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**MEMORANDUM**

**ATTENTION** Senate

**DATE** February 21, 2013

**FROM** Wade Parkhouse, Dean, Graduate Studies

**PAGES** 3

**RE:**

2011-12 Annual Report of SGSC

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I am pleased to submit to Senate the 2011-12 Annual Report of the Senate Committee on Graduate Studies (SGSC).

The Senate Committee on Graduate Studies is charged by Senate with the following terms of reference:

1. *To maintain the academic standards established by Senate.*
2. *To review and make recommendations to Senate concerning new graduate programs.*
3. *To review and make recommendations to Senate concerning major changes to graduate programs.*
4. *To review and approve all proposed new graduate courses, course deletions, and minor changes to programs. These changes shall be reported to Senate in summary form.*
5. *To administer, review and make recommendations to Senate concerning Graduate General Regulations.*
6. *To consider matters concerning Graduate Studies referred to the Committee, and to make recommendations to the appropriate bodies.*
7. *To consider and decide on policy recommendations concerning graduate course registration, course and program withdrawal procedures, and on the administration of graduate records.*

The Senate Committee on Graduate Studies has two subcommittees: SGSC Appeal subcommittee (Unsatisfactory Progress under GGR 1.8.2), and the SGSC subcommittee Special Arrangements Steering Committee (Special Arrangements Graduate Program).

SGSC reviewed, recommended, approved and submitted to SCUP and Senate curriculum changes related to the addition, deletion and modification of programs and courses, as well as revisions to relevant regulations.

Revisions to Programs and Policies

- a) Changes to Ethics Approval Verification for MA Examinations
- b) Minimum Attendance at a PhD Defense
- c) Minimum Attendance at a MA Defense
- d) Theses Withholds and Postponements
- e) GGR 1.3.6 Admission as a Qualifying Student

- f) GGR 1.3.8 Conditional Admission
- g) GGR 1.3.12 English Language Competence
- h) GGR 1.3.13 Certificate Programs
- i) GGR 1.4.7 Co-operative Education
- j) GGR 1.5.1 Normal Grading System
- k) GGR 1.7.6 Courses in Master's and Doctoral Programs
- l) GGR 1.9.4 Preparation for Examination of Doctoral Thesis
- m) Western Deans Agreement grading
- n) School for International Studies MA
- o) Beedie School of Business MBA
- p) Gender Sexuality Women's Studies MA
- q) Environmental and Occupational Health MPH
- r) School of Engineering Science-Replication of MASc and PhD programs for Mechatronic Systems Engineering

New programs approved and recommended

FCAT: Graduate Certificate in Visual Analytics

FCAT: SFU-Communication University of China MA Double Degree Program in Global Communications

BUS: Executive MBA - Graduate Certificate in Business in the Americas

EDUC: Graduate Certificate in Educational Leadership

EDUC: Graduate Certificate in Curriculum and Instruction

FCAT: MA in Comparative Media Arts by Cohort Special Arrangement

Curriculum Changes Approved

| <b>Program Changes</b> | <b>New Courses</b> | <b>Courses deleted</b> | <b>Inactive Courses WD</b> | <b>Courses Changed</b> |
|------------------------|--------------------|------------------------|----------------------------|------------------------|
| 32                     | 46                 | 25                     | 211                        | 83                     |

*Note: numbers are approximate*

Graduate admissions, enrolments and credentials awarded

In 2011/12 there was a 4% increase in graduate applications from 2010/11 and a 3% increase in new enrolments. Graduate enrolments, however, decreased by 4% to 4439 students in comparison to 4610 in 2011. Credentials awarded included 1073 master's degrees and 150 PhD/EdD, an increase of 17% in master's and doctorate degrees awarded from last year.

| <b>Graduate Admissions</b> | <b>04/05</b> | <b>09/10</b> | <b>10/11</b> | <b>11/12</b> |
|----------------------------|--------------|--------------|--------------|--------------|
| Applications               | 3961         | 5360         | 5508         | 5701         |
| Offers                     | 1901         | 2516         | 2129         | 2230         |
| Accepted offers            | 1512         | 2037         | 1827         | 1868         |
| New Enrolments             | 1449         | 1862         | 1626         | 1672         |

| <b>Enrolments</b> | <b>04/05</b> | <b>09/10</b> | <b>10/11</b> | <b>11/12</b> |
|-------------------|--------------|--------------|--------------|--------------|
| <b>Total*</b>     | 3666         | 4656         | 4610         | 4439         |
| <b>Degree**</b>   | 2889         | 3808         | 3807         | 3719         |

\*Total headcount of all graduate students (degree, diploma, exchange and qualifying)

\*\* Total headcount of masters and doctoral students

| <b>Credentials Awarded</b> | <b>04/05</b> | <b>09/10</b> | <b>10/11</b> | <b>11/12</b> |
|----------------------------|--------------|--------------|--------------|--------------|
| <b>Masters (M)</b>         | 651          | 842          | 915          | 1073         |
| <b>Doctoral (D)</b>        | 85           | 136          | 126          | 150          |
| <b>Total (M&amp;D)</b>     | 736          | 978          | 1041         | 1223         |

*Note: data is calculated on a F.Y basis*

#### SGSC Appeals Subcommittee

There were no appeals in 2012.

#### SGSC Special Arrangements Steering Committee

In 2012, four students were admitted to the program and one graduated. At the end of 2012, 22 students remained registered in this program.

SGSC members during 2012 were:

W. Parkhouse, Chair (Dean of Graduate Studies)  
Daniella Sieukaran, Angie Hall, Sylvia Gajdics, Kamran Reayat, Graduate Students  
R. Cameron, Chair FGSC, Faculty of Applied Sciences  
P. Budra, Chair FGSC, Arts and Social Sciences  
C. Collins, Chair FGSC, Business  
T. Calvert (Acting), M. Hatala, Chair FGSC, Communication, Art and Technology  
J. Nesbit, Chair FGSC, Education  
S. Markey, D. Knowler, Chair FGSC, Environment  
C. Janes, M. Moore, Chair FGSC, Health Sciences  
P. Ruben, Chair FGSC, Science  
M-E Kelm, P. Liljedahl, Associate Dean(s) Graduate Studies (ex officio)  
M. Pope, Director Graduate Records (ex officio)  
N. White, I. Niseteo (Acting), University Librarian (ex officio)  
Sheilagh MacDonald, Secretary to the Dean of Graduate Studies (ex officio)  
J. Lane, M. Soren (Acting), Coordinating and External Relations Officer (ex officio)