UNIVERSITY OF SASKATCHEWAN

UNIVERSITY COUNCIL
Agenda – December 14, 2023

Location: ARTS 241, Neatby Timlin Theatre
Time: 2:30 - 4:30pm

Call to Order

1. **Tribute**
   1.1. Tribute to Professor Michael Collins from the College of Education presented by Professor Emeritus Dr. Reg Wickett, College of Education (Department of Educational Foundations)

2. **Agenda**
   2.1. Adoption of the Agenda
   2.2. Council Motions

3. **Chair's Opening Remarks-** Dr. Marjorie Delbaere, Associate Dean Research and Faculty Relations, Edwards School of Business

4. **Minutes**
   4.1. Approval of Minutes – November 16, 2023

5. **Business Arising**
   5.1. Follow up to Sustainability Inquiry from November Council Question Period
   5.2. Follow up on data from the City of Saskatoon safety audit on Wiggins and College and Plans for Preston and College

6. **Planning & Priorities Committee (PPC)**
   6.1. Notice of Motion: Establishment of the Department of Oncology and Disestablishment of the Division of Oncology

7. **Academic Programs Committee (APC)**
   7.1. Request for Decision: Admissions Qualification Change – Biochemistry, Microbiology, and Immunology
   7.2. Request for Decision: Increase of minimum passing grade for some courses in Master of Nursing

7.3. Request for Decision: Admissions requirements for accelerated M.Sc. in Computer Science

8. **Governance Committee**
   8.1. Request for Decision: College of Law Faculty Council Bylaws

9. **Research Scholarly and Artistic Works Committee**
   9.1. Item for Information: Report of Allegations and Breaches under the Responsible Conduct of Research Policy
   9.2. Item for Information: Annual Reports from the Research Ethics Boards

10. **Scholarships and Awards Committee**
    10.1. Notice of Motion: Undergraduate Awards Policy

11. **Reports**
    11.1. President
    11.2. Provost and Vice-President Academic
    11.3. Graduate Students Association (GSA)
    11.4. University of Saskatchewan Student's Union (USSU)

12. **Other Business**

13. **Question Period**

In addition to bringing forward questions during the course of a meeting, council members are also invited to submit questions on matters relevant to council in advance of a meeting. These questions can be sent to the Chair of Council directly or via the Governance Office (delbaere@edwards.usask.ca; governance.office@usask.ca). Whenever possible, the questions will be forwarded to the appropriate individual. Members submitting questions in advance will be invited to pose their question(s) during the course of the meeting.

14. **Adjournment**

Next Council meeting is January 25, 2024- please send regrets to governance.office@usask.ca

The deadline to submt motions to the Executive Committee for the January meeting is January 2, 2024. A full list of submission deadlines can be found online.

Zoom Link:

Join Zoom Meeting:
https://usask-ca.zoom.us/j/98746483906?pwd=cWpOMXVYbElvalg1UUxBNjFMMXcxUT09

Join by Telephone:
Local Saskatoon Zoom Dial-in Number: (639) 638-7474
Other Zoom Dial-in Numbers: https://usask-ca.zoom.us/u/abSqcwf3Oh

Join by Video Conferencing Device (SIP):
98746483906@zoomcrc.com

Meeting ID: 987 4648 3906
Passcode: 52954814
Telephone Passcode: 52954814

University Council Agenda Motions
December 14, 2023

Planning and Priorities Committee

6.1 Notice of Motion: Establishment of the Department of Oncology and Disestablishment of the Division of Oncology

Motion: *It is recommended that Council approve the Establishment of the Department of Oncology in the College of Medicine, as outlined in the agenda material; and that, with its establishment, the Division of Oncology be disestablished.*

Academic Programs Committee

7.1 Request for Decision: Admissions Qualification Change – Biochemistry, Microbiology, and Immunology

Motion: *It is recommended that Council approve the changes to the admissions qualifications for the Master of Science in Biochemistry, Microbiology, and Immunology, effective the 2025-26 intake.*

7.2 Request for Decision: Increase of minimum passing grade for some courses in Master of Nursing

Motion: *It is recommended that Council approve the change to the minimum pass for some graduate courses in Nurse Practitioner programs, effective May 2024.*

7.3 Request for Decision: Admissions requirements for accelerated M.Sc. in Computer Science

Motion: *It is recommended that Council approve the admission requirements for an accelerated Master of Science in Computer Science program, effective May 2025.*

Governance Committee

8.1 Request for Decision: College of Law Faculty Council Bylaws

Motion: *It is recommended that Council approve revisions to the Bylaws of Faculty Council of the College of Law as shown in Attachment 1 and the Council Bylaws be amended accordingly.*

Scholarships and Awards Committee

10.1 Notice of Motion: Undergraduate Awards Policy

Motion: *It is recommended that Council approve revisions to the Undergraduate Awards Policy effective immediately.*

Call to Order

The meeting was called to order at 2:33 pm.

The Chair, Dr. Marjorie Delbaere, began with a Land Acknowledgement.

Chair reviewed zoom protocols.

No members of the media identified themselves.

The Chair reminded members there are no recordings of Council meetings.

1. **Tribute**
   Acting Dean Joel Lanovaz provided a tribute to Dr. Don Bailey from the College of Kinesiology

2. **Adoption of the agenda**

   2.1 **Adoption of the Agenda**

(Dobson/Willoughby): *That the agenda be approved as circulated.*

CARRIED

3. **Chair's Opening Remarks**

Chair Delbaere noted the wonderful convocation ceremony last week and a great turnout. The Chair made mention of the open nomination for a College Representative for the Faculty of Engineering with the closing date tomorrow.

On November 9th, the Executive met with the President's Executive Committee and had the opportunity to discuss the Strategic Enrolment Plan, asking questions about International graduate students as it pertains to funding, notifying members that they will hear about this more in the months to come.

4. **Minutes of the meeting of September 28, 2023**

*(*Meda/Lieverse*): That the minutes of October 19, 2023 be approved.*

CARRIED.
1 Abstention

5. **Business Arising**

6. Planning and Priorities Committee (PPC)

Dr. Vicki Squires, Chair of the Planning and Priorities Committee summarized the Request for Decision for the name change of "The School" to "School for the Arts".

6.1 **Request for Decision – Change of Name for "The School" (amalgamated departments of Art and Art History, Drama, and Music)**

There were no questions.

Motion: (Squires/Dick) *It is recommended that Council approve the name change for a College-level School in the College of Arts and Science from "The School" to the "School for the Arts".*

CARRIED.
2 Abstentions

7. Academic Programs Committee (APC)

Dr. Yansun Yao, Chair of APC presented the committee's items.

7.1 **Request for Decision – Admissions Qualification Change – Bachelor of Science (Biomedical Science) programs**

Dr. Yao summarized the item as outlined in the council package, noting that the College of Medicine supported the change and APC was in support of this change as well.

There were no questions.

Motion: (Yao/Da Silva) *It is recommended that Council approve the changes to the admissions qualification for the Bachelor of Science (Biomedical Science) degree programs, effective the 2025-26 admissions cycle.*

CARRIED.
1 Abstention

8. Governance Committee

Dr. Dobson summarized the item that will be brought to Council for decision in December. The Chair noted to send any questions that arise to the Governance Office.

Notice of Motion: *That Council approve revisions to the Bylaws of Faculty Council of the College of Law as shown in Attachment 1 and the Council Bylaws be amended accordingly.*

9. Nominations Committee

Dr. Veronkia Makarova, chair of the Nominations committee presented the committee's items.

9.1   **Request for Decision: Council and Collective Agreement Committee Vacancies**

Chair Delbaere called for nominations from the floor.

Motion: (Noppen/Fotouhi) *That the nominations be approved, as attached, effective immediately.*

<div align="right">CARRIED.
1 Abstention</div>

10.   Reports:

10.1 **Report of the President**

President Stoicheff was away travelling. Full report can be found in the Council package.

Thre were no questions.

10.2 **Report of the Provost**

Provost Airini presented the Provost's report and echoed the comment on the convocation ceremonies. The Provost noted the Prince Albert Campus hosts its inaugural open house as well as the completion of Women's History month. Provost Airini wrapped up the report outlining the upcoming searches for senior leadership roles and thanked those who put their names forward to be a part of the committees.

There were no questions.

10.3 **Report from the GSA**

The GSA president outlined upcoming activities, especially the Graduate Research Elevator Pitch Competition. The GSA President mentioned the upcoming conference and thanked the CGPS for support.

The full report can be found in the Council package.

There were no questions.

10.4 **Report from the USSU**

Isita Mann, President of the USSU and Elisabeth Bauman Vice-President Academic Affairs presented the report. USSU President Mann thanked Council for the opportunity to come present.

The USSU is doing their very best to keep up with their values of empowerment, wellness and accessibility, noting the late-night walk with senior leaders to point out some areas that can be unsafe for students once it gets dark.

USSU President Mann commented on the launch of the mental health campaign, and expressed the great time had at Fall Convocation.

USSU President Mann noted that the USSU submitted their budget needs to the Provost Office.

The full report can be found in the council package.

There were no questions.

11.   Other business

There was no other business.

12.   Question period

Pre-submitted questions from members:

"Recently we received a request for council members to sit on a search committee for a Vice Provost - Strategy realization. After reading the position description, I am mystified as to what this position is to accomplish and why this position is needed in an institution that already has offices responsible for strategic planning. I would like to ask the following:

- *please provide a plain language explanation for why this position is needed*
- *please indicate the estimated cost of this position including all of the new support staff that I would assume would be tied to the position*
- *I would like the cost estimated in units of "assistant professors" I.e. how many assistant professors could be hired for the cost of this position"*

Provost Airini thanked for the question and the advance notice. Provost Airini explained that organizationally this role is not increasing the number of roles in the Senior Leadership group. In 2021 the leader for the Institutional Planning and Assessment (IPA) unit left, creating an opportunity to pilot what USask could accomplish with a role that focuses on strategic. This resulted in the interim associate provost, strategic priorities. This role has been helping understand what is possible and the desire is to move it from an interim role to this vice-provost position.

Dr. Airini explained that this role would not only support institutionally driven strategy but also be available to support large changes within Colleges, such as the School for the Arts.

Dr. Airini noted there would be no new cost to administration and a shared cost with the Project Manager position over a few portfolios. The provost estimated this role will cost around $350,000, which would be the equivalent of 2 assistant professors.

"I have a question arising from the Provost's report in September. It derives from slide 9 in her pre-distributed retrospective:
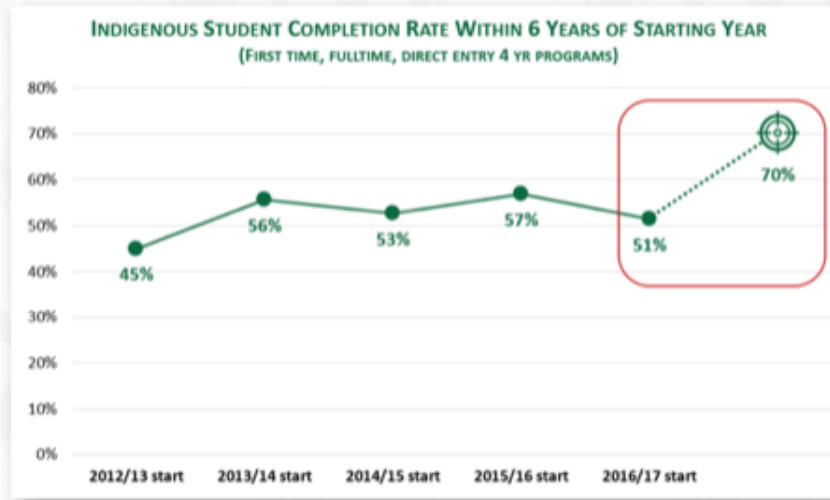
It comes in two parts

1. Does the provost have any new statistics showing that, over the last 7 years, indigenous students are completing their studies. In a usual 3Y or 4Y degree, we could have completion numbers for 2017, 2018, 2019, and 2020 starts. Given that this is a focus, the provost certainly has current numbers, will she provide them? If indigenous students are not completing 3Y or 4Y degrees in their usual timeframe of 3 years or 4 years, what is indigenous students' usual completion times? How do those compare to other populations (e.g., domestic-nonindigenous, international students or others)?
2. I do not recall the provost identifying any specific activities underway to ensure success: are we simply focusing (i.e., collecting numbers), or actively working to add 50% more indigenous completions? What programs/activities/efforts are under way?"

Provost Airini responded that the work around ohpahotân | oohpaahotaan and transformative decolonization is guiding our activities.

The Deputy Provost spoke to this question as well.

see attached slide for retention rates

Dr. McDougall noted that the impact of the pandemic had a greater impact on non-indigenous students. The data shows that continuing Indigenous students were retained more than incoming indigenous students.

Dr. McDougall noted that completion rates are stronger in Kinesiology and Edwards.

Provost Airini noted that USask wants to see student potential fulfilled.

Vice Provost Angela Jamie noted the work underway on the verification process that was launched over a year ago. Dr. Jamie noted the barrier for students who come to university from a reserve as the preparation for college is not always available. Dr. Jamie commented that there are many initiatives going on across campus. OVPIE is around to support indigenous students and support the TLSE; but wrapping around the students is everyone's responsibility.

Other questions from the floor:

Q: In 2018 the City of Saskatoon started a green bin program and mandatory green bins. USask does not have a green bin recycling program. What is the University doing to ensure we are recycling properly and to bring back some of the initiatives?

It was noted that this question will be forwarded on to Janelle Hutchinson, Chief Sustainability Officer for a reply at a future meeting.

Q: Uniforum Survey: A member commented that they are unsure how to answer several of the questions and how the data from the Uniforum survey will be used.

Troy Harkot, Chief Analytics Officer, mentioned that USask does need to get the survey response rate up in order to qualify for the global bench marking aspect the survey can provide. Mr. Harkot explained how the data is brought together and it is compared against many other institutions and is a way to see where USask ranks. Once USask receives the results, that data is taken back to the various committees and senior leadership. From there an on demand as needed approach is taken across campus.

Provost Airini noted that changes to employment and role titles may happen, but the key focus is that the University has the services required to support teaching, learning and research. She noted that the data informs but does not dictate the planning.

Q: A member noted that the City of Saskatoon is currently performing a safety audit of the Wiggins and College intersections. Will USask be doing a safety audit on this intersection as well?
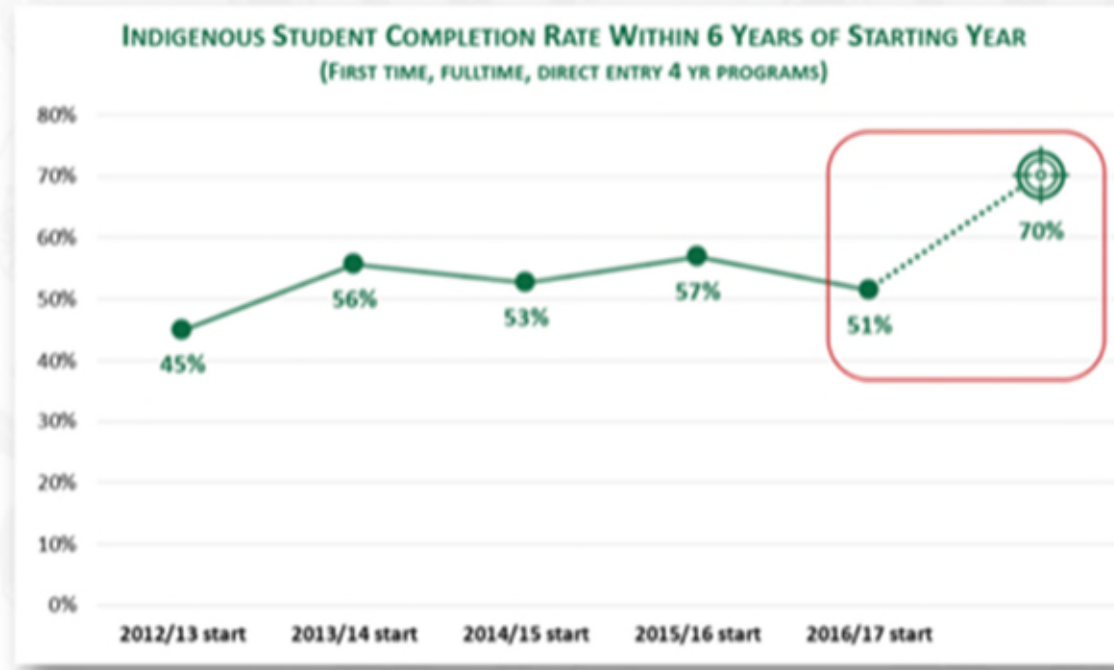
Deputy Provost McDougall noted that USask can make a case for access to that audit as it pertains to our safety. She also noted that USask has two similar audit type devices on Campus Drive in that area. Dr. McDougall is going to take this away and see what access USask may have on this data.

A member noted the concerns of the Preston and College intersection and another accident occurred there this week. Dr. McDougall also noted a follow up with the City to learn about any plans on this intersection as well.

13.   **Adjournment**

       (Makarova): The meeting was properly adjourned at 3:57 pm.

There is continued focus on ensuring the success of Indigenous students completing their studies

INDIGENOUS STUDENT COMPLETION RATE WITHIN 6 YEARS OF STARTING YEAR
(FIRST TIME, FULLTIME, DIRECT ENTRY 4 YR PROGRAMS)

45% (2012/13 start), 56% (2013/14 start), 53% (2014/15 start), 57% (2015/16 start), 51% (2016/17 start), 70% (target)

Additional Data:

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19 onward
Indigenous	47.9%	45.0%	55.7%	52.7%	56.9%	51.4%	55.2%	not available
Domestic (non-Indigenous)	66.8%	61.6%	67.1%	69.2%	71.0%	70.8%	66.1%	not available
International	55.1%	57.8%	67.7%	75.0%	60.8%	76.2%	57.1%	not available

UNIVERSITY COUNCIL

PLANNING & PRIORITIES COMMITTEE

NOTICE OF MOTION

PRESENTED BY: Vicki Squires Chair, Planning and Priorities Committee

DATE OF MEETING: December 14, 2023

SUBJECT: **Department of Oncology**

MOTION: *It is recommended that Council approve the Establishment of the Department of Oncology in the College of Medicine, as outlined in the agenda material; and that, with its establishment, the Division of Oncology be disestablished.*

SUMMARY:

Throughout the month of November, both the Academic Programs Committee (APC) and the Planning and Priorities Committee (PPC) reviewed the attached proposal to establish a Department of Oncology in the College of Medicine.

By way of background, the Division of Oncology has been in operation since 1977; however, with a new residency training program being developed, the division will need to transition to a department prior to offering a residency program.

Dr. Shahid Ahmed, Division Head, Division of Oncology summarized the proposal and answered questions from the committee regarding financial impact and Indigenization. The proponents were also encouraged to build relationships with the newly formed Indigenous Health and Wellness Department.

Both committees support the establishment of the Department of Oncology and the learning opportunities to come with the new residency program.

ATTACHMENTS:
   1. Department of Oncology Proposal
   2. APC Feedback and Recommendation

Proposal to Establish a Department of Oncology

Name of Department

The proposed name for the department is the Department of Oncology.

Academic Rationale

Terms of Reference

The Division of Oncology has been making significant contributions to the academic mission for over 40 years. In addition to being active researchers, its faculty train and supervise undergraduate medical students, postgraduate medical residents, graduate students and post-doctoral fellows. With the introduction of Saskatchewan's first oncology residency program, the division is now eligible to become a department.

The new residency program in medical oncology is a collaboration between the College of Medicine (CoM), the Saskatchewan Cancer Agency (SCA) and the Ministry of Health. Medical residents will complete two years of training, according to the requirements of the Royal College of Physicians and Surgeons of Canada. Residents will mentor and teach undergraduate medical students and will have dedicated time and faculty supervision to engage in research projects. The division is also planning to establish residency training programs in hematology, radiation oncology and gynecologic oncology. Having residency training programs in Saskatchewan means that more of our undergraduate medical students can complete their training in the province, increasing the likelihood that they will choose to live and practice in the province.

More than 5000 new cancer patients are diagnosed each year in Saskatchewan, and cancer remains the leading cause of death in Saskatchewan and Canada. The Division of Oncology's advancement of cancer care and research aligns with the University's commitment to Inspired Communities, and the goal of Amplifying Value by improving the quality of life for people in Saskatchewan and beyond.

> *"Despite intensive worldwide research efforts (cancer) remains a devastating, often poorly treatable disease…establishing a home department will provide the much-needed focus to centralize all the efforts within our College and combat this deadly disease, right here in Saskatchewan"* Dr. Franco Vizeacoumar, Senior Scientist, SCA, Associate Professor, Division of Oncology

Recognition of oncology as a department in its own right will strengthen the College of Medicine's partnership with the Saskatchewan Cancer Agency and assist with the recruitment and retention of high-caliber physicians and research scientists. These outcomes will contribute to the University's research strategy Invigorate our Health Cluster and the new signature area Health and Wellness.

"The partnership between the SCA and the division of oncology has produced outstanding research but also is responsible for critical infrastructure available to all U of S researchers such as the Next Generation Sequencing Facility located in the Health Sciences Building. Moreover, initiatives such as the Saskatchewan Cancer Research Institute (SCRI) will strengthen the U of S as a powerhouse of Cancer research in Canada" Dr. David Blackburn, Professor and Associate Dean, Research and Graduate Affairs, College of Pharmacy and Nutrition

"I firmly believe that the elevation of our Division of Oncology to the Department of Oncology is a progressive move that aligns with our institution's commitment to exceptional patient care, research, and education. I urge you to consider this proposal seriously and support its implementation for the betterment of our institution and the communities we serve" Dr. Ayesha Bashir, Assistant Professor, Medical Oncology

Recruiting oncologists to Saskatchewan also aligns with the government's [Health Human Resources Action Plan](#) aimed at building a stronger more sustainable healthcare workforce.

"Saskatchewan, not unlike other provinces, is facing a human health resource crisis and establishing the division as a vibrant department would provide visibility and legitimacy to attract top caliber residents, physicians, and research scientists to train and work in Saskatchewan" Dr. Marilyn Baetz, Vice Dean of Faculty Engagement, College of Medicine

Elevating the division to department status aligns with the College of Medicine's strategic plan, particularly the following strategic directions: strengthen research capacity, quality education, and faculty engagement.

Strengthen Research Capacity

Research plays a critical role in the success of the College of Medicine, fostering academic growth and discovery among our faculty and students to create a foundation of new knowledge. For this reason, the college aims to "create an environment where research can excel." The Division of Oncology contributes to this aim in many ways.

"The oncologists are deeply involved in research projects and have strong ties with the Department of Surgery. As a result, many medical students have had the opportunity to work with these experts and publish their first papers in the field. I have been particularly impressed with the level of scientific rigour and precision that they bring to their work, which has undoubtedly helped to advance our understanding of cancer and its treatment" Dr. Michael Moser, Associate Professor, Department of Surgery, College of Medicine

The division's researchers advance every one of the College's strategic goals regarding research:

- Recruit, support and retain excellent researchers and encourage and expand CoM interdisciplinary collaborations
- Encourage and expand collaborations - both interdisciplinary and college basic science/clinical
- Implement a strong biomedical science program that stimulates graduate student and faculty research programs
- Increase Tri-Agency and other prestigious national grant submissions, awards, and funding dollars

The oncology division is very successful in terms of research productivity. Compared to the CoM's 12 academic-clinical departments, the division's performance stands out across various productivity indicators. It has the highest proportion of research active faculty (i.e., faculty who have received research funding, or had a peer-reviewed publication or citation within the past 4 years). It is the second highest research funded unit in the CoM, second only to a department that has more than twice as many faculty, and has the highest average funding per research active faculty. Finally, the division has the third highest average research publication output, in spite of being compared with much larger departments with higher numbers of faculty contributors.

As noted in Figures 1 and 2 below, oncology's publications and citations have increased significantly in the past 4 years. See Appendix A for a list of selected 2022-2023 peer-reviewed publications and book chapters authored by oncology faculty and Appendix B for a list of selected 2022-2023 conference presentations and invited talks.

Figure 1. Peer Reviewed Publications
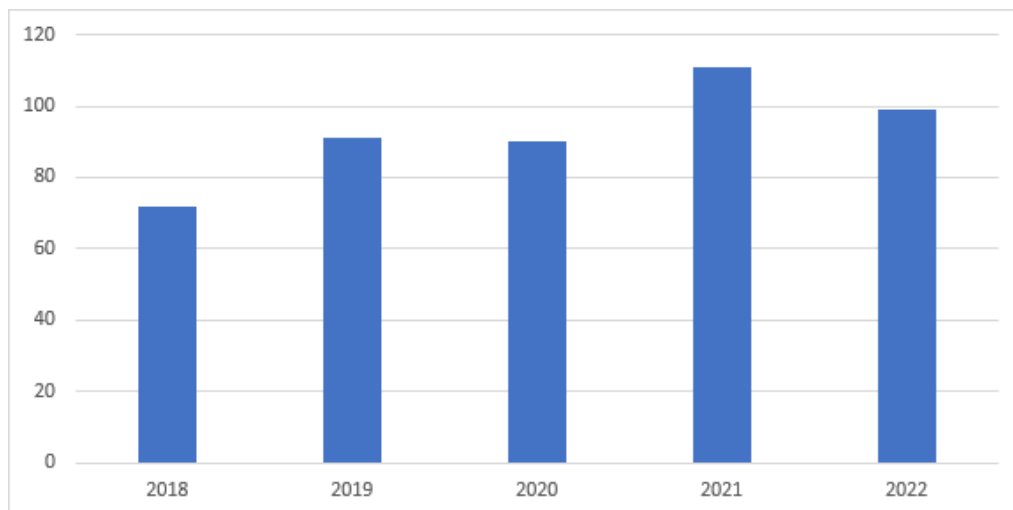
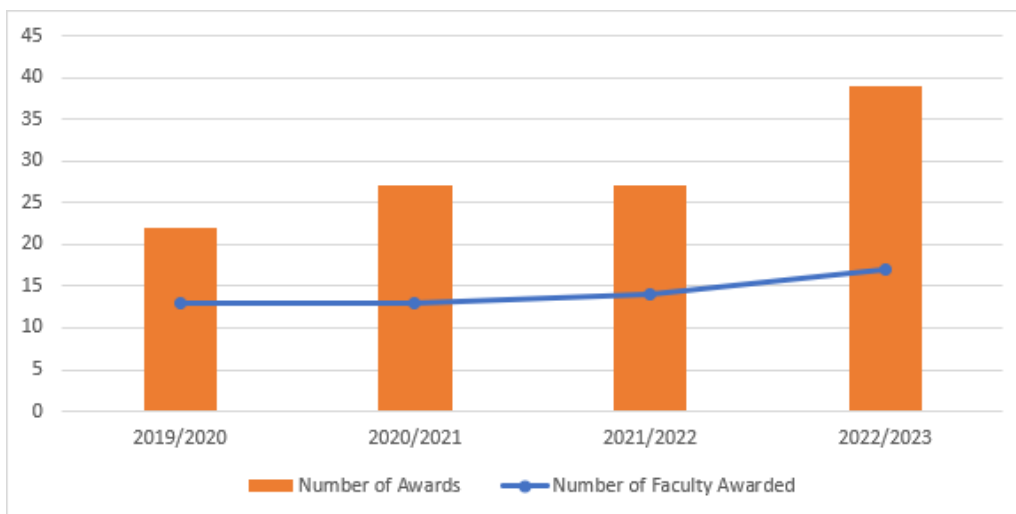Source: Office of the Vice Dean Research, College of Medicine

Figure 2. Oncology Citations
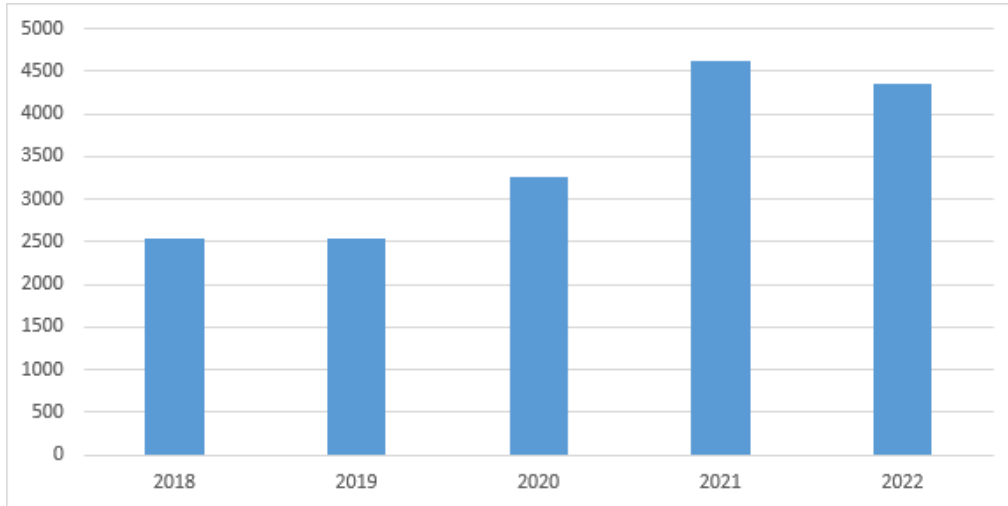
Source: Office of the Vice Dean Research, College of Medicine

As noted in Figure 3 below, the number of oncology faculty awarded funding has remained stable in the past 4 years. However, total funding awarded to oncology researchers has nearly doubled in this time frame: $3,250,850 in 2019/2020 to $6,142,433 in 2022/2023. See Appendix C for a list of 2022-2023 funded research grants. Primary sources of these grants are the Saskatchewan Cancer Agency, Saskatchewan Health Research Foundation, and the Canadian Institute of Health Research. A recent example of an exceptional funding award is the collaboration led by Drs Hopkins (Oncology), Kinloch and DeCoteau (Pathology): a world-first clinical trial to improve ovarian cancer treatment, made possible by $3.8 million in funding, including $1.1 million from Genome Canada's Genomic Applications Partnership Program.

