Present: Atul Aravindakshan, Charlyn Black, Patrick Culbert, Norm Hutchinson, Bradley Menard, Karin Mickelson, Catherine Rawn, Max Read, Andrew Riseman, Elicia Salzberg, Robert Sindelar, Jenn Fletcher (minutes)

Regrets: Jolanta Aleksejuniene, Edmond Cretu

1. **Adoption of Agenda**: Adopted

2. **Minutes of March 17, 2023 Meeting**: Approved

3. **Business Arising**:
   - Since April 7th is a stat holiday, members were asked to send feedback regarding the category 2 proposals by Tuesday, April 11th.

4. **New Proposals – New Programs**

Faculty of Applied Science
Submitted by Carol Jaeger / Britt Murray

Graduate Certificate in Applied Geological Engineering – Create new program
   - Indigenous must be capitalized throughout.
   - Calendar entry should reference the G+PS minimum admission requirements and not the MEng.
   - Ability to ladder must also be added to the Calendar entries for the specific master's degrees mentioned.
Action: Approved

Faculty of Applied Science
Submitted by Cynthia Girling

PhD in Design, Technology and Society – Create new program
   - List of learning objectives on pages 11 and 16 should match.
   - Proposed Calendar entry reads as if this is a program proposal and should be revised so that it remains appropriate once the program is up and running.
Action: Approved

General notes for the proposed DES courses:
   - The energy and innovation for the program that is captured in the program proposal does not come through in the sample syllabi. Consider revising these with an eye to retaining some of that inspiration before sharing them with students.

DES 562 (3) – Create new course
   - Proponents' explanation around the background of incoming students and the role this course will play in orienting them to this research program was helpful and some

of this information should be added to the rationale to assist the downstream committees.
- Consider adding content focused explicitly on academic integrity.

Action: Approved

DES 565 (3/6) – Create new course
- Credit value will need to be 3-6.
- Clarify how you expect this course to function. Will students participate just for the first two years of their studies or will they be expected to continue for the duration of their studies? Will students register in the course twice or will it be a single course registration carried over multiple years?

Action: Approved

DES 567 (3/6) – Create new course
- Credit value will need to be 3-6.

Action: Approved

DES 699 (0) – Create new course
Action: Approved

5. **New Proposals – Category 1**

Faculty of Applied Science
Submitted by Carol Jaeger / Britt Murray

APPP 511 (1.5-3) – Create new course
- Learning objectives as written are not really learning objectives. Many of these can be easily rewritten to form learning objectives. Many in the Learning Activities list also seem more like learning objectives.
- Assessment criteria must be added.
- Encourage them to rethink the "Presence is Mandatory" statement, bearing in mind that sometimes illness or emergencies occur without notice. Is this consistent with Faculty policies?
- Norm to review on behalf of the committee.

Action: Held

BMEG 521 (3) – Create new course
- Friendly recommendation: Learning objectives are rather low for a graduate course.
- Clarify what they mean by "cross-listed". Will they be co-located according to the new Workday language?
- The comments from the Library about potentially requiring additional resources were noted.

Action: Approved

BMEG 522 (3) – Create new course
- Friendly recommendation: Learning objectives are rather low for a graduate course. There are also grammatical issues with the final learning objective that should be addressed.

Action: Approved

BMEG 523 (3) – Create new course

- Learning outcomes are good.
- Number of assignments is inconsistent (appear to be 5, but mention of 4+2 in some places)
- Grading criteria must be added.
- Norm to review on behalf of the committee.

Action: Held

BMEG 524 (3) – Create new course
- Friendly: Consider toning down the learning objectives, particularly those that flow from reading and presenting a single paper.
- Grading criteria must be added.
- Norm to review

Action: Held

CHBE 572 (3) – Create new course
- Rationale must be expanded to address the academic need to be filled by this course.
- Learning objectives are low for a graduate course. Also consider revising "speak the language".
- Descriptions of the assignments and project must be added. Addition of grading criteria is also required. Grade breakdown must be consistent throughout the syllabus.
- The inclusion of "TL:DR" in the Academic Integrity section is inappropriate for a course syllabus.
- The required statement about the University's values and policies must be added (see Syllabus policy).

