SUMMARY:

The College of Arts and Science submitted a proposal to terminate the minor in Digital Culture and New Media.

The department no longer has the faculty or institutional support to deliver the requirement of the program. The college suspended enrollment in the program in 2018-19.

There are currently eight students enrolled, though a number are not actively taking classes. Students currently enrolled in the program will be permitted to complete their program using course substitutions.

The Academic Programs Committee considered this proposal and passed the following motion at its April 14, 2021 meeting:

*It is recommended that the Academic Programs Committee approve the deletion of the minor in Digital Culture and New Media, effective May 2022*
Program(s) to be deleted: Digital Culture and New Media - Minor

Effective date of termination: May 2022

1. List reasons for termination and describe the background leading to this decision.

The department no longer has the faculty and instructional support needed to deliver the core requirements for the program. Enrolment in this program was suspended in 2018-19, and the department feels that it is time to remove it from the Catalogue.

2. Technical information.

2.1 Courses offered in the program and faculty resources required for these courses.

INCC 210, INCC 310, INCC 311 and INCC 401 are the only courses that were created for this program. INCC 210 and 401 (required for the program) were last offered in 2017-18. INCC 310 and 311 (options) were last offered in 201601 and 201605, respectively, and both are currently moribund. The department does not intend to offer these courses again.

2.2 Other resources (staff, technology, physical resources, etc.) used for this program.

No staff resources are assigned to this program. Faculty who taught in this program are now teaching courses for other programs.

2.3 Courses to be deleted, if any.

INCC 210.3 Digital Communication and Design: Introduction to Methods and Applications
INCC 310.3 Cultural Heritage Mapping
INCC 311.3 Digital Storytelling and New Media Poetics
INCC 401.3 Digital Culture and New Media: Capstone Collaborative Design Project

2.4 Number of students presently enrolled.

8 students are shown in Degree Works, though one is not eligible to be in this program, and two are not actively taking courses.

2.5 Number of students enrolled and graduated over the last five years.

Enrolment information is not available in uView.

Graduation information taken from a report from the Convocation Office:
3. Impact of the termination.

Internal

3.1 What if any impact will this termination have on undergraduate and graduate students? How will they be advised to complete their programs?

Substitutions will be made to allow active students to fulfill the program requirements.

3.2 What impact will this termination have on faculty and teaching assignments?

Faculty assignments have already been changed away from the required courses for this program. Entry into the program was suspended as of the 2018-19 academic year.

3.3 Will this termination affect other programs, departments or colleges?

No effect on other programs or colleges. Consultation has been undertaken with the founding members of the program, and all agree that resources are better directed to the major programs.

3.4 If courses are also to be deleted, will these deletions affect any other programs?

Course deletions will not impact other programs.

3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one?

No.

3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted?

No.

3.7 Describe any impact on research projects.

No impact.

3.8 Will this deletion affect resource areas such as library resources, physical facilities, and information technology?

No. Resources that were used for this program are also used by related courses in Art History, Computer Science, and English.
3.9 Describe the budgetary implications of this deletion.

Deletion of this program allows the departments to devote teaching resources to major programs. No direct funding is received for students who complete a Minor.

External

3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions, high schools, community organizations, professional bodies).

N/A

3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan?

No.

Other

3.12 Are there any other relevant impacts or considerations?

N/A

3.13 Please provide any statements or opinions received about this termination.

N/A
DATE: March 22, 2021
TO: Susan Detmer, Chair, Academic Programs Committee, University Council
FROM: Brent Nelson
RE: Deletion of the Minor in Digital Culture and New Media

This memo confirms that the Department of English is in favour of the deletion of the Minor in Digital Culture and New Media.

Brent Nelson, Department Head

Cc: Ann Martin, Undergraduate Chair
    Alexis Dahl, Director of Programs, College of Arts and Science
This memo confirms that the College of Arts and Science supports the deletion of the Minor in Digital Culture and New Media, as set out in the Program Termination form. This program creates a demand on teaching resources that cannot be sustainably met by the department.

Students who were accepted to the program before enrolment was suspended in 2017-18 will be allowed to complete, per College of Arts and Science regulations. These students will be advised on a case-by-case basis.

The proposal to terminate the program was submitted to the Arts and Science Course and Program Challenge in November 2020, and was approved by the Academic Programs Committee (B.A., B.F.A., B.Mus.) on November 18, 2020. The proposal was approved by the College of Arts and Science Faculty Council on February 24, 2021.

Gordon DesBrisay
Good afternoon,

I’ve attached four completed CWR Forms for the following proposals going forward for implementation in the upcoming 2022-23 academic catalogue year:

1. A new field of study in Applied Computing for the B.Sc. 4-Year and Honours programs, including 5 new concentrations, as follows: Bioinformatics; Interactive Systems Design; Data Analytics; Geomatics; Business
2. Termination of the field of study in Bioinformatics (related to the above)
3. Termination of the field of study in Interactive Systems Design (related to the above)
4. Termination of the Minor in Digital Culture and New Media (unrelated to the above)

The proposals here follow standard setup and standard tuition, so an in-person meeting was not felt to be necessary; however, if anyone would like a meeting, I would be happy to book one!

