

The following Motions and Documents were considered by the GFC Academic Standards Committee at its Thursday, November 08, 2018 meeting:

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Agenda Title: **Transfer Credit Approvals and Denials for November 2018, Office of the Registrar**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the transfer credit approvals and denials for November 2018.

Final Item: 4A

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Agenda Title: **Changes to Calendar Language for Registration Information, Faculty of Graduate Studies and Research (FGSR)**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to calendar language for registration information, FGSR.

Final Item: 4B

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Agenda Title: **Changes to MScSLP/PhD Application Requirements, Department of Communication Sciences and Disorders, Faculty of Rehabilitation Medicine, and FGSR**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, proposed changes to the MScSLP/PhD Application Requirements , Department of Communication Sciences and Disorders, Faculty of Rehabilitation Medicine, and FGSR.

Final Item: 4C

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Agenda Title: **Changes to Application Requirements for the Bachelor of Arts in Biology, Augustana Faculty**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to application requirements for the Bachelor of Arts in Biology, Augustana Faculty.

Final Item: 4D

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Agenda Title: **Proposed Non-Credit Certificate in Business Analysis, Faculty of Extension**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority form General Faculties Council, the proposed Business Analysis Certificate as submitted by the Faculty of Extension and as set forth in Attachment 1, to take effect Fall Term 2019.

Final Item: 5

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**Agenda Title: Proposed Changes to Existing Entrance Requirements and Application Deadlines for the MA, MSc, and PhD Degree Programs in Psychology, Faculty of Arts, Faculty of Science and the Faculty of Graduate Studies and Research**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements and Application Deadlines for the MA, MSc and PhD degree programs in Psychology, as submitted by the Faculty of Graduate Studies and Research, the Faculty of Arts, and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 6

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**Agenda Title: Proposed Changes to Existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc, MEng and PhD Degree Programs in Mechanical Engineering, Faculty of Engineering and the Faculty of Graduate Studies and Research**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc, MEng and PhD degree programs in Mechanical Engineering, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Engineering, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 7

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**Agenda Title: Proposed Changes to Existing Entrance Requirements for the MA and PhD Degree Programs in Economics, Faculty of Arts and the Faculty of Graduate Studies and Research**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MA and PhD degree programs in Economics, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 8

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**Agenda Title: Proposed Changes to Existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MA, MMus, DMus, and PhD Degree Programs in Music, Faculty of Arts and the Faculty of Graduate Studies and Research**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MA, MMus, DMus and PhD degree programs in Music, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 9

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Agenda Title: **Proposed Changes to Existing Entrance Requirements for the MEd Degree Program in Études en Langue et Culture, Faculté St-Jean and the Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MEd degree program in Études en langue et culture, as submitted by the Faculty of Graduate Studies and Research and the Faculté St-Jean, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 10

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Agenda Title: **Proposed Changes to Existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MAg, MSc and PhD Degree Programs in Resource Economics and Environmental Sociology, Faculty of Agricultural, Life and Environmental Sciences and the Faculty of Graduate Studies and Research**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MAg, MSc and PhD degree programs in Resource Economics and Environmental Sociology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Agricultural, Life and Environmental Sciences, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 11

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Agenda Title: **Proposed Changes to Faculty Regulations in the University Calendar for Programs in the Faculty of Agricultural, Life and Environmental Sciences**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to the Agricultural, Life and Environmental Sciences (ALES) Faculty Regulations in the University Calendar related to Graduation as set forth in Attachment 1, and as proposed by the Faculty of ALES, to take effect upon final approval.

Final Item: 12

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Agenda Title: **Proposed Changes to Existing Academic Standing Regulations for the BKIN, BScKin, BARST, BKin/BEEd Programs in the Faculty of Kinesiology, Sport, and Recreation**

CARRIED MOTION:

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Academic Standing Regulations for the BKin, BScKin, BARST, BKin/BEEd programs, as submitted by the Faculty of Kinesiology, Sport, and Recreation, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 13

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Agenda Title: **Proposal from the Faculty of Graduate Studies and Research for Admission/Transfer**

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**and Academic Standing Regulations for a New Combined Master of Business Administration/Master of Science in Physical Therapy Program, the Faculty of Business and the Faculty of Rehabilitation Medicine**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, Admission/Transfer and Academic Standing regulations for a new combined Master of Business Administration/Master of Science in Physical Therapy program (MBA/MScPT), as submitted by the Faculty of Graduate Studies and Research, the Faculty of Rehabilitation Medicine, and the Faculty of Business, and as set forth in Attachment 1, to take effect for September 1, 2019.

Final Item: 14

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**Agenda Title: Proposed Changes to Existing Entrance Requirements for the MA Degree Programs in Gender and Social Justice Studies, Department of Women's and Gender Studies, Faculty of Arts and the Faculty of Graduate Studies and Research**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MA degree programs in Gender and Social Justice Studies, Department of Women's and Gender Studies, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

Final Item: 15

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**Agenda Title: Proposal from the Faculty of Graduate Studies and Research to Increase the Minimum IELTS Band Score to 5.5, for Early Implementation for Fall 2019 Admissions**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, an increase to the minimum band score for the International English Language Testing System (Academic IELTS) to 5.5 for graduate admission, for early implementation for Fall 2019 admissions, as set forth in Attachment 1, and to be published in the 2019-2020 Calendar.

Final Item: 16

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**Agenda Title: Proposed Changes to the Admission/Transfer and Academic Standing Regulations for the Bachelor of Fine Arts (BFA) in Drama (Theatre Design) and the Suspension of the BFA in Drama (Technical Theatre), Faculty of Arts**

**CARRIED MOTION:**

THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission/transfer and academic standing regulations for the BFA in Drama (Theatre Design) program, as submitted by the Faculty of Arts and as set forth in Attachment 1, to take effect July 1, 2019.

**CARRIED MOTION:**

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THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the suspension of admissions to the BFA in Drama (Technical Theatre) program, as submitted by the Faculty of Arts and as set forth in Attachment 2, to take effect July 1, 2019.

Final Item: 17

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**Governance Executive Summary  
Action Item**

Agenda Title: **Items Deemed Minor/Editorial to be approved under an Omnibus Motion**

- 4A. Transfer Credit Approvals and Denials for November 2018, Office of the Registrar**
- 4B. Changes to Calendar Language for Registration Information, Faculty of Graduate Studies and Research (FGSR)**
- 4C. Changes to MScSLP/PhD Application Requirements, Department of Communication Sciences and Disorders, Faculty of Rehabilitation Medicine, and FGSR**
- 4D. Changes to Application Requirements for the Bachelor of Arts in Biology, Augustana Faculty**

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Melissa Padfield, Interim Vice-Provost and Registrar; Deborah Burshtyn, Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research; Robert Haennel, Dean, Faculty of Rehabilitation Medicine; Allen Berger, Dean, Augustana Faculty
Presenter(s)	Tammy Hopper, Vice-Provost (Programs) and Chair, GFC Academic Standards Committee

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	See individual item for detail on proposed changes submitted by Faculties and the Office of the Registrar.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are <b>editorial</b> in nature. ASC's terms of reference provide that "the term ' <b>routine and/or editorial</b> ' refers to proposals which do not involve or affect other Faculties or units; do not form part of a proposal for a new program; and do not involve alteration of an existing quota or establishment of a new quota. Editorial or routine changes include any and all changes to the wording of an admissions or academic standing policy" (3.A.i).
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

## Item No. 4

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>· Vice-Provost (Programs) and Chair, GFC Academic Standards Committee</li> <li>· Faculty Councils</li> <li>· Representatives of the Office of the Registrar</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>·</li> </ul>
	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li>·</li> </ul>
Approval Route (Governance) (including meeting dates)	

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<u><b>Objective 21</b></u> Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference	

1. Attachment A: Transfer Credit Approvals and Denials, October 2018
2. Attachment B: FGSR Registration Changes
3. Attachment C: MScSLP/PhD Application Requirements
4. Attachment D: BA Biology Application Requirements

Prepared by: Heather Richholt, Assistant Secretary to GFC, heather.richholt@ualberta.ca

October 29, 2018

UNIVERSITY OF ALBERTA: OFFICE OF THE REGISTRAR  
 Proposals Recommended for APPROVAL of Transfer Credit at the Academic Standards Committee Meeting on November 8, 2018

Sending Institution	Sending Institution Courses	UofA Courses	Transfer Agreement Footnotes	Comments
<b>Norquest College</b>	CLTR 2228 (3)	C LIT 228 (3)		
<b>Columbia College</b>	PSYC 107	PSYCO 223 (3) AUPSY 1XX (3)	Not to take AUPSY 256	
<b>University nuhelot'jine thaiyots'j nistameyimâkanak Blue Quills</b>	PSYC 450 (3)	PSYCO 2XX (3) Arts AUPSY 2XX (3) Arts		Instructor qualificatins not adaqueate for a 400 level agreement
<b>Ambrose</b>	BHS 240 (3)	PSYCO 2XX (3) Arts AUPSY 213 (3)		
	BHS 410 (3)	PSYCO 4XX (3) Science AUPSY 3XX (3) Science		Augustana 400 level method/stats s is reserved for their capstone class, approved by Augustana as 300 level only.
	BIO 327 (3)	GENET 418 (3)		
<b>Northern Lakes College</b>	RESE 1000 (3)	AROPT 1XX (3)		
	LDER 0180 (3)	PSYCO 1XX (3) Arts		
<b>Concordia University</b>	PSY 338 (3)	PSYCO 333 (3)		
	PSY 477 (3)	PSYCO 3XX (3) Science	Not to take PSYCO 377 (3)	



UNIVERSITY OF ALBERTA: OFFICE OF THE REGISTRAR

Summary of Transfer Credit Proposals DENIED

Circulated for Information Only at the Academic Standards Committee Meeting on November 8, 2018

Proposal ID # and Sending Institution	Sending Institution Course	U of A Course Requested	Denial Date	Reason for Denial
King's University	BIOL 207/KIN 207 (3)	KIN 100 (3)	1-Oct-18	Thank you to King's college for updating and filling in more information into the course outline for this second review. KIN 100 is a foundational and integrated course inclusive of content meant to provide students with knowledge critical to support successful completion of higher level coursework within the student's degree pathway. As per the expert content reviewer's review, due to the lack of key foundational content related to bones, muscles and joints presented to students in BIOL 207, BIOL 207 is not considered equivalent to KIN 100 or for transfer credit at this time.
Grande Prairie Regional	AR3705 (3)	ART 2XX (3)	October 24, 2018	The faculty in Art and Design have a high regard for GPRC's faculty and program, but we cannot recommend transfer credit for this particular course. Art and Design does teach the equivalent content of GPRC's course, but we do so only informally: we do not offer credit for this type of instruction in our studio (ART) courses. We thus have a policy of recommending against transfer credit for such courses and thus have recommended against approving similar requests from other Alberta institutions in the past.

**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

Current	Proposed
<p><b>Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Registration</b></p> <p>[...]</p> <p><b>Registration in Thesis at the End of Programs</b></p> <p><b>Thesis-Based Programs (Admitted prior to Fall 2011):</b> If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline <b>and by the end of December</b>, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research <b>after the Winter Term add/delete deadline and by the end of April, (Refer to Academic Schedule)</b> the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research during the May through August period, the student must be registered both for the Fall and Winter Terms immediately preceding. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. See Convocation for information about convocation.</p>	<p><b>Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p>[...]</p> <p><b>Registration</b></p> <p>[...]</p> <p><b>Registration in Thesis at the End of Programs</b></p> <p><b>Thesis-Based Programs (Admitted prior to Fall 2011):</b> If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research <b>after the last working day in January</b>, the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research during the May through August period, the student must be registered both for the Fall and Winter Terms immediately preceding. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. <b>Departments that require a thesis-equivalent may have special submission procedures. See Graduate Programs.</b> See <a href="#">Convocation</a> for information about convocation.</p>

**Thesis-Based Programs (Admitted Fall 2011 and thereafter):** If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline and by the end of December, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Winter Term add/delete deadline and by the end of April, (Refer to Academic Schedule) the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the May add/delete deadline and by the end of June, (Refer to Academic Schedule) the student must register for Spring Term, but does not need to register in Summer Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the July add/delete deadline and by the end of August, (Refer to Academic Schedule) the student must register both for the Spring and Summer Terms. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. See Convocation for information about convocation.

### Registration Status

A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.

**Full-Time Registration in Fall/Winter:** Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.

**Part-Time Registration in Fall/Winter:** Students are registered in less than ★9 for credit in a term.

**Full-Time Registration in Spring/Summer:** Students are registered in ★6 or more per term.

**Part-Time Registration in Spring/Summer:** Students

**Thesis-Based Programs (Admitted Fall 2011 and thereafter):** If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the Fall Term Convocation deadline, the student must register for Fall Term, but does not need to register in Winter Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the last working day in January, the student must register both for the Fall and Winter Terms. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the May add/delete deadline and by the end of June, (Refer to Academic Schedule) the student must register for Spring Term, but does not need to register in Summer Term. If the Department submits a student's Thesis Approval/Program Completion form to the Faculty of Graduate Studies and Research after the July add/delete deadline and by the end of August, (Refer to Academic Schedule) the student must register both for the Spring and Summer Terms. This enables the Faculty of Graduate Studies and Research to award credit for the thesis. Thesis-based programs are not recorded as complete until the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies and Research. Departments that require a thesis-equivalent may have special submission procedures. See Graduate Programs. For information about convocation see Convocation.

### Registration Status

A student's registration status is determined automatically by the total units of course weight (including a project or a thesis where appropriate) in which the student is registered for credit in a given term. Audited courses are not included in the calculation of registration status.

**Thesis-based programs (Admitted prior to Fall 2011)**  
Thesis-based master's and doctoral students admitted prior to Fall 2011 must register each year in the Fall and Winter Terms. See Maintenance of Registration.

**Full-Time Registration in Fall/Winter:** Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.

**Part-Time Registration in Fall/Winter:** Students are registered in less than ★9 for credit in a term.

**Full-Time Registration in Spring/Summer:** Students are registered in ★6 or more per term.

**Part-Time Registration in Spring/Summer:** Students

are registered in less than ★6 per term.

M REG 800 Maintaining Registration: Students who are not registered in any courses in a given term, and are not working on thesis or project research, but still wish to maintain their status as graduate students register in [M REG 800](#). This results in a part-time registration status. Fees are assessed.

## Registration Procedure

[...]

### Step 1. Consult and Receive Counselling

All graduate students in degree programs in the Faculty of Graduate Studies and Research must consult with their department and discuss their program with their supervisor prior to registering.

are registered in less than ★6 per term.

### **Thesis-based programs (Admitted Fall 2011 and thereafter)**

Thesis-based master's and doctoral program students admitted in Fall 2011 and thereafter **must** register each year in each consecutive term (Fall, Winter, Spring and Summer). See [Maintenance of Registration](#).

**Full-Time Registration in Fall/Winter:** Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.

**Part-Time Registration in Fall/Winter:** Students are registered in less than ★9 for credit in a term.

**Full-Time Registration in Spring/Summer:** Students are registered in ★6 or more per term; fees are assessed based on full-time status (See [Registration Procedure](#)).

**Part-Time Registration in Spring/Summer:** Students are registered in ★6 per term; fees are assessed based on part-time status (See [Registration Procedure](#)).

### **Course-based programs**

Students in course-based degree programs **must** register in and successfully complete a minimum of ★3 of coursework or in M REG 800 - Maintaining Registration for at least one term in each September to August period. See [Maintenance of Registration](#).

**Full-Time Registration in Fall/Winter:** Students are registered in ★9 or more for credit in a term and are working full time on their academic program in that term.

**Part-Time Registration in Fall/Winter:** Students are registered in less than ★9 for credit in a term.

**Full-Time Registration in Spring/Summer:** Students are registered in ★6 or more per term.

**Part-Time Registration in Spring/Summer:** Students are registered in less than ★6 per term.

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## Registration Procedure

[...]

### Step 1. Consult and Receive Counselling

All graduate students in degree programs in the Faculty of

**Thesis Registration** is restricted to students in thesis-based graduate degree programs. Qualifying, Special, and Visiting graduate students may not register in Thesis. The specific thesis registration selected by the student will depend upon the amount of time during the term(s) that the student will devote to work on their program. Thesis sections are scheduled according to units of course weight equivalency. Students should consult with their department to determine which of the Thesis sections is appropriate. The selection will depend on the amount of time that the student will devote to work on the program. By registering in the appropriate Thesis designation (along with any other courses), the registration status of the student is calculated automatically. Refer to the [Course Listings](#) of the University Calendar under Thesis for the appropriate Thesis section for the student to register in.

These Thesis sections are to be used in combination with course registrations in order to achieve the correct units of course weight for registration status (i.e., FT or PT). For example, if a student registers in a ★2 course, then the addition of [THES 907](#) would bring the registration status to full-time (i.e., ★9).

**Thesis-Based Programs (Admitted prior to Fall 2011):** To register full-time in a thesis-based program in Fall/Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 each term. Students registered in less than ★9 in Fall/Winter Terms are considered part-time students. There is a special full-time thesis designation ([THES 919](#)) which is assessed at a reduced fee. Registration in this section of Thesis will provide the student with full-time student status but at a substantially lower Instructional Fee than the existing ★9 thesis registration ([THES 909](#)). Students should consult with their department to determine if they are eligible to register in the reduced-fee thesis and refer to the Graduate Program section 6.12.

**Thesis-Based Programs (Admitted Fall 2011 and thereafter):** To remain full-time in a thesis-based program, in the Fall and Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 in each term. In Spring and Summer Terms, students must register in thesis research of a minimum of ★6 in each term. Course work can be taken in Spring/Summer Terms in addition to the ★6 of thesis registration. Additional fees are assessed for course registration during these terms.

Graduate Studies and Research must consult with their department and discuss their program with their supervisor prior to registering.

**Thesis Registration** is restricted to students in thesis-based graduate degree programs. Qualifying, Special, and Visiting graduate students may not register in Thesis. The specific thesis registration selected by the student will depend upon the amount of time during the term(s) that the student will devote to work on their program. Thesis sections are scheduled according to units of course weight equivalency. Students should consult with their department to determine which of the Thesis sections is appropriate. The selection will depend on the amount of time that the student will devote to work on the program. By registering in the appropriate Thesis designation (along with any other courses), the registration status of the student is calculated automatically. Refer to the [Course Listings](#) of the University Calendar under Thesis for the appropriate Thesis section for the student to register in.

These Thesis sections are to be used in combination with course registrations in order to achieve the correct units of course weight for registration status (i.e., FT or PT). For example, if a student registers in a ★2 course, then the addition of [THES 907](#) would bring the registration status to full-time (i.e., ★9).

**Thesis-Based Programs (Admitted prior to Fall 2011):** To register full-time in a thesis-based program in Fall/Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 each term. Students registered in less than ★9 in Fall/Winter Terms are considered part-time students. There is a special full-time thesis designation ([THES 919](#)) which is assessed at a reduced fee. Registration in this section of Thesis will provide the student with full-time student status but at a substantially lower Instructional Fee than the existing ★9 thesis registration ([THES 909](#)). Students should consult with their department to determine if they are eligible to register in the reduced-fee thesis and refer to the Graduate Program [Manual](#) section 6.12.

**Thesis-Based Programs (Admitted Fall 2011 and thereafter):** To remain full-time in a thesis-based program, in the Fall and Winter Terms, students must register in a combination of course work and/or thesis research comprising a minimum of ★9 in each term. In Spring and Summer Terms, students must register in thesis research of a minimum of ★6 in each term. Course

Students registered in less than ★9 in a Fall/Winter Terms are considered part-time students. Students registered in less than ★6 in a Spring/Summer Terms are considered part-time students.

[...]

### Convocation

There are two convocations each year, normally held in June and November. Students must apply for graduation on Bear Tracks (<https://www.beartracks.ualberta.ca>) in accordance with the deadlines published in the Academic Schedule.

In order to convocate, students in thesis programs must complete all coursework and submit their thesis to the Faculty of Graduate Studies and Research by the deadline dates specified in the Academic Schedule. For further details on thesis submission refer to the Thesis Requirements and Preparation page in the Current Student section of the FGSR website.

Students in course-based programs must complete all program requirements prior to the deadlines set out in the Academic Schedule. It is the responsibility of the department to forward a completed Report of Completion for Course-based Master's Degree form to the Faculty of Graduate Studies and Research by the deadline dates specified in the Academic Schedule, to ensure that the student's name will be included in the convocation list.

[...]

### Doctoral Degrees

[...]

#### The Degree of PhD

**Admission:** Students may be admitted to a doctoral program if they hold a bachelor's or a master's degree, or equivalent, from an approved academic institution. Admission is contingent upon approval of the department and the availability of: suitable supervision; suitable courses of study; and adequate library, laboratory and other facilities. Students are considered provisional candidates until they have successfully completed their candidacy examination (see (6) below).

work can be taken in Spring/Summer Terms in addition to the ★6 of thesis registration. Additional fees are assessed for course registration during these terms. Departments need to notify FGSR when they admit thesis-based students on a part-time basis. In Fall term and Winter term part-time students are registered in less than ★9 per term. In Spring Term and Summer Term students are registered in ★6 of thesis registration but are assessed part-time fees.

[...]

### Convocation

There are two convocations each year, normally held in June and November. Students must apply for graduation on Bear Tracks (<https://www.beartracks.ualberta.ca>) in accordance with the deadlines published in the Academic Schedule.

In order to convocate, students in thesis programs must complete all coursework and submit their thesis to the Faculty of Graduate Studies and Research by the deadline dates specified in the Academic Schedule. Departments that require a thesis-equivalent may have special submission procedures. See [Graduate Programs](#). For further details on thesis submission refer to the Thesis Requirements and Preparation page in the Current Student section of the FGSR website.

Students in course-based programs must complete all program requirements prior to the deadlines set out in the Academic Schedule. It is the responsibility of the department to forward a completed Report of Completion for Course-based Master's Degree form to the Faculty of Graduate Studies and Research by the deadline dates specified in the Academic Schedule, to ensure that the student's name will be included in the convocation list.

[...]

### Doctoral Degrees

[...]

#### The Degree of PhD

**Admission:** Students may be admitted to a doctoral program if they hold a bachelor's or a master's degree, or equivalent, from an approved academic institution. Admission is contingent upon approval of the department and the availability of: suitable supervision; suitable courses of study; and adequate library, laboratory and

[...]

## Supervision and Examinations

[...]

### Conduct of Examinations

[...]

#### **Time Limit for Submission of Theses to FGSR:**

Following completion of the final examination at which the thesis is passed or passed subject to revisions, the student shall make any necessary revisions and submit the approved thesis to the FGSR within six months of the date of the final examination. Departments may impose earlier deadlines for submitting revisions.

