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 – for the graduate degree-level certificates in 1) Quality Health Professions Education and 2) Improving Teaching and Learning in Health Professions Education

DECISIONS REQUESTED:

It is recommended:
That Council approve changes to the admissions qualifications for the graduate degree-level certificates in Improving Teaching and Learning in Health Professions Education and Quality Teaching in Health Professions education to reduce the admissions average from 70% to 65%, effective for the 2022-23 admission 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 graduate degree-level certificates in 1) Quality Health Professions Education and 2) Improving Teaching and Learning in Health Professions Education can be completed independently or can be used to ladder in the Master of Education in Health Professions Education. The programming is a partnership between education and the health science disciplines. Partners in some health science programs would like the ability offer admission to applicants who do not satisfy the current 70% requirement. It was noted that applicants for these programs are often health care professionals and practitioners whose undergraduate averages do not meet the required threshold, but who are interested in obtaining graduate-level training to improve their ability as educators within their discipline.

By lowering the admissions average to 65% for the graduate degree-level certificates, they would be able to offer admission to a broader range of students. This move would also allow those candidates who are interested in pursuing the M.Ed. in Health Professions Education to first complete a certificate, and then apply for the full degree program, if their certificate grade average meets the requirements.
It should be noted that the admissions average is only one of the criteria for admission to the certificate program and that the proposed change would apply only to the graduate degree-level certificates.

CONSULTATION:

The Graduate Programs Committee of the College of Graduate and Postdoctoral Studies voted in favor of this change at its June 8, 2020 meeting, and Executive Committee indicated its support at its September 9, 2020 meeting. The academic programs committee reviewed the proposal for this change to admissions qualifications at its December 2, 2020 meeting. The committee recognized that this change would allow more applicants to qualify for admission for the program, but were assured that the departments involved will still ensure that applicants accepted will be capable of being successful within their selected program. The committee was also satisfied that the change would apply only to the certificate programs, and not the full degree program.

ATTACHMENTS:

1. Memorandum – Proposed Changes to Admissions Requirements for Graduate Certificates: 1) Quality Teaching in Health Profession Education and 2) Improving and Learning in Health Professions Education
MEMORANDUM

To: Academic Programs Committee of Council
Copy: Dirk Morrison, Graduate Chair, Departments of Educational Administration and Curriculum Studies
From: Office of the Associate Dean, College of Graduate and Postdoctoral Studies
Date: November 25, 2020
Re: Proposed Changes to Admission Requirements for Graduate Certificates: 1) Quality Teaching in Health Professions Education and 2) Improving Teaching and Learning in Health Professions Education

The College of Graduate and Postdoctoral Studies is recommending a change to the required grade point average (GPA) for admission to the above-noted certificates from 70% to 65%. The minimum GPA for admission to any programming within CGPS is 65% on most postgraduate diploma programs. As certificates are lower level credentials than diplomas, it would be reasonable to allow the same standards for admission to these certificate programs.

These certificate programs can be completed independently, or they can be completed as components of the Master of Education in Health Professions Education. The programming is a partnership with many stakeholders in education and health science disciplines. Partners in the College of Medicine would like to offer admission to applicants not quite satisfying the current 70% admission requirement for the certificates. It was suggested that for graduates from the Colleges of Medicine and Dentistry, a 70% would be considered quite high. Those two colleges have professionals interested in obtaining graduate-level training. It was clarified that the 65% admission average would be applicable to all applicants, and not just those with a health sciences background. It was noted that a marketing team promoted the programming, and they had held program information webinars with attendees from a variety of backgrounds.

The admission requirements for the two certificate programs with the proposed change marked up is provided here:

- A cumulative weighted average of at least a 70% 65% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)
- A four-year degree, or equivalent, from a recognized college or university
• Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.
• Teaching responsibilities and/or the ability to demonstrate teaching experience

The proposal was supported by the Graduate Programs Committee of CGPS on June 8, 2020, and the Executive Committee of CGPS on September 9, 2020. Faculty in the Department of Educational Administration confirmed support for the change on October 1, 2020.

Attached please find the memos of support from the Graduate Programs Committee and Executive Committee, the proposal, and consultation with the registrar forms.