Action: Held

CHBE 578 (3) – Create new course
- There are prerequisites noted in the sample syllabus. Should these be included in the Calendar entry (perhaps as recommended)?
- Learning objectives are low for a graduate course.
- Descriptions of the assignments and project must be added. Addition of grading criteria is also required.
- The list of reading materials should be expanded upon.
- The required statement about the University's values and policies must be added (see Syllabus policy).

Action: Held

CIVL 585 (3) – Create new course
- Credit exclusions with versions of courses are not normally permitted in the Calendar. Bradley will look into this to confirm whether they are currently allowed and if/how Workday would handle this situation.
- Rationale for credit exclusion is required.

Action: Approved

EECE 595 (1-6) – Create new course
Action: Approved

MECH 556 (3) – Create new course
- Effective date of 23W should be considered.
- Equivalencies with versions of courses are not normally permitted in the Calendar. Bradley will look into this to confirm whether they are currently allowed and if/how

Workday would handle this situation.
Action: Approved

MECH 557 (1) – Create new course
- Effective date of 23W should be considered.
- Should the registration restriction noted in the syllabus be added to the Calendar entry?
- Friendly recommendations:
    - Course objectives should be deleted.
    - 10 learning objectives seems like a lot for a 1 credit course.
    - Learning objective #10 is not really a learning objective and should be revised or deleted.
Action: Approved

MECH 558 (1) – Create new course
- Effective date of 23W should be considered.
- "Professional Skills" in title suggests the course will be career aligned, but the content is EDI and sustainability focused. Will this be clear to students? Perhaps "Professional Responsibility" would be more appropriate?
- Should the registration restriction noted in the syllabus be added to the Calendar entry?
- Friendly: Learning objective that begins "argue that diversity is a strength" sounds like indoctrination rather than education and should be revised.
Action: Approved

MECH 559 (2) – Create new course
- Effective date of 23W should be considered.
- Should the registration restriction noted in the syllabus be added to the Calendar entry?
Action: Approved

Faculty of Arts
Submitted by Catherine Rawn / Heidi May

LIBR 598 (3) – Create new course
- Friendly: Given that this is a capstone course, think about linking the learning objectives to what has already been done/learned in the program. How is this course enriching what students have done rather than just capping it?
Action: Approved

Master of Public Policy and Global Affairs – Delete accelerated option, revise transfer credit section
Action: Approved

Faculty of Forestry
Submitted by Patrick Culbert

FCOR 510 (1.5) – Create new course
- "Transdisciplinary" might not be appropriate in the course title. While the course does bring together different groups within forestry, it's not clear this raises it to the

level of transdisciplinary. Alterative suggestions included: Communication Across Forestry Sectors or Scholarly Communication Across Forestry Sectors.
- Thinking more about who the learners are and who they are learning to write to and about might help clarify other aspects of the course, including the title.
- Learning objectives are low for a graduate course.
- Consider whether the proposed Calendar course description adds information not already conveyed by the title.
- Should the registration restriction noted in the syllabus be included in the Calendar entry?
- Please revise the rationale to explain the specific academic need this course will fill. It is currently identical to the rationale for FCOR 511.

Action: Held

FCOR 511 (1.5) – Create new course
- Inclusion of "Co-Producing Knowledge" in the title suggests students as partners, but this does not align with the course content and learning objectives. To some, it suggested a specific pedagogical approach. A rethinking of the title is requested. Whatever is decided, the title in the sample syllabus and Change to Course or Program form should match.
- Should the registration restriction noted in the syllabus be included in the Calendar entry?
- Please revise the rationale to explain the specific academic need this course will fill. It is currently identical to the rationale for FCOR 510.

Action: Held

FRST 593 (3) – Create new course
- Friendly: Grading criteria must be added to the syllabus.

Action: Approved

FRST 595 (3) – Create new course
- Registration in graduate courses is always restricted to graduate students. Is there a reason this needs to be included in the Calendar entry for this course?
- Friendly enquiry: Given the approach to assessment taken by the instructor, would pass/fail grading be more appropriate?

Action: Approved