

Wednesday, April 9, 2025, 10:00 a.m.  
Meeting #92

A167/Zoom

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**Voting Members**

Tara Beattie, Co-Chair  
Getachew Assefa\*  
Jessalynn Keller  
Kimberly Lenters  
Justin MacCallum  
Elizabeth Oddone Paolucci\*  
Oleksiy Osiyevskyy\*

**Non-Voting Members**

Christine Johns  
Catherine McLeod  
Louise Wells  
Michael Wright\*

**Meeting Secretary**

Michelle Speta

**Scribe**

Vanessa Kozielec

**Regrets**

Qiao Sun, Academic Co-Chair  
Amy Dambrowitz  
Alexandria Poppendorf

**Resource Personnel & Observers**

Jacob Amengor, Vice-President (Academic) Elect, Graduate Students' Association  
Kimberley McLeod, Associate Registrar & Director, Systems and Policy

**Guests**

Lisa Welikovich\*, Senior Associate Dean, Education, Cumming School of Medicine  
– present for Item 3  
Chenwei Lian\*, Program Manager, Master of Physician Assistant Studies, Cumming School of Medicine  
– present for Item 3  
Daniel McGrath, Associate Dean, Research & Scholarships, Faculty of Graduate Studies  
– present for Item 4  
Erin J. Coburn, Team Lead, Graduate Awards, Faculty of Graduate Studies  
– present for Item 4  
Safia Nathoo, Manager, Graduate Awards, Faculty of Graduate Studies  
– present for Item 4

*\*Attended virtually*

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*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 10:02 a.m. and confirmed quorum.

**1. Meeting Opening****1.1. Approval of the Agenda****Moved/Seconded**

That the Agenda for the April 9, 2025 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

**1.2. Traditional Land Acknowledgement**

The Co-Chair provided a Traditional Land Acknowledgement.

**1.3. Remarks of the Co-Chair**

- The Co-Chair expressed gratitude to Alexandria Poppendorf on the occasion of her last meeting for her contributions to GAPS during her term and emphasized the importance of having a student voice on the Committee.
- Jacob Amengor, Graduate Students Association (GSA) VP Academic Elect, was welcomed as an observer for this meeting. He will begin his term as a voting member in May.
- The Co-Chair facilitated a round-table introduction for all meeting attendees.

**2. Approval of the March 5, 2025 Meeting Minutes**

Documentation was circulated with the Agenda.

**Moved/Seconded**

That the Minutes of the Graduate Academic Program Subcommittee meeting held on March 5, 2025 be approved.

**Carried**

**3. Approval of the Cumming School of Medicine Additional 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. From the Cumming School of Medicine, Lisa Welikovitch, Senior Associate Dean, Education and Chenwei Lian, Program Manager, Master of Physician Assistant Studies presented this item.

Highlights:

- The presenters provided an overview of the proposed revisions to the admission criteria for the Master of Physician Assistant Studies Program (MPAS) in the Cumming School of Medicine (CSM). These revisions aim to provide clarity and transparency for prospective applicants.
- The updates to the admissions criteria were made following feedback received from the GAPS at the January 22, 2025 meeting, where it was proposed that applications would no longer be accepted from fourth-year students. The rationale for the proposed change was that fourth-year students may not have sufficient

clinical experience to succeed in the MPAS program. That change was not supported by GAPS, and the proposal has been adjusted so that fourth-year students are eligible to apply if they have completed a minimum of 500 healthcare experience (HCE) hours in a clinical setting.

- The program is working on defining what the required HCE entails and how previously completed HCE will be factored into the admissions process.
- The Committee noted that 500 hours of HCE is high, and these criteria may need to be revisited if there is a lack of qualified applicants. The implications of this requirement from an equity and inclusivity perspective were also discussed, recognizing that students from equity-deserving groups could struggle with achieving the 500 hours of HCE.

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed additional Calendar revisions for the Master of Physician Assistant Studies graduate program in the Cumming School of Medicine, effective for the 2025-2026 Calendar, as recommended by the GAPS Calendar Working Group and as set out in the documents provided.

**Carried****4. Recommendation of the Additional Revisions to Calendar Section *Faculty of Graduate Studies Scholarships and Awards***

Documentation was circulated with the Agenda. From the Faculty of Graduate Studies (FGS), Daniel McGrath, Associate Dean, Research & Scholarships, Safia Nathoo, Manager, Graduate Awards, and Erin J. Coburn, Team Lead, Graduate Awards, presented this item.

**Highlights:**

- The presenters provided an overview of the additional revisions for the *Faculty of Graduate Studies Scholarships and Awards* Calendar subsection of Q.2 *Awards and Financial Assistance for Graduate Students*.
- This Calendar section was recently revised to update the maximum amounts students can hold in competitive awards, aligning with the recent increase in Tri-agency scholarship values. These changes were approved at the March 10, 2025 Academic Planning and Priorities Committee (APPC) meeting.
- Further revisions were requested by the APPC to update outdated language, improve wording for better flow, and adjust the nomenclature around funding, scholarships, and internships. The APPC also requested revisions to clarify how the distribution policy applies to internal versus external awards and to clarify the regulations regarding exemptions for Indigenous funding.
- In response to questions, it was explained that the “Definitions” section has been revised to specify that “external awards and internships” refer to external funding agency awards and/or internship funding. This revision aims to address uncertainty around regulations for internships in which the University is not involved. A parallel conversation is ongoing to decide where internships fall within the graduate student funding operating standard.

