



General Faculties Council
Graduate Academic Program Subcommittee
Approved Minutes

Wednesday, December 11, 2024, 10:00 a.m.
Meeting #88

A167/Zoom

Voting Members

Tara Beattie, Co-Chair
Qiao Sun, Academic Co-Chair
Justin MacCallum
Jessalynn Keller*
Kimberly Lenters – arrived during Item 1.3
Elizabeth Oddone Paolucci
Alexandria Poppendorf
Oleksiy Osiyevskyy
Amy Dambrowitz
Getachew Assefa

Meeting Secretary

Michelle Speta

Scribe

Vanessa Kozielec

Regrets

Michael Wright

Non-Voting Members

Christine Johns
Louise Wells
Catherine McLeod*

Resource Personnel & Observers

Elizabeth Pando Burciaga, Program Innovation Partner
Kelly Hoglund*, Senior Specialist, Academic Initiatives
Jessica Revington, Program Proposal Assistant

Guests

Lisa Hughes, Associate Dean, Graduate, Faculty of Arts
– present for Item 3
Jenny Godley, Associate Dean, Transdisciplinary Scholarship, Faculty of Graduate Studies
– present for Item 4
Carrie MacKay, Director of Faculty Operations, Faculty of Nursing
– present for Item 5 & 6
Lorelli Nowell, Associate Dean, Graduate programs, Faculty of Nursing
– present for Item 5 & 6
Kimberly Shapkin, Manager, Nurse Practitioner Mental Health & Wellness Clinic, Faculty of Nursing
– present for Item 5

**Attended virtually*

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 Chair called the meeting to order at 10:01 a.m. and confirmed quorum.

1. Meeting Opening

1.1. Approval of the Agenda

Moved/Seconded

That the Agenda for the December 11, 2024 Graduate Academic Program Subcommittee meeting be approved.

Carried

Secretary's Note: Item 2 was presented before Item 1.2.

1.2. Traditional Land Acknowledgement

Amy Dambrowitz, Registrar, provided a Traditional Land Acknowledgement.

1.3. Remarks of the Co-Chair

- The Co-Chair shared that the Faculty of Graduate Studies (FGS) is currently engaged in enrolment planning, which has involved new challenges this year due to the significant impacts of decreased international student enrolment, influenced by recent changes in federal government policy.
- The Registrar explained that the Provincial Attestation Letters (PALs) currently held by the Office of the Registrar expire later this month. FGS is currently using some of these 2024-2025 PALs, which were initially allotted for undergraduate students, to make offers of admission to graduate students.
- The Co-Chair also provided updates on the Graduate Student Funding Operating Standards (PhD and Master's):
 - The Graduate Students Funding Operating Standards are reviewed every three years. An advisory group has been assembled to initiate this review.
 - The advisory group consists of Associate Deans from FGS and the teaching Faculties and is engaged in high-level discussions to establish principles-based approaches to graduate student funding. The advisory group is working in collaboration with the Graduate Students' Association (GSA) to ensure that the revised operating standards are approved by the FGS Council before the current GSA Executive's mandate concludes in April.
- The Co-Chair also shared a reminder that the University will be closed for the Winter/Holiday break beginning at noon on December 24, 2024, and will reopen on January 2, 2025.

2. Approval of the November 6, 2023 Meeting Minutes

Documentation was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Graduate Academic Program Subcommittee meeting held on November 6, 2024 be approved.

Carried

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

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

Highlights:

- The presenters provided an overview of the proposed Calendar revisions for the Faculty of Arts, including:
 - Clarifying the coursework requirements for the Doctor of Philosophy (PhD) in Anthropology program. This includes adjustments to the language to ensure that the program better aligns with the evolving needs of incoming students and the course content.
 - Revisions to the graduate courses in the Department of Geography, aimed at improving clarity around pathway options, better reflecting course learning outcomes, and refining the course registration process by removing the requirement for Consent of the Department wherever possible.
- Additional revisions include the removal of references to COVID-19 practices and clarifying that the internal examiner for PhD examinations can be from the Anthropology graduate program.
- In response to questions, it was explained that:
 - The number of units required for Anthropology PhD students will be determined through consultation between the student and their supervisory committee. The language is designed to offer flexibility, with each student's requirements tailored to their individual academic plan.
 - FGS requires that all PhD students have supervisory committees, but for Master's students, it varies by program. For the MA in Anthropology, students do not have a supervisory committee, and this role is filled by the program's Graduate Studies Committee.
- The Committee's discussion included:
 - Concerns about potential misinterpretations of the 18-unit requirement for Anthropology PhD coursework as a fixed minimum when it is in fact intended to be flexible. It was noted that the language used for the MA is clearer because it states both a minimum and maximum.
 - The discretion granted to Graduate Program Directors in determining whether students fulfill unit requirements, regardless of the specific wording in the Calendar.
- The Committee requested the following amendments:
 - Add the "S" designation to the units for GEOG courses 695, 697, and 699 to maintain consistency with the use of "Seminar" in the course names, if this is deemed necessary following consultation with the Geography graduate program.
 - Revise the wording for the Anthropology PhD coursework requirements to aligning with the wording used for the Master's program, in consultation with the GAPS Calendar Working Group.

