



General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
APPROVED MINUTES

March 13, 2024, 10:00 am - 12:00 pm

AD 167 (Governors Boardroom)

Voting Members

Tara Beattie (Co-Chair)
Qiao Sun (Academic Co-Chair)
Amy Burns
Amy Dambrowitz
Andy Knight
Justin MacCallum – arrived during Item 9
Kimberly Lenters
Kirsten Neprily*
Elizabeth Oddone Paolucci
Oleksiy Osiyevskyy

University Secretary

Courtney McVie

Meeting Secretary

Michelle Speta

Scribe

Holly Lywin

Regrets

Francine Smith

Non-Voting Members

Christine Johns – arrived during Item 4
Louise Wells

Guests

David Anderson, Associate Dean, Transdisciplinary Scholarship, Faculty of Graduate Studies – present for Item 9
Angie Crowley, Manager, Graduate Programs in Education, Werklund School of Education – present for Item 4
Ke (Duke) Du*, Associate Professor, Department of Mechanical & Manufacturing Engineering, Schulich School of Engineering – present for Item 7
Marjan Eggermont, Associate Dean, Sustainability, Schulich School of Engineering – present for Item 5
Gretchen Greer, Manager, Education Quality Improvement & Office of Health & Medical Education Scholarship (OHMES), Cumming School of Medicine – present for Item 10
Ron Hugo, Professor, Department of Mechanical & Manufacturing Engineering, Schulich School of Engineering – present for Items 7
Rahim Kachra, Medical Director, MPAS Program, Cumming School of Medicine – present for Item 10
Frances Kalu*, Learning & Instructional Designer, Cumming School of Medicine – present for Item 10
Kenna Kelly-Turner, Senior Program Development Specialist, Faculty of Graduate Studies – present for Item 9
Chenwei Lian, MPAS Program Coordinator, Cumming School of Medicine – present for Item 10
Marlon Simmons, Associate Dean, Graduate Programs, Werklund School of Education – present for Item 4
Jeffrey Priest, Associate Dean, Graduate Studies & Meng Program, Schulich School of Engineering – present for Items 5, 6 & 7
Lisa Welikovitch*, Senior Associate Dean (Education), Cumming School of Medicine – present for Item 10
Joanna Wong, Associate Head, Graduate Studies, Department of Mechanical & Manufacturing Engineering, Schulich School of Engineering – present for Items 7

Observers and Resource Personnel

Jaclyn Carter*, Educational Development Consultant, Taylor Institute – arrived during Item 4
Catherine McLeod*, Senior Director, Strategic Operations, Faculty of Graduate Studies
Elizabeth Pando, Program Innovation Partner, Program Innovation Hub – present for Items 6 & 7

**Attended virtually*

The Co-Chair called the meeting to order at 10:03 a.m. and confirmed quorum.

1. Traditional Land Acknowledgement and Approval of the Agenda

Kimberly Lenters, Associate Professor, Werklund School of Education, provided the Traditional Land Acknowledgement.

Moved/Seconded

That the Agenda for the March 13, 2024 Graduate Academic Program Subcommittee meeting be approved.

Carried

2. Remarks of the Academic Co-Chair

The Co-Chairs confirmed that the proposal for the changes to the course requirements for the Master of Science (MSc) and Doctor of Philosophy (PhD) in Chemistry was approved by the Academic Planning and Priorities Committee (APPC), except for the calendar entry for the new course on Teaching and Mentorship in Chemistry. The APPC directed that this course entry be revised by the Graduate Academic Program Subcommittee (GAPS) Calendar Working Group and then returned to the GAPS for final approval.

3. Approval of the February 14, 2024, Meeting Minutes

Moved/Seconded

That the Graduate Academic Program Subcommittee approve the minutes from the February 14, 2024 meeting.