If you have any questions, please contact Kelly Clement at kelly.clement@usask.ca

:kc
MEMORANDUM

To: Graduate Academic Affairs Committee (GAAC)
From: Debby Burshtyn, Chair - Executive Committee
Date: October 29, 2020
Re: Proposed Changes to Admission Requirements for Graduate Certificates: 1) Quality Teaching in Health Professions Education and 2) Improving Teaching and Learning in Health Professions Education

On September 9, 2020, the Executive Committee (EC) considered the noted proposals.

The EC provisionally approved the change to admission averages from 70% to 65% for both the Graduate Certificate in Quality Teaching in Health Professions Education and the Graduate Certificate in Improving Teaching and Learning in Health Professions Education upon receiving receipt of confirmation from the Department of Educational Administration Faculty Council approval.

Notification was received from the GAAC on October 29, 2020, that the Department of Educational Administration met on October 1, 2020, and unanimously approved changing the admission average requirement from 70% to 65% on both certificates. (Walker/Newton)

The Executive Committee gives its full support to move forward.

If you have any questions, please contact Debby Burshtyn, chair of the CGPS Executive Committee at debby.burshtyn@usask.ca or 306-966-5759.

/ll
MEMORANDUM

To: Executive Committee of CGPS

Copy: Dr. Jay Wilson, Head, Department of Curriculum Studies; Acting Head, Department of Educational Administration

From: Graduate Programs Committee

Date: September 3, 2020

Re: Proposed Changes to Admission Requirements for Graduate Certificates: 1) Quality Teaching in Health Professions Education and 2) Improving Teaching and Learning in Health Professions Education

On June 8, 2020, the Graduate Programs Committee considered a proposal to change the required grade point average (GPA) for admission from 70% to 65%. The minimum GPA for admission to any programming within CGPS is 65% on most postgraduate diploma programs. As certificates are lower level credentials than diplomas, it would be reasonable to allow the same standards for admission to these certificate programs.

These certificate programs can be completed independently, or they can be completed as components of the Master of Education in Health Professions Education. The programming is a partnership with many stakeholders in education and health science disciplines.

Partners in the College of Medicine would like to offer admission to applicants not quite satisfying the current 70% admission requirement for the certificates. It was suggested that for graduates from the Colleges of Medicine and Dentistry, a 70% would be considered quite high. Those two colleges have professionals interested in obtaining graduate-level training. It was clarified that the 65% admission average would be applicable to all applicants, and not just those with a health sciences background. It was noted that a marketing team promoted the programming, and they had held program information webinars with attendees from a variety of backgrounds.

It was noted that the admission average was only one of the criteria for admission. There were requirements for an undergraduate degree, letter of intent, and references.
The Graduate Programs Committee passed the following motions:

Motion: To approve the changes to the admission average from 70% to 65% for the Graduate Certificate in Quality Teaching in Health Professions Education.
Tanaka/Ophir 3 abstentions, 6 in favour CARRIED

Motion: To approve the changes to the admission average from 70% to 65% for the Graduate Certificate in Improving Teaching and Learning in Health Professions Education.
Tanaka/Ophir 3 abstentions, 6 in favour CARRIED

Attached please find the full proposal.

If you have any questions, please contact Kelly Clement at kelly.clement@usask.ca

:kc
MEMORANDUM

TO: Graduate Programs Committee

FROM: Dr. Dirk Morrison, Graduate Chair of Health Professions Education
Dr. Vicki Squires, Graduate Chair of Health Professions Education

DATE: May 21, 2020

RE: Certificates in Quality Teaching and Improving Teaching and Learning in Health Professions Education programs modification

After consultation with the Associate Dean, CGPS, the College of Education is recommending changes to the admission requirements into the Certificate Programs of 1) Quality Teaching in Health Professions and 2) Improving Teaching & Learning in Health Professions Education. The proposed change includes decreasing the minimum admission average from 70% to 65%. Direct entry into the M.Ed. stream will still maintain a cumulative GPA of 70%, as per policy of CGPS.

Rationale for the Admission requirement Program change:

1. The Masters in Health Professions Education Program, approved by University Council and Senate, implements a “laddering” model, whereby potential students can choose to first complete the Certificate in Quality Teaching and, then, if so choose, move on to completing an additional four Masters-level courses to obtain a second Certificate (Learning in Health Professions Education). CGPS Policy indicates that a minimum GPA of 65% is adequate for admittance to this stream of completion. Those completing the eight courses (or awarded two Certificates) with a 70% or above on all courses, will be eligible to complete three additional research courses, thereby fulfilling the degree requirements for the M.Ed. designation.

