

UNIVERSITY COUNCIL
ACADEMIC PROGRAMS COMMITTEE
REQUEST FOR DECISION

PRESENTED BY: Alison Oates, chair, Academic Programs Committee

DATE OF MEETING: December 16, 2021

SUBJECT: Graduate degree-level certificate in Science and Innovation Policy

MOTION: (Oates/Deters) *It is recommended that the Council approve graduate degree-level certificate in Science and Innovation Policy, effective May 2022.*

PURPOSE:

University Council has the authority to approve new degrees and degree-level programs.

CONTEXT AND BACKGROUND:

The College of Graduate and Postdoctoral Studies (CGPS) and the Johnson Shoyama School of Public Policy propose a new graduate degree-level certificate in Science and Innovation Policy. This program will offer training that incorporates theory, methodology and practical policy applications. Students coming out of this program will have the ability to convert knowledge into action through community engagement and policy development.

This program is designed to attract professionals, part-time learners, and remote learners who are interested in policy and governance issues but are unable or not interested in pursuing a full graduate degree like the Master of Public Administration (MPA). This certificate is developed as a subset of the courses required for the MPA program, and students could utilize this certificate to ladder into the full degree program.

CONSULTATION:

This program was reviewed by the Graduate Programs Committee at its November 9, 2021 meeting and received the committee's support.

The Academic Programs Committee reviewed the proposal at its December 1, 2021 meeting. The committee was supportive of the program and appreciated how this program will introduce flexibility for students who want to develop skills in this area but cannot commit to a full MPA program.

ATTACHMENTS:

1. **Proposal for the Graduate Degree-level Certificate in Science and Innovation Policy**



UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

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MEMORANDUM

To: Academic Programs Committee of Council

Copy: Alastair MacFadden, Director, JSGS

From: Graduate Programs Committee, College of Graduate and Post-Doctoral Studies

Date: Nov. 19, 2021

Re: JSGS new program – Graduate Certificate in Science and Innovation Policy (GCSIP)

The Johnson Shoyama Graduate School of Public Policy is proposing a new Graduate Certificate in Science and Innovation Policy.

The Graduate Programs Committee of the College of Graduate and Post-Doctoral Studies reviewed this change at its meeting of Nov. 9, 2021. Committee members agreed the proposal was well assembled and the budget was straightforward. It will provide an innovative and relevant learning opportunity for professional learners. The Committee also suggested that JSGS inform the College of Arts and Science about this proposal as an additional source of prospective students.

Motion: That the Committee recommend approval of the Graduate Certificate in Science and Innovation Policy.

/CARRIED unanimous

Attached please find the documentation for this program proposal.

If you have any questions, please contact Associate Dean Ryan Walker or the Secretary of the committee at gradprograms.academicaffairs@usask.ca



UNIVERSITY OF
SASKATCHEWAN

Proposal for Academic or Curricular Change

PROPOSAL IDENTIFICATION

Title of proposal: Johnson Shoyama Graduate School of Public Policy:
Certificate in Science and Innovation Policy

Degree(s): College of Graduate and Postdoctoral Studies

Field(s) of Specialization: Science and Innovation Policy

Level(s) of Concentration:

Option(s):

Degree College: College of Graduate and Postdoctoral Studies

Contact person(s): Alastair MacFadden, Director (interim)
Johnson Shoyama Graduate School of Public Policy (JSGS)
University of Saskatchewan campus
Telephone: 306-531-3425
Email: alastair.macfadden@usask.ca

Proposed date of implementation: T1, 2022-23

Proposal Document

1. Academic justification:

a. Describe why the program would be a useful addition to the university, from an academic programming perspective.

The Johnson Shoyama Graduate School of Public Policy (JSGS) wants to introduce programming that meets the needs of professional, part-time and remote learners who have an interest in addressing key policy and governance issues in science and innovation but who either do not wish or cannot presently enrol in a full degree program. The proposed certificate is based on a subset of course requirements for the Master of Public Administration (MPA). The inclusion of this certificate into the JSGS suite of certificates will allow interested students to combine two to three certificates to fulfil the majority of the requirements for a Master of Public Administration (MPA). The certificate allows JSGS to maximize enrolment in existing courses, while responding to the needs and interests of public sector professionals.

There is an increased public interest in science and innovation policy and consequently a need for better understanding of the many components of public decision-making processes linked to science and innovation. Current events demonstrate the topical relevance of a certificate program that will develop an

understanding of science and innovation policy and of governance, leadership and strategic management. With only limited comparable offerings at other institutions and none at any other of Canada's U15, this certificate will ensure that USask continues to offer relevant and innovative programming in a competitive post-secondary environment.

Reflecting the needs of the public services of Canada, the provinces, and the municipalities, the School's curriculum provides students with opportunities to gain knowledge in core competency areas and exercise their thinking and problem-solving skills while looking at policy issues that touch all aspects of society. The Master of Public Administration curriculum underwent a comprehensive review in 2015 with support from the Gwenna Moss Centre for Teaching and Learning and was revised from an outcomes-based to a competency-based curriculum. The revised curriculum was approved as meeting academic standards and societal needs both by external accreditation from the Canadian Association of Programs in Public Administration (CAPPA) and the School's external review team.

b. Giving consideration to strategic objectives, specify how the new program fits the university signature areas and/or integrated plan areas, and/or the college/school, and/or department plans.

The proposed certificate in Science and Innovation Policy supports goals set out by the University's Plan 2025, the University's five-year Strategic Plan (2017-22), and the organizational goals of JSGS as described in its Strategic Plan 2021-25: Innovation, Impact and Integration. JSGS certificate programs are intended to develop diversity in graduate education, finding new ways to support and collaborate with our partners in the public service, and the not-for-profit sectors in Canada. JSGS certificates make graduate education and professional development more accessible for students who are currently unable to make the commitment to a full-time Master's program, are remote learners, and those interested in testing the waters before a commitment to ladder into the full MPA program. The proposed certificate is of particular interest to professionals from STEM disciplines who want a greater understanding of public policy in the science and innovation context. These diverse groups of learners bring interdisciplinary perspectives to JSGS programs, elevate class discussion, and help students apply the theories and concepts presented in class to work experience.

The concept of facilitating the transition into graduate degree programs is a high priority within the proposed plan of the College of Graduate and Postdoctoral Studies, and a model that allows students to ladder into a graduate degree through a certificate is a proven practice. The CGPS has issued a statement of strong support in principle for the development of this certificate.

One of the JSGS strategic research clusters is focused on Innovation, Science and Technology Policy. The JSGS has been developing its expertise and capacity in science and innovation policy over the past few years by:

- Offering a full course, JSGS 859, Innovation Policy, currently taught every other year as an elective in all our programs. This course will form the core of the certificate
- Housing the Centre for the Study of Science and Innovation Policy which has developed a network of professionals and practitioners working in the area as well as students interested in the study of science and innovation policy. CSIP funding currently supports at least five thesis-based students working on questions of science and innovation policy.
- Housing the Canada Research Chair in Regional Innovation, held by Dr. Ken Coates.
- Placing a significant focus on innovation in the Master of Governance and Entrepreneurship in Northern and Indigenous Areas (GENI) program. The inclusion of NORD 847 Circumpolar Innovation and Entrepreneurship from the GENI curriculum as an optional course for the Certificate in Science and Innovation Policy also complements the strategic direction of Indigenization.

USask is a national and international leader in multiple areas of scientific research including our signature areas of agriculture, energy and mineral resources, Indigenous Peoples, One Health, synchrotron sciences and water security. This unique certificate in science and innovation policy will build on and complement those strengths and further advance JSGS and institutional regional and national leadership in these areas.

