

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate New Programs and Curriculum Committee Meeting
October 31, 2014; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Tony Bi, Thomas Chang, John Church, Daniel Fritz (Minutes), Norm Hutchinson, Lindsey Kovacevic, Max Read, Clive Roberts (Chair), Andrew Riseman, Susie Stephenson

Regrets: Murali Chandrashekar, Tom Scholte

1. Adoption of Agenda

-Adopted

2. Minutes of October 17, 2014 Meeting

-Approved

3. Business Arising

Both the M.Arch/M.L.A. proposal and the Graduate Certificate in Global Surgical Care proposal have had minor changes made to their formatting and wording. An additional proposal has been added to the M.Arch/M.L.A. proposal package to create a “pointer” page on the School of Architecture and Landscape Architecture’s area of the Academic Calendar.

4. Resubmitted Proposal (from May 23, 2014)

Faculty of Arts Submitted by Alex Fisher	
<p>MUSC 535 (4) Action: Approved pending minor changes -Remove “Grad Studies in” in the title. -Also, please consider changing the title of the course altogether to reflect the content of the course. The Committee recommends using the title “Interpretation, collaboration, and performance styles” which is wording taken directly from the rationale for the course. -The Committee also recommends adding a course description to the proposed Academic Calendar entry that includes a description of the format of the course (workshop, collaboration, lecture, etc.). This step may not be necessary if the course title is changed. -The “Course Description and Format” section in the syllabus should discuss the delivery methods of the course (lecture, self-directed study, workshop, etc.). -In the Syllabus, please provide more information on the activities that take place between weeks 1-3.</p>	

5. New Proposals

Faculty of Law Submitted by Joel Bakan	
	LAW 506 (3) Action: Approved

Faculty of Dentistry Submitted by Ed Putnins	
<i>Note: These Dentistry agenda items and following discussion were chaired by Dr. John Church.</i>	
<p>DENT 778 (3) Action: Hold</p> <ul style="list-style-type: none"> -Please provide a specific rationale statement for each proposed curriculum change. -The Committee expressed their concern in the clarity of the 2-column Curriculum proposal forms and the course syllabus. Specifically, the Committee asked for clarification on the use of the terms “part I (part 1)” and “part II (part 2).” Is the “part” designation in relation to a single course (part I of DENT 778 and part II of DENT 778) or is it in relation to the separate courses (DENT 776 is part I and DENT 777 is part II)? -The Committee has asked for three separate syllabi as the courses appear to represent significantly different content and more complex material. -In the revised syllabi, the course format and the relationships between the courses should be explained in more details. -The Committee also recommends a revision of the assessment and evaluation criteria in the “Assignments” and “Grading” sections of the syllabi. -In the “Assignments” section of the syllabus, please change “x” to the actual number of assignments. -Overall, the Committee suggests that the syllabus could benefit from a complete review and revision. -In the revision of the syllabi, consider using wording like “DENT ### builds on DENT ###.” A statement such as this will help students identify the progression of the courses. -The Committee also recommends creating a chart or table that details how the courses progress and relate to one another. 	

<p>-Please also include information in the rationale/syllabi on which students are expected to take which courses. For example, “Second year Dentistry students will be expected to enroll in DENT 776.”</p> <p>-The Committee also requests that the proponents consider changing the number of credits for each course as the work load suggests that more credits may be appropriate.</p>	<p>DENT 774/777 (3) Action: Hold -This proposal should be defined as a category 1 proposal due to the scope of the stated changes.</p> <p>DENT 775 (3) Action: Hold -Please provide additional detail on the 2-column curriculum change form on how DENT 775 fits into the new organization of courses. -Please provide additional detail on the specific changes that are being made to the course (either in the rationale or by providing a syllabus).</p> <p>DENT 776/779 (3) Action: Hold -This proposal should be defined as a category 1 proposal due to the scope of the stated changes.</p>
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Faculty of Forestry Submitted by Stavros Avramidis	
	FRST 573 (3) Action: Approved

Faculty of Applied Science Submitted by Panos Nasiopoulos	
CICS 506 (3) Action: Approved -In a “Course Format” section of the	CICS 505 (6) deletion Action: Approved

<p>syllabus, please provide the expected format of the course (seminar, lecture, lab, etc) and the expected number of hours spent on each activity per week.</p> <p>-In the “Assessment and Mark Breakdown” section of the syllabus, it is unclear the number of assignments that the students will need to complete. Please provide additional information.</p> <p>CICS 507 (3)</p> <p>Action: Approved</p> <p>-The course description (as it appears in the Academic Calendar) will receive minor changes to be more in line with typical calendar language.</p> <p>-In a “Course Format” section in the syllabus, please provide the expected format of the course (seminar, lecture, lab, etc) and the expected number of hours spent on each activity per week.</p> <p>-In the “Assessment and Mark Breakdown” section of the syllabus, the number of assignments that the students will need to complete is unclear. Please provide additional information.</p> <p>-Also, on the “Assessment and Mark Breakdown” section, please ensure that there are no ranges of percentages noted. Each category should have a single percentage displayed.</p>	
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<p style="text-align: center;">Faculty of Arts Submitted by Susanna Braund</p>	
	<p>CLST 547 (3)- Deletion Action: Approved</p> <p>CLST 548 (0)- Deletion Action: Approved</p> <p>GREK 548 (0)- Deletion Action: Approved</p> <p>GREK 549 (6/12)- Deletion Action: Approved</p> <p>LATN 548 (0)- Deletion Action: Approved</p> <p>LATN 549 (6/12)- Deletion Action: Approved</p> <p>RELG 548 (0)- Deletion</p>

