



General Faculties Council
GRADUATE ACADEMIC PROGRAM SUBCOMMITTEE
APPROVED MINUTES

February 14, 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
Elizabeth Oddone Paolucci* - arrived during Item 2
Oleksiy Osiyevskyy

Non-Voting Members

Christine Johns*
Francine Smith*
Louise Wells

University Secretary

Courtney McVie

Meeting Secretary

Michelle Speta

Scribe

Holly Lywin*

Regrets

Kimberly Lenters
Kirsten Nepriily

Guests

Dorothy Badry, Associate Dean, Graduate Programs, Faculty of Social Work – present for Item 4
Lisa Hughes, Associate Dean, Graduate, Faculty of Arts – present for Item 5
Miles Grindey, Administrative Coordinator, Arts Graduate Students' Centre, Faculty of Arts – present for Item 5
Jeffrey Van Humbeck, Assistant Professor, Department of Chemistry, Faculty of Science – present for Item 6

Observers and Resource Personnel

Kelly Hoglund*, Partner, Program Innovation Hub – present for Item 6

**Attended virtually*

The Co-Chair called the meeting to order at 10:02 a.m. and confirmed quorum.

1. Traditional Land Acknowledgement and Approval of the Agenda

The Co-Chair provided the Traditional Land Acknowledgement.

Moved/Seconded

That the Agenda for the February 14, 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 course requirements for MSc and PhD in Chemistry, Faculty of Science, as recommended by the GAPS in February, has been approved by the Academic Planning and Priorities Committee (APPC) and noted that the APPC discussed the new Teaching and Mentorship course, Chemistry 654, and identified a need for the Calendar description to be revised. In particular, the Committee requested clarification on the type of teaching for which students will be prepared over their degree program.

3. Approval of the January 17, 2024, Minutes

The Secretariat reported a typographical amendment on page 2 of the January 17, 2024, Minutes for Approval.

Moved/Seconded

That the Minutes from the January 17, 2024 Graduate Academic Program Subcommittee meeting be approved, with the reported amendment.

Carried

4. Approval of the 2024-2025 Calendar Revisions for Graduate Programs in the Faculty of Social Work

Documentation was circulated with the Agenda. Dorothy Badry, Associate Dean, Graduate Programs, Faculty of Social Work, presented this item.

Highlights:

- The presenter provided an overview of the proposed graduate program Calendar revisions. Substantive changes included:
 - Removal of Calendar entries for the terminated Combined Master of Business Administration and Master of Social Work (SOWK MBA/MSW) course-based program and, pending final approval from the Ministry of Advanced Education, the Graduate Certificate and Diploma in Mental Health and Addictions
 - Addition of the new Indigenous Way of Knowing in Leadership specialization and its four new courses for the Graduate Certificate in Leadership in Human Services
 - The addition of the Faculty's policies regarding Concurrent Program Enrolment and readmission after a Require to Withdraw (RTW) for academic reasons to each program section for clarity and consistency
 - The addition of a requirement for international students to present proof of a valid study permit before starting their academic program and proof of a valid work permit before starting their practicum.
 - The addition of a note regarding the requirement for a functional computer and camera, which is intended to provide transparency regarding the essential tools needed to be successful in the program's online components
- Calendar revisions also included updates to outline clear expectations, streamline the program, and ensure course descriptions aligned with course objectives
- The Committee discussed the importance of students being aware ahead of time that success in Social Work programs requires access to electronic devices, but noted that mandating this creates a barrier and is not an enforceable requirement. The Committee recommended that the Faculty of Social Works considers what supports it can offer to students who face challenges in accessing an electronic device. For example, some Faculties provide loaner laptops to students in need.

- In response to questions, it was explained that:
 - The Faculty of Social Work rarely issues RTW decisions for academic reasons. If a student receives an RTW, this indicates that all other avenues for remediation have been exhausted and suggests the Social Work profession is not an appropriate fit for the individual.
 - The Faculty of Graduate Studies' (FGS) regulation is that a student who is RTW may not apply for readmission for at least 12 months after withdrawal. However, Faculties can have requirements additional to the FGS minimum.
- The Committee requested the following amendments:
 - Revise the sentence "Access to a computer with a functional camera and microphone and access to the Internet are required for all programs in the Faculty of Social Work" to read "Access to an electronic device with a functional camera, microphone, and connection to the Internet, such as a computer or tablet, is necessary for all programs in the Faculty of Social Work."
 - To specify "graduate" for the programs to which a student will not be admitted after RTW for academic reasons.
- The Committee also recommended that the Faculty review its internal procedures for handling international students' study and work permits, recognizing the sensitive nature of these documents and the need for compliance with privacy regulations

Moved/Seconded

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

Carried**5. Approval of the 2024-2025 Calendar Revisions for the Graduate Programs in the Faculty of Arts**

