Present: John Church, Justin Holme (Minutes), Norm Hutchinson, Kyle McCleery, Vivien Measday, Max Read, Ron Reid, Clive Roberts (Chair), Edmond Cretu

Regrets: Susie Stephenson, Aaron Bailey, Tom Scholte, Natalie Marshall, Kin Lo

1. **Adoption of Agenda**

2. **Minutes of February 26th, 2016 Meeting**

3. **Business Arising**
   Library consults submitted for SGES – Clive notes that he feels Hugh Brock's office has already signed off on the budgets for both MEL's however there is concern that it was not reviewed fully as the budgets for both proposals are identical and show a co-op element that don't exist in these two MELS.

4. **New Program Proposal**

Faculty of Applied Science Submitted by Paul Lusina	
Master of Engineering Leadership in Smart Grid Energy Systems (MEL in SGES) **Action: Approved pending revisions** **Note: The proponents were provided with a Word document of this proposal package containing tracked comments from the Committee, the Committee Chair, and the Senate office. They have been asked to resubmit this document with the tracked comments addressed prior to moving to the SCC.** -The Committee notes that the Executive Summary will have to change before going to the Ministry. To this end the program has been made aware that prior to Ministry approval additional documentation will be required. -The Committee notes that the first 35 pages contain a great deal of repetitive content. -The Committee notes that on page 5 in the Executive Summary the program location does not have the correct MEL program listed. The Committee	

recommends the proponents review the document to ensure there are no other examples of this. -The Committee recommends providing additional information on the "Cross-cutting themes" listed in the Learning Objectives section. Please expand. -The Committee encourages the proponents to read through, condense, and remove repetitive content. -The Committee is unsure why the budget provided includes a co-op element when there is no co-op listed for the program. Suggest removal of all references to co-op component if this does not constitute part of the program. -The Committee suggests moving all market research information (pg.13) to an appendix. -The Committee recommends that the proponents also include the MBA in their discussion -pg 25. -The Committee notes that APP 502 doesn't appear in table on proposal page 38. Recommend putting it in. -The Committee notes that the course listings appear 3 times - on page 34, 38 and 39 of the proposal package. This is repetitive and two of the listings have errors. The Committee recommends consolidating this into one table similar to the MEL HPB proposal. - The Committee notes that in the course credit distribution on page 39 APP 504 is listed twice. Should one of these be APP 505? See page 39 -The Committee raised concerns about SGES 501 running 3 terms. The course is designed to test what students know, but there will be little to test in the first term as students are still acquiring foundational knowledge. -The Committee recommends making SGES 501 a 2 term intensive course that begins in the second term of the program. -The Committee feels that the concerns brought forward by Kin Lo in the Commerce consult were not adequately addressed by the proponents. The Committee encourages the proponents to revisit these comments and address them in the revised version of this	

proposal. -**Calendar Language** **-**The Committee suggests taking out "Pillar is equivalent to specialization" comment as Pillar is not an official term nor is its use consistent throughout the proposal. Pg 40 **-**The Committee recommends the proponents reference "MEL in SGES" or the full name in the proposal, but keep it consistent throughout. Pg 40 **-** The Committee recommends moving the discussion of experts and expertise in the Calendar entry to the rationale section. Pg 41 **-**The Committee recommends changing the transfer credit language on proposal page 43 to come in line with Science's last new program proposal – the MDS. **-**The Committee recommends removing "CRD" from the proposal. Please use "credit" in the Calendar entry or just include the credit value in brackets (Eg. (3)). Pg43/44 **-**The Committee notes that APP 502 is missing from page 44. Create SGES Course Code **Action: Approved pending revisions** - SGES 431 (3) **Action: Approved pending revisions** -The Committee would like more information on why SGES 431 is being created. a)Do students attend the same sessions as ELEC 431? b)Why not just use ELEC 431? c)Is SGES 431 only restricted to MEL students? d) Is this course open to undergraduate students? -The Committee proposed two courses of action. Make SGES 431 a graduate level course (SGES 531), cross list it with ELEC 431 - clearly differentiating between what is expected of graduate and undergraduate students - and state that credit is only granted for ELEC 431 or SGES 531. Or remove SGES 431 from the proposal and allow students to take ELEC 431 as part of the MEL SGES.	

- Syllabus
-The syllabus for SGES 431 does not contain any smart grid content. It appears to be the ELEC 431 syllabus. Please ensure that the content of the syllabus is appropriate for the program. Pg 62. See above for suggestions.

SGES 501 (6)
Action: Approved pending revisions
-The Committee raised concerns about SGES 501 running 3 terms. The course is designed to test what students know, but there will be little to test in the first term as students are still acquiring foundational knowledge.
-The Committee recommends making SGES 501 a 2 term intensive course that begins in the second term of the program. This way students can apply what they have learned in the 4 co-requisite courses they are required to take during the first term.

SGES 502 (3)
Action: Approved pending revisions
-The Committee asks that "Urban Systems" is removed from the syllabus. Pg 70
-The Committee asks for further information on how groups will be graded. pg 71
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SGES 503 (2)
Action: Approved pending revisions
-Syllabus
-The Committee asks for further information on how groups will be graded. The inclusion of a rubric is recommended. Pg. 74
-The Committee notes that the grading system on page 74 shows students will be asked to complete 1 assignment every two weeks, however, page 75 notes that there will only be 2 assignments during the term. Please clarify this.
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SGES 550 (2)
Action: Approved pending revisions

- The Committee asks for further information on how groups will be graded. The inclusion of a rubric is recommended. SGES 592 (2) **Action: Approved pending revisions** - The Committee suggests spelling out RL in the proposed calendar entry. Proposal pg. 59 - Please clarify how many hours of instruction will take place per week. Will it be 2 hours or 3 hours? Please make the syllabus consistent. -The Committee recommends the proponents provide additional information for the course assignments and their grading structure. Pg 80	

Faculty of Applied Science Submitted by AnnaLisa Meyboom	
Master of Engineering Leadership in High Performance Buildings (MEL in HPB) **Action:Hold** **Note: The proponents were provided with a Word document of this proposal package containing tracked comments from the Committee and the Committee Chair. They have been asked to resubmit this document with the tracked comments addressed for re-review at the next GCC meeting.** -The Committee notes that the first 35 pages contain a great deal of repetitive content. In response the Committee kindly asks that this be paired down. -The Committee recommends that the proponents include consultations from Sauder, IRES, and the appropriate Library(s) with the resubmitted proposal. -The Committee would like the proponents to know that while the package is being held it will still make it to the June Board of Governors if it passes the next GCC. Create HPB Course Code **Action: Hold** -	

HPB 501 (3)/ ARCH 574 (3) **Action: Hold** -See the tracked comments provided on the Word document. HPB 502 (3)/ ARCH 575 (3) **Action: Hold** - HPB 503 (3) **Action: Hold** - HPB 504 (3) **Action: Hold** - HPB 505 (3) **Action: Hold** -Please see the tracked comments on the provided Word document. HPB 506 (3) **Action: Hold** -	

5. **Category 2 Proposals (Online Review)**

Faculty of Land and Food Systems Submitted by Christine Scaman	
	AGEC 500 (2-6) Deletion **Action:Approved** - AGEC 508 (3) Deletion **Action: Approved** - AGEC 520 (3) Deletion **Action: Approved** - AGEC 548 (0) Deletion **Action: Approved** -

6. **Adjournment of Meeting**

7. **Next meeting: 9:00 AM, April 1st, Room 203 of the Graduate Student Centre**

*Curriculum proposal in a program not administered by the Faculty of Graduate and Postdoctoral Studies.