



General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

February 15, 2023, 10:00 a.m. -12:00 p.m.

via Zoom Platform

Voting Members

Robin Yates
Amy Dambrowitz
Jocelyn Hayley
Mary O'Brien
James Steele
Michael Wright
Warren Wilson

Regrets

Kathryn King-Shier
Rhianon Jones
Andy Knight

Observers

Kelly Hoglund, Partner, Program Innovation, Provost Office – attended for Item 5
Catherine McLeod, Senior Director, Strategic Operations, Faculty of Graduate Studies
Elizabeth Pando, Partner, Program Innovation
Jessica Revington, Program Innovation, Provost Office – attended virtually for Item 5
Karen Quinn, Analyst, Planning and Reviews, Provost Office – attended for Item 5

Non-Voting Members

Christine Johns
Francine Smith
Louise Wells

Secretary

Courtney McVie

Support Staff

Cherie Tutt

Scribe

Holly Lywin

The Co-Chair called the meeting to order at 11:03 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the February 15, 2023, Graduate Academic Program Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chairs

The Co-Chairs made no remarks.

3. Approval of the January 18, 2023 Meeting Minutes

A typographical change was noted.

Moved/Seconded

That the Minutes for the January 18, 2023 Graduate Academic Program Subcommittee meeting be approved, with the reported amendment.

Carried

4. Calendar Changes for Graduate Programs

Documentation was circulated with the Agenda. Louise Wells, Lead - Graduate Calendar, Faculty of Graduate Studies, presented these items.

- A. Approval of the Calendar changes for the Faculty of Cumming School of Medicine**
- B. Approval of the Calendar changes for the Faculty of Law**
- C. Approval of the Calendar changes for the Faculty of Schulich School of Engineering**
- D. Approval of the Calendar changes for the Faculty of Kinesiology**
- E. Approval of the Calendar changes for the Faculty of Arts**
- F. Approval of the Calendar changes for the Faculty of Science, Computational Media Design Program**

Highlights:

- The presenters provided an overview of the proposed Calendar changes for Graduate programs in the Cumming School of Medicine, Faculty of Law, Schulich School of Engineering, Faculty of Arts, Faculty of Kinesiology, and Computational Media Design in the Faculty of Science. Changes included the addition of new courses, removal of obsolete courses, editorial clarifications, as well as updates to course names, offerings, structure, and prerequisites.
- In response to questions,
 - It was confirmed that the use of “competence” and “logic” within the Philosophy entry align with standard use throughout the Calendar
 - It was reported that the addition of the notations around the Supervised Practicum hours were added last year to be transparent about the potential range in hours for the practicum
- The Committee discussed the proposed changes and recommended the following:
 - In the Geography ‘Research Proposal Requirements’ entry, thesis-based master’s and doctoral programs, presenters were asked to clarify the precise timing to completion e.g. reviewing and revision times
 - Within the Sociology entry, it was suggested that there be consultation to confirm the intent of, and possibility of flexibility around, co-authored papers being automatically rejected

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Cumming School of Medicine, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

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

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Schulich School of Engineering, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Faculty of Arts as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group with the requested amendments.

Carried**Moved/Seconded**

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

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the Computational Media Design in the Faculty of Science, as set out in the document provided to the Committee, and as recommended by the GAPS Calendar Working Group.

Carried

5. Graduate Admissions and Regulation Revisions

Documentation was circulated with the Agenda. Mary O'Brien, Senior Associate Dean (Policy and Program Development), Faculty of Graduate Studies, and Louise Wells, Lead - Specialist Graduate Calendar presented these items. James Steele, Graduate Students' Association (GSA) Vice-President (Academic) co-presented with Mary O'Brien for Item 5.C.

- A. Section A.5 *Offer of Admission***
- B. Section A.6 *Advanced Credit and Course Exemption***
- C. Section R *Vacation (Time Off from Studies)***

Highlights:

- The presenters explained that the proposed changes to the Graduate Admissions and Academic Regulation are in response to improving clarity around various issues that have arisen in recent years, specifically:
 - Within Section A.5 *Offer of Admission*, a clause and clarifying language concerning the processes for student deferrals was added as an enrolment management tool. This will ensure students understand that they must accept their offer and pay any required admission deposits before requesting a deferral. As granted deferrals hold a space in programs, students must indicate a plan to attend UCalgary at the end of the deferral period.
 - Within Section A.6 *Advanced Credit and Course Exemption*, precise terminology, and language consistent with practice was added. For example, revisions were made to the entry to clarify that programs have the authority to grant advanced credit and course exemptions; note key distinctions between course and thesis-based graduate programs; and to point students to specific program sites for local rules on granting external course credit.
 - Within Section R. *Vacation (Time Off from Studies)* the allocation for graduate students' vacation is proposed to be increased to three weeks from two weeks with the added requirement that supervisors allow for this annually. This revision was proposed in collaboration with the Graduate Students Association (GSA) and in consultation with Human Resources. It aims to improve travel options for international students and student mental health. The change also aligns UCalgary with other post-secondary institutions across Canada.
- There were no questions for proposed changes to Sections A.5 and A.6
- The Committee discussed challenges with graduate students working remotely when followed by a vacation outside of Canada. Additionally, the Committee discussed the need to protect students from research work during their vacation time; that Supervisors should clarify when critical times of research will be to ensure no conflict with vacation requests; the right of students to use time off to work on papers, but that this is not the purpose of granting time off from studies. It was suggested that messaging should be clear on this.
- The Committee expressed its appreciation for the proposal and suggested that the guidelines for student supervision be updated to address and provide advice on best practices around:
 - Remote supervision and appropriate check-ins
 - Protecting students from being contacted inappropriately during requested time off
 - Expectations for supervisors for scheduling due dates on statutory holidays or non-business days

Moved/Seconded

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to Admissions, Section A.5 *Offer of Admission* within the Graduate Chapter of the Calendar, as set out in the document provided to the Committee, effective April 1, 2023.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to Admissions, Section A.6 *Advanced Credit and Course Exemption* within the Graduate Chapter of the Calendar, as set out in the document provided to the Committee, effective April 1, 2023.

Carried**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to Academic Regulations, Section R *Vacation (Time Off from Studies)* within the Graduate Chapter of the Calendar, as set out in the document provided to the Committee, effective April 1, 2023.

Carried**6. Discussion on the Changes to Section P. Tuition and General Fees in the University Calendar**

Documentation was circulated with the Agenda. Amy Dambrowitz, Registrar presented this item.

Highlights:

- The presenters provided an overview of the proposed changes to the appearance and structure of the tuition charts within Section P. Tuition and Fees, highlighting changes since it was last presented to the Committee, including creation of a legend, reformatting of the General Fees section, adding new charts to show per term tuition for undergraduate programs and “grandparented” rates, and combining graduate fee sections P.2.4 and P.2.5.
- The Committee discussed the rate groupings and expressed concern that the new terms and rate groupings could cause confusion. It was explained that the applicable rate group categories will be provided to students within their individual tuition assessment and for each course, allowing connection between the calendar description and assessed tuition. International and domestic tuition rate groups both use lettering systems, but lettering for international rates is independent of lettering for domestic rates. Additionally, it was explained that the rate for a group is a specific rate, not a range.
- The Committee expressed its appreciation for the proposal and suggested that the rate for a group be explored for possibilities to be represented as a range, and support for the Registrar’s Office work on finding an alternative term for “grandparented”.

7. Status of Program Approvals

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

8. Other Business

There was no other business.

9. Adjournment**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the February 15, 2023 meeting.

Carried

The meeting was adjourned at 11:59 a.m.

Courtney McVie
Secretary