Moved/Seconded

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

Carried**4. Approval of the Revisions to the Calendar Entries for the Master of Transdisciplinary Research and the Doctor of Philosophy (PhD) in Transdisciplinary Research**

Documentation was circulated with the Agenda. Jenny Godley, Associate Dean (Transdisciplinary Scholarship), Faculty of Graduate Studies, presented this item.

Highlights:

- The presenter outlined the proposed revisions to the Calendar entries for the thesis-based Master of Transdisciplinary Research (MTR) and the Doctor of Philosophy (PhD) in Transdisciplinary Research programs.
- These programs were approved by the Ministry of Advanced Education in July 2024. The Calendar entries were approved by the GAPS in March 2024 but were not published as the launch of the programs was delayed. Revised versions of the Calendar entries have been brought forward for approval in preparation for Fall 2025 launch of the programs.
- A minimum number of units beyond TDST 600 and TDST 601 has been introduced for both programs as requested by the GAPS in March 2024. However, the specific approval of courses remains under the authority of the supervisory committee, as the Graduate Program Director (currently the Associate Dean, Transdisciplinary Scholarship, Faculty of Graduate Studies) may not have subject-matter expertise in these areas.
- In response to questions, it was explained that:
 - Initially, the degree specializations were planned to include three offerings. However, only the Water Resilience specialization is ready for launch. The Quantum Science and Technology and Policy Studies specializations are not ready due to faculty changes and restructuring. Students interested in these areas can still pursue individualized programs with relevant supervisors. The School of Public Policy will also allow MTR students to enrol in Public Policy (PPOL) courses.
 - Students are not required to enrol in a specialization. Those not enrolled in a specialization will receive a degree parchment titled "Master of Transdisciplinary Research".
 - The MTR is a standalone degree, separate from the PhD. MTR students who are interested in switching to the PhD program may request a Change of Program.
- The Committee requested the following amendments:
 - Reword the Admission Requirements to clarify that one of the two required reference letters may come from a working professional.
 - Review and revise both entries to ensure the wording reflects the MTR and PhD now having separate Calendar entries (e.g., the Thesis Examination sub-section for the PhD entry still references the MTR, which requires revision).

- Revise course listings for consistency in the use of either course codes or course names (e.g., use 'GEOG 621' instead of 'Geography 621' if using course codes).

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the revised Calendar entries Master of Transdisciplinary Research and the Doctor of Philosophy (PhD) in Transdisciplinary Research in the Faculty of Graduate Studies, effective immediately for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group and as set out in the documents provided, with the requested amendments.

Carried

Tara Beattie abstained.

5. Recommendation of the Creation of the Specialization in Professional Practice Entrepreneurship within the Graduate Certificates in Advanced Nursing Practice I & II

Documentation was circulated with the Agenda. Lorelli Nowell, Associate Dean (Graduate Programs), Kimberly Shapkin, Manager (Nurse Practitioner Mental Health and Wellness Clinic), and Carrie MacKay, Director of Faculty Operations, all from the Faculty of Nursing, presented this item.

Highlights:

- The presenter provided an overview of the proposed new specialization in Professional Practice Entrepreneurship, which will be offered within the existing Graduate Certificate in Advanced Nursing Practice I and Graduate Certificate in Advanced Nursing Practice II.
- This new specialization is designed to address the training needs of Registered Nurses (RNs) who wish to transition into independent practice and operate their own businesses, and responds to an identified gap in entrepreneurial training for RNs seeking to explore business opportunities in providing professional nursing services.
- The new specialization aligns with the introduction of the Nurse Practitioner (NP) Primary Care Program in Alberta. This new funding model allows NPs to offer comprehensive primary care, establish independent clinics, and work in team-based care settings.
- Following the established model of the existing graduate certificate specializations (four courses, 12 units), the Professional Practice Entrepreneurship specialization will also provide students with the opportunity to ladder into the Master of Nursing program by completing this specialization alongside a second graduate certificate specialization.
- In response to questions, it was explained that the graduate certificates include a mandatory 10-12 hours of "connect time" per certificate. Attendance at these sessions is required to remain in the program, with failure to do so potentially resulting in withdrawal from the program. However, optional sessions are recorded and made available online. Missing these sessions does not impact students' ability to meet competencies as long as the mandatory connect hours are completed. Additionally, optional weekly check-in sessions are held from 7-9 p.m. outside of regular course delivery times, offering extra support. These check-ins are recorded and available asynchronously for students who cannot attend live.
- The Committee expressed appreciation for the inclusion of Indigenous engagement components, noting the curriculum elements that focus on rural and remote areas across treaty boundaries.