	<p>Action: Approved</p> <p>RELG 549 (6/12)- Deletion</p> <p>Action: Approved</p>
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Faculty of Arts Submitted by Lisa Matthewson	
	<p>PhD-Linguistics Calendar Language</p> <p>Action: Approved</p> <p>-A minor change has been made to the Calendar language. The phrase “graduate program advisor” will be changed to “the program’s Graduate Advisor.”</p> <p>MA- Linguistics Calendar Language</p> <p>Action: Approved</p> <p>-A minor change has been made to the Calendar language. The phrase “graduate program advisor” will be changed to “the program’s Graduate Advisor.”</p>

Faculty of Arts Submitted by Alex Fisher	
	<p>MUSC 506 (2/6) D</p> <p>Action: Approved</p> <p>-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.</p> <p>MUSC 550 (4/12) D</p> <p>Action: Approved</p> <p>-Credit designation changed to (4-12) to allow for students to take course anywhere from 1-3 times.</p> <p>MUSC 553 (4/12) D</p> <p>Action: Approved</p> <p>-Credit designation changed to (4-12) to allow for students to take course anywhere from 1-3 times.</p> <p>MUSC 554 (3/9) D</p> <p>Action: Approved</p> <p>-Credit designation changed to (3-9) to allow for students to take course anywhere from 1-3 times.</p> <p>MUSC 556 (2/6) D</p> <p>Action: Approved</p> <p>-Credit designation changed to (3-9) to allow for students to take course</p>

anywhere from 1-3 times.

MUSC 557 (2/6)D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 559 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 560 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 561 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 562 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 563 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 564 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 565 (2/6) D

Action: Approved

-Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.

MUSC 569 (1/3) D

Action: Approved

-Credit designation changed to (1-3) to

	<p>allow for students to take course anywhere from 1-3 times.</p> <p>MUSC 606 (2) Action: Approved -Credit designation changed to (2-6) to allow for students to take course anywhere from 1-3 times.</p>
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Faculty of Arts Submitted by Christine Graham	
	<p>SOWK Calendar Language Action: Approved -Consider submitting a category 2 proposal to delete course SOWK 555 from the Academic Calendar.</p>

Faculty of Applied Science Submitted by Luke Parkinson	
<p>Creation of new dual degree program option: M.Arch/MLA Action: Hold -The Calendar entry for the new dual degree program does not specify which courses will be required from each degree to complete the program. Please include this information in the proposed Academic Calendar entry. -Please provide additional information in the Executive Summary regarding the difference between the two separate programs vs. the dual degree program. -In the Executive Summary, it may be helpful to create a table that describes the overlap between the two programs and the credit savings for the two programs separately vs. the dual-degree program. -The Committee has echoed the sentiment that there should be only one full Academic Calendar entry. All other related M.Arch/M.L.A. pages should point to the full Calendar entry. The Committee recommends using the G+PS>Architecture page as the full calendar entry page. -Ultimately, in order to present the proposal to Senate Curriculum Committee, a distinct program outline will be needed. Furthermore, prospective students will need</p>	

information on the courses that are required for the dual degree program option.	
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Faculty of Medicine Submitted by James Brown	
<p>Creation of new Graduate Certificate in Global Surgical Care</p> <p>Action: Hold</p> <p>-The admission requirements only note that students must meet G+PS admission requirements. The Committee recommends adding information to the statement to include some of what appears in the “Target Learner” section of the executive summary (i.e. medicine or surgical background).</p> <p>-The Committee raised some concerns over the certificate only being 12 credits. This may not meet University requirements (see Senate Curriculum Submission Guide for certificate requirements wording). For reference, most certificate programs are 15-18 credits.</p> <p>-In the Executive Summary, the “Proposal Length/Duration” section notes that all courses will require approximately 4-8 hours of online activities per week. This amount of work seems low for a single 3-credit course.</p> <p>-To further clarify the “Proposal Length/Duration,” consider changing “All” to “Each” in the second sentence in this section.</p> <p>-Please include additional information about SPPH 540 in the Executive Summary. This course has many restrictions and pre-requisites that may need to be altered if the course is available to students in the certificate program.</p> <p>-If SPPH 540 is being revised, please provide an additional 2-column curriculum change form for SPPH 540 as part of the proposal package.</p> <p>-The Committee asked for clarification as to whether SPPH 540 was an online course. Does section 4 of the course exist (or is this a proposed online course)?</p> <p>-The Committee had questions surrounding the logistics of the online</p>	

<p>course format for the certificate program. Are students permitted to retake a course multiple times if they do not pass?</p> <p>-Please provide additional information regarding student evaluation. Currently, the Executive Summary document has information regarding student assessment, but there is no information on the type of tasks on which the students will be evaluated.</p>	
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6. Adjournment of Meeting