NORD 847 Circumpolar Innovation and Entrepreneurship has significant Indigenous content given the demographics of the circumpolar area which will appeal to students who are particularly interested in innovation in the Indigenous and northern context. The inclusion of this elective will give students exposure to the GENI program and may attract students who are interested in laddering into the GENI Master's program.

Is there a particular student demographic this program is targeted towards and, if so, what is that target? (e.g., Aboriginal, mature, international, returning)

JSGS certificate programs are designed to meet the needs of professional, part-time and remote learners who have an interest in a particular area of policy and administration – in this case, science and innovation policy – but who either do not wish to or cannot presently enrol in a full degree program.

In addition, the certificate programs – which require a 70% entrance average as opposed to 75% for the MPA – allow early- to mid-career professionals, mature students, and some under-represented populations, including Indigenous peoples, an opportunity to establish a track record in graduate studies and build a case to be admitted to the MPA.

What are the most similar competing programs in Saskatchewan and in Canada? How is this program different?

A graduate-level certificate in Science and Innovation Policy is not currently offered at any Canadian university. Two related programs exist elsewhere in Canada, but they are limited in focus either in their targeted demographic or topic. These programs do not offer the depth of study and credential that will come from a university graduate school program.

- Royal Roads University offers a Graduate Certificate in Science and Policy of Climate Change which is focused on climate change science and policy innovations. This 9-credit unit certificate is offered completely online and gives students the option to ladder into several Master's programs in environmental areas.
- The Institute on Governance offers a Leadership Development Program in Science and Innovation delivered in partnership with the Canadian Science Policy Centre. This professional development program is intended for individuals working in science, innovation or policy spheres who wish to develop competencies in leadership, interpersonal skills, synthesizing research, managing expert communities, communicating scientific knowledge, advising policy makers and engaging citizens and stakeholders. This is an 8-week program comprised of online and independent learning.

2. Admissions

a. What are the admissions requirements of this program?

Applicants must have completed a four-year undergraduate degree from a recognized university. An average of 70% or better must be maintained during the final two years (60 credit units) of the undergraduate program or in the graduate program if students are entering the certificate program after a graduate degree. Proof of English proficiency is required.

3. Description of the program

a. *What are the curricular objectives, and how are these accomplished?*

The Graduate Certificate in Science and Innovation Policy will offer graduate-level training that incorporates theory, methodology and practical policy applications. The proposed program will fill an educational gap in Saskatchewan and Canada and create unique educational value on matters of science and innovation policy, policy analysis, as well as governance, leadership, strategic management or scientific and technological innovation in the circumpolar world.

The certificate program consists of two required three-credit unit courses, JSGS 859 Innovation Policy and JSGS 806 Public Policy Analysis, and one elective (three credit units) from the following:

- JSGS 801 Governance and Administration
- JSGS 808 Ethical Leadership and Democracy in Public Service
- JSGS 880 Advanced Governance Analysis
- JSGS 882 Strategic Management in the Public Sector
- NORD 847 Circumpolar Innovation and Entrepreneurship

Objectives in the certificate are accomplished through course work, faculty-student and student-student interaction, and the in-depth analyses of problems in the context of term papers for courses.

b. *Describe the modes of delivery, experiential learning opportunities, and general teaching philosophy relevant to the programming. Where appropriate, include information about whether this program is being delivered in a distributed format.*

The recent global health pandemic has presented significant constraints to the traditional university instruction and operation model. Due to this, and to make the program more accessible, this program will be delivered only online initially to limit disruptions due to the impact of Covid-19. In-person delivery will be considered once Covid-19 restrictions are revised. All courses are already accessible online.

Through online delivery, JSGS plans to increase enrolment of Canadian distance learners (primarily those from the rest of Canada) who are enticed by this delivery mode, as indicated in our enrolment plan.

Students enrolled in the certificate programs will be strongly encouraged to participate in the *Get Connected!* orientation held each fall, the case competition that provides students with an opportunity to participate on a team that analyses and evaluates a real-world policy scenario, the IPAC Student Essay Competition, the Policy Research Poster Competition, the JSGS Policy Shop, and the many 990 and public seminars offered by the School.

The School is committed to developing teaching methods and curricula that are based on adult learning processes and professional expectations to produce meaningful career competencies and insight through our programs and teaching. We do this by providing effective academic support for our diverse student body; ensuring our teachers have access to training in various types of adult learning appropriate for both pre-service and in-service students; expanding online and distance learning opportunities; adopting technologies that support integrated and collaborative learning environments; embracing the effective use of technology to engage, educate, and inform; involving policy practitioners in programs design and delivery; and supporting experiential learning.

c. Provide an overview of the curriculum mapping.

Certificate in Science and Innovation Policy	Required courses		One elective from among these courses			
	<i>JSGS 859 Innovation Policy</i>	<i>JSGS 806 Public Policy Analysis</i>	<i>JSGS 882 Strategic Management in the Public Sector</i>	<i>JSGS 808 Ethical Leadership and Democracy in Public Service</i>	<i>JSGS 880 Advanced Governance Analysis</i>	<i>NORD 847 Circumpolar Innovation and Entrepreneurship</i>
Management, Governance, and Leadership Ability to inspire support for a vision or course of action and successfully direct the teams, processes, and changes required to accomplish it		✓	✓	✓	✓	✓
Communication and Social Skills Ability to communicate effectively and build enduring, trust-based interpersonal, professional relationships	✓	✓	✓	✓		✓
Systems Thinking and Creative Analysis Ability to identify key issues and problems, analyze them systematically, and reach sound and innovative conclusions	✓	✓	✓	✓	✓	✓
Public Policy and Community Engagement Ability to understand how organizational and public policies are formulated, their impact on public policy and management, and how to influence their development	✓	✓		✓	✓	
Continuous Evaluation and Improvement Commitment to ongoing evaluation for continuous organizational and personal improvement				✓	✓	
Policy Knowledge	✓	✓				✓

d. Identify where the opportunities for synthesis, analysis, application, critical thinking, problem solving are, and other relevant identifiers.

Problem solving – This is a key element in the course work, with students completing in-depth assignments in each course. It is also an integral part of the problems that students are asked to address both in class and in outside activities such as the Case Study Competition, the Policy Shop, the IPAC Student Essay Competition, and the Policy Research Poster Competition.

Synthesis and critical thinking – The opportunity to develop these skills takes place mainly in the preparation of term papers and final exam questions where students are given the opportunity to reflect on and incorporate different perspectives and arguments.

Analysis – Analytical skills are developed throughout the certificate program but particularly in JSGS 859 Innovation Policy and JSGS 806 Public Policy Analysis, the two core courses of this program. These skills are also stressed in electives such as Strategic Management in the Public Service and Advanced Governance Analysis.

Application – The application of theory and concepts to real-world problems is at the heart of the certificate program and is found in all aspects of the courses in the program (i.e., course readings, assignments, case studies and term papers). JSGS 859 in recent years has undertaken team projects, sponsored by federal and provincial ministries, to apply their skills and develop market ready competencies.

e. Explain the comprehensive breadth of the program.

A Graduate Certificate in Science and Innovation Policy will enable USask to be a leader in this key area of social and economic development and will help ensure that our institution continues to offer relevant programming in a competitive post-secondary environment. This certificate encompasses theory, methodology and practical policy applications across a range of topics including policy analysis, governance, leadership, strategic management and circumpolar innovation and entrepreneurship.

The certificate program is designed to meet the needs of working professionals, remote learners, students unable to commit to a full-time graduate program and students from STEM disciplines who wish to enhance their conceptual and technical skills in the fields of public administration or public policy as related to science and innovation policy.

As the curriculum map above demonstrates, students who earn the certificate designation will be competent in key areas that are vital to success in the roles to which the certificate is targeted.

f. Referring to the university “Learning Charter”, explain how the 5 learning goals are addressed, and what degree attributes and skills will be acquired by graduates of the program.

