



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

Meeting #66, March 16, 2022, 2:00 p.m.

Zoom Platform

***Voting Members***

Robin Yates, Co-Chair  
Kathryn King-Shier, Academic Co-Chair  
Amy Dambrowitz  
Jocelyn Hayley  
Mary O'Brien  
Alex Paquette  
Warren Wilson  
Michael Wright

***Non-Voting Members***

Christine Johns – left during Item 7  
Francine Smith  
Louise Wells

***Meeting Secretary***

Cherie Tutt

***Scribe***

Elizabeth Sjogren

***Guests***

Martin Halek, Associate Dean, Graduate Programs, Haskayne School of Business – present for Item 4  
Janelle Morris, Manager, Graduate Programs, Haskayne School of Business – present for Item 4

***Observers***

Catherine McLeod, Senior Director, Strategic Operations, Faculty of Graduate Studies  
Jessica Revington, Program Proposal Assistant, Office of the Provost  
Kelly Kay Spurlock, Analyst, Planning and Reviews, Office of the Provost

***Regrets***

Rhiannon Jones  
David Paskevich

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The Co-Chair called the meeting to order at 2:03 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the March 16, 2022 Graduate Academic Program Subcommittee meeting be approved.

**Carried**

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

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

### **3. Approval of the February 16, 2022 Meeting Minutes**

Documentation was circulated with the Agenda.

**Moved/Seconded**

That the Minutes of the Graduate Academic Program Subcommittee meeting held on February 16, 2022 be approved.

**Carried**

### **4. Recommendation of the Termination of the Master of Business Administration (Thesis-Based Route)**

Documentation was circulated with the Agenda. Martin Halek and Janelle Morris presented this item.

Highlights:

- The proponents provided an overview of the proposal to terminate the Master of Business Administration (MBA) (Thesis-Based Route), noting that when this program was created it was the only research-based graduate program in the Haskayne School of Business (HSB), but that modern in-demand MBA degrees are course-based professional programs and the HSB now offers PhD and Doctor of Business Administration research-based programs. The proponents reported that there have been no new admissions to the MBA (Thesis-Based Route) or graduations from the program since Fall 2019, and that it is desired to release HSB resources from this program.
- There were no questions

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the termination of the Master of Business Administration (Thesis-Based Route), Haskayne School of Business, effective immediately, as set out in the proposal provided to the Committee.

**Carried**

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

- **Faculty of Law**
- **Faculty of Nursing**
- **Faculty of Arts**
- **Haskayne School of Business**

Documentation was circulated with the Agenda. Robin Yates, Dean of the Faculty of Graduate Studies (FGS), and Louise Wells, Graduate Calendar Coordinator, presented this item.

Highlights:

- The proponents provided an overview of the proposed Calendar changes for the graduate programs in the Faculty of Law, Faculty of Nursing, Faculty of Arts, and HSB
- Discussion included:
  - It was suggested that the Faculty of Nursing entry read twelve months, rather than one year, for clarity

- In response to a question, it was confirmed that the previous entries included in the Faculty of Arts documents were for comparison purposes and will be deleted from the Calendar
- It was suggested that the HSB entry regarding the option courses for the Doctor of Business Administration program be revised for clarity

**Moved/Seconded**

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

**Carried****Moved/Seconded**

That the Graduate Academic Program Subcommittee (GAPS) approve the Calendar changes for the graduate programs in the Faculty of Arts, 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 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****6. Approval of Changes to the “Faculty of Graduate Studies Degree Information” Section of the Graduate Calendar**

Documentation was circulated with the Agenda. Mary O’Brien, Associate Dean (Policy and Program Development), FGS, and Louise Wells presented this item.

**Highlights:**

- The proponents provided an overview of the proposed changes to the FGS Degree Information section of the Graduate Calendar
- In response to questions, it was explained that:
  - There is a broad category for interdisciplinary degrees and specializations because these are different from other programs
  - Once all current students have graduated, the reference to the Cotutelle program will be deleted

**Moved/Seconded**

That the Graduate Academic Program Subcommittee approve the revisions to the Degrees Information Section in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective for the 2022-2023 Calendar.

**Carried****7. Recommendation of Changes to Faculty of Graduate Studies Admissions and Academic Regulations**

- **A.2 Application for Admission**
- **A.3 Admission Categories**
- **D.1 Registration**
- **D.3 Student Status**
- **D.6 Time Limits**
- **D.7 Leave of Absence**

Documentation was circulated with the Agenda. Mary O'Brien and Robin Yates presented this item.

