

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate Curriculum Committee Meeting**  
**April 9, 2021**

**Present:** Jolanta Aleksejuniene, Charlyn Black, Edmond Cretu, Norm Hutchinson, Kin Lo, Karin Mickelson, Anne Phelan, Catherine Rawn, Max Read, Andrew Riseman, Jenn Fletcher (minutes)

**Regrets:** Alejandra Botia

1. **Adoption of Agenda:** Adopted
2. **Minutes of March 19, 2021 Meeting:** Approved
3. **Business Arising:** None
4. **New Proposals – Category 1**

<b>Faculty of Arts</b> <b>Submitted by Catherine Rawn / Heidi May</b>
<p><b>CRWR 521 (3-6) d</b> – Create new course</p> <ul style="list-style-type: none"><li>• Enquiry: Does the course title fully capture the contents of the course? Description suggests it will include both writing about and by Indigenous people. If this ambiguity or tension is deliberate then adding a statement to the rationale addressing this would prevent misinterpretation.</li><li>• Learning objective 4: Consider replacing “and” with “or.”</li></ul> <p><b>Action:</b> Approved</p>

<b>Faculty of Applied Science</b> <b>Submitted by Carol Jaeger / Sarah Akhtar</b>
<p><b>MECH 559 (1-2) d</b> – Create new course</p> <ul style="list-style-type: none"><li>• Committee felt this was an interesting idea and is supportive in principle, but more work must be done to focus the course and provide structure for students.</li><li>• Learning objectives are very broad and overly ambitious for a single course of 1 to 2 credits.</li><li>• Given the flexibility and choice built into the course, it is unclear how the set of course learning objectives will be met by all students. Seems that the objectives on which an individual student might progress would be highly dependent upon the specific activities in which they opted to participate. Could proponents identify a smaller set of measurable learning objectives they expect all students to meet through this course and then a larger set that students might meet depending on the learning activities selected?</li><li>• It would be helpful for this committee and for students taking the course if proponents could link each of the learning activities to specific learning outcomes or objectives, perhaps in a grid or table. Students could then potentially identify learning outcomes important to them and select activities appropriate to their personal goals.</li></ul>

- Syllabus fails to provide connections between activities, assessments, and outcomes. What criteria will be used to grade the logbook and essay? How are students expected to demonstrate progress or competence with respect to the course learning outcomes?
- What is the role of the instructor in this course?
- Will students select a credit value for the course at the time of registration or are they free to decide that at a later time?
- The external workshops and activities on which this course is based are likely to shift dramatically over time. How will this be addressed?
- Perhaps we could provide a sample (PPGA 510 Professional Practice in Public Policy and Global Affairs might be appropriate).

**Action:** Held

**MEng in Mechanical Engineering** – Add specialization to parchment

**Action:** Approved

**MEng in Mechatronics Design** – Add specialization to parchment

**Action:** Approved

**MEng in Naval Architecture and Marine Engineering** – Add specialization to parchment

**Action:** Approved

**Faculty of Medicine  
Submitted by Tara Chapman**

**MEDI 504 (1.5-3) d** – Create new course

- Approving a course 4 weeks before the start of the course is probably not feasible or appropriate. Program should consider changing this to “at least 4 weeks prior to scheduling the course” or “at least 4 weeks prior to the opening of student registration.”
- Budget form indicates additional budget is required, which means the Provost’s signature is required. This should be clarified with the proponents.

**Action:** Approved pending clarification

**Sauder School of Business  
Submitted by Kin Lo**

**PhD in Business Administration** – Change name of Marketing sub-specialization

**Action:** Approved

**BAEN 540 (1.5)** – Create new course

- Rationale should be expanded to address why this course is of value to the students.
- Moving forward it would be helpful for sample syllabi to include information about the criteria that will be used to grade assignments.
- Under Class Participation, consider replacing “participation marks are at the discretion of the instructor” with “participation marks will be assessed holistically” (or something similar).

**Action:** Approved

**BAFI 508 (1.5)** – Create new course

- Rationale should be expanded to address why this course is of value to the students.

**Action:** Approved

**BAMA 519 (1.5)** – Create new course

- Rationale should be expanded to address why this course is of value to the students.

**Action:** Approved

**5. New Proposals – Category 2**

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

**Economics** – Update overview, PhD program requirements

**Action:** Approved

**MFA in Creative Writing** – Update program requirements

**Action:** Approved

**PPGA 500 (6)** – Change to variable credit

**Action:** Approved

**PPGA 501 (3)** – Delete course

**Action:** Approved

**PPGA 502 (3)** – Delete course

**Action:** Approved

**Faculty of Applied Science  
Submitted by Carol Jaeger / Sarah Akhtar**

**CEEN 503 (2)** – Increase credit value, change course description

- Clarify whether the vector is changing, as stated under Type of Action.

**Action:** Approved

**CEEN 504 (2)** – Change course description

**Action:** Approved

**CIVL 504 (2)** – Increase credit value, change course title and description

**Action:** Approved

**CIVL 505 (3)** – Change course title and description

**Action:** Approved

**CIVL 511 (3)** – Change course title and description

- “Introduction to the” should be removed from the proposed course description.

**Action:** Approved

**CIVL 529 (2)** – Increase credit value, change course description

**Action:** Approved

**Sauder School of Business**  
**Submitted by Kin Lo**

**BAFI 511 (1.5)** – Add alternate prerequisite

**Action:** Approved

**BAMS 504 (1.5)** – Add prerequisite

**Action:** Approved

**BAMS 508 (1.5)** – Add prerequisite

**Action:** Approved

**Next Meeting: Friday, April 16, 2021**