The University of Saskatchewan’s Learning Charter sets out the following five learning goals. The way these goals will be addressed, and the attributes and skills that will be acquired by graduates, are listed under each goal.

Discovery Goals

- Apply critical and creative thinking to problems, including analysis, synthesis, and evaluation.
- Be adept at learning in various ways, including independently, experientially, and in teams.
- Possess intellectual flexibility, ability to manage change, and a zest for life-long learning.

The discovery goals will be met through the problem-solving exercises and project work that students will be given in their courses. To successfully complete these different requirements, students will be required to work together at times; at other times, they will work independently. The discovery goals will also be met through the philosophy of problem-based learning – i.e., one where the goal is not just to understand and develop theories but to apply them to real-life problems.

Knowledge Goals

- Have a comprehensive knowledge of their subject area, discipline, or profession.
- Understand how their subject area may intersect with related disciplines.
- Utilize and apply their knowledge with judgement and prudence.

The knowledge goals will be met through the course work, which provides an environment where students delve into specific areas all the while being able to connect ideas and concepts from one course to the other. In this work, students will be held to a high standard – they will be expected to know their subject area and be able to move beyond it. The knowledge goals will also be met through the applied nature of the program. Public policy and administration require an in-depth knowledge of the problem that is being examined, the institutions that affect behaviour, the actors involved and their different motivations, and the manner in which these actors interact. To truly understand this context requires knowledge of many areas.

Integrity Goals

- Exercise intellectual integrity and ethical behaviour.
- Recognize and think through moral and ethical issues in a variety of contexts.
- Recognize the limits to their knowledge and act accordingly.

The integrity goals will be met through a discussion of the larger context in which public policy and administration are situated and how problems in this sphere have moral and ethical dimensions. Students will be encouraged to consider these dimensions in their assignments and presentations.

Skills Goals

- Communicate clearly, substantively and persuasively.
- Be able to locate and use information effectively, ethically and legally.
- Be technologically literate and able to apply appropriate skills of research and inquiry.

The skills goals will be met by requiring students to participate actively in giving presentations in class and encouraged to participate in additional presentation opportunities e.g., to clients of the Policy Shop or to public policy leaders at the poster competition. This goal will also be met through the manner of debate in public policy, which focuses on developing a healthy dose of skepticism and making clear arguments backed up with strong evidence.

Citizenship Goals

- Value diversity and the positive contributions this brings to society.
- Share their knowledge and exercise leadership.
- Contribute to society, locally, nationally or globally.

Citizenship goals will be met by constantly showing students that the problems being dealt with in public policy are critical to societal wellbeing and involve the pressing issues of the time – everything from climate change to social policy to health care to natural resource management to immigration. Citizenship goals will also be met by students' interactions with their peers in a diverse student body from all parts of the world and different racial and ethnic groups with a safe place to explore ideas and discuss issues.

g. Describe how students can enter this program from other programs (program transferability).

The certificate is open to students from all disciplines; thus, students could enter from any other graduate program on campus. Realistically, since the certificate is a stand-alone program, we anticipate that the number of students who would seek to transfer would be very small. Students are eligible to apply for entry into the certificate program upon completion of any four-year undergraduate degree with a minimum overall GPA of 70%

h. Specify the criteria that will be used to evaluate whether the program is a success within a timeframe clearly specified by the proponents in the proposal.

Success will be measured in three ways: 1) student enrolment across all certificate programs; 2) number of students who ladder from the certificate program into the MPA program; and 3) student satisfaction based on evaluations and completion survey.

- In the first year of offering at the USask campus, our enrolment target will be 3-5 students with increases in subsequent years, based on experience with already existing JSGS certificate programs. By the third year of offering, we aim to increase this number to 7 students; within 5 years we aim to have a minimum of 10 students. At that time, enrolment numbers will be reviewed and targets adjusted if necessary.
- Enrolment data from 2019 shows that just over half (8/14) of the students in JSGS certificate programs did, or intend to, ladder into the MPA program.
- Student survey and evaluation of the program will be conducted to discern if the certificate program met the students' expectations of quality education and professional skills development.

i. If applicable, is accreditation or certification available, and if so how will the program meet professional standard criteria. Specify in the budget below any costs that may be associated.

The course offerings would be from the existing MPA program, which is accredited by the Canadian Association of Programs in Public Administration (CAPPA) (achieved in 2011). The professional standard criteria set by CAPPA will be deemed to have been met if accreditation is maintained.

4. Consultation

a. Describe how the program relates to existing programs in the department, in the college or school, and with other colleges. Establish where students from other programs may benefit from courses in this program. Does the proposed program lead into other programs offered at the university or elsewhere?

The courses comprising the certificate program are currently offered for the MPA program (and other JSGS programs), either as core or elective courses. Students who have successfully completed a certificate program are eligible to ladder into the MPA program if they so choose and meet all the qualifications. Because no new course offerings are proposed, it is not anticipated that students from other programs will benefit. In fact, JSGS courses will be more fully subscribed by JSGS students.

b. List units that were consulted formally, and provide a summary of how consultation was conducted and how concerns that were raised in consultations have been addressed. Attach the relevant communication in an appendix.

During consultation, we found the College of Agriculture and Bioresources supported the proposed Graduate Certificate in Science and Innovation as being particularly well timed, given current global events. The College of Agriculture and Bioresources stated that their current graduate students might find this an interesting addition to their training, particularly for students who are interested in pursuing careers that combine discipline-specific service-training with an understanding of innovation policy. A letter of support is attached.

Verbal consultation with the College of Engineering (Carey Simonson, Associate Dean Graduate Studies and Strategic Projects) also supported the proposed Graduate Certificate in Science and Innovation and noted that the appeal for the certificate may extend beyond individuals interested in public policy to students in STEM disciplines, particularly as Canada emphasizes the importance of evidence-based science

policy and the importance of policy-makers and scientists having a better understanding of the other's role in evidence-based decision-making.

Verbal consultation with the Edwards School of Business (Vince Bruni-Bossio, then-Department Head) also yielded support for the proposed program. They indicated that the proposed certificate aligned well with the JSGS Strategic Plan and within the School's strategic research cluster of Innovation, Science and Technology Policy. Edwards recognized the feasibility of the program and concluded there was little risk in proceeding as proposed. Edwards did inquire as to whether online delivery and the marketing and promotion plans were feasible. As JSGS courses are already available online and the School has a comprehensive marketing plan already developed for other JSGS certificate programs, we see no barriers in these regards.

- c. *Proposals that involve courses or other resources from colleges outside the sponsoring unit should include evidence of consultation and approval. Please give special consideration to pre- and co-requisite requires when including courses from other colleges.***

Resources from other colleges are not required for the certificate programs, and therefore no consultation was conducted.

- d. *Provide evidence of consultation with the University Library to ensure that appropriate library resources are available.***

Because the courses that comprise the certificate program are existing JSGS courses, it is anticipated that demand on library resources will be minimal. Therefore, no consultation was conducted.

- e. *List other pertinent consultations and evidence of support, if applicable (e.g., professional associations, accreditation bodies, potential employers, etc.)***

No other consultation was conducted.

5. Budget

- a. *How many instructors will participate in teaching, advising and other activities related to core program delivery (not including distribution/ breadth requirements or electives)? (estimate the percentage time for each person).***

Each class has at least one assigned instructor. All of the classes are part of normal teaching loads and will be taught with or without students enrolled in this certificate students. While there will be a marginal increase in marking, the draw on faculty time will be within the tolerances for individual courses and none of these courses is large enough to require teaching assistants.

