UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR DECISION

PRESENTED BY: Susan Detmer, Chair, Academic Programs Committee

DATE OF MEETING: December 17, 2020

SUBJECT: Admissions Qualification Change – Post-degree certificate in English as an Additional Language (PDCEAL) program

DECISIONS REQUESTED:

It is recommended:

That Council approve the proposed changes to the admissions qualifications for the Post-degree certificate in English as an Additional Language (PDCEAL) program to remove the requirement of one full year of teaching experience or equivalent, effective the 2022-23 admissions cycle.

PURPOSE:

University Council has the authority to approve changes to the admissions qualifications for degrees and degree-level programs, but requires confirmation of University Senate before such changes can be implemented.

CONTEXT AND BACKGROUND:

The Post-degree certificate in English as an Additional Language (PDCEAL) program aligns with Additional Qualification Certification (AQC) required of the Saskatchewan Professional Teachers Regulatory Board (SPTRB). Removing the requirement of one full year of teaching experience would not affect the PDCEAL’s alignment with the AQC requirements and would allow novice teachers to begin the program immediately after graduation. Since the program’s implementation in 2017, the Department of Curriculum Studies has fielded requests from graduates of the Bachelor of Education program that would like to begin on this qualification prior to gaining a full year of teaching experience. This move will allow more teachers to gain the needed knowledge to support the growing number of EAL students in Saskatchewan classrooms.

CONSULTATION:

The College of Education Faculty Council voted in favor of removing the requirement that applicants have a full year of teaching experience for the PDCEAL program at its October 30, 2020 meeting. The academic programs committee reviewed the proposal for this change to admissions qualifications at its December 2, 2020 meeting. The committee supported a change that would allow students to access this program earlier following completion of their B.Ed. degree.
ATTACHMENTS:

1. Memorandum – PDCEAL Admissions Qualification
MEMORANDUM

To: Dr. Susan Detmer, Chair, Academic Programs Committee
From: Dr. Dawn Wallin, Associate Dean, College of Education
Date: November 2, 2020
RE: PDCEAL Admission Qualification

On October 30, 2020, the College of Education Faculty Council voted in favour of removing the admission qualification of “one full year of teaching experience or equivalent” for the Post-Degree Certificate in English as an Additional Language program. The College of Education is now seeking the approval of the Academic Programs Committee. Below please find the preamble and rationale for this proposed change.

In creating the Post-Degree Certificate in English as an Additional Language Education (PDCEAL) in 2015-2016, the Department of Curriculum Studies in the College of Education consulted with various educational stakeholders, both internal and external, as well as the Saskatchewan Professional Teachers Regulatory Board (SPTRB). The PDCEAL program was created to meet College of Education certificate guidelines and align with the Additional Qualification Certification (AQC) requirements of the SPTRB.

SPTRB requirements stipulate that AQC candidates must have 30 credit units of instruction as well as hold a B.Ed. degree. The Department of Curriculum Studies added its own recommendation that certificate candidates also have one year of teaching experience. Teachers without a full year of experience were allowed into the PDCEAL program on a case-by-case basis, at the discretion of the Department Head.

In the past three years, the Department of Curriculum Studies has fielded requests from eager B.Ed. graduates who would like to begin the PDCEAL program immediately after graduation, prior to gaining a full year of teaching experience. The department recognizes that novice teachers have become aware of the number of EAL learners in Saskatchewan classrooms, usually based on their extended practicum experiences, and these teachers would like to be better prepared to meet a range of EAL needs. Therefore, the Department of Curriculum Studies is seeking removal of the “one full year of teaching experience or equivalency” as an admission qualification for the PDCEAL program. Although experience is an asset, it should not be a barrier to novice teachers who are actively seeking more professional learning in EAL education.
Consultation with the Registrar Form

This form is to be completed by the Registrar (or his/her designate) during an in-person consultation with the faculty member responsible for the proposal. Please consider the questions on this form prior to the meeting.

