. The University of Calgary is not CEWIL-accredited, therefore full alignment of our programs with CEWIL definitions is not necessary. For example, the University's programs do not align with the CEWIL definition's requirement for students to spend 30% of their time in program on a work placement.
  - The proposed changes are different than parallel programs in the Faculty of Arts, Schulich School of Engineering, and the Haskayne School of Business, but align with the University's definition of a Co-op Program
  - Student feedback from surveys completed by the Faculty of Science (2019) and the Taylor Institute (2021-2022) highlighted that 12- to 16-month terms were perceived as inaccessible due to their impact on degree completion timelines. This feedback, combined with the increasing prevalence of shorter work terms offered to students, particularly outside of the tech industry, prompted these changes.
  - The asynchronous, online format of SCIE 505 will allow students gain academic credit while working full-time, and will enhance the WIL experience by providing professional development through a science-focused lens. UNIV 304/501 are more general in their content.
- The Committee recognized the growing demand for Work-Integrated Learning (WIL) experiences and emphasized the need for institutional-level discussions to ensure strategic and intentional decisions shape our programs. It was noted that identifying a lead for this work is crucial to establishing standards and oversight, ensuring quality in WIL initiatives across campus. Specific areas for discussion included:
  - University work terms vary significantly between four months and 16 months across institutional internship/co-op programs and between disciplines within programs. The percentage of time spent in academic study during a work term also differs across our programs. To ensure the quality of all WIL learning experiences, regardless of work term length or percentage of academic study, the institution must understand the optimal pathways for student educational and career goals based on program, discipline, and academic requirements.
  - Consideration must be given to the broader external implications when shaping WIL policies, such as how changes to co-op/internship programs will impact employers
  - The possibility of standardizing the evaluations that employers complete for their student interns at the end of each work term across programs
  - Student safety and support, with considerations given to the implications for students who are removed from co-op/internship programs due to inability to continue with their employer

- The Committee recommended the following additions to the briefing note:
  - Add clarification on which parts of both the CEWIL and University of Calgary definitions of co-op/internship programs the Faculty of Science is aligning with versus which parts of the definitions the Faculty is not aligning with and why
  - Add information on student advising, including: the supports that are in place for students who struggle in their work term and/or are terminated before the minimum of the required 12 weeks to remain in the program; and that advising encompasses helping students determine whether co-op or internship-style placements are the best fit

### **Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed changes to the Faculty of Science's Internship Program, effective Fall 2024, as set out in the documents provided to the Committee.

**Carried**

### **5. Recommendation for the Reactivation of the Bachelor of Science (BSc) in Statistics and BSc in Statistics (Honours), and for the Suspension leading to Termination of the Concentration in Statistics within the BSc in Mathematics**

Documentation for this item was circulated with the Agenda. Ryan Hamilton, Associate Professor (Teaching), Department of Mathematics & Statistics, Faculty of Science and Nancy Chibry, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Science, presented these items.

Highlights:

- The presenters provided an overview of the proposal to reactivate the BSc/BSc (Honours) in Statistics program in the Faculty of Science. The suspension of this program was approved in 2015 as part of an omnibus proposal to create the new BSc in Mathematics, which included a Concentration in Statistics. The program was never terminated due to ongoing student enrolment.
- The rationale for reactivating the BSc/BSc (Honours) in Statistics includes:
  - The growth of the data science labour market creating new demand for graduates with specialist training in statistics
  - Feedback from students in and alumni of the BSc in Mathematics' Statistics Concentration indicating employer perceive their degrees as too generalist, as well as their interest in taking more statistics-specific courses
  - The recommendation from the Faculty of Science 2023 Curriculum Review to reactivate the program due to challenges with implementing changes to achieve similar goals within the Statistics Concentration
- The presenters shared that only minor revisions to the program are being proposed with the reactivation, namely a few changes to program requirements and updates to Statistics (STAT) courses. These changes will not have any negative impacts on students currently enrolled in the Statistics Concentration.
- In response to questions, it was explained that:
  - Although the suspension of the BSc/BSc Honours in Statistics was approved in 2015, the suspension did not come into effect until Fall 2018, when the BSc in Mathematics was launched
  - A four-year degree map for the program is being developed based on the existing map for the Statistics Concentration

- The decision to suspend the program in 2015 was partially motivated by anticipated budget reductions; however savings were not realized due to the courses continuing to be taught for the Statistics Concentration, as well as growth of the Actuarial Science program
- The Committee discussed the significant time and resources required for suspending and reactivating programs, and the importance of quality enrolment data for effective decision-making
- The Committee recommended that the proponents clarify the effective date of the suspension in the briefing note, and suggested that the degree map be added to the proposal

### **Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the reactivation of the Bachelor of Science (BSc) and BSc Honours in Statistics, effective July 2024, as set out in the proposal provided to the Committee.

**Carried**

### **Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension leading to termination of the Concentration in Statistics within the BSc in Mathematics, effective July 2024, contingent upon the Ministry of Advanced Education's approval of the reactivation of the BSc/BSc Honours in Statistics, as set out in the proposal provided to the Committee.

**Carried**

## **6. Revisions to the APS Terms of Reference**

Documentation for this item was circulated with the Agenda. Courtney McVie, University Secretary, presented this item.

Highlights:

- The presenter outlined the process for annual reviews of governance committee terms of reference, with a more comprehensive review being completed every three years. Proposed revisions are discussed with the Co-Chairs and the Committee, and then recommended by the APPC to the General Faculties Council Executive Committee for final approval.
- The substantive change being proposed is granting the APS authority to approve undergraduate program suspensions. This was prompted by a Ministry of Advanced Education process change whereby suspended programs will be automatically reactivated if no proposal to terminate is submitted. The Ministry now also allows programs with no enrolment to proceed directly to termination without the intermediate step of suspension.
- The benefits of this change include:
  - Leaner governance process for program suspensions
  - Better oversight of suspended programs, including subsequent terminations for program terminations, which will no longer be submitted as a combined proposal with suspensions
- A corresponding change for approval of graduate program suspensions by the Graduate Academic Program Subcommittee (GAPS) is also being proposed
- Further changes include editorial revisions for clarity and replacing the general term "alterations to program" with the more commonly used "major program changes", with examples of the same

- In response to questions, it was learned:
  - Current practice has been for program suspensions and terminations to come through governance as a single proposal (“suspension leading to termination”), which has resulted in a lack of clarity on suspension lengths and timing of termination. This practice also results in challenges for programs that may subsequently decide to reactivate.
  - Going forward, program suspensions and terminations will be separate proposals. Terminations will continue to require APPC approval.
  - APPC will retain oversight on program suspensions through the meeting reports submitted by the APS to the APPC

## **7. Program Approvals Status Report**

Documentation was circulated with the Agenda for information only. It was advised that questions can be directed to the Program Innovation Hub.

## **8. Adjournment**

### **Moved/Seconded**

That the Academic Program Subcommittee adjourn the March 4, 2024 meeting.

**Carried**

The meeting was adjourned at 3:58 p.m.

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Courtney McVie  
Secretary