

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate Curriculum Committee Meeting**  
**April 12, 2019**

**Present:** Patricia Badir, Edmond Cretu, Cay Holbrook, Kin Lo, Kyle McCleery, Karin Mickelson, Catherine Rawn, Max Read, Warren Williams, Jenn Fletcher (minutes)

**Regrets:** Vince Duronio, Andrew Riseman, Lily Takeuchi

1. **Adoption of Agenda:** Adopted
2. **Minutes of March 22 and March 29, 2019 Meetings:** Approved
3. **Business Arising:** Proposals to change ASTR 549 (12) and PHYS 549 (12) to ASTR 549 (12/18) c and PHYS 549 (12/18) have been approved and submitted to the Senate Office.
4. **Resubmitted Proposals**

<b>Faculty of Land and Food Systems</b> <b>Submitted by Virginia Frankian / Christine Scaman</b>
<p><b>Graduate Certificate in Aquaculture</b> – Create new program</p> <ul style="list-style-type: none"><li>• Learning outcomes should be added to the overview document.</li><li>• Friendly recommendation: Proponents should consider sharing the course schedule with the students. Some of the course titles in the schedule need to be updated.</li></ul> <p><b>Action:</b> Approved</p>
<p><b>AQUA</b> – Create new course code</p> <p><b>Action:</b> Approved</p>
<p><b>AQUA 501 (3)</b> – Create new course</p> <ul style="list-style-type: none"><li>• Committee noticed this course seems to involve a large number of hours (42 field trip hours, 27 class hours).</li></ul> <p><b>Action:</b> Approved</p>
<p><b>AQUA 502 (2)</b> – Create new course</p> <p><b>Action:</b> Approved</p>
<p><b>AQUA 503 (3)</b> – Create new course</p> <p><b>Action:</b> Approved</p>
<p><b>AQUA 504 (2)</b> – Create new course</p> <p><b>Action:</b> Approved</p>
<p><b>AQUA 505 (2)</b> – Create new course</p> <ul style="list-style-type: none"><li>• Friendly recommendation: Given the learning objective related to First Nations issues, consider adding related readings.</li></ul> <p><b>Action:</b> Approved</p>
<p><b>AQUA 506 (2)</b> – Create new course</p> <p><b>Action:</b> Approved</p>

**AQUA 507 (2)** – Create new course

**Action:** Approved

**Faculty of Applied Science**  
**Submitted by Tamara Etmanski / Carol Jaeger**

**APSC 542 (3)** – New course (*Consultation with Sauder School of Business now included*)

- The friendly recommendations previously offered have not been acted upon. The Committee strongly recommends the proponents implement these prior to offering the course.

**Action:** Approved

**Faculty of Education\***  
**Submitted by Jennie Ramstad / Laurie Ford**

**School Psychology** – Change MEd admission and program requirements

- Program name change and changes to admission and program requirements for PhD, MA, and MEd should be combined into a single category 1 proposal.
- Additional information about the program requirements is required in the Calendar entry. This could take the form of either:
  - (Preferred) Adding the specific courses or groups of courses that students are required to take and/or
  - Making it explicit that students' course selections must be approved by the Faculty Advisor or Graduate Advisor.
- Friendly recommendation: Consider adding "with the permission of the Graduate Advisor" to the statement that a data-driven honours thesis can be used to satisfy the research methodology requirement for admission.
- Friendly recommendation: In the rationale, consider providing additional details about the proposed curriculum changes. What courses are being added and removed for each program?

**Action:** Approved pending revision

**5. New Proposals – Category 1**

**Faculty of Land and Food Systems**  
**Submitted by Virginia Frankian / Christine Scaman**

**PLNT 590 (3)** – Create new course

- Expand the rationale to include information provided in the supplemental email about the motivation for creating the course.
- Consider making this a variable credit course.
- Proponents should be aware that prerequisites will need to be manually checked for this course.
- Friendly recommendations for the sample first offering syllabus provided:
  - Non-LFS prerequisites are listed. Proponent should consult with those departments/faculties to give them some advanced notice.
  - The assessments in the Evaluation Criteria and Grading section do not add up to 100%. This should be resolved before offering the course.

