

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate New Programs and Curriculum Committee Meeting
Friday, November 15, 2013; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Tony Bi, John Church, Jessica Iverson (Minutes), Lindsey Kovacevic, Bill Ramey (substitute Chair), Max Read, Susie Stephenson

Regrets: Joy Begley, Barak Caracheo, Clive Roberts (Chair)

1. Adoption of Agenda

-Adopted

2. Minutes of Friday, September 13, 2013 Meeting

-Approved

3. Business Arising

-Further to the September 13, 2013 NPCC meeting, Forestry has submitted amended proposal forms and budget/library consultations for FRST 522 (4) and FRST 542 (4) for review by the Committee Chair; the proponent has also addressed all questions raised at the meeting; the Chair is satisfied with the amendments and responses; the new course proposals have been approved and were put forward and further approved at the November 4 meeting of the Senate Curriculum Committee

4. New Proposals

| Faculty of Medicine Submitted by Erin Smith | |
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| | SPPH 503 (3) Action: APPROVED |
| | SPPH 545 (3) -if this is a required course, the Committee suggests adding it to the Calendar entry so that it is clear to students that it is program requirement Action: APPROVED |
| | SPPH 546 (1.5) Action: APPROVED |
| | SPPH 566 (3) Action: APPROVED |

| Faculty of Education Submitted by Christine Wallsworth | |
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| | Educational Technology Calendar entry -the name of the office that administers the program does not typically appear in the Calendar (apart from contact information); it has been removed -the Committee suggests adding a generic email address to the contact information -update rationale section to explain why |

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| | <p>Admission Requirements are changing -proposal will be forwarded to the Senate Admissions Committee for the change to Admission Requirements Action: APPROVED</p> <p>Human Development, Learning, and Culture Calendar entry -the Committee felt the PhD Admission Requirements could be clarified; the proposed wording suggests students will be admitted to the program once prerequisites are completed -proposal (and above comment) will be forwarded to the Senate Admissions Committee for the change to Admission Requirements -for the changes to the MA and MEd Program Requirements, update the type of action to better explain what exactly is changing; the rationale section should also address the changes (i.e., why are EPSE 502/584/585 being removed? why are the recommendations for EPSE 592/595 being removed?) -the MEd Program Requirements do not seem to total 30 credits; however, the numbers add up if 9-credits of elective courses are specified as opposed to three elective courses; the Committee suggests clarifying the entry -the Committee suggests adding a generic email address to the contact information -in the Program Overview, the second sentence reads as follows: "...are applied to a wide range of contexts including classroom, afterschool, work, and technological contexts." -confirm if the comma should follow "afterschool" -submit amended proposal for review by the Chair Action: HOLD</p> |
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| Faculty of Arts Submitted by Stacy Campbell | |
| <u>General comments:</u> -to assist the Chair at the next stage of approval (Senate Curriculum Committee), please provide overview of how the program operates so that the Senate committee clearly understands the nature of the proposals, including: | GRSJ 500 (3) Action: HELD OVER SOCI 514 (3) Action: HELD OVER |

- what are the differences between the level I and II workshops?
- how is it decided if students take level I courses or level II?
- could/do students take 12-credits of the same course? why? do they need a new piece of work each time they repeat a course?
- the CRWR Calendar description only indicates that students must do 27 credits (plus thesis) in three genres; does CRWR intend to submit a change to restrict the number of credits from any one genre?
 - in the past the students could only take a maximum of 12 credits in a genre but the new courses would allow more; is the program willing to permit students to take more credits? how many more? if not willing to permit more from any one genre, how will the number of credits be controlled?
- all proposals state W13 for effective session; confirm actual session; the Committee suggests S14 as it is difficult to backdate registration for Term 2 and the proposals could not be passed by Senate before January or February 2014
- how do the numbers in the class participation grading rubric relate to a percentage mark/grade?
- how does the program restrict non-MFA students from enrolling in courses?
 - if it is to be a Senate-level restriction then the two-column form would have to be amended
 - if it managed by the program no further action is required
- the Committee suggests clearly stating in the syllabus that students will complete most of their work outside of the workshop
- how many students typically enroll in these courses? how will enrollment compare between levels I and II?
- for all proposals for level II courses in which the level I already exists, amend rationale statements to explain the skill range of the new courses (i.e., the courses accommodate highly skilled students)

CRWR 502 (3-12) d

- how did the proponent respond to the comments from Art History, Visual Art and Theory?