If the thesis is not submitted to the FGSR within the six-month time limit, the student will be considered to have withdrawn from the program. After this time, the student must apply and be readmitted to the FGSR and register again before the thesis can be accepted. If the final examination is adjourned, the six-month time limit will take effect from the date of completion of the examination where the thesis was passed with or without revisions.

In order to convocate, all thesis-based students must submit their thesis to the FGSR and have it approved before they can be cleared for convocation. The thesis cannot be approved without a valid student registration at the time of approval.

[...]

other facilities.

[...]

## Supervision and Examinations

[...]

### Conduct of Examinations

[...]

#### **Time Limit for Submission of Theses to FGSR:**

Following completion of the final examination at which the thesis is passed or passed subject to revisions, the student shall make any necessary revisions and submit the approved thesis to the FGSR within six months of the date of the final examination. Departments that require a thesis-equivalent may have special submission procedures. See Graduate Programs. Departments may impose earlier deadlines for submitting revisions.

If the thesis is not submitted to the FGSR within the six-month time limit, the student will be considered to have withdrawn from the program. After this time, the student must apply and be readmitted to the FGSR and register again before the thesis can be accepted. If the final examination is adjourned, the six-month time limit will take effect from the date of completion of the examination where the thesis was passed with or without revisions.

In order to convocate, all thesis-based students must submit their thesis to the FGSR and have it approved before they can be cleared for convocation. Departments that require a thesis-equivalent may have special submission procedures. See Graduate Programs.

[...]

**Justification:**

**Approved by:** FGSR Council September 19, 2018

Killam Centre for Advanced Studies  
 2-29 Triffo Hall Edmonton AB Canada T6G 2E1  
 Tel: 780.492.2816 / Fax: 780.492.0692  
 www.gradstudies.ualberta.ca

**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

Current	Proposed
<p><b>Graduate Programs</b></p> <p><b>Communication Sciences and Disorders [Graduate]</b></p> <p>[...]</p> <p><b>The MSc-SLP/PhD Combined Program (Communication Sciences and Disorders) [Graduate]</b></p> <p>The Department of Communication Sciences and Disorders and the Faculty of Rehabilitation Medicine offer a program of combined study which permits highly qualified students to earn both the MSc in Speech-Language Pathology and the PhD in Rehabilitation Sciences after five years of full-time study. Each student must apply first to the MScSLP program, following the procedures in <a href="#">General Information</a>. In addition, students must indicate on their online graduate application that they are applying to the combined MSc-SLP/PhD-RS program. Following review by the MSc-SLP Admissions Committee, successful applications will be forwarded to the Rehabilitation Science PhD Program Committee for review. Admission will be recommended only for those students judged to have the ability and motivation to handle the significant demands of the combined program. In addition to new applicants, students already admitted to the MScSLP program are eligible to apply for the combined program in the first semester of study.</p> <p>[...]</p>	<p><b>Graduate Programs</b></p> <p><b>Communication Sciences and Disorders [Graduate]</b></p> <p>[...]</p> <p><b>The MSc-SLP/PhD Combined Program (Communication Sciences and Disorders) [Graduate]</b></p> <p>The Department of Communication Sciences and Disorders and the Faculty of Rehabilitation Medicine offer a program of combined study which permits highly qualified students to earn both the MSc in Speech-Language Pathology and the PhD in Rehabilitation Sciences after five years of full-time study. Each student must apply first to the MScSLP program, following the procedures in <a href="#">General Information</a>. In addition, students must indicate on their online graduate application that they are applying to the combined MSc-SLP/PhD-RS program. Following admission, students may apply to the MScSLP/PhD combined program. Applications may be made any time after admission to the program and must be made by November 15 in the first term of the program. Applications to the combined program will be reviewed by the Communication Sciences and Disorders Admissions Committee. Approved applications will be forwarded to the Rehabilitation Science PhD Program Committee for review. Admission will be recommended only for those students judged to have the ability and motivation to handle the significant demands of the combined program.</p> <p>[...]</p>
<p><b>Justification:</b></p> <p><b>Approved by:</b></p>	





**Augustana Faculty  
Admission Changes  
For Implementation in 2019-2020**

<b>Current</b>	<b><u>Proposed</u></b>
<p style="text-align: center;"><b>Bachelor of Arts</b></p> <p><b>I. High School Requirements</b></p> <p>&lt;...no changes until...&gt;</p> <p><b>Additional Requirements</b></p> <p>1. For a major in <b>Biology</b>, Biology 30 and Chemistry 30 are required.</p> <p>&lt;...no further changes until...&gt;</p> <p><b>III. Nonmatriculated Applicants</b></p> <p>&lt;no changes until&gt;</p> <p><b>Additional Requirements</b></p> <p>1. For a major in <b>Biology</b>, Biology 30 and Chemistry 30 are required.</p> <p>&lt;...no further changes...&gt;</p>	<p style="text-align: center;"><b>Bachelor of Arts</b></p> <p><b>I. High School Requirements</b></p> <p>&lt;...no changes until...&gt;</p> <p><b>Additional Requirements</b></p> <p>1. For a major in <b>Biology</b>, Biology 30, Chemistry 30 and <b>Mathematics 30-1</b> are required.</p> <p>&lt;...no further changes until...&gt;</p> <p><b>III. Nonmatriculated Applicants</b></p> <p>&lt;no changes until&gt;</p> <p><b>Additional Requirements</b></p> <p>1. For a major in <b>Biology</b>, Biology 30, Chemistry 30 and <b>Mathematics 30-1</b> are required.</p> <p>&lt;...no further changes...&gt;</p>

**OUTLINE OF ISSUE**  
**Action Item**

Agenda Title: **Proposed Non-Credit Certificate in Business Analysis, Faculty of Extension**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed Business Analysis Certificate as submitted by the Faculty of Extension and as set forth in Attachment 1, to take effect Fall Term 2019.

**Item**

Action Requested	X Approval <input type="checkbox"/> Recommendation
Proposed by	Katy Campbell, Dean, Faculty of Extension
Presenter	Rebecca Gokiert, Associate Dean, Faculty of Extension Christie Schultz, Assistant Dean, Academic, Faculty of Extension

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To receive approval for a Non-Credit Certificate in Business Analysis
The Impact of the Proposal is	<p>The proposed Business Analysis Certificate (non-credit) is designed to provide opportunity for both emerging and established business analysts to advance their skills and knowledge at the (non-credit) certificate level.</p> <p>The Business Analyst (BA) acts as a bridge between businesses and technical personnel. The BA strives to understand the business, its goals, objectives and requirements and then helps translate the requirements into a specification that can be understood by the technical side. This helps develop a solution that has business value for the client, is aligned with their goals and objectives, and will meet their needs. BAs also assist technical personnel to communicate effectively with management personal; they create specifications that are clear, precise, validated and bring quality assurance throughout the developing process. Business Analysts can also provide value in a non-IT environment, assisting management to set strategic direction; determining what projects have merit or business value and assisting in identification and prioritization of project development within an organization.</p> <p>The Faculty of Extension has been working closely with industry stakeholders, current program instructors and the Business Analysis program advisory committee, to ensure that the proposed program will meet the needs of industry, society, and the professional body which oversees the business analysis industry.</p> <p>The proposed certificate program will require students to successfully complete six core courses (105 hours) and one elective course (14 or 21 hours). University of Alberta transcripts will show 119+ hours of completed coursework in total.</p>
Replaces/Revises (eg, policies, resolutions)	Replaces the Business Analysis Professional Citation
Timeline/Implementation Date	Fall Term 2019

Item No. 5

Estimated Cost and funding source	Existing resources will be allocated to the development and delivery of this program. No additional resource requirements are anticipated. Sources of funding: Tuition
Next Steps (ie.: Communications Plan, Implementation plans)	Communicate with stakeholders including: Business Analysis Citation program students; instructors; the program's advisory committee; and Extension faculty and staff.  Current students of the Business Analysis program will also receive information about the Certificate program when Fall/Winter courses are released for registration in the Spring.
Supplementary Notes and context	As a non-credit certificate, this does not fall under the current Alberta Credentials Framework.

**Engagement and Routing** (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)  <For further information see the link posted on the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<b><u>Those who have been informed:</u></b> <ul style="list-style-type: none"> <li>Faculty of Extension staff have been informed that the program has been proposed. (Ongoing)</li> </ul>
	<b><u>Those who have been consulted:</u></b> <ul style="list-style-type: none"> <li>Business Analysis Citation Program Advisory Committee – December 1, 2016 and April 11, 2018</li> <li>Program Instructors – November 14, 2017 and August 23, 2018</li> </ul>
	<b><u>Those who are actively participating:</u></b> <ul style="list-style-type: none"> <li>The Faculty of Extension General Program Policy Review Committee –September 25, 2018</li> <li>The Faculty of Extension Council - October 18, 2018</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>The Faculty of Extension General Program Policy Review Committee –September 25, 2018</li> <li>The Faculty of Extension Council - October 18, 2018 Approved EFC Motion 2018-37</li> <li>ASC Subcommittee on Standards (for discussion) – November 1, 2018</li> <li>GFC Academic Standards Committee</li> </ul>
Final Approver	GFC Academic Standards Committee

**Alignment/Compliance**

Alignment with Guiding Documents	In the University of Alberta's institutional strategic plan, For the Public Good, the University establishes the objective to "Expand access to and engagement in the University of Alberta for learners engaging in continuing and professional education programs, experiences, and lifelong learning activities" (Objective 10). This program is one example of the way in which we are creating "a wide range of opportunities, both in-person and virtual, for broad, learning-centered programs for alumni and other communities of learners engaging in continuing and professional education" (Objective 10, Strategy 2).
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<ol style="list-style-type: none"> <li>Post-Secondary Learning Act (PSLA): The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs.</li> <li>PSLA: The PSLA gives Faculty Councils power to "provide for the admission of students to the faculty" (29(1)(c)).</li> </ol>

	<p>3. GFC Academic Standards Committee (ASC) Terms of Reference</p> <p>“F. Faculty of Extension Courses and Programs: Approval Route i. GFC delegated to ASC the authority to approve new non-credit programs and program expansions in the Faculty of Extension. Where additional funding and/or space is required, ASC would provide a recommendation on the proposed program to the GFC Academic Planning Committee (APC).”</p>
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Attachments (each to be numbered 1 - <>)

1. Program Approval Template - Non-credit program - Business Analysis Certificate (pages 1 - 11)

*Prepared by:* Lana Vandenberghe for Christie Schultz, Assistant Dean, Academic, [christie.schultz@ualberta.ca](mailto:christie.schultz@ualberta.ca)

**Program Approval Template  
Non-Credit Program**

This template is to be used for proposals calling for the establishment of new University of Alberta non-credit program. Non-credit programs are offered and administered largely by a Faculty or Department. (Example: Certificate in Human Resources offered by the Faculty of Extension)

Governance: Non-credit programs are reviewed by the appropriate Faculty Council, GFC Academic Standards Committee (ASC) Sub-committee on Standards (SOS) and GFC ASC. Faculties are asked to provide, on an annual basis, a list of updated program changes to the Provost and Vice-President (Academic) by July 1 of each year.

<b>Section A: Basics</b>		
<b>Program Name</b>	Business Analysis Certificate	
<b>Sponsoring Faculty/ Academic Unit</b>	Faculty of Extension	
<b>Contact information</b>	Name and Title	Rebecca Gokiert, Acting Associate Dean (Academic and Student Affairs) Christie Schultz, Assistant Dean (Academic) Sandra Lacza, Program Team Lead (Management and Leadership Programs) Jackie Lane, Program Coordinator (Management and Leadership Programs)
	Phone	780-492-6297 780-492-6702 780-492-5545 780-792-8315
	Email	rgokiert@ualberta.ca christie.schultz@ualberta.ca ssharp@ualberta.ca ja13@ualberta.ca
<b>Program Synopsis</b> Provide a brief description of the non-credit program.	The proposed Business Analysis Certificate (non-credit) is designed to provide opportunity for both emerging and established business analysts to advance their skills and knowledge at the (non-credit) certificate level.	

<b>Section B: Rationale, Implications and Impacts</b>	
<b>Rationale for Introduction of Program</b> Outline the rationale for the proposed non-credit program.	<p><b>Background: University of Alberta Business Analysis Professional Citation Program</b></p> <p>The Faculty of Extension Business Analysis Professional Citation was established in 2007 to address the training needs of the profession of Business Analysts (BA). Since 2007, the Business Analysis Professional Citation has graduated 647 students.</p> <p>The current Business Analysis Professional Citation Program (non-credit) is comprised of six core courses (105 hours). Most students complete the program within 9 months - 2 years.</p> <p>The proposed program will combine BA-specific learning with BA-applicable management and leadership courses, thereby preparing the BA professional for work in areas such as project management, leadership, change management,</p>

and analytics.

**Program Overview Table**

Current Business Analyst Professional Citation Program	Proposed Business Analyst Certificate Program
105 hours <ul style="list-style-type: none"> <li>6 core courses</li> </ul>	119+ hours <ul style="list-style-type: none"> <li>6 core courses (105 hours)</li> <li>1 elective course (14 or 21 hours)</li> </ul>

**Rationale for change**

At present, the term “certificate” is strongly recommended by the program’s advisory committee as the preferable credential within the business analysis community and industry. The term “citation,” while historically relevant, has faded from use.

The Faculty of Extension acknowledges that University of Alberta certificates, including non-credit certificates, are recognized as valuable credentials within our communities. Our Faculty governance states that certificates are normally 120 instructional hours or greater, depending upon the learning needs and intended outcomes. (The range, including this certificate, will be 119 hours - 347 hours.) The addition of a relevant elective to this program provides the opportunity to shift the program towards the “certificate” level.

**Resource Implications**  
Identify the resource implications of the proposed program. Identify if resources are being re-allocated to or from other areas, and outline the implications of this re-allocation.

Existing resources will be allocated to the development and delivery of this program. No additional resource requirements are anticipated. In the development of this program, the following work will be undertaken by Faculty of Extension staff:

- Community, professional association, and industry consultation: M&L Program Coordinator (Jackie Lane)
- Program development and design: M&L Program Coordinator (Jackie Lane); Extension Learning Engagement Office
- Program administration: M&L program team; Extension Student Services Office (ESSO) team
- Program development oversight: Christie Schultz, Assistant Dean (Academic)
- Marketing support: Extension Marketing and Strategic Initiatives team

**Consultation**  
Describe any consultation and/or potential impacts on service units of the University, including the Office of the Registrar and Student Awards, Academic Information and Communication Technologies (AICT),

Existing ongoing community consultation processes will be used to support this program. It is not anticipated that additional resources from University of Alberta central service units will be required.

Of note, the Extension Student Services Office (ESSO) will be required to create a new program in Campus Solutions; the Manager of the ESSO has been consulted.

Community and external consultations:

<p>Library Administration, Facilities and Operations, Student Services, etc.</p>	<ul style="list-style-type: none"> <li>● Business Analysis Advisory Committee <ul style="list-style-type: none"> <li>○ December 1, 2016</li> <li>○ April 11, 2018</li> </ul> </li> </ul> <p>University of Alberta service unit consultations</p> <ul style="list-style-type: none"> <li>● Service unit processes will be consistent with those existing for all Faculty of Extension programs.</li> </ul> <p>University of Alberta General Faculties Council Manager of GFC Services</p> <ul style="list-style-type: none"> <li>● In 2017, the General Faculties Council Manager of GFC Services indicated that a transition from a citation to a certificate would be considered a “new program” and would require full new non-credit program governance.</li> </ul> <p>Faculty of Extension internal consultations:</p> <ul style="list-style-type: none"> <li>● Management and Leadership Programs</li> <li>● Extension Student Services Office (ESSO)</li> <li>● Extension Marketing and Strategic Initiatives team</li> </ul>
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<p><b>Appendices</b></p>	
<p>Include any additional information in support of the proposal including any Calendar content, the Library Impact Statement and letters of support.</p>	<ul style="list-style-type: none"> <li>● Appendix A: Business Analysis Certificate course details</li> <li>● Appendix B: Business Analysis Advisory Committee Members</li> <li>● Appendix C: Business Analysis Advisory Committee Terms of Reference</li> <li>● Appendix D: Letters of Support</li> </ul>



## APPENDIX A

**Program Name:** Business Analysis Certificate

**Proposed program description (web copy):**

Business analysis is currently one of the most sought-after occupations in Canada. Recently ranked by human resources giant Randstad as the fifth most in-demand job in the country, business analysis also made the list of the “Top 10 Occupations With the Strongest Annual Average Employment Growth” projected until 2024 by the federal government’s Canadian Occupational Projection System.

Change has always been a constant—but never as fast as now. Technologies grow old at light speed, the advance of globalization erases traditional borders, and companies are faced with new challenges every day. Business analysts help organizations keep up with this quickly evolving environment by identifying what needs to change for a business to thrive.

Covering the entire organization or focusing on specific projects and programs, the business analysis practitioner articulates problems and recommends solutions that are often technology-based but also involve changes in strategies, processes, and policies.

The **Business Analysis Certificate** from the Faculty of Extension, University of Alberta provides students with a valuable set of knowledge and skills needed for this profession, covering topics such as enterprise analysis and architecture, interface and data design, solution verification and validation, requirements elicitation, and scope management.

**Audience:** Aimed at professionals in the areas of business and information technology, the Business Analysis Professional Citation will be of benefit to business managers, system administrators, system analysts, project managers, and professionals dealing with change management projects within their organizations. Learners in this career-enhancing program come from all sectors: government, industry, not-for-profit organizations, and small to large enterprise.

**Program Hours:** 119+

**Grading:** Graded

**Course Format:** Blended

**Program At A Glance**

- 6 core courses + 1 elective
- May be completed between 6 months to 2 years of part-time study

The Business Analysis program is comprised of six core courses, plus one elective. Each of them designed to stand alone in providing a strong foundation in business analysis. Each course is offered individually, but learners who desire a comprehensive business analysis skill set may complete all to earn a Certificate.

## **Core Courses:**

### **EXBA 5687 Business & Strategy Analysis (21 hours)**

Business Analysis helps organizations solve problems and capitalize on opportunities by assessing the potential value of solutions, facilitating their implementation, and evaluating their performance. This course explores the various ways to apply business analysis within organizations and how to strategically identify, assess and select which potential changes should be pursued. Students learn how to develop a business case that includes relevant information for executives to be able to make informed decisions.

### **EXBA 5688 Requirements Elicitation & Management (14 hours)**

Defining good requirements is critical to implementing successful changes. Requirements are used to establish and maintain the scope of a change. Requirements are based on stakeholder needs and are elicited through ongoing interaction with stakeholders. This course focuses on techniques for eliciting requirements, as well as exploring methods for clearly documenting requirements so that they can be verified and validated. Students learn how to develop a requirements elicitation plan and prepare requirements documentation.

### **EXBA 5689 Analyzing Processes, Information and People (21 hours)**

This course will explore various analysis and modelling techniques to better understand the requirements associated with people, processes and information elements in a business context. Basic business modelling tools such as organization models, workflow models and swim-lane diagrams are used to explore solution requirements. UML models (use cases, state and sequence diagrams) extend the solution requirements and establish the context for solution design. Principles of data and data analysis are introduced. Various methodologies are used to set a framework for analysis activities.

### **EXBA 5690 Communication Success Factor (14 hours)**

Effective communication is essential to successful change. Being able to understand others, provide clear information and influence without authority ensuring the ability to navigate personalities and politics. This course identifies the key elements of communication and how to leverage various delivery channels and methods to ensure messaging is received and understood. Students will also learn approaches to negotiation and how to build high performance teams, while identifying and addressing risks that arise as you prepare for and implement a change.

### **EXBA 5691 Solution Design, and Quality Assurance (21 hours)**

Great solutions address the needs of their intended users through good design. This course provides an overview of design thinking and how business analysts are involved in the solution design process. Students will learn how to create effective and compelling interfaces, and to develop solutions for managing data. Students will also understand how to define and assess the quality of a solution and how to create quality assurance processes.

### **EXBA 5692 Solution Deployment and Evaluation (14 hours)**

Successful implementations provide solutions efficiently and achieve expected outcomes with minimal business disruption. This course explores factors for successful deployment and evaluation of both large and small solutions and the role business analysts' play. Students will learn about solution transition planning, execution, post-project actions, and benefits tracking. Students

will also investigate the critical link between solution evaluation and strategy analysis to complete the business analysis life cycle.

### **Elective Courses (choose one):**

#### **EXMGT5427 Project Management Essentials (14 hours)**

Project management has become a critical skill in every work place. Managers need to know the tools, techniques and have the knowledge to handle projects and deliver successful outcomes. Learn the basics to help you plan, execute, and control project management activities. This is an introductory project management course. We will explore successful projects and why projects that seemingly follow all the necessary rigor and methodology fail. In the end, students will leave with an enhanced ability to plan, execute and control their project management activities.

#### **EXMGT5439 Managing Organizational Change (21 hours)**

*This course is ACMP QEP (Qualified Educational Provider)™ certified and corresponds to 19 PDU hours.*

A well-managed change helps move an organization into the "new way" quickly, with wide-acceptance by people and minimal disruption. Examine the change process and tools and techniques to manage organizational change. Through reflection on past experience, you will examine key concepts of change and how to utilize a structured method to approach, plan and sustain a change program.

#### **EXMGT5447 Business Analytics for Managers (14 hours)**

Knowing how to extract real business value from the data generated by your organization is a valuable tool for all managers. Topics may include: foundational information on what is meant by analytics; the various types of analytics - descriptive, predictive and prescriptive; moving from business intelligence to business analytics; theories and trends in data analytics; and the latest best practices and tools available in business analytics, including their advantages and disadvantages.

#### **EXLDR5620 Leadership Fundamentals (14 hours)**

At its core, leadership is relational, connecting self and others. Topics may include: exploring the concept of "leading from the self"; leadership theories and practices; leadership styles and strengths; leadership beliefs and barriers; and the reflective practitioner of leadership.