Figure 3. Funding Awards and Award Recipients

Source: Office of the Vice Dean Research, College of Medicine

"I feel that elevation of the Division of Oncology to the Department of Oncology will allow our cancer research effort to go from strength to strength. A quick environmental scan shows that departments of oncology are considered 'the gold standard' for excellence and success in cancer research. For example, departments of oncology lead research in such prestigious institutions like University of Alberta, University of Toronto, Mayo Clinic, Trinity College Dublin or University of Cambridge" Dr. Marek Radomski, Vice Dean of Research, College of Medicine

Quality Education

The Division of Oncology shares the College of Medicine's commitment to training and developing learners across the continuum, and implementing innovative programming that meets learner and provincial needs.

"The Division of Oncology has been recognized by both the College of Medicine and the University of Saskatchewan for its exceptional teaching on numerous occasions. Namely, Dr. Vickie Martin, was awarded the 2022 Resident Doctors of Saskatchewan, Excellence in Teaching Award, and in addition to being awarded the 2023 College of Medicine Excellence in Teaching award, Dr. Kelsey Brose was the recipient of the Provost's College Award for Outstanding Teaching 2023. These are just two of the many incredibly committed, driven, inspirational teachers oncology is privileged to have" Dr. Shazia Mahmood, Associate Professor, Division of Oncology, VP Medical Services, SCA

In addition to training residents in the new medical oncology residency program, faculty will continue to supervise medical residents in Family Medicine, Internal Medicine, and other specialties, including Surgery, Neurology, Pathology, Obstetrics & Gynecology, and Physical Medicine and Rehabilitation. As noted earlier, the division is also planning to open residency training programs in Hematology, Radiation Oncology and Gynecologic Oncology. Again, having local residency training programs increases the likelihood that oncologists will stay in the province, improving the health and quality of life of people in Saskatchewan.

Beyond training undergraduate and postgraduate medical learners, oncology faculty provide training for undergraduate students, graduate students (MSc, PhD), post-doctoral fellows and research assistants. Faculty serve on graduate student advisory committees and contribute to formal teaching in other departments (e.g., Anatomy, Physiology and Pharmacology; Biochemistry, Microbiology and Immunology; Biomedical Engineering; Chemistry) and colleges (e.g., Veterinary Medicine; Pharmacy and Nutrition).

"The Department of Biochemistry, Microbiology & Immunology has greatly benefited from the contributions of members of the Division to our academic mission as well as to our research programs over the years… (in particular, Deborah Anderson and Dean Chamberlain, both associate members of our department) have diversified and enriched our programs by providing unique training opportunities for students in our undergraduate and graduate programs that would not otherwise be available through faculty in our department." Dr. Bill

Roesler, Professor and Head, Department of Biochemistry, Microbiology & Immunology

"At the College of Pharmacy and Nutrition we recognize the tremendous contributions of our (oncology) colleagues with respect to research output, funding, and training opportunities. They have served as critical collaborators of our faculty and valued committee members for our students" Dr. David Blackburn, Professor and Associate Dean, Research and Graduate Affairs, College of Pharmacy and Nutrition

Faculty Engagement

The College of Medicine is committed to supporting, developing and engaging its comprehensive complement of faculty, including oncology faculty. Granting the oncology division departmental status will align it with the other academic-clinical units in the College.

"I hope to strengthen the cancer research community within the U of S. The expansion of oncology to a department will help to do this by giving us a voice at the table to promote the needs of oncology clinicians and researchers within the College of Medicine" Dr. Dean Chamberlain, Jean E Murray Chair of Cancer Research, Assistant Professor, Division of Oncology

"Oncology is home to engaged and productive members whose accomplishments elevate our College as a whole. Faculty engagement is a strategic priority within the College of Medicine and the ability to elevate a productive division to the status of a department and acknowledge contributions on an equal footing with other departments is a significant part of the engagement process. I unreservedly support the establishment of the department of Oncology and expect it will contribute to raising the profile of college and province as an attractive place to recruit new faculty to, while appropriately recognizing the history and current members" Dr. Marilyn Baetz, Vice Dean of Faculty Engagement, CoM

The Division of Oncology actively participates in academic advancement. It has its own review committees (appointment and promotions) and each year oncology faculty seek promotion to Associate and Full Professor. In addition to reflecting the accomplishments of the individual faculty, these promotions enhance the reputation of the College and University.

"The current Division Head, Dr. Shahid Ahmed, has been a passionate advocate of the integration of the academic and clinical roles and spearheaded initiatives such as a mentorship program which support the scholarly approach to practice" Dr. Marilyn Baetz, Vice Dean of Faculty Engagement, CoM

Dr. Laura Hopkins, Provincial Lead for Gynecologic Oncology, can attest to the division's commitment to engaging its faculty in the academic mission. Since Gynecologic Oncology joined the division in 2019, Dr. Hopkins and her colleagues *"have enjoyed the*

support of the Division of Oncology and feel that our academic achievements have been facilitated. What our group has accomplished academically and clinically, in just under 4 years is remarkable and speaks to the academic support and infrastructure that we have received" (Dr. Laura Hopkins, Professor, Division of Oncology, Provincial Lead Gynecologic Oncology, Saskatchewan Cancer Agency).

Impact and Relationships

The vast majority of CoM faculty are physicians and researchers working within the Saskatchewan health system. It is, therefore, critical that the College continues to strengthen its relationships with its health system partners, including the Saskatchewan Cancer Agency. Elevating oncology to a department is a concrete way to recognize the tremendous contributions of its faculty and the Saskatchewan Cancer Agency.

> *"The Division of Oncology certainly exemplifies and supports the academic mission of the Health Authority as well as the College of Medicine due to the broad reach that it has across multiple disciplines. The Division trains numerous undergraduate, graduate and post-graduate students bridging many medical Divisions and Departments" Dr. John Shaw, Clinical Professor, Division Head, General Surgery*

The creation of a Department of Oncology will bring USask in line with the majority of Canadian medical schools. Eight schools have a stand-alone oncology department, five have a division of oncology within the Department of Medicine, and one has oncology divisions within four separate departments.

> *"The elevation from a division to a department would positively impact not only the College of Medicine and University of Saskatchewan, but also the province as a whole. Being aligned with other academic-clinical units within the College of Medicine and across the country creates a valuable opportunity to strengthen our ability to attract exceptional students, residents, physicians, and research scientists to study and work in Saskatchewan." Dr. Shazia Mahmood, Associate Professor, Division of Oncology, Vice President Medical Services, Saskatchewan Cancer Agency*

The Division of Oncology's faculty are members Canadian Cancer Clinical Trials and are actively involved in collaborative clinical trials to advance cancer care. Many of these faculty also collaborate with other organizations to advance cancer research, including the Marathon of Hope, and the universities of British Columbia, Alberta and Toronto.

> *"We anticipate that the creation of this department will…be instrumental in fostering novel research through multiple collaborations within the University researchers, the Saskatchewan Cancer Agency and the national partners including the Canadian Partnership Against Cancer and the Canadian Cancer Clinical Trials cooperative group based at Queens' University" Dr. Anne Leis, Professor and Department Head, Department of Community Health and Epidemiology*

Consultation

Plans to elevate the division to department status were discussed at SCA faculty town hall meetings and Physician Leadership Team meetings. Faculty and leaders were supportive of the proposed change. The CoM Dean and the Head of the Division of Oncology met with SCA's CEO and VP Medical Services to discuss leadership of the new department, reporting relationships, and department resources. All leaders expressed enthusiastic support for the creation of a Department of Oncology.

The Dean received letters of support (see Appendix D) for this proposal from the following faculty and leaders within the University of Saskatchewan and the Saskatchewan Cancer Agency:

- Dr. Deborah Anderson. Director of Research, SCA; Cancer Cluster Leader; Professor, Division of Oncology; Associate Member, Department of Biochemistry, Microbiology & Immunology
- Dr. Marilyn Baetz, Vice Dean of Faculty Engagement, CoM
- Dr. Ayesha Bashir, Assistant Professor, Medical Oncology
- Dr. David Blackburn, Professor and Associate Dean, Research and Graduate Affairs, College of Pharmacy and Nutrition
- Dr. Dean Chamberlain. Jean E. Murray Chair of Cancer Research; Cancer Cluster Leader; Assistant Professor, Division of Oncology; Associate Member, Department of Biochemistry, Microbiology & Immunology; Associate Member, Biomedical Engineering
- Dr. John DeCoteau, Professor, Pathology and Laboratory Medicine, Director, Advanced Diagnostics Research Laboratory
- Dr. Thomas Fisher, Professor and Head, Department of Anatomy, Physiology and Pharmacology
- Dr. Andrew Freywald, Professor, Department of Pathology, CoM
- Dr. Hadi Goubran Messiha, Professor, Division of Hematology and Oncology, CoM
- Dr. Haissam Haddad, Professor and Provincial Department Head, Department of Medicine, Louis Horlick Chair in Medicine
- Dr. Laura Hopkins, Professor, Division of Oncology, Provincial Lead Gynecologic Oncology, SCA
- Dr. Michael Kelly, Provincial Department Head, Department of Surgery, CoM
- Dr. Anne Leis, Professor and Department Head, Department of Community Health and Epidemiology
- Dr. Shazia Mahmood, Associate Professor, Division of Oncology, VP Medical Services, SCA
- Dr. Michael Moser, Associate Professor, Department of Surgery, CoM
- Dr. Mateen Raazi, Provincial Department Head, Anesthesiology, CoM
- Dr. Marek Radomski, Vice Dean of Research, CoM, Professor, Department of Anatomy, Physiology and Pharmacology, CoM
- Dr. Bill Roesler, Professor and Head, Department of Biochemistry, Microbiology & Immunology, CoM
- Dr. Anurag Saxena, Associate Dean, Postgraduate Medical Education, CoM
- Dr. John Shaw, Clinical Professor, Division Head, General Surgery
- Dr. Roona Sinha, Provincial Division Head, Pediatric Hematology/Oncology, Department of Pediatrics, CoM

- Dr. James Stempien, Provincial Department Head, Department of Emergency Medicine, CoM
- Dr. Franco Vizeacoumar, Senior Scientist, SCA, Associate Professor, Division of Oncology, Associate Member, Pathology and Laboratory Medicine

Scholarly Work

For a full list of oncology faculty, see Appendix E. While the Division is home to many exceptional scholars, it is important to highlight four of those scholars in particular. The following research scientists/ principal investigators are part of the [Cancer Cluster](#):

- [Dr. Deborah Anderson](#), BSc, PhD Director of Research, SCA; Cancer Cluster Leader; Professor, Division of Oncology; Associate Member, Department of Biochemistry, Microbiology & Immunology
- [Dr. Dean Chamberlain](#), BSc, PhD Jean E. Murray Chair of Cancer Research; Cancer Cluster Leader; Assistant Professor, Division of Oncology; Associate Member, Department of Biochemistry, Microbiology & Immunology; Associate Member, Biomedical Engineering
- [Dr. Franco Vizeacoumar](#), BSc, PhD Associate Professor, Division of Oncology; Associate Member, Pathology and Laboratory Medicine
- [Dr. Jim Xiang](#), BSc, PhD, MD Professor, Division of Oncology; Associate Member, Pathology and Laboratory Medicine

The Cancer Cluster occupies more than 6,000 sq. ft. of space in the Academic Health Sciences Building and includes a large open laboratory, several side-support areas, dedicated tissue culture facilities, and centralized spaces for common functions such as bacterial work and the preparation of solutions. The group embraces an interactive collaborative research environment, providing faculty and learners, from across the university, with access to specialized [equipment](#) (e.g., Confocal Microscope, Flow Cytometer) and interdisciplinary training in the use of that equipment through its [Expert User Database](#).

> *"I look forward to additional collaborative opportunities, particularly as we move ahead with the establishment of a Saskatchewan Cancer Research Institute (SCRI) at the University of Saskatchewan in partnership with the Saskatchewan Cancer Agency. The SCRI will be a conduit to translate local research discoveries into intellectual property with new patents, and into new clinical trials in Saskatchewan to offer cutting edge Precision Oncology therapies" Dr. Deborah Anderson, Director of Research, SCA, Professor, Division of Oncology*

In addition to their contributions to education and research, oncology faculty are engaged in College, University, provincial and national committees. Examples include:

- CoM Faculty Council: Dr. Hadi Goubran-Messiha, Dr Ayesha Bashir
- CoM Undergraduate Medical Education Committees: Dr. Branawan Gowrishankar, Dr. Kelsey Brose
- CoM Continuing Medical Education Committee: Dr. Osama Souied
- USask Health Sciences Research Advisory Committee: Dr. Deborah Anderson
- University of Saskatchewan Provincial Ethics Board: Dr. Dilip Panjwani, Dr. Ibraheem Othman, Dr. Hadi Goubran

- Clinical and Population Health Research Committee University of Saskatchewan: Dr. Shahid Ahmed
- Cancer Research Institute of Saskatchewan Steering Committee: Dr. Deborah Anderson (Chair), Dr. Franco Vizeacoumar
- Saskatchewan Cancer Agency Biomarkers Quality Assurance Committee: Dr. Osama Souied, Dr. Mark Bosch
- Saskatchewan Cancer Agency First Nation and Métis Culturally Responsive Advisory Committee and Violence and Aggression Committee: Dr. Kimberly Hagel
- Canadian Stem Cell Transplant Expert Committee: Dr. Mohamed Elemary
- Canadian Cancer Society Advisory Committee on Research: Dr. Deborah Anderson
- Terry Fox Research Institute, Marathon of Hope Cancer Centres Network: Dr. Deborah Anderson, Lynn Dwernychuk, SK Leads
- Canadian Institutes of Health Research and Cancer Research Society national grant review committees: Dr. Deborah Anderson, Dr. Franco Vizeacoumar
- Canadian Cancer Trial Group Design, Methodology, and Data Management Equity, Diversity, Indigeneity, Inclusion, Accessibility (EDIIA) Working Group: Dr. Shahid Ahmed
- Canadian Cancer Trial Group Operation Equity, Diversity, Indigeneity, Inclusion, Accessibility (EDIIA) Working Group: Ms. Lynn Dwernychuk
- The Royal College of Physicians Edinburgh Symposium Committee: Drs. Hadi Goubran, Shahid Ahmed
- Canadian Cancer Clinical Trial Network Peer Review Council: Dr. Shahid Ahmed
- Western Canadian Gastrointestinal Consensus Executive Committee: Drs. Shahid Ahmed, Bryan Brunet, Dorie-Anna Dueck, Duc Le and Adnan Zaidi
- Ovarian Cancer Canada Governing Council: Dr. Laura Hopkins
- Gynecologic Oncologist's of Canada BRCA Collaborative Community of Practice: Dr. Laura Hopkins
- Royal College of Physicians & Surgeons of Canada Hematology Exam Board Chair: Dr. Kelsey Brose
- Lymphoma Canada Scientific Advisory Committee: Dr. Mark Bosch
- CADTH HTA Committee: Dr. Mark Bosch
- Molecular Biomarker Prioritization Committee: Dr. Osama Souied, Dr. Mark Bosch
- Canadian Clinical Trials Group Audit & Monitoring Committee: Dr. Osama Souied
- Royal College of Physicians and Surgeons Area of Focused Competence (AFC) Subcommittee in Adult Thrombosis Medicine: Dr. Otto Moodley
- Royal College of Physicians & Surgeons Specialty Committee in Radiation Oncology: Dr. Duc Le
- NRG Cooperative Group Site Lead (Saskatoon): Dr. Ali El-Gayed
- NRG Cooperative Group Site Lead (Regina): Dr. Taskia Mir
- Canadian Cancer Trials Group Site Lead (Saskatoon): Dr. Mita Manna
- Canadian Cancer Trials Group Site Lead (Regina): Dr. Osama Souied
- Alliance Lead: Dr. Muhammad Khan

Department Management

Members of the current Division of Oncology will transition to the Department of Oncology. The division has a total of 76 faculty (see Appendix E), including 61 medical faculty (physicians and researchers) and 15 support faculty (medical physicists). These faculty have academic appointments with the College of Medicine. The division also includes 25 supporting medical staff, clinical associates and nurse practitioners who do not currently have faculty appointments. All division members are salaried employees with the SCA.

The Department of Oncology will be led by a Provincial Department Head (PDH), similar to other academic-clinical departments within the College (see Figure 4). The Oncology PDH will report to the Dean of the College of Medicine and the Vice President of Medical Services, Saskatchewan Cancer Agency (see Figure 5). These reporting lines are consistent with the current Division Head role. Within the SCA, the PDH will also be known as the Academic Medical Director, to reflect SCA's naming conventions. The SCA has a distributed physician leadership model. There are five medical directors who report to the Vice President of Medical Services (see Figure 6). In addition to the Academic Medical Director who will lead the Oncology Department, there are two Medical Directors who oversee clinical operations and two Medical Directors involved in disease site operations who oversee quality and safety related to clinical care. The Oncology PDH/Academic Medical Director will work closely with his/her fellow Medical Directors to ensure the integration of medical education, research and patient care across the province.

Figure 4: College of Medicine Senior Leadership Organizational Chart

Senior Leadership
Organization Chart
(Future State)

Dean, College of Medicine

Chief Operating Officer

Vice Dean, Medical Education
- Associate Dean, UGME
  - Academic Director
  - Assistant Dean, Curriculum
  - Director, Admissions
- Associate Dean, PGME

Vice Dean, Research

Vice Dean, Faculty Engagement
- Assoc Dean CME
- Associate Dean, Rural Medicine
- Director, Student Services
- Director, Faculty Development
- Assistant Dean, Graduate Studies

Vice Dean, Indigenous Health
- Associate Dean, Regina Campus
- Associate Dean, School of Rehabilitation Sciences
- Director, School of Rehabilitation Sciences

Department Heads
- Department Head, Community Health & Epidemiology (CH&E)
- Department Head, Biochemistry, Microbiology and Immunology (BMI)
- Department Head, Anatomy, Physiology and Pharmacology (APP)

Director Quality & Accreditation

Provincial Heads
- Provincial Head, Medicine
- Provincial Head, Anesthesiology
- Provincial Head, Emergency Medicine
- Provincial Head, Pathology
- Provincial Head, Pediatrics
- Provincial Head, Physical Medicine & Rehabilitation
- Provincial Head, Obstetrics & Gynecology
- Provincial Head, Surgery
- Provincial Head, Psychiatry
- Provincial Head, Medical Imaging
- Provincial Head, Oncology
- Provincial Head, Family Medicine

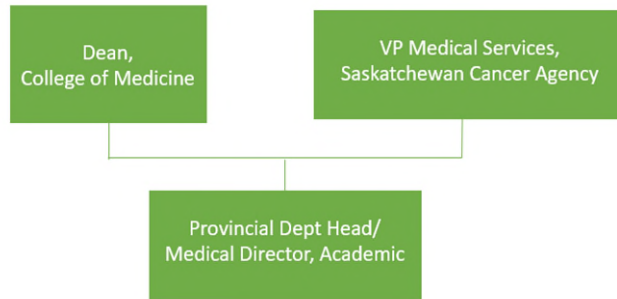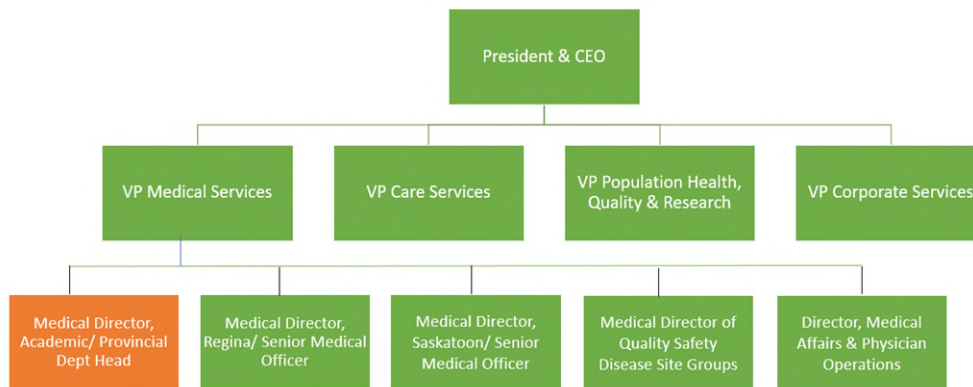Figure 5: Oncology Provincial Department Head Reporting Lines

Figure 6: Saskatchewan Cancer Agency Organizational Chart (partial)

Once approved, the transition to department status will require that an Interim Provincial Department Head be selected and a formal search be initiated to recruit the department's first Provincial Department Head. It is recommended that the current Division Head take on the role of Interim PDH. The PDH search process will be similar to the one used in the other academic-clinical departments within the College of Medicine.

Resources and Budget

Because the Department of Oncology is a partnership between the college and the Saskatchewan Cancer Agency, rather than between the college and the Saskatchewan Health Authority, it will be funded differently than the other academic-clinical departments within the College. It is not anticipated that elevating the division to department status will have any resource implications. Oncology faculty will continue to be salaried employees with the SCA, and all operating costs will continue to be borne by the SCA, including administrative personnel, space, and equipment.

If, however, the department grows over time and additional resources are required to support the academic mission (e.g., teaching, research, leadership), the College of Medicine and SCA will jointly request additional funding from the Ministry of Health to ensure the ongoing effectiveness of the department.

Support of Faculty Council

Dr. Shahid Ahmed, Oncology Division Head, presented the following Motion to the College of Medicine Faculty Council on September 27, 2023: That Faculty Council approve the proposal to elevate the Division of Oncology to the Department of Oncology in the College of Medicine, pending approval of the University Council, the Board of Governors and the confirmation of the Senate. This proposal was presented along with the Motion. The Motion was carried.

Appendices
Appendix A: 2022-2023 Peer-reviewed Publications and Book Chapters
Appendix B: 2022-2023 Conference Presentations and Invited Talks
Appendix C: 2022-2023 Funded Research Grants
Appendix D: Letters of Support
Appendix E: Faculty List

Appendix A: 2022-2023 Peer-reviewed Publications and Book Chapters

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Chapter 8: Amyloidosis: Clinical Manifestations and Treatment. Ahmed Abdel-Hamid Abdelgawad, **Mattew Nickolson**, **Hadi Goubran.**

Chapter 11: Multiple Myeloma. Rami Kotb, Caroline Hart, **Hadi Goubran**

Chapter 12: Monoclonal Gammopathy of Undetermined Significance (MGUS) & Highlight on Monoclonal Gammopathy of Neurological Significance (MGNS) **Hadi Goubran, Vinita Sundaram, Julie Stakiw & Mohamed Elemary**

Chapter 13: Monoclonal Gammopathy of Renal Significance: An insight James Barton, **Waleed Sabry** & **Hadi Goubran**

Chapter 23: Non-pharmacological management of paraproteinemias: **Hadi Goubran**, **Mark Bosch**, Thierry Burnouf.

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Appendix B: 2022-2023 Conference Presentations and Invited Talks
A Dedinca, J. Song, H. Eckel, T. Le and **L. Hopkins.** Recurrence risk among women who underwent minimally-invasive versus open laparotomy for intermediate-risk endometrial cancer; a multi-center retrospective cohort study. Annual General Meeting, Gynecologic Oncology of Canada, Virtual Platform. June 2022
Ara A. and **Xiang J**. "The critical role of AMPK energy sensor in mTORC1-induced T cell memory", Abstract presentation, Annual AAI Immunology Meeting, New Orleans
Devisetty K, Pugh S, Brown P, Gondi V, Wefel J, Solanki A, Kalapparambath T, Harmon G, Saripalli A, Chou B, Venkatesulu BP, Boike T, **Kundapur V**, Roberge D, Bovi J, mcgee M, Kruser T, Baschnagel A, Usuki K, Mehta M, and Kachnic L. Impact of the rate of radiographic response (RR) of brain metastases (bm) to whole brain radiation therapy (wbrt) on neurocognitive function (ncf) on NRG-CC001. November 2022.Neuro-Oncology 24(Supplement_7):vii197-vii197.DOI:10.1093/neuonc/noac209.756
Emma Yanko, **Duc Le, Shazia Mahmood**, Nathan Ginther, **Haji I Chalchal**, Rani Kanthan, **Kamal Haider, Adnan Zaidi, Shahid Ahmed.** Outcomes of patients with small intestine adenocarcinoma (SIA) in a Canadian province: A population-based cohort study. Journal of Clinical Oncology 2022;40(4_suppl):641
Hopkins, Precision Medicine Gets Personal; Precision Medicine Symposium for Gynecologic and Genitourinary Cancers. Saskatoon, Saskatchewan. Sept 22, 2022(invited talk)
J. Kim, D. Kristmanson, J. Hearn, **L. Hopkins**. Rising Above our Reputation: Strategies to Improve the Learning Environment on the Birthing Unit. SMFM 42nd Annual Pregnancy Meeting, February 2022
L. Hopkins, The 4PDQ Study in Saskatchewan. Precision Medicine Symposium, Saskatoon, Saskatchewan. Sept 22, 2022
L.Hopkins, Cervical Cancer Approach to Treatment and Outcomes in Saskatchewan. Western Canadian Gynecologic Cancer Symposium. April 21, 2022(invited talk)
L.Hopkins, Precision Medicine and tumor testing for women with ovarian cancer in Saskatchewan. Terry Fox Research Day. June 15, 2022(invited talk)
Matthew Nicholson. Abdulrehman, J., & Airdrie, D. (Hosts). (Recorded June 2022). CLOT CONVERSATIONS (No. 14) [Audio podcast episode]. Thrombosis Canada. https://thrombosiscanada.ca/clot-conversations
Matthew Nicholson. Code blue Continuing Medical Education Series(invited talk)
Matthew Nicholson. Saskatchewan obstetrics and gynecology group(invited talk)
Safavi AH, Freeman C, Cheng S, Patel S, Mitera G, **Kundapur V**, Rutledge R, Tsang DS. Proton Therapy in Canada: Towards Universal Access and Health Equity with a Publicly-Funded Facility. International Journal of Radiation Oncology* Biology* Physics. 2022 Dec 21. doi.org/10.1016/j.ijrobp.2022.12.021
Swaminath A, Wierzbicki M, Parpia S, **Kundapur V**, Faria S, Ahmed N, Bujold A, Hirmiz K, Owen T, Leong N, Ramchandar K. Lung SBRT credentialing in the Canadian OCOG-LUSTRE randomized trial. Clinical and Translational Radiation Oncology. 2022 Nov 1;37:145-52. doi.org/10.1016/j.ctro.2022.10.002 V. Kundapur; M. Mayer; R. N. Auer; A. Alexander; S. Weibe; M. J. Pushie; G. Cranmer-Sargison
V. Kundapur; M. Mayer; R. N. Auer; A**. Alexander**; S. Weibe; M. J. Pushie; **G. Cranmer-Sargison**. Is Mini Beam Ready for Human Trials? Results of Randomized Study of Treating De-Novo Brain Tumors in Canines Using Linear Accelerator Generated Mini Beams. Radiat Res (2022). https://doi.org/10.1667/RADE-21-00093.1
Xiang J. "Novel Irreversible electroporation (IRE)+Combo immunotherapy eradicates primary/distant tumors via converting immunotolerant tumor microenvironment (iTME)". Virtual Int Forum of lung cancer ablation and immunotherapy. Suchow, China, Sept 23-24, 2022.