- b. *What courses or programs are being eliminated in order to provide time to teach the additional courses?***

Because the courses are existing JSGS offerings, no programs would be deleted as a result of offering the new certificate.

- c. *How are the teaching assignments of each unit and instructor affected by this proposal?***

There will be no effect on teaching assignments because no new courses are being added. As indicated above, the introduction of the certificates should result in some of our courses being more fully subscribed.

- d. Describe budget allocations and how the unit resources are reallocated to accommodate this proposal. (Unit administrative support, space issues, classroom availability, studio/practice rooms laboratory/clinical or other instructional space requirements).**

Because no new courses are being added, no additional resources are required. Existing courses, both in person and online, will be more fully subscribed, thereby offering an opportunity to better utilize existing resources.

- e. If this program is to be offered in a distributed context, please describe the costs associated with this approach of delivery and how these costs will be covered.**

Because the courses are existing JSGS offerings, there are no additional costs anticipated. In fact, courses are expected to be more fully subscribed because of increased enrolment through the certificate programs.

- f. If this is an interdisciplinary program, please indicate whether there is a pool of resources available from other colleges involved in the program.**

The certificates are interdisciplinary, as are all JSGS programs. The faculty complement in the School features individuals from a range of disciplines (such as economics, law, political studies, sociology, and humanities disciplines), thereby providing a pool of resources for students. These faculty members have relationships with the departments of their discipline, which provides further resources to students in the program.

- g. What scholarships will students be able to apply for, and how many? What other provisions are being provided for student financial aid and to promote accessibility of the program?**

Students enrolled in the certificate program are not eligible for financial assistance.

Accessibility to the program is enhanced by offering the courses online which benefits individuals working full time and remote learners. There is a range of elective courses for the students to choose from, based on their interest and availability.

- h. What is the program tuition? Will the program utilize a special tuition model or standard tuition categories? (The approval authority for tuition is the Board of Governors).**

Tuition and the international differential for certificate students will follow the tuition plan for the MPA. Courses comprising the certificate program are part of the JSGS special tuition programs. Tuition for 2021-22 is \$1,340.10 per three-credit course, for a total certificate program tuition of \$4,020.30. International students pay a differential of \$1,158.25 per term, for a total certificate program tuition of \$5,178.55.

- i. What are the estimated costs of program delivery, based on the total time commitment estimates provided? (Use TABBS information, as provided by the College/School financial officer)**

Because no new courses are being added, there are no incremental costs anticipated. The total net cost (i.e., for the three courses) for each student based on the TABBS model is \$1,988 (this cost is determined by the portion of the operating grant we would receive less the indirect expenses that would be charged). The total cost for 10 students estimated in the first year (across the four new certificate programs being proposed) would be \$19,880.

- j. What is the enrolment target for the program? How many years to reach this target? What is the minimum enrolment, below which the program ceases to be feasible? What is the maximum enrolment, given the limitations of the resources allocated to the program?***

In the first year of offering at the USask campus, our enrolment target will be 3-5 students, with increases in subsequent years, based on experience with existing JSGS certificate programs. By the third year we aim to increase this number to 7 students; within 5 years we aim to have a minimum of 10 students. At that time, enrolment numbers will be reviewed and targets adjusted if necessary.

There are no programmatic or resource changes being made to accommodate the addition of the certificate program; therefore, there is no minimum enrolment target that is essential to achieve.

JSGS adjusted its application deadlines in 2021-22 to allow continuous enrolment of students in certificate programs, and fixed application dates for students in the MPA program. Because the proposed certificate and the MPA involve common courses, admissions targets for certificate students can be used to top-up enrolment in courses offered within the MPA.

- k. What are the total expected revenues at the target enrolment level, separated into core program delivery and distribution/breadth requirements or electives? What portion of this expected revenue can be thought of as incremental (or new) revenue?***

Initially, the tuition revenue can be expected to be \$9198.85 per annum based on 3 new students total each taking three courses (nine credit units) per year and would grow to \$30662.83 for 10 students by year five. A key point is that there is an expectation that approximately half of the students will ladder into the MPA program, which would generate additional revenue.

- l. At what enrolment number will this program be independently sustainable? If this enrolment number is higher than the enrolment target, where will the resources come from to sustain the program, and what commitments define the supply of those resources?***

It is not the intention of the School to make the certificate programs independently sustainable. We are using this certificate to expand demand for our offerings by offering a tailored micro-credential.

- m. Proponents are required to clearly explain the total incremental costs of the program. This is to be expressed as: (i) total cost of resources needed to deliver the program: (ii) existing resources (including in-kind and tagged as such) applied against the total cost: and (iii) a listing of those resource costs that will require additional funding (including new in-kind support).***

Because no new courses are being added, there are no incremental costs anticipated. Existing courses, both in person and online, will be more fully subscribed, thereby offering an opportunity to better utilize existing resources.

- n. List all new funding sources and amounts (including in-kind) and the anticipated contribution of each to offsetting increment program costs. Please identify if any indicated funding is contingent on subsequent approval by a funding authority and/or future conditions. Also indicate under what conditions the program is expected to be cost neutral. The proponents should also indicated any anticipated surpluses/deficits associated with the new program***

Because no new courses are being added, there are no incremental costs anticipated.

School Statement

- Recommendation from the School regarding the program, description of the School process used to arrive at that recommendation, and summary of issues that the School discussed and how they were resolved: Please see attached letter from Alastair MacFadden.

Related Documentation

- Excerpts from the College Plan and Planning Parameters SPR recommendations, relevant sections of the College plan, accreditation review recommendations: Please see attached letter from Loleen Berdahl.
- Letters of support/memos of consultation: Please see attached letters of support from the Colleges of Engineering and Agriculture & Bioresources.

Consultation Forms

Required for all submissions:

- Consultation with the Registrar form: We understand CGPS will do this.
- Complete Catalogue entry, if proposing a new program: Please see attached.

Required for all new courses:

- New Course Proposal forms: Not required (no new courses).
- Calendar-draft list of new and revised courses: Not required (no new courses).

Required if resources needed:

- Information Technology Requirements form: Not required
- Library Requirements form: Not required
- Physical Resource Requirements form: Not required
- Budget Consultation form: Attached

November 1, 2021

Graduate Programs Committee
College of Graduate and Postdoctoral Studies
University of Saskatchewan

Dear committee members:

I am pleased to write a letter confirming the support of the Johnson Shoyama Graduate School of Public Policy (JSGS) for the addition of a Graduate Certificate in Science and Innovation Policy at the School's University of Saskatchewan campus. The University of Regina campus of JSGS is also implementing this certificate simultaneously.

In developing this new program, JSGS consulted with the Colleges of Engineering and Agriculture and Bioresources. The College of Engineering noted that in addition to the potential pools of students referred to in the proposal, current graduate students in their college may find value in the certificate to broaden their understanding of policy-making in STEM fields. Similarly, the College of Agriculture and Bioresources stated that the certificate may be of interest to their students who are interested in pursuing careers that combine discipline-specific science training with an understanding of innovation policy.

The Centre for the Study of Science and Innovation Policy also discussed the certificate with its Advisory Committee, comprised of industry, government, and academic leaders in science and innovation policy. Advisors are supportive of a certificate program because it can satisfy the interests of governments, researchers, and private businesses to mobilize scientific knowledge.

