

Wednesday, November 6, 2024, 10:00 a.m.
Meeting #87

A167/Zoom

Voting Members

Tara Beattie, Co-Chair
Justin MacCallum
Jessalynn Keller – left during Item 7
Kimberly Lenters
Elizabeth Oddone Paolucci*
Alexandria Poppendorf – left during Item 7
Oleksiy Osiyevskyy
Amy Dambrowitz
Getachew Assefa

Non-Voting Members

Michael Wright*
Christine Johns
Louise Wells

Guests

Lisa Hughes, Associate Dean, Graduate, Faculty of Arts
– present for Item 4
Jeffrey Priest, Associate Dean, Graduate Studies & MEng Program, Schulich School of Engineering
– present for Item 5
Ari Pandes, Associate Dean, Graduate Studies, Haskayne School of Business
– present for Item 6
Patrick Nay, Program Specialist (Research), Haskayne School of Business
– present for Item 6

**Attended virtually*

University Secretary

Courtney McVie

Meeting Secretary

Michelle Speta

Scribe

Vanessa Kozielec

Regrets

Qiao Sun, Academic Co-Chair
Catherine McLeod

Secretary's Note: In accordance with the General Faculties Council (GFC) Bylaws Section 8.2, the motion box and "Carried" denotation serves as the entry in the minutes that the Chair of the meeting declared the motion carried.

The Co-Chair called the meeting to order at 10:05 a.m. and confirmed quorum.

1. Meeting Opening

1.1. Approval of the Agenda

Moved/Seconded

That the Agenda for the November 6, 2024 Graduate Academic Program Subcommittee be approved.

Carried

1.2. Traditional Land Acknowledgement

The Co-Chair provided the Traditional Land Acknowledgement.

1.3. Remarks of the Co-Chair

The Co-Chair included the following in her opening remarks:

- Welcomed all returning Committee members and new members Jessalynn Keller (Faculty of Arts), Michael Wright (TUCFA Representative), and Getachew Assefa (Co-Chair of the Academic Program Subcommittee).
- Catherine McLeod is now sitting on the Committee as a non-voting member following the update to the Terms of Reference at the end of the last meeting year.
- The Co-Chair provided updates on enrolment and the tuition consultation for graduate and international students:
 - Graduate enrolment is just under the 8,000-student target. The shortfall can be attributed to a drop in international student enrolment due to federal government policy changes.
 - The new Immigration, Refugees and Citizenship Canada (IRCC) regulations now mandate that all Master's and doctoral graduate students obtain a Provincial Attestation Letter (PAL). This requirement was previously only for undergraduates and graduate certificate and diploma students.
 - Students will also now require a PAL to change programs (e.g., transfer from Master's to doctoral).
 - The government has indicated a minimum of 12% of PALs will be allocated to graduate students. The Faculty of Graduate Studies (FGS) will be working closely with the Office of the Registrar to ensure the University can meet graduate enrolment targets without negatively impacting undergraduate PAL allocations.
 - The tuition and fees proposal will be presented to the Finance and Property Committee of the Board of Governors later this month. Consultation with the Graduate Students' Association (GSA) and Students' Union (SU) is ongoing.

2. Committee Orientation

Courtney McVie, University Secretary, provided a Committee orientation presentation which included:

- An overview of University's bicameral (shared) governance structure, with a focus on the General Faculties Council Standing Committee and Subcommittee structure and operations.

- An overview of the Committee's meeting schedule, membership, roles, responsibilities, and delegated authorities, as set out in its Terms of Reference.
- Review of the expectations of the Committee members and reminder that decisions are to be made in consideration of the best interests of the institution.
- The supports provided to the Committee by the Secretariat and links to educational resources.

3. Approval of the May 15, 2024 Meeting Minutes

Documentation was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Graduate Academic Program Subcommittee meeting held on May 15, 2024 be approved.