Appendix C: 2022-2023 Funded Research Grants

Funded Research Grants	Organization Funding Received From	Researcher	Award Period	Total Amount Awarded
Enhancing the Quality of CLL patient Care Using Optical Genomic Mapping and Minimal Residual Disease Monitoring	Saskatchewan Cancer Agency	**Shruthi Ganeshappa Kodad (**Principal Investigator**)**, John DeCoteau, **Mark Bosch, Mohamed Elemary**	2023-2025	$102,852
Breast Cancer Tumoroids to study the role of Hypoxia and Cancer Stem Cells in Drug Resistance	Saskatchewan Cancer Agency	**Dean Chamberlain** (Principal Investigator)	2023-2025	$200,000
Tumor nerve innervations as a prognostic marker for metastatic recurrence of breast cancer	The Breast Cancer Society of Canada	Anand Krishnan (Principal Investigator), **Shahid Ahmed** and Others	2022-2025	75000
Is Immune modulation the basis for mcirobeam radiation effect?- Characterizing the findings of randomized Canine brain tumor study	Saskatchewan Cancer Agency	**Vijay Kundapur** (Principal Investigator) **,** Emina Torlakovic, Roland Nikolaus Auer, Michael Jacob Pushie	2022-2024	$140,302
Effect of adjunct dexamethasone on insulin resistance and its correlation with outcomes in women with early stage breast cancer	Saskatchewan Cancer Agency	**Osama Ahmed** (Principal Investigator) ,Rabia Shahid (CO-PI), **Shahid Ahmed, Haji Chalchal, Lynn Dwernychuk,** Nassrein Hussein**, Duc Le,** Prosanta Mondal	2022-2024	$113126
Enhancing the Quality of AML Care in Saskatchewan Using Optical Genome Mapping	Pfizer	**Mark Bosch** (Principal Investigator), John DeCoteau	2022-2024	$127,997
Irreversible electroporation (IRE) combined with electro-immunotherapy greatly boosts therapeutic immunity via enhanced conversion of immunotolerant microenvironment in IRE-ablated pancreatic cancer	Saskatchewan Cancer Agency	**Jim Xiang** (Principal Investigator)	2022-2024	$200,000
Contribution of CREB3L1-deficiency to the metastatic properties of lung squamous cell carcinoma	Saskatchewan Cancer Agency	**Deborah Anderson**(Principal Investigator**)**	2022-2024	$200,000
Development of 3D tissue engineered tumour	Saskatchewan Health Research Foundation Establishment grant	**Dean Chamberlain**	2022-2024	$120,000

microtissue models for precision medicine				
Mapping synthetic lethal interactions using high density CRISPR/Cas9 screens	Saskatchewan Cancer Agency	**Franco Vizeacoumar** (Principal Investigator)	2022-2024	$200,000
Homologous Recombinant Proficiency management in women with ovarian cancer	Terry Fox Marathon of Hope Research Consortium Grant	**L. Hopkins**(Principal Investigator), M. Carey, M. Kinloch	2022-2024	$360,000.00
Anti-estrogen Therapy and ER/PR expression in Low-grade Serous Ovarian Carcinoma	OCC/OvCAN-CRS: STRATEGIC PARTNERSHIP GRANT	M. Carey**,** A. Cameron, J. Brown-Broderick, P. Ghatage, **L. Hopkins ,** H. Kim, C. Lee, M. Koebel, S. Pin, H. Steed, N. Wong	2022-2024	$150,000.00
Clinical Implementation of Oncogenomic testing and Synoptic Reporting for improved ovarian cancer patient care in Saskatchewan	Genome Canada's Genomic Applications Partnership Program Grant	M. Kinloch, J. Decoteau (Co-PIs); **L. Hopkins**	2022-2023/24	$1.1M
Geriatric Oncology in Action: A need assessment in Saskatchewan: The ACCESS Project	Saskatchewan Health Research Foundation Align Grant	Schroder Sattar(Principal Investigator), **Shahid Ahmed** and Others	2022-2023	9,770
Combining PD-1/TGF blockades for enhancing IRE ablation of breast cancer--	Breast Cancer Society	**Jim Xiang** (Principal Investigator)	2022-2023	$25,000
Eradication of both primary and distant prostate cancer -------".	Prostate Cancer Fight Foundation	**Jim Xiang** (Principal Investigator)	2022-2023	$15,000
Targeting metastatic breast cancer	CIHR	**Deborah Anderson(**Principal Investigator), Jane Alcorn, Brent Page	2022-2023	100,000
Towards improved cryopreservation of ovarian tissue to preserve fertility in women and girls undergoing cancer treatment	SHRF Grant	James Benson (Principal investigator), **Laura Hopkins**	2022-2023	$60,000.00
A Patient Decision Aid for Women with Homologous Recombination Proficient Ovarian Cancer: Treatment Options Following Completion of Surgery and Chemotherapy	Saskatchewan Health Research Foundation Research Connections Grant	**L. Hopkins** (Principal Investigator)	2022-2023	$20,00.00
Genes regulated by CREB3L1 in breast cancer	CoM/UofS	**Deborah Anderson**(Principal Investigator)	2022-2022	$30,000
Circulating Tumour DNA Analysis Informing Adjuvant Chemotherapy in Stage III Colorectal Cancer: A Multicentre Phase II/III Randomis Controlled Trial (DYNAMIC-III)	CIHR	Jonathan Loree (Principal Investigator), Chris O'Callaghan(Co-Principal investigator), **Shahid Ahmed** and Others	2021-2027	1,426,724
Identification of therapeutically relevant	Canadian Institute of Health Research	**Franco Vizeacoumar, (**Principal	2021-2026	$983,026

targets in telomerase overexpressing prostate cancer		Investigator); Andrew Freywald,Judy Wong, Wang Youzhou(Co-Investigators)		
Exploring the nerve-tumor interface to identify novel therapeutic targets for cancer	Saskatchewan Health Research Foundation Establishment Grant	Anand Krishnan (principal Investigator); **Franco Vizeacoumar,** Subha Krishnamoorthy (co-applicants)	2021-2024	$120,000
Developing novel targeted therapies for telomerase overexpressing pancreatic cancer.	Canadian Research Society	**Franco Vizeacoumar**(Principal Investigator), Rani Kanthan, Deepti Ravi and **Shahid Ahmed**	2021-2023	120,000
Exploiting synthetic dosage lethality network for suppressing neuroendocrine prostate cancer	U of S Bridge fund for top ranked CIHR	Anand Krishnan (Principal Investigator) **Franco Vizeacoumar** , Andrew Freywald(Co-Investigators)	2021-2023	$50,000
Applying synthetic dosage lethality to develop therapeutic strategies for ovarian cancer cell carcinoma	Cancer Research Society / Ovarian Cancer Canada	**Franco Vizeacoumar** (Principal Investigator), Andrew Freywald, Barbara Vanderhyden,Judy Wong,Ailes Laurie(co-applicants)	2021-2023	$222,930
Systemic Therapy with a Loco-regional Treatment in Patients with Locally Advanced Pancreatic Cancer: The SMART Study	Saskatchewan Cancer Agency	**Shahid Ahmed** (Principal Investigator**),** Michael Moser(CO-PI) and others	2020-2024	199,570
Novel enhancement of irreversible electroporation through the use of prodrug activated by electrical current.	RUH Foundation	Michael Moser(Principal Investigator), Phenix, Price and **Shahid Ahmed**	2020-2024	. 25,000
Prairie Cancer Research Consortium-Marathon of Hope Cancer Centres Network Pilot – Understanding how the tumor microenvironment drives therapy resistance and metastasis	Terry Fox Research Institute/CoM-UofS/SHRF	**Deborah Anderson**(Principal Investigator)	2020-2022	$60,000 yr2
Conversion From Unresectable To Resectable Liver Metastases In Patients With Liver-Only Metastatic Colorectal Cancer Treated With FOLFOXIRI Plus Bevacizumab. The Conversion Trial.	CIHR	**Shahid Ahmed** (Principal Investigator,) Raj Rakheja, **Lynn Dwernychuk, Franco Vizeacoumar**, June Lim, **Adnan Zaidi, Haji Chalchal** and others	2019-2026	100,000

Appendix D: Letters of Support

July 19, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dr. Smith,

I am writing to express my enthusiastic support to elevate the Oncology Division to a Department.

I am the Director of Research and Senior Research Scientist at the Saskatchewan Cancer Agency (SCA) and a Professor in the Division of Oncology, College of Medicine, University of Saskatchewan (UofS). In addition, I serve as the Leader of the Cancer Cluster within the Health Sciences Building. Over my 32 years within the Division of Oncology, College of Medicine, I have appreciated the close collaborations with many University colleagues and supportive programs in the College to facilitate research on many levels (CoMRad, CoMBridge, CoMGrad, Biomed and Dean's projects, conference funding). During recent years, the relationship between Oncology, College of Medicine and the SCA has been further strengthened through several partnering opportunities.

First, in 2013 when the new Health Sciences building opened, the four SCA cancer research scientists relocated into the Cancer Cluster, with our like-minded UofS colleagues, to more effectively carry out cancer research activities. We also brought with us, many specialized capital equipment items that we fully share with the entire research community on campus. The SCA has continued to replace and repair, as well as add new types of capital equipment into the Cancer Cluster with an open access policy.

Second, the Jean E. Murray Chair in Cancer Research has provided the start-up ($500K) and the first five years of salary support for a new cancer researcher through the support of the College and donor funds. After this initial five years, this cancer research scientist will have ongoing salary support provided by the SCA; a true win-win.

Third, the Next Generation Sequencing Facility located in the Health Sciences building provides sequencing services at reasonable costs to the entire UofS research community. The funding for the capital equipment, bioinformatics support and ongoing service contracts is provided by the SCA, with space and some annual staff salary support from the College. Access to next generation sequencing technology and the expertise of a local core facility to help guide and advise clients is of benefit to the entire research community since it serves clients across campus.

Fourth, the College has supported the Terry Fox Marathon of Hope Cancer Centers Network, ensuring that Saskatchewan is a partner in this coast-to-coast Canadian program to enable

research discoveries to be translated into clinical evaluations and ultimately inform clinical decision making to enable Precision Oncology delivery of care.

Members of Oncology, contribute in significant ways within the College of Medicine such as teaching and training of undergraduates, graduate students and post-doctoral fellows. The four SCA Research Scientists currently support 35 research personnel, including: 10 summer students, 10 MSc students, 2 PhD students, 3 post-doctoral fellows, 2 research associates, 6 research technicians and 2 research assistants. We also secure significant amounts of grant funding, including several Tri-Council CIHR and NSERC grants. Our research programs are very robust, obtaining on average about $1 million in research funding per year consistently over the past 8 years or more. We also make significant scientific contributions in the form of publications with h-indexes of (26, 27, 30, 51) and i10-indexes of (31, 46, 49, 163) and citation numbers of (2488, 5972, 6748, 8104). Further, we serve as journal editors, on editorial boards, on advisory committees, mentorship committees, and as peer reviewers.

I look forward to additional collaborative opportunities, particularly as we move ahead with the establishment of a Saskatchewan Cancer Research Institute (SCRI) at the University of Saskatchewan in partnership with the Saskatchewan Cancer Agency. The SCRI will be conduit to translate local research discoveries into intellectual property with new patents, and into new clinical trials for cancer patients in Saskatchewan to offer cutting edge Precision Oncology therapies.

As you can see, Oncology members within the College of Medicine contribute in many significant ways to College and the University and elevating the Division of Oncology to a Department status would recognize our impacts and grow our influence and partnerships. I strongly support this change.

Yours Sincerely,

Deborah Anderson, Ph.D.
Director of Research, Saskatchewan Cancer Agency
Cancer Cluster Leader, Health Sciences Building
Professor, Division of Oncology and
Associate Member, Dept of Biochemistry, Microbiology & Immunology,
University of Saskatchewan
Phone: (306) 966-7038
E-mail: deborah.anderson@saskcancer.ca

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SaskCancer.ca

UNIVERSITY OF SASKATCHEWAN

August 10, 2023

Dean's Office Suite, College of Medicine
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4A20, Health Sciences Building
Saskatoon SK S7N 5E5 Canada
Fax: 306-966-6164

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

I would like to extend support for the establishment of a department of Oncology in the College of Medicine at the University of Saskatchewan. Oncology is an active clinical and academic division with an existing complement of over 60 faculty in both Saskatoon and Regina. These members have made significant contributions to the academic mission of the College and University for over 40 years through participation at all levels of medical education, continuing medical education, and research. Faculty supervise and train medical residents in various clinical departments and contribute to the learnings of graduate students and post-doctoral fellows in the basic science departments as well. Excellence in teaching has been acknowledged college and campus wide by awards for faculty.

As Vice Dean of Faculty Engagement, I can specifically speak to the Division's active participation in academic advancement. Each year Oncology faculty members seek promotion to Associate and Full Professor. This reflects highly on the individual and is a visible sign of academic achievement to the larger academic community providing enhanced reputation for the College and University.   The current Division Head, Dr. Shahid Ahmed, has been a passionate advocate of the integration of the academic and clinical roles and spearheaded initiatives such as a mentorship program which support the scholarly approach to practice.

The majority of oncology faculty are actively engaged in research, with over 100 publications and over 3700 citations in 2021/22. In the same year, oncology faculty were awarded more than $4.4 million in research funding. Collaborations with Pathology researchers have recently resulted in a world-first clinical trial to improve ovarian cancer treatment. The Cancer Research Cluster in the college of Medicine is led by Dr. Deborah Anderson, an outstanding researcher in the Division of Oncology, and is a physical and intellectual space for sharing of ideas, high caliber interdisciplinary training, and specialized equipment.

Oncology recently established a residency program and to grant departmental status will align it with other academic-clinical units, allowing for appropriate recognition of faculty, staff, and learners for their contributions. Saskatchewan, not unlike other provinces, is facing a human health resource crisis and establishing the division as a vibrant department would provide visibility and legitimacy to attract top caliber residents, physicians, and research scientists to train and work in Saskatchewan.

In summary, Oncology is home to engaged and productive members whose accomplishments elevate our College as a whole. Faculty engagement is a strategic priority within the College of Medicine and the ability to elevate a productive division to the status of a department and acknowledge contributions on an equal footing with other departments is a significant part of the engagement process. I unreservedly support the establishment of the department of Oncology and expect it will contribute to raising the profile of college and province as an attractive place to recruit new faculty to, while appropriately recognizing the history and current members.

Dr. Marilyn Baetz, MD FRCPC CCPE
Vice Dean Faculty Engagement
College of Medicine

August 30, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Sir:

I hope this letter finds you well. I am writing to express my strong support for the proposal to elevate the Division of Oncology to the Department of Oncology.

Since 2018, I have had the privilege of serving the Regina community and its surrounding areas as a medical oncologist. During this time, I have actively participated in discussions and meetings at various levels, and I have closely followed the developments regarding the potential elevation of our Division of Oncology.

The Division of Oncology has been making significant contributions to the academic mission for over 40 years. Its faculty train and supervise undergraduate medical learners, and medical residents in various programs including Family Medicine, Internal Medicine, Surgery, Pathology, Obstetrics and Gynecology.

It has also been playing a vital role in the training of graduate students and post-doctoral fellows in various departments, some of these are Anatomy, Physiology and Pharmacology; Biochemistry, Microbiology and Immunology; and Biomedical Engineering.

The majority of oncology faculty are actively engaged in research, with over 100 publications and over 3700 citations in 2021/22. In the same year, oncology faculty were awarded more than $4.4 million in research funding. Division's exceptional contributions to teaching were recently recognized by both the College of Medicine and the University with awards for "excellence in teaching" to Dr. Kelsey Brose.

I believe that elevating the Division of Oncology to a full-fledged Department of Oncology is a significant and forward-thinking step for our institution. This transformation will undoubtedly have a positive impact on the level of service we provide to our communities. Here are a few reasons why I believe this elevation is not only necessary but also beneficial:

Allan Blair Cancer Centre
Saskatchewan Cancer Agency
4101 Dewdney Avenue, Regina, SK S4T 7T1
P: 306-766-2213 | F: 306-766-2688

SaskCancer.ca

1. Enhanced Patient Care: Elevating the Division to a Department signifies a commitment to providing the highest standard of patient care. This elevation will allow for improved coordination, more comprehensive care, and increased access to a wider range of Cancer specialties.

2. Attracting Top Talent: A Department of Oncology is more likely to attract and retain top-tier oncologists and medical professionals. This will enable us to strengthen our team and continue to deliver exceptional medical services.

3. Research and Innovation: The elevation will encourage a culture of research and innovation. As a Department, we will be better equipped to conduct research, and contribute to advancements in the field of oncology.

4. Educational Opportunities: The transition to a Department will open up new educational opportunities, including expanded residency programs and increased collaboration with medical schools. This will help nurture the next generation of oncologists and medical professionals.

5. Community Confidence: Elevating our oncology services to a Department status will instill confidence in our community. It sends a clear message that we are committed to excellence and are dedicated to meeting the healthcare needs of our patients.

In conclusion, I firmly believe that the elevation of our Division of Oncology to the Department of Oncology is a progressive move that aligns with our institution's commitment to exceptional patient care, research, and education. I urge you to consider this proposal seriously and support its implementation for the betterment of our institution and the communities we serve.

Thank you for your time and consideration. If you require any further information, please feel free to reach out to me.

Sincerely,

Ayesha Bashir, MD, FRCPC
Assistant Professor, Medical Oncology

Allan Blair Cancer Centre
Saskatchewan Cancer Agency
4101 Dewdney Avenue, Regina, SK S4T 7T1
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SaskCancer.ca

August 29, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan

Re: College of Pharmacy and Nutrition supports elevating the Division of Oncology to a Department.

Dear Dr. Smith,

I am please to provide a letter of support for the proposed elevation for the Division of Oncology to Department status in the College of Medicine. At the College of Pharmacy and Nutrition we recognize the tremendous contributions of our colleagues with respect to research output, funding, and training opportunities. They have served as critical collaborators of our faculty and valued committee members for our students.

The partnership between the SCA and the division of oncology has produced outstanding research but also is responsible for critical infrastructure available to all U of S researchers such as the Next Generation Sequencing Facility located in the Health Sciences Building. Moreover, initiatives such as the Saskatchewan Cancer Research Institute (SCRI) will strengthen the U of S as a powerhouse of Cancer research in Canada.

We look forward to expanding our collaborations and training opportunities and we strongly believe the division of oncology should be represented as their own department. If you require any further information, please don't hesitate to reach out to me.

Sincerely,

David Blackburn, BSP, ACPR, PharmD, FCSHP
Professor and Associate Dean, Research and Graduate Affairs
College of Pharmacy and Nutrition
Email: d.blackburn@usask.ca
Phone: 306-966-2081

Sask cancer
AGENCY

Aug 29, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dr. Smith,

I am writing to express my enthusiastic support to elevate the Oncology Division to a Department.

I am the Jean E Murray Chair of Cancer Research which is a joint position between the University of Saskatchewan and the Saskatchewan Cancer Agency. As such I am a Research Scientist at the Saskatchewan Cancer Agency (SCA) and an Assistant Professor in the Division of Oncology, College of Medicine, University of Saskatchewan (U of S).

As an early career researcher in oncology, I believe that the elevation of the Division of Oncology to a department will help with the growth of cancer research within Saskatchewan. Since starting my position here in Sept of 2021, I have developed many research collaborations within the College of Medicine and the U of S. I hope to strengthen the cancer research community within the U of S. The expansion of oncology to a department will help to do this by giving us a voice at the table to promote the needs of oncology clinicians and researchers within the College of Medicine.

Yours Sincerely,

M. Dean Chamberlain, Ph.D.
Jean E Murray Chair of Cancer Research
Research Scientist, Saskatchewan Cancer Agency
Cancer Cluster Leader, Health Sciences Building
Assistant Professor, Division of Oncology and
Associate Member, Dept of Biochemistry, Microbiology & Immunology,
Associate Member, Division of Biomedical Engineering, College of Engineering,
University of Saskatchewan
Phone: (306) 966-7038
E-mail: dean.chamberlain@saskcancer.ca

University of Saskatchewan and Saskatchewan Health Authority
Room 2841, Royal University Hospital
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Saskatoon, Saskatchewan, CANADA S7N 0W8
TEL: (306) 655-0238 FAX: (306) 655-0235

September 5, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for Elevating the Division of Oncology to the Department of Oncology

Dear Dr. Smith

I am writing to provide my strong support for the proposal to elevate the Division of Oncology to the Department of Oncology that will be presented to the College of Medicine Faculty Council, University Council, Board of Governors and Senate.

As you know, the Division of Oncology has made significant contributions to the USask academic mission for many years. The Advanced Diagnostics Research Laboratory (ADRL) that I direct was initiated as a partnership between the Saskatchewan Cancer Agency (SCA) and USask over ten years ago and has made key contributions to the local academic environment by supporting clinical trial activities and conducting translational and patient oriented research projects in collaboration with SCA clinicians including Mark Bosch, Julie Stakiw, and most recently Laura Hopkins. The collaboration with Laura Hopkins also involves Mary Kinloch, Head of Anatomic Pathology at the Saskatchewan Health Authority (SHA) and resulted in a recently awarded $3.8 million Genome Canada Genomic Applications Partnership Program (GAPP) grant.

Division of Oncology faculty also provide key contributions to the teaching mandate of the College of Medicine through the training and supervision of undergraduate medical learners, medical residents in various and graduate students and post-doctoral fellows in various departments.

It is my understanding that with the introduction of Saskatchewan's first oncology residency program, the Division of Oncology is now eligible to become a department. Granting department status to oncology presents an excellent opportunity to align it with academic-clinical units within the College of Medicine; recognize its faculty for their significant contributions to the USask academic mandate; and continue to build on the research successes that have emanated from collaborations between College of Medicine and SCA faculty.

Sincerely,

John DeCoteau, MD FRCP
Professor of Pathology and Laboratory Medicine
Director, Advanced Diagnostics Research Laboratory (ADRL)

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September 1, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Preston,

As Head of the Department of Anatomy, Physiology, and Pharmacology, I am very pleased to support the proposal for creation of a Department of Oncology.

APP faculty members have many strong ties with cancer researchers who would become part of the new department. These ties include research collaborations, use of shared equipment, service on student thesis committees, and involvement in graduate and undergraduate teaching. The creation of a Department of Oncology would enable us to strengthen existing connections and to build new ways for our faculty members to collaborate.

We therefore strongly support the creation of the Department of Oncology.

Kind regards,

Thom

Thomas Fisher, Professor and Head
Department of Anatomy, Physiology, and Pharmacology, University of Saskatchewan
2D01.3 - 107 Wiggins Road, Saskatoon, SK S7N 5E5   Canada
Telephone: 306-966-6528   Email: thomas.fisher@usask.ca

To: Dr. Preston Smith   July 13, 2023
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dr. Smith,

I am writing this letter to express my enthusiastic support for elevating the Division of Oncology to the Department of Oncology at our College. The Division of Oncology has been actively involved for many years in training and supervising undergraduate medical students and medical residents in multiple programs. They have been assisting in training for Family Medicine, Internal Medicine, Surgery, Pathology, Obstetrics and Gynecology. Faculty from this Division also supervised and guided graduate students and postdoctoral fellows in conjunction with our biomedical science departments, including Biochemistry Microbiology and Immunology (BMI), Anatomy Physiology and Pharmacology (APP), and Biomedical Engineering. What is even more relevant to my work, the Oncology faculty actively contribute to biomedical and clinical research, with over 100 publications and over 3700 citations in the 2021/22 academic year. This includes members of the Cancer Research Cluster, a cohesive group of scientists at the College of Medicine and I am actively collaborating with some of these investigators. In the last academic year, Oncology faculty were awarded more than $4.4 million in research funding. This includes an important translational project spearheaded by Drs Hopkins (Oncology), Kinloch and DeCoteau (Pathology). This the first ever clinical trial of its kind aiming to improve treatment of ovarian cancer patients, supported by $3.8 million in competitive research funding. My team is now involved in a collaboration with these faculty to further the research aspect of their work.

With the introduction of the first Saskatchewan's oncology residency program, the Division is now eligible for upgrading to the Department status. This would in effect appropriately align Oncology with other academic units within the College of Medicine, acknowledge contributions of Oncology faculty to education and research, and enhance their ability to recruit top caliber residents, physicians and researchers to train and work in Saskatchewan.

Sincerely,

Andrew Freywald, PhD
Professor
Department of Pathology
College of Medicine
University of Saskatchewan
andrew.freywald@usask.ca

July 25, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

Dear Dr. Smith,

RE: Support for elevating the Division of Oncology to the Department of Oncology

I request your support for the elevation of the Division of Oncology to the Department of Oncology, which will be presented to the College of Medicine Faculty Council, Board of Governors, and Senate.

Over the last 40 years, the Division of Oncology has contributed significantly to the College's academic mission. Its faculty has been instrumental in training and supervising medical learners, Internal Medicine residents, and residents from various disciplines, including Family Medicine, Surgery, Pathology, Obstetrics and Gynecology, neurology, and anesthesiology. Training and support are also provided to graduate and post-doctoral fellows of various departments (e.g., Anatomy, Physiology, and Pharmacology; Biochemistry, Microbiology and Immunology; Biomedical Engineering). As an example of the division's exceptional contributions recognized by the College of Medicine and the University with awards for "excellence in teaching" was one of its members, Dr. Kelsey Brose.

Most oncology faculty are actively engaged in research, with over 100 publications, a few books, and chapters with over 3700 citations in 2021/22.

The same year, oncology faculty were awarded more than $4.4 million in research funding. The research faculty are members of the Cancer Research Cluster, a collaborative research group at the University of Saskatchewan. The Cancer Cluster provides faculty and learners, from across the university, with access to shared specialized equipment and high-caliber interdisciplinary training in studying cancer cells.

With the introduction of Saskatchewan's first oncology residency program, the Division is now eligible to become a Department (pending approval of the aforementioned governing bodies). Granting department status to oncology is an opportunity to align it with all other academic-clinical units within

the College of Medicine, recognize its faculty for their contributions to education and research, and enhance its ability to attract top-caliber residents, physicians, and research scientists to train and work in Saskatchewan.

I appreciate your support.

Sincerely,

Hadi A. Goubran Messiha, M.B., B.Ch., M.Sc., M.D.(Ph.D.), F.A.C.P., F.R.C.P.Edin
Professor, Division of Hematology and Oncology, College of Medicine, University of Saskatchewan
Hematologist, Saskatoon Cancer Centre, SK, Canada
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UNIVERSITY OF SASKATCHEWAN
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DEPARTMENT OF MEDICINE
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September 01, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan

RE: Support for elevating the Division of Oncology to the Department of Oncology.

