

Meeting minutes of the Senate Graduate Studies Committee (SGSC)  
held on Monday March 2, 2015 in the Thesis Defence Room, SFU Library

**Present:**

**Ex-Officio:**

Wade Parkhouse, Chair  
Mary-Ellen Kelm (Associate Dean)  
Peter Liljedahl (Associate Dean)  
Nicole White (Library)  
Emma Liu (GSS)  
Mary Ann Pope (Director, Records)  
Shelley Gair (Program Policy, Curriculum)  
Krista Gerlich-Fitzgerald (Secretary)

**Faculty Chairs:**

Uwe Glässer (FAS)  
Lisa Shapiro (FASS)  
Ian McCarthy (BUS)  
Zoë Druick (FCAT)  
Phil Winne (EDUC)  
Sean Markey (FENV)  
Margo Moore (FHS)

**Graduate Students:**

Ehsan Jozaghi (Regular)

**Regrets:**

Carl Lowenberger (SCI)  
Jasneet Singh Sabhawal (Graduate Student)

1. Approval of agenda **Approved**
2. Review of the SGSC minutes of February 2, 2015 **Approved**
3. Business arising from the minutes
4. **Chair's Report** - No report given
5. **For Approval**

5.1 **Faculty of Environment**

5.1.1 Department of Archaeology

[GS2015.10]

a) Program proposal: Master of Arts in Heritage Resource Management (Cohort Special Arrangements)

Guest: David Burley, Department of Archaeology Chair

Concern was raised over the number of courses in comparison to the market comparators which have more courses. It was explained that the basic archaeology courses are not required in this program as it is designed for working professionals in the field, and that four courses plus a thesis is consistent with SFU's MA in Archaeology. It was noted that admitting students with the correct background will be important.

SGSC was informed that a certificate will be created to accommodate students who are not able to complete with the cohort, with a possible re-entry to the thesis program. In appendix 6 of the proposal, it was noted that the thesis length should be changed from 10,000 - 15,000 words to 60 - 70 pages.

A discussion focused on the cohort integration as the program will be online. The

program will have a three to four day on-campus introduction and face-to-face interaction will be available with the student's supervisor when possible. The Chair of SGSC recommended that other online programs with a thesis (i.e. Athabasca University) be reviewed by the department for best practices.

Motion moved by S. Markey, seconded by E. Jozaghi **Approved with revisions subject to changes agreed with the Office of Graduate Studies**

5.1.2 School of Resource and Environmental Management [GS2015.11]

- a) Program change: Master of Resource Management
- b) Program change: Master of Resource Management (Planning)
- c) Program change: PhD Resource and Environmental Management

Motion moved by S. Markey, seconded by U. Glässer **Approved**

5.2 **Faculty of Applied Science**  
School of Engineering Science [GS2015.12]

- a) Program change: Concurrent BASc/MASc

It was explained that the concurrent program will help market the program for exceptional students, shorten the amount of time for graduate students to complete their program, and encourage students to stay within Canada to continue with graduate education.

Motion moved by U. Glässer, seconded by ? **Approved**

5.3 **Beedie School of Business** [GS2015.13]

- a) Course change (title): BUS 553, 557, 650, 706, 719, 753
- b) New course: BUS 876: Special Topics in Business Administration

It was explained the business programs are cohort based models and the requirements are tracked through course numbers which is why many courses have the same course title even though the course is different. The course numbers reflect what program the course belongs to (i.e. MBA, EBMA, etc.).

BUS 876 will be the special topics course for the finance program, which does not already have a special topics course.

Motion moved by I. McCarthy, seconded by Z. Druick **Approved**

5.4 **Faculty of Education** [GS2015.14]

- a) Program change: MA Counselling Psychology
- b) Program change: M.Ed. Counselling Psychology
- c) Course change (units): EDUC 862, 870, 871, 873, 877

It was raised that regulations state the senior supervisors are to be in place by the second term, however, in the MA in Counselling Psychology, the supervisor is proposed before the fifth course is taken which is likely after the 2<sup>nd</sup> term. Education offers the students a pro tem advisory as there is an exploratory period prior to specialization.

Motion moved by P. Winne, seconded by S. Markey **Approved**

- d) Program change: PhD Languages, Cultures and Literacies
- e) Course change (units, title and description): EDUC 923, 924, 925, 926
- f) Course change (units, title, description and grading): EDUC 927, 928

Minor editorial changes have been requested by Education for the calendar language. Education is to inform Graduate Studies on the changes at a later date.

Motion moved by P. Winne, seconded by I. McCarthy **Approved with revisions**

- g) Program change: PhD Mathematics Education

SGSC was informed that the directed readings course is still active; however, it is no longer a program requirement.

Motion moved by P. Winne, seconded by Z. Druick **Approved**

**5.5 Faculty of Health Sciences [GS2015.15]**

- a) Course (temporary withdrawal): HSCI 800, 806, 815, 851, 868
- b) Course deletion: HSCI 895, 896
- c) Program change: Master of Public Health

**Approved under delegated authority**

**5.6 Faculty of Science**

Molecular Biology and Biochemistry **[GS2015.16]**

- a) New course MBB 700: Selected Topics in Biotechnology and Business

As this course is cross-listed with an undergraduate course, SGSC was asked if the additional one page for the graduate assignment was a sufficient requirement for graduate students in the course to receive one graduate credit. SGSC concluded that it was.

No motion moved or seconded. **Approved**

**6. For Discussion**

- 6.1 GGR 1.12.4, 1.4.8, 1.4.9 and 1.4.10 Readmission, Reactivation and Extensions **[GS2015.17]**

Concern was raised that if a student has the option to reactivate or apply for regular admission, the student would possibly use the new admission process inappropriately in order to reset their time limit. It was requested that the rationale for 1.4.10 be updated to more accurately reflect that extensions can be granted for up to three terms, rather than being an automatic three terms. It was recommended that on the reactivation form and the website, it should be identified that the clock continues even when a student has withdrawn. It was requested that the GGRs retain flexibility. Departments will still have discretion to deny readmission or reactivations.

6.2 GGR 1.8.3 Withdrawal from Courses and from the University **[GS2015.18]**

The committee had mixed views on if a specified time limit was needed for retroactive withdrawal under extenuating circumstances. It was clarified that permission from the senior supervisor and graduate chair for a withdrawal is merely to inform the department because the department would be unable to withhold permission. It was recommended that more information be added to the Graduate Studies website regarding withdrawal under extenuating circumstances.

SGSC was not in agreement on the length of allowable time for a retroactive withdrawal under extenuating circumstances. Feedback will be sought from academic units.

6.3 GGR 1.4.3, 1.8.4 and 1.8.5 Continuity of Enrolment, Application to go on Leave and Extended Leave of Absence **[GS2015.19]**

It was noted that the Leave of Absence policy needs to adapt with the requirements of Citizenship and Immigration Canada. It was requested that terminology like “full-time” and “disability accommodation” be either defined within the GGR, or a reference to where the reader can find the definitions should be added.

It was recommended that the 4<sup>th</sup> sentence in the Academic Break section be deleted because it is redundant.

6.4 GGR 1.12 Maximum time for Completion of the Requirements for the Degree **[GS2015.20]**

SGSC was informed that individual departments will be responsible for ensuring that the completion plans are done before a student can continue with enrollment. Concern was raised over the challenges of enforcing this process.

This GGR will be raised again for discussion at a future meeting.

7. Other business

The online grade change form will be rolled out in April. Any member of SGSC wanting to see a sample including the interface should contact M. Pope.

8. Next SGSC scheduled meeting April 13, 2015 (*Material deadline March 26, 2015*)