Carried

4. Approval of the 2024-2025 Calendar Revisions for Graduate Programs in the Werklund School of Education

Documentation was circulated with the Agenda. Marlon Simmons, Associate Dean, Graduate Programs in Education, Werklund School of Education, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions. Substantive changes for graduate programs in Educational Research (EDER) included:
 - Removal of content related to the Master of Science (MSc) in Educational Research, which was terminated in January 2023
 - Editorial revisions to clarify the distinctions between the direct entry and ladder routes to the Master of Education (MEd), as well as to clarify the expected completion times for the ladder pathway credentials
 - Transition of the EDER 700 multi-term (A/B) course into two separate courses, EDER 702 and 704. This adjustment aligns with the directive from the Faculty of Graduate Studies (FGS) to phase out multi-term courses.
 - Addition of courses related to the new Specialization in School Counselling
- Substantive changes for graduate programs in Educational Psychology (EDPS) included the transition of PhD EDPS multi-term (A/B) format courses into two separate courses, and the removal of references to discontinued EDPS courses

- The Committee requested the following amendments:
 - Revise and/or add clarifying language regarding course hours for EDPS practicum courses
 - Review/validate pre-requisites for EDPS practicum courses
 - Correct typo in EDER 654 (“intersectionalities” instead of “intersectionality’s”)

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar revisions for graduate programs in the Werklund School of Education, effective for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group, as set out in the documents provided to the Committee, and with the requested amendments.

Carried**5. Approval of the Calendar Entry for the New PhD in Sustainable Systems Engineering (SUSE), Schulich School of Engineering**

Documentation was circulated with the Agenda. Marjan Eggermont, Associate Dean, Sustainability and Jeffrey Priest, Associate Dean, Graduate Studies and MEng Program, from the Schulich School of Engineering presented this item.

Highlights:

- The presenters provided an overview of the proposed Calendar entry created to operationalize the new PhD in Sustainable Systems Engineering (SUSE), which was approved by the APPC in December 2023 and is awaiting approval from the Ministry of Advanced Education
- The Committee requested the following amendments:
 - For the first bullet point under ‘Program/Course Requirements’: i) clarify which Master of Science degree is being referenced, and ii) reword requirements regarding external courses to remove ‘the Department’, in light of the fact that there is currently no Department of or Master of Science in Sustainable Systems Engineering
 - For ‘Time Limits’: revise typical completion time to be four years to align with FGS standards

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar entry for the Doctor of Philosophy (PhD) in Sustainable Systems Engineering (SUSE) in the Schulich School of Engineering, effective for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group and contingent upon the Ministry of Advanced Education’s approval of the program, as set out in the document provided to the Committee, with the requested amendments.

Carried

6. Recommendation for the Termination of Thesis-based Master of Engineering (MEng) Program, Schulich School of Engineering

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

Highlights:

- The presenter provided an overview of the proposal to terminate the thesis-based stream of the Master of Engineering (MEng) degree program.
- The rationale for the termination is that the MEng has become established as a professional program, and students who are interested in thesis-based research are better served by the Master of Science degree program. There are no students in the thesis-based MEng program.
- The Committee requested the following editorial amendments:
 - Move footnote #3 within 'Table 1: Master's programs offered by SSE' to the thesis-based MEng column to correctly identify the programs which have formally suspended admissions
 - Correct the study area to "Electrical and Computer Engineering", not "Electrical and Software Engineering" throughout the document

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee (APPC) approve the termination of the Master of Engineering (MEng) thesis-based program, effective immediately, as set out in the proposal provided to the Committee, with the requested amendments.

Carried

7. Recommendation for the Termination of the Graduate Certificate in Pipeline Engineering, Schulich School of Engineering

Documentation was circulated with the Agenda. Representatives from the Schulich School of Engineering, including Jeffrey Priest, Associate Dean, Graduate Studies and MEng Program, Joanna Wong, Associate Head, Graduate Studies, Department of Mechanical and Manufacturing Engineering, Ron Hugo, Professor, Department of Mechanical and Manufacturing Engineering, and Ke (Duke) Du, Associate Professor, Department of Mechanical and Manufacturing Engineering, presented this item.

Highlights:

- The presenters outlined the rationale for the proposed termination of the Graduate Certificate in Pipeline Engineering, which was launched in Winter 2020, targeting working professionals. The main reason for termination is lack of student interest, which is attributed to companies developing their own in-house training and international learners preferring the Master of Engineering (MEng) degree with specialization in Pipeline Engineering.
- In response to questions, it was explained that one student remains in the program, and the effective date of July 1, 2025 for the termination date was requested to accommodate this student.
- The Committee requested an amendment to the proposal to clarify the circumstances regarding the student remaining in the program

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee (APPC) approve the termination of the Graduate Certificate in Pipeline Engineering, effective July 1, 2025, as set out in the documents provided to the Committee, and with the requested amendment.