Carried

4. Approval of the Faculty of Arts 2025-2026 Graduate Program Calendar Revisions

Documentation was circulated with the Agenda. Lisa Hughes, Associate Dean, Graduate Studies, Faculty of Arts, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions. Specifically, changes to the Calendar entries for the course-based Master of Arts (MA) degrees in Economics and Philosophy were discussed.
- For the course-based MA in Economics, references to a comprehensive written examination exit requirement have been removed. The research paper defense for the MA in Economics is part of a course (ECON 697) and therefore does not need to be separately detailed in the Calendar.
- For the course-based MA in Philosophy, the 'Supervisory Assignment' section is being removed as it is not relevant to the course-based program. The Graduate Program Director (GPD) will assume an advisory role for students in this program.
- In response to questions, it was explained that students in the course-based Philosophy MA program would not be significantly affected by the GPD taking on the advisory role. This is because the Philosophy program is small, and many other Arts programs, such as Economics and History, have already implemented similar structures. This change aligns with the broader practices in the Faculty of Arts and will ensure consistency in program administration.
- The Committee requested that:
 - The Anthropology graduate program's Calendar entry be returned to the next meeting after review by the GAPS Calendar Working Group. It was also noted that changes to Geography courses referenced in the summary were not included in this package and would be coming to the next meeting after review by GAPS Calendar Working Group.
 - A summary of proposed changes be included with Faculty Calendar revision document packages going forward. FGS review of the summaries would be required to ensure that Faculties are only submitting changes to GAPS that have already been reviewed by GAPS Calendar Working Group.

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed Calendar revisions for the graduate programs in the Faculty of Arts, excluding the courses for Geography and the Calendar changes for Anthropology, effective for the 2025-2026 Academic Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the documents provided.

Carried**5. Approval of the Schulich School of Engineering 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. Jeffrey Priest, Associate Dean, Graduate Studies & MEng Program, Schulich School of Engineering, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions, which are primarily updates to course descriptions to align with current course content.
- The presenter explained that the Master of Engineering (MEng) in Electrical and Computer Engineering with specialization in Software Engineering will also be offered as a regular two-year program with a scheduled break. This will allow students to continue to work alongside their studies, which will open the program to a broader pool of applicants as the program targets professional engineers who are looking to retrain.
- In response to questions, it was explained that:
 - The MEng Software program can still be completed within a 12-month timeframe, but the rationale for removing the definitive 12-month requirement is to provide greater flexibility for students. Courses will be scheduled to ensure that all required courses can be completed within a single Fall and Winter term for those who still wish to do the faster route.
 - The foundation courses will continue to be offered in the spring and summer terms. As such, the program will continue to admit students both in the Spring term (for those who need to complete the foundation courses) and Fall term (for those who are exempt).
- The Committee requested the following amendments:
 - For MEng program Requirement Sets lists, replace 'AND' with 'OR'.
 - For the Master of Science (MSc) Thesis-based in Chemical and Petroleum Engineering Program/Course Requirements, correct "With approval from the Department..." to read "With approval from the Department..."
 - Add a note to the MEng Course-based, Electrical and Computer Engineering entry regarding the Software Engineering specialization to clarify that foundation courses are offered in the spring/summer terms, as Fall admission is typical for all other MEng programs.
- The Committee delegated final approval of the wording regarding the MEng Software foundation courses to FGS.

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed Calendar revisions for the graduate programs in the Schulich School of Engineering, effective for the 2025-2026 Academic Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the documents provided, with the requested amendments.

Carried**6. Approval of the Haskayne School of Business 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. Ari Pandes, Associate Dean, Graduate Studies and Patrick Nay, Program Specialist (Research), Haskayne School of Business (HSB), presented this item.

