

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**November 14, 2014; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Tony Bi, , John Church, Daniel Fritz (Minutes), Lindsey Kovacevic, Max Read, Clive Roberts (Chair), Andrew Riseman, Tom Scholte, Susie Stephenson

**Regrets:** Murali Chandrashekar, Thomas Chang, Norm Hutchinson, Lena Patsa

**1. Adoption of Agenda**

-Adopted

**2. Minutes of October 31, 2014 Meeting**

-Approved

**3. Business Arising**

**4. Resubmitted Proposals**

<b>Faculty of Education</b> Submitted by Marlene Asselin	
<p>LLED 559 (3)  <i>-Last Reviewed: April 19, 2013</i>  <b>Action: Hold</b>            -It would be beneficial to include the week number and title for the 3-hour lecture sessions as listed in the “Weekly Topics and Readings” section of the syllabus.            -The reading list for each week is expansive. Will all reading assignments be covered each week?            -Please provide additional details related to the structure of the “lecture” portion of the course. Does the lecture portion of the course consist of the instructor teaching, the students presenting, or both? Are the weekly lectures student lead?            -Please provide additional detail concerning the curriculum consultations. For example, the EDST consult notes, “See comments on next page,” but the department’s comments are not included. Also, the EDCP consult notes, “EDCP supports the course LLED 559...This is in hope that all other agreed upon adjustments are consistent with the title of the course.” Please include details about the “agreed upon adjustments.”            - As the Committee is concerned with the relative date of the original documents (especially the curriculum</p>	

<p>consults, budget approval, and library consult), the Committee is eager to pass this proposal before the end of the academic year. As such, the Committee has asked to have a revised version of the proposal submitted for the December 12 meeting of the GNPCC (revised version submitted by December 5). Providing a revised version of the proposal to the Committee before this deadline will help avoid a request for updated consults and approvals.</p>	
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<p style="text-align: center;"><b>Faculty of Medicine</b> Submitted by James Brown</p>	
<p>Graduate Certificate in Global Surgical Care <b>Action: Hold</b></p> <ul style="list-style-type: none"> <li>-The Committee is still concerned with the issues surrounding SPPH 540 and the pre-requisites for the course. Please provide additional detail on how students will be able to register for this course despite the large number of pre-requisites.</li> <li>-The course syllabus for the online version of SPPH 540 (002-DL) notes that the online course is a mixed mode course where students interact online and in-person. Please provide more detail on how SPPH 540 could be used for the “fully online” Graduate Certificate program given that SPPH 540 does not appear to be a fully online course.</li> <li>-According to the syllabi that are available on the program’s website, it appears that there are several different versions of SPPH 540 which appear to present different content, learning outcomes, and topics under a single course number. Please consider submitting a curriculum proposal to change SPPH 540 to a topics course to accommodate varying course content.</li> <li>-Because SPPH 540 appears to be an important component of the new certificate program, the Committee recommends that the online version of SPPH 540 be proposed as a different course name and number.</li> <li>-Please clarify whether students are able to withdraw from the online courses at any point in the program (as is suggested</li> </ul>	

<p>by the response to our question about students retaking the course).</p> <p>-Please provide a detailed breakdown of assignments and their grading for the online versions of the required courses. Please be sure to include percentage breakdowns for each assignment in each course and how students will be evaluated.</p> <p>-If the graduate certificate program is approved, the Committee recommends including a note under the course description for SPPH 540 which permits students in the certificate program to take the course.</p>	
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## 5. New Proposals

<p style="text-align: center;"><b>Faculty of Medicine</b> Submitted by Kim McGrail</p>	
<p>SPPH 531</p> <p><b>Action: Approved</b></p> <p>-The course description has been revised to be more in line with typical Calendar Language.</p> <p>-The Committee recommends including a stronger statement regarding plagiarism in the syllabus. It is also acceptable to include a link to the Academic Misconduct section in the Academic Calendar online.</p> <p>-The Committee recognizes that the syllabus submitted for review is a draft and all recommendations are made according to this thinking. Please note, the following change should be communicated to us, to help us present the proposed course to the Senate Curriculum Committee:</p> <p>-The rationale in the 2-column curriculum form should explain why this course should be included as part of the curriculum.</p>	

<p style="text-align: center;"><b>Faculty of Medicine</b> Submitted by Cailen Ogley</p>	
<p>PHTH 576</p> <p><b>Action: Approved</b></p> <p>-Provide some details in the "Rationale for Proposed Change" section (2-column curriculum change form) and the syllabus on how this course relates to the</p>	

<p>previous courses in the series (Clinical Decision Making I-IV).          -Please consider the renaming of the course “Interprofessional Collaboration” to be more in line with the described content of the course.</p>	<p>PHTH 578 Deletion  <b>Action: Approved</b></p>
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<b>Faculty of Land and Food Systems</b> Submitted by Gwen Chapman	
	<p>SOIL 512  <b>Action: Approved</b></p>

<b>Faculty of Science</b> Submitted by Norm Hutchinson	
	<p>CHEM 512 (3)  <b>Action: Approved</b></p> <p>Genome Science and Technology          Calendar Language  <b>Action: Approved</b>          -Please consider removing the language from the Calendar stating “Program-funded...their first year.” Are the nine-week research rotations still possible without the related funding?</p> <p>PHYS 530 (2-4)- Prerequisite  <b>Action: Approved</b></p>

<b>Faculty of Forestry</b> Submitted by Cindy Prescott	
<p>M.I.F Course Requirements  <b>Action: Hold</b>          -The Committee is concerned that they have misunderstood the intention of the updated program requirements and FRST 562. Please feel free to provide a rationale or a response to any Committee comments related the the M.I.F. course requirements or FRST 562.          -The Committee advised against including a topics course (FRST 562) as a required component of the program.          -Instead of FRST 562 being a required, 1-credit (variable credit) course, the Committee recommends altering the proposal so that FRST 562 is a directed studies course that is worth only 1 credit (non-variable).          -As it appears that there is no room for electives in this program, the Committee</p>	

<p>has asked for clarification on the need for a variable-credit course (FRST 562).          -The Committee also recommends proposing a new course (in the place of FRST 562) if the proponents wish to have a topics course available for a variable amount of credit.</p>	<p>FRST 543 (4)  <b>Action: Approved</b>          -It appears that this is a return to the original title of the course.</p> <p>FRST 553 (4)  <b>Action: Approved</b></p> <p>FRST 562 (1-6) D  <b>Action: Hold</b>          -Please provide more detail on the grading break down as it appears in the syllabus for the students. Are the components of the course graded on a pass/fail basis or by using percentages? If percentage, what are the breakdowns of the percentages for individual assignments?          -If a student takes this course at any credit value, would it still meet the program's course requirement? This issue could be clarified/avoided by following the previously stated recommendation:  <i>- Instead of FRST 562 being a required, 1-credit (variable credit) course, the Committee recommends altering the proposal so that FRST 562 is a directed studies course that is worth only 1 credit (non-variable).</i></p>
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**6. Adjournment of Meeting**