Carried**8. Recommendation for the 2024-2025 Revisions to the Graduate Admission Regulations**

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

Highlights:

- The presenter outlined the rationale for the proposed revisions, which include:
 - Revisions within Section G.A.1 *Qualifications* to clarify that grade point averages are calculated based on the second half of the applicant's undergraduate degree. The "last 60 units" that was previously listed as the standard is now noted as only applicable for students who studied full-time at North American institutions where an undergraduate degree comprises 120 units.
 - Addition to Section G.A.5 *Offer of Admission* requiring applicants to provide proof of study permit application to receive approval for a study permit deferral. This change addresses international students impacted by permit processing delays and mirrors revisions to undergraduate admission regulations.
 - Addition of graduate certificates to Section G.A.6 *Advanced Credit*
- In response to questions, it was explained that the FGS sets minimum admission requirements for graduate programs, but individual programs may have additional or higher requirements for admission

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) recommend the Academic Planning and Priorities Committee (APPC) approve the revisions to Section G.A *Graduate Admissions*, effective for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the document provided to the Committee.

Carried**9. Approval of the Calendar Entries for the Transdisciplinary Programs: Graduate Certificates I and II in Transdisciplinary Studies, and Thesis-based Master's and PhD in Transdisciplinary Research, Faculty of Graduate Studies**

Documentation was circulated with the Agenda. Representatives from the Faculty of Graduate Studies, David Anderson, Associate Dean (Transdisciplinary Scholarship) and Kenna Kelly-Turner, Senior Program Development Specialist, presented these items.

Highlights:

- The presenter outlined the proposed Calendar entries for the new transdisciplinary programs, specifically the Graduate Certificates in Transdisciplinary Studies I and II, which have been approved by the Ministry of Advanced Education, and the thesis-based Master of Transdisciplinary Research and Doctor of Philosophy (PhD) in Transdisciplinary Research, for which Ministry approval is pending.

- The Graduate Certificate in Transdisciplinary Studies I with specialization in Social Research Methods will be offered starting Fall 2024. Two new Transdisciplinary Studies (TDST 600 and 605) courses and one new Sociology course (SOCI 617) have been proposed to support the Fall 2024 launch.
- The three other specializations for Graduate Certificate I, as well as the Graduate Certificate in Transdisciplinary Studies II, will be offered starting Fall 2025. Both certificates are 13.5-unit graduate credentials designed to ladder into the course-based Master of Transdisciplinary Studies, which is also planned for 2025 launch.
- Ministry approval pending, the FGS is aiming for Fall 2024 launch of the thesis-based Master of Transdisciplinary Research and PhD in Transdisciplinary Research.
- In response to questions, it was explained that the language regarding number of required units of coursework in the thesis-based programs was intended to allow for flexibility.
- The Committee discussed the Master's program noting there is a minimum of nine units required, as stipulated by the FGS and because students have such varied educational backgrounds. This is different than the PhD program and may lead to confusion. If the aim is flexibility, alignment between the Master's and PhD requirements is essential.
- The Committee requested the following amendments:
 - Revise the language regarding course requirements for the thesis-based programs, namely the number of units required beyond TDST 600 and TDST 601. It should be specified that the number of units required is at the Graduate Program Director's discretion.
 - An typographical correction in the first sentence under the Master of Transdisciplinary Research 'Program/Course Requirements' section to specify 'Master's' not 'PhD'

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar entries for the Graduate Certificate in Transdisciplinary Studies I and the Graduate Certificate in Transdisciplinary Studies II, effective for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group, and as set out in the document provided to the Committee.

Carried

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar entries for the Master of Transdisciplinary Research and the Doctor of Philosophy (PhD) in Transdisciplinary Research, effective for the 2024-2025 Calendar, contingent on the Ministry of Advanced Education's approval of the program, as recommended by the GAPS Calendar Working Group and as set out in the document provided to the Committee, with the requested amendment.