Dear Preston,

It is with great pleasure I write this letter of support for elevation of the Division of Oncology to the Department of Oncology. The Division of Oncology has been involved in undergraduate and postgraduate education and research. Our residents regularly rotate and work with various faculty members in the Division of Oncology. In addition, faculty from various divisions are doing collaborative work with oncology faculty. As the Provincial Department Head of Medicine, I believe elevation to the Department status will enhance its ability to pursue collaborative research, improve various educational and academic programs and enhance collaboration with the Department of Medicine and other units in the College of Medicine. I fully support this important recognition and look forward to ongoing collaboration.

Sincerely,

Haissam Haddad O.C., MD, FRCPC, FRCP Edin, CCPE
Professor and Head Department of Medicine
University of Saskatchewan
Louis Horlick Chair in Medicine
Provincial Head, Department of Medicine

July 10, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5
RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dr. Smith:

My name is Laura Hopkins, and I am a Professor in the Division of Oncology, Provincial Lead for Gynecologic Oncology at the Saskatchewan Cancer Agency. I have been a Gynecologic Oncologist for over 20 years, practicing at The Ottawa Hospital between 2002 and 2019 and here in Saskatoon since September 2019.

You may recall that Gynecologic Oncology was 'moved' from the Department of Obstetrics and Gynecology into the Division of Oncology, forcibly, in May 2019 with a Ministry of Health directive. Since that time, we have established a robust clinical and academic program in Gynecologic Oncology with over 5 million dollars in active grants and the first clinical trials program in Gynecologic Oncology, (ever) in Saskatchewan. We have enjoyed the support of the Division of Oncology and feel that our academic achievements have been facilitated. What our group has accomplished academically and clinically, in just under 4 years is remarkable and speaks to the academic support and infrastructure that we have received. We have had two visiting Fellows for electives in Gynecologic Oncology and recognition of our members with important local and provincial teaching awards. We have supported several 'Dean's Awards' medical students and one of my students won first prize at the fall research day in 2020. We always have residents (junior and senior) from the Department of Obstetrics and Gynecology on service with us, with no breaks or gaps. We attend the Resident Research Day every year with the Department of Obstetrics and Gynecology and our group's members have served at resident supervisor for several research projects across the last four years. We contribute significantly to research activity within the USask, collaborating with Faculty in the Biology Department and Department of Anatomic Pathology and Laboratory Medicine. Gynecologic Oncology opened the first Saskatchewan Tumor Bank in October of 2021 which facilitates research collaboration with scientists here in Saskatchewan. For the first time, our USask ovarian cancer researchers do not have to purchase tumor samples from out of province. We have recently expanded the tumor bank to store samples of tumor from all cancer types. Gynecologic Oncology has initiated a Prairie Ovarian Cancer Research

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Consortium with scientists from the USask, the SCA Cancer Cluster, as well as Manitoba, Edmonton, and Calgary. We created this collaboration originally for the Terry Fox Marathon of Hope Research Initiative/competition and we have been awarded funding to support therapeutic development for ovarian cancer patients who have a unique and unmet need in terms of access to effective therapies. We have had two in-person meetings so far in Saskatoon; more are planned as we embark on the first pragmatic trial in ovarian cancer in Canada. This trial is open to accrual now and we hope to enroll the first patient within the next couple of weeks. This pragmatic trial is being supported by the Division of Oncology, using our own internal resources, and is expected to set a new precision medicine standard of care in ovarian cancer.

It is for all these reasons, that I believe the Division of Oncology should be elevated to a Department of Oncology. Medical Oncology has recently been granted a residency program and I believe this program completes fulfillment of the criteria needed for consideration of elevation to Department status.

If you would have any questions, please feel free to ring my cell, 639.480.8333.

Sincerely yours,

Dr. Laura Hopkins, BSc, MSc, MD, FRCSC
Professor; Division of Oncology, University of Saskatchewan
Provincial Lead; Gynecologic Oncology, Saskatchewan Cancer Agency
Laura.hopkins@saskcancer.ca ; Cell. 639.480.8333

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UNIVERSITY OF SASKATCHEWAN

Michael Kelly, MD, PhD, FRCSC, FACS
Division of Neurosurgery
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Phone: 306-844-1104
Fax: 639-630-2114

August 10, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

Dear Dr. Smith,

RE: Support for elevating the Division of Oncology to the Department of Oncology

I am writing a letter of support for the Department of Oncology to be formed in the College of Medicine. I attended the presentation at the last faculty council meeting and was impressed with the direction that they wish to take the new department. I do think a Department of Oncology is important for the overall progressive movement of the College of Medicine. Within the Department of Surgery, we have multiple surgeons with expertise in oncology. The formation of a Department of Oncology is timely. In my new role as Provincial Department Head of Surgery, this would be a critical relationship that we would establish. The collaboration would include clinical and basic science research along with quality improvement work. Surgical oncology remains a high priority item of the Government of Saskatchewan and Saskatchewan Health Authority.

Please do not hesitate to contact me if you any concerns or questions.

Regards,

Michael Kelly, MD, PhD, FRCSC, FACS
Provincial Department Head and Fred H. Wigmore Professor of Surgery
University of Saskatchewan and Saskatchewan Health Authority
MK/bb

September 10, 2023

Dear Committee Members:

Re: creation of a department of oncology in the College of Medicine

As Department Head of Community Health & Epidemiology (CH&E) in the College of Medicine at the University of Saskatchewan, I am thrilled to provide this letter in support of the transition of the Oncology Division to a full-fledged department of Oncology in the College of Medicine.

This move is essential for bringing together a number of disciplines and several specialties in medicine such as medical oncology and radiation oncology while bridging the gap between teaching, practice and research. Hopefully the specialty of surgical oncology will also be closely associated with this new department as it is the case in other Canadian provinces.

This restructuring will strengthen the collaboration between the University, the College of Medicine and the Saskatchewan Cancer Agency and better anchor the training of medical students and residents as well as research for the benefit of patients' outcomes. Please note that several faculty in the CH&E department are fully engaged in cancer research from prevention to palliative care and collaborate with patient partners through SCPOR, with the Indigenous leadership (FSIN and the Metis Nation) and the broader healthcare system. We anticipate that the creation of this department will provide a fertile ground for a whole variety of oncology research that will impact patient care and quality of life. It will also be instrumental in fostering novel research through multiple collaborations within the University researchers, the Saskatchewan Cancer Agency and the national partners including the Canadian Partnership Against Cancer and the Canadian Cancer Clinical Trials cooperative group based at Queens' University.

I fully support this application and hope that the oncology department will build on the strengths that already exist in this province and will be bold in taking cancer training and research to the next level, thus contributing to excellence in cancer care.

Anne Leis, PhD
Professor and Department Head

July 25, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

Dear Dr. Smith,

RE: Support for elevating the Division of Oncology to the Department of Oncology

It is my pleasure to write a letter of support to elevate the Division of Oncology to the Department of Oncology within the College of Medicine at the University of Saskatchewan.

I have been a Radiation Oncologist with the Saskatchewan Cancer Agency since 2004 and have held the role of Vice President of Medical Services since 2019. For over 40 years, the Division of Oncology has been making monumental contributions to academics and research. The faculty educate, train, supervise, and mentor undergraduate medical learners, residents, graduate students, and post-doctoral fellows in departments across the College of Medicine. The Division of Oncology has been recognized by both the College of Medicine and the University of Saskatchewan for its exceptional teaching on numerous occasions. Namely, Dr. Vickie Martin, was awarded the 2022 Resident Doctors of Saskatchewan, Excellence in Teaching Award, and in addition to being awarded the 2023 College of Medicine Excellence in Teaching award, Dr. Kelsey Brose was the recipient of the Provost's College Award for Outstanding Teaching 2023. These are just two of the many incredibly committed, driven, inspirational teachers oncology is privileged to have. The Division of Oncology has worked tirelessly to introduce Saskatchewan's first oncology residency program and is currently in the very early stages of developing a hematology residency program, another first for the province.

Many of the faculty are engaged in research which has resulted in over 100 publications and over 3700 citations in 2021/22 alone. That same year, oncology faculty were awarded with over $4.4 million in research funding. A notable example of what the division is working on is a world-first clinical trial to improve ovarian cancer treatment led by Dr. Laura Hopkins. This funding is also used to study cancer cells by the research faculty of the Cancer Research Cluster. This is a collaborative research group in the University of Saskatchewan that provides faculty and learners from across the university with access to highly specialized equipment and training.

The elevation from a division to a department would positively impact not only the College of Medicine and University of Saskatchewan, but also the province as a whole. Being aligned with other academic-clinical units within the College of Medicine and across the country creates a valuable opportunity to strengthen our ability to attract exceptional students, residents, physicians, and research scientists to study and work in Saskatchewan. Granting the status of department to oncology will also recognize the

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hard work and dedication the faculty of oncology has to the academic mission and the College of Medicine.

It is for these reasons, and many more, that I wholeheartedly support the elevation of the Division of Oncology to the Department of Oncology.

Regards,

Shazia Mahmood, MD, FRCPC
Associate Professor College of Medicine
VP Medical Services
Saskatchewan Cancer Agency
4101 Dewdney Avenue,
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Hepatobiliary & Pancreatic Surgeons
Michael Moser, MD, MSc, FRCSC   John Shaw, MBBCh, FCS, FRCSC, MMed
Yigang Luo, MD, PhD, FRCSC   Gavin Beck, BSC, MD, FRCSC

Division of General Surgery   Royal University Hospital
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Phone: (306) 844-1005   Facsimile: (306) 844-1522

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Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan

RE: Support for elevating the Division of Oncology to the Department of Oncology.

August 14, 2023

Dear Dr. Smith,

I am writing to express my support for the establishment of the Department of Oncology within the College of Medicine. The division as it currently exists is exemplary in terms of education and research, and I strongly believe that formalizing it with a department dedicated to oncology will only enhance its capabilities.
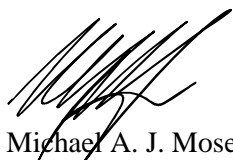
Over the last 18 years in my role as a hepato-pancreatico-biliary surgeon treating many cancer patients, I have appreciated collaborating with the oncologists and this collaboration is one of their strengths. I have personally witnessed the benefits of this teamwork; scientific discussions by phone take place nearly each week; these conversations with easily accessible oncologists have led to faster and more effective patient care. The formal rounds are a testament to their multidisciplinary approach, and I have no doubt that the people of Saskatchewan are receiving world-class care as a result.

In addition, the oncologists are deeply involved in research projects (from chart reviews to world-class clinical trials) and have strong ties with the HPB group in the Department of Surgery. As a result, many medical students have had the opportunity to work with these experts and publish their first papers in the field. I have been particularly impressed with the level of scientific rigour and precision that they bring to their work, which has undoubtedly helped to advance our understanding of cancer and its treatment.

Finally, the oncologists are highly knowledgeable about the latest treatments and provide residents and medical students with precise and scientific information. They practice evidence-based medicine at every step! The educational and research opportunities offered by the department are numerous, and the newly formed fellowship program in particular will provide excellent teaching and research experiences in the years ahead.

Considering all these factors, I firmly believe that the creation of the Department of Oncology will be beneficial in enhancing education, research, and patient care for the patients and learners of our province. I look forward to much more collaborative work between the Department of Surgery and the new Department of Oncology!

Sincerely,

Michael A. J. Moser, MD, MSc, FRCSC
Associate Professor of Surgery

Dr. Mateen Raazi, MD, FRCPC
Provincial Department Head
Department of Anesthesiology
University of Saskatchewan and Saskatchewan Health Authority
Royal University Hospital
103 Hospital Drive
Saskatoon, SK   S7N 0W8

August 14, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dean Smith,

Please accept this letter of support on behalf of the Provincial Department of Anesthesiology to elevate the Division of Oncology to the Department of Oncology. I fully agree with the proposal provided.

Be well,

Mateen Raazi
Provincial Department Head – Anesthesiology

Office of the Vice-Dean Research
https://medicine.usask.ca/research/
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Health Sciences Building
107 Wiggins Road
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10 August 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

Dear Dr. Smith,

Re: Support for elevating the Division of Oncology to the Department of Oncology

I am very pleased to write in support of formation of the Department of Oncology in the College of Medicine.

There is no shadow of doubt that the Division of Oncology has been instrumental to the academic mission of our college for the past 40 years. The division greatly contributed to teaching of both undergraduate medical students as well as graduate students in the College of Medicine (CoM.) As an example of the division's exceptional contributions to teaching, Dr. Kelsey Brose was recently recognized by both the College of Medicine and the University with awards for "excellence in teaching."

As Vice Dean of Research CoM, I am particularly pleased by the involvement of Division of Oncology in research.

The activities of Cancer Cluster, which is in the Health Sciences Building, grouping 4 researchers from the Saskatchewan Cancer Agency and 4 from the University of Saskatchewan underscores strong, collaborative links between our institutions. As a result of these collaboration cancer researchers associated with the cluster published 100 in 2021/22. In the same year, oncology faculty were awarded more than $4.4 million in research funding. A notable recent example is the exciting collaboration led by Drs Hopkins (Oncology), Kinloch and DeCoteau (Pathology): a world-first clinical trial to improve ovarian cancer treatment, made possible by $3.8 million in funding, including $1.1 million from Genome Canada's Genomic Applications Partnership Program.

The research productivity of cluster researchers led by Dr. Deborah Anderson with prominent contributions of CIHR -funded researchers including Drs. Franco Vizeacoumar, Shahid Ahmed, Jim Xiang, as well as Jean E. Murray Chair in Cancer Research Dr. Dean Chamberlain is a shining example of successful interactions between SCA and CoM.

I feel that elevation of the Division of Oncology to the Department of Oncology will allow our cancer research effort to go from strength to strength. A quick environmental scan shows that departments of oncology are considered "the gold standard" for excellence and success in cancer research. For example, departments of oncology lead research in such prestigious institution like University of Alberta, University of Toronto, Mayo Clinic, Trinity College Dublin or University of Cambridge.

I hope that you find this short but compelling letter as a very strong endorsement of the proposed elevation of the Division of Oncology to the Department of Oncology.

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I look forward to continuing academic interactions between SCA and CoM, now on a new exciting platform, the departmental one.

I will be happy to expand on these remarks if needed.

With kind regards,

Marek W. Radomski, MD, PhD, DSc, Dr Honoris Causa, FCAHS
Vice Dean Research and Professor of Anatomy, Physiology and Pharmacology

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College of Medicine

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Department of Biochemistry, Microbiology, and Immunology
2D01 – 107 Wiggins Road, Saskatoon, SK   Canada S7N 5E5
Phone: 306-966-6538 Fax: 306-966-4298

To: Dr. Preston Smith
           Dean, College of Medicine

From: Bill Roesler, Professor and Head
           Department of Biochemistry, Microbiology & Immunology
           College of Medicine

Date: August 10, 2023

Re: **Support for elevating the Division of Oncology to the Department of Oncology**

It is my pleasure to provide this letter of support for the proposal to elevate the Division of Oncology to the Department of Oncology. The Department of Biochemistry, Microbiology & Immunology has greatly benefited from the contributions of members of the Division to our academic mission as well as to our research programs over the years. Specifically, there are three researchers in the Division that have strong ties to our department, and in particular to our cancer-related researchers. Deborah Anderson, Director of Research for the Saskatchewan Cancer Agency and a member of the Division, has been an associate member of our department for many years. Her contributions include lecturing in both undergraduate and graduate courses; supervision of undergraduate research projects; and supervision of graduate and postdoctoral trainees. She has provided access to specialized equipment that has been vital for researchers in our department, and she has collaborated with faculty in our department on specific research projects. Dean Chamberlain, a recent recruit to the Division, is also an associate member of our department and is actively engaged in our academic programs. These two researchers have diversified and enriched our programs by providing unique training opportunities for students in our undergraduate and graduate programs that would not otherwise be available through faculty in our department. The third Division member, whose team has collaborated with a number of our faculty, is Dr. Franco Vizeacoumar. While not a formal associate member of our department, his particular expertise in synthetic lethality and genotype-directed cancer therapy have been of special interest to certain faculty in our department and productive collaborations have resulted.

While I am not fully knowledgeable of the benefits of elevating the Division to a Department, I do know that many in the College aren't even aware that the division is not currently a department, because of its significant and substantive contributions to the research and academic activities of the College. Elevating the Division to a Department will essentially formalize this perception.

William (Bill) J. Roesler, Professor and Head
Department of Biochemistry, Microbiology, and Immunology, University of Saskatchewan
107 Wiggins Road, Saskatoon, SK S7N 5E5 Canada
Telephone: 306-966-4375   Email: bill.roesler@usask.ca

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Sincerely,

Bill Roesler

William (Bill) J. Roesler, Professor and Head
Department of Biochemistry, Microbiology, and Immunology, University of Saskatchewan
107 Wiggins Road, Saskatoon, SK S7N 5E5 Canada
Telephone: 306-966-4375   Email: bill.roesler@usask.ca

August 23, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan

Dear Dr. Smith:

This is to provide my strong support to the elevation of the Division of Oncology to the Department of Oncology at the University of Saskatchewan.

Given the strategic direction of the University, the specific focus and priorities within the college of medicine (Strategic Plan 2017-2025), and the PGME (PGME strategic Plan 2021-2025) to ensure our college aligns with University Plan 2025 the elevation from Division to Department of Oncology will provide a much-needed academic base and become a critical resource for resident training, education and research- aspects of the core business of our university. As the Associate Dean of Postgraduate Medical Education, I have seen the division make significant contributions to the academic mission in the training of medical residents across a number of our resident training programs; Family Medicine, Internal Medicine, Surgery, Pathology and OBGYN have been privileged to receive excellent training and teaching by award winning faculty members which has contributed greatly to resident learning and success

In aligning with the University of Saskatchewan's strategic plan in research, the division received $4.4 million dollars in research funding to lead the world-first clinical trial to improve ovarian cancer treatment. The division is home to the Cancer Research Cluster, a collaborative research environment occupying more the 6,000 sq ft of space in the Health Sciences building, this cancer cluster provides faculty and learners, with access to specialized equipment and high caliber interdisciplinary study of cancer cells.

Saskatchewan's first oncology resident program at USASK provides the eligibility of the division to become the Department of Oncology and will provide the opportunity to align with all other academic-clinical units within the College of Medicine. The faculty will then be recognized for their contributions to the training of our upcoming resident trainees and will allow for the ability to attract resident trainees, physicians, and researchers to train, work and hopefully continue their practice in Saskatchewan.

As we head toward becoming the University the World needs it is my privilege to provide my support for this important change for Division of Oncology in the College of Medicine.

Sincerely,

Anurag Saxena MD, M.Ed., MBA, FRCPC

Associate Dean, Postgraduate Medical Education

University of Saskatchewan

UNIVERSITY OF SASKATCHEWAN

John Shaw, MBBCh, FCS, MMed, FRCSC
Division Head
General Surgery
Room 161 Ellis Hall, 103 Hospital Drive
Saskatoon SK   S7N 0W8   Canada
Telephone: **306-844-1005**
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September 5, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK S7N 5E5

Dear Dr. Smith

RE: Support for elevating the Division of Oncology to the Department of Oncology

I am writing this letter of support on behalf of the Division of General Surgery. I am currently the Head of the Division of General Surgery as well as the head of Hepatobiliary Surgery within Saskatoon. Our relationship to the Division of Oncology is extremely close due to the high volume patients that share both surgery and medical oncology in their management pathway. It is impossible for us to operate effectively without their commitment and support.

The Division of Oncology has always been engaged and supportive of all the subspeciality Surgical Oncology groups within Surgery. There are regular multidisciplinary team meetings (Surgery, Oncology, Radiology and Pathology) to address the various cancers and the nuances within each to provide optimum care for patients, which is essential for the best outcome possible.

The Division of Oncology certainly exemplifies and supports the academic mission of the Health Authority as well as the College of Medicine due to the broad reach that it has across multiple disciplines. This Division trains numerous undergraduate, graduate and post-graduate bridging many medical Divisions and Departments.

Oncology have always been active locally and nationally, maintaining a very visible contribution to cancer care in Canada. Their research productivity is impressive in both the number of publications and citations they receive on a regular basis. They also receive significant research funding to improve cancer care with an example being the recent substantial grant being obtained by Dr. Hopkins for ovarian cancer treatment research.

Elevating the Division of Oncology to a Department would be important to recognize the breadth and reach that Oncology has in their own right as they continues to evolve as a fast paced and growing area in medicine.

We look forward to a favorable response to this request by the College of Medicine Faculty Council, University Council, Board of Governors and Senate so Oncology can continue and further the significant advances that they are making in cancer care in Saskatchewan and Canada.

With kindest regards,

John Shaw, MBBCh, FCS, MMed, FRCSC
Clinical Professor, University of Saskatchewan
Division Head, General Surgery
Hepatobiliary and Pancreatic Surgeon
Royal University Hospital

JMS/trs

UNIVERSITY OF SASKATCHEWAN

Dr. Roona Sinha

Provincial Division Head
Pediatric Hematology/Oncology
Department of Pediatrics
Royal University Hospital
Room 3724 -103 Hospital Drive
Saskatoon SK Canada S7N 0W8
Phone: (306) 655-0957
Fax: (306) 844-1535

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK, S7N 5E5

August 29th 2023

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dr. Preston Smith,

I am reaching out to you as the Division Head of pediatric oncology to indicate my strong support for granting the division of oncology departmental status. Having Departmental status would elevate the ability of the oncology program to pursue research, educational pursuits as well as help better support clinical care.

The Division of Oncology has a long history of providing excellence in teaching to both medical learners and biomedical sciences students. In addition, the division also has one of the College of Medicine's most successful research programs housed within the Cancer Research Cluster.

Supporting oncology academic pursuits within the Department of Internal Medicine can sometimes be challenging especially when so many of the academic pursuits actually cross departmental lines. This includes those collaborations with us as in Pediatric Oncology. In pediatric oncology access to clinical trials is a key part of clinical care and increasingly it is our standard of care to improve the access of our patients to enroll on clinical trials. The goal is to have the same access in Saskatchewan for our patients as elsewhere in Canada. This is because in pediatric oncology it has been proven that patients on clinical trials have better outcomes in the long term. In our Division, we feel strongly that having a separate division of oncology will better support both the adult oncology program and the pediatric oncology program. In our world, clinical trials are truly embedded into everyday clinical care and thus the academic pursuits are quite different than a lot of other areas of clinical care. Thus, having a separate Department of oncology will allow all of our members to pursue academic pursuits to further increase our reach and ability to support local, national and international research and education.

Having a stand-alone Department of Oncology would allow improved ability to support joint ventures by allowing for cross appointments and collaborations. This is key for supporting academic pursuits within the College of Medicine but perhaps more importantly with our external partners and funders. Ultimately, this will help the College of Medicine achieve even greater success with supporting investigator initiated research and obtaining research funding which will ultimately result in publications.

Please do not hesitate to contact me if you have any questions or concerns. I would also welcome the opportunity to meet to discuss this further.

Yours sincerely,

Roona Sinha

UNIVERSITY OF SASKATCHEWAN

College of Medicine

DEPARTMENT OF EMERGENCY MEDICINE
MEDICINE.USASK.CA

Royal University Hospital
103 Hospital Drive
Saskatoon, Saskatchewan
Canada S7N 0W8

July 11, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road
Saskatoon, SK S7N 5E5

RE: Support for elevation the Division of Oncology to the Department of Oncology

I am very happy to write a letter of support for the Department of Oncology to Departmental status.

I am Provincial Head of Emergency Medicine. Emergency Medicine has recently (2016) achieved departmental status and I am aware of the benefits this can bring to both the department in question and the departments they collaborate with.

Working in the emergency department, our physicians regularly work with and consult with the Division of Oncology. Over the past decade, we have appreciated the increasingly academic and collaborative approach we have seen from this division.

As a department with increasing teaching responsibilities, I expect we will see increased presence in the ER and ability to collaborate on care.

Research is a major focus in Emergency Medicine, and we welcome and look forward to future collaborations with Oncology.

I whole heartedly support oncology becoming a full department within the College of Medicine.

Sincerely,

James Stempien, BSC, MD, CCFPEM, FCFP, CCPE, MA (Leadership)
Provincial Head
Department of Emergency Medicine

Franco J. Vizeacoumar, Ph. D.
Senior Scientist, Saskatchewan Cancer Agency
Associate Professor, Division of Oncology
University of Saskatchewan, Canada

September 4, 2023

Dr. Preston Smith
Dean, College of Medicine
University of Saskatchewan
107 Wiggins Road Saskatoon, SK, S7N 5E5

RE: Support for elevating the Division of Oncology to the Department of Oncology

Dear Dr. Smith,

I am writing this letter to express my sincere and strong support for elevating the Division of Oncology to the Department of Oncology within our College of Medicine.

My name is Franco Vizeacoumar and I am a Senior Scientist at the Saskatchewan Cancer Agency and an Associate Professor within the University of Saskatchewan. I have been conducting independent research program and has been a member of the Division of Oncology for the past ten years. While you might know and appreciate all the statistics and accolades associated with the productivity of this Division, below I am providing my perspective as to how elevating the 'Division of Oncology' to the 'Department of Oncology', is an important move.

Focus on an important health problem: As you are aware, Cancer is a leading cause of death in Canada and one of the most imminent health problems with untold physical, psychological and economic costs to society. Despite intensive worldwide research efforts, it remains a devastating, often poorly treatable disease. With support from multiple granting agencies, including the Canadian Institute of Health Research, my lab has been making important strides to discover drug targets to treat this deadly disease. Establishing a home department, will provide the much-needed focus to centralize all the efforts within our College and combat this deadly disease, right here in Saskatchewan.

Training the next generation of cancer scientists: As an academic institution, we have an important mandate to train the next generation scientists. Students interested in cancer research are often unable to reach out and take advantage of the dedicated research program. Unlike basic biochemistry and cell biology programs offered within the respective departments, for students specifically interested in cancer research, our college does not offer a dedicated training program. Given the advances in cancer genomic and proteomic approaches and other sequencing technologies, cancer biologists are now generating data at crushing speeds. These biological datasets are often not structured and are associated with multiple variables. Hence, there is an urgent need for building training programs that are

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dedicated to cancer research and enable students of Saskatchewan to access state-of-the-art technologies. By establishing a dedicated Department, together with colleagues, there will be opportunities to spear-head a dedicated cancer research training program and it is my sincere belief that our College will set an outstanding example for other Universities, where cancer research is still taught as a component of the mainstream biology. With the introduction of the first Saskatchewan's oncology residency program, the Division is also now eligible for upgrading to the Department status. This would in effect appropriately align Oncology with other academic units within the College of Medicine, acknowledge contributions of Oncology faculty to education and research, and enhance their ability to recruit top caliber residents, physicians and researchers to train and work in Saskatchewan.

Foster collaborations between researchers and Clinicians: I have been fortunate to work and collaborate with a number of my colleagues within the Cancer Research Cluster. This cluster brought like-minded researchers from different departments/ divisions to work together on scientific projects. However, elevating the 'Division of Oncology' to the 'Department of Oncology', will enable deeper interactions amidst clinical and research faculties. As such, in its current form, in the last academic year, Oncology faculty were awarded more than $4.4 million in research funding. Strengthening the interactions via regular departmental meetings, will only foster collaborations between researchers and clinicians.

In summary, I strongly believe that this important step of elevating the Division of Oncology to the Department of Oncology will establish a strong track-record of research and excellence in cancer research within Saskatchewan. On a personal level, it will also enable me to recruit, train and interact with my clinical colleagues more effectively. Thus, I strongly support this important endeavour.

Please do not hesitate to contact me if you have any further questions and thank you for your support.