- clearly explain what “new media” is in the rationale section so readers unfamiliar with the field understand the type of content being taught
- how does Learning Outcome 5 relate to grading?
 - if a student misses a deadline are they penalized?
- submit curriculum consultation from Journalism
- provide list of possible instructors
- submit amended proposal for review by the Chair

Action: HOLD

CRWR 508 (3-12) d

- clearly explain what “graphic forms” is in the rationale section so readers unfamiliar with the field understand the type of content being taught
- are memoirs and short form narratives considered graphic forms? clarify on the two-column form (where it says, “In recent years graphica...”)
- in the syllabus, remove bullet in Learning Outcome 3 since there is only one entry
- how does Learning Outcome 4 relate to grading?
 - if a student misses a deadline are they penalized?
- are graphic form and graphica synonyms? the terms are used interchangeably throughout the document
- submit amended proposal for review by the Chair

Action: HOLD

CRWR 551 (3-12) d

- how does Learning Outcome 5 relate to grading?
 - if a student misses a deadline are they penalized?
- submit amended proposal for review by the Chair

Action: HOLD

CRWR 552 (3-12) d

- the two-column form and syllabus states that this course assumes more ability and experience, but others only assume more experience; what’s different about this course?
- how does Learning Outcome 5 relate to

grading?

-if a student misses a deadline are they penalized?

-provide list of potential instructors

-submit amended proposal for review by the Chair

Action: HOLD

CRWR 556 (3-12) d

-how does Learning Outcome 4 relate to grading?

-if a student misses a deadline are they penalized?

-submit amended proposal for review by the Chair

Action: HOLD

CRWR 557 (3-12) d

-how does Learning Outcome 4 relate to grading?

-if a student misses a deadline are they penalized?

-submit amended proposal for review by the Chair

Action: HOLD

CRWR 558 (3-12) d

-clearly explain what "graphic forms" is in the rationale section so readers unfamiliar with the field understand the type of content being taught

-are memoirs and short form narratives considered graphic forms? clarify on the two-column form (where it says, "In recent years graphica...")

-remove bullet in Learning Outcome 3

-how does Learning Outcome 4 relate to grading?

-if a student misses a deadline are they penalized?

-are graphic form and graphica synonyms? the terms are used interchangeably throughout the document

-submit amended proposal for review by the Chair

Action: HOLD

CRWR 559 (3-12) d

-how does Learning Outcome 4 relate to grading?

-if a student misses a deadline are they penalized?

-submit amended proposal for review by the

Chair

Action: HOLD

CRWR 561 (3-12) d

-how does Learning Outcome 4 relate to grading?

-if a student misses a deadline are they penalized?

-provide list of possible instructors

-submit Category 2 proposal to change name of CRWR 511 to Advanced Writing for Lyric Forms I

-submit amended proposal for review by the Chair

Action: HOLD

French MA Program Requirements

-with regards to the MA with thesis option, the required "Research Seminar" will not be approved by the Senate Curriculum Committee as students must receive credit for work completed; the Committee suggests creating a 1-credit course (P/F grading) for the seminar

-however, if the "Research Seminar" is only needed for students doing the thesis option it can be included in the thesis;

following is what the Calendar entry should read: "This option requires a 9 credit thesis (FREN 599) plus 21 credits of coursework that includes completion of FREN 512. The oral thesis defense is normally conducted in the target language. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in French."