Highlights:

- The presenters provided an overview of the proposed revisions, which include the addition of a ladder pathway to the Master of Business Administration (MBA), and revised admission requirements for the Graduate Certificate in Business Intelligence and Data Analytics and the Graduate Certificate in Management Analytics.
- The presenters explained that the Graduate Certificates were originally designed for post MBA or Master of Management students but had low uptake. The proposed changes open the certificates to individuals with undergraduate degrees, particularly those with quantitative backgrounds, who may be interested in ongoing graduate-level studies but are not yet ready to commit to an MBA. The addition of the ladder pathway would allow students to continue to an MBA after completing the two certificates.
- No new courses will be added; students will earn the certificates from existing course offerings.
- For the Doctor of Business Administration (DBA) program, the number of reference letters required for admission will be reduced from three to two, streamlining the application process.
- In response to questions, it was explained that:
 - At the GPD's discretion, applicants from quantitative undergraduate backgrounds may be admitted to the Graduate Certificate in Business Intelligence and Data Analytics program without the qualifying course (Business Technology Management (BTMA) 317).
 - If an applicant has not completed BTMA 317 or an equivalent course, they may complete it as an Open Studies student. In this case, they would be conditionally admitted to the certificate, pending successful course completion.
 - There will be a five-year time limit between each certificate and the MBA in the ladder pathway.
- The Committee requested an amendment to the Admission Requirements section for the Graduate Certificate in Business Intelligence and Data Analytics to clarify that applicants without an introductory course in business technology management must complete the course before their admission to the certificate program will be finalized.

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed Calendar revisions for the graduate programs in the Haskayne School of Business, effective for the 2025-2026 Academic Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the documents provided, with the requested amendment.

Carried

Secretary's Note: Item 8 was presented before item 7.

7. Recommendation for the Revisions to Graduate Regulations Section G.D.6 Graduate Time Limits

Documentation was circulated with the Agenda. Oleksiy Osiyevskyy, Associate Dean (Policy and Program Development), Faculty of Graduate Studies, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions to Section G.D.6.1 *Faculty of Graduate Studies' Time Limits*, which address time limits for ladder pathway graduate credentials.
- The presenter explained that currently, there is a lack of consistency across graduate programs in specifying time limits between successive credentials within a ladder pathway. The proposed change is to establish a time limit of no more than five years between completing one credential in a ladder pathway and enrolling in the subsequent credential.
- The presenter explained that additional language was added to allow programs to specify different time limits at their own discretion.
- In response to questions, it was explained that the five year time limit between ladder credentials will be the FGS default. However, graduate programs can choose to set shorter or longer time limits in their own regulations.
- The Committee requested an amendment to the language regarding the time limit for the Master's degree component of a ladder pathway to replace the term 'step' with 'credential': "The final ~~step~~ credential of a ladder pathway Master's degree must also be completed within two years...."

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee approve the proposed revisions to Graduate Regulations Section G.D.6 *Graduate Time Limits*, effective for the 2025-2026 Academic Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the documents provided, with the requested amendment.

Carried

8. Recommendation for the Revisions to Graduate Regulations Section G.A.2 *Application for Graduate Admission*

Documentation was circulated with the Agenda. Oleksiy Osiyevskyy, Associate Dean (Policy and Program Development), Faculty of Graduate Studies, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions to Part b of Section G.A.2 *Application for Graduate Admission* regarding transcript requirements for admission.
- The proposed change clarifies that unofficial transcripts from all post-secondary institutions attended must be submitted with an application for admission. Final official transcripts will be requested only after an offer of admission has been made, with some exceptions (e.g., School of Public Policy requires official transcripts to be submitted with application for admission).
- These changes align with current practice and aim to provide firmer guardrails around document requirements, as students starting their graduate programs without having provided official transcripts has become a major issue since the Covid-19 pandemic.
- In response to questions, it was explained that to be considered official, the transcript must be sent directly from the issuing institution, which is captured in the proposed Calendar language.

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee approve the proposed revisions to Graduate Regulations Section G.A.2 *Application for Graduate Admission*, effective for the 2025-2026 Academic Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the documents provided.

Carried**9. Program Approvals Status Report**

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

10. Other Business

There was no other business.

11. Adjournment**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the November 6, 2024 meeting.

Carried

The meeting was adjourned at 11:55 a.m.

Courtney McVie
University Secretary