2. A number of excellent candidates for this program will come from the Health Sciences (e.g., Medical Degree), where it is common for graduating students to have a GPA of less that the required 70% for direct entry into the Masters stream. However, holding advanced degrees, it is anticipated that most of these candidates would be successful in their course work (toward their Certificates), as well as their research and capstone courses.

Preferred Outcome:
With this moderate request for the admission requirement change, it will allow for consideration of potential students, who may have an advanced degree, but not a 70% GPA (required for direct admission to the Masters stream), but who will, with the 65% GPA minimum, be able to apply for consideration to be admitted directly into the Certificate stream and then be able to “ladder” these credentials/courses directly in an admission into the Masters in HPE.

Best regards,

Dr. Dirk Morrison, Graduate Chair,
Curriculum Studies, College of Education

Dr. Vicki Squires, Graduate Chair,
Curriculum Studies, College of Education
Good Morning,

On behalf of Associate Dean Martha Smith I am confirming these are approved for CGPS.

Thanks everyone,

Kelly Clement
Committee and Programs Administrator
College of Graduate and Postdoctoral Studies
Thorvaldson Bldg. University of Saskatchewan
116-110 Science Place
Saskatoon, SK S7N 5C9
Tel: (306) 966-2229

I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Good morning!

Since these two admission changes are now marching toward approval, I want to ensure the CWR process is complete. Martha, can you provide your “signatures” for these two CWR forms?

Seanine
Thank you for the chat and for letting me know that these CWRs are officially signed by the Registrar.

Martha, can you provide your confirmation for these two as well?

Seanine

From: Warrington, Seanine
Sent: Wednesday, September 9, 2020 10:27 AM
To: Isinger, Russell <russell.isinger@usask.ca>; Smith, Martha <martha.smith@usask.ca>
Cc: Clement, Kelly <kelly.clement@usask.ca>; Doell, Jason <jason.doell@usask.ca>; Zagiel, Eileen <eileen.zagiel@usask.ca>; Vuong, Lucy <lucy.vuong@usask.ca>
Subject: Signed CWR - Admission Changes - Graduate Certificates in Health Professions Education

Good morning,

Please see the completed Consultation with the Registrar Forms that propose a change to the required admission averages for the following existing Graduate-Level Certificates:

- Quality Teaching in Health Professions Education
- Improving Teaching and Learning in Health Professions Education

The only change being proposed to APC, Council and Senate is the reduction of the required admission average from 70% to 65%. As such, we decided a formal meeting was unnecessary, but please let me know if you would rather proceed with a meeting. Pending approvals, this will be implemented in May, 2021.

Russ and Martha, please “reply-all” with your confirmation that the details of the form are correct. Your confirmation email will replace a signature of approval in the midst of the coronavirus pandemic (COVID-19) disruptions.

Thank you,

Seanine

Seanine Warrington, M.A.
Senior Editor and Coordinator
Catalogue and Academic Programs
Registrarial Services
University of Saskatchewan
Teaching, Learning and Student Experience
Ph: 306-966-1874

I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. I pay respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.
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 [ ]
   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:

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

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

9. 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.
   One major is required on all programs [4 characters for code and 30 characters for description]

10. 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]

2. Is an existing program being revised?  
   Yes [X] No [ ]

   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?  
   GCITL Grad Cert in Improving Teaching and Learning in Health Profession Education

3. What is the name of this new/revised program?  
   GCITL-GP Grad Cert Improv Teach

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

5. What College/Department is the academic authority for this program?  
   GP Graduate and Postdoc Studies / EADM Educational Administration

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

7. If YES, will students in the current program complete that program or be grandfathered?  
   This is only an admissions change - program requirements remain the same

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

9. If this is a new non-degree or undergraduate level program, what is the expected completion time?  
   N/A
Section 3: Mobility - as per current set-up

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 [ ]

   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 (ie. 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 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.) Required admission average is changing from 70% to 65%

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?
   202105 [May 2021]

2 Are students required to do anything prior to the above date (in addition to applying for admission)?
   Yes [ ] No [x]
   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?
   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?
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?

