



General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #44
May 31, 2019, 2:30 p.m.

A 167

Voting Members

Leslie Reid, Co-Chair
Jim Brandon, Academic Co-Chair
Kevin Dang
Peggy Hedges
Paul Mains
Angelique Saweczko

Non-Voting Members

Christine Johns

Secretary & Scribe

Cherie Tutt

Regrets

Jennifer Lock
Rob Malach
Mary O'Brien
U.T. Sundararaj

Guests

Kim Johnston, Associate Dean, Academic and Planning, Schulich School of Engineering – for Items 4 and 5
Nancy Chibry, Associate Dean - Undergraduate Programs and Student Affairs, Faculty of Science – for Items 6 and 7
Kristin Chow, Co-op & Internship Coordinator, Undergraduate Science Centre – for Items 6 and 7

Observers

Kelly Hogle, Program Support Specialist, Office of the Provost – present for Items 4-7
Heather Smith-Watkins, Analyst, Planning and Reviews, Office of the Provost

The Co-Chair called the meeting to order at 2:30 p.m. and confirmed quorum.

1. **Approval of the Agenda**

Moved/Seconded

That the Agenda for the May 31, 2019 Academic Program Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chair

The Co-Chair included the following in her remarks:

- Kevin Dang, the new Students' Union Vice-President (Academic), was welcomed to his first meeting
- This is the last meeting for Heather Smith-Watkins, Analyst, Planning and Reviews. Heather was acknowledged for the positive impact she has had, and the excellent work she has done to support the program approval process.
- This is the final meeting of the year, and the Committee members were thanked for all of their efforts and contributions this year

The Academic Co-Chair provided an overview of the Committee Annual Report, and reported that the Committee recommended 23 proposals to the Academic Planning and Priorities Committee this year.

3. Approval of the April 22, 2019 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Academic Program Subcommittee meeting held on April 22, 2019 be approved.

Carried

4. Schulich School of Engineering

- Creation of a Minor in Digital Engineering
- Creation of a Minor in Biomedical Engineering
- Creation of a Minor in Energy and Environment

5. Schulich School of Engineering

- Suspension and Termination of the Undergraduate Specialization in Biomedical Engineering
- Suspension and Termination of the Undergraduate Specialization in Energy and Environment

Secretary's Note: Items 4 & 5 were dealt with together.

Documentation for these items was circulated with the Agenda. Kim Johnson presented this item.

Highlights:

- The proponent reported that the Schulich School of Engineering (SSE) is proposing to suspend and eventually terminate two undergraduate specializations and create three minors. It was explained that the SSE is the only Faculty, which offers undergraduate specializations and that, to align with the standard University credentials and nomenclature, it is proposing that the specializations be suspended and terminated and replaced with minors. The SSE is also proposing to introduce a new minor in Digital Engineering to respond to student and industry demand.
- In response to questions, it was explained that:
 - The undergraduate Engineering program is highly structured and students are required to

- complete 136 units to gain their credential
- Students will be eligible to select a minor in their second year
- The SSE believes the nomenclature change will be more recognizable for employers. It was noted that, currently, students must include a description on their resumes to explain what a specialization is
- All Departments and the Faculty Council have recommended the proposals
- The Committee discussed:
 - The differences between graduate and undergraduate specializations
 - The differences between the undergraduate specializations and the minors, and in particular the different course requirements
 - Options for students already registered in a specialization to transfer to a minor, and the communication plan for informing students about these changes

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation a Minor in Digital Engineering, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Minor in Biomedical Engineering, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Minor in Energy and Environment, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective August 15, 2019, and eventual termination of the undergraduate Specialization in Biomedical Engineering, as set out in the proposal provided to the Committee.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective August 15, 2019, and eventual termination of the undergraduate Specialization in Energy and Environment, as set out in the proposal provided to the Committee.

Carried

6. Faculty of Science

- **Suspension and Termination of BSc (Co-operative Education) in Ecology**
- **Suspension and Termination of BSc (Co-operative Education) in Actuarial Science**
- **Suspension and Termination of the BSc Computer Science Internship Program**

7. Faculty of Science

- **Creation of the Science Internship Program**

Secretary's Note: Items 6 & 7 were dealt with together.