The Notice of Intent (NOI) for the proposed new certificate program was reviewed by the JSGS Joint Curriculum Committee (JCC), who recommended its approval to the School's Joint Faculty Council (JFC). At the JFC meeting on October 2, 2020, unanimous approval was given. Following review and approval of the NOI by the Planning and Priorities Committee in October 2020, JSGS developed the full proposal. During the process, the JCC recommended that because one of the suggested electives, JSGS 880 Advanced Governance Analysis, is not offered every academic year, JSGS 801 Governance and Administration, one of the core courses of the Master of Public Administration (MPA), should be added to ensure that students with an interest in governance topics would always have an available elective. With this addition of a fifth elective course, the JCC approved the certificate to go forward to the JFC. At the JFC meeting on October 7, 2021, the following motion was put forward: *The Joint Curriculum Committee recommends to the JFC that the certificate in Science and Innovation Policy be approved.*

This motion was taken following a discussion about the addition of the certificate offering at the USask campus. The rationale presented for this addition was:

1. The JSGS wants to introduce programming that meets the needs of learners who have an interest in addressing key policy and governance issues in science and innovation but who either do not wish to or cannot presently enroll in a full degree program.
2. The proposed certificate is based on a subset of course requirements for the MPA. The inclusion of this certificate into the JSGS suite of certificates will allow interested students to combine two to three certificates to fulfil the majority of the requirements for an MPA.

3. The certificate allows JSGS to maximize enrolment in existing courses, while responding to the needs and interests of public sector professionals.
4. The certificate programs allow early- to mid-career professionals, mature students, and some under-represented populations, including Indigenous peoples, an opportunity to establish a track record in graduate studies and build a case to be admitted to the MPA.

It was noted that it would be incumbent on the USask campus to ensure that the certificate programs are marketed to key sectors, including the non-profit sector, law enforcement, and academic institutions.

No significant concerns were raised, and the motion was carried.

Sincerely,



Alastair MacFadden
Director (interim)

AJM/bp

c: Loleen Berdahl, Executive Director, Johnson Shoyama Graduate School of Public Policy

November 1, 2021

College of Graduate and Postdoctoral Studies
Graduate Programs Committee
University of Saskatchewan

Dear committee members:

On behalf of the Johnson Shoyama Graduate School for Public Policy (JSGS), I am pleased to provide a letter of support for the proposed Graduate Certificate in Science and Innovation Policy to be offered at both of the School's campuses.

JSGS is dedicated to providing innovative and flexible professional training for current and future public sector leaders. In the *JSGS Strategic Plan 2021-25: Innovation, Impact and Integration*, the School makes a commitment to continually refine our degree and non-degree programs, expand micro-credential certificates, and ensure that our programs meet the needs of the current and future policy workforce. The addition of the Graduate Certificate in Science and Innovation Policy supports these commitments.

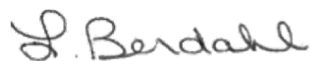
This new graduate certificate will allow the School to more directly target students and professionals who have an interest in science and innovation policy. The certificate will also provide an opportunity for professionals in STEM disciplines to advance their understanding of public policy and the science-policy interface.

Students will have the option of completing the certificate as a stand-alone program or laddering into the Master of Public Administration (MPA) program. The inclusion of this certificate in the JSGS suite of certificates will allow interested students to combine two to three certificates to fulfill the majority of the requirements for the MPA.

The course options offered in the certificate are all part of the core programming for the JSGS graduate programs, so there are no additional costs or resources associated with the certificate. In fact, enrolments in JSGS certificate programs will help ensure that our courses are maximized.

Dr. Debby Burshtyn, Dean, College of Graduate and Postdoctoral Studies, has issued a statement of support in principle for the delivery of this certificate program at the University of Saskatchewan. Approval to offer the certificate at the JSGS's University of Regina campus is also underway.

Sincerely,



Loleen Berdahl, PhD
Executive Director

LB/bp

On behalf of the College of Agriculture and Bioresources, we are pleased to provide a letter of support for the proposed Graduate Certificate in Science and Innovation.

The proposed certificate is particularly well timed, given current global events. As indicated in the proposal "There is currently an increased public interest in science and innovation policy and consequently a need for better understanding of the many components of public decision-making processes linked to science. Current events demonstrate the topical relevance of a certificate program that will develop an understanding of science and innovation policy and of governance, leadership and strategic management in this area."

In addition to the anticipated student base (i.e., "professional, part-time and remote learners who have an interest in a particular area of policy and administration –science and innovation policy - but who either do not wish or cannot presently enroll in a full degree program") current graduate students in the College of AgBio might find this certificate an interesting addition to their training. For example, there may be AgBio graduate students who are interested in pursuing careers that combine discipline-specific science training with an understanding of innovation policy.

It is important that students can ladder the certificate courses into a Master of Public Administration degree. It is particularly interesting that students can "combine 2-3 certificates, which in combination, will fulfill the majority of the requirements for an MPA." It seems likely that this option may be very attractive to students, and developing a clear pathway for completing the MPA using successive certificates could be really valuable for promoting the various JSGS certificates.

Although in person delivery is contemplated once Covid restrictions are revised, the on-line course offerings may remain desirable, particularly if the goal is to attract students from across Canada.

Trever Crowe (Acting Associate Dean, Research and Graduate Studies)

Fran Walley (Associate Dean, Academic)

College of Agriculture and Bioresources



UNIVERSITY OF SASKATCHEWAN

College of Engineering

ENGINEERING.USASK.CA

Office of the Dean
3B48 Engineering Building, 57 Campus Drive
Saskatoon SK S7N 5A9 Canada
Telephone: 306-966-5273
Fax: 306-966-5205

September 15, 2021

Academic Programs Committee
University of Saskatchewan

RE: Letter of Support for Graduate Certificate in Science and Innovation

On behalf of the College of Engineering, I'm pleased to provide a letter of support for the proposed Graduate Certificate in Science and Innovation in the Johnson Shoyama Graduate School of Public Policy.

The proposed certificate offers a well-designed specialization for both graduate students and professionals. In addition to the students indicated in the proposal, current graduate students in the College of Engineering may find value in adding this certificate to their degree program to broaden their understanding of policy-making in STEM fields. It may also attract engineering professionals who are interested in the public decision-making process linked to science, which is especially timely given the federal government's increased interest in evidence-based science policy.

Sincerely,

A handwritten signature in blue ink that reads "Carey S".

Carey Simonson
Associate Dean, Graduate Studies and Strategic Projects
Professor of Mechanical Engineering
College of Engineering

BE WHAT THE WORLD NEEDS

Catalogue Entry: Graduate Certificate in Science and Innovation Policy

The Graduate Certificate in Science and Innovation Policy provides students with a foundation in science and innovation policy theory, methodology and practical policy applications. Students will develop analytical skills and gain a solid understanding of the basics of science and innovation policy. This certificate will be of interest to those who want to increase their understanding of key policy issues in science and innovation and those already in the science and innovation space who want to gain skills in policy analysis.

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English. A minimum overall TOEFL score of 86 is required with a minimum score of 20 in each area, or a minimum overall IELTS score of 6.5 with a minimum score of 6.0 in each area, or another approved test as outlined in the College of Graduate and Postdoctoral Studies [Academic Policies](#).
- a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study.
- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)

Certificate Requirements (9 credit units)

The certificate can be taken as a stand-alone program and/or the courses can be applied to the completion of the Master of Public Administration (M.P.A.). Courses completed for one Graduate Certificate may not be used toward another certificate.

The certificate program consists of two required three credit unit courses, JSGS 806, Public Policy Analysis, and JSGS 859, Innovation Policy, and one elective, as follows:

Required Courses (6 credit units):

- [JSGS 806.3](#) – Public Policy Analysis
- [JSGS 859.3](#) – Innovation Policy

Three credit units from the following:

- [JSGS 801.3](#) – Governance and Administration
- [JSGS 808.3](#) – Ethical Leadership and Democracy in Public Service
- [JSGS 880.3](#) – Advanced Governance Analysis
- [JSGS 882.3](#) – Strategic Management in the Public Sector
- [NORD 847.4](#) – Circumpolar Innovation and Entrepreneurship

Academic Affairs Grad Programs

From: Beck, Jennifer
Sent: Thursday, November 4, 2021 9:00 AM
To: Walker, Ryan; Warrington, Seanine; Academic Affairs Grad Programs
Subject: RE: FYI, the new JSGS program name is Science and Innovation Policy Certificate

Hi everyone,

I just wanted to confirm that I reached out to Alastair yesterday and he confirmed that they will be using the existing JSGS grad certificate rates so these are not NEW non-standard rates and therefore do not require Provost approval and continue through the process.

