



General Faculties Council  
**GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE**  
Approved Minutes

Meeting #55, December 16, 2020, 2:00 p.m.

By Zoom Platform

***Voting Members***

Robin Yates, Co-Chair  
Kathryn King-Shier, Academic Co-Chair  
Jalel Azaiez  
Jocelyn Hayley  
Rhiannon Jones  
Mary O'Brien – arrived during Item 6  
Alex Paquette  
David Paskevich  
Angelique Saweczko – left after Item 6 and  
returned during Item 8  
Michael Wright

***Secretary***

Jaclyn Carter

***Scribe***

Jyoti Myers

***Non-Voting Members***

Christine Johns – arrived during Item 4  
Melanee Thomas  
Louise Wells

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The Co-Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the December 16, 2020 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

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

The Co-Chair and Academic Co-Chair had no remarks.

**3. Approval of the November 18, 2020 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

**Moved/Seconded**

That the Minutes of the Graduate Academic Program Subcommittee meeting held on November 18, 2020 be approved.

**Carried****4. Recommendation of Changes to Section B.4 Graduate Level Courses in the University Calendar**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar presented this item.

**Highlights:**

- The proponent reported that the proposed changes to Section B.4 *Graduate Level Courses* will ensure consistency in the University Calendar and align with the formal regulations for graduate students who wish to take undergraduate courses
- The Committee learned that there are formal regulations for undergraduate students who wish to take graduate-level courses; however, the lack of formal regulations for graduate students who wish to take undergraduate courses has resulted in unfair practices where thesis-based graduate students can take undergraduate courses at no additional cost, whereas course-based graduate students are charged fees
- In response to questions, it was explained that the proposed changes include:
  - Clarification of the approval process for undergraduate and Open Studies students who wish to take graduate-level courses
  - Identification of the process for graduate students who wish to take undergraduate courses
  - Clarification of the exemptions that would allow graduate students to take an undergraduate course at no additional charge
- The Committee suggested:
  - That a statement be added that clarifies that a student who wishes to take a course unrelated to their program must obtain prior approval from their own faculty prior to seeking approval from the Faculty of Graduate Studies
  - That the phrase “may be exempt,” which relates to the exemption of paying additional course fees, be clarified, and that it be stated that this would be at the faculty’s discretion

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to section B.4 *Graduate Level Courses* in the University Calendar, as set out in the documents provided to the Committee, with the requested amendments.

**Carried**

### **5. Recommendation of the Changes to Section B.16 *Change of Personal Information* in the University Calendar**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar presented this item.

#### Highlights:

- The proponent reported that the proposed changes to Section B.16 *Change of Personal Information* will reflect the inclusion of two new sections in the University Calendar and provide a statement about the Freedom of Information and Protection of Privacy Act and the reason for collecting personal information
- The Committee learned that students will have the option to use a preferred name for internal University use, and will be able to update their personal information to include an emergency contact
- The Committee discussed the proposed changes and in response to questions, it was explained that the student's legal name would still be reflected on all legal documentation from the University and that the statement about "mis-use of the preferred name" is included as a cautionary note

#### **Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to section B.16 *Change of Personal Information* in the University Calendar, as set out in the documents provided to the Committee.

**Carried**

### **6. Changes to Section F.3.1 *Academic Standing* and Section F.3.2 *Unsatisfactory Standing* in the University Calendar**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar presented this item.

#### Highlights:

- The proponent reported that the changes to Sections F.3.1 *Academic Standing* and F.3.2 *Unsatisfactory Standing* will provide clarity in the definitions for the various academic standings listed in both sections and will clarify the procedures related to admissions, re-admissions and progression in-program in the University Calendar
- The Committee learned that the information noted in the *Academic Standing* section is outdated and inaccurate. The changes will ensure that the wording is revised to clearly differentiate academic standing matters from cases of academic misconduct; clarify the student's eligibility to progress in the program and clarify the notations on student transcripts; include a link to the Student Academic Misconduct Policy; reflect the deletion of the "re-apply" wording associated with student suspensions; clarify the faculty in cases of expulsion; and modify the wording and the process in the *Unsatisfactory Standing* section.

- The Committee discussed the changes and, in response to a question, it was explained that notations reflecting academic probation remain on a undergraduate student's transcript as it identifies how many notations a student has received and the premise behind the notation, prior to being asked to withdraw from the University
- The Committee suggested some wording amendments related to the Requirement to Withdraw and student expulsion and it was noted that additional feedback has been requested from other Committees and once the feedback has been received, these changes will be brought forward to the Committee for recommendation

### **7. Changes to the *Important Notice and Disclaimer* in the University Calendar**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar presented this item.

Highlights:

- The proponent reported that the changes to the *Important Notice and Disclaimer* section will reflect information that has been updated and reorganized in the University Calendar to provide ease and clarity, and to ensure alignment with other governance documents
- The Committee learned that there were inconsistencies in the Calendar and that changes were required to clarify students' responsibilities, to update the wording to include all credentials offered by the University, and to note the University's authority in granting credentials
- The Committee discussed the changes and in response to a question, it was explained that the statement regarding the University's "intention" was included to allow the University flexibility and discretion regarding changes that may be required following initial publication of the Calendar. It was noted that additional feedback has been requested from other Committees and Legal Services and, once the feedback has been received, the proposed changes will be brought forward to the Committee for recommendation.

### **8. Approval of Calendar Changes for the Graduate Programs:**

- 1. Faculty of Arts**
- 2. Haskayne School of Business**
- 3. Faculty of Social Work**
- 4. School of Public Policy**

Documentation for this item was circulated with the Agenda. Robin Yates and Louise Wells, Graduate Calendar Coordinator presented this item.

Highlights:

- The proponents reported that the proposed Calendar changes for the graduate programs in the Faculty of Arts, the Haskayne School of Business (HSB), the Faculty of Social Work and the School of Public Policy (SPP) have been reviewed by the GAPS Calendar Working Group and substantive changes include:
  - The addition of Indigenous Politics as a field of study for graduate students in Political Science in the Faculty of Arts

- An amalgamation of the Business and Environment and the Strategy and Global Management courses in the HSB
- The modification of wording in course descriptions and rewording of the section outlining Program Delivery for Degrees/Certificates in the Faculty of Social Work
- The addition of a new topics course for the Master of Public Policy for the Spring term in the SPP

The Committee discussed the proposed Calendar changes and suggested amendments to wording in the course requirements and minor editorial changes for clarity and consistency.

**MOTION 1:**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate programs in the Faculty of Arts, as set out in the Summary provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the requested amendment.

**Carried**

**MOTION 2:**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate programs in the Haskayne School of Business, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group, with the requested amendment.

**Carried**

**MOTION 3:**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate programs in the Faculty of Social Work, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group.

**Carried**

**MOTION 4:**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar changes for the graduate programs in the School of Public Policy, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group.

**Carried**

**9. Flexible Grading for 2020 Fall Term**

Documentation for this item was circulated with the Agenda for information only.

**10. Status of Program Approvals**

Documentation for this item was circulated with the Agenda for information only.

**11. Other Business**

There was no other business.

**12. Adjournment**

The December 16, 2020 Graduate Academic Program Subcommittee was adjourned by consensus.

**Carried**

The meeting was adjourned at 3:05 p.m.

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Jaclyn Carter  
Secretary