Sincerely,

Franco Vizeacoumar
Senior Scientist
Saskatchewan Cancer Agency
Associate Professor, Division of Oncology
University of Saskatchewan

Appendix E: Faculty

Last name	First name	Present rank	Medical or Support Faculty
Abbas	Tahir	Assistant Professor	Medical Faculty
Ahmed	Shahid	Professor	Medical Faculty
Ahmed	Osama	Assistant Professor	Medical Faculty
Al Hayki	Maryam	Assistant Professor	Medical Faculty
Alexander	Andrew	Clinical Assistant	Support Faculty
Alsafar	Noura	Assistant Professor	Medical Faculty
Alvi	Riaz	Clinical Lecturer	Support Faculty
Amjad	Asim	Assistant Professor	Medical Faculty
Anderson	Deborah	Clinical Professor	Medical Faculty
Aslam	Muhammad	Assistant Professor	Medical Faculty
Baden	Hussein	Assistant Professor	Medical Faculty
Bashir	Ayesha	Assistant Professor	Medical Faculty
Beckett	Craig	Clinical Lecturer	Support Faculty
Bosch	Mark	Associate Professor	Medical Faculty
Brose	Kelsey	Assistant Professor	Medical Faculty
Brown Broderick	Jennifer	Assistant Professor	Medical Faculty
Brunet	Bryan	Assistant Professor	Medical Faculty
Chalchal	Haji Ibrahim	Clinical Associate	Medical Faculty
Chamberlain	Michael Dean	Clinical Assistant	Support Faculty
Cranmer-Sargison	Gavin	Clinical Assistant	Support Faculty
Dolata	Wojciech	Assistant Professor	Medical Faculty
Drever	Laura	Clinical Lecturer	Support Faculty
Dueck	Dorie-Anna	Assistant Professor	Medical Faculty
Dwernychuk	Lynn	Adjunct Professor	Support Faculty
Elemary	Mohamed	Professor	Medical Faculty
El-Gayed	Ali A. H.	Clinical Professor	Medical Faculty
Eswedi	Abdulhakim	Assistant Professor	Medical Faculty
Giambattista	Joshua Aaron	Assistant Professor	Medical Faculty
Glass	Lisa	Clinical Assistant	Support Faculty
Goubran Messiha	Hadi	Professor	Medical Faculty
Gowrishankar	Branawan	Assistant Professor	Medical Faculty
Hagel	Kimberly M.	Assistant Professor	Medical Faculty
Haider	Kamal-Uddin	Clinical Professor	Medical Faculty
Hart	Caroline	Assistant Professor	Medical Faculty
Hopkins	M. Laura	Professor	Medical Faculty
Iqbal	Nayyer	Professor	Medical Faculty
Iqbal	Mussawar	Assistant Professor	Medical Faculty
Jim	Brent	Assistant Professor	Medical Faculty
Johnson	Kate Johannah	Assistant Professor	Medical Faculty
Khan	Muhammad Imtiaz	Assistant Professor	Medical Faculty
Khan	Habib	Assistant Professor	Medical Faculty
Kodad	Shruthi Ganeshappa	Assistant Professor	Medical Faculty
Kundapur	Vijayananda	Clinical Professor	Medical Faculty
Le	Duc	Assistant Professor	Medical Faculty

Lee	Joohyun Shaina	Assistant Professor	Medical Faculty
Liu	Derek Man Chun	Clinical Assistant	Support Faculty
Maas	Benjamin	Assistant Professor	Medical Faculty
MacKay	Rebecca	Assistant Professor	Medical Faculty
Mahmood	Shazia	Clinical Associate	Medical Faculty
Manna	Mita (Madhumita)	Assistant Professor	Medical Faculty
Marchant	Kristin	Adjunct Professor	Support Faculty
Martin	Vickie Janine	Assistant Professor	Medical Faculty
Mir	Taskia	Assistant Professor	Medical Faculty
Moodley	Otto U.	Clinical Associate	Medical Faculty
Moore	Jocelyn	Assistant Professor	Medical Faculty
Morton	Daniel	Clinical Assistant	Support Faculty
Nicholson	Matthew Christopher	Associate Professor	Medical Faculty
Othman	Ibraheem Mohammed	Associate Professor	Medical Faculty
Panjwani	Dilip	Assistant Professor	Medical Faculty
Pearson	Derek	Assistant Professor	Medical Faculty
Pekar	Julius	Clinical Assistant	Support Faculty
Sabry	Waleed	Professor	Medical Faculty
Salim	Muhammad	Clinical Associate	Medical Faculty
Sami	Amer	Clinical Professor	Medical Faculty
Sherin	Danielle	Clinical Assistant	Support Faculty
Souied	Osama	Assistant Professor	Medical Faculty
Stakiw	Julie	Clinical Associate	Medical Faculty
Suderman	Derek	Assistant Professor	Medical Faculty
Thakur	Varun Singh	Clinical Lecturer	Support Faculty
Vizeacoumar	Franco	Associate Professor	Medical Faculty
Wright	Philip	Assistant Professor	Medical Faculty
Xiang	Jim	Clinical Professor	Medical Faculty
Xu	Heping	Clinical Assistant	Support Faculty
Yadav	Sunil	Clinical Associate	Medical Faculty
Younis	Moftah	Assistant Professor	Medical Faculty
Zaidi	Adnan	Associate Professor	Medical Faculty
Zarkovic	Mirjana	Assistant Professor	Medical Faculty

TO: Catherine Delaney, Project Manager, College of Medicine

             Shahid Ahmed, Division Head, Division on Oncology

             Preston Smith, Dean, College of Medicine

Cc: Vicki Squires, Chair, Planning and Priorities Committee

FROM: Yansun Yao, Chair, Academic Programs Committee

DATE: November 8, 2023

RE: Establishment of the Department of Oncology - APC feedback

_____

Thank you for attending the Academic Programs Committee meeting on November 1, 2023 to present the proposal to establish the Department of Oncology in the College of Medicine.

The committee appreciated the thorough and engaging presentation that was provided, including the history of the Division of Oncology and the rationale for elevating the Division to a Department now.

The committee is excited about the new residency program in medical oncology and the education and training opportunities it will open up for USask students, as well as the plans for further residency training programs. The committee also appreciates that this change will strengthen the research capacity of the unit.

The committee noted the robust and extensive consultation listed in the proposal and appreciated the thorough proposal that was provided to the committee.

The Academic Programs Committee supports the establishment of this department and looks forward to seeing this proposal come to University Council.

UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR DECISION

PRESENTED BY: Yansun Yao, chair, Academic Programs Committee

DATE OF MEETING: December 14, 2023

SUBJECT: **Change to Admissions Qualifications – Master of Science in Biochemistry, Microbiology, and Immunology**

MOTION: *It is recommended that Council approve the changes to the admissions qualifications for the Master of Science in Biochemistry, Microbiology, and Immunology, effective the 2025-26 intake.*

PURPOSE:
University Council has the authority to approve changes to admissions qualifications. Senate confirmation of the decision is required before the changes can take effect.

CONTEXT AND BACKGROUND:
The College of Graduate and Postdoctoral Studies is proposing a relatively straight-forward clarification to their requirements for admission to specify that applicants may apply with a four-year degree from a recognized college or university and that some three-year first cycle degrees will be considered when from an institution that meets the criteria set out in the Bologna declaration. This change will ensure clarity for applicants and will reduce queries to the department and the college about the requirements.

CONSULTATION:
This change was reviewed by the Graduate Programs Committee on October 25, 2023 and that committee was supportive of the change. The Academic Programs Committee reviewed the proposed changes at its November 29, 2023 meeting and the committee was supportive of the proposed changes, particularly the clarity around three-year degrees.

ATTACHMENTS:

1.   **Change to admissions requirements for the Master of Science in Biochemistry, Microbiology and Immunology**

UNIVERSITY OF SASKATCHEWAN
College of Graduate
and Postdoctoral Studies
GRAD.USASK.CA

116, 110 Science Place
Saskatoon SK S7N 5C9 Canada
Telephone: **306-966-5751**
Email: **grad.studies@usask.ca**

M E M O R A N D U M

To: Academic Programs Committee of Council

From: **Graduate Programs Committee, CGPS**

Date: November 21, 2023

Re: Admission requirement change for the Master of Science in Biochemistry, Microbiology and Immunology

The College of Graduate and Postdoctoral Studies is recommending the approval of an admission requirement change for the Master of Science in Biochemistry, Microbiology and Immunology. This change will remove the requirement of an honours degree and will clarify the academic background required for applicants. The expected implementation date is May 1, 2025.

The Graduate Programs Committee of the College of Graduate and Postdoctoral Studies reviewed the proposal at its meeting on October 25, 2023. The committee conditionally approved the proposal, pending clarification and confirmation from the unit that the admission requirement was a 4-year undergraduate degree. The Department of Biochemistry, Microbiology and Immunology submitted revised wording to the committee, which was reviewed on November 8, 2023. The revised proposal was approved unanimously with the following motion:

Motion: "To recommend approval of the revised admission requirement for the Master of Science in Biochemistry, Microbiology and Immunology"
Heavin/Morrison - CARRIED

Attached please find the proposal for Admission requirement change for the Master of Science in Biochemistry, Microbiology and Immunology.

If you have any questions, please contact the Academic Affairs Specialist at gradprograms.academicaffairs@usask.ca

UNIVERSITY OF
SASKATCHEWAN

October 11, 2023

Re: Request to change admission the requirement to the Department of Biochemistry, Microbiology and Immunology M.Sc. Program

Currently, admission to the Department of Biochemistry, Microbiology and Immunology M.Sc. program requires that applicants hold a 4-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study. Faculty members in our department felt that an honours degree was too restrictive, and that we might be excluding exceptional students from our M.Sc. program that have obtained a 4-year B.Sc., but not an honours degree. Therefore, at our monthly departmental meeting (held October 4, 2023) faculty members of the Department of Biochemistry, Microbiology and Immunology voted unanimously to pass a motion to remove the requirement of holding an honours degree for entrance to the M.Sc. program. The proposed change to the entrance requirement that was approved is "M.Sc. admission requires a Baccalaureate (or equivalent) from a college or university of acceptable standing, and equivalent to the degree at this university with a specialization in biochemistry, microbiology and/or immunology, or a related discipline". This proposed change is in line with the M.Sc. admission requirements at comparator universities in the U15. The Biochemistry, Microbiology and Immunology departments at the Universities of Alberta, Calgary, Manitoba and British Columbia all only require a B.Sc. degree for entrance into their respective M.Sc. programs.

Scot J. Stone Ph.D.
Professor and Graduate Chair
Department of Biochemistry, Microbiology and Immunology
2D30.5 Health Sciences Building
University of Saskatchewan
Saskatoon, SK Canada S7N 5E5
Phone: (306) 966-4217

Biochemistry, Microbiology and Immunology

Master of Science (M.Sc.) - Thesis-based

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

    o A minimum overall TOEFL score of 90 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 6.5 in each area, or another approved test as outlined in the College of Graduate and Postdoctoral Studies **Academic Policies**.

- A cumulative weighted average of at least a 75% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units). (Students with a lower average may be accepted under exceptional circumstances).

- A four-year ~~honours degree~~ Baccalaureate, or equivalent, from a recognized college or university of acceptable standing, and equivalent to the degree at this university with a specialization in biochemistry, microbiology and/or immunology, or a related discipline ~~in an academic discipline relevant to the proposed field of study~~. Some 3-year first cycle undergraduate degrees will also be considered for admission when from an institution that meets the criteria set forth in the Bologna Declaration.

Degree Requirements

Students must maintain continuous registration in the 994 course.

- **GPS 960.0** Introduction to Ethics and Integrity

- **GPS 961.0** Ethics and Integrity in Human Research, if research involves human subjects

- **GPS 962.0** Ethics and Integrity in Animal Research, if research involves animal subjects

- **BMIS 990.0** Seminar

- **BMIS 994.0** Research – Thesis

- a minimum of 9 credit units at the 800-level

- thesis defense

UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR DECISION

PRESENTED BY: Yansun Yao, chair, Academic Programs Committee

DATE OF MEETING: December 14, 2023

SUBJECT: **Minimum Pass scores – Master of Nursing –Nurse Practitioner program and Post-degree Specialization Certificate Nurse Practitioner program**

MOTION: *It is recommended that Council approve the change to the minimum pass for some graduate courses in Nurse Practitioner programs, effective May 2024.*

PURPOSE:

University Council has the authority to approve changes to academic policies, including minimum pass scores and changes to grade descriptors.

CONTEXT AND BACKGROUND:

The College of Graduate and Postdoctoral Studies and the College of Nursing are proposing a change to the minimum pass scores for graduate-level courses used in the MN Nurse Practitioner and the Post-degree specialization certificate Nurse Practitioner programs, to increase from 60% to 70%. This change to the minimum pass score and literal descriptors for these courses will ensure that students achieving a passing grade in these courses will have the required knowledge to be successful in the programs and will meet the required competencies of the programs.

CONSULTATION:

This change was reviewed by the Graduate Programs Committee on October 25, 2023 and that committee was supportive of the changes. The Academic Programs Committee reviewed the proposed changes at its November 29, 2023 meeting. Given the competency-based nature of the assessment in the programs and the high responsibility associated with being a Nurse Practitioner, the change was supported by the committee.

ATTACHMENTS:

1.   **Minimum grade requirement – graduate courses in Nursing**

UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

GRAD.USASK.CA

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Email: **grad.studies@usask.ca**

M E M O R A N D U M

To: Academic Programs Committee of Council

From: **Graduate Programs Committee, CGPS**

Date: November 22, 2023

Re: Nursing courses – minimum grade requirement

The College of Graduate and Postdoctoral Studies is recommending the approval of an increase to the minimum passing grade from 60% to 70% for several courses offered in the Master of Nursing (M.N.): Nurse Practitioner and the Postgraduate Degree Specialization Certificate: Nurse Practitioner (P.G.D.S.C.) programs. A minimum requirement of 70% will appropriately reflect the baseline level of knowledge required for successful program progression and completion in these programs.

The Graduate Programs Committee of the College of Graduate and Postdoctoral Studies reviewed the proposed revisions at its meeting on October 25, 2023, and were supportive of the proposal. The proposal was approved with the following motion:

***Motion*:** "to recommend approval of the change in passing grade from 60% to 70% as presented in the following courses:
- NURS 875.3 Transition to Advanced Nursing Practice
- NURS 879.3 Advanced Health Assessment and Diagnostic Reasoning II
- NURS 881.3 Pathophysiology- Pharmacotherapy for Advanced Nursing Practice I
- NURS 883.3 Theory for Advanced Practice Nursing Roles and Primary Health Care
- NURS 884.3 Advanced Health Assessment and Diagnostic Reasoning I
- NURS 885.3 Nursing Therapeutics I Individual to Community
- NURS 886.3 Pathophysiology-Pharmacotherapy for Advanced Nursing Practice II

to be implemented effective September 2024."
Eramian/Heavin - CARRIED

Attached please find the proposal for the increase to the minimum passing grades for the above noted courses.

If you have any questions, please contact the Academic Affairs Specialist at gradprograms.academicaffairs@usask.ca

Passing Grade in MN-NP and PGDSC-NP Courses

Background: Currently, there are different cut-off points for passing grades in NP courses. These passing grades are outlined in the table below:

Course	Current Passing Grade	Proposed Passing Grade
NP Theory Courses (NURS 883, 884, 879, 885, 881, 886)	≥ 60% on essential components ≥ 60% overall	≥ 70%
NP Lab Course (NURS 875)	≥ 60% on final exam ≥ 70% on OSCE	≥ 70%
NP Clinical Courses (NURS 880, NURS 888, NURS 878)	≥ 60% on *application of theory* course components ≥ 70% on *clinical course components* ≥ 70% overall course grade	≥ 70%
Overall Program Average Required	≥ 70%	≥ 70%

The College of Graduate Studies and Postdoctoral Studies (CGPS) Policies and Procedures Manual Section 5.7 Adherence to Academic Standards outlines the literal descriptors and corresponding percentage scores used for grading performance in graduate course work. Criteria for the literal descriptor "Poor" (60-69%) includes:

A generally weak performance, but with some evidence of:

- A basic grasp of the subject matter
- Some understanding of the basic issues
- Some familiarity with the relevant literature and techniques
- Some ability to develop solutions to moderately difficulty problems related to the subject matter
- Some ability to examine the material in a critical & analytical manner

Criteria for the literal descriptor "Satisfactory to Good" (70-79%) includes:

A satisfactory to good performance with evidence of:

- A substantial knowledge of subject matter
- A satisfactory to good understanding of the relevant issues and satisfactory to good familiarity with the relevant literature and technology
- Satisfactory to good capacity for logical thinking
- Some capacity for original and creative thinking
- A satisfactory to good ability to organize, to analyze, and to examine the subject matter in a critical and constructive manner

- A satisfactory to good ability to analyze and solve moderately difficult problems related to the subject matter

While a minority of NP students obtain grades in the 60s (e.g., 1-2 students per year), those that attain such grades typically struggle with required competencies to successfully progress in the program. This results in students not being successful in subsequent courses which rely on progressive acquisition of competencies. In looking at the CGPS literal descriptors, the Satisfactory to Good (70-79%) literal descriptor better reflects the minimum standard of baseline knowledge required for NP students to successfully progress. Students with a "basic grasp of the subject matter" (as outlined in the literal descriptor for 60-69% -poor) do not have the required knowledge to build upon in their future courses and thus struggle to attain required competencies. This is particularly relevant given the high responsibilities and stakes related to NP scope of practice which includes making medical diagnosis and establishing management for these diagnosis (e.g., ordering diagnostic tests, prescribing medication, performing invasive procedures etc.).

CGPS Policy 5.8 Grades Required to Pass states "Graduate courses for which students receive grades of 60-69% are **minimally acceptable** (emphasis added) in a Master's program, provided the GPA is at least 70%." This policy also outlines that academic units wishing to apply higher than the minimum acceptable grades for passing a course may submit a course modification form (GSR-400.2) to CGPS. We are aware of the following USask Programs which have adopted higher required passing grades:

- Masters of Public Health (MPH) – students must attain at least 70% in the core-required courses; students must attain at least 60% in elective courses; students must attain a cumulative overall average of at least 70%
- Johnson Shoyama – Masters of Public Policy, Masters of Public Administration – students must achieve a minimum 70% in each course to earn credit and progress to program completion.

When looking at the minimum passing grade for MN-NP programs at other U-15 Universities, it was found that several programs have standards higher than a minimum 60% passing grade. See Table below.

U15 University	Passing Grade
University of Alberta	Min. Academic Standing: 2.7 GPA (70-73%) Min. Course Pass Mark: 2.3 GPA (~67.5%)
UBC	Min. pass for individual courses: ≥ 60% Only 6 CU's with grades 60-67% may be counted towards masters program. All others must be minimum 68%
University of Calgary	Overall GPA ≥ 3.0 (79-82%) to graduate Minimum Pass: B- (GPA 2.7) All grade C+ (2.3 GPA) or lower are failure at graduate level and cannot be counted towards degree
Dalhousie University	Passing grade is minimum B- (70-72%)
University of Manitoba	Min GPA 3.0 (70-74%) with no grade below C+
McGill University	Min. B- (65%) in all courses
McMaster University	Complete with min. B- (70-72%) standing
University of Ottawa	Min passing grade C+(65-69%)

Queen's University	Min passing grade in Graduate Studies: B- (GPA 2.7, 70-72.9%)
University of Toronto	< 70% is considered a failure in graduate courses
Western University	Cumulative average ≥ 70% each term and no grade < 60%

Rationale: Grades 60-69% are considered minimally acceptable in a Master's program. Given the high responsibility associated with a Nurse Practitioner scope of practice (e.g., diagnosing illness, prescribing medication), the Literal Descriptor associated with 60-69% (Poor) does not reflect the competencies required for Nurse Practitioner students to successfully progress in the program. A minimum 70% (Satisfactory) more appropriately reflects the baseline level of knowledge required for successful program progression and completion.

Change Request: Change passing grade in courses from 60% to 70%

Current Label and Course Number:

- **Nurs 875.3 Transition to Advanced Nursing Practice**
- **Nurs 879.3 Advanced Health Assessment and Diagnostic Reasoning II**
- **Nurs 881.3 Pathophysiology- Pharmacotherapy for Advanced Nursing Practice I**
- **Nurs 883.3 Theory for Advanced Practice Nursing Roles and Primary Health Care**
- **Nurs 884.3 Advanced Health Assessment and Diagnostic Reasoning I**
- **Nurs 885.3 Nursing Therapeutics I Individual to Community**
- **Nurs 886.3 Pathophysiology-Pharmacotherapy for Advanced Nursing Practice II**

Proposed changes to courses

Change the passing grade from 60% to 70% effective September 2024 for all students enrolled in the 202409 term. We do not want to back date this change for any continuing students though, it would just be in effect for continuing students for courses enrolled in 202409 and forward.

Are the programs/courses of other academic units affected by this course modification? No

Were any other academic units asked to review or comment on this proposal? No

Date of Approval by Academic Unit: 10/Oct/23

Authorizing Unit Head: Louise Racine (lor349)

University Catalogue

Per University Council, Exceptions to the University of Saskatchewan Grading System are to be noted in the *Academic Courses Policy*, alongside references to the University Catalogue for full details.

Pending University Council approval of the motion, changes will be noted in the Catalogue as follows in red:

College of Graduate and Postdoctoral Studies – Academic Policies (https://programs.usask.ca/index.php)

Grading System

The following describes the relationship between literal descriptors and percentage scores for courses in the College of Graduate and Postdoctoral Studies:

90-100 Exceptional

A superior performance with consistent strong evidence of

- a comprehensive, incisive grasp of subject matter;
- an ability to make insightful, critical evaluation of information;
- an exceptional capacity for original, creative and/or logical thinking;
- an exceptional ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;
- an exceptional ability to analyze and solve difficult problems related to subject matter.

80-89 Very Good to Excellent

A very good to excellent performance with strong evidence of

- a comprehensive grasp of subject matter;
- an ability to make sound critical evaluation of information;
- a very good to excellent capacity for original, creative and/or logical thinking;
- a very good to excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;
- a very good to excellent ability to analyze and solve difficult problems related to subject matter.

70-79 Satisfactory to Good

A satisfactory to good performance with evidence of

- a substantial knowledge of subject matter;
- a satisfactory to good understanding of the relevant issues and satisfactory to good familiarity with the relevant literature and technology;
- a satisfactory to good capacity for logical thinking;
- some capacity for original and creative thinking;

- a satisfactory to good ability to organize, to analyze, and to examine the subject matter in a critical and constructive manner;
- a satisfactory to good ability to analyze and solve moderately difficult problems.

60-69 Poor

A generally weak performance, but with some evidence of

- a basic grasp of the subject matter;
- some understanding of the basic issues;
- some familiarity with the relevant literature and techniques;
- some ability to develop solutions to moderately difficult problems related to the subject matter;
- some ability to examine the material in a critical and analytical manner.

<60 Failure

An unacceptable performance.

Program Requirements

- Percentage scores of at least 70% are required for a minimal pass performance in undergraduate courses taken by graduate students;
- Percentage scores of at least 70% are required for a minimal pass performance for each course which is included in a Ph.D. program;
- Individual degree programs may have advanced promotion standards. Please consult individual program information for additional promotion standards, if applicable;
- For all other graduate courses, percentage scores of at least 60-69% are required for a minimal pass performance for each course which is included in a Master's program, provided that the student's Cumulative Weighted Average is at least 70%;
- Graduate courses for which students receive grades of 60-69% are minimally acceptable in a Postgraduate Diploma program, provided that the Cumulative Weighted Average is at least 65%;
- Students should seek information on other program requirements in the *Course & Program Catalogue* and in academic unit publications.
- NOTE: A 70% passing grade is required in the graduate programs offered by the Johnson Shoyama School of Public Policy and in several courses in the M.N. and PGDSC Nurse Practitioner Programs. See the program pages in this *Catalogue* for details.

Appeals of evaluation, grading, and academic standing are governed by **university-wide council regulations**.

Master of Nursing (M.N.): Nurse Practitioner - Primary Health Care Concentration
https://programs.usask.ca/grad-studies/nursing/index.php

Admission Requirements

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Degree Requirements

NOTE: Several courses in the M.N. Nurse Practitioner program require a passing grade of 70%. These courses are as follows: NURS 875.3, NURS 879.3, NURS 881.3, NURS 883.3, NURS 884.3, NURS 885.3, and NURS 886.3.

- **GPS 960.0** Introduction to Ethics and Integrity
- **GPS 961.0** Ethics and Integrity in Human Research, if research involves human subjects
- **GPS 962.0** Ethics and Integrity in Animal Research, if research involves animal subjects

36 credit units, including the following:

- **NURS 818.3** Statistical Methodology in Nursing
- **NURS 875.3** Transition to Advanced Nursing Practice
- **NURS 878.3** Practicum III Advanced Nursing Practice with Vulnerable Populations
- **NURS 879.3** Advanced Health Assessment and Diagnostic Reasoning II
- **NURS 880.3** Practicum I Advanced Nursing Practice in Primary Health Care
- **NURS 881.3** Pathophysiology- Pharmacotherapy for Advanced Nursing Practice I
- **NURS 883.3** Theory for Advanced Practice Nursing Roles and Primary Health Care
- **NURS 884.3** Advanced Health Assessment and Diagnostic Reasoning I
- **NURS 885.3** Nursing Therapeutics I Individual to Community
- **NURS 886.3** Pathophysiology-Pharmacotherapy for Advanced Nursing Practice II
- **NURS 888.3** Practicum II Nursing Therapeutics and Advanced Management
- **NURS 821.3** Outcomes Based Research
- **NURS 990.0** Seminar

Please note that students ~~receiving a grade less than 60% in~~ who are unsuccessful in completing any two courses within a graduate program in the College of Nursing will be recommended to be required to discontinue.

Postgraduate Degree Specialization Certificate: Nurse Practitioner (P.G.D.S.C.)
https://programs.usask.ca/grad-studies/nursing/index.php

The P.G.D.S.C. Nurse Practitioner is designed to emphasize specific areas of competence, as well as to provide the theoretical base and foundational underpinnings necessary to the understanding and performance of the nurse practitioner model of practice. Graduates of the P.G.D.S.C. subset will not be

restricted to employment in the province of Saskatchewan. This quality of certification will not only benefit the individual student but will attract and accommodate students from across Canada, allowing for a much wider pool of applicants.

Admission Requirements

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Certificate Requirements

The certificate program could be completed in four terms of full time study. Part-time study is an option for all students with the exception of the periods of supervised clinical experience. Because all the courses are required, continuous registration may not be possible or required as part-time students may need to wait for a specific course to be offered. All courses are offered each year.

NOTE: Several courses in the P.G.D.S.C. Nurse Practitioner program require a passing grade of 70%. These courses are as follows: NURS 875.3, NURS 879.3, NURS 881.3, NURS 883.3, NURS 884.3, NURS 885.3, NURS 886.3, NURS 880.3, NURS 888.3 and NURS 878.3.

- **GPS 960.0** Introduction to Ethics and Integrity
- **GPS 961.0** Ethics and Integrity in Human Research, if research involves human subjects
- **GPS 962.0** Ethics and Integrity in Animal Research, if research involves animal subjects

A minimum 30 credit units, including:

- **NURS 875.3** Transition to Advanced Nursing Practice
- **NURS 878.3** Practicum III Advanced Nursing Practice with Vulnerable Populations
- **NURS 879.3** Advanced Health Assessment and Diagnostic Reasoning II
- **NURS 880.3** Practicum I Advanced Nursing Practice in Primary Health Care
- **NURS 881.3** Pathophysiology- Pharmacotherapy for Advanced Nursing Practice I
- **NURS 883.3** Theory for Advanced Practice Nursing Roles and Primary Health Care
- **NURS 884.3** Advanced Health Assessment and Diagnostic Reasoning I
- **NURS 885.3** Nursing Therapeutics I Individual to Community
- **NURS 886.3** Pathophysiology-Pharmacotherapy for Advanced Nursing Practice II
- **NURS 888.3** Practicum II Nursing Therapeutics and Advanced Management

Please note that students ~~receiving a grade less than 60% in~~ who are unsuccessful in completing any two courses within a graduate program in the College of Nursing will be recommended to be required to discontinue by the College of Graduate and Postdoctoral Studies.

UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR DECISION

PRESENTED BY: Yansun Yao, chair, Academic Programs Committee

DATE OF MEETING: December 14, 2023

SUBJECT: **Admissions requirements for accelerated M.Sc. in Computer Science**

MOTION: *It is recommended that Council approve the admission requirements for an accelerated Master of Science in Computer Science program, effective May 2025.*

PURPOSE:

University Council has the authority to approve changes to admissions qualifications. Senate confirmation of the decision is required before the changes can take effect.

CONTEXT AND BACKGROUND:

The College of Graduate and Postdoctoral Studies and the Department of Computer Science are proposing a new admission pathway to the MSc in Computer Science program. This accelerated pathway would be available only to students who are in the process of completing a Bachelor of Science (Honours) Degree in the Department of Computer Science at the University of Saskatchewan. Students entering via this pathway would receive conditional admissions to the M.Sc. program either during their third or fourth year and would conduct research during one or two summers, with that research counting as credit (3 credit units per summer) towards the 12 cu required for their M.Sc. degree requirements. Official registration in the M.Sc. program would occur following the completion of the B.Sc.(hon) program.

The application process for students seeking to use the accelerated pathway is simplified, and will require only two letters of reference, instead of three, transcripts only for non-Usask courses, no proof of English proficiency requirement, and a minimum required average of 80% in previous Computer Science courses used in the B.Sc. program.

CONSULTATION:

This change was reviewed by the Graduate Programs Committee on October 25, 2023 and that committee was supportive of the proposal as a way to encourage strong USask undergraduates to continue their studies here. The Academic Programs Committee reviewed the proposed changes at its November 29, 2023 meeting. The committee discussed the implications of the research funding on undergraduate students, particularly international students and were assured that there were no issues.

ATTACHMENTS:

1.   **MSc in Computer Science – Accelerated Admission Pathway**

UNIVERSITY OF SASKATCHEWAN
College of Graduate
and Postdoctoral Studies
GRAD.USASK.CA

116, 110 Science Place
Saskatoon SK S7N 5C9 Canada
Telephone: **306-966-5751**
Email: **grad.studies@usask.ca**

M E M O R A N D U M

To:	Academic Programs Committee of Council
From:	**Graduate Programs Committee, CGPS**
Date:	November 24, 2023
Re:	MSc in Computer Science – Accelerated Admission Pathway

The College of Graduate and Postdoctoral Studies is recommending the approval of an Accelerated Admission Pathway for the M.Sc. in Computer Science. This admission pathway will provide USask Computer Science UG honours students with an opportunity to get a head-start in their graduate research and complete the degree requirements for the M.Sc. in Computer Science earlier than students who enter through the traditional admission pathway. The expected implementation date of this proposal is May 1, 2025.

The Graduate Programs Committee of the College of Graduate and Postdoctoral Studies reviewed the proposed pathway at its meeting on October 25, 2023, and were very supportive of the proposal. The committee felt the proposal was strong and very comprehensive. The committees concern around student funding and admission requirements were discussed with departmental representatives and were later addressed and clarified in the proposal document. The committee was enthusiastic about this innovative admission pathway and approved the proposal, pending clarification on the points noted with the following motion:

Motion: To recommend approval of the of the accelerated admission pathway for the MSc in Computer Science, pending clarification as noted"
Martin/Walker – CARRIED

Two new courses were also approved with the following motion:

Motion: "To approve the new course proposals for CMPT 886 and CMPT 887"
Morrison/Cottrell – CARRIED

The proponent addressed the items requiring clarification as confirmed by the Graduate Programs Committee Chair, Dr. Mark Eramian, on November 13, 2023.

Attached please find the proposal for the Accelerated Admission Pathway for the M.Sc. in Computer Science.

If you have any questions, please contact the Academic Affairs Specialist at gradprograms.academicaffairs@usask.ca

UNIVERSITY OF SASKATCHEWAN
Governance Office

academic_programs@usask.ca

PROPOSAL IDENTIFICATION

Title of proposal: Modification of MSc in Computer Science, Accelerated MSc in Computer Science Admission Pathway

Degree(s):   MSc in Computer Science

Field(s) of Study: Computer Science

Level(s) of Concentration: Master's

Option(s):

Degree College: College of Graduate and Postdoctoral Studies

Contact person(s) (name, telephone, fax, e-mail): Dr. Ian McQuillan, 306-966-2900, mcquillan@cs.usask.ca

Proposed date of implementation: May 1, 2025

Proposal Document

Please provide information which covers the following subtopics. The length and detail should reflect the scale or importance of the program or revision. Documents prepared for your college may be used. Please expand this document as needed to embrace all your information.

Proposal Summary

The Department of Computer Science is proposing a modification of the existing thesis-based MSc in Computer Science program. Currently, students who do their undergraduate degree either at the University of Saskatchewan or elsewhere have an identical application process, with identical program requirements, and identical expected time to completion. Students currently apply to the MSc in Computer Science program either during their final year of

their undergraduate degree or after completion of their four-year undergraduate studies in order to start the MSc program the following September. During their MSc program, all students are required to take 12 CUs of coursework, and the expectation is that students should be able to finish their MSc in approximately two years.

We are proposing a new admission pathway to the MSc in Computer Science program, which we are calling the *Accelerated MSc in Computer Science Admission Pathway*. **This pathway would be available only to students who are in the process of completing a Four-Year Honours Degree in the Department of Computer Science at the University of Saskatchewan.** Students entering via this pathway would receive a conditional admission to the MSc program during their third year or fourth year of their 4-year undergraduate degree. Research conducted in one or two summers before starting their MSc (through summer research programs such as NSERC USRA) can provide either 3 CUs (for one summer) or 6 CUs (for two summers) of course credit that can be used towards their 12 CU of MSc degree requirements. **However, they would only become officially registered in their MSc program after their undergraduate degree and USRAs are complete.** Due to this head-start in research, the expectation is for these students to be able to finish their MSc in 12 months if they did two summers of undergraduate research, or 16 months if they did one summer of undergraduate research. For those that enter via the existing admission pathway, the expectation is for these students remains to be able to finish their MSc in 24 months. **The M.Sc. degree requirements for students entering the M.Sc. Computer Science program through this pathway do not change.**

Current Landscape in Department of Computer Science

The Department of Computer Science has a large and entirely thesis-based graduate program consisting of approximately 130-150 students annually (our largely international program decreased in enrolment due to restrictions during the pandemic, but has since rebounded to pre-COVID levels).

Table 1: Enrollment in Computer Science Thesis-Based Graduate Programs

2020-2021	2021-2022	2022-2023	Sept 2023
115	107	143	148

The Master's program in Computer Science plays a crucial role in our graduate program offerings, making up 59% of our total graduate enrolment in 2022-2023. The large majority of our PhD candidates obtained their MSc degree in Computer Science at U of S as well. However, only a small percentage of our BSc graduates in Computer Science at U of S subsequently enroll in our Master's program. Indeed, the in-the-field employment rate for our undergrads has traditionally been very high, and many students opt for the significantly higher paying opportunities within industry than an MSc confers. While these opportunities are excellent, many of our most-talented undergraduate students have had a considerable head-start both in terms of research and coursework relative to our Master's students who did their undergraduate degree at other institutions. But this head-start is not recognized within the direct requirements and within the expectations and timelines. Moreover, new opportunities could be provided for further time savings by allowing graduate learning objectives to be completed and counted while still being an undergraduate student.

Many undergraduate students in the Department of Computer Science are already involved in departmental research as summer undergraduate research assistants (USRAs). Over the past three years, our faculty have hired the following student numbers, either with NSERC USRAs, USRAs given out by the Department of Computer Science, or directly by faculty members through their own grants.

Table 2: Number of Undergraduate Summer Research Assistants

	Summer 2021	Summer 2022	Summer 2023	Average/year
NSERC USRA	12	11	8	10.3
Department USRA	0 (cut for COVID)	6	7	4.3
Research Hires	11	20	14	15
Total	**23**	**37**	**29**	**29.6**

There are three separate 4-year Honours programs run by the Department of Computer Science (4-Year Honours Computer Science, 4-Year Honours Software Engineering Option, 4-Year Honours Applied Computing). We will collectively refer to all three programs by the term 4-Year Honours in the Department of Computer Science. Students in a 4-Year Honours program in the Department of Computer Science must take a variant of the course CMPT 400.3: Research Topics in Computer Science (alternatively CMPT 405/407; henceforth, all of these will be called CMPT 40x Honours Project Course), where students conduct an independent research project, write a small thesis, along with giving a presentation. Between the research done in these courses and in summer research programs, it is already common (but not required) for our undergraduate honours students to be involved in one or more refereed publications, which is closer to the expectations of students finishing the Master's program.

In terms of coursework, undergraduate students who complete a 4-year Honours program in the Department of Computer Science usually take at least two 4th year courses, which is helping satisfy the breadth we require of our MSc students. Our faculty have found that our own undergraduates who continue to the MSc program in Computer Science at U of S (and sometimes PhD) often end up with more breadth in coursework than what we expect or typically see of graduate students who did not obtain their undergraduate degree at the University of Saskatchewan. However, often these 4th year courses do not fullfill the same project/presentation learning objectives that we often have in our graduate courses. But our undergraduates can fulfill these project/presentation learning objectives via undergrad research experiences.

Our faculty members have frequently felt that our own undergraduate students have a significant leg-up in both coursework and research for the Master's degree. However, we do not currently recognize this head-start, and we have not developed any efficiencies or explicit opportunities to save time, nor to adjust timing expectations in completing a Master's degree after completing an undergraduate degree in Computer Science at U of S. While there are methods

to collapse time in PhD (both direct-entry from BSc to PhD, and transfer from MSc to PhD), there is not currently any method or strategy at U of S to compress time between an undergraduate program and a Master's program. Most students wishing for a career in industry do not have interest nor are they best suited for a PhD degree, but they could often benefit from a Master's degree, especially if it could be accomplished in a shorter time period.

The last several years, the Computer Science Graduate Chair has held department-wide recruitment sessions targeted to 3rd and 4th year undergrads to discuss the benefits of the Master's program in Computer Science at U of S. But despite this, it is evident from the small number of U of S undergrads in our Master's program that most of these students still opt for moving to industry at the end of their undergraduate degree. The most frequent comment from students who obtain research experience as an undergrad is that two additional years for a Master's degree is too lengthy.

Proposed Solution

This solution is only for students who are doing a 4-year Honours in either Computer Science, or the Software Engineering Option, or Applied Computing at the University of Saskatchewan. These students will be able to apply to the MSc in Computer Science using the *Accelerated MSc in Computer Science Admission Pathway*. Students may apply during their 3rd or 4th year. Successful applicants will be conditionally accepted to the MSc in Computer Science program. However, they will not yet be registered in the MSc program. Then, it is possible to partially complete requirements and learning objectives for the MSc degree while still completing their undergraduate degree, and before having started their MSc program. Importantly, the proposed solution is not a new program (nor a program framework), and it uses our existing Honours BSc's in Computer Science and MSc in Computer Science programs. Students who successfully complete it will receive the Honours BSc when its requirements are completed and also receive the MSc in Computer Science. However, there will be a different application process, offer letter, method of funding, and available opportunities that can be used exclusively for our existing

4-Year Honours students in the Department of Computer Science in order to accelerate their time-in-program at the Master's level. Hence, it is not a new program, but we call it an *Admission Pathway*. We are only proposing to modify the existing MSc to accommodate this new admission pathway. It does involve the creation of two new 3 CU graduate courses, which will be described in this documentation for approval.

Students would typically apply to the MSc program with this new admission pathway in the fall of either their third or fourth year of undergraduate studies. If conditionally accepted, they work on summer research under the supervision of a faculty member in the Department of Computer Science for one or two summers before they start their Master's program. During each of these summers, students register in one of two new 3 CU course (CMPT 886.3 in their first summer, and CMPT 887.3 in their second summer if applicable), which will be run by the Department of Computer Science, and will be research-oriented courses, but with additional specific learning objectives which will help towards their eventual MSc thesis and MSc learning objectives. Importantly, CMPT 886.3 and 887.3 can be used to satisfy 3 or 6 CUs of the coursework requirement for the MSc in Computer Science program. They **cannot** be used to count towards any undergraduate degree requirements. Each of these two courses will incur the regular 3CU tuition for graduate courses.

The MSc in Computer Science Program requires 12 CUs of coursework. Hence, once these Accelerated Master's students have started the MSc program, they will only need to take an additional 6 CUs (if they took both CMPT 886 and 887) or 9 CUs (if they took only CMPT 886) of graduate courses, which represents a large time savings. As always, advisory committees can require more courses if it is deemed appropriate. However, the conditional admission to the MSc program will require that they have already successfully completed at least 6 CUs of 4th year CMPT courses from an departmentally approved list of courses that were used to satisfy their 4-Year Honours undergraduate degree program requirements if they took both CMPT 886 and 887, and at least 3 CUs from the list if they only took CMPT 886. This list of qualifying courses will be available to students. Between the learning objectives from these 4th year courses and the

research and project learning objectives from one of the summer research CMPT 886/887 courses, this will fulfill sufficient learning objectives equivalent to a normal graduate course. Hence, the only additional courses that undergraduate students who use this pathway are required to take are CMPT 886 and possibly 887 during the summers. This appears to be a unique time-saving mechanism among the U15.

The research done during CMPT 886, 887 and their CMPT 40X honours project can help students explore areas or research and accomplish learning objectives to help with their MSc program.

Between the one or two fewer graduate courses, together with the head start in research as an undergraduate student, this represents a significant time savings which can realistically reduce both the time-in-program and the timeline expectations for students in the Master's program. A total of 12 months to complete the MSc if they took both CMPT 886 and 887, or 16 months to complete the MSc if they only took CMPT 886, will be the expected timeline to completion for students adopting this admission pathway. For those entering via the standard admission pathway, a total of 24 months to complete the MSc will be the expected timeline.

Academic Justification:

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

This is not a new program, and the learning objectives are identical to our existing MSc in Computer Science program (they are described below). This is only a new admission pathway that we are hoping attracts a new pool of excellent students who also obtain a 4-Year Honours Degree in the Department of Computer Science.

b. *Considering strategic objectives, specify how the new program fits the university signature areas and/or institutional plans and/or the college/school and/or department plans.*

The Department of Computer Science, CGPS, and the University of Saskatchewan generally have prioritized increasing the number of Tri-council scholarships obtained by our students. U of S has fared poorly in this regard. Within the Department of Computer Science, in 2022-2023, 64% of the Department of Computer Science's graduate students were international students, and they were therefore ineligible for Tri-Council Scholarships. As is seen by the larger number of NSERC USRA students within our department in Table 2 (avg. 10.3/year only for NSERC funded USRAs, with many other USRAs also being Tri-council eligible), it is anticipated that a larger percentage of students entering via the Accelerated Master's Admission Pathway will be eligible for Tri-council scholarships at the graduate level. Moreover, it will be **required** that these eligible students apply for Tri-council scholarships as part of the Accelerated Master's Admission Pathway. We therefore expect that this admission pathway will increase our number of tri-council applications. Furthermore, it is very common for students in their last year of undergraduate studies to not apply for NSERC CGS-M even if they are eligible (and if they were to apply in their first year of MSc, then it would discourage finishing the MSc in one year). With this admission pathway, we should increase the number of Tri-council applications by supervisors working directly with these students on their CGS-M application during their undergraduate degree, and because applying is a requirement of the conditional admission. Indeed, it was previously impossible to require these students to apply while being undergraduates. Furthermore, having an existing research relationship and experience with the student should also improve the quality of the Tri-council applications, leading to a higher success rate.

c. *Is there a particular student demographic this program targets, and if so, what is that target? (e.g., Indigenous, mature, international, returning)*

The pool of students that we are attempting to attract with this new admission pathway are explicitly students who have completed an honours B.Sc in computer science at U of S. We believe that our own graduates from the 4-Year Honours Degree in the Department of Computer Science are already excellently prepared for research. With the Accelerated Admission pathway, the one or two summers of undergraduate research will further prepare these students for research before the Master's program formally starts.

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

We examined all U15 universities for methods of compressing time between a Bachelor's degree and a Master's degree. As far as we could find advertised for

U15 Universities, 8 of the U15 have some mechanism that is used in select departments of compressing time between a Bachelor's and Master's degree (University of Saskatchewan is not one of the 8).

Table 3: U15 Universities with a method of compressing time between a Bachelor's and a Master's.

Universities with compressed Bachelor's/Master's	Description
UBC	- Bachelor + Master of Management Dual Degree
U of Calgary	- "laddered pathways" so that previous degrees can count towards a future credential
Laval	- "Integrated Master's Program" - Grad courses successfully completed will credit both undergrad and grad degree
McGill	- "B.Sc. / M.Sc. (Thesis) Track" - Start in year 3 of undergrad - Goal to get M.Sc. in 1 year - Can take grad courses as undergrad to compress timeline
Queen's	- "Accelerated and Combined Programs" - Combined Geography and Urban & Regional Planning undergrad and Master's
U of Toronto	- Many "Combined Degree Programs" involving both a Bachelor's and Master's usually listed as taking 5 (or sometimes 6) years
Western	- Certain degrees (e.g. Engineering, Biochem) taking 1 year beyond undergrad
Waterloo	- "Accelerated Master's Programs" with many programs

All instances seem to involve awarding two separate degrees, a Bachelor's and a Master's, but commonly students apply for the Master's portion part way through their undergraduate degree. Typically, while obtaining their undergraduate degree, some portion of the courses and/or research can be used to satisfy the Master's requirement, thereby saving time once the Master's program starts. This mechanism is sometimes called "Accelerated Master's" or "Integrated Master's". It is typical for students to obtain their Bachelor's degree at the end of the fourth year, and then continue on with the remaining requirements for the Master's

degree. Some universities allow one or more graduate courses taken as an undergraduate to count towards both their undergraduate and graduate degree (Laval allows this without a limit in number, and Waterloo limits it to 6 CUs).

The U15 that have an existing combined Bachelor's and Master's program in Computer Science are McGill and Waterloo. Here are some notes on their implementations.

Waterloo

- Can complete 2 grad courses during their undergrad program.

- Students apply in 3rd year of their undergrad program but can also apply at in term 1 of 4th year.

- But students do not get any sort of conditional admission while they are undergraduate students.

- In discussing it with them, they indicated that their current program has relatively low uptake at less than 3 students per year. But they do not currently provide any admission letter to students during their undergraduate studies, and they are not properly advertising the program. But they are now discussing ways to improve the Accelerated Master's by providing an offer letter and better advertising, which they believe will improve its uptake.

McGill "B.Sc./M.Sc. (Thesis) Track" in Computer Science details

- The goal to get a MSc in 1 extra year.

- Students apply in 3rd year of undergrad.

- There is no method to count research learning objectives as an undergrad to condense grad timelines (e.g. summer research).

- They need to have taken 3 grad courses as an undergraduate student.

- They take another 2 courses during the graduate program.

Our proposed approach of creating two custom research-oriented courses consisting of summer research that count towards the Master's program requirements is different than all other similar programs. We also plan for a conditional admission to be given to students. Also, our proposed funding model (described below) will guarantee accepted students will receive USRA funding during their undergraduate degree when they are traditionally not otherwise funded.

Admissions:

The Admission Framework document must be reviewed to determine how an applicant will be considered for admission. There are several factors to consider when creating a new program.

The Manager, Admissions and Transfer Credit, can assist in the development of the criteria. Information determined here should then be used to inform the completion of an Admission Template as found on https://programs.usask.ca/programs/admission-requirements.php

a. ***What are the admissions requirements*** *of this program – high school subjects, secondary or post-secondary standing, minimum averages, English proficiency, and minimum scores on standardized tests?*

> We are not changing any admission requirements for those that apply using the traditional pathway. These admission requirements are highlighted at https://www.cs.usask.ca/students/graduate/graduate-programs/applications-for-admission.php.

> We will only describe the modifications for students applying using the accelerated pathway. Typically, students will apply to the MSc in Computer Science using the Accelerated Admission Pathway during November of either their third or fourth year of undergraduate studies while enrolled in a 4-year Honours Program in the Department of Computer Science (or at the latest, January of their last academic year of their undergraduate degree).

> Students will use a separate and considerably condensed application process from the usual one for the MSc program. The process will be closer in nature to undergraduate students applying for a USRA with a specific supervisor(s). The requirements are the same as what currently appears in the calendar (cataloged at https://www.cs.usask.ca/students/graduate/graduate-programs/applications-for-admission.php) with the following exceptions.

> - Applicants will not need to provide any English requirement as part of the application, as any student who successfully completes the 4-Year Honours Degree in Computer Science -- which is a condition on the conditional admission to the MSc program -- will automatically satisfy the English requirement of the MSc program.
> - They will only need transcripts for any courses they have taken outside the University of Saskatchewan.
> - Only two letters of reference will be required, with at least one being academic, and a second can be either academic or professional. While our existing MSc application process requires three letters of reference with at least two being academic and the third being academic or professional, one fewer letter is reasonable for the Accelerated Pathway after only completing two or three years of coursework and before they have taken part in any research project. Also, a letter from a colleague at U of S can be more easily trusted.

- minimum average of 80% in their previous Computer Science courses that count towards their undergraduate degree

b. ***What are the selection criteria*** *– how will you rank and select applicants? For example, ranking by admission average, admission test scores, interview scores, departmental recommendations, auditions, portfolios, letters of reference, admission essays, and definition of essential abilities for professional practice?*

> Students will only be considered if they apply using this new admission pathway and they are currently registered in at least their third year of a 4-Year Honours program in the Department of Computer Science, and they have a minimum average of 80% in their previous Computer Science courses that count towards their undergraduate degree. This list of applications will be distributed to all faculty in the Department of Computer Science. As we do with our current graduate admission process, faculty can relay to our Graduate Committee who they would like to supervise and indicate what level they can contribute toward funding (the funding method will be described in a section below) for the student's program. These faculty members can base their recommendations in a holistic fashion using the student's past grades, their CV, the specific courses taken by the student, the student's desired area of research, informal interviews if desired, and the letter of reference. The Graduate Committee will attempt to accept as many of these students as possible by matching students to supervisors. Only students for whom there is a matching supervisor together with a full funding package will be conditionally accepted with this pathway. If there are more applicants than we can possibly accept based on departmental funding limits, then the Graduate Committee will rank students on a scale of 1 to 4 (as we do with the traditional pathway) using the same holistic criteria as mentioned above which will inform which students will be accepted. However, our goal is to conditionally accept every student that satisfies the minimum criteria for whom a matching supervisor and funding can be found. We strongly suspect this will be possible with our large graduate program.

c. ***What are admission categories*** *– regular admission, special admission, and Indigenous equity admission?*

> We will use regular admission. All students that the department decides to accept using the process above are given a conditional admission. This will typically occur when students are in their second last or last year of their undergraduate degree (at the latest). Students we decide to accept using this new admission pathway will receive a letter offering conditional admission to the MSc in Computer Science program. It will offer:

1) summer work as a USRA (or as a departmental research hire) with funding and enrolment in CMPT 886 for the summer following conditional admission,

2) summer work as a USRA (or as a departmental research hire) with funding and enrolment in CMPT 887 for the subsequent summer if they are not in their last year of undergraduate studies, on condition of receiving at least 80% in both CMPT 886 and CMPT 40x, and maintaining an average of at least 80% in their undergraduate computer science courses;

3) a conditional admission to the MSc in Computer Science program starting that September if they are in their last year, or the following September if two years remain, on condition of:

- having completed the 4-Year Honours BSc program in either Computer Science, the Software Engineering Option, or Applied Computing,

- having received a grade of least 80% in each of the research intensive courses: CMPT 886, CMPT 887 (if taken), and one of CMPT 400, 403, or 407,

- having completed at least 3 CU from a departmentally-approved list of 400-level courses in computer science for each of CMPT 886 and 887 taken during their undergraduate program, with at least 70% in each course,

- having obtained an 80% average in all undergraduate computer science courses taken during their B.Sc. Honours program,

- if eligible, completing an application for NSERC PGS M postgraduate scholarship in their final year of undergraduate studies (the application need not be successful to meet the condition).

d. What are the **admission models** – direct entry, non-direct entry, ranked competitive or cut-off average? Is a confirmation of admission required?

All admissions will be via direct entry.

e. **Intake** - how many seats are required to be filled – for first year and transfer students, reserved for Indigenous, Saskatchewan, out-of-province, and international students?

Our goal and expectation is for every student who applies where a matching supervisor and funding package can be found will be accepted, including both domestic and international students without any priority between the two groups. We will not have any limit on the number of these students, as the size of our existing graduate program will certainly exceed the number of applications that we will receive from students using this pathway. We do not expect that this new pathway will substantially increase the number of graduate students we currently have in total. We are currently averaging 5-6 graduate students per faculty member. However, we hope that time-to-completion will decrease and allow for new graduate students to therefore be admitted sooner. This pathway should increase the number of local students. We expect between 5 and 20 students to use the Accelerated MSc Admission Pathway annually. The 20 number was obtained by examining the 30 students on average in a summer USRA or research hire position given by the Department of Computer Science, and reducing based on some students being in different years of their program, and some USRAs not being involved in the Accelerated Master's.

f. *What are the application process and timelines – September or January intakes, online application, application and document deadlines, and scholarship deadlines to consider?*

We typically only consider September admissions, although January admissions are possible as exceptions if we can arrange supervision and funding. We will use online applications.

The timeline needs to be arranged paying close attention to scholarship deadlines. We are requiring that all undergraduates who have been accepted to MSc with the Accelerated Pathway and who are eligible, to apply for both NSERC USRA before each of their summers of research and also for NSERC CGS-M. It should also be noted that it is not possible to hold an NSERC USRA if a student is already a registered graduate student. This demonstrates why a conditional offer letter needs to be given to students offering admission to the MSc program in September after their final USRA is completed. Also, we confirmed with the NSERC Program officer in charge of USRAs that students are still eligible for USRAs as long as they are still registered in a Bachelor's program and not currently registered as a Master's student; and they are allowed to have taken graduate courses before applying for further USRAs, as long as they are not currently Master's students. Therefore, it is not desirable for students to be formally enrolled in both the BSc and MSc at the same time.

The typical timeline is as follows for those applying during their 3rd year of undergraduate studies:

- End of 2nd year: this is when students can apply to an Honours program in the Department of Computer Science.

- November of 3rd year: students apply for the Accelerated MSc Admission Pathway and accepted students receive conditional offer letter.

- January of 3rd year: eligible students apply for NSERC USRA with their supervisor(s).

- May-August of 3rd year: students take CMPT 886 and work on research with their supervisor(s).

- November of 4th year: eligible students apply for NSERC CGS-M with their supervisor(s).

- January of 4th year: eligible students apply for NSERC USRA with their supervisor(s).

- May-August of 4th year: students take CMPT 887 and work on research with their supervisor(s).

- June of 4th year: students receive their BSc degree.

- September of 5th year: if conditions completed, students start and become registered in their MSc program. Typically two additional courses will be required during the 5th year, and the thesis and defence need to be completed.

- End of August of 5th year: expected time to complete MSc degree requirements.

The typical timeline is as follows for those entering in their last year:

- November of 4th year: students apply for the Accelerated MSc Admission Pipeline and accepted students receive conditional offer letter.

- November of 4th year: eligible students apply for NSERC CGS-M with their supervisor(s).

- January of 4th year: eligible students apply for NSERC USRA with their supervisor(s).

- May-August of 4th year: students take CMPT 886 and work on research with their supervisor(s).

- June of 4th year: students receive their BSc degree.

- September of 5th year: if conditions completed, students start and become registered in their MSc program. Typically three additional course will be required during the 5th year, and the thesis and defence need to be completed.

- End of December of 6th year: expected time to complete Master's degree requirements.