Documentation was circulated with the Agenda. Lisa Hughes, Associate Dean, Graduate, Faculty of Arts presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions. It was noted that the changes are limited as the Faculty of Arts is currently undergoing a unit review. Substantive changes included:
 - Geography (GEOG): the addition of information regarding the ladder pathway from the Geospatial Information Technology (GIT) Certificate to the Master of Geographic Information Systems (MGIS); and the incorporation of all MGIS program requirements into courses to align with term-based registration, namely the comprehensive examination becoming part of GEOG 683
 - History (HIST): revisions were made to ensure that applicants to thesis-based programs understand that they must have identified a supervisor before applying to the program; and repetitive language regarding Credit for Undergraduate courses was removed
 - Philosophy (PHIL): aligning the logic requirement for the thesis-based programs with that of peer institutions and to prevent delays in student progression; and the removal of PHIL 603 from the course-based Master's program, as this course is designed to prepare students for further research and thesis writing, which is typically not relevant for course-based students

- Psychology (PSYC): course pre-requisites were updated
- The addition of the new Sociology course, SOCI 617: Seminar in Applied Social Research Methods. This course is for the Specialization in Social Research Methods for the Graduate Certificates in Transdisciplinary Studies I and II.
- The Committee requested an amendment to revise the language regarding full-time/part-time status in HIST programs to read: “Students in the course-based program are expected to maintain full-time status. Students who wish to enroll in the program on a part-time basis must consult with the Graduate Program Director.”

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar revisions for the Faculty of Arts, 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**6. Recommendation of the Revisions to the Course Requirements for the Master of Science (MSc) and Doctor of Philosophy (PhD) in Chemistry, Faculty of Science**

Documentation was circulated with the Agenda. Justin MacCallum, Associate Dean, Graduate and Post-Doctoral Scholars, Faculty of Science and Jeffrey Van Humbeck, Assistant Professor, Department of Chemistry, presented these items.

Highlights:

- The presenters provided an overview of the proposed changes to the course requirements for the Master of Science (MSc) and Doctor of Philosophy (PhD) in Chemistry programs, which entail a reduction from 9 to 7 units of required coursework for the MSc, and a reduction from 12 to 10 units for the PhD, as well as the addition of a mandatory 1.0 unit course on Teaching and Mentorship in Chemistry
- These changes are driven by student feedback and are being made in parallel with a departmental course redesign. Benefits of the changes include:
 - Better preparing students for Graduate Teaching Assistantships;
 - Reducing the need for independent study courses while ensuring students are not required to take courses that are not relevant to their research; and
 - Giving students more time for entrepreneurial pursuits.
- The Committee requested the following amendments:
 - Removal of the statement disallowing copyediting of student theses, as this is permitted by FGS regulations
 - Revision of language in part (b) of the PhD Program/Course Requirements to clarify that the number of units required for students entering the program with an MSc is at the Graduate Program Director’s discretion

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) recommend that the Academic Planning and Priorities Committee (APPC) approve the change in course requirements for the Master of Science (MSc) and Doctor of Philosophy (PhD) in Chemistry, as set out in the proposal provided to the Committee.

Carried

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar revisions associated with the change in course requirements for the Master of Science (MSc) and Doctor of Philosophy (PhD) in Chemistry, effective for the 2024-2025 Calendar and contingent upon approval of the changes by the Academic Planning and Priorities Committee (APPC), as recommended by the GAPS Calendar Working Group, and as set out in the documents provided to the Committee, with the requested amendments.

Carried**7. Approval of the Course Revisions to Information Security and Privacy (ISEC) 681 and 691, Faculty of Science**

Documentation was circulated with the Agenda. Justin MacCallum, Associate Dean, Graduate and Post-Doctoral Scholars, Faculty of Science, presented this item.

Highlights:

- The presenter explained the proposed revisions for Information Security and Privacy (ISEC) courses 681 and 691, which entailed:
 - The addition of anti-requisites to prevent enrolment in both courses
 - The increase from 200 hours to 440 hours for ISEC 691 to align with the requirements of a 4-month full-time internship followed by a short in-class component. This change responds to instances of students ending their internships prematurely and provides employers with a tax benefit.
- Beginning in the 2024-2025 academic year, the current multi-term (A/B) format of ISEC 681 and 691 will be restructured into two separate courses. This adjustment aligns with the directive from the FGS to phase out multi-term courses.

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the course revisions for the Information Security and Privacy Graduate Program in the Faculty of Science, effective for the 2024-2025 Calendar, as set out in the documents provided to the Committee.

Carried**8. Approval of the Graduate Calendar Revisions for the Computational Neuroscience Interdisciplinary Specialization**

Documentation was circulated with the Agenda. Louise Wells, Lead, Graduate Calendar, Policy and Program Development, presented this item.

Highlights:

- The presenter outlined the proposed updates to the Computational Neuroscience (CNEU) interdisciplinary specialization, which included the addition of the thesis-based (MSc and PhD) programs in Computer Science, Psychology, and Biomedical Engineering, following recent approval by the APPC
- The Program/Course Requirements were revised to streamline the section for all programs offering the CNEU specialization (Neuroscience, Computer Science, Psychology, Physics and Astronomy, and Biomedical Engineering)

Moved/Seconded

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar revisions for the Computational Neuroscience Interdisciplinary Specialization, 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. Program Approvals Status Report**

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

10. Other Business

Amy Dambrowitz, Registrar, shared that the new Calendar will be going live in mid-March 2024. The second stage of the new Calendar project, implementing workflow, will also be commencing.

11. Adjournment**Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the February 14, 2024 meeting.

Carried

The meeting was adjourned at 11:16 a.m.

Courtney McVie
Secretary