**MINUTES**

**Meeting of the Graduate Academic Policy Committee**

**Monday, 16 October 2023, 1230-1400**

Location: Zoom

**Present:** Michael Hunt (Chair), Benjamin Goold, Christiane Hoppmann, Curtis Suttle, Murray Carlson, Teresa Dobson, Thomas Chang, Jolanta Aleksejuniene, Jorma Neuvonen (Guest – delegate for Shannon Hagerman), Max Read, Jennifer Fletcher, Julian Dierkes, Jenny Phelps

**Absent:** Davide Elmo, Sumeet Galati, Miriam Spering

**Regrets:** Isha Gill, Shannon Hagerman

1. **ADOPTION OF THE AGENDA**

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| *All* | } | *That the agenda be approved.* |

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| Carried |

1. **BUSINESS**

**Application/admissions standards for Graduate Certificates and Graduate Diplomas**

***Proposed Calendar change:*** Establish sections in the Calendar (G+PS section) that state minimum application requirements and admissions criteria for Graduate Certificates and Graduate Diplomas.

* Jenny introduces a new Calendar entry that creates new landing pages within “Admission” for Graduate Certificates and Graduate Diplomas.
* Much of the language is consistent with what is currently listed for other graduate degrees.
* Jenny introduces one major change compared to graduate degrees; namely around the number of required confidential reference reports for Graduate Diplomas and Certificates. She is proposing that a minimum of one letter is required for these types of programs, which is less than the two required for degree programs. Jenny asks if the committee members have any concerns around setting the minimum to one letter.
* Tom asks if the references usually submitted to the programs are by working professionals? Jenny says G+PS does not oversee these programs currently but that is her overall impression about the references. Jorma points out that in his Faculty (Forestry), most of the students usually submit professional references.
* Michael points out that the specific programs may require more documentation and Teresa talks about her preference for keeping the language around these letters open. Michael seconds that.
* Jenny proposes the addition of a sentence along the lines of “some programs may require more or specific types of references.” Teresa finds this useful.
* Michael clarifies that the students who choose to ladder into the degree programs would still have to meet the requirement and submit an updated application package

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| * *All* | } | *That the motion be approved.* |

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**Academic Progress standards for Graduate Certificates and Graduate Diplomas**

***Proposed Calendar change:*** Establish sections in the Calendar (G+PS section) that state minimum academic progress requirements for Graduate Certificates and Graduate Diplomas.

* Jenny introduces the proposed change in policy related to the definition of satisfactory progress for Graduate Diploma and Graduate Certificate students. It is proposed to use the same language as that used for Masters degree students,
* Teresa asks if it would be better to require of students to generally obtain 68% in all their courses and for programs to treat 60% as an exception – Jenny says that would have to be a different policy and would be inconsistent with what is currently used for Masters degree students.
* Given that diplomas and certificates have less credit requirements than degrees, Jenny proposes a change along the lines of ‘a student must obtain 68% or higher in 80% of the required credits.’
* Tom says that adding “60%” in brackets after ‘failing grade’ in the second paragraph of the proposed section will remove any vagueness for the Program Staff.
* Michael – the notion of satisfactory progress can be broken down into two components: minimum passing grade and counting credits towards one’s diploma or certificate. It leads us to the question of accepting the credits where the student may not have performed exceedingly well. Michael also suggests that any description of the percentage required for a “passing grade” should not be in this section (including for the current Masters degree sections) as this section is only about progression – there is a separate section for Grading Practices. Further, any mention of progress should be removed from the Grading Practices section. It is proposed that these are complementary, but separate.
* Jenny retracts the proposal and suggests a reworking for clarity and ease of understanding.

**Action: Committee members are to engage with their programs and faculty members regarding the current need for this language. This will be discussed at a future Policy Committee meeting.**

**Grading Practices for Graduate Certificates and Graduate Diplomas**

* Proposed Calendar change: Establish sections in the Calendar (G+PS section) that include Graduate Certificates and Graduate Diplomas in the Grading Practices, and state the maximum number of ‘pass standing’ credits that may be applied to Graduate Certificates and Graduate Diplomas.
* Jenny says these latter two policies will have to align – she agrees with Michael that the section about satisfactory progress should not be reiterated in the current document.
* Owing to the fact that any of these changes would have an impact on a large number of students – it was proposed that these policy changes will continue to be discussed at a future meeting.

1. **ADJOURNMENT**

The meeting was adjourned at 1:44pm.