Cheers,
-Jennifer

From: Walker, Ryan <ryan.walker@usask.ca>
Sent: Thursday, October 28, 2021 5:14 PM
To: Beck, Jennifer <jennifer.beck@usask.ca>; Warrington, Seanine <seanine.warrington@usask.ca>; Academic Affairs Grad Programs <gradprograms.academicaaffairs@usask.ca>
Subject: RE: FYI, the new JSGS program name is Science and Innovation Policy Certificate

Great Jennifer, thanks for this. And very much appreciate your willingness to reach out to them and verify whether this will persist as a standard rate.
Ryan

IMAGINE celebrating 75 years
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COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES

Ryan Walker, Ph.D. RPP MCIP

Associate Dean, Policy and Programming Innovation

College of Graduate and Postdoctoral Studies

Thorvaldson Bldg. University of Saskatchewan

116-110 Science Place

Saskatoon, SK S7N 5C9

Tel: (306) 966-2229

<http://artsandscience.usask.ca/profile/RWalker/>

BE WHAT THE WORLD NEEDS

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.

From: Beck, Jennifer <jennifer.beck@usask.ca>
Sent: Wednesday, October 27, 2021 5:47 PM
To: Warrington, Seanine <seanine.warrington@usask.ca>; Walker, Ryan <ryan.walker@usask.ca>; Academic Affairs Grad Programs <gradprograms.academicaaffairs@usask.ca>
Subject: RE: FYI, the new JSGS program name is Science and Innovation Policy Certificate

Hello,

I can confirm that the financial template was received from JSGS for this certificate back in fall 2020 so no further info/analysis is required.

Both this proposal and the one in Indigenous Nation Building reference a per 3CU rate of \$1340.10 so I need to confirm with the college if this would be updated to their new "standard" certificate rate of \$1422.25/3CU and therefore this would be a standard rate tuition so not require any additional approval processes.

Cheers,
-Jennifer

From: Warrington, Seanine <seanine.warrington@usask.ca>
Sent: Tuesday, October 26, 2021 12:28 PM
To: Walker, Ryan <ryan.walker@usask.ca>; Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>; Beck, Jennifer <jennifer.beck@usask.ca>
Subject: RE: FYI, the new JSGS program name is Science and Innovation Policy Certificate

Hello, everyone. Thanks for looping me in!

Turns out that I have the NOI, PPC Feedback and the Budget Template saved in my files for this certificate proposal. My next step is to receive a draft proposal from CGPS.

Seanine

From: Walker, Ryan <ryan.walker@usask.ca>
Sent: Tuesday, October 26, 2021 12:17 PM
To: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>; Warrington, Seanine <seanine.warrington@usask.ca>; Beck, Jennifer <jennifer.beck@usask.ca>
Subject: RE: FYI, the new JSGS program name is Science and Innovation Policy Certificate

Hi Cathie and Jennifer,

Seeing your note below, Cathie, I wanted to take this opportunity to introduce you to Jennifer Beck as a key person here, in Institutional Planning and Assessment. Jennifer, as Cathie points out below the new JSGS Graduate Certificate that will coming to CGPS for approval did already go through PPC (I had mentioned this program to you in general terms last week and we were just verifying that it had gone to PPC). You can see the title of that certificate and date of the PPC meeting in Cathie's email below. Are you able to confirm for the group whether your files satisfy the consultation with IPA on financial grounds?

Thanks a lot

Ryan

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COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES

Ryan Walker, Ph.D. RPP MCIP

Associate Dean, Policy and Programming Innovation

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From: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Sent: Tuesday, October 26, 2021 10:38 AM
To: Warrington, Seanine <seanine.warrington@usask.ca>
Cc: Walker, Ryan <ryan.walker@usask.ca>
Subject: FYI, the new JSGS program name is Science and Innovation Policy Certificate

Hi Seanine
For your files - or to start a file -- the new JSGS program is called "Science and Innovation Policy Certificate" and it went to PPC last October.
I don't know who we should email in IPA to get them to start a file as well. Let me know,

Cathie

Cathie Fornssler
Committee and Program Administrator
306-955-9251

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Tel: (306) 966-2229

Committee and Program Administration



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.

From: McCuaig, Amber <amber.mccuaig@usask.ca>
Sent: Tuesday, October 26, 2021 9:15 AM
To: Walker, Ryan <ryan.walker@usask.ca>
Cc: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Subject: RE: Timing of submissions to CGPS before APC submission

Hi, Ryan.

We took the proposed Science and Innovation Policy certificate to PPC last fall in October. I'm curious what my bonus points earn me 😊.

Thanks very much for your guidance. We will be in touch next week with the full proposal packages for both certificates.

Sincerely,

Amber

From: Walker, Ryan <ryan.walker@usask.ca>
Sent: Monday, October 25, 2021 4:21 PM
To: McCuaig, Amber <amber.mccuaig@usask.ca>
Cc: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Subject: RE: Timing of submissions to CGPS before APC submission

Thank you Amber – this makes sense. Yes, I met with Dr. Budney about the revised certificate. Can you tell us the name of the new certificate that did go through PPC? It helps us to alert our colleagues in Institutional Planning and Assessment and the Registrar's Office so we can all begin getting the ducks in a row for it. Just the name, as it appeared when it went to PPC. Bonus points if you happen to know the month it was considered at PPC



Ryan

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COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES

Ryan Walker, Ph.D. RPP MCIP
Associate Dean, Policy and Programming Innovation
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BE WHAT THE WORLD NEEDS

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From: McCuaig, Amber <amber.mccuaig@usask.ca>
Sent: Monday, October 25, 2021 3:38 PM
To: Walker, Ryan <ryan.walker@usask.ca>
Cc: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Subject: RE: Timing of submissions to CGPS before APC submission

Hi, Ryan and Cathie.

Ryan, our proposal for a new certificate program did go through PPC, and we can mention that in the memo that we'll include in the package if helpful? The program revision for an existing certificate program has not gone through PPC, so it's first viewing at the University level will be by the Graduate Programs Committee; however, one of the proponents did meet with you fairly recently to discuss it.

Cathie, thank you so much for the helpful overview of timelines. We are aiming to get both of our proposals to you by November 3.

Best wishes,

Amber

From: Walker, Ryan <ryan.walker@usask.ca>
Sent: Friday, October 22, 2021 12:03 PM
To: McCuaig, Amber <amber.mccuaig@usask.ca>
Cc: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Subject: RE: Timing of submissions to CGPS before APC submission

Hi Amber,

Has the new program proposal gone to PPC of University Council as a Notice of Intent in past months? If not, that's fine. A new process has been implemented where the PPC stage is no longer required. But if you have gone to PPC already with the proposal in NOI form, we need to know because it has implications for the lens through which we review your proposal.

Ryan

IMAGINE celebrating 75 years
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COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES

Ryan Walker, Ph.D. RPP MCIP

Associate Dean, Policy and Programming Innovation

College of Graduate and Postdoctoral Studies

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From: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Sent: Wednesday, October 20, 2021 11:36 AM
To: McCuaig, Amber <amber.mccuaig@usask.ca>
Cc: Da Silva, Keith <ked294@mail.usask.ca>; Walker, Ryan <ryan.walker@usask.ca>
Subject: RE: Timing of submissions to CGPS before APC submission

Hi again Amber

The upcoming Graduate Programs Committee meeting is November 9, from 3 to 4:30.