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee approve the additional revisions to Calendar Section *Faculty of Graduate Studies Scholarships and Awards*, effective for the 2025-2026 Calendar, as recommended by the GAPS Calendar Working Group and as set out in the documents provided.

**Carried****5. Recommendation of the Revision to Calendar Section Academic Schedule Overview Regarding Tuition Refunds and Drop Dates**

Documentation was circulated with the Agenda. Kimberley McLeod, Associate Registrar & Director, Systems and Policy, presented this item.

Highlights:

- The presenter explained that the proposed revisions aim to provide clarity on the current regulations regarding tuition refunds for dropped courses, particularly for courses with non-standard schedules (which include Block Week) and programs with term-based tuition. Specifically, for programs with term-based tuition, these revisions clarify that all courses must be dropped by the earliest drop deadline for courses in that term to receive a refund of tuition fees.
- Historically, this information about tuition refunds was only referenced in the Academic Schedule as a footnote and a detailed explanation of the regulations for programs with term-based tuition was not included. These revisions are in response to student feedback about the lack of clarity in the current Calendar and recurring themes in registration exemption requests.
- In response to questions, it was explained that:
  - Students who miss course drop deadlines due to extenuating circumstances will continue to have the option to submit a request for individual review. Graduate student Registration Exemption requests are reviewed by the Faculty of Graduate Studies' (FGS') Exceptional Requests Review Committee.
  - Students in thesis-based graduate programs pay thesis-based tuition rates for each term they are registered. Course registration (including course drops) does not impact their tuition fees.
  - Students in most course-based graduate programs pay course-based tuition, but there are some exceptions. The Executive Master of Business Administration (EMBA) is a course-based program that has term-based tuition fees, but the FGS is working collaboratively with the Haskayne School of Business to switch the program to a course-based tuition fee structure in the future.
  - Some course-based graduate programs also have term-based program-specific fees that are charged in addition to course-based tuition. A student would have to drop all courses by the course drop deadline for the term to be eligible for a refund of this fee.
- The Committee requested the following amendment:
  - Add the underlined text to the new paragraph regarding programs with term-based tuition: "Once students have participated in a minimum of one course in a program, they are not eligible for a refund of tuition or program fees in that term."

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee approve the proposed revision to the *Academic Schedule Overview* regarding tuition refunds and course drop dates, effective for the 2025-2026 Calendar, as set out in the documents provided, with the requested amendment.

**Carried**

*Secretary's Note: The wording of the amendment was adjusted after the meeting with approval from the GAPS Co-Chair to read: "Once students have participated in a minimum of one course in a program, they are not eligible for a refund of tuition or program-specific fees in that term," to align with the language in Calendar Section P. Tuition and General Fees. Additionally, after the April 16 Calendar and Curriculum Subcommittee (CCS) meeting, the requested amendment was revised further to read: "Once students have participated in a minimum of one course in a program, they are not eligible for a refund of tuition or including program-specific fees in that term," to align with the language in sections P.1.1 and P.2.4. This version of the amended sentence in the Academic Schedule Overview's tuition section of the Calendar will be brought forward to the APPC for final approval in May.*

**6. Recommendation of the Revisions to Calendar Section *Graduate-level Certificate, Diploma Programs and Laddered Pathways***

Documentation was circulated with the Agenda. Louise Wells, Lead, Graduate Policy, Calendar, and Special Projects, FGS, presented this item.

**Highlights:**

- The presenter provided an overview of the proposed revisions to the table in the *Graduate-level Certificate, Diploma Programs and Laddered Pathways* subsection of the *Credentials and Nomenclature* section of the Calendar.
- The presenter explained that with the new Graduate Certificates in Transdisciplinary Studies I and II, and the forthcoming launch of the Master of Transdisciplinary Studies (MTST) in Spring 2026, the table requires updating to ensure students are aware of the laddered programs and pathway options available to them.
- In response to questions, it was explained that presenting this information in the *Credentials and Nomenclature* section of the Calendar rather than embedded within individual program Calendar entries is clearer for students. This will help students understand the available pathways and assess any differences in tuition costs (i.e., the transdisciplinary credentials have different tuition rates than some of the other credentials they can be laddered with).

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee approve the proposed revisions to Calendar Section *Graduate-level Certificate, Diploma Programs and Laddered Pathways*, effective for the 2025-2026 Calendar, as recommended by the GAPS Calendar Working Group and as set out in the documents provided.

