

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate Curriculum Committee Meeting
October 16, 2020

Present: Edmond Cretu, Norm Hutchinson, Jessica Iverson, Kin Lo, Karin Mickelson, Anne Phelan, Catherine Rawn, Max Read, Andrew Riseman, Jenn Fletcher (minutes)

Regrets: Jolanta Aleksejuniene, Alejandra Botia, Charlyn Black

1. **Adoption of Agenda:** Adopted
2. **Minutes of September 18, 2020 Meeting:** Approved
3. **Business Arising**
 - Revised FOOD 516 (3) course proposal was reviewed and approved by Norm.
4. **Resubmitted Proposals**

Faculty of Applied Science Submitted by Carol Jaeger
<p>CIVL 519 (3) – Create new course</p> <ul style="list-style-type: none">• Recommend emphasizing academic need in the Rationale rather than the interests of the new faculty member. <p>Action: Approved</p>

5. New Proposals – Category 1

Faculty of Education Submitted by Tatiane Lima
<p>EDUC 529 (3) – Create new course</p> <ul style="list-style-type: none">• Committee discussed the requirement for sample syllabi to include a bulleted list of learning objectives and differing philosophies on where and how to communicate these expected objectives to students and the members of this committee.• The requirement to include a list of learning objectives or outcomes is stated in Senate Policy V-130 and the Senate Curriculum Guidelines.• A majority of the members ultimately decided a clearly articulated set of learning objectives for this course must be requested. <p>Action: Held</p>
<p>EDUC 603 (3) – Create new course</p> <ul style="list-style-type: none">• Friendly recommendation: Some of the learning objectives are rather low for a graduate-level course and should be revised.• If this is to be a required course for the EdD program then it should be added to the program requirements in the Calendar. <p>Action: Approved</p>
<p>EDUC 604 (3) – Create new course</p>

- Learning objectives should be rewritten to reflect what students are expected to be able to do at the end of the course rather than what they will do during the course. Attention should be paid to the verbs and ensuring they are at a level appropriate for a graduate-level course.
- Links between the learning objectives and assessments are also requested.
- Norm will review the revisions on behalf of the committee.

Action: Held

**Faculty of Medicine
Submitted by Lena Kang**

OBST 510 (3) – Create new course

- Portion of the Calendar course description that repeats the title should be deleted.
- Information about the learning objectives is too brief and must be expanded with attention paid to ensuring they are at a level appropriate graduate-level study.
- Additional information about the proposed assessments is required. For each, a description of what is involved as well as criteria that will be used for grading is requested. Links to the learning objectives for the course would also be helpful.
- How will the lecturers contribute to the evaluations of student learning?
- Information about contact hours must be provided.

Action: Held

OBST 511 (3) – Create new course

- Portion of the Calendar course description that repeats the title should be deleted.
- Suggestion to replace “the lifecycle” with “their lifecycle” in course title and description.
- Learning objectives are rather low for a graduate-level course and should be revised.
- Additional information about proposed assessments is required. For each, a description of what is involved as well as criteria that will be used for grading is requested. Links to the learning objectives for the course would also be helpful.
- How will the lecturers contribute to the evaluations of student learning?
- Information about contact hours must be provided.
- Proponents should be explicit about the conception of gender they are using.

Action: Held

6. New Proposals – Category 2

**Faculty of Medicine
Submitted by Tara Chapman**

MSc in Occupational and Environmental Hygiene – Change program requirements, add minimum program duration

Action: Approved

MSc in Occupational and Environmental Hygiene – Update program duration in admission letter

Action: Approved

7. Discussion of syllabi requirements

- The committee discussed whether encouraging or requiring submission of sample syllabi in a prescribed template would be helpful. The intent would be to ensure the committee has all of the information required to make a recommendation to SCC and to minimize the number of proposals held due to missing information. Most members felt receipt of all information spelled out in the Senate Curriculum Guidelines for sample syllabi was important, but wanted to allow for flexibility in layout and format. It was generally agreed that ensuring all required information is included in the sample syllabus should be done at the level of the disciplinary faculty curriculum committee rather than the GCC. The different approval processes graduate-level curriculum proposals follow in some disciplinary faculties was also discussed. As this is an issue for all SCC subcommittees and not just this one, Jessica will add to a future SCC meeting agenda for discussion.

Next Meeting: Friday, November 6, 2020