## APPENDIX B

### **Business Analysis Advisory Committee Members**

#### **Chair:**

- Christie Schultz, Assistant Dean, Academic, Faculty of Extension

#### **Faculty member(s):**

- Fay Fletcher, Associate Dean, Academic and Student Affairs (On leave: August 1, 2018 - January 31, 2019)

#### **Program staff members(s):**

- Sandra Lacza, Team Lead, Management and Leadership Programs
- Jackie Lane, Program Coordinator

#### **Program instructor(s):**

- Judy Forest JudyF@windingriver.ca
- Jarett Hailes jarett@larimarconsulting.com

#### **Industry or professional representative(s):**

- Ruth Younie, Education Coordinator, International Institute of Business Analysis (IIBA)  
ruthmyounie@gmail.com

#### **Student or alumni representative(s):**

- Suzelle Desardouin umeobier@ualberta.ca
- Carrie Bujold carriegeebujold@gmail.com

## **APPENDIX C**

### **Faculty of Extension**

#### **Business Analysis Advisory Committee Terms of Reference**

##### **PREAMBLE**

One of the ways that the Faculty of Extension assures that its programming is current, relevant, and of excellent quality is through a Program Advisory Committee system. The Program Advisory Committee is the principal means for involving program stakeholders, soliciting expert advice and counsel, maximizing responsiveness to student and client needs and demands, and contributing to developing and incorporating the findings of contemporary scholarship and research into programming.

##### **PURPOSE**

The Program Advisory Committee will provide member's advice to the program's Team Leads and the Faculty of Extension Council. The committee will:

- serve as subject matter experts
- assist in the development and review of program curricula to ensure relevance, high quality, and competitiveness
- provide advice and direction on course structure, content, evaluation, program strengths, weaknesses or gaps in programming
- provide effective marketing and program profile development relating to current trends, issues, and ideas relevant to the program
- act as a link to professional and industry partners

##### **MEMBERSHIP**

1. The Committee will consist of 5 - 10 members.
2. Membership of the Committee normally should consist of a minimum of one member from each of the following categories:
  - Program staff
  - Academic Staff
  - Instructors
  - Students
  - Professional/Industry partners
3. Appointments will normally be for no more than three, 2-year terms (total of 6 years) with approximately one-half of the appointments being made or renewed each year. However, upon the recommendation of the program's Team Lead, the Dean may approve an extension.

4. Members may be appointed by their respective organisations or by the program's Team Leads
5. The committee will be chaired by Assistant, Dean, Academic or delegate.
6. Secretarial and administrative support will be provided by the program areas within the Faculty of Extension
7. Ad Hoc committees such as working groups or task forces may be established as required. Membership of such groups may be recruited from outside the Committee.

#### **MEETINGS OF THE COMMITTEE**

1. The Committee will normally meet once a year.
2. Additional meetings may be called at the request of the chair.
3. No remuneration will be paid to Committee members. Out-of-pocket expenses such as parking or required travel may be reimbursed.

#### **MEMBER BENEFITS AND RECOGNITION**

- Opportunity to influence the nature of university extension programs to better serve the needs of students, organisations, and the community.
- Opportunity to exchange ideas, experiences, and information with peers who share expertise and interest in this field.
- Opportunity for public service and professional recognition.

## APPENDIX D: Letters of Support

To Whom It May Concern

Subject: Letter of Support for Credential Change For Business Analysis Citation to Certificate

I would like to extend my support to the change of the Business Analysis Professional Citation to Certificate. This change is warranted for a variety of reasons and I offer a few of these for consideration:

- Improvements and formalization of the professional practice of business analysis
  - The field of business analysis has grown rapidly in both need and sophistication. The International Institute of Business Analysis (IIBA) recognizes this continual evolution of the practice and released Version 3 of the Business Analysis Book of Knowledge in 2015. Advancing the credential would recognize this change and mirror advanced credentials in complementary disciplines such as Project Management, Change Management, and Business Analytics.
- Increase in industry need for business analysis professionals
  - Technological advances and the need to keep up with the global marketplace are continually driving business competition. Business requires the change enabling capability of business analysts more than ever before. Updating to a Certification would fulfill expectations of these organizations of the need and formal status of the role.
- Appropriate recognition of discipline status
  - Business Analysts traditionally evolved from various backgrounds and business groups to fulfill needs as they arose. This is no longer the case, analysts typically come into established work groups responsible for organizational improvement or are designated that role within the business area. The certification would appropriately match the respect of the field and skills needed to practice business analysis effectively and enable our students to stand out from other fields of study.

I would certainly be available to discuss the need for these potential changes should that be of interest.

Sincerely,

David Yuk  
Instructor  
University of Alberta, Faculty of Extension

October 2, 2018

To Whom It May Concern:

My name is Jarett Hailes. I have been teaching the Business Analysis Professional Citation program for the past four years. I also operate a management consulting company in Edmonton.

Recently the program proposed moving from a professional citation to a certificate. From an instructor perspective, I believe this has several benefits for students, as they will:

- Broaden their understanding of how business analysis fits in with related professions;
- Gain a greater sense of achievement by completing a more in-depth program;
- Obtain additional relevant skills that will increase their marketability to potential employers;
- Align the language used for the program with other similar offerings in the marketplace, leading to greater understanding of the value of the program.

Overall I look forward to having the program's scope increased and the opportunity to deliver a greater breadth of knowledge to students.

Regards,

Jarett Hailes



**Governance Executive Summary**  
**Action Item**

Agenda Title: **Proposed Changes to Existing Entrance Requirements and Application Deadlines for the MA, MSc, and PhD Degree Programs in Psychology, Faculty of Arts, Faculty of Science and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements and Application Deadlines for the MA, MSc and PhD degree programs in Psychology, as submitted by the Faculty of Graduate Studies and Research, the Faculty of Arts, and the Faculty of Science, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Lesley Cormack, Dean, Faculty of Arts Frank Marsiglio, Interim Dean, Faculty of Science
Presenter(s)	Anthony Singhal, Associate Chair, Department of Psychology Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Adding the application deadline to in the calendar</li> <li>· Clarification of entrance requirements</li> <li>· Clarification of program requirements</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<b><u>Those who are actively participating:</u></b> <ul style="list-style-type: none"> <li>· Anthony Singhal, Associate Chair, Department of Psychology</li> </ul>
	<b><u>Those who have been consulted:</u></b> <ul style="list-style-type: none"> <li>· Maria Chia, Graduate Calendar project specialist</li> <li>· Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul>

<For information on the protocol see the <u>Governance Toolkit</u> section <u>Student Participation Protocol</u> >	<u><i>Those who have been informed:</i></u> .
Approval Route (Governance) (including meeting dates)	Psychology Council September 12, 2018 Arts Faculty Council October 4, 2018 GFC ASC-SOS (for discussion), November 1, 2018 GFC ASC, November 8, 2018 GFC Course and Program Changes (program requirements) November 21, 2018

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator [Governance Office]	Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Department of Psychology graduate programs, Calendar change request (pages 1-2)

*Prepared by:* Maria Chia, Graduate Calendar project specialist, mchia@ualberta.ca

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 2-29 Triffo Hall Edmonton AB Canada T6G 2E1  
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 www.gradstudies.ualberta.ca

**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p><b>Psychology [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b>            The Department's minimum admission requirements are a four-year undergraduate degree with a 3.0 or better grade point average in the last two years of study at the University of Alberta, or an equivalent qualification from a recognized institution (see Academic Requirements)</p> <p>If the undergraduate degree was not granted by a recognized English language institution, English language proficiency must be demonstrated by a total score of 88 with a score of at least 20 on each individual skill area on the Internet-based TOEFL. An acceptable score on another approved English language proficiency exam will suffice where the Internet-based TOEFL is not available (see English Language Requirement).</p> <p>The Department requires that applicants submit a statement of their research interests, three letters of recommendation, and</p> <p>[moved above]            scores on the Graduate Record Exam General Test.</p> <p>[...]</p>	<p><b>Graduate Programs</b></p> <p><b>Psychology [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b>            The Department's minimum admission requirements are an undergraduate degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>Applicants are required to submit scores on the Graduate Record Exam General Test. This requirement can be waived with the explicit written consent of the applicant's potential supervisor(s).</p> <p>Where applicable, applicants must have a minimum TOEFL score of 88 with a score of at least 20 on each individual skill area (Internet-based). An acceptable score on another approved English language proficiency exam will suffice where the Internet-based TOEFL is not available (see <a href="#">English Language Requirement</a>).</p> <p>All applicants are also required to submit a statement of their research interests and three letters of recommendation, and must identify a potential supervisor.</p> <p>The deadline for submitting applications for admission is January 15 for the following September.</p> <p>[...]</p>

<p><b>Justification: FGSR Compliance Project.</b></p> <ul style="list-style-type: none"><li>· Clarification of program requirements</li><li>· Adding application deadline</li></ul> <p>Approved by: Psychology Council September 12, 2018 Arts Faculty Council October 4, 2018</p>	

- Clarification of program requirements
- Adding application deadline

Approved by:

Psychology Council September 12, 2018

Arts Faculty Council October 4, 2018

**Governance Executive Summary**  
**Action Item**

Agenda Title: **Proposed Changes to Existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc, MEng and PhD Degree Programs in Mechanical Engineering, Faculty of Engineering and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MSc, MEng and PhD degree programs in Mechanical Engineering, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Engineering, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Fraser Forbes, Dean, Faculty of Engineering
Presenter(s)	Morris Flynn, Associate Chair, Department of Mechanical Engineering Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is ( <i>please be specific</i> )	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary ( <i>outline the specific item– and remember your audience</i> )	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including all acceptable ELP scores and required documentation</li> <li>· Adding application deadlines</li> <li>· Clarification of Academic standing requirements</li> <li>· Clarification of program requirements</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>· Morris Flynn, Associate Chair, Department of Mechanical Engineering</li> </ul>
<For information on the protocol see the <u>Governance</u>	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>· Maria Chia (Graduate Calendar project specialist)</li> <li>· Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul>

Item No. 7

<u>Toolkit section Student Participation Protocol</u> >	<u>Those who have been informed:</u> .
Approval Route (Governance) (including meeting dates)	ECC July 5, 2018 Mechanical Engineering Department Council, September 27, 2018 GFC ASC-SOS (for discussion), November 1, 2018 GFC ASC, November 8, 2018 GFC Course and Program Changes (program requirements) November 21, 2018

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator [Governance Office]	Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Department of Mechanical Engineering graduate programs, Calendar change request (pages 1-4)

Prepared by: Maria Chia, Graduate Calendar project specialist, mchia@ualberta.ca

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[www.gradstudies.ualberta.ca](http://www.gradstudies.ualberta.ca)

**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

Current	Proposed
<p><b>Graduate Programs Mechanical Engineering [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b>            The Department's minimum admission requirements for degrees in Mechanical Engineering are an undergraduate degree with an <b>average of 3.0 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution, and a TOEFL score of 95 (Internet-based) or 580 (paper-based) where applicable (see English Language Requirement).</b></p> <p><b>The Department's minimum admission requirements for MSc and PhD degrees in Engineering Management are an undergraduate degree in an engineering discipline, with an average of 3.0 in the last two years of undergraduate work, and a TOEFL score of 93 (Internet-based) or 580 (paper-based) where applicable (see English Language Requirement). In the case of the MEng degree in Engineering Management, the Department's minimum admission requirements are an undergraduate degree in an engineering discipline, with an average of 3.5 in the last two years of undergraduate work, and a TOEFL score of 93 (Internet-based) or 580 (paper-based) where applicable (see English Language Requirement).</b></p> <p>Applicants with exceptional or tenured work experience who do not meet the minimum admission requirements for the MEng degree in Engineering Management may apply directly to the MEng Engineering Management Admissions Review Committee for special consideration. Specific details are found in the document: <b>Program Manual for Graduate Study in Engineering Management</b>, available from the Department or on the Department's home page.</p>	<p><b>Graduate Programs Mechanical Engineering [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b>            The Department's minimum admission requirements for degrees in Mechanical Engineering <b>and Engineering Management</b> are an undergraduate degree with an <b>admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</b></p> <p>Applicants with exceptional or tenured work experience who do not meet the minimum admission requirements may apply for special consideration. Specific details are found in the document <b>Graduate Program Manual for MEng, MSc and PhD in Mechanical Engineering and Engineering Management</b>, available from the Department or on the Department's home page.</p> <p><b>Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:</b></p> <ul style="list-style-type: none"> <li>• a TOEFL score of 93 (Internet-based) <b>or equivalent;</b></li> <li>• an overall IELTS score of at least 6.5 with at least 5 on each band;</li> <li>• a minimum MELAB score of 85;</li> <li>• an overall minimum CAEL score of 60 with at</li> </ul>

<p>[...]</p> <p><b>Graduate Program Requirements The Degree of MSc in Mechanical Engineering [Graduate]</b></p> <p><b>Program Requirements</b></p> <p>[...]</p>	<p><u>least 60 on each subset:</u></p> <ul style="list-style-type: none"> <li>• <u>an overall minimum PTE score of 59.</u></li> </ul> <p><u>Applicants are also required to submit the following supporting documentation:</u></p> <ul style="list-style-type: none"> <li>• <u>Three letters of reference</u></li> <li>• <u>Curriculum Vitae</u></li> <li>• <u>Personal Statement</u></li> </ul> <p><u>See <a href="#">Required Supporting Documentation</a> on the Department website for further information.</u></p> <p><b><u>Application deadlines:</u></b>  <u>Students wishing to be considered for select recruitment scholarships are encouraged to apply well in advance in the scholarship application deadlines – see <a href="#">Scholarships and Awards</a> on the Faculty of Graduate Studies and Research website.</u></p> <p><u>MEng Fall Admission (September):</u></p> <ul style="list-style-type: none"> <li>• <u>January 15 for all applicants</u></li> </ul> <p><u>There is no Winter Admission for the MEng program</u></p> <p><u>MSc/PhD Fall Admission (September):</u></p> <ul style="list-style-type: none"> <li>• <u>May 15 for Canadian citizens</u></li> <li>• <u>March 15 for International students</u></li> </ul> <p><u>MSc/PhD Winter Admission (January):</u></p> <ul style="list-style-type: none"> <li>• <u>September 15 for Canadian citizens</u></li> <li>• <u>July 15 for International students</u></li> </ul> <p>[...]</p> <p><b>Graduate Program Requirements The Degree of MSc in Mechanical Engineering [Graduate]</b></p> <p><b>Program Requirements</b></p> <p>[...]</p> <p><b><u>Academic Standing Requirement</u></b>  <u>Students are required to maintain a minimum cumulative grade point average of 3.0 throughout the course of the program.</u></p> <p><u>Failure to maintain the required cumulative GPA will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on academic probation&lt;<a href="#">link to FGSR Academic Probation</a>&gt; and/or be required to withdraw.</u></p> <p>[...]</p>
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**The Degree of MSc in Engineering Management [Graduate]**

[...]

**The Degree of MEng in Mechanical Engineering [Graduate]**

**Program Requirements**

[...]

**The Degree of MEng in Engineering Management [Graduate]**

**Program Requirements**

[...]

**Academic Standing Requirements**

For students pursuing the MEng degree in Engineering Management, the Department requires a higher minimum cumulative grade point average than that acceptable to

**The Degree of MSc in Engineering Management [Graduate]**

[...]

**Academic Standing Requirement**

Students are required to maintain a minimum cumulative grade point average of 3.0 throughout the course of the program.

Failure to maintain the required cumulative GPA will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on academic probation<[link to FGSR Academic Probation](#)> and/or be required to withdraw.

[...]

**The Degree of MEng in Mechanical Engineering [Graduate]**

**Program Requirements**

[...]

**Academic Standing Requirement**

Students are required to maintain a minimum cumulative grade point average of 3.0 throughout the course of the program.

Failure to maintain the required cumulative GPA will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on academic probation<[link to FGSR Academic Probation](#)> and/or be required to withdraw.

[...]

**The Degree of MEng in Engineering Management [Graduate]**

**Program Requirements**

[...]

**Academic Standing Requirements**

the Faculty of Graduate Studies and Research (see Minimum Faculty Requirements). All students pursuing the MEng degree in Engineering Management must maintain a cumulative grade point average of 3.0 throughout the course of the program. A student whose academic standing falls below a cumulative grade point average of 3.0 may be required to withdraw at any time.

[...]

### The Degree of PhD in Mechanical Engineering [Graduate] Program Requirements

[...]

### The Degree of PhD in Engineering Management [Graduate]

#### Program Requirements

[...]

Students are required to maintain a cumulative grade point average of 3.0 throughout the course of the program.

Failure to maintain the required cumulative GPA will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on academic probation<link to FGSR Academic Probation> and/or be required to withdraw.

[...]

### The Degree of PhD in Mechanical Engineering [Graduate] Program Requirements

[...]

#### Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of 3.3 throughout the course of the program.

Failure to maintain the required cumulative GPA will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on academic probation<link to FGSR Academic Probation> and/or be required to withdraw.

[...]

### The Degree of PhD in Engineering Management [Graduate]

#### Program Requirements

[...]

#### Academic Standing Requirement

Students are required to maintain a minimum cumulative grade point average of 3.3 throughout the course of the program.

Failure to maintain the required cumulative GPA will normally result in a recommendation by the Graduate Coordinator to FGSR that the student be placed on academic probation<link to FGSR Academic Probation> and/or be required to withdraw.

[...]

**Justification:**

- § Lower admission GPA from 3.5 to 3.0 for MEng in Engineering Management applicants
- § Lower Internet-based TOEFL score from 95 to 93 for Mechanical Engineering applicants
- § Reducing required credits to \*15 from \*18 for MSc and PhD programs in Engineering Management
- § Clarification of Academic standing requirement for all programs.
- § Clarification of time limit for completing candidacy exam
- § Change of program requirement (foundational course requirement) for M.Sc. (Mech. Eng.) program

**Approved by:**

ECC July 5 2018

Mechanical Engineering Department Council (formatting changes received for information and ratified) September 27, 2018

**Governance Executive Summary**  
**Action Item**

Agenda Title: **Proposed Changes to Existing Entrance Requirements for the MA and PhD Degree Programs in Economics, Faculty of Arts and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MA and PhD degree programs in Economics, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Lesley Cormack, Dean, Faculty of Arts
Presenter(s)	Heather Eckert, Associate Chair, Department of Economics Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is ( <i>please be specific</i> )	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary ( <i>outline the specific item– and remember your audience</i> )	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including required documentation</li> <li>· Adding application deadlines</li> <li>· Clarifying program requirements</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <u>Governance Toolkit section Student Participation Protocol</u> >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> <li>· Heather Eckert, Associate Chair, Department of Economics</li> </ul>
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> <li>· Maria Chia (Graduate Calendar project specialist), Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul>
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> <li>·</li> </ul>

Approval Route (Governance) (including meeting dates)	Arts Faculty Council October 4, 2018 GFC ASC-SOS (for discussion), November 1, 2018 GFC ASC, November 8, 2018 GFC APC November 7, 2018 (program requirements)
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator [Governance Office]	Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Department of Economics graduate programs, Calendar change request (pages 1-2)

*Prepared by:* Maria Chia, Graduate Calendar project specialist, mchia@ualberta.ca

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**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p><b>Economics [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p>The Department's minimum admission requirements are an undergraduate degree with a grade point average of at least 3.0 in economics courses, and a TOEFL score of 580 (paper based) or 92 (Internet based) where applicable (see English Language Requirement). A GPA of 3.2 in MA work is required for admission to the PhD program.</p>	<p><b>Graduate Programs</b></p> <p><b>Economics [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p><u>For the MA program, the Department's minimum admission requirements are an undergraduate degree in Economics with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</u></p> <p><u>For the MA with a specialization in Economics and Finance, the Department's minimum admission requirements are an undergraduate degree in Economics with an admission GPA of at least 3.5 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</u></p> <p><u>For the PhD program, the Department's minimum admission requirements are an MA in Economics with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework. In addition, applicants must have a minimum grade point average of 3.2 on all MA coursework.</u></p> <p><u>All applicants must have completed coursework in calculus and linear algebra, as well as advanced coursework in microeconomics, macroeconomics, and econometrics.</u></p> <p><u>Where applicable, applicants must provide proof of English Language Proficiency (refer to <a href="#">English Language</a></u></p>

<p>Applicants whose most recent degree is from a non-Canadian university are required to write the Graduate Record Examinations (verbal, quantitative, and analytical sections) administered by the Educational Testing Service (Princeton, NJ). The examinations should be written early enough for scores to be available at the same time as the applicant's other supporting documents. No minimum cutoff score is specified, because GRE results are used only in conjunction with other indicators of potential academic success. <u>The Graduate Program Committee will waive this requirement only in exceptional circumstances.</u></p> <p><u>Students entering a graduate program in economics are required to have or to make up credit in a basic course in calculus and one in statistics.</u></p> <p><u>Note: These courses are required in addition to the candidate's normal graduate program.</u></p> <p>Inquiries regarding details of programs offered within the Department should be directed to the Graduate Program Office.</p> <p>[...]</p>	<p><u>Requirement). Any one of the following is acceptable:</u></p> <ul style="list-style-type: none"> <li>• <u>A TOEFL score of 92 (Internet-based) where applicable with a minimum of 20 in each band, or equivalent</u></li> <li>• <u>A minimum overall band score of 7.0 on IELTS, with at least 6.5 in each band.</u></li> </ul> <p>Applicants whose most recent degree is from a non-Canadian university are required to write the Graduate Record Examinations (verbal, quantitative, and analytical sections) administered by the Educational Testing Service (Princeton, NJ). The examinations should be written early enough for scores to be available at the same time as the applicant's other supporting documents. No minimum cutoff score is specified, because GRE results are used only in conjunction with other indicators of potential academic success.</p> <p><u>Applicants are also required to submit a Curriculum Vitae and three reference letters (minimum 2 academic). In addition, PhD applicants must provide a statement of research interest. Applicants are not required to have a supervisor before applying to the programs.</u></p> <p><u>For information regarding tuition and fees, please refer to Tuition &amp; Cost of Living Estimates.</u></p> <p>Inquiries regarding details of programs offered within the Department should be directed to the Graduate Program Office.</p> <p><u>Applications are open annually from September 1 through January 31 for admission in the Fall term. We offer one intake per year.</u></p> <p>[...]</p>
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**Justification:** FGSR Compliance Project.