-but, if the "Research Seminar" is needed for all students it cannot be included in the thesis and must be a separate course;

following is what the Calendar entry should read: "This option requires a 9 credit thesis (FREN 599) plus 22 credits of coursework that includes completion of FREN 512 and the "Research Seminar" course. The oral thesis defense is normally conducted in the target language. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in French."

-with regards to the MA without thesis option, the required "Research Seminar" will not be approved by the Senate Curriculum Committee as students must receive credit

for work completed; the same suggestion as above applies

-however, if the "Research Seminar" is *not* needed for students doing the option without thesis, following is what the Calendar entry should read: "This option requires 30 credits of coursework that includes completion of FREN 512. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in French."

-but, if the "Research Seminar" is needed for students doing the option without thesis, following is what the Calendar entry should read: "This option requires 31 credits of coursework that includes completion of FREN 512 and the "Research Seminar" course. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in French."

-under Type of Action, change the second point to read: "delete major essay"

-expand and clarify rationale section (including more information on why the thesis is now worth more credits)

Action: HOLD

FREN 599 (9)

Action: HOLD (relates to previous proposal)

Hispanic Studies MA Program Requirements

-with regards to the MA with thesis option, the required "Research Seminar" will not be approved by the Senate Curriculum Committee as students must receive credit for work completed; the Committee suggests creating a 1-credit course (P/F grading) for the seminar

-however, if the "Research Seminar" is *only* needed for students doing the thesis option it can be included in the thesis; following is what the Calendar entry should read: "This option requires a 9 credit thesis (SPAN 549) plus 21 credits of coursework that includes completion of SPAN 501. The oral thesis defense is normally conducted in the target language. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in Spanish."

-but, if the "Research Seminar" is needed for *all* students it cannot be included in the

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| <p><u>thesis and must be a separate course;</u> following is what the Calendar entry should read: “This option requires a 9 credit thesis (SPAN 549) plus 22 credits of coursework that includes completion of SPAN 501 and the “Research Seminar” course. The oral thesis defense is normally conducted in the target language. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in Spanish.”</p> <p>-with regards to the MA without thesis option, the required “Research Seminar” will not be approved by the Senate Curriculum Committee as students must receive credit for work completed; the same suggestion as above applies</p> <p>-however, <u>if the “Research Seminar” is not needed for students doing the option without thesis</u>, following is what the Calendar entry should read: “This option requires 30 credits of coursework that includes completion of SPAN 501. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in Spanish.”</p> <p>-but, <u>if the “Research Seminar” is needed for students doing the option without thesis</u>, following is what the Calendar entry should read: “This option requires 31 credits of coursework that includes completion of SPAN 501 and the “Research Seminar” course. Up to six credits of coursework may be drawn from 400-level undergraduate courses in literature or linguistics given in Spanish.”</p> <p>-under Type of Action, change the second point to read: “delete graduating essay”</p> <p>-expand and clarify rationale section (including more information on why the thesis is now worth more credits)</p> <p>Action: HOLD</p> <p>SPAN 549 (9) Action: HOLD (relates to previous proposal)</p> <p>SOCI 515 (3) Action: HELD OVER</p> | |
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| Faculties of Law and Commerce and Business Administration Submitted by Joel Bakan | |
| Dual M.B.A./J.D. Calendar entry Action: HELD OVER | |

| Faculty of Science Submitted by Nancy Cook | |
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| | Atmospheric Science Calendar entry Action: HELD OVER |
| | EOSC 560 (3) Action: HELD OVER |
| | Geological Engineering Calendar entry Action: HELD OVER |
| | Geological Sciences Calendar entry Action: HELD OVER |
| | Geophysics Calendar entry Action: HELD OVER |
| | Oceanography Calendar entry Action: HELD OVER |

5. Adjournment of Meeting

6. Next meeting: 9:00 AM, Friday, November 29, 2013, Room 203 of the Graduate Student Centre

*proposal for Senate Curriculum Sub-Committee of Graduate Programs