Section 1: New Degree / Diploma / Certificate Information or Renaming of Existing

1. Is this a new degree, diploma, or certificate? Yes No X
   Is an existing degree, diploma, or certificate being renamed? Yes No X
   If you've answered NO to each of the previous two questions, please continue on to the next section.

2. What is the name of the new degree, diploma, or certificate?

3. What is the credential of this new degree, diploma, or certificate? [Example - D.M.D. = Doctor of Dental Medicine]

4. If you have renamed an existing degree, diploma, or certificate, what is the current name?

5. Does this new or renamed degree / diploma / certificate require completion of degree level courses or non-degree level courses, thus implying the attainment of either a degree level or non-degree level standard of achievement?

6. If this is a new degree level certificate, can a student take it at the same time as pursuing another degree level program? Yes No

7. If YES, a student attribute will be created and used to track students who are in this certificate alongside another program. The attribute code will be:

8. Which College is responsible for the awarding of this degree, diploma, or certificate?

9. Is there more than one program to fulfill the requirements for this degree, diploma, or certificate? If yes, please list these programs.

10. Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.

11. If this is a new graduate degree, is it thesis-based, course-based, or project-based?
Section 2: New / Revised Program for Existing or New Degree / Diploma / Certificate Information

1. Is this a new program? Yes No X
   Is an existing program being revised? Yes No X
   If you've answered NO to each of the previous two questions, please continue on to the next section.

2. If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?

3. What is the name of this new/revised program?

4. What other program(s) currently exist that will also meet the requirements for this same degree(s)?

5. What College/Department is the academic authority for this program?

6. Is this a replacement for a current program? Yes No

7. If YES, will students in the current program complete that program or be grandfathered?

8. If this is a new graduate program, is it thesis-based, course-based, or project-based?

9. If this is a new non-degree or undergraduate level program, what is the expected completion time?
Section 3: Mobility

Mobility is the ability to move freely from one jurisdiction to another and to gain entry into an academic institution or to participate in a learning experience without undue obstacles or hindrances.

1 Does the proposed degree, program, major, minor, concentration, or course involve mobility? Yes No X
   If yes, choose one of the following:
   Domestic Mobility (both jurisdictions are within Canada)
   International Mobility (one jurisdiction is outside of Canada)

2 Please indicate the mobility type (refer to Nomenclature for definitions).
   Joint Program
   Joint Degree
   Dual Degree
   Professional Internship Program
   Faculty-Led Course Abroad
   Term Abroad Program

3 The U of S enters into partnerships or agreements with external partners for the above mobility types in order to allow students collaborative opportunities for research, studies, or activities. Has an agreement been signed? Yes No

4 Please state the full name of the agreement that the U of S is entering into.

5 What is the name of the external partner?

6 What is the jurisdiction for the external partner?
Section 4: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)

1. Is this a new or revised major, minor, or concentration attached to an existing degree program? Yes ☐ No ☒ X Revised ☐
   If you've answered NO, please continue on to the next section.

2. If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for each.

3. What is the name of this new / revised major, minor, or concentration?

4. Which department is the authority for this major, minor, or concentration? If this is a cross-College relationship, please state the Jurisdictional College and the Adopting College.

5. Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?

Section 5: New / Revised Disciplinary Area for Existing Degree Information (Graduate)

1. Is this a new or revised disciplinary area attached to an existing graduate degree program? Yes ☐ No ☒ X Revised ☐
   If you've answered NO, please continue on to the next section.

2. If YES, what is the name of this new / revised disciplinary area?

3. Which Department / School is the authority for this new / revised disciplinary area? (NOTE - if this disciplinary area is being offered by multiple departments see question below.)

4. Which multiple Departments / Schools are the authority for this new / revised disciplinary area?

4a. Of the multiple Departments / Schools who are the authority for this new / revised disciplinary area and what allocation percentage is assigned to each? (Note - must be whole numbers and must equal 100.)