There is some possible variation in the typical timeline. A student could take 5 years to complete their undergraduate degree, and this could be accommodated. At the minimum, the Accelerated Pathway requires at least

CMPT 886 and a 4th-year Honours Project Course before starting the MSc. Also, Four-Year Computer Science programs have an Internship option, which provides an internship opportunity of either 12 months or 16 months typically taken during their fourth year of classes. Students taking the Internship option would most likely apply to the Accelerated Master's Pathway in their last year of their undergraduate degree, after the internship is complete.

As with our students admitted via the normal admission pathway, deferrals in starting the MSc of up to one year are typically honoured when possible with the funding in the offer letters kept. Students are always able to enter via the normal pathway at any time where they qualify.

g. *Which office will manage the admission process – TLSE, college, department, or a combination?*

The Department of Computer Science will manage the admission process. Our graduate committee already ranks all incoming applicants and matches students to supervisors while balancing funding.

h. *Marketing and Promotion of New Program – consideration needs to be given to a communications plan and marketing of the new program.*

Each year in October, the Graduate Chair of Computer Science will advertise and host a seminar and Q&A targeted to 3rd and 4th year undergraduate students who are interested in accelerating the Master's program and taking part in summer research. This will also be heavily advertised as including summer employment and research opportunities. Individual faculty also currently advertise USRA positions within their own classes, and this can continue with an eye towards accelerating a MSc degree.

i. *Admissions Appeal – what will this process be.*

Formal admission appeals will follow university policy (https://policies.usask.ca/policies/academic-affairs/policy-on-admission-to-degree-programs.php). The College of Graduate Studies and Postdoctoral Research is responsible for forming the unit-level appeals committee for this purpose.

j. *Transfer Credit – when will this be assessed and by which office?*

The conditional offer of admission to the MSc program using the Accelerated Pathway will include the requirement of successful completion of a 4-Year

Honours Degree in the Department of Computer Science at the University of Saskatchewan. Transfer credits within that Bachelor's degree will follow existing policies and procedures. Once the student has been unconditionally accepted to the MSc program, transfer credits are approved by the student's Advisory Committee as we currently do for our existing MSc students, however, given the specifics of the proposed admission pathway, we would not expect a student admitted in this way to have any credits to transfer for credit towards their MSc program.

Description of the program:

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

The curricular objectives are not changing and are identical to our existing MSc in Computer Science program. Some of the large research objectives will be accomplished using a combination of work done within CMPT 886 and 887. Some of the breadth of coursework will be fulfilled using the 4th year courses taken during their undergraduate program.

The curricular objectives will ensure that graduates are highly qualified researchers within computer science. The MSc program in Computer Science offers students high quality, cutting-edge research opportunities and supervision by world leaders in their respective fields. Our MSc program is ideally suited to students wishing to become senior professionals in the technology industry or to those seeking to prepare for a career in scientific research. Graduates of this program often become senior programmers or project leaders at companies that develop commercial software or game design studios. Graduates of our program have gone on to work for industry leading companies such as HP Labs and Pixar Animation Studios, and are also running world leading research labs in academia.

Graduates of the MSc program will be able to:

- demonstrate expertise in computational techniques and computer science research methodology,
- critically evaluate literature and research techniques from computer science,
- work independently towards their research, and execute their research plan,
- communicate and interpret requirements with researchers in both computer science and their cognate disciplines,
- collaborate and participate in a cutting-edge research group,
- write a rigorous scientific document for academic audiences,

- communicate and defend their research through oral presentations,
- obtain a substantial breadth of knowledge across Computer Science areas generally.

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.*

These are not changing for students admitted using the Accelerated Pathway. Students will be required to attend presentations in seminar series within Computer Science, and they will participate in presentations and discussions in lab meetings. Computer programming experience and data analysis experience will be common. The required coursework will provide further background for being able to address the required components depending on the project.

There are no plans for explicit delivery in a distributed format.

c. *Provide an overview of the curriculum mapping.*

The curriculum mapping will be identical to the existing MSc program in Computer Science. The program requirements include completing the CMPT 990 seminar series, CMPT 994 MSc thesis, and GSR 960 Ethics. Students in the MSc in Computer Science (using either admission pathway) must complete 12 credit units worth of courses. Students entering via the Accelerated Admission Pathway can use CMPT 886 and possibly 887 taken during their undergraduate program towards their 12 CUs of required credits. For students who entered via the traditional admission (not Accelerated) pathway, three credit units may be taken at the 300 level or 400 level at the discretion of the advisory committee. However, for students who entered via the Accelerated Admission Pathway, this will not be allowed, and all remaining CUs must be graduate-level coursework from the Department of Computer Science (CMPT prefix).

The MSc program requires an Advisory Committee that follows CGPS guidelines of no less than two people: the supervisor(s) and a committee member from Computer Science. The committee is expected to meet with the student once per academic year, on average, over the course of their degree. The supervisor must complete an annual review of student progress that is endorsed by the committee every academic year. The committee must approve a thesis document as suitable for defence. There is no formal requirement for a thesis proposal at the MSc level; however, the committee is encouraged to perform an informal proposal prior to the defence.

The written thesis/dissertation will involve original research that contributes new knowledge towards Computer Science. Students are expected to obtain ethics approvals if needed. The defence will involve a 15-20 minute presentation summarizing the research, followed by a rigorous questioning from the examining committee.

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

Students will explicitly be involved in research within Computer Science. This will involve reading publications from within the area and then to synthesize the various connections required. During the course of the research, a plan will be developed, and problem solving will be required to address hypotheses in an appropriate fashion. As roadblocks are inevitably reached during the progression of their research, the student will need to critically evaluate appropriate techniques to solve their problems, or to alter their hypotheses.

e. *Explain the comprehensive breadth of the program.*

The Department of Computer Science places significant importance to every graduate of the MSc in Computer Science program having substantial breadth across Computer Science. This is an important standard to uphold as our graduates move to industry and academia elsewhere. While currently students in the MSc Computer Science would have 12 CUs of graduate credits, students entering via the Accelerated Admission Pathway would have sufficient breadth with a full 4-year Honours Degree in Computer Science, at least 6 CUs of graduate courses, and at least 3 (if they took only 886 and not 887) or 6 CUs (if they took (if they took both 886 and 887) of other 4th year CMPT coursework from an approved list. Breadth for these students should remain excellent.

f. *Referring to the university "Learning Charter", explain how the learning pursuits are addressed and what degree attributes and skills will be acquired by graduates of the program.*

There are no changes from our existing MSc in Computer Science program but we will annotate them here.

Truth and understanding The Computer Science program follows the scientific principles of analysis and evaluation. Computer Science can be applied to almost every other discipline, as it provides techniques to make sense of and analyze data from any area, through e.g. models, simulation, and machine learning.

Through coursework and supervision, students will be encouraged to be creative with their solutions, and to employ critical thinking.

Pursuit of knowledge Students in the Computer Science program undertake the work of contributing to the body of knowledge in the computer science community and related disciplines. This enables the synthesis and pursuit of knowledge.

Pursuit of integrity and respect There is an emphasis placed on professionalism and integrity. Scientific integrity is crucial, and will be emphasized within coursework, and throughout their program. As an example, the Department of Computer Science often provides a seminar on Academic Integrity to our graduate students. We also recently created a new seminar for all new graduate students who are acting as teaching assistants for the first time, where we prioritize the importance of professionalism.

Pursuit of skills and practices The Computer Science program provides the skills required to conduct research both individually and in teams, through collaboration and communication with those from different disciplines. Communication is also required through research presentations, presentations in courses, and also possibly at international conferences. Computer Science provides students with the computational tools and disciplinary breadth to impact diverse industrial and social areas after graduation.

Individual and community pursuits Throughout their program, students will develop their leadership skills within their labs. Largely, these projects will enable students to explicitly make positive contributions to society, and it will allow them to use these skills and gained responsibility in other areas of community.

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

Students would transfer into the M.Sc program from another graduate program through the normal existing processes. Transfers between graduate programs are not relevant to the proposed new admission pathway.

h. *Specify the criteria that will be used to evaluate whether the program is a success within a specified timeframe.*

We will start to review this new admission pathway after one cohort of students have fully passed through it. For students in 3rd year in 2023-2024, they will have finished their 5th year by the fall of 2026. We will assess the admission pathway in the fall of 2026 to decide if it has been successful, and if so, whether any revisions need to take place. It would be straightforward to terminate the

admission pathway, as existing students who started it could continue to count any of CMPT 886 and 887 that they already had finished towards their MSc program requirements, but these courses would stop operating.

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.*

Our existing MSc in Computer Science program is not accredited, and this new pathway is therefore unaffected. To note, the 4-Year Honours in Computer Science is accredited by the Canadian Association of Information Technology Professionals (CIPS), but this accreditation will be unaffected as this MSc pathway is not changing the existing undergraduate programs.

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?*

This is not a new program, but only a new admission pathway. Students from other programs will not directly benefit. Naturally, some graduates from the MSc in Computer Science will eventually become PhD students in Computer Science as well. It will also be possible to switch from Master's (with any admission pathway) to PhD using the existing procedure for doing so, after 12 months of Master's has been completed. The existing procedure requires that these students take the full course load for both Master's and PhD, and CMPT 886 and 887 will count towards the Master's requirements. These students will already have their 4-year Honours degree completed before starting their Master's.

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.*

This is not a new program, and this new admission pathway is explicitly for students from our own undergraduate program in the Department of Computer Science. Therefore, no external units were consulted. Consultation was done

with several members of CGPS, and also the Director of the Programs Office in the College of Arts and Science to fully understand the complexity of coordinating both undergraduate and graduate program requirements.

However, this Accelerated Master's Pathway can be thought of as a "template" that other departments at the University of Saskatchewan could adopt to their own department. We will enumerate some benefits of the Accelerated Master's Pathway to both our department and to our students below. There might be other departments at U of S where it is mutually beneficial to both themselves and their students to have an Accelerated Master's Pathway.

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 requirements when including courses from other colleges.*

No new program is being created. Two new courses, CMPT 886 and 887 are being created to be run during the summers. These are Computer Science graduate courses that can only be taken by 4-Year Honours students in the Department of Computer Science.

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

NSERC was consulted regarding whether student's could hold USRAs after taking graduate courses. There are no additional letters of support obtained.

Budget:

The [Financial Implications Form](#) must be completed to determine the cost impact of the proposed program. **Information about budget and financial implications appears in that form.**

This form needs to be completed by the time the proposal gets to APC (not GPC).

Additional Notes on the Accelerated MSc Admission Pathway

Funding Model

Currently, the standard funding mechanism for Master's students in our department is a guaranteed two years of funding at the standard Master's rate of $21,500/year, plus an additional $3,500/year for International Master's students through an extra fund called the International Student Tuition Offset Bursary, to partially help offset a portion of the difference in tuition between domestic and international students.

Currently, summer undergraduate student research assistants get paid at a standard undergraduate rate of approximately $11,000 for a summer after 3rd year, and $11,700 for a summer after 4th year.

For students accepted using the Accelerated Master's Admission Pathway during their last year of their undergraduate degree, the offer letter will describe USRA funding for that summer, and separate graduate funding for 16 months of their MSc. For students accepted using the Accelerated Master's Admission Pathway during their second last year of their undergraduate degree, the offer letter will describe USRA funding for that summer, USRA funding for the next summer, and separate graduate funding for 12 months of their MSc. Thus, in total, all students are offered 20 months of total funding using a combination of MSc and USRA funding.

When students are accepted with the Accelerated MSc Pathway, the USRA (or research hire) funding for that summer is guaranteed, however the USRA funding for further summers of undergraduate research, and other graduate funding for the MSc will be on the same conditions as continuation and acceptance to the MSc program as outlined in the Offer

Letter section. The USRA (or research hire) funding will be at the standard undergraduate rate for their year, while the MSc funding will be at the standard Master's rate used by our department (including International Student Tuition Offset Bursary for international students). Supervisors are able to pay extra and for longer periods past the guaranteed period, but this will be optional and not guaranteed in offer letters to students.

As part of the conditional admission, students who are eligible will be required to apply for Tri-council USRAs for each of the summers of undergraduate research; and students who are eligible will also be required to apply for a Tri-Council CGS-M before starting their Master's studies. Their supervisors will work with them to help complete these applications. If successful, these scholarships will help pay for the standard undergraduate rate during their undergraduate degree (NSERC USRA is currently awarding $6,000 for the summer, and the supervisor(s) pays the remaining portion), and for the standard graduate rate during their first year of their Master's (NSERC CGS-M is currently awarding $17,500 for one year of Master's, and departmental funds pay for the remaining portion).

If a student's USRA application is unsuccessful, the student will still be given the standard undergraduate rate during the summers of undergraduate research through other means (combinations of departmental USRA, or supervisor's grants); and if the conditions are successful for the conditional admission to the MSc degree, then the Master's funding is also guaranteed through other means (combinations of Student Support Fund, 75th Anniversary Scholarship, faculty member's grants). While this is a large commitment of funds, it is still 20 total months in all cases.

Also in all cases, international students who are current undergraduate students in a 4-Year Honours Program in the Department of Computer Science at U of S can apply and participate. While they would not be eligible for NSERC USRA or NSERC CGS-M, they would remain eligible for departmental USRA and summer research hire positions when they are undergraduate students, and 75th Anniversary Scholarship and regular graduate funding for their MSc funding. They will be given equal priority as domestic students as long as funding and supervisor(s) are in place.

Additional Special Notes

- It is possible for students to switch supervisors if they so desire. This is especially important for students who start in their third year, and we expect some students to switch supervisors for their second summer, and students will be told that this is possible. However, the new supervisor would need to agree to continue to honour the commitments made in the conditional offer. It will also be possible to switch supervisors later, but the expected time savings in the Master's might not be as large.
- CGPS requires a minimum of 9 CUs at the Master's level. The MSc in Computer Science program currently requires a higher 12 CUs of coursework. While the Department of Computer Science values the breadth obtained from 12 CUs, either the 6 CUs of normal graduate courses plus 6 CUs of approved 4th year CMPT courses, and CMPT 886 and 887, or 9 CUs of normal graduate courses plus 3 CUs of approved 4th year CMPT courses, and CMPT 886 accomplishes a similar goal.
- CGPS currently has as policy: "Graduate courses completed in addition to the requirements of an undergraduate degree may be used to partially fulfill the requirements of a graduate degree (to a maximum of six (6) credit units). In such situations, the inclusion of a course(s) in a graduate program of studies must

be approved by the graduate student's advisory committee." CMPT 886 and 887 exactly fulfills this 6 CU requirement, and therefore current CGPS policy would not allow additional graduate classes to be taken during their undergraduate program.

- The two specially created courses CMPT 886.3 and 887.3 will require special permission of the instructor to enrol, and will only be available to students currently in a 4-Year Honours Program in the Department of Computer Science at U of S, and that have been conditionally accepted to the MSc program through the Accelerated MSc Admission Pathway. They will not be available to other graduate students.
- Students can withdraw their conditional admission to the Accelerated Master's Admission Pathway before their MSc starts without penalty.

Benefits to Department of Computer Science and University of Saskatchewan

- Improved Research Background Preparedness of Master's Students.
- Improved Tri-Council Scholarship Opportunities (as previously described).
- Use of Grant Funds and USRAs Towards Grad Program. NSERC USRAs have a $6,000 contribution from NSERC, and existing faculty are paying a considerable amount towards USRAs. The new funding method leverages this undergraduate funding towards graduate funding packages.
- More undergraduate research. With the opportunity to accelerate their Master's, more students might undertake undergraduate research in the summer's after 3rd and 4th year.

Similarly, more faculty members might wish to supervise undergraduate research, with a greater probability that these students will continue on to a Master's degree.

- More top local students. It is somewhat common for our top undergraduate students to attend other universities for the Master's level. While this will not stop, there is an opportunity to retain some of these students for the Master's program if there has been a significant head-start in both research and coursework with an opportunity for time savings, and an established relationship with the supervisor.

Benefits to Students

- Guaranteed Funding in Undergrad. While all graduate students in our department do receive guaranteed funding to pay for tuition plus a portion of living expenses, undergraduate students do not receive this same type of guarantee. Students conditionally admitted for the Accelerated Admission Pathway will receive conditionally guaranteed funding during the summers when they most need it. For example, for students who apply to the Accelerated MSc in their third year of undergraduate studies, they will receive $11,000 for their first summer and $11,700 for their second, totalling $22,700 during their undergraduate studies. This can have a large and positive financial impact on students when expenses are high. To note, these commitments are honoured even if NSERC USRA applications are unsuccessful.
- One or two fewer graduate courses are needed while enrolled in their MSc program.
- Reduced expected timeline to completion. The expectation both by the students themselves and by faculty in our department is that the core of the research done during the one or two

summers and the CMPT 40x Honours Project Course of the undergrad degree can be used as a starting point towards the MSc thesis, which can help reduce the amount of time needed to complete the MSc to as low as 12 months.

- Salary in Industry. Payscale is a data company which helps employers manage employee compensation. They estimate (collected May 2023) that the average base salary for graduate with a Bachelor's degree in Computer Science is $78K/year, whereas graduates with a Master's degree in Computer Science is $92K/year. One would therefore expect a long-term benefit of a Master's in terms of salary.

Potential Risks to Students

- There is sometimes a perceived negative affect to students doing all their degrees in one institution. However, these students can still have the opportunity to complete a PhD at other institutions. Furthermore, the positive impact of continuing their successful research and relationship with their supervisors can be quite positive. Students can also continue to use the traditional route of obtaining an undergraduate degree, and then starting a traditional MSc degree without any issues.
- There is a risk that faculty will support undergraduate students through their undergraduate research, but then decide not to attend the MSc and withdraw their conditional admission. While this is a risk, the likelihood that this will occur will go down from the current number of students receiving USRAs that do not continue to the MSc program.
- There is a risk of committing to an underperforming undergraduate student. This can be somewhat mitigated with the 80% conditions in the research-oriented courses of CMPT

886, 887, and the Honours Project course which involve research, and the minimum grade conditions in the offer letter.

- There is a risk of a negative relationship or fit between student and supervisor, or a lack of exploring different research areas. When advertising this pathway, it will be made clear to students that switching supervisors is possible, and if they work with different supervisors for their two summers of undergraduate research, this will be completely fine.

College Statement

Please provide here a statement from the College which contains the following:

- Recommendation from the College regarding the program
- Description of the College process used to arrive at that recommendation.
- Summary of issues that the College discussed and how they were resolved.

Related Documentation

In the submission, please attach any related documentation which is relevant to this proposal, such as:

- Relevant sections of the College's/School's plan
- Accreditation review recommendations
- Letters of support - if courses from colleges outside the sponsoring unit are required, please include letters of support for each.
- Memos of consultation
- External Agreements – if the new program or major revision is dependent upon an external partnership or agreement, this must be completed and included.

Consultation Forms Attach the following forms, as required.

Required for all submissions:

☐ Consultation with the Registrar form (Note: this form will be completed by SIS during the Consultation with the Registrar meeting. Completion is based upon the proposal and the meeting discussion; no preliminary work from the college is required).

☐ Budget forms, including tuition.

☐ Complete Catalogue entry, if proposing a new program, or excerpt of existing program with proposed changes marked in red

   o Please include admission requirements, complete program of study, and all new, deleted or changed courses in the entry.

☐ Entry for marketing website: admissions.usask.ca/programs/find-a-program OR gradprograms.usask.ca as appropriate.

☐ Entry for the Tuition website: students.usask.ca/money/tuition

Required for all new courses:

☐ New Course Proposal Form

Required if resources needed: Please consult the attached checklist below for a list of necessary forms to be completed and included in the application package.

Submission of Form:
Please submit all completed Proposal for Curricular Changes and other required forms to this email address: academic_programs@usask.ca

Academic Programs Approval Process

Checklist of forms and consultations to be completed before submission of a *Proposal for Curricular Change* to Academic Programs Committee of Council

	Required Consultation/Office	Required Form (as applicable)	Date completed (if not required, briefly explain why)	Who did you meet with
1	Consultation with other colleges re: impact or similar programs	N/A		
2	Financial Sustainability/Tuition Review	*Budgetary and Financial Implications Worksheet*		
3	Consultation with Manager, Admissions and Transfer Credit	*Admissions Template*		
4	Budget Consultation with Institutional Planning and Assessment	*Budgetary and Financial Implications Worksheet*		
5	Provost sign-off on Budgetary and Financial Implications Worksheet	*Budgetary and Financial Implications Worksheet*		
6	Secure College Faculty Council Approval	• *Proposal for Academic or Curricular Change Form* • Completion of *Physical Resource and Space Requirement Form* • Completion of *Library Requirement Form* • Completion of *ICT Requirement Form* • Completion of *New Course Creation Form* • *Completion of Catalogue Entry*		
7	(For graduate programs) Secure College of Graduate and Postdoctoral Studies Approval	(As above)		
8	Consultation with Registrar	*Consultation with the Registrar Form*		

University of Saskatchewan
Financial Implications - New or Major Revision of Existing Program Proposal

Requirements:

Of primary importance to the University of Saskatchewan is that academic programs:
- be of high quality
- be in demand by students and the public
- use resources efficiently.

This form identifies the relevant financial implications that should be summarized in your proposal and is to be completed for all new programs and major revisions
(that require new resources).
Please ensure that this form is completed and reviewed with Office of Institutional Planning & Assessment **prior** to submission of the program proposal to the Academic Programs Committee of Council.

Program Information:

1 Name of the program:
MSc in Computer Science. The revisions are to create a new admission pathway called the Accelerated Master's Admission Pathway.

2 Sponsoring unit (department/college/school):
Department of Computer Science, College of Arts and Science

3 Is this an interdisciplinary program? If yes, provide details:
No

4 Is there a formal agreement required with any parties external to USask for this program?
No

Enrolment Expectations:

5 What is the projected student enrolment in the program initially, and over time, and on what evidence is the projection based?

There are currently approximately 85 students in the MSc in Computer Science program. We do not expect this number to grow substantially due to the already large number of grad students supervised per faculty member. We expect between 80 and 100 students in it annually. We do expect that between 5 and 20 students per year will utilize the new Accelerated Master's Admission Pathway annually by taking one of the summer courses. As a single estimate, there are approximately 30 students participating as a USRA in our department during each summer, and if approximately half are participating in the Accelerated Master's, this would result in 15 students per year taking either CMPT 886 or CMPT 887.

Comment upon whether the program is primarily designed to: a) cater to graduates of sponsoring college/school/USask, b) meet a provincial demand (as presented in the SK Growth Plan), c) meet national demand, or d) meet an international demand?

While the entirety of the MSc program caters to all of these, the new Accelerated Master's Admission Pathway is explicitly and entirely catering only to graduates of 4-Year Honours Degrees offered by the Department of Computer Science at the University of Saskatchewan.

6 What is the minimum number of students needed for this program to be viable? Please provide support for calculation.
This new Admission Pathway involves the creation of CMPT 866/877 which are each 3CUs. It will charge non-degree graduate tuition to take each. Tuition for a 3CU grad course is currently $797.40 for domestic students and $1794.15 for international students. If we estimate that 2/3 of students taking this pathway are domestic and 1/3 are international, then this amounts to approximately $1000 for each student for each of CMPT 886 and CMPT 887 that they take. Each must take CMPT 866 in their first summer, and those doing a second summer must take CMPT 877. If a total of 10 students annually take either one of these courses, then this tuition amount would be approximately equal to the cost of a sessional lecturer to cover one 3CU course. The proposal requests to always give the Graduate Chair 6 CUs of teaching relief, while they currently get either 3CUs or 6CUs of teaching depending on the year (they received 6CUs of teaching relief 2 of the the last 5 years). Hence, if approximately 8 students take either CMPT 886/887, this would be the minimum number of students to be viable with teaching relief. We expect the

7 What is the maximum enrolment, given the limitations of the resources allocated to the program?

The maximum possible is bounded by the number of students we can offer full funding for their program. We currently offer approximately 30 USRAs each summer. While this could go up slightly, certainly it could not go above 40 students taking either CMPT 886/887 each year.

8 How is enrolment expected to increase or decrease in the sponsoring college/department, and in other colleges/departments as result of this new program?
Is the expectation that total enrolment for USask would increase as a result of this new program? *Especially comment if any new courses are being created.*
Overall, we do not expect enrolment in the MSc Computer Science program to go up substantially as we are limited by the number of students each faculty member can supervise per student, but there might be a small increase. We do not expect enrolment in other departments to be affected at all. We do expect some Master's students to now use the Accelerated Master's Admission Pathway which requires at least one of taking CMPT 886/887.

Faculty and Staff:

9 Are there sufficient numbers of appropriately qualified faculty and staff to support the program (teaching, advising, etc)?
If not, will you be looking to hire? If hiring, what positions and FTE are needed?
There is always 1 Graduate Chair, and this will be part of their normal assignment of duties.

10 Please explain if/how teaching assignments of (each) unit and instructor are affected by this proposal?
As mentioned above, the Graduate Chair of Computer Science would coordinate both CMPT 886/887 and they would receive 6 CUs of teaching relieve whereas they currently get either 3CUs or 6CUs. This requires a sessional instructor to teach one 3CU course that they would sometimes teach.

11 Are courses or programs being eliminated in order to provide time to teach the additional courses? If so, please list.
No courses or programs are being eliminated.

Resource Implications

12 Are there any capital or start-up costs anticipated, and how will these costs be covered?
Costs can include new space, renovations, equipment, computer hardware and software, marketing and promotion, faculty recruitment, curriculum development, etc. Please provide the exact amounts on sheet titled "Budget".
No

13 Explain budget allocations and how the unit resources will be reallocated to accommodate this proposal. (Unit administrative support, space issues, classroom availability, studio/practice rooms laboratory/clinical or other instructional space requirements)?
Joint meetings and seminars in CMPT 886/887 will take place in the meeting room in the 4th Floor Spinks Extension that is controlled by the Department of Computer Science. No additional space or resources are needed.

14 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. Please describe the resources available and committed to the program, both in terms of one-time costs and ongoing operating costs.
It is not to be offered in a distributed context.

15 If this is an interdisciplinary program, please indicate whether there is a pool of resources available from other colleges involved in the program.
It is not an interdisciplinary program.

16 List all new funding sources and amounts (including in-kind) and the anticipated contribution of each to offset incremental program costs. Please identify if any indicated funding is contingent on subsequent approval by a funding authority and/or future conditions.

The only new funding source is the tuition collected from the new courses. In terms of graduate supervision, it is possible that this new Admission Pathway will result in more tricouncil scholarships which will allow more graduate students to be accepted.

Tuition and Student Cost:

17 What tuition will the program be charging (Will the program utilize a special tuition model or existing tuition categories)? *Note: As per the Tuition & Fees policy, authority for tuition approval is delegated to the Provost on behalf of the Board of Governors*
The new courses CMPT 886 and CMPT 887 will charge 3CU of tuition for non-degree graduate courses. This is because these courses will be taken while the students are still undergraduate students and not while they are graduate students. Once these students are in the Master's program, they will be assessed the normal graduate tuition for thesis-based graduate programs.

18 If this is an interdisciplinary program, please explain the proposal for how tuition could be shared amongst the participating colleges/schools? ? (please provide supporting documents)
It is not interdisciplinary.

19 What is the total annual cost of the program for a student (tuition and fees included, if any)?
To take CMPT 886 it will cost $797.40 for domestic ($1794.15 for international). If they take CMPT 887 the following summer, it will cost the same amount. Once they are in the Master's program, it will cost $4932/year for domestic ($11,097 for international). Student fees for the spring summer are $35, and for the Master's are $1157.39.

20 Will there be a tuitiion deposit for this program? if yes, what is the planned rate?
Please visit the Fee Review Committe website for information on the prosesses to set-up a tuition deposit
No

21 Compare the proposed total annual cost of the program per student (both domestic and international) with that of similar programs at USask or other relevant institutions (i.e. U15).
The only change is the 3CU tuition during the summer when they are undergraduate students. While it is unusual to have tuition for students conducting summer research, the student benefits in recognizing its value towards research learning objectives.

22 What provisions are being provided for student financial aid and to promote accessibility of the program? What scholarships will students be able to apply for, and what proportion of students would be eligible?