- Assignment specific to graduate students in the cross-listed course is worth only 10% of the final grade. Consider making this a more substantial portion of the final grade.
- Consider adding information about grades for the group assignments will be assigned to individual students.

**Action:** Approved

**Faculty of Applied Science**  
Submitted by **Aleli Piano / Carol Jaeger**

**Master of Engineering in Integrated Water Management** – Add part-time study option

- The program overview appears to have a typo that should be corrected.

**Action:** Approved

**Master of Engineering Leadership in Urban Systems** – Add part-time study option

**Action:** Approved

**Master of Engineering Leadership in Green BioProducts** – Change specialization name, unit of record offering the program, admission requirements, and program requirements

- It is unclear why applicants with undergraduate degrees in biochemistry and biotechnology are no longer eligible for admission. The rationale should be expanded to address this.
- Given the changes to the admission requirements, a consultation with the Faculty of Science is requested.
- Resubmitted proposal to be reviewed by the Chair.

**Action:** Approved pending a positive consultation from the Faculty of Science

**SPE** – Create new course code

**Action:** Approved pending approval of name change

**GBPR 502 (3)** – Revise course name and course code, expand course content

- Committee requests more information about the final report.
- Friendly recommendation: Consider rewording the course description to make it more accessible to those outside the specific field.
- Resubmitted proposal to be reviewed by the Chair.

**Action:** Approved pending satisfactory information about the final report

**GBPR 503 (3)** – Revise course name and course code

**Action:** Approved pending approval of name change

**Geological Engineering** – Add part-time PhD option

**Action:** Approved

**Faculty of Arts**  
Submitted by **Heidi May / Catherine Rawn**

**ARST 585 (3)** – Create new course

- The prerequisites as written will need to be manually checked. Senate Office can propose alternate wording so that manual checks can be avoided.

**Action:** Approved

**GREK 503 (3-6) d** – Create new course

- Friendly recommendation: Considering linking learning objective 6 to the assessments for the course.

**Action:** Approved

**LATN 503 (3-6) d** – Create new course

**Action:** Approved

**Faculty of Education**  
**Submitted by Jennie Ramstad / Laurie Ford**

**School Psychology** – Program name change

- Program name change and changes to admission and program requirements for PhD, MA, and MEd should be combined into a single category 1 proposal.
- There may be a comma missing in the Program Overview (see annotated proposal).

**Action:** Approved

**EPSE 506 (3)** – Create new course

**Action:** Approved

**EPSE 555 (3)** – Create new course

- Consultation with the Department of Psychology is underway.
- Prerequisites should be added to the Calendar entry.
- See additional recommendations in annotated proposal document.

**Action:** Approved pending supportive consultation from Department of Psychology

**EPSE 556 (3)** – Create new course

- Consultation with the Department of Psychology is underway.
- Given that the syllabus notes this is a practicum course, should the word “practicum” be added to the course title?
- Clarification of the prerequisites for this course is required. See annotated proposal document for more details.
- The Learning objectives for the course should be moved closer to the beginning of the syllabus.
- See additional recommendations in annotated proposal document.

**Action:** Approved pending revisions and supportive consultation from Department of Psychology

**EPSE 634 (3-9) d** – Create new course

- Consultation with the Department of Psychology is underway.
- To make it clear to prospective students and those reading students’ transcripts, “Special Topics in” should be added to the course title.
- Clarification of the prerequisites for this course is required. See annotated proposal document for more details.
- The statement that participation in this course alone does not qualify students to administer measures of cognitive ability that was included in the previous syllabi should be included in this one as well.
- See additional recommendation in annotated proposal document.

**Action:** Approved pending revisions and supportive consultation from Department of Psychology

## 6. New Proposals – Category 2

### Faculty of Education Submitted by Jennie Ramstad

#### **School Psychology** – Change PhD admission and program requirements

- Program name change and changes to admission and program requirements for PhD, MA, and MEd should be combined into a single category 1 proposal.
- Additional information about the program requirements is required in the Calendar entry. This could take the form of either:
  - (Preferred) Adding the specific courses or groups of courses that students are required to take and/or
  - Making it explicit that students' course selections must be approved by the Faculty Advisor or Graduate Advisor.
- See additional note in annotated proposal document.