If you can get these proposals to me by November 2 or 3, then I can put them onto this agenda. If approved, the college would then send them to the university committees for their approval.

To speed up its review for these proposals, the Graduate Programs Committee will now also be asking proponents to be available "on-call" so to speak, during its meeting time, so that the committee can contact the person to join the meeting by zoom, and answer any questions committee members might have.

The procedures for exactly how this will be done haven't been finalized yet, but we think it will consist of emailing the individual a zoom link during the meeting, if the committee decides it would be useful for the proponent to join the meeting. But I can let you know.

The next following meeting for GP is Nov 30. If the proposals are delayed until this meeting, then I think this would likely be too late to get the new program and the program revisions approved at the university level in time to get to Council for the 2022-23 Catalogue.

(Though the university also permits a new program approved by Council by March to be implemented in the Catalogue Update.)

I hope this information is helpful – email or phone if you have questions,

Cathie

Cathie Fornssler
Committee and Program Administrator
306-955-9251



COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES

Committee and Program Administration

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



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From: McCuaig, Amber <amber.mccuaig@usask.ca>
Sent: Tuesday, October 12, 2021 5:01 PM
To: Academic Affairs Grad Programs <gradprograms.academicaffairs@usask.ca>
Subject: Timing of submissions to CGPS before APC submission

Good afternoon.

JSGS has two program proposals to submit (one new, one modified), both for implementation in 2022-23. Can you please advise by when we need to get them to CGPS in order for them to be reviewed so we can then submit them to APC by late November?

Thank you,

Amber



Amber McCuaig
Executive Officer
Johnson Shoyama Graduate School of Public Policy
University of Saskatchewan campus
Room 143 – 101 Diefenbaker Place, Saskatoon, Canada S7N 5B8

As part of the University's response to COVID-19, JSGS staff and faculty are working remotely. I am available by email and can schedule meetings by phone or Zoom upon request. Thank you for your understanding.

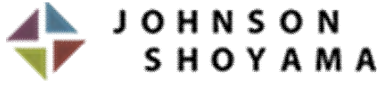
I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Website: <http://www.schoolofpublicpolicy.sk.ca>

Facebook: <https://www.facebook.com/jsgspp>

Twitter: [@JSGSPP](https://twitter.com/JSGSPP)

Instagram: [@JSGSPP](https://www.instagram.com/JSGSPP)





Planning & Priorities Committee of Council
 Budgetary and Financial Implications (Master Worksheet) - New or Existing Program Proposal

Requirements: To be completed for proposals of new academic programs or revisions to existing academic programs (including termination).
 Ensure this completed form is reviewed with Institutional Planning & Assessment prior to inclusion in the Notice of Intent submission to the Planning & Priorities Committee of Council.

Instructions:

- 1a. Identify start-up costs in the Start-Up Costs worksheet, which will auto-calculate in the Master worksheet per below.
- 1b. Identify limited term and ongoing revenue and expenditure estimates directly in the Master worksheet per below.
2. Areas shaded in grey denote required inputs. All other cells are auto-calculated.
3. For programs expected to generate a deficit in any given year, provide an explanation of how that deficit will be managed in future year(s) in order to ensure long-term financial sustainability.

Name of Program:

Graduate Certificate in Science and Innovation Policy

	Academic Year					Comments
	Year 1	Year 2	Year 3	Year 4	Year 5	
Revenue						
Tuition revenue:						
Total # of domestic students (headcount)	3	3	3	4	5	
Domestic tuition rate	\$ 4,020.30	\$ 4,020.30	\$ 4,020.30	\$ 4,020.30	\$ 4,020.30	\$1340.10 per 3 CU course x 3 courses. This amount does not include considerations of potential future rate increases.
Total tuition revenue - domestic	\$ 12,060.90	\$ 12,060.90	\$ 12,060.90	\$ 16,081.20	\$ 20,101.50	
Total # of international students (headcount)	1	1	2	2	3	
International tuition rate	\$ 5,178.55	\$ 5,178.55	\$ 5,178.55	\$ 5,178.55	\$ 5,178.55	International students pay a differential of \$1158.25 per term. This amount does not include considerations of potential future rate increases.
Total tuition revenue - international	\$ 5,178.55	\$ 5,178.55	\$ 5,178.55	\$ 5,178.55	\$ 5,178.55	
Student fees*						
Excursion						
Lab						
Other (list in Comments)						
Total student fees	\$ -	\$ -	\$ -	\$ -	\$ -	
External funding sources (list in Comments)						
Internal funding sources (list in Comments)						
Total Revenue	\$ 17,239.45	\$ 17,239.45	\$ 17,239.45	\$ 21,259.75	\$ 25,280.05	
Expenditures						
Start-up costs	\$ 5,500.00	n/a	n/a	n/a	n/a	
Salary and benefits:						
Faculty						
Sessionals or limited term instructional support						
Students						
Staff						
Honoraria						
Total salary and benefits	\$ -	\$ -	\$ -	\$ -	\$ -	
Scholarships and bursaries						

Marketing and promotion		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	Marketing and promotion for Year 1 is included in start-up costs on line 41
Materials and supplies						
Travel						
Equipment and IT						
Other costs <i>(list in Comments)</i>						
Total Expenditures	\$ 5,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Estimated Surplus or Deficit	\$ 11,739.45	\$ 14,239.45	\$ 14,239.45	\$ 18,259.75	\$ 22,280.05	<i>If deficit in any given year, explain how it will be managed</i>

**Relates to fees revenue specific to the course or program (e.g. excursion, lab, materials, etc). Excludes compulsory institutional fees (e.g. Athletic, Recreation, etc.).*

Notes:

For questions about this form, including review prior to submission to PPC, contact Lucy Vuong (Programs and Planning Officer, IPA) at lucy.vuong@usask.ca.



**Planning & Priorities Committee of Council
Budgetary and Financial Implications (Start-Up Costs) - New or Existing Program Proposal**

Requirements: Itemize start-up costs for proposals of new academic programs or revisions to existing academic programs (including termination). Ensure this completed form is reviewed with Institutional Planning & Assessment prior to inclusion in the Notice of Intent submission to the Planning & Priorities Committee of Council.

Instructions:

1. Areas shaded in grey denote required inputs. This will auto-calculate in the Master worksheet.

Name of Program:

Graduate Certificate in Science and Innovation Policy

	Academic Year	
	Year 1	Comments
Start-Up Costs		
Faculty and staff recruitment		
Marketing and promotion	\$ 5,500.00	
Curriculum development		
Facilities refurbishment		
Equipment and IT		
Library enhancements		
Other (<i>list in Comments</i>)		
Total Start-Up Costs	\$ 5,500.00	

Notes:

For questions about this form, including review prior to submission to PPC, contact Lucy Vuong (Programs and Planning Officer, IPA) at lucy.vuong@usask.ca.



**Planning & Priorities Committee of Council
Budgetary and Financial Implications (Supplementary Information) - New or Existing Program Proposal**

Requirements: Provide detailed information to support the financial information noted in the worksheets.
Ensure this completed form is reviewed with Institutional Planning & Assessment prior to inclusion in the Notice of Intent submission to the Planning & Priorities Committee of Council.

Name of Program: **Graduate Certificate in Science and Innovation Policy**

Enrolment: What is the anticipated target market of the students being recruited for this program (e.g. geographic location, from other programs, etc.)? Do you foresee any barriers to recruitment in the coming year? If enrolment targets are not met, explain whether or not the program will continue to be offered. If so, what modifications would be required to accommodate the lower than expected enrolment?