- The Committee requested the following amendments:
 - Include explicit details about the mandatory 10-12 hours of “connect time” for the certificates.
 - Further integrate Indigenous engagement components throughout the proposal. Specifically, expand the program learning outcomes (Appendix 2) to explicitly reflect Indigenous engagement, and add details about the Indigenous engagement process in the curriculum development plan (Appendix 3).

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Specialization in Professional Practice Entrepreneurship within the Graduate Certificate in Advanced Nursing Practice I and the Graduate Certificate in Advanced Nursing Practice II, effective Fall 2025, as set out in the proposal provided to the Committee, with the requested amendments.

Carried**6. Approval of the Faculty of Nursing 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. Lorelli Nowell, Associate Dean (Graduate Programs), and Carrie MacKay, Director of Faculty Operations, both from the Faculty of Nursing, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions for the graduate programs in the Faculty of Nursing.
- The revisions primarily focus on streamlining admission requirements across all programs, including the removal of items that are no longer required or practiced. Notably, the nursing degree requirement for admission to the Graduate Certificates in Advanced Nursing Practice I and II, as well as the Doctor of Nursing (DN) program, has been removed to align with current practices.
- Additional changes include clarified language for course descriptions, corrections to course hours, and the introduction of information and courses related to the new Graduate Certificate Specialization in Professional Practice Entrepreneurship.
- In response to questions, it was explained that requiring internal examiners to be external to the Faculty of Nursing for PhD and DN thesis examinations has been manageable due to the relatively small number of students in these programs and is beneficial because of the interdisciplinary nature of their work.

Moved/Seconded

That the Graduate Academic Program Subcommittee approve the proposed Calendar revisions for graduate programs in the Faculty of Nursing, effective for the 2025-2026 Calendar, and the changes to courses NURS 746, 747, and 726, effective for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group and as set out in the documents provided.

Carried

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed Calendar revisions for the Specialization in Professional Practice Entrepreneurship within the Graduate Certificates in Advanced Nursing Practice I and II, effective for 2025-2026 Calendar, contingent upon approval of the specialization by the Academic Planning and Priorities Committee, as recommended by the GAPS Calendar Working Group and as set out in the documents provided.

Carried**7. Approval of the Faculty of Science 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. Justin MacCallum, Associate Dean (Graduate and Post-Doctoral Scholars), Faculty of Science, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions for the non-professional programs and associated courses in the Faculty of Science, specifically for graduate programs in Biological Sciences, Chemistry, Computer Science, Geoscience, Mathematics and Statistics, and Physics and Astronomy.
- With regards to the course Marine Science (MRSC) 601: Special Topics, the statement that the course “may be repeated for credit” is intended to allow for the creation of different sections with unique topics within the course.
- The Committee requested the following amendments:
 - Clarify the number of units of coursework required for Physics and Astronomy PhD students specializing in Radiation Oncology Physics.
 - Revise the course details for MRSC 601 if needed after determining whether this course is cross-listed with MRSC 501 (as per the current language of ‘Also Known As’) or if MRSC 501 should be an anti-requisite for MRSC 601 (revision required).

Moved/Seconded

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

Carried**8. Approval of the Haskayne School of Business Additional 2025-2026 Graduate Program Calendar Revisions**

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

Highlights:

- The presenter explained that the proposed changes pertain to Management Studies (MGST) courses for the Doctor of Philosophy (PhD) in Management program within the Haskayne School of Business (HSB). Key

changes include renaming and revising the course descriptions of four MGST courses required for the PhD in Management program. These four courses are part of the five required methods courses that PhD students must complete.

- Changes to the MGST 773 course name and description aim to clarify that it is an advanced statistics/methods course designed for PhD students, requiring specialized knowledge in matrix algebra. The name change differentiates this course from the introductory methods/statistics course for Haskayne PhD students in Stream B (MGST 755, formerly MGST 799.26, Multivariate Analysis), which was previously offered as a “temporary” or “special topics” decimalized course.
- The prerequisite for MGST 754 was previously offered as a decimalized course (MGST 799.25). By changing it to a regularly numbered course, this revision helps form the foundation of more comprehensive statistics training for the PhD in Management. The course provides essential foundational statistics and methods training for PhD students in Stream B.
- Changes to MGST 756 align the course title with MGST 773-755 and formalize a course that was previously offered as the “special topics” decimalized course, MGST 799.12. This course serves as an additional advanced statistics/methods offering within the PhD program.
- These statistics courses are already open to Psychology students, and the HSB is considering opening to students in all Social Science fields.

Moved/Seconded

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

Carried

Oleksiy Osiyevskyy abstained.

9. Program Approvals Status Report

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

It was explained that a program cannot be terminated until there are no students enrolled. The suspension of the Master of Disability and Community Studies has been extended as there is at least one student still registered in the program.

10. Other Business

There was no other business.

11. Adjournment

Moved/Seconded

That the Graduate Academic Program Subcommittee adjourn the December 11, 2024 meeting.

Carried

The meeting was adjourned at 11:23 a.m.

Michelle Speta
Associate Secretary