Documentation for these items was circulated with the Agenda. Nancy Chibry and Kristin Chow presented this item.

Highlights:

- The proponents reported that the Faculty of Science is proposing to suspend and terminate its existing co-operative education and internship programs and replace the programs with a Science Internship program, which will be available to all students in the Faculty of Science. Students who partake in the Science Internship program will be required to complete 8-16 months of work experience.
- The proponents outlined the reasons for creating the Science Internship program, including expanding opportunities for experiential and work-integrated learning experiences for students and expanding resources for career development
- The Co-Chair read a statement provided by the Committee's Faculty Association representative, relating to concerns regarding the perceived lack of oversight of the program by academic staff and the involvement of non-academic staff in running the program
- In response to questions, the Committee learned that:
 - The internship courses are for-credit courses and students will be required to complete four online modules during each of their first two work terms, which have been designed to develop their professional skills
 - Students are not required to complete an internship related to their major
 - There will be an academic staff member in each Department who is responsible for overseeing, mentoring and evaluating the students registered in the internship program
 - Academic staff will provide the final grade for each student to the Associate Dean, Undergraduate Programs and Student Affairs, who is in charge of oversight of the whole program, including the development of the modules, admissions and entering final grades
 - The program consulted several other postsecondary institutions during the design of the internship program
- The Committee discussed:
 - The University's general regulations for cooperative education/internships, in relation to the Science Internship criteria, including the length of the program, and the admissions/vetting process
 - The content of the modules and self-evaluation that students in the internship will be required to complete
 - Academic oversight of the students' work, specifically how feedback is provided, and the pedagogical model for work-integrated learning courses

- Student demand and the resources and supports in place to ensure successful expansion of the program
- Other types of experiential learning opportunities available to students
- Scheduling of the internship courses
- The Committee provided some suggestions to strengthen the proposal documents, including:
 - Minor corrections to wording and formatting to add clarity and consistency
 - Emphasizing the role of academic staff in developing and overseeing the Science Internship program

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective August 15, 2020, and eventual termination of the Bachelor of Science (Co-operative Education) in Ecology program, as set out in the proposal provided to the Committee, and contingent upon the approval of the Science Internship Program.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective August 15, 2020, and eventual termination of the Bachelor of Science (Co-operative Education) in Actuarial Science program, as set out in the proposal provided to the Committee, and contingent upon the approval of the Science Internship Program.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective August 15, 2020, and eventual termination the Bachelor of Science in Computer Science (Internship) program, as set out in the proposal provided to the Committee, and contingent upon the approval of the Science Internship Program.

Carried**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Science Internship Program, as set out in the proposal provided to the Committee.

Carried**8. Annual Committee Performance Review and Review of the APS Terms of Reference**

Documentation for this item was circulated with the Agenda. The Co-Chair and Academic Co-Chair presented this item.

Highlights:

- The Co-Chairs explained that, at the end of each academic year, the Committee is required to reflect on its performance and review its terms of reference

- The Committee was reminded of the key takeaways that resulted from the Committees' feedback provided through the mid-term survey, including building in additional time at the meeting to discuss the proposals prior to inviting the proponents into the room
- The Committee discussed:
 - The value of the different backgrounds of the members to provide alternative perspectives and questions
 - The ministry program proposal templates and tips for reviewing these documents and the new internal program proposal templates
 - The benefit of having clear briefing notes and motions
 - The role and membership of the Decision Support Team
- The Committee expressed its appreciation for the all-in-one document that is provided in addition to the separate meeting documents
- The Committee suggest that it would be nice to have a snack provided at more meetings, and that when meetings have to be rescheduled because of quorum that the new date be scheduled as close as possible to the original meeting date

9. Status of Program Approvals

Documentation for this item was circulated with the Agenda for information only.

10. Other Business

There was no other business.

11. Adjournment

Moved/Seconded

That the Academic Program Subcommittee adjourn the May 31, 2019 meeting.

Carried

The meeting was adjourned at 3:54 p.m.