**Highlights:**

- The proponents provided section by section overviews of the proposed changes to the FGS Admission and Academic Regulations. The proponents reported one additional change to section A.3 (Admission Categories): the reference to program fees will be deleted as this is addressed elsewhere.
- Discussion on section A.2 (Application for Admission) included:
  - In response to questions, it was indicated that:
    - The change to this section regarding concurrent program enrolment may not be published in the Calendar until August 2022 or later, once it is known if the changes are workable systemwide
    - The FGS does not usually review transcripts and that the change regarding obtaining original transcripts for courses taken for transfer credit is to provide flexibility for programs considering applications from students who have studied abroad
    - A late applicant may not be able to register and attend the following session if there is insufficient time to obtain a visa. It was suggested that the terminology in section A.2 be updated from "following session" to "next available term".
    - Applications from international students take longer to review and so there is a reasonably higher cost. This practice is consistent with practices at other institutions.
  - It was suggested that the statement "many programs require a reference letter" should be included in this section
- Discussion on section A.3 (Admission Categories) included:
  - In response to questions, it was indicated that:
    - The condition requiring a student to maintain their GPA in the current session for conditional admission to another program is in some letters but at this time is not in the Calendar as a general requirement

- The processes and requirements relating to Qualifying Students are being reviewed
  - Students in a joint program pay tuition to the university of primary registration
- Discussion on section D.1 (Registration) included:
  - In response to questions, it was indicated that:
    - Students wishing to register in more than the permitted number of courses will need permission and a system override. The word “normally” in section D.1.3 is deliberate because there will be cases when students will need to take more than 15 units per term to complete their program.
    - Thesis-based students cannot hold concurrent enrolment in the first term of their program because it is intended for them to adjust to attending graduate school first. This may be overridden in some circumstances.
    - The consequences are different if a person stops attending an audited course. Audit fees are non-refundable and, because there is no grade, students do not withdraw from a course they are auditing.
  - It was suggested that the word “normally” precede the statement “courses completed in one credential cannot be used for credit toward the other”. The proponents agreed but indicated that it is desired to also maintain the explicit statement that “exceptions may be granted... for credit towards a thesis-based degree”. It was further suggested that this bullet could be split into two for clarity, with one bullet relating to course-based students and one relating to thesis-based students.
  - It was suggested that the statement “students are required to obtain permission from their current program” regarding concurrent enrolment should be clear whether this permission comes from the Graduate Program Director or the supervisor. The proponents indicated that it is intended that permission will come from the supervisor for thesis-based students but that the requirement for permission also applies to course-based students and so this statement will be revised for clarity. It was observed that this section will be reviewed in the future to ensure that intention is clear and processes are working.
  - Some programs are designed to allow that some courses can be counted twice, and exceptions like this are permitted
- Discussion on section D.3 (Student Status) included:
  - Meaningful, consistent definitions of full-time and part-time course-based graduate students are needed
  - In response to a question, the proponents indicated that the proposed term based, rather than year based, definitions of student status align with the definitions at the undergraduate level and will be fine for reporting purposes, such as for student loans
- There was no discussion on section D.6 (Time Limits)
- Discussion on section D.7 (Leave of Absence) included:
  - It was suggested that the term “parental responsibilities” be used as an example of a reason for granting for a leave, rather than “maternity and/or parental responsibilities”
  - It was suggested that “mental health struggles”, or similar appropriate wording, be specifically added as an example of a reason for granting a leave. The proponents agreed that this should be added and that the Director of the Mental Health Strategy will be consulted.

- It was suggested that the FGS website could have a more detailed list of examples of reasons for granting a leave
- In response to questions, it was reported that:
  - The limit on the length of time that a leave can be renewed is necessary
  - The statement that parental leave funding is limited to the primary caregiver is necessary because FGS cannot afford to support two graduate students caring for the same child. It was suggested that this statement be revised to indicate that it is applicable to a situation when both parents are graduate students as this, and the definition of primary caregiver generally, is not currently clear.
  - When a student applies for a parental leave the FGS may ask to see the child's birth certificate
  - There has been discussion about the FGS providing funding for students on other types of leaves, such as for mental health struggles or other compassionate leaves, but no solutions have been reached
- It was suggested that, rather than having the details of parental leave funding in the Calendar, this section could state "students on parental leave may be eligible for funding from the FGS" and link to the FGS website
- It was observed that there are emergency bursaries available to students, and the Graduate Students' Association is looking into developing a leave of absence grant

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Admissions Section A.2 *Application for Admission* in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective for the 2022-2023 calendar, with the requested amendments.

**Carried****Moved/Seconded**

That That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Admissions Section A.3 *Admissions Categories* in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective for the 2022-2023 calendar, with the reported amendment.

**Carried****Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions and addition to Academic Regulations Section D.1 *Registration* in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective for the 2022-2023 calendar, with the requested amendments to Section D.1.2.

**Carried**

**Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Academic Regulations Section D.3 *Student Status* in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective for the 2022-2023 calendar.

**Carried****Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Academic Regulations Section D.6 *Time Limits* in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective for the 2022-2023 calendar.

**Carried****Moved/Seconded**

That the Graduate Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Academic Regulations Section D.7 *Leave of Absence* in the Graduate Chapter of the University Calendar, as set out in the documents provided to the Committee, effective in the 2022-2023 calendar, with the requested amendments.

**Carried****8. Status of Program Approvals Report**

Documentation was circulated with the Agenda for information only.

**9. GFC and GFC Standing Committees Meeting Schedules for 2022-2023 (Revised) and 2023-2024**

Documentation was circulated with the Agenda for information only.

**10. Other Business**

There was no other business.

**11. Motion to Adjourn****Moved/Seconded**

That the Graduate Academic Program Subcommittee adjourn the March 16, 2022 meeting.

**Carried**

The meeting was adjourned at 3:48 p.m.

Meeting Secretary