Section 15: Awards Information

1. Will terms of reference for existing awards need to be amended?
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?
   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 [ ]
   - No [X]

2. **What is the effective date of this termination?**

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

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

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 [ ]

   - 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?
   Yes ☐ No ☐

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?
   Yes ☐ No ☐

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  
      OR
   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):
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. [One major is required on all programs] [4 characters for code and 30 characters for description]

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a new program?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is an existing program being revised?</td>
<td>Yes</td>
<td>No</td>
</tr>
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</tr>
<tr>
<td>If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?</td>
<td>GCQT Graduate Certificate in Quality Teaching in Health Professions Education</td>
<td></td>
</tr>
<tr>
<td>What is the name of this new/revised program?</td>
<td>GCQTHPE-GP Grad Cert Quality Teaching</td>
<td></td>
</tr>
<tr>
<td>What other program(s) currently exist that will also meet the requirements for this same degree(s)?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>What College/Department is the academic authority for this program?</td>
<td>GP Graduate and Postdoc Studies / EADM Educational Administration</td>
<td></td>
</tr>
<tr>
<td>Is this a replacement for a current program?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If YES, will students in the current program complete that program or be grandfathered?</td>
<td>This is only an admissions change - program requirements remain the same</td>
<td></td>
</tr>
<tr>
<td>If this is a new graduate program, is it thesis-based, course-based, or project-based?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>If this is a new non-degree or undergraduate level program, what is the expected completion time?</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Mobility - as per current set-up

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 □
   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 [ ]
   
2. If you've answered NO, please continue on to the next section.
   
3. 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.
   
4. What is the name of this new / revised major, minor, or concentration?
   
5. 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.
   
6. 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 [ ]
   
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 ☐

Is an existing college, school, center, or department being renamed?
   Yes ☒ No ☐

Is an existing college, school, center, or department being deleted?
   Yes ☒ No ☐

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 (ie. 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 7.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Will students apply on-line? If not, how will they apply?</td>
</tr>
<tr>
<td>2</td>
<td>What term(s) can students be admitted to?</td>
</tr>
<tr>
<td>3</td>
<td>Does this impact enrollment?</td>
</tr>
<tr>
<td>4</td>
<td>How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?</td>
</tr>
<tr>
<td>5</td>
<td>Can classes towards this program be taken at the same time as another program?</td>
</tr>
<tr>
<td>6</td>
<td>What is the application deadline?</td>
</tr>
<tr>
<td>7</td>
<td>What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.) Required admission average is changing from 70% to 65%</td>
</tr>
<tr>
<td>8</td>
<td>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.)</td>
</tr>
<tr>
<td>9</td>
<td>What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)</td>
</tr>
<tr>
<td>10</td>
<td>What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)</td>
</tr>
<tr>
<td>11</td>
<td>Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)</td>
</tr>
<tr>
<td>12</td>
<td>Letter of acceptance - are there any special requirements for communication to newly admitted students?</td>
</tr>
<tr>
<td>13</td>
<td>Will the standard application fee apply?</td>
</tr>
<tr>
<td>14</td>
<td>Will all applicants be charged the fee or will current, active students be exempt?</td>
</tr>
<tr>
<td>15</td>
<td>Are international students admissible to this program?</td>
</tr>
</tbody>
</table>
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?
   202105 [May 2021]

2. Are students required to do anything prior to the above date (in addition to applying for admission)?
   Yes [ ] No [X]

   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

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**
   
2. What is the effective date of this termination? 
3. Will there be any courses closed as a result of this termination? **Yes**
   
4. Are there currently any students enrolled in the program? **Yes**
   
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**

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**
Section 18: Proposed Tuition and Student Fees Information - as per current set-up

1. How will tuition be assessed?

<table>
<thead>
<tr>
<th>Option</th>
<th>Checkbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Undergraduate per credit</td>
<td></td>
</tr>
<tr>
<td>Standard Graduate per credit</td>
<td></td>
</tr>
<tr>
<td>Standard Graduate per term</td>
<td></td>
</tr>
<tr>
<td>Non standard per credit</td>
<td></td>
</tr>
<tr>
<td>Non standard per term</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Program Based</td>
<td></td>
</tr>
</tbody>
</table>

* 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)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has TLSE, Admissions, been informed about this new / revised program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has TLSE, Student Finance and Awards, been informed about this new / revised program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has CGPS been informed about this new / revised program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has TLSE, Transfer Credit, been informed about any new / revised courses?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Library been informed about this new / revised program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has ISA been informed of the CIP code for new degree / program / major?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the Convocation Coordinator been notified of a new degree?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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
   OR
   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):