Russ, Gordon, and Lucy, please “reply-all” with your confirmation that the details in the forms 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.
DesBrisay, Gordon <gordon.desbrisay@usask.ca>
Cc: Doell, Jason <jason.doell@usask.ca>; Dahl, Alexis <alexis.dahl@usask.ca>; Zagiel, Eileen <eileen.zagiel@usask.ca>
Subject: Re: Consultation with the Registrar (CWR) Forms - College of Arts and Science proposals for 2022-23

Approved. Thanks. L

From: Isinger, Russ <russell.isinger@usask.ca>
Sent: Tuesday, March 9, 2021 2:50 PM
To: Vuong, Lucy <lucy.vuong@usask.ca>; Zagiel, Eileen <eileen.zagiel@usask.ca>; Warrington, Seanine <seanine.warrington@usask.ca>; DesBrisay, Gordon <gordon.desbrisay@usask.ca>
Cc: Doell, Jason <jason.doell@usask.ca>; Dahl, Alexis <alexis.dahl@usask.ca>
Subject: RE: Consultation with the Registrar (CWR) Forms - College of Arts and Science proposals for 2022-23

Approved.

Russell Isinger, BA, MA
University Registrar
Professional Affiliate, Department of Political Studies, College of Arts and Science
University Registrar’s Office
Teaching, Learning and Student Experience
Room E-34, 105 Administration Place
University of Saskatchewan
Saskatoon, Saskatchewan, Canada
S7N 5A2
Office: 306-966-6723
Cell: 306-280-6178
Fax: 306-966-6730

From: DesBrisay, Gordon <gordon.desbrisay@usask.ca>
Sent: Tuesday, March 9, 2021 2:51 PM
To: Warrington, Seanine <seanine.warrington@usask.ca>; Isinger, Russ <russell.isinger@usask.ca>; Vuong, Lucy <lucy.vuong@usask.ca>
Cc: Doell, Jason <jason.doell@usask.ca>; Dahl, Alexis <alexis.dahl@usask.ca>; Zagiel, Eileen <eileen.zagiel@usask.ca>
Subject: Re: Consultation with the Registrar (CWR) Forms - College of Arts and Science proposals for 2022-23

Hi Seanine,

I am happy to approve these forms and the details that sail in them.

Cheers,
Gordon
Gordon DesBrisay, Ph.D.
Associate Professor and Vice-Dean, Academic
College of Arts & Science
University of Saskatchewan
Saskatoon  SK
Phone: (306) 966-4315
https://artsandscience.usask.ca/
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 ☐  
   Is an existing degree, diploma, or certificate being renamed?  
   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 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

1. Is this a new program?  
   Yes ☐  No ☐  X

2. 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

3. [Blank space]
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

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

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

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

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.)

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.)

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 
2. Is an existing college, school, center, or department being renamed? Yes ☒ No 
3. 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?
Section 7: Course Information - NOT APPLICABLE

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 - NOT APPLICABLE

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

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

3. What is the application deadline for each term(s) students can be admitted to?

4. For undergraduate programs, will students be admitted to one of the approved majors or an undeclared major?

5. For undergraduate programs, if there's more than one degree proposed (ex. 3Y and 4Y), which program/degree will students be admitted to?
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>6</strong></td>
<td>Does this impact enrollment?</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Can classes towards this program be taken at the same time as another program?</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>What is the application deadline?</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)</td>
</tr>
<tr>
<td><strong>11</strong></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><strong>12</strong></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><strong>13</strong></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><strong>14</strong></td>
<td>Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>Letter of acceptance - are there any special requirements for communication to newly admitted students?</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td>Will the standard application fee apply?</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td>Will all applicants be charged the fee or will current, active students be exempt?</td>
</tr>
</tbody>
</table>
| **18** | Are international students admissible to this program?  
If YES, what is the tuition amount for the first 12 months for a full-time international student? This information is required for the Immigration, Refugees and Citizenship Canada [IRCC] form (this form is for students who need to get a visa to study here). | Yes [ ] No [ ]
Section 9: Government Loan Information - NOT APPLICABLE

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) - NOT APPLICABLE

1. Are there any 'ceremonial consequences' of this proposal (i.e. 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 - NOT APPLICABLE

1. What is the start term?

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 - NOT APPLICABLE
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; undergraduate degree level certificates will use numeric year.)

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

Section 13: Academic History Information - NOT APPLICABLE

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

Section 14: T2202 Information (tax form) - NOT APPLICABLE

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 - NOT APPLICABLE

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?
Digital Culture and New Media (DCNM) Minor

This minor is available in the following programs:
- BA3Y
- BA4Y
- BAHON
- BAHOND
- BASC4Y
- BASHON
- BFA
- BFAHON
- BSC3Y
- BSC4Y
- BSCHON
- BSCHOND

2. What is the effective date of this termination?
   202209 (September 2022)

3. Will there be any courses closed as a result of this termination?
   Yes [X] No
   If yes, what courses?
   - INCC 210.3
   - INCC 310.3
   - INCC 311.3
   - INCC 401.3

4. Are there currently any students enrolled in the program?
   Yes [X] No
   A search in Degree Works for active students in the Digital Culture and New Media minor returns 12 students
   If yes, will they be able to complete the program?
   Students enrolled at the time of the deletion will be allowed to complete to the 10 year time limit

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

6. When do you expect the last student to complete this program?
   All students must complete by 2026-2027 at the latest

7. Is there mobility associated with this program termination?
   Yes [X] 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 - NOT APPLICABLE

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

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

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):