- Ensuring entrance requirements are in the calendar, including required documentation
- Adding the application deadline
- Clarification of entrance and program requirements
- All changes represent current practice

Approved by: Arts Faculty Council October 4, 2018

**Governance Executive Summary  
Action Item**

Agenda Title: **Proposed Changes to Existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MA, MMus, DMus, and PhD Degree Programs in Music, Faculty of Arts and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MA, MMus, DMus and PhD degree programs in Music, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Lesley Cormack, Dean, Faculty of Arts
Presenter(s)	Maryam Moshaver, Associate Chair, Department of Music, Faculty of Arts Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including required documentation and audition requirements</li> <li>· Ensuring academic standing requirement is in the calendar</li> <li>· Clarification of program requirements</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing (Include meeting dates)**

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>· Maryam Moshaver, Associate Chair, Department of Music</li> <li>· Morgan Gauthier, Assistant Chair, Administration, Department of Music</li> <li>· Kim Arndt, Graduate Advisor, Department of Music</li> </ul>
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<p>&lt;For information on the protocol see the <u>Governance Toolkit section Student Participation Protocol</u>&gt;</p>	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>· Maria Chia (Graduate Calendar project specialist), Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul>
	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> <li>·</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Arts Faculty Council October 4, 2018 GFC ASC-SOS (for discussion), November 1, 2018 GFC ASC, November 8, 2018</p>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p>OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
<p>Alignment with Institutional Risk Indicator [Governance Office]</p>	<p>Student Success</p>
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference</p>

Attachments (each to be numbered 1 - <>)

1. Department of Music graduate programs, Calendar change request (pages 1-3)

*Prepared by:* Maria Chia, Graduate Calendar project specialist, mchia@ualberta.ca

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 www.gradstudies.ualberta.ca

**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p><b>Music [Graduate]</b></p> <p>[...]</p> <p>[moved from Degrees of MA and MMus below]            The Department's minimum admission requirements are a <del>BMus degree with an average of 3.0 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution, and where applicable, satisfactory completion of English language proficiency prior to admission (see English Language Requirement). In the case of the MA an Honors BA or equivalent is acceptable in place of the BMus.</del></p> <p>An audition, preferably in person, is required as part of the admission procedure for applicants in <del>Applied Music and Choral Conducting; sample papers must be submitted by applicants to the MA,</del> and a portfolio of compositions (together with recordings if possible) by applicants in <del>Composition. Applicants must also submit a one-page statement of purpose.</del></p> <p>[moved from the Degree of DMus below]            The <del>entrance requirement is</del> an MMus degree <del>or equivalent</del> and evidence of outstanding ability and accomplishment in the area of <del>specialization, and where applicable, satisfactory completion of English language proficiency prior to admission (see English Language Requirement).</del></p>	<p><b>Graduate Programs</b></p> <p><b>Music [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p>[moved from Degrees of MA and MMus below]  <b>For the MA program</b> the Department's minimum admission requirements are a <u>Bachelor's degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</u></p> <p><b>For the MMus program</b> the Department's minimum admission requirements are a <u>BMus degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</u></p> <p>An audition, preferably in person, is required as part of the admission procedure for applicants <u>to the MMus in Performance</u> and <u>in Choral Conducting.</u> A portfolio of compositions (together with recordings if possible) is required for applicants to the MMus in Composition.</p> <p>[moved from the Degree of DMus below]  <b>For the DMus program</b> the Department's minimum admission requirements are an MMus degree <u>with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution, as well as</u> evidence of outstanding ability and accomplishment in the area of <u>concentration. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</u></p>

[moved from the Degree of PhD below]

The entrance requirement is an MA or MMus degree or equivalent and evidence of outstanding ability and accomplishment in the area of specialization, and where applicable, satisfactory completion of English language proficiency prior to admission (see English Language Requirement). Applicants who hold a BMus or BA (Hon) in Music must complete the core of courses relevant to the MA.

An audition, preferably in person, is required as part of the admission procedure for applicants to the DMus in Performance and in Choral Conducting.

[moved from the Degree of PhD below]

For the PhD program the Department's minimum admission requirements are an MA or MMus degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution, as well as evidence of outstanding ability and accomplishment in the area of concentration. The admission GPA will be calculated on the last < 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.

Where applicable, applicants must provide proof of English Language Proficiency (refer to English Language Requirement). Any one of the following is acceptable:

- a minimum TOEFL score of 100 (internet-based) with at least 20 on each of the individual skill areas
- a minimum overall band score of 7.0 on the IELTS with a minimum of 6.5 on each band
- an equivalent score on a recognized English language examination.

Applicants must also submit the following

- a current Curriculum Vitae
- a Statement of Interest – one or two pages summarizing their background in music and outlining future career goals
- a brief summary of personal achievements outside of music (involvement in student government and the university community, involvement in professional societies and volunteerism)
- three letters of reference. Referees should be knowledgeable about the applicant's academic and research potential and capabilities.

Applicants to the MA and the PhD must submit two sample academic papers.

Applicants to the MMus or DMus in performance or choral conducting must submit an Application for Audition. Please consult the Auditions page on the Department of Music website for dates and specific repertoire guidelines. Choral conducting applicants must also submit a list of repertoire conducted over the last four or five years. DMus Performance applicants must provide a list of repertoire performed and learned over the past five years.

<p>[moved from General Information]  Application forms, brochures, and further information can be obtained from the Department of Music website, address above. To receive full consideration for funding and to be assured of an audition date, all applications supporting documentation, including transcripts, composition portfolios, writing samples, and recorded audition materials (in programs for which they are acceptable) must be received by December 1. For further information email queries to musicgs@ualberta.ca.</p> <p>[...]</p>	<p><u>Applicants to the MMus or DMus in composition must submit an electronic portfolio with at least three works, including relevant scores in PDF format, as well as sound files and any other related media files. Links to audio/video streaming sites are acceptable.</u></p> <p><u>For DMus applicants, an interview will be part of the selection process.</u></p> <p><b><u>Application Deadlines</u></b>  To receive full consideration for funding and to be assured of an audition date, applications must be received by <u>December 1</u>. For further information email queries to <u>musicgs@ualberta.ca</u>.</p> <p><u>If required, audition application forms must be received by December 1. If a video file/link is being submitted in lieu of an in-person audition, the video file/link must be received no later than December 15.</u></p> <p><b><u>Academic Standing Requirement</u></b>  <u>The Department of Music requires its graduate students to maintain an average GPA of at least 3.3 in the main area of concentration during each year of study.</u></p> <p>[...]</p>
<p>Justification: FGSR Compliance Project.</p> <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including required documentation and audition requirements</li> <li>· Clarification of Academic Standing requirement</li> <li>· Clarification of program requirements</li> </ul> <p>Approved by: Arts Faculty Council October 4, 2018</p>	

**Governance Executive Summary  
Action Item**

Agenda Title: **Proposed Changes to Existing Entrance Requirements for the MEd Degree Program in Études en Langue et Culture, Faculté St-Jean and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MEd degree program in Études en langue et culture, as submitted by the Faculty of Graduate Studies and Research and the Faculté St-Jean, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Pierre-Yves Mocquais, Dean, Faculté St-Jean
Presenter(s)	Samira ElAtia, Director of Graduate Studies, Faculté St-Jean Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is ( <i>please be specific</i> )	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary ( <i>outline the specific item– and remember your audience</i> )	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Clarification of entrance requirements</li> <li>· Clarification of program requirements</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <u>Governance</u>	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> <li>· Samira ElAtia, Associate Professor and Director of Graduate Studies, Faculté St-Jean</li> <li>· Marie Simuong, Governance Coordinator, Faculté St-Jean</li> </ul>
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> <li>· Maria Chia (Graduate Calendar project specialist), Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul>

<u>Toolkit section Student Participation Protocol</u> >	<u>Those who have been informed:</u> .
Approval Route (Governance) (including meeting dates)	Faculté Saint-Jean Council Committee Sept 28, 2018 GFC ASC-SOS (for discussion), November 1, 2018 GFC ASC, November 8, 2018

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator [Governance Office]	Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Faculté Saint-Jean graduate programs, Calendar change request (pages 1-2)

*Prepared by:* Maria Chia, Graduate Calendar project specialist, [mchia@ualberta.ca](mailto:mchia@ualberta.ca)

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www.gradstudies.ualberta.ca

**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p><b>Faculté Saint-Jean [Graduate]</b></p> <p>[...]</p> <p><b>Graduate Program Requirements</b></p> <p><b>The Degree of MEd (Faculté Saint-Jean) [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b> Faculté Saint-Jean's requirements for admission to the Master of Education program are as follows:</p> <ol style="list-style-type: none"> <li>1. A baccalaureate degree with a cumulative average of 3.0 or equivalent in the last 60 of a program with a substantial component from the areas of Education or the Social Sciences.</li> <li>2. Three letters of reference sent directly to the Faculté Saint-Jean.</li> <li>3. Two years of experience as a professional in the field of Education.</li> <li>4. Successful completion of a French language proficiency examination with a grade of C+ or more in both oral and written components.</li> <li>5. Acceptance by the Faculty of Graduate Studies and Research.</li> </ol> <p>[...]</p> <p><b>Maîtrise en sciences de l'éducation [Graduate]</b></p> <p>[...]</p> <p><b>Conditions d'admission</b> Les conditions d'admission au programme de Maîtrise en sciences de l'éducation sont les suivantes:</p>	<p><b>Graduate Programs</b></p> <p><b>Faculté Saint-Jean [Graduate]</b></p> <p>[...]</p> <p><b>Graduate Program Requirements</b></p> <p><b>The Degree of MEd <u>in Etudes en langue et culture</u> (Faculté Saint-Jean) [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b> Faculté Saint-Jean's <u>minimum admission requirements are an undergraduate degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last *60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</u></p> <p><u>Applicants are also required to submit three letters of reference and a statement of intent.</u></p> <p><u>Applicants to the <b>course-based MEd program</b> are required to have a minimum of two years of experience as a professional in education or educational training.</u></p> <p>[...]</p> <p><b>Maîtrise en sciences de l'éducation - <u>Études en langue et culture</u> [Graduate]</b></p> <p>[...]</p> <p><b>Conditions d'admission</b> Les conditions <u>minimales</u> d'admission au programme de Maîtrise en sciences de l'éducation (<b>MEd</b>) sont les</p>

<p>1. L'obtention d'un baccalauréat universitaire reconnu, avec une moyenne <b>cumulative</b> minimale de 3,0 ou l'équivalent, dans les *60 derniers <b>d'un programme axé principalement sur l'éducation ou les sciences sociales.</b></p> <p>2. Trois lettres de recommandation <b>adressées directement à la Faculté Saint-Jean.</b></p> <p>3. Une expérience minimale de deux ans comme professionnel <b>en éducation.</b></p> <p>4. La réussite à un examen de compétence en français (oral et écrit) avec une note minimale de C+ dans <b>chacune des composantes.</b></p> <p>5. <b>L'accord de la Faculté des études supérieures.</b></p> <p>[...]</p>	<p>suivantes:</p> <p>1. L'obtention d'un baccalauréat universitaire <b>reconnu par l'Université de l'Alberta</b>, avec une moyenne <b>d'admission</b> minimale de 3,0 <b>sur l'échelle de 4 points</b>, ou l'équivalent, dans les *60 derniers <b>crédits des cours universitaires</b>, ou sur l'équivalent des deux dernières années de cours à temps plein :</p> <p>2. Trois lettres de recommandation ;</p> <p>3. <b>une lettre d'intention ;</b></p> <p>4. <b>Les candidats au programme de maîtrise en éducation dans la voie sans thèse (projet), doivent avoir</b> une expérience minimale de deux ans comme professionnel <b>de l'éducation ou de la formation scolaire .</b></p> <p>[...]</p>
<p><b>Justification:</b> To bring the MEd section of the calendar in line with the FGSR checklist To clarify changes in the requirements for the MEd program</p> <p>Approved by: Faculté Saint-Jean Council Committee Sept 28, 2018</p>	



**Governance Executive Summary  
Action Item**

**Agenda Title: Proposed Changes to Existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MAg, MSc and PhD Degree Programs in Resource Economics and Environmental Sociology, Faculty of Agricultural, Life and Environmental Sciences and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements, Application Deadlines and Academic Standing Regulations for the MAg, MSc and PhD degree programs in Resource Economics and Environmental Sociology, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Agricultural, Life and Environmental Sciences, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Stanford Blade, Dean, Faculty of Agricultural, Life and Environmental Sciences
Presenter(s)	Scott Jeffrey, Associate Dean, Academic, ALES Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including all required documentation</li> <li>· Adding application deadlines</li> <li>· Clarification of Academic standing requirements for the PhD program</li> <li>· Clarification of program requirements</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> <li>· John Parkins, Graduate Coordinator, Department of Resource Economics and Environmental Sociology</li> </ul>
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<p>&lt;For information on the protocol see the <u>Governance Toolkit section Student Participation Protocol</u>&gt;</p>	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>· Maria Chia (Graduate Calendar project specialist), Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul>
	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> <li>·</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>ALES Faculty Council September 26, 2018 GFC ASC-SOS (for discussion), November 1, 2018 GFC ASC, November 8, 2018 GFC Course and Program Changes (program requirements) November 21, 2018</p>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p>OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
<p>Alignment with Institutional Risk Indicator [Governance Office]</p>	<p>Student Success</p>
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference</p>

Attachments (each to be numbered 1 - <>)

1. Department of Resources Economics and Environmental Sociology graduate programs, Calendar change request (pages 1-2)

*Prepared by:* Maria Chia, Graduate Calendar project specialist, mchia@ualberta.ca

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**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p><b>Resource Economics and Environmental Sociology [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p>The Department's minimum admission requirements for each master's program are an undergraduate degree with an average of 3.0 in the last two years of undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution, and a TOEFL score of 550 (paper based) or 88 (Internet based) where applicable (see English Language Requirement).</p> <p>Admission requirements for the doctoral program are an approved master's degree with an average of at least 3.3 or equivalent or an approved bachelor's degree with an average of at least 3.7 or equivalent,</p> <p>and a TOEFL score of 550 (paper based) or 88 (Internet based) where applicable (see English Language Requirement).</p>	<p><b>Graduate Programs</b></p> <p><b>Resource Economics and Environmental Sociology [Graduate]</b></p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p><u>For master's programs</u>, the Department's minimum admission requirements are an undergraduate degree with an admission GPA of at least 3.0 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>For doctoral programs, the Department's minimum admission requirements are an approved master's degree with an admission GPA of at least 3.3 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p><u>Where applicable, applicants must meet the minimum English Language Requirement.</u></p> <p><u>Applicants to the PhD program are required to submit a test score for a Graduate Record Examination (verbal, quantitative, and analytical sections).</u></p> <p><u>Applicants to the MAg/MBA program are required to submit a test score for a Graduate Management Admission Test.</u></p> <p><u>Applicants are also required to submit a CV, statement of interests, and three letters of reference.</u></p> <p><b>Application Deadlines</b></p> <p><u>In order to be considered for funding, applications must be submitted by February 15.</u></p>

<p>[...]</p> <p><b>Graduate Program Requirements</b></p> <p>[...]</p> <p><b>The Degree of PhD (Resource Economics and Environmental Sociology) [Graduate]</b></p> <p><b>Program Requirements</b></p> <p>[...]</p>	<p><u>The final application deadline is May 1.</u> <u>All applications are for entry in the Fall term</u></p> <p>[...]</p> <p><b>Graduate Program Requirements</b></p> <p>[...]</p> <p><b>The Degree of PhD (Resource Economics and Environmental Sociology) [Graduate]</b></p> <p>[...]</p> <p><b>Program Requirements</b></p> <p>[...]</p> <p><b><u>Academic Standing Requirement</u></b> <u>To remain in a REES PhD program students are required to maintain a minimum GPA of 3.0 with no grade less than C+.</u></p> <p>[...]</p>
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Justification: FGSR Council has requested each department’s graduate program committee to review it calendar entries in accordance with a FGSR "Calendar Entries for Graduate Programs" checklist (attached). We have made significant changes in accordance with the checklist.

Part of the changes is those changes required to bring the calendar in accordance with our handbook; the rest of the changes are housekeeping changes that are consistent with the FGSR checklist. The first required change concerns the program requirements for the AREC MSc. The current entry calls for six graduate level courses (i.e. 500+); however, we have always required Econ 481 (microeconomic theory) as part of the six course requirements. Furthermore students who need to take graduate macroeconomics will need be required to take Econ 482. To correct for this we state that MSc students are required to take 4 of their 6 courses at the graduate level. This change will account for our practice over the last quarter century. The other major change is to split the PhD program requirements into separate sections for economics and sociology. The current sociology requirements are not reflected in the current calendar. The housekeeping changes are to provide a clearer statement of required courses (all programs), test requirements (e.g. GRE for PhD), and necessary documentation for applicants (e.g. reference letters, statement of interest, etc.).

FGSR regulations require that “in course-based programs, all coursework must be at the graduate level”. Graduate level courses at the University of Alberta are numbered 500-799. The REES MAg in agricultural and resource economics is designed to be a course-based masters degree, with a capstone project. For some of these students, it will be most appropriate that they take some courses that are offered by the department to advanced undergraduates and MAg students. Our department norm is to use the 600-level to distinguish courses where the same material is taught to both graduate and undergraduate students. Creation of additional 600-level courses that meet with students taking the 400-level course will open additional opportunities for the MAg students. We will only allow students to earn credit for one of the class listings.

Approved by: ALES Faculty Council September 26, 2018

**Governance Executive Summary**  
**Action Item**

Agenda Title: **Proposed Changes to Faculty Regulations in the University Calendar for Programs in the Faculty of Agricultural, Life and Environmental Sciences**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to the Agricultural, Life and Environmental Sciences (ALES) Faculty Regulations in the University Calendar related to Graduation as set forth in Attachment 1, and as proposed by the Faculty of ALES, to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Stanford Blade, Dean, Faculty of ALES
Presenter(s)	Scott Jeffrey, Associate Dean, Academic, ALES

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee because the ALES Calendar entry related to the calculation of graduation GPA and how courses are designated as extra to degree was not clear and did not conform to current practice.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	The proposal improves the clarity of explanation for Faculty rules and procedures associated with assigning courses to be extra to the degree, and in the calculation of graduation GPA, and to better reflect current practice.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>ALES Academic Coordinating Committee:</u> · Endorsed, September 19, 2018 <u>ALES Faculty Council</u> · Approved, September 26, 2018
	<u>Those who have been consulted:</u> ·

Item No. 12

<For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<u><i>Those who have been informed:</i></u> .
Approval Route (Governance) (including meeting dates)	ALES Academic Coordinating Committee, September 19, 2018 ALES Faculty Council, September 26, 2018 GFC ASC Subcommittee on Standards (for discussion) - November 1, 2018 GFC Academic Standards Committee – November 8, 2018

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<b>OBJECTIVE 21:</b> Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	Student Success
Legislative Compliance and jurisdiction	Post Secondary Learning Act (PSLA) UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Proposal to revise the ALES Faculty Regulations in the University Calendar related to Graduation (pages 1 - 2 )

*Prepared by:* Jim Bohun, Assistant Dean (Academic and Student Programs), jbohun@ualberta.ca

**Faculty of Agricultural, Life & Environmental Science  
2019/20 Calendar Changes**

Current Calendar Entry	Proposed Calendar Entry
<p>Faculty of Agricultural, Life and Environmental Sciences [ALES]</p> <p>Faculty Regulations Graduation [ALES]</p> <p>⋮</p> <p><b>4. Courses Extra to the Degree</b> Courses successfully completed while registered in a program which are not being used for degree credit are known as courses extra to the degree. Such courses are, however, included in the assessment of academic standing. <u>Students who register for more than a minimum number of courses for graduation should designate the additional courses as extra. In order to exclude courses in excess of the minimum requirement from the contract for graduation, students must designate such courses as "extras" at the time of registration for their final year.</u></p> <p><b>5. Graduation Grade Point Average</b> To be eligible for graduation from any of the programs offered by the Faculty of Agricultural, Life and Environmental Sciences, students must present Satisfactory Academic Standing [see (6) below] and obtain a GPA of at least 2.0 (2.7 for the BSc in Nutrition and Food Science, Food Science and Technology Specialization and the BSc in Nutrition and Food Science, Dietetics Specialization; and 3.0 for the BSc in Honors in Food Science and the BSc Honors in Nutrition) on their last <u>★60 normally completed during the third and fourth years.</u></p> <p><u>Where more than ★60 were completed in the last two years, the grades from all courses completed in the last year will be used in this calculation. Additional credits from the previous term(s) (whether completed at this university or at another institution) will be used as necessary to make the ★60 requirement.</u></p> <p><u>Where fewer than ★60 were completed in the last two years, the grades from all courses completed in the last two years will be used in this calculation. Additional credits from the previous term(s) (whether completed at this university or at another institution) will be used as necessary to make the ★60 requirement. The grade points for additional courses needed to make ★60 will be calculated by multiplying the GPA of all courses completed in that term by the number of credits required to make ★60.</u></p> <p><u>Where students have designated successfully completed</u></p>	<p>Faculty of Agricultural, Life and Environmental Sciences [ALES]</p> <p>Faculty Regulations Graduation [ALES]</p> <p>⋮</p> <p><b>4. Courses Extra to the Degree</b> Courses successfully completed while registered in a program which are not being used for degree credit are known as courses extra to the degree. Such courses are, however, included in the assessment of academic standing.</p> <p><u>The Faculty will designate courses as extra to degree when they are not being used for degree credit. When a course designated by the Faculty as extra to degree could also satisfy a degree requirement, the student may request a revision of the designation of that course. If the Faculty agrees to the revision, a course that was previously deemed to be satisfying the same degree requirement must in turn be declared extra to degree.</u></p> <p><b>5. Graduation Grade Point Average</b> To be eligible for graduation from any of the programs offered by the Faculty of Agricultural, Life and Environmental Sciences, students must present Satisfactory Academic Standing [see (6) below] and obtain a GPA of at least 2.0 (2.7 for the BSc in Nutrition and Food Science, Food Science and Technology Specialization and the BSc in Nutrition and Food Science, Dietetics Specialization; and 3.0 for the BSc in Honors in Food Science and the BSc Honors in Nutrition) on their last <u>★60 counting towards their degree (including courses completed at another institution).</u></p> <p><u>When calculating the Graduation GPA all courses from a particular term of study must be used. When fewer credits than were taken in a specific term are needed to meet the requirement of the last ★60 counting towards the degree, the grade points will be calculated by multiplying the GPA of all courses completed in that term by the number of credits required to meet the ★60.</u></p> <p>....</p>

Faculty of Agricultural, Life & Environmental Science  
2019/20 Calendar Changes

Current Calendar Entry	Proposed Calendar Entry
<p>courses extra to the degree, the designated courses will not be included in the calculation of the graduation GPA.</p> <p>....</p>	
<p><b>Proposed by:</b> Scott Jeffrey and Jim Bohun, ALES Student Services  <b>Rationale for Change:</b> To improve the clarity of explanation for Faculty rules and procedures associated with assigning courses to be extra to the degree, and in the calculation of graduation GPA, and to better reflect current practice.  <b>Approvals:</b> ALES Academic Coordinating Committee, September 19, 2018, and ALES Faculty Council, September 26, 2018.</p>	