Carried

10. Approval of the Calendar Entry for the Master of Physician Assistant Studies (MPAS) Program, Cumming School of Medicine

Documentation was circulated with the Agenda. Representatives from the Cumming School of Medicine, including Gretchen Greer, Manager, Education Quality Improvement & Office of Health & Medical Education Scholarship (OHMES), Lisa Welikovitsh, Senior Associate Dean (Education), Rahim Kachra, Medical Director, MPAS Program, Frances Kalu, Learning & Instructional Designer, , and Chenwei Lian, MPAS Program Coordinator, presented this item.

Highlights:

- The presenters provided an overview of the Calendar entry for the Master of Physician Assistant Studies (MPAS), highlighting the spiral curriculum in the first year, with repeated content increasing in complexity, and emphasis on work-integrated learning in the second year
- Following feedback from the FGS and GAPS Calendar Working Group, revisions were made for Indigenous applicants to be supported through the Cumming School of Medicine's Support To Entry Program (STEP), six optional courses have been added for students who want to spend more time to enhance their understanding on certain topics, and the process for evaluating academic progression has been aligned with FGS regulations
- In response to questions, it was explained that:
 - The Casper (Computer-based Assessment for Sampling Personal Characteristics) exam is part of the admission process to assess applicants' interpersonal skills and the results will be considered as a complement to the rest of the application. The benefit of Casper is that it allows students the ability to present their skillset beyond an essay and their Grade Point Average (GPA). The effectiveness of Casper will be evaluated by the MPAS Program after two years to ensure continuous quality improvement.
 - The requirement to provide proof of completion of the Indigenous Education Requirement is only for students who have accepted their offer, not all applicants. This year, the timeline to submit proof of completion will be 30 days between offer acceptance and program commencement, but it is expected that a longer time window will be possible in subsequent years.
 - All courses are graded as CR (Completed Requirements) or F (Fail). A student who receives a "F" grade for any coursework or clinical rotation will be referred to the MPAS Graduate Program Director (GPD). Students will have the opportunity to retake courses at the GPD's discretion. To complete the program, students are required to have a CR in all courses.
 - All students will receive a progress report each term containing feedback from instructors, which will include recommendations for the special topics courses to work on areas that may need improvement. These courses will be optional and offered only upon the student's request. Tuition fees will apply for special topics courses.
 - Students will have four hours of scheduled instructional time every day in their first year, and eight hours per day in their second year. This schedule is comparable to similar programs in North America.
 - The rationale for Indigenous education being an admission requirement rather than a program requirement is to ensure all students have a foundational knowledge base. Rather than having a dedicated course in the program on Indigenous health, Indigenous elements will be incorporated throughout all courses in the curriculum.
- The Committee requested the following amendments:
 - Revise wording regarding the Indigenous Education Requirement to clarify that proof of completion is only required for students who have accepted an offer of admission
 - Add clarifying wording regarding progression in the program, including the requirement to pass every course, and information about the academic review process, including the option to retake courses at the GPD's discretion

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar entry for the Master of Physician Assistant Studies (MPAS) Program, Cumming School of Medicine, effective for the 2024-2025 Calendar, as recommended by the GAPS Calendar Working Group, contingent upon the Ministry of Advanced Education's approval of the program, and as set out in the document provided to the Committee, with the requested amendments.

Carried

11. 2024-2025 Revisions to the GAPS Terms of Reference

Documentation was circulated with the Agenda for discussion.

Secretary's Note: This item was postponed to the next meeting due to time limitations.

12. Changes to the Academic Regulations: Section E. Course Information and Section G. Academic Assessments and Examinations

Documentation was circulated with the Agenda for discussion.

Secretary's Note: This item was postponed to the next meeting due to time limitations. Committee members were asked to send feedback to the presenters in preparation for the next GAPS meeting.

13. 2024-2025 Calendar Updates to Section P. Tuition and General Fees

Documentation was circulated with the Agenda for information only.

14. Program Approvals Status Report

Documentation was circulated with the Agenda for information only. It was noted that questions can be directed to the Program Innovation Hub.

15. Other Business

There was no other business.

16. Adjournment**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the March 13, 2024 meeting.

Carried

The meeting was adjourned at 12:01 p.m.

Courtney McVie
Secretary