**Action:** Approved

#### **School Psychology** – Change MA admission and program requirements

- Program name change and changes to admission and program requirements for PhD, MA, and MEd should be combined into a single category 1 proposal.
- Additional information about the program requirements is required in the Calendar entry. This could take the form of either:
  - (Preferred) Adding the specific courses or groups of courses that students are required to take and/or
  - Making it explicit that students' course selections must be approved by the Faculty Advisor or Graduate Advisor.
- Friendly recommendation: Consider adding “with the permission of the Graduate Advisor” to the statement that a data-driven honours thesis can be used to satisfy the research methodology requirement for admission.
- Friendly recommendation: Consider specifying a standard for the volunteer research experience for admission, as it might help to give students some additional guidance. Would two hours of volunteer experience be sufficient? Or are you looking for something more substantial? Would rewording it to read “substantial volunteer experience” or “significant volunteer experience” be appropriate?

**Action:** Approved with revisions

#### **EPSE 531 (3)** – Revise course title

**Action:** Approved

#### **EPSE 535 (3-6) d** – Revise course title

**Action:** Approved

#### **EPSE 552 (3-6) d** – Revise course title

- Given the change to the course objectives, a sample syllabus is required.
- Friendly recommendation: Consider changing the course title to “Mental Health Intervention and Promotion in School”.

**Action:** Held

### Faculty of Applied Science

**Submitted by Aleli Piano / Carol Jaeger**

**CICS 500 (0)** – Delete course

**Action:** Approved

**CICS 506 (3)** – Delete course

**Action:** Approved

**CICS 507 (3)** – Delete course

**Action:** Approved

**CICS 511 (1.5)** – Delete course

**Action:** Approved

**CICS 514 (1.5)** – Delete course

**Action:** Approved

**CICS 516 (3)** – Delete course

**Action:** Approved

**CICS 518 (3)** – Delete course

**Action:** Approved

**CICS 520 (3)** – Delete course

**Action:** Approved

**CICS 525 (3)** – Delete course

**Action:** Approved

**CICS 530 (3)** – Delete course

**Action:** Approved

**CICS** – Delete course code

**Action:** Approved

**CHBE 551 (3)** – Revise course title and add credit exclusions

- Clarify whether “by third law” is to be removed from the course description.

**Action:** Approved

**CIVL 561 (3)** – Revise course title and modify punctuation

**Action:** Approved

**CIVL 562 (3)** – Revise course title and description

- Is this course still a laboratory course? Rationale should clarify whether this has changed.

**Action:** Held

**Civil Engineering** – Update Calendar entry

- The Committee noted three more substantial changes (see annotated proposal document). A rationale for these changes should be added to the Change to Course or Program form.
- See additional recommendations in annotated proposal document.

**Action:** Approved pending revisions

**GBPR 500 (6)** – Delete course

- Clarify with proponents whether all students who have completed this course have either graduated or withdrawn from the program.
- Rationale seems to end prematurely. Proponents encouraged to complete the final statement.

**Action:** Approved pending clarification

**MINE 559 (3)** – Revise course title

- Clarify whether MINE 470 should be added as a credit exclusion.

**Action:** Approved pending clarification

**Faculty of Arts**  
**Submitted by Heidi May / Catherine Rawn**

**Critical and Curatorial Studies** – Revise program requirements

**Action:** Approved

**LIBR 564 (3)** – Add course equivalent and revise prerequisites

- The prerequisites as written will need to be manually checked. Senate Office can propose alternate wording so that manual checks can be avoided.

**Action:** Approved

**SPAN 504 (3/6) d** – Revise course title and change credit value

**Action:** Approved

**SPAN 520 (3/6) d** – Revise course title and change credit value

**Action:** Approved

**SPAN 527 (3/6) d** – Revise course title and change credit value

**Action:** Approved

**SPAN 548 (3)** – Delete course

**Action:** Approved

**SPAN 570 (3/6) d** – Revise course title and change credit value

**Action:** Approved

**SPAN 580 (3/6) d** – Revise course title and change credit value

**Action:** Approved

**SPAN 590 (3/6) d** – Revise course title and change credit value

**Action:** Approved

**Faculty of Law**  
**Submitted by Kerstin Walter**

**Master of Laws (Common Law)** – Change program requirements

**Action:** Withdrawn by proponent

**Next Meeting: Friday, May 10, 2019**