FINAL Item No. 13

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	Proposed Changes to Existing Academic Standing Regulations for the BKIN, BScKin, BARST, BKin/BEEd Programs in the Faculty of Kinesiology, Sport, and Recreation
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**Motion**

<p>THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Academic Standing Regulations for the BKin, BScKin, BARST, BKin/BEEd programs, as submitted by the Faculty of Kinesiology, Sport, and Recreation, and as set forth in Attachment 1, as amended, to take effect upon approval and to be published in the 2019-2020 Calendar.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Kerry Mummery, Dean, Faculty of Kinesiology, Sport, and Recreation (KSR)
Presenter(s)	Angela Bayduza, Interim Associate Dean (Undergraduate Programs), KSR Amanda Schwalbe, Academic Programs Manager, KSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations related to academic standing requirements for this program are listed in the Calendar, with precision, clarity, and consistency.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The proposed changes to the Faculty of KSR academic standing regulations will allow timely review of academic process and the inclusion of clear guidelines and expectations for students in relation to their academic standing assessment. These editorial changes are designed and intended to better facilitate clarity and consistency for the student as well as for progression through programs.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• Angela Bayduza, Interim Associate Dean (Undergraduate Programs), KSR</li> <li>• Darcie Tessari, Meagan Hickey, Maria Milan, Undergraduate Student Academic Advisors, KSR</li> <li>• Janice Causgrove Dunn, Past Associate Dean (Undergraduate Programs), KSR</li> </ul>
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Item No. 13

<p>&lt;For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a>&gt;</p>	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>· KSR Undergraduate Student Services Team</li> <li>· KSR Undergraduate Programs Committee</li> </ul> <p><u><i>Those who have been informed:</i></u></p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>KSR Undergraduate Programs Committee, May 10, 2018 KSR Faculty Executive, May 15, 2018 KSR Faculty Council, May 23, 2018 GFC ASC-SOS, November 1, 2018 GFC ASC, November 8, 2018</p>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p>OBJECTIVE 1: Build a diverse, inclusive community of exceptional undergraduate and graduate student from Edmonton, Alberta, Canada, and the world. OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>			
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="570 1020 1541 1226"> <tr> <td data-bbox="570 1020 1089 1226"> <input type="checkbox"/> Enrolment Management  <input checked="" type="checkbox"/> Faculty and Staff  <input type="checkbox"/> Funding and Resource Management  <input type="checkbox"/> IT Services, Software and Hardware  <input type="checkbox"/> Leadership and Change  <input type="checkbox"/> Physical Infrastructure         </td> <td data-bbox="1089 1020 1541 1226"> <input type="checkbox"/> Relationship with Stakeholders  <input type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input checked="" type="checkbox"/> Student Success         </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success			
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) UAPPOL Academic Standing Policy Academic Standards Committee (ASC) Terms of Reference</p>			

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 - 4) titled "Faculty of Kinesiology, Sport, and Recreation Proposed changes to the 2019/2020 University Calendar"

Prepared by: Angela Bayduza, Interim Assoc Dean (Undergraduate Programs), Faculty of Kinesiology, Sport, and Recreation; email - ksradu@ualberta.ca

Faculty of Kinesiology, Sport, and Recreation  
Proposed changes to the 2019/2020 University Calendar

**CURRENT**

**PROPOSED**

**Full Course Description**

as it appears in the current Calendar (including prefix, number, title, hours, description, prerequisites, etc.):

Faculty of Kinesiology, Sport, and Recreation

Academic Standing

Academic Standing is assessed based on a student's GPA. [Rules for computing the GPA are listed in [Grade Point Average \(GPA\)](#).] Students are expected to maintain a 2.0 minimum GPA.

Initial assessment and subsequent reassessment are conducted after Fall/Winter if a minimum of 9 have been completed. If, at the time of the review, students have completed less than 9 during Fall/Winter, the review is deferred and the academic standing assigned at the last review remains in effect until the next review. Any courses completed during Spring/Summer Terms will not be considered as part of the Academic Standing decision.

Note: Academic standing is assessed at the end of a student's program even if less than 9 have been taken since the last review.

Dean's List: This designation is given to undergraduate students who achieve a GPA of at least 3.7. Students must take a minimum of 24 in Fall/Winter. Students who attend in only one term of Fall/Winter are eligible if they complete at least 12 with a minimum GPA of 3.7.

First-Class Standing: First class standing in a given year is awarded to any undergraduate student who obtains a GPA of not less than 3.5, the GPA to be computed on a minimum of 24 taken during that year, the year to consist of Fall and Winter terms. Students who attend in only one term of the

**Proposed Description**

as it should appear in the Calendar (including prefix, number, title, hours, description, prerequisites, etc.):

Faculty of Kinesiology, Sport, and Recreation

Academic Standing

Academic standing is assessed based on a student's GPA. [Rules for computing the GPA are listed in [Grade Point Average \(GPA\)](#).] Students are expected to maintain a 2.0 minimum GPA.

Initial assessment and subsequent reassessment are conducted after Fall/Winter if a minimum of 9 have been completed. If, at the time of the review, students have completed less than 9 during Fall/Winter, the review is deferred and the academic standing assigned at the last review remains in effect until the next review. Any courses completed during Spring/Summer terms will not be considered as part of the academic standing decision.

Note: Academic standing is assessed at the end of a student's program even if less than 9 have been taken since the last review.

Dean's List: This designation is assigned to undergraduate students who achieve a GPA of at least 3.7. Students must take a minimum 24 in Fall/Winter. A minimum 12 of the 24 must be graded work. Students who attend in only one term of Fall/Winter are eligible if they complete at least 12 of graded work with a minimum GPA of 3.7.

First-Class Standing: This designation is assigned to undergraduate students who achieve a GPA of at least 3.5. Students must take a minimum 24 in Fall/Winter. A minimum 12 of the 24 must be graded work. Students who attend in only one term of

Fall/Winter are eligible if they complete at least 12 with a minimum GPA of 3.5.

Satisfactory Standing: Satisfactory Standing is given to a student who achieves a GPA of 2.0 or above and normally indicates that the student is eligible to continue in the program.

Marginal Standing - Academic Warning: Marginal Standing is given to a student who achieves a GPA of 1.7 to 1.9. A student who is assigned Marginal Standing will be placed on Academic Warning and must meet the following conditions:

Must achieve a GPA of 2.0 or greater on a minimum of 9 during Fall/Winter. Students are strongly advised to meet with their Undergraduate Programs Advisor prior to Fall/Winter to discuss their course load and options available for academic support and/or counselling.

Complete specific course requirements as dictated by the Faculty, such requirements to be communicated to the student in writing prior to registration.

Students on Academic Warning as a result of acquiring Marginal Standing will clear their Academic Warning upon successful completion of these requirements.

#### Notes

Students who do not complete the conditions of their Academic Warning will be Required to Withdraw from the University. See [Transfer from a Postsecondary Institutions \(5\)](#).

Students assigned Marginal Standing on two separate occasions (not necessarily consecutively) will be assigned Unsatisfactory Standing and will be Required to Withdraw from the University. See [below](#).

Unsatisfactory Standing - Required to Withdraw: Unsatisfactory Standing is given to a

Fall/Winter are eligible if they complete at least 12 of graded work with a minimum GPA of 3.5.

Satisfactory Standing: This designation is assigned to a student who achieves a GPA of 2.0 or above and normally indicates that the student is eligible to continue in their program.

Marginal Standing - Academic Warning: This designation is assigned to a student who achieves a GPA of 1.7 to 1.9. A student who is assigned marginal standing will be placed on academic warning and must meet the following conditions:

Must achieve a GPA of 2.0 or greater on a minimum of 9 during the next Fall/Winter. Students are strongly advised to meet with their Undergraduate Programs Advisor prior to Fall/Winter to discuss their course load and options available for academic support and/or counselling.

Complete specific course requirements as dictated by the Faculty, such requirements to be communicated to the student in writing prior to registration.

Students on academic warning as a result of acquiring marginal standing will clear their academic warning upon successful completion of these requirements.

#### Notes

Students who do not complete the conditions of their academic warning will be required to withdraw from the Faculty of Kinesiology, Sport, and Recreation. See [Transfer from a Postsecondary Institution](#).

Students assigned marginal standing on two separate occasions (not necessarily consecutively) will be assigned unsatisfactory standing and will be required to withdraw from the Faculty of Kinesiology, Sport, and Recreation. See [below](#).

Unsatisfactory Standing - Required to Withdraw: This designation is assigned to a student who achieves a GPA of 1.6 or below, or to a student who does not successfully pass their practicum, or to a student who

student who achieves a GPA of 1.6 or below, or to a student who has been assigned Marginal Standing on two occasions (not necessarily consecutively) while registered in the Faculty. Students who are assigned Unsatisfactory Standing are required to withdraw from the University. Any registration in the Summer Term and in the subsequent Fall/Winter will be cancelled.

Students who are required to withdraw for the first time in their academic record may elect to discontinue studies for a minimum period of one year and then apply for Fall readmission. ~~Should any coursework be attempted at any institution during this period, the grades may be taken into consideration for readmission purposes.~~ Alternatively, students who are required to withdraw for the first time in their academic record may elect to requalify by successfully completing at another postsecondary institution.

18 of postsecondary courses transferable to the University of Alberta with a minimum GPA of 2.7, or

24 of postsecondary courses transferable to the University of Alberta with a minimum GPA of 2.0.

Students who have failed probation or been twice required to withdraw (not necessarily consecutively), or equivalent by the Faculty of Kinesiology, Sport, and Recreation standards, may discontinue their studies for a period of five years from the date of last attendance and seek consideration for Fall readmission by writing a letter of petition to the Associate Dean (Undergraduate Programs). Readmission, if offered, will be on probation, subject to conditions specified by the Associate Dean (Undergraduate Programs).

Students who have been required to withdraw three times or equivalent are ineligible for readmission to the Faculty of Kinesiology, Sport, and Recreation.

#### Fresh Start Program

Note: Year 1 and 2 students who have achieved a

has been assigned marginal standing on two occasions (not necessarily consecutively) while registered in the Faculty. Students who are assigned unsatisfactory standing are required to withdraw from the Faculty of Kinesiology, Sport, and Recreation. Any registration in the Summer term and in the subsequent Fall/Winter will be cancelled.

Students who are required to withdraw for the first time in the Faculty may elect to discontinue studies for a minimum period of one year and then apply for Fall readmission on probation. No coursework can be attempted during this period. Alternatively, students who are required to withdraw for the first time in the Faculty may elect to requalify by successfully completing:

18 of transferable course weight with a minimum GPA of 2.7, or

24 of transferable course weight with a minimum GPA of 2.0.

Students who have failed probation or been twice required to withdraw (not necessarily consecutively), or equivalent by the Faculty of Kinesiology, Sport, and Recreation standards, may discontinue their studies for a period of five years from the date of last attendance and seek consideration for Fall readmission by writing a letter of petition to the Associate Dean (Undergraduate Programs). Readmission, if offered, will be on probation, subject to conditions specified by the Associate Dean (Undergraduate Programs).

Students who have been required to withdraw three times or equivalent are ineligible for readmission to the Faculty of Kinesiology, Sport, and Recreation.

#### Fresh Start Program

Note: Year 1 and 2 students who have achieved a GPA of between 1.3 and 1.6 may be eligible for admission to the Fresh Start program. Students must be recommended by the Faculty for participation in the Fresh Start program. Students who have been found to have committed an offence under the University of Alberta Code of Student Behavior will not normally be

GPA of between 1.3 and 1.6 may be eligible for admission to the Fresh Start program. Students must be recommended by the Faculty for participation in the Fresh Start program. Students who have been found to have committed an offence under the University of Alberta Code of Student Behavior will not normally be recommended for Fresh Start. Further, detailed information can be found in [Fresh Start Program, First- and Second-Year Students with GPAs of 1.3 to 1.6—Admission to Fresh Start Program](#) and [Academic Warning, Academic Probation, Required to Withdraw](#).

Readmitted Students: A student who has previously been required to withdraw from any postsecondary institution and is admitted or readmitted to the Faculty will be assigned Probation. A student who subsequently fails to meet the conditions of probation will be required to withdraw, and will not be readmitted to the Faculty.

Probation is granted to students who are required to withdraw and successfully appeal or to students who are readmitted after studies were discontinued for academic reasons. Students may also be admitted on probation if their previous academic record is either deficient in some respect or below the standard ordinarily required. When placed on probation, a student must fulfil specific conditions specified by the Associate Dean (Undergraduate Programs) at the time of readmission. To clear probation and return to satisfactory standing, students must normally successfully complete a minimum of 24 during the Fall/Winter, obtain a minimum 2.0 GPA, and successfully fulfil all other conditions of the probation. Students who fail to satisfy any of the conditions fail Probation, and are required to withdraw without the option of appeal. Students who fail a second period on probation are ineligible for readmission to the Faculty of Kinesiology, Sport, and Recreation.

recommended for Fresh Start. Further, detailed information can be found in [Fresh Start Program, First- and Second-Year Students with GPAs of 1.3 to 1.6—Admission to Fresh Start Program](#) and [Academic Warning, Academic Probation, Required to Withdraw](#).

Readmitted Students: A student who has previously been required to withdraw from any postsecondary institution and is admitted or readmitted to the Faculty will be assigned probation. A student who subsequently fails to meet the conditions of probation will be required to withdraw. Students who have failed probation or been twice required to withdraw (not necessarily consecutively), or equivalent by the Faculty of Kinesiology, Sport, and Recreation standards, may discontinue their studies for a period of five years from the date of last attendance and seek consideration for Fall readmission by writing a letter of petition to the Associate Dean (Undergraduate Programs). Readmission, if offered, will be on probation, subject to conditions specified by the Associate Dean (Undergraduate Programs).

Probation is granted to students who are required to withdraw and successfully appeal or to students who are readmitted after studies were discontinued for academic reasons. Students may also be admitted on probation if their previous academic record is either deficient in some respect or below the standard ordinarily required. When placed on probation, a student must fulfil specific conditions specified by the Associate Dean (Undergraduate Programs) at the time of readmission. To clear probation and return to satisfactory standing, students must normally successfully complete a minimum of 18 during the Fall/Winter, obtain a minimum 2.0 GPA, and successfully fulfil all other conditions of the probation. Students who fail to satisfy any of the conditions fail probation, and are required to withdraw. Students who fail a second period on probation are ineligible for readmission to the Faculty of Kinesiology, Sport, and Recreation.

**Governance Executive Summary  
Action Item**

**Agenda Title: Proposal from the Faculty of Graduate Studies and Research for Admission/Transfer and Academic Standing Regulations for a New Combined Master of Business Administration/Master of Science in Physical Therapy Program, the Faculty of Business and the Faculty of Rehabilitation Medicine**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, Admission/Transfer and Academic Standing regulations for a new combined Master of Business Administration/Master of Science in Physical Therapy program (MBA/MScPT), as submitted by the Faculty of Graduate Studies and Research, the Faculty of Rehabilitation Medicine, and the Faculty of Business, and as set forth in Attachment 1, to take effect for September 1, 2019.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Joseph Doucet, Dean, Faculty of Business Robert Haennel, Faculty of Rehabilitation Medicine
Presenter(s)	Janice Cosgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research Chris Lynch, Senior Director, Recruitment, Admissions, Marketing, Alberta School of Business Mark Hall, Associate Chair, Physical Therapy, Faculty of Rehabilitation Medicine

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to approve the admission/transfer and academic standing of the proposed new MBA/MScPT (Physical Therapy).
Executive Summary <i>(outline the specific item– and remember your audience)</i>	<p>The combined MBA/MScPT will permit exceptional candidates to obtain both an MBA and MScPT in three and a half years. Students in the MScPT Program will apply for the combined MBA/MScPT Program in the winter of their second year. The first two years are taken entirely within the MScPT Program. The third year is entirely within the MBA Program. The final half year is then completed entirely in the MScPT Program.</p> <p>The start of the new combined program will be September 1, 2019.</p> <p>Students will be subject to the academic regulations of each existing program, which have already been approved. Students have already been admitted to the MScPT.</p> <p>Students will provide a Statement of Intent, and will be interviewed by both the Alberta School of Business and the Department of Physical Therapy. The MBA requirements for the Graduate Management Admissions test (GMAT) and professional work experience will be waived.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>· Michael Maier, Associate Dean, Masters Programs, Faculty of Business</li> <li>· Mark Hall, Associate Chair, Physical Therapy, Faculty of Rehabilitation Medicine</li> <li>· Janice Hurlburt, Graduate Governance and Policy Coordinator, FGSR</li> </ul> <p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>· Tammy Hopper, Vice-Provost (Programs)</li> <li>· Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)</li> </ul> <p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>·</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Department of Physical Therapy Council – Approved June 4, 2018 Faculty of Rehabilitation Medicine Council - Approved October 1, 2018 Business Council – Approved September 24, 2018 FGSR Council – Approved October 17, 2018 GFC ASC-SOS (for discussion) -- November 1, 2018 GFC ASC -- December 13, 2018 GFC APC – January 16, 2019</p>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p>Institutional Strategic Plan - For the Public Good EXCEL GOAL: Excel as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service. OBJECTIVE 11: Advance the University of Alberta’s reputation for research excellence by pursuing fundamental and original questions and ideas, pushing the frontiers of knowledge, inspiring creative experimentation, driving innovation, and advancing society. OBJECTIVE 14: Inspire, model, and support excellence in teaching and learning. i) Foster, encourage, and support innovation and experimentation in curriculum development, teaching, and learning at the individual, unit, and institutional levels. ENGAGE GOAL: Engage communities across our campuses, city and region, province, nation and the world to create reciprocal, mutually beneficial learning experiences, research projects, partnerships, and collaborations. OBJECTIVE 17: Facilitate, build, and support interdisciplinary, crossfaculty, and cross-unit engagement and collaboration. i) Identify and remove systemic barriers to interdisciplinary, and where necessary, expand or create policies, resources, infrastructure, and strategies to encourage and reward academic and administrative partnerships and collaborations.</p>
<p>Alignment with Institutional Risk Indicator</p>	<p>Student Success</p>



Item No. 14

Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference
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Attachments (each to be numbered 1 - <>)

1. MBA/MScPT Combined Proposal (pages 1 - 11)

*Prepared by:* Janice Hurlburt, Graduate Governance and Policy Coordinator, [jhurlbur@ualberta.ca](mailto:jhurlbur@ualberta.ca)

# University of Alberta Internal Program Approval Template

This template is used for the vetting and approval of proposals to create or modify programs when such proposals do not require approval by the Minister of Innovation and Advanced Education. Proposals using this template should be accompanied by appropriate supporting documentation including draft calendar changes, letters of support, etc.

Proposals requiring Ministerial approval should be presented on the appropriate government template. Faculties and Departments pursuing program proposals are encouraged to consult with the Portfolio Initiatives Manager in the Office of the Provost and Vice-President (Academic) ([apatrick@ualberta.ca](mailto:apatrick@ualberta.ca)) on the appropriate template and process. Graduate proposers should also consult with the Dean of Graduate Studies ([fgsrgov@ualberta.ca](mailto:fgsrgov@ualberta.ca)).

This Template is used for the following:

- Graduate specialization title changes (e.g. History to Historical Studies).
- Creation of a new graduate specialization (e.g. MSc in the Department of Swedish Fisheries to MSc in the Department of Swedish Fisheries with Specialization in Trout Fishing) – requires the enrolment appendix.
- Combined Degree Proposal
- Suspension/Termination of a graduate specialization.
- The addition of an Honours/Specialization stream to an existing undergraduate program.

## Basic Information

1. Title of the Program: Combined MBA/MScPT (Master of Business Administration/ Master of Science in Physical Therapy)
2. Proposed effective date: Fall 2019
3. Length of the program (years): minimum 3.5 years
4. Faculty and Academic Unit: Alberta School of Business and Faculty of Rehabilitation Medicine, Department of Physical Therapy
5. Collaborating partners at other institutions (if any): Not applicable
6. Contact person, with telephone number and e-mail address:
  - a. Associate Chair, Physical Therapy– Mark Hall PhD – [Mark.Hall@ualberta.ca](mailto:Mark.Hall@ualberta.ca)
  - b. Associate Dean, Masters Programs, School of Business, Michael Maier PhD – [msmaier@ualberta.ca](mailto:msmaier@ualberta.ca)
7. Statement indicating completion of departmental and/or Faculty approval processes.
  - a. Department of Physical Therapy – approved 4 June 2018
  - b. Faculty of Rehabilitation Medicine (FRM) – approved October 1, 2018
  - c. Business Council - approved September 24, 2018
  - d. FGSR Council - pending October 17, 2018
8. Attach proposed Calendar program and/or course changes.

See Appendices for the program requirements and the Calendar entries. There are no new courses being created for the combined MBA/MScPT Program

9. Attach letter of support from the Dean of the Faculty (for graduate specialization proposals).

## Program Impact and Rationale

### 10. What is the rationale for the program proposal?

Approximately 60% of physical therapists in Canada and roughly 80% of recent University of Alberta (UofA) MScPT graduates work in private practice - some of whom will go on to own/run their own clinic. Physical therapists working in the public sector may go on to run programs or seek leadership positions within the public health sector. Many Physical Therapy programs (UofA included) cover some business and employment principles; however, starting and running a business may not be considered an entry-level skill and thus this aspect receives little attention in an entry-level curriculum.

Although the MScPT Program includes a one-credit Business elective for interested students in which they must develop a business plan for a new clinic, Exit and New Graduate surveys suggest MScPT graduates would benefit from additional education related to business, management and leadership. Additionally, the number of physical therapists working in non-clinical roles (which include management, consultation and academia) is approximately 6% nationally (CIHI 2017). An MBA will provide a solid business and leadership foundation that will prepare MScPT graduates to own and operate a private clinic, and enable them to more easily pursue leadership positions within the public healthcare sector.

The combined MBA/MScPT will permit exceptional candidates to obtain both an MBA and MScPT in three and a half years. The combined MBA / MScPT program targets a select group of physical therapy students who recognize the value of combining physical therapy studies with management skills and expertise. For the combined MBA/MScPT, the first two years are taken entirely within the MScPT program. The third year is entirely within the MBA program. The final half year is then completed entirely in the MScPT Program. The physical therapy portion of the program consists of the normal requirements of the MScPT program. The Business portion of the program consists of ★42. Upon the successful completion of the three and a half year program, (i.e., successful completion of the MScPT and the MBA degrees), candidates will receive both the MScPT and the MBA degrees. The MBA degree will not be conferred prior to the completion of the MScPT degree.

Students will be subject to the academic regulations of each existing program, which have already been approved.

### 11. Provide the expected enrolment (or other) impact on the academic unit(s) offering the program and other affected units if applicable. Include information on the current enrolment.

