

General Faculties Council  
**GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE**  
APPROVED MINUTES

October 18, 2023, 10:00 am - 12:00 pm

AD 167 (Governors Boardroom)

***Voting Members***

Qiao Sun (Academic Co-Chair)  
Amy Dambrowitz  
David Anderson\*  
Amy Burns  
Andy Knight  
Kimberly Lenters  
Kirsten Neprily\*  
Elizabeth Oddone Paolucci\*

***Non-Voting Members***

Francine Smith\*  
Louise Wells\*

***Regrets***

Tara Beattie (Co-Chair)  
Christine Johns  
Warren Wilson

*\*Attended virtually*

***University Secretary***

Courtney McVie\*

***Meeting Secretary***

Michelle Speta

***Scribe***

Holly Lywin

***Observers***

Catherine McLeod (Senior Director, Strategic Operations,  
Faculty of Graduate Studies)

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

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the October 18, 2023 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

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

The Academic Co-Chair welcomed new members and led a roundtable of introductions. The introduction of rotating Land Acknowledgments was discussed.

### **3. Committee Specific Orientation**

Courtney McVie (University Secretary) provided a presentation orienting the members to the Committee.

Highlights:

- An overview of University's bicameral governance structure, the authority framework, and a description of the General Faculties Council (GFC) standing committees' structure
- A review of the membership and the role and responsibilities of the Committee, as set out in its Terms of Reference
- The expectations of members
- The supports provided to the Committee by the Secretariat

### **4. Approval of the Graduate Calendar Changes:**

Documentation was circulated with the Agenda. Louise Wells (Lead, Graduate Calendar, Policy, and Program Development) presented these items.

#### **A. Faculty of Law**

Highlights:

- The prerequisites for Law 703 and 705 have been revised to clarify that the courses are now open to students in both the Master of Laws (LLM) and Doctor of Philosophy (PhD) programs
- The course description for Law 709 has been adjusted to open the course to PhD students outside of the Law program
- The Committee requested one amendment, that "or with the consent of the Graduate Director" be removed from the prerequisite(s) section for all three courses to align with University standards

#### **Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar revisions for the Faculty of Law graduate programs, 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, with the requested amendment.

**Carried**

#### **B. Faculty of Nursing**

Highlights:

- The presenter explained that the revisions primarily pertain to courses associated with the Nursing Graduate Certificate programs
- In response to questions, the Committee learned that:
  - Some course names have been shortened to fit on transcripts without truncation
  - Courses for the Master's degree programs have been separated from courses for the Certificate programs

- The Committee requested the following amendments:
  - Revision of prerequisite wording such that course prerequisites are listed before the program in which a student must be enrolled after confirming the intended meaning with the Nursing Graduate Program
  - Editorial corrections for Nursing 668 and 670, and consistency in the use of the term “Certificate” rather than “Graduate Certificate”

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar revisions for the Faculty of Nursing graduate programs, 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, with the requested amendments.

**Carried****C. Mathematics and Statistics, Faculty of Science**

Highlights:

- Four new courses (Biostatistics 601, 610, 611, 620) have been added to the Calendar entry for the Mathematics and Statistics (MTST) graduate program Calendar entry following the addition of the Biostatics specialization the course-based Master of Science (MSc) degree program (approved by the Academic Planning and Priorities Committee (APPC) in June 2023)
- The descriptions of the Program/Course Requirements for each credential have been revised to give the number of units required instead of the number of courses required for alignment with the University’s standards
- In response to questions, the Committee learned that the revisions have been requested for immediate entry in the 2023–2024 Calendar to facilitate recruitment for Fall 2024 admission.
- The Committee requested an amendment to the Calendar entry to clarify that the Biostatics specialization will only be available to course-based MSc students in MTST, effective Fall 2024.

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar revisions for the Faculty of Science Mathematics and Statistics graduate program, effective immediately, as recommended by the GAPS Calendar Working Group and as set out in the document provided to the Committee, with the requested amendment.

**Carried****D. Wearable Technology Interdisciplinary Specialization**

Highlights:

- The presenter explained that the revisions are to add the Wearable Technology Interdisciplinary Specialization (WTEC) to the Calendar entries for the Psychology and Computational Media Design graduate programs, as the APPC approved the addition of WTEC to these programs in June 2023

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the Calendar revisions for the Wearable Technology Interdisciplinary Specialization, effective immediately, as recommended by the GAPS Calendar Working Group and as set out in the document provided to the Committee.

**Carried****5. University Calendar Update (Coursedog)**

Amy Dambrowitz (Registrar) presented this item.

Highlights:

- The presenter provided an update on the timeline for implementing the new Calendar software, Coursedog. The software is designed to allow automated workflows, automatically update language changes, offer user-friendly navigation, and offer improvement alignment between the undergraduate and graduate sections of the Calendar.
- The Committee acknowledged the diligent work of the project team in ensuring the software meets the diverse needs of the University community. Special recognition was extended to Louise Wells for her significant work on transferring graduate program data to the new platform.
- The new Calendar software is scheduled for a soft launch on December 8, 2023, with the official launch planned for early March 2024. It was clarified that the current Calendar will remain the official Calendar of record for 2023–2024.
- The Committee suggested setting firm deadlines for Faculties to review their respective Calendar details and to ensure adequate training is provided to facilitate user proficiency

**6. Status of Program Approvals**

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

**7. Adjournment****Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the October 18, 2023 meeting.

**Carried**

The meeting was adjourned at 11:01 a.m.

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Courtney McVie  
Secretary