**Carried**

**7. Approval of the Schulich School of Engineering Additional 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. Louise Wells, Lead, Graduate Policy, Calendar, and Special Projects, FGS, presented this item on behalf of Jeffrey Priest, Associate Dean, Graduate Studies and Master of Engineering Program, Schulich School of Engineering.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions for the Doctor of Philosophy (PhD) in Sustainable Systems Engineering (SUSE) and the Internship (INTE) 630 course in the Master of Engineering (MEng) Internship Program.
- The presenter explained that the Program/Course Requirements and Doctoral Candidacy Requirements subsections of the Calendar entry for the PhD in SUSE are being revised to clarify that students are expected to complete INTE 614 or INTE 615 after candidacy. As it is currently written, the regulations could be interpreted as requiring that students complete INTE 614 and 615 before candidacy, but internships are typically completed after candidacy due to candidacy timelines and internship duration.
- The revised course title for INTE 630 will clarify that the course is for MEng students in the MEng Internship Program only, distinguishing it from other INTE courses (including 614 and 615) that are general FGS internship courses for students in any graduate program.
- It was noted that other graduate programs are also moving toward more specific titles for their internship courses to avoid confusion.

**Moved/Seconded**

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

**Carried**

**8. Approval of the Werklund School of Education Additional 2025-2026 Graduate Program Calendar Revisions**

Documentation was circulated with the Agenda. Louise Wells, Lead, Graduate Policy, Calendar, and Special Projects, FGS, presented this item on behalf of Meadow Schroeder, Acting Associate Dean, Graduate Programs, Werklund School of Education.

Highlights:

- The Werklund School of Education's 2025-2026 Calendar revisions were approved by the GAPS at the February 12, 2025 meeting. At the March 5, 2025 meeting, additional revisions were made to restore two courses that were erroneously deleted: Educational Psychology (EDPS) 696: Social, Emotional, and Behavioral Assessment and Intervention, and EDPS 685: Child and Adolescent Counselling Psychology.
- The presenter explained that the additional revisions presented at this meeting are to reverse the deletions of other EDPS courses that are needed for independent studies. These courses were on the list of courses deemed "old" and approved for removal from the Calendar at the February 12 meeting, but are current courses that will be offered this year.

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the proposed additional Calendar revisions for graduate programs in the Werklund School of Education, effective for the 2025-2026 Calendar, as set out in the documents provided.

**Carried****9. Approval of the Revision to the Transdisciplinary Course Social Innovation (SOIN) 603**

Documentation was circulated with the Agenda. Louise Wells, Lead, Graduate Policy, Calendar, and Special Projects, FGS, presented this item on behalf of Karen Benzies, Director, Social Innovation Initiative, Office of the Vice-President (Research).

**Highlights:**

- The presenter provided an overview of the proposed title change for the course Social Innovation (SOIN) 603, which is offered as part of the Social Innovation Specialization in the Graduate Certificate in Transdisciplinary Studies I.
- The presenter explained that the current title for SOIN 603: “Leading in Uncertainty: Embracing and Adapting to Complex Change” is similar to another course, Educational Research (EDER) 619.53: “Leading During Uncertainty” and could cause confusion among students. The proposed new title for SOIN 603 is: “Leading for Social Innovation: Embracing and Adapting to Complex Change.” This change is to be made ahead of the program’s Fall 2025 launch.

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed revision to the transdisciplinary course Social Innovation (SOIN) 603, effective for the 2025-2026 Calendar, as recommended by the GAPS Calendar working Group and as set out in the documents provided.

**Carried****10. Approval of the Revisions to Graduate Psychology Courses PSYC 650 and 680**

Documentation was circulated with the Agenda. Louise Wells, Lead, Graduate Policy, Calendar, and Special Projects, FGS, presented this item on behalf of Lisa Hughes, Associate Dean (Graduate), Faculty of Arts.

**Highlights:**

- The presenter provided an overview of the proposed Calendar changes to the graduate psychology courses PSYC 650 and 680 in the Faculty of Arts.
- The presenter explained that the program is splitting PSYC 650 and 680 each into two 3-unit courses, instead of the current 6-unit A/B courses spanning two terms. This change aligns with direction from the Faculty of Graduate Studies and the Office of the Registrar to move away from the multi-term course structure.

**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the proposed course revisions to graduate psychology courses PSYC 650 and 680, effective for the 2025-2026 Calendar, as recommended by the GAPS Calendar Working Group and as set out in the documents provided.

**Carried**

*Secretary's Note: The approved documents set out PSYC 681 and PSYC 683 as the new course numbers to replace PSYC 680. After the meeting, it was determined that those numbers were unavailable. As such, PSYC 685 and 687 were used in the Calendar instead.*

**11. Approved Revisions to the 2025-2026 GFC and GFC Standing Committees Meeting Schedule and the 2026 2027 Meeting Schedule**

For information only, the approved 2025-2026 and 2026-2027 meeting schedules for the General Faculties Council (GFC) and the GFC standing committees were shared.

**12. Program Approvals Status Report**

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

**13. Other Business**

There was no other business.

**14. Adjournment**

The meeting was adjourned by consensus at 10:58 a.m.

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Michelle Speta  
Associate Secretary