We will cap enrollment at a maximum of 5 students each year but expect 2-3 students to enrol each year. Students in the combined program will be included in the regular MScPT cohort – there will not be additional spots held/created for combined students. There is capacity for up to 5 students within a cohort of 60 students in the 1 year MBA program. There will be no impact on other units.

Students in the MScPT Program will apply for the combined MBA/MScPT Program in the winter of their second year. This will give the Department 18 months on which to base their performance in the MScPT Program. Students will be admitted to the combined degree for the Fall of their third year.

### 12. Do you anticipate an enrolment (or other) impact on programs at other institutions or regulatory bodies? Describe any consultations that have occurred with other institutions and professional organizations.

No. To our knowledge this will be the first combined MBA/PT program in the country. We hope that this will be a draw for exceptional students from outside Alberta looking for both business and physical therapy education and will increase our pool of qualified applicants for the MScPT Program.

### 13. Are there any resource implications (budget, information technology (IT), library (Library Impact Statement), laboratory, space, student services, administrative services (eg, FGSR, Registrar's Office, or IST), as applicable) for the proposed change? If so, please provide detail and evidence of consultation with affected unit(s) and/or appropriate University officers/committees.

There are no resource implications of this program because both programs already exist and are resourced.

## Appendices related to Question 8 – Internal Program Proposal Template MBA/MScPT Combined Degree

The combined MBA/MScPT will permit exceptional candidates to obtain both an MBA and an MScPT in three and a half years. The combined MBA / MScPT Program targets a select group of physical therapy students who recognize the value of combining physical therapy studies with management skills and expertise. The combined degree program is designed for students aspiring to a management role, or for future physical therapy entrepreneurs. For the combined MBA/MScPT, the first two years are taken entirely within the MScPT Program. The third year is entirely within the MBA Program. The final half year is then completed entirely in the MScPT Program. The physical therapy portion of the program consists of the normal requirements of the MScPT Program. The Business portion of the program consists of ★42.

### Requirements for acceptance into program

- Students have already been admitted to the MScPT.
- During the winter of second year, students will apply to the Faculty of Graduate Studies and Research for the combined MBA/MScPT Program.
- Students will provide a Statement of Intent, and will be interviewed by both the Alberta School of Business and the Department of Physical Therapy.
- The MBA requirements for the Graduate Management Admissions test (GMAT) and professional work experience will be waived.

### Flow of Program

All students will begin in the MScPT Program. Students will complete 18 months of MScPT course work and will apply to the combined MBA/MScPT Program in the winter of their second year. This will provide sufficient time on which to judge their performance in the MScPT Program and determine their suitability for an equally intensive MBA Program. Up to five student will be accepted into the combined program each year.

Year 1	MScPT Blocks 1, 2 & 3
Year 2	MScPT Blocks 4, 5 & 6 (including PTher 900 capping exercise)
Year 3	MBA
Year 4	MScPT Block 7 (Final clinical placements and PTher 901 capping exercise)

Table 1. Outline of Flow of Combined Degree

### Residency

Students may apply from any of the three MScPT campuses (Edmonton, Augustana or Calgary), however, the MBA must be completed in-person in Edmonton.

### Course Work

Students will complete all academic and clinical requirements of the MScPT Program. Students will complete \*42 of coursework in the MBA Program, reduced from \*60.

Appendices related to Question 8 – Internal Program Proposal Template MBA/MScPT Combined Degree

Detailed Flow of Program

	<b>MScPT</b>
<b>Year 1</b> Fall	Block 1 PTHER 516 Anatomy (August) PTHER 500 Movement Analysis PTHER 504 Clinical Therapeutic Exercise PTHER 524 - Professional Issues I PTHER 528 Foundations of Physical Therapy PTHER 517A - Clinical Placement I PTHER 577 - Foundations of Primary Care
Winter	Block 2 PTHER 538 - Musculoskeletal I PTHER 544 - Cardiorespiratory PTHER 555 - Therapeutic Physical Agents PTHER 572 - Basic Concepts in Evidence-Based Practice PTHER 517B - Clinical Placement I REHAB 501 – Introduction to Interprofessional Practice REHAB 502 – Interprofessional Practice with Indigenous Peoples
Spring/Summer	Block 3 PTHER 518 - Clinical Placement II PTHER 525 - Professional Issues II PTHER 573 - Applied Concepts in Evidence-Based Practice PTHER 566 – Introduction to Neuroanatomy PTHER 554 – Elective REHAB 503 – Interprofessional Practice Elective
<b>Year 2</b> Fall	Block 4 PTHER 526 - Professional Issues III PTHER 546 - Adult Neurology PTHER 563 - Gross Motor Development and Pediatric Physical Therapy PTHER 565 - Aging and Physical Therapy PTHER 567 - Neuroscience for Rehabilitation
Winter	Block 5 PTHER 520 - Clinical Placement III PTHER 548 - Physical Therapy and Chronic Disease Management PTHER 549 - Musculoskeletal II PTHER 574 - Advanced Concepts in Evidence-Based Practice  Application to MBA/MScPT Combined Program
Spring/Summer	Block 6 PTHER 521 Placement IV PTHER 527 - Professional Issues IV PTHER 578 - Advanced Clinical Topics PTHER 900 - Evidence Based Practice Capping Assessment PTHER 554 – Elective

Appendices related to Question 8 – Internal Program Proposal Template MBA/MScPT Combined Degree

	<b>Business MBA</b>
<b>Year 3</b> Fall	BUS 501 (Orientation) 1. ACCTG 501 – Introduction to Financial Reporting and Analysis 2. BUEC 503 – Economic Foundations 3. BUS 505 – Ethics & Corporate Social Responsibility 4. MGTSC 501 – Data Analysis and Decision Making 5. SMO 500 – Managing People 6. SMO 652 – Leadership Skills
Winter	7. ACCTG 523 – Accounting Information and Internal Decision Making 8. SMO 641 – Business Strategy 9. FIN 501 – Managerial Finance 10. MARK 502 – Principles of Marketing Management 11. One 3-credit MBA core elective from: <ul style="list-style-type: none"> <li>• OM 502 – Operations Management</li> <li>• SMO 502 – Organization Strategy-Managing Organizations</li> <li>• BUEC 542 – International Business</li> </ul>
Spring Summer	Three 3★ MBA or School of Public Health electives.
	<b>MScPT</b>
<b>Year 4</b> Fall	PTHER 522 Clinical Placement V PTHER 523 Clinical Placement VI PTHER 901 - Evidence Based Practice Clinical Capping Assessment

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July 11, 2018


Dr. Deborah Burshtyn  
Acting Dean, FGSR  
Killam Centre for Advanced Studies  
2-29 Triffo Hall  
University of Alberta  
Edmonton, AB T6G 2E1

Dear Dr. Burshtyn: 

Many physical therapists work in private practice and go on to run their own clinics and businesses. Few of them have business training and many learn as they go. Some undertake additional education, such as an MBA or other business credential, that provides them with the foundation to succeed as a business owner or entrepreneur. Additionally, there are few visible physical therapists in leadership and management positions within the public healthcare sector (Alberta Health Services, Covenant Health etc), positions that often require further evidence of leadership and management skills.

The combined MBA/MScPT degree program would offer exceptional MScPT students the opportunity to obtain both the MScPT and MBA degrees in a 3.5 year time frame. I believe that this combined degree will offer those students who are interested in management and business a broad base of knowledge and skills to excel in, and be competitive for, leadership positions in the public healthcare sector, or to run their own businesses. The Faculty of Rehabilitation Medicine is in full support of this combined program.

Sincerely



Robert G. Haennel, PhD., FACSM  
Dean



Physiotherapy Alberta  
College + Association

August 17, 2018

*By Electronic and Regular Mail*

Faculty of Rehabilitation Medicine  
University of Alberta  
8205 114 Street  
3-48 Corbett Hall  
Edmonton, AB  
Canada T6G 2G4

RE: Combined MScPT/MBA Degree

Dear Dr. Bob Haennel,

I am writing on behalf of Physiotherapy Alberta- College + Association to express our support for the proposed combined MScPT/MBA degree program at the University of Alberta.

Physiotherapy Alberta is a regulatory college and professional association representing over 2800 physiotherapists practicing in the province. Our mission is to promote excellence in practice, education and research to improve the health of Albertan's. This proposed degree is congruent with the goals of Physiotherapy Alberta.

Physiotherapy Alberta supports this proposed program as we recognize value to our profession as well as Albertans receiving physiotherapy care. Physiotherapists receive minimal leadership and business management training, yet it is clear many have an interest in roles that require this expertise. Greater than 50% of the physiotherapists in Alberta are employed in private practice business settings and many of these clinicians own or have a desire to own a business at some point in their career. It is also estimated that 20% of our members consider themselves self-employed providing consulting services or operating an independent business as a secondary source of employment. There are approximately 165 Alberta physiotherapists working in administrative/leadership positions. Physiotherapy Alberta acknowledges there are very few physiotherapists in high-level leadership roles in health care organizations in Alberta despite the fact, that physiotherapists bring a different perspective to health and health leadership.

Offering a combined program will allow physiotherapists with an interest in leadership and business to receive high quality education while preparing them to succeed in these career paths. Physiotherapy Alberta believes that supporting interested physiotherapists in leadership and non-traditional roles will improve the quality, accessibility, efficiency and effectiveness of health care in Alberta.



Warm Regards,

X 

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Jody Prohar  
Registrar/Executive Director  
Signed by: Haylee O'Reilly

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**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes: new combined MBA/MSc in Physical Therapy**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p>[NEW]</p>	<p><b>Graduate Programs</b></p> <p><b>Business [Graduate]</b></p> <p><b>Graduate Program Requirements</b></p> <p><b>The MBA/MScPT Combined Program (Physical Therapy) [Graduate]</b></p> <p>The Department of Physical Therapy and the Faculty of Business offer a program of combined study which permits highly qualified students to earn both the MSc in Physical Therapy and the MBA degrees after three and a half years of full-time study.</p> <p>Each student must first be admitted to the MScPT, Department of Physical Therapy. After completing the first 18 months of the MScPT, students are eligible to apply to the combined MBA/MScPT program.</p> <p><b>Entrance Requirements</b></p> <p>Admission to the MBA will be determined with particular attention given to the student's past academic achievement and the student's maturity, interest and a rationale of how such a combined program will enhance their career and professional skills.</p> <p>The student must provide a letter of intent. The following entrance requirements for the MBA are waived: submission of a GMAT score and a minimum of two years' work experience. The student will be interviewed by both the Faculty of Business and the Department of Physical Therapy.</p> <p><b>Program Requirements</b></p> <p>The first two years are taken entirely within the MScPT program. The third year is entirely within the MBA program. The fourth year (final year) is then completed entirely in the MScPT program. The physical therapy</p>

portion of the program consists of the normal requirements of the MScPT program (see Physical Therapy [Graduate]).

The Business portion of the program consists of ★42.

Required Business courses (\*30):

- BUS 501
- ACCTG 501
- BUEC 503
- BUS 505
- MGTC 501
- SMO 500
- SMO 652
- ACCTG 523
- SMO 641
- FIN 501
- MARK 502

Electives (\*12):

- one (\*3) MBA core elective from:
  - OM 502
  - SMO 502
  - BUEC 542
- three (\*3) courses (\*9 total) of MBA or School of Public Health elective.

Prior to completing clinical placements in the final year of study, students must successfully complete a safety screen - objective structured clinical exam (OSCE).

Upon the successful completion of the three and a half year program, candidates will receive both the MScPT and the MBA degrees. The MBA degree will not be conferred prior to the completion of the MScPT degree.

Inquiries regarding the combined MBA/MScPT Combined Degrees program may be directed to the Associate Chair in the Department of Physical Therapy, or the Masters Programs Office in the Faculty of Business.

### **Academic Standing**

A student is subject to the academic standing regulations for the program in which they are registered. For the MScPT refer to [Physical Therapy \[Graduate\]](#) and for the MBA refer to FGSR's [Academic Standing](#) section of the Calendar. Routes of appeal for grades and for academic standing are those of the teaching Faculty.

If a student withdraws from the MBA program or is required to withdraw because of unsatisfactory academic standing in the MBA program, but wishes to remain in the MScPT degree program, the student may be permitted to continue provided the student retains good academic standing in that program.

	<p><b>Length of Program</b>  Students enrolled in the combined program on a full-time basis can complete the program in three and a half calendar years. The duration of the total program must not exceed six consecutive calendar years.</p>
<p><b>[NEW]</b></p>	<p><b>Physical Therapy [Graduate]</b></p> <p><b>Graduate Program Requirements</b></p> <p>The Department of Physical Therapy and the Faculty of Business offer a program of combined study which permits highly qualified students to earn both the MSc in Physical Therapy and the MBA degrees after three and a half years of fulltime study.  Each student must first be admitted to the MScPT, Department of Physical Therapy. After completing the first 18 months of the MScPT, students are eligible to apply to the combined MBA/MScPT program.</p> <p>Refer to <u>The MBA/MScPT Combined Program</u> under Business for program details.</p>
<p><b>Justification:</b> Approximately 60% of physical therapists in Canada and roughly 80% of recent University of Alberta (UofA) MScPT graduates work in private practice - some of whom will go on to own/run their own clinic. Physical therapists working in the public sector may go on to run programs or seek leadership positions within the public health sector. Many Physical Therapy programs (UofA included) cover some business and employment principles; however, starting and running a business may not be considered an entry-level skill and thus this aspect receives little attention in an entry-level curriculum.</p> <p>Although the MScPT Program includes a one-credit Business elective for interested students in which they must develop a business plan for a new clinic, Exit and New Graduate surveys suggest MScPT graduates would benefit from additional education related to business, management and leadership. Additionally, the number of physical therapists working in non-clinical roles (which include management, consultation and academia) is approximately 6% nationally (CIHI 2017). An MBA will provide a solid business and leadership foundation that will prepare MScPT graduates to own and operate a private clinic, and enable them to more easily pursue leadership positions within the public healthcare sector. The combined MBA/MScPT will permit exceptional candidates to obtain both an MBA and MScPT in three and a half years.</p> <p>Department of Physical Therapy Council – Approved June 4, 2018  Faculty of Rehabilitation Medicine Council - Approved October 1, 2018  Business Council – Approved September 24, 2018</p>	

**Governance Executive Summary**  
**Action Item**

Agenda Title: **Proposed Changes to Existing Entrance Requirements for the MA Degree Programs in Gender and Social Justice Studies, Department of Women’s and Gender Studies, Faculty of Arts and the Faculty of Graduate Studies and Research**

**Motion:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Entrance Requirements for the MA degree programs in Gender and Social Justice Studies, Department of Women’s and Gender Studies, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, to take effect upon approval and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Lesley Cormack, Dean, Faculty of Arts
Presenter(s)	Felice Lifshitz, Associate Chair, Department of Women’s and Gender Studies Janice Causgrove Dunn, Associate Dean, FGSR

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to ensure that all Academic Regulations (entrance/admission requirements, academic standing requirements, and program requirements) for this program are listed in the Calendar.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	Revisions to existing regulations in the Calendar: <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including required documentation</li> <li>· Clarification of program requirements</li> <li>· This calendar change includes a new second-level specialization of Digital Humanities, which was approved by the Dean, FGSR, with delegated authority from APC, May 28, 2018</li> </ul> <p>This Calendar update reflects current practice.</p>
Supplementary Notes and context	< <i>This section is for use by University Governance only to outline governance process.</i> >

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> <li>· Felice Lifshitz, Associate Chair, Department of Women’s and Gender Studies</li> </ul>
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<p>&lt;For information on the protocol see the <u>Governance Toolkit section Student Participation Protocol</u>&gt;</p>	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>· Maria Chia (Graduate Calendar project specialist), Janice Hurlburt, Graduate Governance and Policy Coordinator</li> </ul> <p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> <li>·</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Arts Faculty Council October 4, 2018 The new second-level specialization of Digital Humanities approved by the Dean, FGSR, with delegated authority from APC, May 28, 2018 GFC ASC-SOS, November 1, 2018 GFC ASC, November 8, 2018 GFC Course and Program Changes (program requirements) November 21, 2018</p>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p>OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
<p>Alignment with Institutional Risk Indicator [Governance Office]</p>	<p>Student Success</p>
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference</p>

Attachments (each to be numbered 1 - <>)

1. Department of Women's and Gender Studies graduate programs, Calendar change request

*Prepared by:* Maria Chia, Graduate Calendar project specialist, mchia@ualberta.ca

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**2019-2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Graduate Programs</b></p> <p><b>Women's and Gender Studies [Graduate]</b></p> <p><b>Department of Women's and Gender Studies</b></p> <p>[...]</p> <p><a href="#">[moved below to entrance requirements]</a></p> <p>The Department of Women's and Gender Studies encourages applicants to submit their applications by January 15 to be considered for admission, awards and graduate assistantship funding.</p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p>Normally, a four year BA in Women's Studies or a related discipline with a minimum grade point average of 3.3 (or B+) in the last two years of full-time undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution, and,</p> <p>where applicable (see English Language Requirement), a minimum TOEFL score of 580 (paper-based) or 92 (internet-based).</p> <p>Potential applicants, including non-traditional students, are encouraged to contact the Graduate Coordinator of the department to discuss their qualifications.</p>	<p><b>Graduate Programs</b></p> <p><b>Women's and Gender Studies [Graduate]</b></p> <p><b>Department of Women's and Gender Studies</b></p> <p>[...]</p> <p><b>Entrance Requirements</b></p> <p>Normally, the Department's minimum admission requirements are a BA in Women's Studies or a related discipline with an admission GPA of at least 3.3 on the 4-point scale from the University of Alberta, or an equivalent qualification and standing from a recognized institution. The admission GPA will be calculated on the last &lt; 60 of graded coursework completed, or on the equivalent of the last two years of full-time graded coursework.</p> <p>Where applicable, a minimum TOEFL score of 92 (internet-based) or equivalent is required (see English Language Requirement).</p> <p>Applicants are also required to submit a CV, statement of research interest, a writing sample, and to arrange for three letters of reference.</p> <p>Potential applicants, including non-traditional students, are encouraged to contact the Graduate Coordinator of the department at <a href="mailto:gsj@ualberta.ca">gsj@ualberta.ca</a> to discuss their qualifications.</p> <p>Applicants considering a specialization in Digital Humanities must meet both the minimum entrance requirements for the MA program in Gender and Social Justice and for the Digital Humanities (DH) Program.</p>

<p>[...]</p>	<p><u>Applications are first reviewed by the Graduate Committee in Gender and Social Justice, and, if successful at that stage, are forwarded to DH for its review process.</u></p> <p>[moved from General Information above]</p> <p>The Department of Women's and Gender Studies encourages applicants to submit their applications by January 15 to be considered for admission, awards, and graduate assistantship funding.</p> <p>[...]</p>
<p><b>Justification:</b>  FGSR Compliance Project.</p> <ul style="list-style-type: none"> <li>· Ensuring entrance requirements are in the calendar, including required documentation</li> <li>· Clarification of program requirements</li> </ul> <p>Approved by: Calendar change approved by Arts Faculty Council October 4, 2018  The new second-level specialization of Digital Humanities was approved by the Dean, FGSR, with delegated authority from APC, May 28, 2018</p>	



**Governance Executive Summary**  
**Action Item**

Agenda Title: **Proposal from the Faculty of Graduate Studies and Research to Increase the Minimum IELTS Band Score to 5.5, for Early Implementation for Fall 2019 Admissions**

**Motion:** THAT the GFC Academic Standards Committee recommend that the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, an increase to the minimum band score for the International English Language Testing System (Academic IELTS) to 5.5 for graduate admission, for early implementation for Fall 2019 admissions, as set forth in Attachment 1, and to be published in the 2019-2020 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research
Presenter(s)	Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to increase the minimum band score for the International English Language Testing System (Academic IELTS) to 5.5 for the English Language Proficiency entrance requirement.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	Increasing the minimum band score to 5.5 will align FGSR minimum requirement with the undergraduate standard and will ensure graduate students are better prepared to undertake graduate studies and research in English. The overall IELTS minimum score will remain at 6.5.  This increase is being proposed for early implementation, for admissions for Fall 2019. Students that have already been admitted for Fall 2019 with a lower score will be grand-parented through.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> <li>· Policy Review Committee (sub-committee of FGSR Council), which includes GSA representation and the Graduate Ombudsman</li> </ul>
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<For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a> >	<u><i>Those who have been consulted:</i></u> .
	<u><i>Those who have been informed:</i></u> .
Approval Route (Governance) (including meeting dates)	FGSR Council October 17, 2018 GFC Academic Standards Committee November 8, 2018

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	Student Success Reputation
Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee (ASC) Terms of Reference GFC Academic Planning Committee (APC) Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Attachment 1 FGSR Calendar Change Request form.

Prepared by: Maria Chia, Graduate Calendar project, [mchia@ualberta.ca](mailto:mchia@ualberta.ca)

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 Tel: 780.492.2816 / Fax: 780.492.0692  
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**2019 - 2020 University of Alberta Proposed Calendar Graduate Program Changes:**

<b>Current</b>	<b>Proposed</b>
<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p><b>Admission</b> [...]</p> <p><b>English Language Requirement</b> [...]</p> <p>The minimum acceptable scores are:</p> <ul style="list-style-type: none"> <li>· TOEFL score is 550 (paper-based), or a total score of 88 with a score of at least 20 on each of the individual skill areas (internet-based)</li> <li>· MELAB: 85</li> <li>· Academic IELTS: 6.5, with at least 5 on each test band.</li> <li>· CAEL: overall 60 with at least 60 on each subtest.</li> <li>· PTE Academic: 59.</li> </ul> <p>[...]</p>	<p><b>Regulations of the Faculty of Graduate Studies and Research</b></p> <p><b>Admission</b> [...]</p> <p><b>English Language Requirement</b> [...]</p> <p>The minimum acceptable scores are:</p> <ul style="list-style-type: none"> <li>· TOEFL: total score of 88 with a score of at least 20 on each of the individual skill areas (internet-based) or equivalent</li> <li>· MELAB: 85</li> <li>· Academic IELTS: 6.5, with at least 5.5 on each test band.</li> <li>· CAEL: overall 60 with at least 60 on each subtest.</li> <li>· PTE Academic: 59.</li> </ul> <p>[...]</p>
<p><b>Justification:</b> Increasing the minimum band score to 5.5 will align FGSR minimum requirement with the undergraduate standard and will ensure graduate students are better prepared to undertake graduate studies and research in English. The overall IELTS minimum score will remain at 6.5.</p> <p>This increase is being proposed for early implementation, for admissions for Fall 2019. Students that have already been admitted for Fall 2019 with a lower score will be grand-parented through.</p> <p>Approved by: FGSR Council, October 17, 2018</p>	

**Governance Executive Summary  
Action Item**

Agenda Title: **Proposed Changes to the Admission/Transfer and Academic Standing Regulations for the Bachelor of Fine Arts (BFA) in Drama (Theatre Design) and the Suspension of the BFA in Drama (Technical Theatre), Faculty of Arts**

**Motion I:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission/transfer and academic standing regulations for the BFA in Drama (Theatre Design) program, as submitted by the Faculty of Arts and as set forth in Attachment 1, to take effect July 1, 2019.