4b. Of the multiple Departments / Schools who is the primary department? The primary department specifies which department / school policies will be followed in academic matters (ex. late adds, re-read policies, or academic misconduct). If no department / school is considered the primary, please indicate that. (In normal circumstances, a department / school with a greater percentage of responsibility - see question above - will be designated the primary department.)

5. Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?
Section 6: New College / School / Center / Department or Renaming of Existing

1. Is this a new college, school, center, or department?  
   Yes ☐ No ☑ X  
2. Is an existing college, school, center, or department being renamed?  
   Yes ☐ No ☑ X  
3. Is an existing college, school, center, or department being deleted?  
   Yes ☐ No ☑ X  
   If you've answered NO to each of the previous two questions, please continue on to the next section.

2. What is the name of the new (or renamed or deleted) college, school, center, or department? 

3. If you have renamed an existing college, school, center, or department, what is the current name? 

4. What is the effective term of this new (renamed or deleted) college, school, center, or department? 

5. Will any programs be created, changed, or moved to a new authority, removed, relabelled? 

6. Will any courses be created, changed, or moved to a new authority, removed, relabelled? 

7. Are there any ceremonial consequences for Convocation (i.e. New degree hood, adjustment to parchments, etc.)? 

Section 7: Course Information - as per current set-up

1. Is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?

2. If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?

3. Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?

4. Does the program timetable use standard class time slots, terms, and sessions? Yes ☐ No ☐
   If NO, please describe.

5. Does this program, due to pedagogical reasons, require any special space or type or rooms? Yes ☐ No ☐
   If YES, please describe.

NOTE: Please remember to submit a new “Course Creation Form” for every new course required for this new program / major. Attached completed “Course Creation Forms” to this document would be helpful.
Section 8: Admissions, Recruitment, and Quota Information - as per current set-up except as noted below in 7.

1. Will students apply on-line? If not, how will they apply?

2. What term(s) can students be admitted to?

3. Does this impact enrollment?

4. How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?

5. Can classes towards this program be taken at the same time as another program?

6. What is the application deadline?

7. What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)

   Removal of the following admission qualification.
   - One full year of teaching experience.
     It is recommended that you have one full year (200 days) of teaching experience after receiving your B.Ed. degree. If you have been a substitute teacher, you may count these days as well.
     If teaching experience was outside of Saskatchewan additional required documentation may be required (see below)
     If you don't have one full year of experience you may still be admitted with additional documentation (see below)’’.

8. What is the selection criteria? (IE. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)

9. What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)

10. What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)

11. Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)

12. Letter of acceptance - are there any special requirements for communication to newly admitted students?

13. Will the standard application fee apply?
14 Will all applicants be charged the fee or will current, active students be exempt?

15 Are international students admissible to this program?
Section 9: Government Loan Information - as per current set-up

NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter term(s) depending on the length of the loan.

1. If this is a change to an existing program, will the program change have any impact on student loan eligibility?

2. If this is a new program, do you intend that students be eligible for student loans?

Section 10: Convocation Information (only for new degrees)

1. Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?

2. If YES, has the Office of the University Secretary been notified?

3. When is the first class expected to graduate?

4. What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?

Section 11: Schedule of Implementation Information

1. What is the start term?
   202205 [May 2022]

2. Are students required to do anything prior to the above date (in addition to applying for admission)?
   Yes [ ] No [ ]
   If YES, what and by what date? [ ]
Section 12: Registration Information - as per current set-up

1 What year in program is appropriate for this program (NA or a numeric year)?
   (General rule = NA for programs and categories of students not working toward a degree level qualification.)

2 Will students register themselves? Yes ☐ No ☐
   If YES, what priority group should they be in?

Section 13: Academic History Information - as per current set-up

1 Will instructors submit grades through self-serve? Yes ☐ No ☐
2 Who will approve grades (Department Head, Assistant Dean, etc.)?

Section 14: T2202 Information (tax form) - as per current set-up

1 Should classes count towards T2202s? Yes ☐ No ☐

Section 15: Awards Information - as per current set-up

1 Will terms of reference for existing awards need to be amended? Yes ☐ No ☐
2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?