The target market of students being recruited for this program, based on enrolment in other JSGS graduate certificate programs, are students and professionals from within Saskatchewan, across Canada and internationally. The graduate certificate is designed to meet the needs of professionals who have a particular interest in science and innovation policy who either do not want to enrol in a full degree program or are considering laddering into the Master of Public Administration program. This certificate will also be of interest to students from science disciplines who are interested in the interface of science and policy that is required in evidence-based decision-making. We do not see any barriers to recruitment in the coming year as all classes are available online. If enrolment targets are not met, enhanced marketing of the certificate would be considered, such as more targeted advertising or enhanced information sessions. Additionally, program revisions in terms of the selected courses would be considered, although there would not be any intention of creating new courses, as the certificate is meant to be comprised of already existing courses from the MPA and GENI program. If enrolment targets are lower than the initial 3-5 students and increased enrolment in subsequent years, the program will continue to be offered as the minimum amount of students needed to create revenue in the first year is two students and one student in subsequent years.

Faculty and staff: List the number of FTE for each employment category (USFA, ASPA, CUPE, etc.) to support this program. This should include new and existing faculty and staff resources.

Year 1: 2-3 FTE faculty, 1 FTE ASPA
Year 2: 2-3 FTE faculty, 1 FTE ASPA
Year 3: 2-3 FTE faculty, 1 FTE ASPA
Year 4: 2-3 FTE faculty, 1 FTE ASPA
Year 5: 2-3 FTE faculty, 1 FTE ASPA

Indirect costs: Identify resources required from other units (central, other colleges/depts) to effectively deliver the program (e.g. for online delivery, will there be a requirement for DEU and ICT support?).

There will be no additional resources required from other units to effectively deliver the graduate certificate as all classes that are part of the program are currently offered by JSGS as part of the Master of Public Administration program.

Financial management: Identify strategies to support the delivery of this program if there is a shortfall in revenue or excess in expenditures as noted in the Master worksheet.

The program proposal will not result in a deficit.

For questions about this form, including review prior to submission to PPC, contact Lucy Vuong (Programs and Planning Officer, IPA) at lucy.vuong@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?

Is an existing degree, diploma, or certificate being renamed?

If you've answered NO to each of the previous two questions, please continue on to the next section.

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

Graduate Certificate in Science and Innovation Policy (GCSIP - suggested Banner code and Grad Cert Science Innov Policy - suggested Banner short description - maximum of 30 characters)

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

G. Cert.

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

N/A

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?

Degree level

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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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:

GCSI - In Grad Cert in Sci Inn Policy (maximum of 4 characters and 30 characters for description)

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

College of Graduate and Postdoctoral Studies

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

N/A

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.

SCIP (Science Innovation Policy) - suggested Banner code and description

11 If this is a new graduate degree, is it thesis-based, course-based, or project-based?

N/A

Section 2: New / Revised Program for Existing or New Degree / Diploma / Certificate Information

1 Is this a new program?

Yes No

Is an existing program being revised?

Yes 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?

Graduate Certificate in Science and Innovation Policy (GCSIP - suggested Banner code and Grad Cert Science Innov Policy - suggested Banner short description - maximum of 30 characters)

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

Graduate Certificate in Science and Innovation Policy (GCSIP-GP - suggested Banner code and Grad Cert Science Innov Policy - suggested Banner short description - maximum of 30 characters)

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?

College of Graduate and Postdoctoral Studies (GP) / JSGS School of Public Policy (JSGS)

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?

N/A

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

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 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 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?

Is an existing college, school, center, or department being renamed?

Is an existing college, school, center, or department being deleted?

If you've answered NO to each of the previous two questions, please continue on to the next section.

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

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?

No

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

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

Yes

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

YYYY01, YYYY05, YYYY09

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

May 1 for International applicants and July 1 for domestic applicants for 09 admission; Sept 1 for International applicants and Nov 1 for domestic applicants for 01 admission; January for International applicants and March 1 for domestic applicants for 05 admission

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

N/A

5 For undergraduate programs, if there's more than one degree proposed (ex. 3Y and 4Y), which program/degree will students be admitted to?

N/A

6 Does this impact enrollment?

Enrolment target for first year of offering will be 3-5 students with increases in subsequent years; by third year aim to increase this number to 7 students; within 5 years aim to have a minimum of 10 students

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

Refer to Johnson Shoyama Graduate School of Public Policy

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

Yes

9 What is the application deadline?

May 1 for International applicants and July 1 for domestic applicants for 09 admission; Sept 1 for International applicants and Nov 1 for domestic applicants for 01 admission; January for International applicants and March 1 for domestic applicants for 05 admission

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

- Must have completed a 4-year undergraduate degree from a recognized university
- Average of 70% or better must be maintained during the final 2 years (60 cu's) of the undergraduate program or in the graduate program if students are entering the certificate program after a graduate degree
- Proof of English proficiency is required

11 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.)

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

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

Online application and checklist items to College of Graduate and Postdoctoral Studies

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

College of Graduate and Postdoctoral Studies

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

No

16 Will the standard application fee apply?

Yes

17 Will all applicants be charged the fee or will current, active students be exempt?

All applicants will be charged

18 Are international students admissible to this program?

Yes No

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).

\$5,248.05

Section 9: Government Loan Information

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?

Yes

Section 10: Convocation Information (only for new degrees)

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

Yes - new graduate certificate

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

Yes - new graduate certificate

3 When is the first class expected to graduate?

Fall Convocation 2022

4

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

Enrolment target for first year of offering will be 3-5 students with increases in subsequent years; by third year aim to increase this number to 7 students; within 5 years aim to have a minimum of 10 students

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

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.)

As per current set-up for graduate certificates

2 Will students register themselves?

Yes No

If YES, what priority group should they be in?

As per current set-up for graduate certificates

Section 13: Academic History Information

1 Will instructors submit grades through self-serve?

Yes No

2 Who will approve grades (Department Head, Assistant Dean, etc.)?

As per current set-up

Section 14: T2202 Information (tax form)

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?

Certificate programs are not eligible for scholarships

Section 16: Government of Saskatchewan Graduate Retention (Tax) Program

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 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

1 How will tuition be assessed?

Standard Undergraduate per credit	<input type="checkbox"/>
Standard Graduate per credit	<input type="checkbox"/>
Standard Graduate per term	<input type="checkbox"/>
Non standard per credit*	<input checked="" type="checkbox"/>
Non standard per term*	<input type="checkbox"/>
Other *	<input type="checkbox"/>
Program Based*	<input type="checkbox"/>

* See attached documents for further details

Tuition is based on the tuition for the Master of Public Administration program. Tuition for 2021-2022 will be \$1,340.10 per 3-credit unit course; total for the certificate program will be \$4,020.30 based on 2021-2022 tuition rate.

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

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?

Yes No

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?

Yes - they will pay the international tuition differential of \$1,227.75 per term for a total certificate program tuition of \$5,248.05 based on 2021-2022 tuition and differential rates.

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	<input type="checkbox"/>	No	<input type="checkbox"/>
2 Has TLSE, Admissions, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3 Has TLSE, Student Finance and Awards, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4 Has CGPS been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5 Has TLSE, Transfer Credit, been informed about any new / revised courses?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7 Has the Library been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8 Has ISA been informed of the CIP code for new degree / program / major?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>
10 Has the Convocation Coordinator been notified of a new degree?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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		<input type="checkbox"/>		
<u>OR</u>				
b. Fee Review Committee		<input type="checkbox"/>		
c. Institutional Planning and Assessment (IPA)		<input type="checkbox"/>		
d. Provost's Committee on Integrated Planning (PCIP)		<input type="checkbox"/>		
e. Board of Governors		<input type="checkbox"/>		
f. Other		<input type="checkbox"/>		

SIGNED

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):