**Motion II:** THAT the GFC Academic Standards Committee approve, with delegated authority from General Faculties Council, the suspension of admissions to the BFA in Drama (Technical Theatre) program, as submitted by the Faculty of Arts and as set forth in Attachment 2, to take effect July 1, 2019.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Lesley Cormack, Dean, Faculty of Arts
Presenter(s)	Melanie Dreyer-Lude, Chair, Department of Drama Guido Tondino, Professor, Department of Drama, Theatre Design John Raymond, Coordinator, Technical Theatre

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To approve the proposed changes to the admission/transfer and academic standing regulations for the BFA in Drama (Theatre Design) program, to be renamed as the BFA in Drama (Production), and to approve the suspension of admissions to the BFA in Drama (Technical Theatre) program.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	<p>The Department of Drama currently offers a BFA in Drama with first-level specializations in Acting, Design, and Technical Theatre.</p> <p>As part of a curriculum renewal, the department is proposing to:</p> <ul style="list-style-type: none"> <li>· retain the BFA in Drama (Acting) with no changes at this time</li> <li>· suspend admission to the BFA in Drama (Technical Theatre)</li> <li>· revise the BFA in Drama (Theatre Design) under the new name of BFA in Drama (Production). This will incorporate the two second level specializations of Stage Management and Technical Production from the current Technical Theatre program and also include a revised Design second level specialization.</li> </ul> <p>Admission requirements include an interview when feasible. Because of technological advances an interview is always feasible and the admission requirements have been updated to reflect this. In addition they have been updated to note what the selection committees for the Design route, and for Stage Management and Technical Production routes, consider for admission decisions. This interview is an opportunity to speak with each applicant that is coming into the program, to manage expectations and to ensure that they are pursuing the proper path.</p> <p>In proposing the suspension of the BFA in Drama (Technical Theatre),</p>

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	<p>the Department has analyzed the program requirements for the 31 students affected and established individualized course plans for each student so that they will all be able to graduate on time. The Department is committed to working with each individual in the program to ensure that they are able to receive the credential and the training that meets their expectations.</p> <p>The revised program will be advertised in the Arts Newsletter and promoted at open houses, on social media, and within existing courses. Arts will work with the Office of the Registrar to update information for prospective students.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>· GFC ASC SOS</li> <li>· GFC Academic Standards Committee (ASC)</li> <li>· GFC Academic Planning Committee (APC)</li> </ul> <p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>· Tammy Hopper, Vice-Provost (Programs)</li> <li>· Andrea Patrick, Portfolio Initiatives Manager</li> <li>· Edith Finczak, Director, Academic Budgets</li> <li>· Office of the Registrar</li> <li>· Faculty of Arts Council</li> <li>· Students in existing programs of Stage Management, Technical Production, and Design (January 25, February 15, February 16, 2018)</li> <li>· Arts Undergraduate Student Services</li> <li>· Drama Department Council (March 1, 2018)</li> <li>· Arts Faculty Council (May 24, 2018)</li> <li>· Libraries</li> <li>· Various professional associations</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>Faculty of Arts Council – May 24, 2018 GFC ASC Subcommittee on Standards (for discussion): November 1, 2018 GFC Academic Standards Committee (admission changes and suspension): November 8, 2018 GFC Academic Planning Committee (for program revisions and program name change): December 12, 2018</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p>GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>
Alignment with Institutional	Risk: Student Success

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Risk Indicator	Risk statement: If its students do not have the opportunity to develop to their full academic and personal potential, the university will fail to achieve its mission and academic goals.
Legislative Compliance and jurisdiction	Post-Secondary Learning Act UAPPOL Admissions Policy UAPPOL Academic Standing Policy GFC Academic Standards Committee Terms of Reference GFC Academic Planning Committee Terms of Reference

Attachments:

1. Drama Admission and Academic Standing (pages 1-5)
2. BFA in Drama Program Suspension Ministry Template (pages 1-7)
3. Briefing Note (pages 1-2)
4. BFA in Drama Support Letters (pages 1-6)

*Prepared by:* Kate Weiss, former Chair, Department of Drama, Faculty of Arts; Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), [apatrick@ualberta.ca](mailto:apatrick@ualberta.ca)

## CALENDAR CHANGE REQUEST FORM

Department: **Drama**

**2018 – 2019 form submission deadlines:** October 5<sup>th</sup>, January 4<sup>th</sup>, March 1<sup>st</sup> & April 1<sup>st</sup>

Highlight type of change request below:

1. **Course Change**      2. **Editorial Change**      3. **Admission Requirement**      4. **Program Regulation**

Note: changes that fall under type 1 or 2 received by October 5<sup>th</sup> will be considered to be published in the 2019-20 Calendar

<p style="text-align: center;"><b>CURRENT</b></p> <p>http://calendar.ualberta.ca/content.php?catoid=20&amp;navoid=5069#bachelor-of-fine-arts-(drama)-in-design</p>	<p style="text-align: center;"><b>PROPOSED</b></p> <p>http://calendar.ualberta.ca/content.php?catoid=20&amp;navoid=5069#bachelor-of-fine-arts-(drama)-in-production</p>
<p><b>Bachelor of Fine Arts</b> <del>(Drama) in</del> <b>Acting</b></p> <p><b>Bachelor of Fine Arts</b> <del>(Drama) in</del> <b>Design</b></p> <p><b>General Admission Requirements</b></p> <p>All applicants must <b>successfully complete portfolio requirements and submit an assigned design project and three references (see Notes 3, 4, and 5 below).</b></p> <p><b>I. High School Requirements</b></p> <p>1. English Language Arts 30-1</p> <p>2. Four subjects from Group A, B and/or C. A maximum of one Group B may be presented for admission. In order to maximize their future program and course choices, all students are encouraged to present a broad range of subjects across Group A and C.</p> <p>3. Mathematics 30-2 may be used for admission to this <b>BFA (Drama)</b> program, but only one of Mathematics 30-1 or 30-2 will be used for admission purposes.</p> <p><b>II. Transfer Requirements</b></p> <p>Refer to Postsecondary Transfer Applicants and Postsecondary Applicants.</p>	<p><b>Bachelor of Fine Arts <u>in</u></b> <b>Drama</b> <del>(Acting)</del></p> <p>[...]</p> <p><b>Bachelor of Fine Arts in</b> <b>Drama</b> (<b>Production</b>)</p> <p><b>There are three routes in the BFA in Drama (Production): Design, Stage Management, and Technical Production.</b></p> <p><b>General Admission Requirements</b></p> <p>All applicants must <b>have an interview, submit three references and meet the general admission requirements. Additional requirements for each route are outlined in the additional information section.</b></p> <p><b>I. High School Requirements</b></p> <p>1. English Language Arts 30-1</p> <p>2. Four subjects from Group A, B and/or C. A maximum of one Group B may be presented for admission. In order to maximize their future program and course choices, all students are encouraged to present a broad range of subjects across Group A and C.</p> <p>3. Mathematics 30-2 may be used for admission to this BFA <b>in</b> Drama program, but only one of Mathematics 30-1 or 30-2 will be used for admission purposes.</p> <p><b>II. Transfer Requirements</b></p> <p>Refer to Postsecondary Transfer Applicants and Postsecondary Applicants.</p>

**Note:** The Department requires an admission grade point average of at least 2.3. Students admitted with less than ★30 will be required to complete all non-Drama requirements by the beginning of their fourth year. Transfer of any Drama course is subject to approval of the Department of Drama.

### III. Nonmatriculated Applicants

Refer to Nonmatriculated Applicants.

#### Notes

1. Ideally, students should possess some knowledge and understanding of the liberal arts; however, applicants with other academic backgrounds (e.g., Science, Business) will be considered (if they meet the transfer requirements outlined in II above).

2. Because enrolment is limited and because the studies in this interpretive/creative field involve highly specialized training, candidates must satisfy a selection committee that they have the ability, artistic skills and commitment to undertake the program.

The selection committee decides based on an assessment of the candidate's portfolio, submission of an assigned design project, testimony of three referees, and an interview (when feasible).

The selection committee encourages every applicant to come for an interview to view the facilities, meet the instructors, and gain a first-hand impression of the daily workings of the Drama Department.

Those students in other parts of Canada who want to know more about a possible interview should write to Department of Drama, University of Alberta, Edmonton, Alberta T6G 2C9; telephone (780) 492-2271, e-mail drama@ualberta.ca

3. Every prospective BFA (Drama) Design student must submit a portfolio indicating their ability. Anything the applicant considers interesting, exciting, or appropriate (i.e., painting, drawing, or photos of craft work or high school drama work) is considered. A portfolio should consist of any evidence of the candidate's skills in visual communication (e.g., drawing, painting, drafting, photography, arts and crafts, graphic arts).

4. Candidates must contact the Department of Drama, in writing, not later than the portfolio deadline in Undergraduate Application Deadlines for Admission and Readmission. (Early application is encouraged.) Application to the University should be made after successfully completing the selection process and before the application deadline in Undergraduate Application Deadlines for Admission and Readmission.

**Note:** The Department requires an admission grade point average of at least 2.3. Students admitted with less than ★30 will be required to complete all non-Drama requirements by the beginning of their fourth year. Transfer of any Drama course is subject to approval of the Department of Drama.

### III. Nonmatriculated Applicants

Refer to Nonmatriculated Applicants.

#### Additional Information

1. Ideally, students should possess some knowledge and understanding of the liberal arts; however, applicants with other academic backgrounds (e.g., Science, Business) will be considered (if they meet the transfer requirements outlined in II above).

2. Because enrolment is limited and because the studies in this interpretive/creative field involve highly specialized training, candidates must satisfy a selection committee that they have the ability, skills and commitment to undertake the program.

The selection committee for the Design route decides based on an assessment of the candidate's portfolio, testimony of three referees, and an interview.

The selection committee for the Stage Management and Technical Production routes decides based on the applicant's letter of intent, résumé, and testimony of three referees, and an interview.

The selection committee encourages every applicant to come for an interview to view the facilities, meet the instructors, and gain a first-hand impression of the daily workings of the Drama Department.

Those students in other parts of Canada who want to know more about a possible interview should write to Department of Drama, University of Alberta, Edmonton, Alberta T6G 2C9; telephone (780) 492-2271, e-mail drama@ualberta.ca

3. Every prospective student to the Design route of the BFA in Drama must submit a portfolio indicating their ability. Anything the applicant considers interesting, exciting, or appropriate (i.e., painting, drawing, or photos of craft work or high school drama work) is considered. A portfolio should consist of any evidence of the candidate's skills in visual communication (e.g., drawing, painting, drafting, photography, arts and crafts, graphic arts).

4. Candidates must contact the Department of Drama, in writing, no later than May 1. (see Admission and Readmission Deadlines). Early application is encouraged.



5. Inquiries regarding the professional requirements for admission to this program should be directed to Department of Drama, 3-146 Fine Arts Centre, University of Alberta, Edmonton, Alberta T6G 2C9; telephone (780) 492-2271, e-mail drama@ualberta.ca

6. Applicants who want to be considered for an alternate program in Arts must meet the specified matriculation and postsecondary admission requirements for that program.

#### Bachelor of Fine Arts (Drama) in Technical Theatre General Admission Requirements

A maximum of eight students are accepted into each of the two routes. Submission of a letter of intent, a resumé, three letters of reference and an interview (when feasible) are required.

Applicants must also meet the admission requirements described below.

#### High School Requirements

##### English Language Arts 30-1

Four subjects from Group A, B and/or C. A maximum of one Group B may be presented for admission. In order to maximize their future program and course choices, all students are encouraged to present a broad range of subjects across Group A and C.

Mathematics 30-2 may be used for admission to this BFA (Drama) program, but only one of Mathematics 30-1 or 30-2 will be used for admission purposes.

#### Transfer Requirements

Refer to Postsecondary Transfer

Applicants and Postsecondary Applicants.

Note: The Department requires an admission grade point average of at least 2.0. Students admitted with less than ★30 will be required to complete all non-Drama requirements before the beginning of their fourth year. Transfer of any Drama course is subject to approval of the Department of Drama.

#### Nonmatriculated Applicants

Refer to Nonmatriculated Applicants.

#### Additional Information

Ideally, students should possess some knowledge and understanding of the liberal arts; however, applicants with other academic backgrounds (e.g., Science, Business, etc.) will be considered (if they meet the transfer requirements outlined in II above).

Because enrolment is limited and because the studies in this interpretive/creative field involve highly specialized training, candidates must satisfy a selection committee that they have the ability, skills, and commitment to undertake the program. The selection committee decides based on the applicant's letter of intent, resumé, and testimony of three referees, and an interview (when feasible).

The selection committee encourages every applicant (when feasible) to come for an interview to view the facilities, meet the instructors and gain a first-hand impression of the daily workings of the Drama Department.

Students in other parts of Canada who want to know more about a possible interview should write to Department of Drama, 3-146 Fine Arts Centre, University of Alberta, Edmonton, Alberta T6G 2C9; telephone (780) 492-2271, e-mail drama@ualberta.ca.

Candidates must contact the Department of Drama, in writing, not later than May 1 (see Admission and

5. Inquiries regarding the professional requirements for admission to this program should be directed to Department of Drama, 3-146 Fine Arts Centre, University of Alberta, Edmonton, Alberta T6G 2C9; telephone (780) 492-2271, e-mail drama@ualberta.ca

6. Applicants who want to be considered for an alternate program in Arts must meet the specified matriculation and postsecondary admission requirements for that program and apply by March 1<sup>st</sup>.

Readmission Deadlines). Early application is encouraged.

Inquiries regarding the requirements for admission should be directed to Department of Drama, 3-146 Fine Arts Centre, University of Alberta, Edmonton, Alberta T6G 2C9; telephone (780) 492-2271, e-mail drama@ualberta.ca.

Applicants who want to be considered for an alternative program in Arts must meet the matriculation and postsecondary admission requirements for that program.

A nonrefundable deposit toward tuition fees, on official notification of acceptance, is required of successful applicants.

## Promotion

1. To be promoted to the next year, students will normally need a minimum grade point average of 2.3 and Departmental recommendation.

2. Departmental recommendation for promotion may be withheld in the case of students who receive a grade of less than B- in any core acting course (i.e., DRAMA 334, DRAMA 335, DRAMA 344, DRAMA 345, DRAMA 355, DRAMA 356, DRAMA 358, DRAMA 395, DRAMA 434, DRAMA 435, DRAMA 444, DRAMA 445, DRAMA 456, DRAMA 458), or who receive a grade of less than B- in any core Design course (i.e., T DES 170, ~~T DES 171~~, T DES 172, T DES 270, T DES 271, T DES 272, T DES 273, ~~T DES 274~~, T DES 275, T DES 370, T DES 372, T DES 373, T DES 374, T DES 375, T DES 376, T DES 378, T DES 470, T DES 471, T DES 473, T DES 474, T DES 475, ~~T DES 476~~, T DES 477, ~~T DES 479~~), or who receive a grade of less than a B- in any core technical theatre course (i.e., T DES 170, T DES 172, T DES 272, ~~T DES 479~~, DRAMA 291, DRAMA 292, DRAMA 295, DRAMA 296, DRAMA 298, DRAMA 299, ~~DRAMA 390~~, DRAMA 392, DRAMA 394, DRAMA 395, DRAMA 490, ~~DRAMA 493~~, DRAMA 494, ~~DRAMA 497~~, DRAMA 577, DRAMA 590, DRAMA 596). Departmental recommendation for promotion may be withheld.

3. A student failing to receive Departmental recommendation for promotion at the end of any term of the second or third year, or failing to achieve a minimum GPA of 2.3 at the end of any Fall/Winter, may be required by the Faculty of Arts to withdraw from the BFA (Drama) program immediately. Students who are required to withdraw may apply for transfer to another program in the Faculty if entrance requirements for the chosen program are met.

4. Final-year requirements include a minimum grade point average of 2.3 and Departmental recommendation.

5. Students who fail to meet the final year requirements in the program will be permitted to fulfil this requirement only with the approval of the Dean of Arts on the recommendation of the Department; otherwise, they must withdraw from

## Promotion

1. To be promoted to the next year, students will normally need a minimum grade point average of 2.3 and Departmental recommendation.

2. Departmental recommendation for promotion may be withheld when a student receives a grade of less than B- in any required courses in their program.

### Acting

DRAMA 334, DRAMA 335, DRAMA 344, DRAMA 345, DRAMA 355, DRAMA 356, DRAMA 358, DRAMA 395, DRAMA 434, DRAMA 435, DRAMA 444, DRAMA 445, DRAMA 456, DRAMA 458), or who receive a grade of less than B- in any core Design course (i.e., T DES 170, ~~T DES 173~~, DES 270, T DES 271, T DES 272, T DES 273, T DES 275, T DES 370, T DES 372, T DES 373, T DES 374, T DES 375, T DES 376, T DES 378, T DES 470, T DES 471, T DES 473, T DES 474, T DES 475, T DES 477, or Technical Production course (i.e., T DES 170, T DES 172, T DES 272, DRAMA 291, DRAMA 292, DRAMA 295, DRAMA 296, DRAMA 298, DRAMA 299, DRAMA 392, DRAMA 394, DRAMA 395, DRAMA 490, DRAMA 494, , DRAMA 577, DRAMA 590, DRAMA 596).

3. A student failing to receive Departmental recommendation for promotion at the end of any term of the second or third year, or failing to achieve a minimum GPA of 2.3 at the end of any Fall/Winter, may be required by the Faculty of Arts to withdraw from the BFA in Drama program immediately. Students who are required to withdraw may apply for transfer to another program in the Faculty if entrance requirements for the chosen program are met.

4. Final-year requirements include a minimum grade point average of 2.3 and Departmental recommendation.

5. Students who fail to meet the final year requirements in the program will be permitted to fulfil this requirement only with the approval of the Dean of Arts on the recommendation of the Department; otherwise, they must withdraw from the program and may apply for transfer to another program in the Faculty.

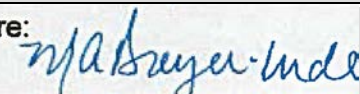
<p>the program and may apply for transfer to another program in the Faculty.</p> <p>6. A Bachelor of Fine Arts program may be interrupted only with Departmental consent.</p> <p><b>Residence Requirement</b></p> <p>Students must complete the BFA (Acting), <b>BFA (Design) or BFA (Technical Theatre)</b> program as full-time students, in a full course load, at the University of Alberta.</p> <p><b>Academic Performance</b></p> <p>1. To qualify for the Bachelor of Fine Arts in Drama, students must have successfully completed the curriculum for the chosen area of specialization; have met all promotion, continuation, final year, and residence requirements; and receive the recommendation of the department.</p> <p>2. For the degree of BFA With Distinction, candidates are required to carry a full course load in each of the last two years and obtain a grade point average of 3.5 or higher over those last two years. Students who have taken part of their program at another university may be granted a degree "With Distinction" at the discretion of the Faculty.</p>	<p>6. A Bachelor of Fine Arts program may be interrupted only with Departmental consent.</p> <p><b>Residence Requirement</b></p> <p>Students must complete the BFA <b>in Drama</b> (Acting), <b>or BFA in Drama (Production)</b> program as full-time students, in a full course load, at the University of Alberta.</p> <p><b>Academic Performance</b></p> <p>1. To qualify for the Bachelor of Fine Arts in Drama, students must have successfully completed the curriculum for the chosen area of specialization; have met all promotion, continuation, final year, and residence requirements; and receive the recommendation of the department.</p> <p>2. For the degree of BFA With Distinction, candidates are required to carry a full course load in each of the last two years and obtain a grade point average of 3.5 or higher over those last two years. Students who have taken part of their program at another university may be granted a degree "With Distinction" at the discretion of the Faculty.</p>
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**Rationale for change:** (Not required for course deletion or editorial changes)

The BFA in Drama (Production): Design, Stage Management and Technical Production will replace the BFA Drama in (Design). At the implementation date the BFA Drama in Technical Theatre will be suspended. Students interested in Stage Management and Technical Production will be advised to look at the BFA in Drama (Production).

The highlights of this BFA include; a common first year of study for all students which includes courses in Stage Craft and Safe Working practices, Introduction to Lights and Sound, Stage Management, Drafting, Introduction to Design, Scenic Paint, Costume Techniques, and a practicum course which has all students crewing Lighting Hangs and Focus and paint calls, a broader range of courses for Design students, an advanced lighting and sound course for all Stage Management students, a broader background in stage management and collective agreements for Tech Production students, additional shop practicum experiences for Design and Tech Production students, and the introduction of a Production Service course which promotes students practicing their discipline in under- supported Department productions, and also promotes engagement with Edmonton's theatre community. The BFA course schedules have also been tailored to create a pre-professional year for all fourth year students, where there are few classroom courses, freeing students to primarily practice their discipline in their graduating year. In response to an ever increasing interdependence between these theatre specializations, it was deemed essential to provide further cross-discipline teaching and learning.

All names, signatures and dates are required:

<p><b>Department Contact</b> Name: John Raymond</p>	<p><b>Department Chair or Designate</b> Name:</p>	<p><b>Date approved by Dept Council:</b></p>
<p>Email: john.raymond@ualberta.ca</p>	<p>Signature: </p>	<p><b>Date submitted:</b> Original: 03/9/18</p>

Email a signed PDF and an editable word version to [artscalendar@ualberta.ca](mailto:artscalendar@ualberta.ca)  
View form completion tip sheet on the [Arts Intranet](#)  
Email [artscalendar@ualberta.ca](mailto:artscalendar@ualberta.ca) with any questions or concerns

## Proposal Template: Program Suspension and Extension of Suspension

### Basic Information (all proposals must complete this section)

<b>Institution</b>	<b>University of Albert, Drama Department</b>
<b>Program/specialization name</b>	<b>BFA in Drama (Technical Theatre)</b>
<b>Credential awarded</b>	<b>Bachelor of Fine Arts in Drama (Technical Theatre)</b>
<b>Proposed start date of suspension</b>	<b>July 1, 2019</b>
<b>Proposed end date of suspension</b>	<b>July 1, 2024</b>

### SECTION A: PROGRAM SUSPENSION

#### SECTION 1: RATIONALE

**1.1** *Identify the purpose for the suspension with supporting rationale and evidence (e.g., low student demand, declining labour market demand, institutional capacity, need for program redevelopment, quality assurance review recommendation, etc.).*

This proposal represents a restructuring of the core curricula across two of Drama’s current BFA first-level specializations. This involves the combination of two existing BFA first-level specializations into a single specialization.