Section 16: Government of Saskatchewan Graduate Retention (Tax) Program - as per current set-up

1 Will this program qualify for the Government of Saskatchewan graduate retention (tax) program? Yes ☐ No ☐
   To qualify the program must meet the following requirements:
   - be equivalent to at least 6 months of full-time study, and
   - result in a certificate, diploma, or undergraduate degree.
### Section 17: Program Termination

1. Is this a program termination?  
   - [ ] Yes  
   - [x] No

   If yes, what is the name of the program?

2. What is the effective date of this termination?

3. Will there be any courses closed as a result of this termination?  
   - [ ] Yes  
   - [ ] No

   If yes, what courses?

4. Are there currently any students enrolled in the program?  
   - [ ] Yes  
   - [ ] No

   If yes, will they be able to complete the program?

5. If not, what alternate arrangements are being made for these students?

6. When do you expect the last student to complete this program?

7. Is there mobility associated with this program termination?  
   - [ ] Yes  
   - [ ] No

   If yes, please select one of the following mobility activity types.
   - [ ] Dual Degree Program
   - [ ] Joint Degree Program
   - [ ] Internship Abroad Program
   - [ ] Term Abroad Program
   - [ ] Taught Abroad Course
   - [ ] Student Exchange Program

   Partnership agreements, coordinated by the International Office, are signed for these types of mobility activities. Has the International Office been informed of this program termination?

   - [ ] Yes  
   - [ ] No
Section 18: Proposed Tuition and Student Fees Information - as per current set-up

1. How will tuition be assessed?

- Standard Undergraduate per credit
- Standard Graduate per credit
- Standard Graduate per term
- Non standard per credit
- Non standard per term
- Other
- Program Based

* See attached documents for further details

2. If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category or rate?

3. If program based tuition, how will it be assessed? By credit unit? By term? Elsehow?

4. Does proponent's proposal contain detailed information regarding requested tuition? If NO, please describe.

5. What is IPA's recommendation regarding tuition assessment? When is it expected to receive approval?

6. IPA Additional comments?

7. Will students outside the program be allowed to take the classes?

8. If YES, what should they be assessed? (This is especially important for program based.)

9. Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?

10. Do standard cancellation fee rules apply?

11. Are there any additional fees (e.g. materials, excursion)? If yes, see NOTE below.

12. Are you moving from one tuition code (TC) to another tuition code? If YES, from which tuition code to which tuition code?

13. Are international students admissible to the program? If yes, will they pay the international tuition differential?
NOTE: Please remember to submit a completed "Application for New Fee or Fee Change Form" for every new course with additional fees.
Section 19: TLSE - Information Dissemination (internal for TLSE use only)

1. Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program?  
   - Yes  
   - No

2. Has TLSE, Admissions, been informed about this new / revised program?  
   - Yes  
   - No

3. Has TLSE, Student Finance and Awards, been informed about this new / revised program?  
   - Yes  
   - No

4. Has CGPS been informed about this new / revised program?  
   - Yes  
   - No

5. Has TLSE, Transfer Credit, been informed about any new / revised courses?  
   - Yes  
   - No

6. Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?  
   - Yes  
   - No

7. Has the Library been informed about this new / revised program?  
   - Yes  
   - No

8. Has ISA been informed of the CIP code for new degree / program / major?  
   - Yes  
   - No

9. Has Room Scheduling/Scheduling Hub/Senior Coordinator of Scheduling been informed of unique space requirements for the new courses and/or informed of program, course, college, and department changes?  
   - Yes  
   - No

10. Has the Convocation Coordinator been notified of a new degree?  
    - Yes  
    - No

11. What is the highest level of financial approval required for this submission? Check all that apply.
    a. None - as it has no financial implications  
    b. Fee Review Committee  
    c. Institutional Planning and Assessment (IPA)  
    d. Provost's Committee on Integrated Planning (PCIP)  
    e. Board of Governors  
    f. Other

SIGNED

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):