Meeting minutes of the Senate Graduate Studies Committee (SGSC) held on March 2, 2021 remotely on Zoom.

Present:
Jeff Derksen (Chair)
George Agnes (Associate Dean)
Roxanne Panchasi (Associate Dean)
Keshav Mukunda (designate for Library)
Reese Muntean (GSS representative)
Krista Gerlich-Fitzgerald (Associate Director)
Michelle Grahame (Curriculum)
Janelle Kropp (Secretary)

Faculty Chair:
Sean Zwagerman (FASS)
Carolyn Egri (designate for BUS)
Philippe Pasquier (FCAT)
Lucy LeMare (EDUC)
Dongya Yang (FENV)
Frank Lee (designate for FHS)
Michael Silverman (SCI)

Graduate Students:
Abdul Zahir
Daniel Lam

Regrets:
Parvaneh Saeedi (FAS)

Guests:
Chantelle Spicer (GSS)

1. Approval of agenda

2. Review of the SGSC minutes of February 2, 2021   **Approved**

3. Business arising from the minutes

4. Chair's Report

   The Chair introduced Chantelle Spicer from the Graduate Student Society as a guest attending the meeting to observe SGSC processes and issues impacting graduate students.

   SGSC was informed of the graduate and undergraduate strategic enrolment plan provided at Senate. GPS has received 40% more graduate applications; in the Fall 2021 term it will be clearer if the increase in applications has impacted admissions and enrolment.

   The Chair also updated the committee that, due to low demand, there are few graduate courses being offered face to face for Summer 2021; however, the fall term should bring an overall increase in the face to face instruction and activities.

5. For Approval
   5.1 Faculty of Applied Sciences
   School of Computing Science
   5.1.1 New Course: CMPT 750 Computer Architecture

   SGSC noted because the course will be cross-listed with an undergraduate course, the outline should be updated to clearly indicate the additional requirements for graduate students.

   Moved by J. Derksen; seconded by M. Silverman   **Approved**

R. Panchasi joined the meeting.

5.2 Beedie School of Business

5.2.1 Program Change: Graduate Diploma in Management

The program change was tabled because of potential revisions subject to the outcome of the Ministry decision on the Master in Management (MiM) program.

Tabled

5.2.2 New Course: BUS 579 Professional Development

Moved by C. Egri; seconded by L. LeMare   **Approved**

5.2.3 Program Change: Science and Technology Commercialization Graduate Certificate
New Course: BUS 798 Special Topics

A committee member raised concerns about the phrasing of the calendar language for the optional requirement. It was agreed to approve the addition of the optional course subject to revisions to the specific language used in the entry.

Moved by C. Egri; seconded by P. Pasquier   **Approved subject to revisions**

5.3 Faculty of Education

5.3.1 Program Change: Educational Practice MEd
New Course: EDUC 888 MEd Comprehensive Examination

It was agreed to update the form to remove the equivalency with EDUC 883.

Moved by L. LeMare; seconded by D. Lam   **Approved**

5.4 Faculty of Science

Department of Statistics and Actuarial Science

5.4.1 Program Change: Actuarial Science MA
New Courses: ACMA 830 Stochastic Processes for Insurance and Finance
ACMA 832 Actuarial Risk Management
Course Change (number, description, prerequisite): ACMA 821
Course Change (deletion): ACMA 820

SGSC was informed of an error on the version of the calendar entry included in the package. ACMA 832 should be listed as one of the required courses.

Moved by M. Silverman; seconded by D. Lam   **Approved**

5.4.2 Course Change (prerequisite): STAT 642, STAT 645, STAT 652, STAT 675, STAT 685

Moved by M. Silverman; seconded by D. Lam   **Approved**

6. <u>For Discussion</u>
   6.1 Transcript Policy for Graduate Admissions

   K.Gerlich-Fitzgerald introduced the proposed changes to when during the graduate admissions process official transcripts are required, and where official transcripts are submitted. It was noted requiring official transcripts only after an offer of admission would reduce the volume of transcripts received, especially with the rising number of graduate applications.

   A committee member asked if only the transcript for the highest degree awarded was required. It was clarified all transcripts are required upon acceptance in order to verify the academic record and history of the student.

   SGSC agreed to standardize these practices across faculties and academic units.

7. <u>For Information</u>   **Approved under delegated authority**
   7.1 Faculty of Arts and Social Sciences
   <u>Department of Psychology</u>
   7.1.1   Course Reinstatement: PSYC 807F

8. The date of the next SGSC meeting is scheduled for April 6, 2021 *(SGSC submission deadline is March 10th at noon).*