Currently the department offers a BFA in Drama with three first-level specializations; Acting, Theatre Design, and Technical Theatre. The current BFA in Drama (Theatre Design) will absorb the BFA in Drama (Technical Theatre) and will acquire a new name, BFA in Drama (Production).

The revised program was developed in response to influences internal to Drama and also addresses important external considerations. The proposal emphasizes a resolve to improve pedagogy in all three specializations adding new material and improving scheduling and timetables which have great impact on these fully experiential learning programs. Opportunities for improved collaboration have been added, creating greater peer to peer contacts in production to develop a better training environment. One of the key changes is a final year designed to create a pre-professional experience that will allow our students a better transition into the job market.

Drama is losing faculty to retirements and investigating more efficient delivery of essential curricula. Currently students study Theatre Design or Technical Theatre (which has two

specializations, Stage Management or Technical Production in silos). There is common information taught separately in each discipline; now information is pulled together in a common first year that introduces the core curriculum. Students have desired smoother integration between programs; our proposal enhances a greater collaboration between students from all three specializations and we can offer the revised degree with one less faculty member. The revised programs include more practicums, allowing students to take part in setup and paint practicums among others for our productions in Studio Theatre and The Bleviss Laboratory Theatre. All these practicum experiences will foster significantly more collaboration and teamwork between students. Another significant change will be the addition of a new practicum course that will allow students to practice their expertise in additional projects or productions in the Department, and the outside theatre community for course credit. This will provide the entire Department with broader design, stage management and technical support from these students, and increase our connections to the theatre community at large.

In the newly designed BFA in Drama (Production), the first year is a common year for all students. This year will provide them with basic skills in project management, stage management, lighting and sound, stagecraft and safe working practices, drafting, design, scenic paint, and costume techniques and will provide them with a practicum course which has all students crewing Lighting Hangs, Focus, and Paint Calls.

Several years of student reflections on the quality of their experience have been considered in the changes to the curriculum. A Drama committee has been working assiduously for over a year to examine strategies to improve and revitalize our existing programs, and differentiate ourselves from other Canadian University Bachelor of Fine Arts programs in Theatre Design and/or Production. We recognized our strengths and expertise in areas such as stage management, fundamentals of production management and technical direction, production design and sound design and wanted to create a more “professional/practice based” style Bachelor of Fine Arts that will compare with other Canadian BFA programs, and would attract the best and brightest applicants from across Canada. The committee reviewed all curriculum including associated course lists, class and production schedules, and consulted with current students and recent graduates, potential employers of students, production staff, faculty coordinators, the Chair of the Department, our Drama Council (Faculty and student representatives), and recent Department assessors in a quality assurance review (May 2018). The proposed changes have been enthusiastically supported. The proposed BFA in Drama (Production) were approved by the Academic Affairs Committee, Arts Executive Committee and finally Faculty Arts Council on May 24, 2018.

At the implementation date (proposed for July 1, 2019) the nomenclature of BFA in Drama (Technical Theatre) will be suspended and this BFA program absorbed by the BFA in Drama (Theatre Design) which will be renamed as the BFA in Drama (Production). This reflects the reality that the revised program features three production-based specialties, Design, Stage Management and Technical Production. The highlights of this BFA include; a common first year of study for all students which will provide students with a better base of knowledge and experience and help develop team and collaboration. This first year includes courses in Stage Craft and Safe Working practices, Introduction to Lights and Sound, Stage Management, Drafting, Introduction to Design, Scenic Paint, Costume Techniques, and a practicum course

which has all students crewing Lighting Hangs and Focus and paint calls. Additional highlights of the BFA in Production include a broader range of courses for Design students, an advanced lighting and sound course for all Stage Management students, a broader background in stage management and collective agreements for Tech Production students, additional shop practicum experiences for Design and Tech Production students, and the introduction of a Production Service course which promotes students practicing their discipline in under- supported Department productions, and also promotes engagement with Edmonton's theatre community. The BFA course schedules have also been tailored to create a pre-professional year for all fourth year students, where there are few classroom courses, enabling students to primarily practice their discipline in their graduating year. In response to an ever increasing interdependence between these theatre specializations, it was deemed essential to provide further cross-discipline teaching and learning.

In this proposed BFA in Drama (Production), we believe we have achieved a balanced foundation of theory and practical application and have blended the learning of aesthetics/ artistry, management skills and technology skills.

**1.1.1** *Document enrolments (by FLE and headcounts) for the most recent 5-year period, including the current academic year if available.*

Years indicate start of Academic Year. All students are full time.

<b>Enrolment</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>Total head count</b>	35	30	31	31	30
● Full-Time Year 1	9	9	7	6	6
● Full-Time Year 2	11	9	7	7	10
● Full-Time Year 3	9	5	7	10	8
● Full-Time Year 4	6	7	10	8	6
<b>Total FLE</b>	35	30	31	31	30
● FLE Year 1	9	9	7	6	6
● FLE Year 2	11	9	7	7	10
● FLE Year 3	9	5	7	10	8
● FLE Year 4	6	7	10	8	6

**1.1.2** *Indicate when admissions into program/specialization will be or were closed.*

July 1, 2019

**1.1.3** *Explain how the proposed end date of the suspension was determined.*

The standard five year period was used.

**1.1.4** *Provide specific information about which internal governance body approved the suspension, and provide date of approval.*

Drama Council (Department of Drama) - March 1, 2018

Faculty Arts Council – May 24, 2018

GFC Academic Standards Committee - November 8, 2018

GFC Academic Planning Committee – December 12, 2018

**1.2** *Check the applicable box to specify the longer-term plan.*

*To terminate the program.*

*To reactivate the program .*

## **SECTION 2: ACCESS**

**2.1** *Identify potential student access considerations and risks for Campus Alberta that the suspension of this program could pose (include both (a) information about related programs available to prospective students internally at your institution; and (b) externally at other Alberta institutions).*

All students in the program at the time of suspension will be given the option to either, complete their existing program, or transition into the new program. Advisors will be available to assist students with course selection and planning. Essential courses will still be on offer. The department has already met with each affected student currently in the program and carefully charted a transition for each of them.

The department will notify each of the students enrolled in the BFA in Drama (Technical Theatre) of the cancellation of the program and of the continued commitment to providing them with assistance in completing their degrees. Information will be posted on departmental and Faculty websites and other relevant forums about the suspension.

**2.1.1** *If the program or specialization is unique in the province, describe consultation within Campus Alberta to investigate feasibility of program/specialization transfer.*

There is no comparable BFA available in the province. We will continue to evaluate course content and instruction to determine transferable course credit.

**2.2** *Describe the consultation process that occurred with students at your institution regarding this programming change.*

Students were consulted about the proposed. There were three meetings with students: Thursday, January 25, 2018, Thursday, February 15, 2018, and February 16, 2018.

No students were concerned about a name change or suspension. All students supported the significant changes in the program. Many current senior students expressed regret that the changes had not been brought in earlier. Overwhelming support came from Design students. They welcomed all the changes.

Our practice continues to be that twice a year we interview students about their progress and receive feedback about their experience in their classes and programs. This feedback has informed much of this proposal.

**2.3** *Describe your institution's plans to assist active students, if any remain, in completing graduation requirements during the suspension period, including information about formal communication and student advising plans.*

We are not proposing at teach-out of the suspended program, as essential courses will still be on offer. We have carefully charted a transition for EACH student who will be affected in the transition period. We are proposing that if approved the implementation date be July 1, 2019.

**2.4** *Describe your institution's plans to accommodate stop-out students, if any have been identified, including information about formal communication plans.*

Historically, the Department of Drama's approach is to readily accommodate formal student requests. There are no current requests from students.

## SECTION 3: IMPACT

**3.1** *Identify which stakeholder groups were consulted:*

Faculty

Advisory Committee(s)

Regulatory and other Accreditation Bodies

Other (identify below)

Employers and Professional Associations

**3.1.1** *Describe the consultation process conducted with these stakeholders and summarize the feedback received.*



The Chair of the Drama Department, Kate Weiss, and John Raymond (Chair of Department Committee looking at changes in the non-Acting BFA Programs), met with the Acting Coordinator and Directing Coordinator to explain proposed changes. Then we met twice with all Acting and Directing Faculty members on February 1, 2018, and again on February 8, 2018. We met with the BA Coordinator on January 24, 2018. We also met with Production Staff on February 9, 2018. Support for the changes was unanimous. A few required schedule changes were also approved at the same.

Faculty members that generated this proposal include active members of several national professional associations, including:

- The Associated Designers of Canada
- Canadian Actors' Equity
- The Canadian Institute of Theatre Technology

Ten (10) Associated Calendar changes were introduced to Drama Council (Department's Governance Body) and approved on March 1, 2018.

Members of the Committee sought feedback from individuals working in Professional Theatre that were potential employers of our students. See attached letters of support.

Feedback from all stakeholders was overwhelmingly supportive of changes. The faculty within the Drama Department believe that the proposed BFA will strengthen already strong programs and attract high quality students into the Department. The consultation that this proposed BFA has required has initiated further conversations among faculty about the future and vision of the Department. Students and Alumni welcome the changes.

### *3.2 Identify financial impacts and plans for reallocation of internal resources, particularly staff and classroom and lab space.*

No additional classroom, lab space, etc. is required. Two additional classes: Costume Techniques Class – TDES 473, and Production Techniques / Scenic Paint TDES 273 will be required in first year only (2019/2020).

## **SECTION B: SUSPENSION EXTENSION**

### **SECTION 1: RATIONALE**

*1.1 Describe the rationale for original suspension request. (Attach ministry approval letter for the original suspension.)*

*1.1.1 Explain why the extension is needed and include supporting evidence (e.g., active students have not completed graduation requirements).*

**1.2** *If there are students still in the program, describe how they will be supported to complete graduation requirements while the suspension is in place.*

**1.3** *Explain how the duration of the suspension extension was determined.*

#### **OTHER CONSIDERATIONS**

*Please indicate if there are additional factors you would like the Ministry to consider when reviewing this proposal.*

#### **RECOMMENDATION (FOR DEPARTMENT USE)**

**Recommendation(s)**

**Rationale for Recommendation:**

**Reviewer(s)**

**Date Completed**

## Briefing Note

### Substantive Changes to the Bachelor of Fine Arts (BFA) in Drama

This proposal represents a necessary restructuring of the core curricula across two of Drama's current BFA specializations. In order to accomplish this, we are wanting to integrate two existing specializations, the BFA in Drama (Technical Theatre) and the BFA in Drama (Theatre Design) into a single specialization, to be named the BFA in Drama (Production).

The BFA in Drama (Production) will have three second-level specializations: Design, Stage Management, and Technical Theatre. Although the curriculum is changing, the program will still offer the opportunity to study the current areas of expertise, Design, Technical Production or Stage Management, and the total credit requirements to achieve a BFA remain the same (120).

The revised program was developed in response to influences internal to Drama and also addresses important external considerations. The changes reflect a resolve to improve pedagogy in the specializations adding some new material and improving scheduling and timetables which have a great impact on these fully experiential learning programs. Opportunities for improved collaboration have been added, creating greater peer to peer contacts in production to develop a better training environment. One of the key changes is a final year designed to create a pre-professional experience that will allow our students a better transition into the job market.

Drama is losing faculty to retirements and investigating more efficient delivery of essential curricula. Currently, students study Theatre Design or Technical Theatre (which has two specializations, Stage Management or Technical Production) in silos. There is common information taught separately in each discipline; now information is pulled together in a common first year that introduces the core curriculum. Students have complained about being isolated; now there is much greater collaboration between students from all three specializations, and we can offer the revised degree with one less faculty member. The revised programs include more practicums, allowing students to take part in setup and paint practicums for our productions in Studio Theatre and The Bleviss Laboratory Theatre. These practicum experiences will foster significantly more collaboration and teamwork between students. Another significant change will be the addition of a new practicum course that will allow students to practice their expertise in additional projects or productions in the Department, and the outside theatre community for course credit. This will provide the entire Department with broader design, stage management, and technical support, and increase our connections to the theatre community at large. It also addresses a need identified in our recent Quality Assurance Review.

There are some significant changes in the renamed BFA in Drama (Production). The first year will be common year for all students. It will provide them with basic skills in project management, stage management, lighting and sound, stagecraft and safe working practices, drafting, design, scenic paint, and costume techniques and will provide them with a practicum course which has all students crewing lighting hangs and focus and paint calls. For Designers the common year will provide a greater sense of the structure and materials employed in building the physical elements in theatre while acquiring a foundation in the necessary skills to create designs. For Stage Managers, it will provide better insight into the links between all of the elements while learning the fundamentals of their craft and for Technical Production students a clearer understanding of the links between design and realization as well as some rudimentary skills in project management.

Several years of student reflections on the quality of their experience have been considered in the changes to the curriculum. A Drama committee has been working assiduously for over a year to examine strategies to improve and revitalize our existing programs and differentiate ourselves from other Canadian University Bachelor of Fine Arts programs in Theatre Design and/or Production. We recognized our strengths and expertise in areas such as stage management, the fundamentals of production management and technical direction, production and sound design and wanted to create a more “conservatory/ hands-on” style Bachelor of Fine Arts that would attract the best and brightest applicants from across Canada.

Revisions needed to take into account the fact that any revised programs had to be sustainable and teaching resources needed to be reduced by approximately one full-time faculty member. The committee reviewed all curriculum including associated course lists, class and production schedules, and consulted with current students and recent graduates, potential employers of students, production staff, faculty coordinators, the Chair of the Department, our Drama Council (Faculty and student representatives). The proposed changes have been enthusiastically supported. The changes were thoroughly examined and endorsed in our Quality Assurance Review (May 2018). The calendar changes associated with the proposed BFA in Production were approved by the Academic Affairs Committee, Arts Executive Committee and finally Faculty Arts Council on May 24, 2018.

At the implementation date (proposed for July 1, 2019) the nomenclature of BFA in Drama (Technical Theatre) will be suspended, and this program will be absorbed into the current BFA in Drama (Theatre Design). The new name, BFA in Drama (Production), reflects the reality that the revised program features three production based specialties, Design, Stage Management, and Technical Production. Although all three programs have been inordinately successful in training and developing artists with the ability to find immediate employment in the field of the performing arts, after careful reflection we found it necessary to refurbish these programs. Design received a renewal in 2005, and the Tech Theatre Program was established in 1995. It was time for a thorough review and revision.

The BFA in Drama (Production) will foster more experiential learning in a context that strives to create self-confidence in the students' abilities through greater peer to peer contact. It strives to create a deeper understanding of the values of collaboration. We have discovered over time that creating a unified program will create a healthier working environment which while fostering independent thought will create a keener sense of the necessity for collective problem-solving.

In this proposed BFA in Drama (Production), we believe we have achieved a balanced foundation of theory and practical application and have blended the learning of aesthetics/ artistry, management, and technological skills.

Tuesday, July 3, 2018

Gerry van Hezewyk  
Production Manager / Administrative and Professional Office  
Department of Drama, 3-146 Fine Arts Building  
University of Alberta, Edmonton, AB T6G 2C9  
Tel: 780.492.1088

Re: BFA Program Revision

Gerry,

Thanks for the opportunity to provide your curriculum development team with some preliminary feedback on the direction you wish to take with the program. I think the approach you have taken will set the degree apart from other university programs competing in this space, and establishes a balanced foundation of theory and practical application which I believe to be unique in Canada. The progression of the lecture based and practical courses seem ideal, as compared to your current offerings. I was particularly impressed by the amount of theatre specific credits one requires in their fulfillment of a BFA degree. It is that level of rigour in a four-year program of study will equip your future graduates with the skills to excel in the industry.

As a current employer of several of your BFAs, I can see the benefit to the furthering of the cross-discipline training you propose. The blending of visual artistry, managerial acumen and technological skill will better equip this hybrid type of worker with the hard and soft skills that our industry needs to further evolve. This has the making of potentially the strongest BFA production program in the country due to the depth and breadth of the skills, knowledge and experience you plan to impart to your future students.

Best wishes with the implementation of this program. I will be following your progress with great interest, and look forward to providing further detailed commentary at another opportune time.

Sincerely,

Adam Mitchell



Executive Director  
(780) 448-9009  
Adam.Mitchell@fringetheatre.ca



Gerry,

July 4, 2018

Thanks for the opportunity to provide initial feedback with regard to the program revisions planned for the University of Alberta's Drama Department BFA programs. I am encouraged by the direction these courses are taking, and I wish to leave you with some initial comments and suggestions for further consideration. As you know, beyond my professional experience my background with four other schools of drama, including the National Theatre School, McGill University, Concordia University and University of Windsor, so I have an affinity for production and design pedagogy.

I strongly believe that the way in which you have planned to further your crossover in training amongst each unique cohort of craftpersons, technologists and project managers is a very positive step. This will ensure that these emerging professionals will possess broader skillsets, which is a highly desirable commodity. The order in which you have laid out the curriculum strikes me as a methodical progression through their formative years towards a graduating year filled with experiences that promote their leadership capacity under general guidance. This will likely lead to very successful career launches, due to the fact that those students will have gained robust supervisory experience upon entering the job market.

In terms of the specific curriculum, you have seemingly provided for equal mix of theory and practice, which is ideal for a professional degree, such as a BFA. Though much of this can be taught at a college or conservatory level, it seems that your department has captured the niche aspect of teaching these disciplines at the degree level. I was concerned that the multi-media aspects of the program were modest, in that there was only one specific course tailored to this popular art form, whereas Lighting and Sound enjoy two courses each. Also, you are offering one full course in hand drafting, and only one in each of two dimensional and three dimensional CAD drafting. Perhaps the weighting of these topics could be adjusted in favour of supporting the more technologically advanced approaches to our field.

The emerging interest in your *MFA* by production and design professionals is encouraging, given the limitations throughout the country for suitable Canadian trained *MFA* scholars in Design and Production. This new BFA seems well tailored to support those who may elect to further their education pursuits at the graduate level.

Good luck with the next phase of development.

Best

Peter Spike Lyne

Technical Director Department of Indigenous Theatre

National Arts Centre



26 July 2018

To whom it may concern,

I am writing in my capacity as Artistic Director of Catalyst Theatre, a position which I have held for more than two decades. During that time, Catalyst has created more than 24 original Canadian productions that have played at leading theatres on London's West End, in New York's Broadway district, and throughout the UK, Australia and the United States. Our made-in-Edmonton work has been recognized nationally and internationally with more than 120 awards and nominations.

Our productions are known for being technically and artistically demanding and for being meticulously detailed. As I assemble the creative teams for each of our projects, I am therefore looking for theatre professionals who are well-trained specialists with a high level of accomplishment and versatility but who also understand how to work effectively as part of a team. I hire artists and technicians from across the country but, over the years, I have hired more graduates of the University of Alberta's Drama Department than any other program in the country. This has been because the training they have received there has been of the highest caliber and has prepared them for the rigorous demands my company's work presents.

If there has been a liability, it has been this: that the level of specialization has not always equipped graduates to understand the inter-relationship between the various disciplines that come together to create theatre. The capacity to understand the needs of all members of the creative team and to communicate effectively across disciplines is critical to achieving success in this highly collaborative art form.

For this reason, I believe that the changes proposed in the Drama Department's BFA in Production with specializations in Design, Stage Management and Technical Production will serve to create theatre artists who are even better-equipped to thrive professionally. Working and learning alongside students with different areas of specialization will help students to better understand and respect


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what each discipline brings to the whole. It will enable them to better communicate across disciplines and enhance their capacity to broaden their skill set by building, at the very least, a rudimentary knowledge of other areas of specialization. Having reviewed the proposed curriculum, I also believe these changes will achieve these enhancements without compromising the level of accomplishment their graduates have historically demonstrated in their chosen area of specialization.

I am happy to speak to these changes in more detail should you have any further questions. I can be contacted by phone at (780) 431-1750 or by email at [catalystad@gmail.com](mailto:catalystad@gmail.com).

Yours truly,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the left.

Jonathan Christenson  
Artistic Director, Catalyst Theatre





**Ghost River Theatre**  
Eric Rose, Artistic Director  
DARING, IMAGINATIVE, DEvised THEATRE  
[ghostrivertheatre.com](http://ghostrivertheatre.com)

June 24<sup>th</sup>, 2018

Professor  
**Guido Tondino**  
**Coordinator Theatre Design**  
Department of Drama (Theatre Design)  
University of Alberta  
Edmonton, AB  
T6G 2C9

Dear Guido,

As a director/playwright who loves to speak the full language of design in all aspects of my theatrical practice, the University of Alberta Design Graduates have been exceptional collaborators in making my impossible dreams a compelling reality. The new program will serve to extend the very fine skills displayed by the U of A's graduates.

Sincerely,



Eric Rose  
Artistic Director  
Ghost River Theatre  
[www.ghostrivertheatre.com](http://www.ghostrivertheatre.com)



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

Department of Theatre and Film  
6354 Crescent Road  
Vancouver BC V6T 1Z2 Canada

June 15 2018

Professor Guido Tondino  
University of Alberta  
Department of Drama

Dear Professor Tondino;

Thank you for the opportunity to consider the University of Alberta revised BFA in Design for Theatre. In my view, the program compares very well with programs at other major Canadian Universities. The revised first year curriculum is especially significant; students receive an immediate grounding in production practices, basic principles, and theory. The breadth of exposure to a variety of design fields through all four years of the degree program is excellent, and the coursework in the history of decor and dress, computer assisted design, and advanced production practices, is outstanding and provides a very solid grounding for emerging professional designers. The program requires six credits taken outside the Drama Department, while programs at other Canadian institutions require more; between 18 and 30 credit weights outside the Department of specialization. The program is also unusual in that different areas of design aren't separated into streams, which contributes to the intended "holistic" approach; all graduates will have experience with several different areas of design. The goals of the program seem clearly related to the learning objectives implied in the course titles, and the student progress from entry level to pre-professional competence is very thoroughly considered. It's an excellent program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Gardiner', with a long, sweeping underline.

Professor  
Department of Theatre and Film, The University of British Columbia  
6354 Crescent Road, Vancouver, British Columbia, Canada V6T 1Z2  
email: [Robert.Gardiner@ubc.ca](mailto:Robert.Gardiner@ubc.ca)