As assessed in the proposal, all students conditionally accepted into the Accelerated Master's Admission Pathway will be given an offer letter for either one or two summers of research, plus at least one full year of Master's. This funding will come from either scholarships such as NSERC, the 75th Anniversary Scholarship, supervisor funding, or CGPS funding.

University of Saskatchewan
Financial Implications - New or Major Revision of Existing Program Proposal

Instructions:

1. Identify limited term and ongoing revenue and expenditure estimates directly in the worksheet 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 (in the Comments section) of how that deficit will be managed in future year(s) in order to ensure long-term financial sustainability.

	Academic Year					Comments
	Year 1	Year 2	Year 3	Year 4	Year 5	
Revenue						
Tuition						
New domestic students	10	10	10	10	10	This is an estimate of the number taking either 886/887 each year.
Domestic students continuing in the program	0					
Total # of domestic students (headcount)	10	10	10	10	10	
Domestic tuition rate per credit unit, *if known*	$ 265.80	$ 265.80	$ 265.80	$ 265.80	$ 265.80	
Domestic tuition rate per student	$ 797.40	$ 797.40	$ 797.40	$ 797.40	$ 797.40	This is the tuition per summer for each participating student
Total tuition revenue - domestic	$ 7,974.00	$ 7,974.00	$ 7,974.00	$ 7,974.00	$ 7,974.00	
New international students	5	5	5	5	5	
Int'l students continuing in the program	0					
Total # of international students (headcount)	5	5	5	5	5	This is an estimate of the number taking either 886/887 each year.
Int'l tuition rate per credit unit, *if known*	598.05	598.05	598.05	598.05	598.05	
International tuition rate per student	$ 1,794.15	$ 1,794.15	$ 1,794.15	$ 1,794.15	$ 1,794.15	
Total tuition revenue - international	$ 8,970.75	$ 8,970.75	$ 8,970.75	$ 8,970.75	$ 8,970.75	
Total Tuition Revenue	$ 16,944.75	$ 16,944.75	$ 16,944.75	$ 16,944.75	$ 16,944.75	
Student fees (specific to course or program) *use total amount, not per student*						
(Choose from drop down menu)	$ -	$ -	$ -	$ -	$ -	
(Choose from drop down menu)						
Other *(list in Comments)*						
Total Student Fees	$ -	$ -	$ -	$ -	$ -	
External funding support *(list in Comments)*	$ -	$ -	$ -	$ -	$ -	
Internal re-allocation *(list in Comments)*						
Total Revenue	$ 16,944.75	$ 16,944.75	$ 16,944.75	$ 16,944.75	$ 16,944.75	
Costs						
Start-up costs						
New space/renovations *(classroom, office, laboratory, workshop, etc.)*						
Equipment, including IT *(e.g. hardware, software, lab material)*						
Faculty Recruitment						
Marketing and Promotion, *if not using centralized services*						
Curriculum Development, *if not using centralized services*						
Other start-up costs						
Total Start-up Costs	$ -					
Salary and benefits (if hired new)						
Faculty						
Sessionals or limited term instructional support	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	
Students (Teaching and/or Marking Assistants)						
Staff						
Honoraria						
Total New Salary and Benefits	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	
Other Operational Costs						
Scholarships and bursaries						
Marketing and promotion						
Materials and supplies						
Travel						
Equipment and IT						
Other costs *(list in Comments)*						
Total Other Operational Costs	$ -	$ -	$ -	$ -	$ -	
Total Costs	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	
Estimated Surplus or Deficit*	$ 6,944.75	$ 6,944.75	$ 6,944.75	$ 6,944.75	$ 6,944.75	
per student	$ 462.98	$ 462.98	$ 462.98	$ 462.98	$ 462.98	

* If deficit in any given year, explain how it will be managed:

1. Approval by Department Head or Dean
   1.1   College or School with academic authority: College of Graduate and Postdoctoral Studies
   1.2   Department with academic authority: Department of Computer Science
   1.3   Term from which the course is effective: Spring 2024 (202405)

2. Information required for the Catalogue
   2.1   Label & Number of course: CMPT 886.3
   2.2   Academic credit units: 3

   2.3   Course Long Title (maximum 100 characters): Research Methods I
         Course Short Title (maximum 30 characters): Research Methods I

   2.4   Total Hours: Lecture   Seminar 13   Lab   Tutorial   Other

   2.5   Weekly Hours: Lecture   Seminar 13   Lab   Tutorial   Other

   2.6   Term in which it will be offered: T1   T2   T1 or T2   T1 and T2
   Spring/summer

   2.7   Prerequisite:
         Only available to be taken by undergraduate students in a 4-year Honours program in either
         Computer Science, Software Engineering Option, or Applied Computing at the University of
         Saskatchewan, in at least their third year. Permission of the instructor required. Not available to
         be taken by graduate students. This course cannot be used towards satisfying any
         undergraduate program requirements and can only be used to satisfy course requirements of
         the MSc in Computer Science program.

         If there is a prerequisite waiver, who is responsible for signing it?
         D – Instructor/Dept Approval
         H – Department Approval
         I – Instructor Approval

         I (who is the Graduate Chair of Department of Computer Science)

   2.8   Catalogue description (150 words or less):
         Senior undergraduate students will work on an introductory research project in an advanced
         area of computer science under the supervision of a faculty member specializing in the area.
         Students will be introduced to the research methodology used in the area, and apply that
         methodology towards a novel research project. They will communicate this research in
         writing and presentation.

2.9   Do you allow this course to be repeated for credit?
       No

3.   **Please list rationale for introducing this course:**
      This course focuses on a first course in research, with a focus on learning and applying research methodologies to a novel area of research. It is common for undergraduate students in a 4-year Honours degree in Computer Science, the Software Engineering Option, or Applied Computing at the University of Saskatchewan, to start to gain experience in learning and applying research methodologies during a summer USRA position. These learning objectives can be used as an alternative to project learning objectives common in graduate courses. This course is intended to help recognize these learning objectives. This class is only available to students who have been conditionally accepted to the MSc program in Computer Science using the Accelerated MSc Admission Pathway. It can only be used to satisfy the course requirement of the MSc in Computer Science program for students who were accepted using the Accelerated MSc Pathway.

4.   **Please list the learning objectives for this course:**
      Upon completion of this course, students will be expected to:
      • Design and manage a small-scale research project
      • Collaborate on the research with their supervisor
      • Read and appreciate scientific literature
      • Read and understand scientific methodology close to their area of research
      • Apply relevant scientific methodology to their research project
      • Communicate their research work in writing
      • Orally communicate their research work to peers
      • Prepare a poster disseminating their research work

5.   **Impact of this course**
        Are the programs of other departments or Colleges affected by this course?
        If so, were these departments consulted? (Include correspondence)
        Were any other departments asked to review or comment on the proposal?

      No other programs are impacted. We had extensive conversations with members of CGPS regarding the development of this course.

6.   **Other courses or program affected** (please list course titles as well as numbers)
      6.1   Courses to be deleted? None
      6.2   Courses for which this course will be a prerequisite?

             Prerequisite for CMPT 887.

      6.3   Is this course to be required by your majors, or by majors in another program?

             Completion of this course with a grade of at least 80% is one of the conditions on the conditional admission to the Master's in Computer Science when applying using the Accelerated Admission Pathway.

7. **Course outline**
   Syllabus attached

8. **Enrolment**
   8.1 Expected enrollment:
   5-15

   8.2 From which colleges?
   This course is only available to those students currently enrolled in a 4-year Honours degree in either Computer Science, the Software Engineering Option, or Applied Computing at the University of Saskatchewan. It will be restricted only to those students who have been accepted to the MSc in Computer Science program with the Accelerated Admission Pathway, who have already received a conditional admission to the MSc program in Computer Science, but have not yet started the MSc in Computer Science. This will be enforced by requiring permission of the instructor.

9. **Student evaluation**
   Give approximate weighting assigned to each indicator (assignments, laboratory work, mid-term test, final examination, essays or projects, etc.)

   9.1 How should this course be graded?
   C – Completed Requirements
   (Grade options for instructor: Completed Requirements, Fail, IP In Progress)
   N – Numeric/Percentage
   (Grade options for instructor: grade of 0% to 100%, IP in Progress)
   P – Pass/Fail
   (Grade options for instructor: Pass, Fail, In Progress)
   S – Special
   (Grade options for instructor: NA – Grade Not Applicable) If other, please specify:

   N

   9.2 Is the course exempt from the final examination?
   Yes, there is no final exam.

10. **Required text**
    Include a bibliography for the course.

    There are no required texts.

11. **Resources**
    11.1 Proposed instructor:

    The Graduate Chair in the Department of Computer Science

    11.2 How does the department plan to handle the additional teaching or administrative workload?

CMPT 886 and 887 will be coordinated by the Graduate Chair in the Department of Computer Science. The Graduate Chair already receives a partial teaching offload (either 1 or 2 less courses per year depending on the administrative responsibilities that given year). This exact same possible teaching offload will occur with the Graduate Chair administering CMPT 886 and 887, although 2 less courses is expected at least in the short term as new resources are created for CMPT 886 and 887. If the offload is higher than without CMPT 886 and 887, the additional course would be taught by a lecturer within the Department of Computer Science.

11.3   Are sufficient library or other research resources available for this course?

Yes

11.4   Are any additional resources required (library, audio-visual, technology, etc.)?

Any meetings and associated AV equipment will take place in the existing meeting room Spinks S433 used by the Department of Computer Science. Lab space for students will be accommodated using existing lab space used to currently accommodate USRA students. We will only accept students to the Accelerated MSc Admission Pathway, which is required to take CMPT 886, if sufficient lab space is available for the student.

12.   **Tuition**
12.1   Will this course attract tuition charges? If so, how much? (use <u>tuition category</u>)

This course will use the standard 3CU tuition for graduate courses.

12.2   Does this course require non-standard fees, such as materials or excursion fees? If so, please include an approved "Application for New Fee or Fee Change Form" <u>http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php#course-fees</u>
No

Detailed Course Information

1. Schedule Types
Please choose the Schedule Types that can be used for sections that fall under this course:

Code	Description	Code	Description
CL	Clinical	PRB	Problem Session
COO	Coop Class	RDG	Reading Class
FLD	Field Trip	RES	Research
ICR	Internet Chat Relay	ROS	Roster (Dent Only)
IHP	Internet Help	SEM	Seminar
IN1	Internship - Education	SSI	Supervised Self Instruction
IN2	Internship - CMPT & EPIP	STU	Studio
IN3	Internship - General	SUP	Teacher Supervision
IND	Independent Studies	TEL	Televised Class

LAB	Laboratory	TUT	Tutorial
LC	Lecture/Clinical (Dent Only)	WEB	Web Based Class
LEC	Lecture	XCH	Exchange Program
LL	Lecture/Laboratory (Dent Only)	XGN	Ghost Schedule Type Not Applicable
MM	Multimode	XHS	High School Class
PCL	Pre-Clinical (Dent Only)	XNA	Schedule Type Not Applicable
PRA	Practicum	XNC	No Academic Credit

RES

2. Course Attributes
Please highlight the attributes that should be attached to the course (they will apply to all sections):

2.1   NOAC No Academic Credit
0 Credit Unit courses that possess "deemed" CUs (Called Operational Credit Units). NOAC causes the system to roll 0 academic credit units to academic history.

2.2 For the College of Arts and Science only: To which program type does this course belong?
FNAR   Fine Arts
HUM   Humanities
SCIE   Science
SOCS   Social Science
ARNP   No Program Type (Arts and Science)

SCIE

Does this course satisfy one of the official college requirements:
ELWR – English Language Writing Requirement
ILRQ – Indigenous Learning Requirement
QRRQ – Quantitative Reasoning Requirement

No

3. Registration Information (Note: multi-term courses cannot be automated as corequisites)
3.1   Permission Required: Yes, by course instructor.
3.2   Restriction(s): course only open to students in a specific college, program/degree, major, year in program

Only available to be taken by undergraduate students in a 4-year Honours program in either Computer Science, Software Engineering Option, or Applied Computing at the University of Saskatchewan, in at least their third year. Permission of the instructor required. Not available to be taken by graduate students. This course cannot be used towards satisfying any undergraduate program requirements and can only be used to satisfy course requirements of the MSc in Computer Science program.

3.3   Prerequisite(s): course(s) that must be completed prior to the start of this course

None

3.4   Prerequisite(s) or Corequisite(s): course(s) that can be completed prior to or taken at the same time as this course
None

3.5   Corequisite(s): course(s) that must be taken at the same time as this course
None

3.6   Notes: recommended courses, repeat restrictions/content overlap, other additional information

4. List Equivalent Course(s) here:

An equivalent course can be used in place of the course for which this form is being completed, specifically for the purposes of prerequisite and degree audit checking. Credit will be given for only one of the equivalent courses.

4.1   If this is a recently-repurposed course number, please list the courses that are no longer considered to be equivalent:

***Please note**: If the equivalent courses carry an UNEQUAL number of credit units, DegreeWorks will automatically enforce the following, unless otherwise stated:

- If a 3 credit unit course is considered to be equivalent to a 6 credit unit course, it will fulfill the 6 credit unit requirement and the student will not have to complete another 3 credit units toward the overall number of required credit units for the program.
- If a 6 credit unit course is considered to be equivalent to a 3 credit unit course, ALL 6 of the credit units may be used to fulfill the 3 credit unit requirement.

5. List Mutually-Exclusive Course(s) here:

Mutually exclusive courses have similar content such that students cannot receive credit for both.

5.1   If this is a recently-repurposed course number, please list the courses that are no longer considered to be mutually exclusive:

***Please note:** SiRIUS cannot enforce a situation where the exclusion goes only one way.

6. Additional Notes:

Department of Computer Science

176 Thorvaldson Building
110 Science Place, Saskatoon, SK, S7N 5C9, Canada
Telephone: (306) 966-4886, Facimile: (306) 966-4884

CMPT 886-01
Spring/Summer 2023–2024

UNIVERSITY OF SASKATCHEWAN

Course Syllabus

CMPT 886: Research Methods I

01— Weekly meetings, Monday 1–2pm

Instructor Information

Instructor	Graduate Chair of Computer Science: Ian McQuillan
Contact:	Email: mailto:mcquillan@cs.usask.ca,
	Office Phone: 306-966-2900
Office Hours:	Location: Thorvaldson Building, Spinks Extension, S423,
	Hours: upon request using either Zoom or face-to-face.

Instructor Profile

Ian McQuillan is the Graduate Chair in the Department of Computer Science. While they will be the coordinator of the course, this will primarily be a course done with the help of your supervisor(s) in the Department of Computer Science.

Catalogue Description

Senior undergraduate students will work on an introductory research project in an advanced area of computer science under the supervision of a faculty member specializing in the area. Students will be introduced to the research methodology used in the area, and apply that methodology towards a novel research project. They will communicate this research in writing and presentation.

Prerequisite(s):	Only available to be taken by undergraduate students enrolled in a 4-year Honours program in either Computer Science, Software Engineering Option, or Applied Computing at the University of Saskatchewan, in at least their third year of the program. Permission of the instructor required. Not available to be taken by graduate students. This course cannot be used towards satisfying any undergraduate program requirements and can only be used to satisfy course requirements of the MSc in Computer Science program when admitted using the Accelerated Master's Admission Pathway.
Class Time and Location:	Largely, the work done for this class will take place within the research labs of the individual supervisors. A full-time USRA position of 40 hours for 16 weeks is required to take this class. The full class will have select joint meetings that include seminars by the course coordinator and final presentations of the students. When an in-person or synchronous meeting/seminar is needed, we will use the Monday 1-2pm time slot. There will also be seminars suggested throughout the class, with some in-person and some online.
Website:	The course website will use Canvas.

Seminars will be scheduled in a face-to-face fashion, but some may be held synchronously or asynchronously on Zoom, or online. The final talks will be in-person. Required activities include working within the research lab of your supervisor(s) for a full 16 weeks at 40 hours per week on a research project.

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CMPT 886-01
Spring/Summer 2023–2024

Learning Outcomes

Upon completion of this course, students will be expected to:

- Design and manage a small-scale research project

- Collaborate on the research with their supervisor

- Read and appreciate scientific literature

- Read and understand scientific methodology close to their area of research

- Apply relevant scientific methodology to their research project

- Communicate their research work in writing

- Orally communicate their research work to peers

- Prepare a poster disseminating their research work

Course Overview

- This is a class that accompanies summer undergraduate student research assistantship (USRA) positions, for those that have been accepted to MSc in Computer Science using the Accelerated Admission Pathway. A summer USRA involves a full 16 weeks of work in the spring/summer at 40 hours per week.

- Your presence and timeline in your supervisor(s) lab is to be discussed and agreed upon with your supervisor(s).

- Lab space and equipment will be provided by supervisor(s).

- An 80% in this class is required to satisfy the conditional admission to the MSc program with the Accelerated Admission Pathway, and for continuation in CMPT 887 if that course is taken.

Class Schedule

The class will have its first meeting on the first Monday of the spring term in May where we will be discuss the course format and expectations for the class. For the rest of spring/summer, full-time hours are required working for 16 weeks. The exact times worked and your required presence within their labs are to be discussed with your supervisor(s). This will take place within research labs of the supervisors. There will be periodic joint meetings of CMPT 886 that will include topics such as, creating an effective poster presentation, using library resources, and research ethics. All in-person or synchronous meetings/seminars will take place form 1-2pm, unless noted otherwise. The final poster presentation will take place during the second last week of August.

Required (and other) Resources

There are no required textbooks in this class. The specific materials, literature, resources, and data required to undertake your research project will be discussed with your supervisor(s) and written on the proposal. Any other resources required will be listed on Canvas.

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CMPT 886-01
Spring/Summer 2023–2024

Grading Scheme

Table 1: Grading Scheme

Item	Description	Weighting
Participation in class	includes attendance in seminars, and discussing research with classmates	10 %
Proposal	description of project to be completed	10 %
Progress in research	as assessed by supervisor(s) based on discussions, writing, and in meetings	30 %
Project writeup		30 %
Poster presentation		20 %
	Total	100%

Participation in class will be assessed by the course coordinator. It is measured by both attendance within the seminars and class meetings of CMPT 886 (worth 5%). Students will also individually and clearly describe their research in course meetings, and participate in discussion with their classmates on their research (worth 5%, with 5 being given if they encourage and facilitate discussion with participants, 2.5 being given if they rarely interact with others, and 0 being given for only participating when prompted).

The Proposal will be a document prepared by the student due May 19, in consultation with their supervisor(s), that will include the following information to help guide them through their summer project.

- description of topic,

- meeting plan (plan for meeting with supervisor(s) and potentially lab-mates during the summer project),

- description of question(s) to be addressed,

- literature needed to help address questions,

- project plan with timeline (any deliverables expected by supervisor(s) should be described here).

Progress in research is assessed by your supervisor(s). Here, they are assessing your progress throughout the summer, your productivity and work ethic 10%, meeting agreed upon deadlines (5%), independence (5%), and any deliverables or expectations previously described by your supervisor(s) (10%). The latter item could include participation in group meetings and in collaboration with lab-mates. For each, full parks will be given for excellently working towards the goal using the full-time hours, half marks will be given for being consistently behind throughout most of the term, and zero marks for poorly progressing throughout the entire term.

The Project Writeup will be assessed by your supervisor(s). It will be due at an agreed upon time before August 25. The format should be discussed with your supervisor(s). The format is deliberately left open-ended, as it could vary from a collection of results generated, to a fully fleshed out paper. It can include code to address a problem.

The poster presentation will involve creating a scientific poster and giving a poster presentation. It will be scheduled approximately the second last week of August. There will be a poster session advertised to the Department of Computer Science so that members of the department can see the undergraduate summer research being done within the department. It will be jointly assessed by your supervisor(s) (or alternate) and the course coordinator. It will assess clarity of communication and writing in the poster, presentation skills, and the ability to answer questions. The poster itself will also be handed in on Canvas.

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Submitting Documents for Assessment

All documents to be assessed by course coordinator will be handed in using Canvas. Any documents/deliverables to be handed into your supervisor(s) will use whatever format and hand-in mechanism desired by the supervisor(s).

Late Handins

Any missed deadline should be discussed with your supervisor(s). Late poster submissions and final project writeup documents will only be accepted under extraordinary circumstances.

University of Saskatchewan Grading System (for graduate courses)

Exceptional (90-100) A superior performance with consistent evidence of

- a comprehensive, incisive grasp of the subject matter;

- an ability to make insightful critical evaluation of information;

- an exceptional capacity for original, creative and/or logical thinking;

- an exceptional ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;

- an exceptional ability to analyze and solve difficult problems related to subject matter.

Excellent (80-90) A very good to excellent performance with strong evidence of

- a comprehensive grasp of the subject matter;

- an ability to make sound critical evaluation of information;

- a very good to excellent capacity for original, creative and/or logical thinking;

- a very good to excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;

- a very good to excellent ability to analyze and solve difficult problems related to subject matter.

Good (70-79) A satisfactory to good performance with evidence of

- a substantial knowledge of the subject matter;

- a satisfactory to good understanding of the relevant issues and a good familiarity with the relevant literature and techology;

- some capacity for original and creative thinking;

- a satisfactory to good ability to organize, to analyze and to examine the subject material in a critical and constructive manner;

- a satisfactory to good ability to analyze and solve moderately difficult problems related to the subject matter.

Satisfactory (60-69) A generally weak performance, but with some evidence of:

- a basic grasp of the subject material;

- some understanding of the basic issues;

- some familiarity with the relevant literature and techniques;

- some ability to develop solutions to moderately difficult problems related to the subject material;

- some ability to examine the material in a critical and analytical manner.

Failure <60 An unacceptable performance

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Attendence Expectation

All students are expected to attend all course meetings, and to attend all the final poster presentations given by the students in the class. Attendance will be taken and they contribute to the participation mark.

Recording of the Course

Recording of the course will only be allowed in certain circumstances. Please see the instructor for information on how to receive approval.

Copyright

Materials posted on course management systems or distributed in class will be made available in accordance with Canadian copyright laws. Students are reminded of their obligation to also abide by this legislation.

*Course material created by your professors and instructors is their intellectual property and **cannot be shared without written permission**. This includes exams, PowerPoint/PDF lecture slides and other course notes. If materials are designated as open education resources (with a creative commons license) you can share and/or use them in alignment with the CC license. Other copyright-protected materials created by textbook publishers and authors may be provided to you based on license terms and educational exceptions in the Canadian Copyright Act*

You are responsible for ensuring that any copying or distribution of materials that you engage in is permitted by the University's *Use of Materials Protected By Copyright* Policy. For example, posting others' copyright-protected materials on the open internet is not permitted by this policy unless you have copyright permission or a license to do so. For more copyright information, please visit `https://library.usask.ca/copyright/students/index.php` or contact the University Copyright Coordinator at 306-966-8817.d

Academic Integrity

The University of Saskatchewan is committed to the highest standards of academic integrity and honesty. Students are urged to read the Regulations on Academic Misconduct and to avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence.

For help developing the skills for meeting academic integrity expectations, see `https://academic-integrity.usask.ca/students.php`.

Students are encouraged to ask their instructors for clarification on academic integrity requirements.

All students are encouraged to be aware of the rules for courses set out in the University Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning.

Artificial intelligence text generator tools (also known as large language models) are permitted in this course only if permission is secured from your supervisor(s), and only when using them in an agreed-upon fashion.

Collaboration Policy

Please discuss all potential collaboration with your supervisor(s). The work done in this class will involve independent research and writing, but it could also involve group research and collaboration. For this class, it is generally considered acceptable to work together with lab-mates and fellow students if your supervisor(s) indicates that this is acceptable. For the final project writeup however, it needs to be all your own writing. If some work was done jointly, you can describe that work, but it should be made completely clear which parts were done by each person. You can describe the work done by others if it helps explain your work. Offering another's work as your own is academic misconduct. There should be no copy/pasting of work found online.

Access and Equity Services (AES) for Students

Access and Equity Services (AES) is available to provide support to students who require accommodations due to disability, family status, and religious observances.

Students who have disabilities (learning, medical, physical, or mental health) are strongly encouraged to register with Access and Equity Services (AES) if they have not already done so. Students who suspect they may have disabilities should contact AES for advice and referrals at any time. Those students who are registered

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with AES with mental health disabilities and who anticipate that they may have responses to certain course materials or topics, should discuss course content with their instructors prior to course add / drop dates.

Students who require accommodations for pregnancy or substantial parental/family duties should contact AES to discuss their situations and potentially register with that office.

Students who require accommodations due to religious practices that prohibit the writing of exams on religious holidays should contact AES to self-declare and determine which accommodations are appropriate. In general, students who are unable to write an exam due to a religious conflict do not register with AES but instead submit an exam conflict form through their PAWS account to arrange accommodations.

Any student registered with AES, as well as those who require accommodations on religious grounds, may request alternative arrangements for mid-term and final examinations by submitting a request to AES by the stated deadlines. Instructors shall provide the examinations for students who are being accommodated by the deadlines established by AES.

Student Supports

The information on Academic Help — University Library; Teaching, Learning and Student Experience; College Supports; and Financial Support **must** be included in your syllabus. You may add to this information if you wish, but do not remove any information.

The information on the Gordon Oakes Red Bear Student Centre and the International Student and Study Abroad Centre is recommended —you may remove these sections, but if you choose to include them you should not amend the text.

Academic Help — University Library

Visit the University Library and Learning Hub to find supports for undergraduate and graduate students with first-year experience, study skills, learning strategies, research, writing, math and statistics. Students can attend workshops, access online resources and research guides, book one-on-one appointments or hire a subject tutor through the USask Tutoring Network.

Connect with library staff through the AskUs chat service or visit various library locations on campus.

Enrolled in an online course? Explore the Online Learning Readiness Tutorial.

Teaching, Learning and Student Experience

The Teaching, Learning and Student Experience unit (TLSE) focuses on providing developmental and support services and programs to students and the university community. For more information, see the student's web site.

College Supports

Students in Arts and Science are encouraged to contact the Undergraduate Student Office and/or the Trish Monture Centre for Success with any questions on how to choose a major; understand program requirements; choose courses; develop strategies to improve grades; understand university policies and procedures; overcome personal barriers; initiate pre-career inquiries; and identify career planning resources. Contact information is available at the UnderGraduate Student Office.

Financial Support

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact Student Central.

Gordon Oakes Red Bear Student Centre

The Gordon Oakes Red Bear Student Centre is dedicated to supporting Indigenous student academic and personal success. The Centre offers personal, social, cultural and some academic supports to Métis, First Nations, and Inuit students. The Centre is an intercultural gathering space that brings Indigenous and non-Indigenous students together to learn from, with, and about one another in a respectful, inclusive, and safe

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environment. Visit https://students.usask.ca/indigenous/index.php; or students are encouraged to visit the GORBSC's website.

International Student and Study Abroad Centre

The International Student and Study Abroad Centre (ISSAC) supports student success and facilitates international education experiences at the University of Saskatchewan and abroad. IssAC is here to assist all international undergraduate, graduate, exchange and *English as a Second Language* students and their families in their transition to the University of Saskatchewan and to life in Canada. IssAC offers advising and support on matters that affect international students and their families and on matters related to studying abroad as University of Saskatchewan students. Please visit https://students.usask.ca for more information.

Treaty Acknowledgement

As we gather here today, we acknowledge that the Saskatoon campus of the University of Saskatchewan is on Treaty Six Territory and the Homeland of the Métis. We pay our respect to the First Nation and Métis ancestors of this place and reaffirm our relationship with one another. We recognize that, in the course of your studies, you will spend time learning other traditional territories and Métis homlands. We wish you safe, productive, and respectful encounters in these places.

1. Approval by Department Head or Dean

    1.1   College or School with academic authority: College of Graduate and Postdoctoral Studies

    1.2   Department with academic authority: Department of Computer Science

    1.3   Term from which the course is effective: Spring 2025

2. Information required for the Catalogue

    2.1   Label & Number of course: CMPT 887.3

    2.2   Academic credit units: 3

    2.3   Course Long Title (maximum 100 characters): Research Methods II
            Course Short Title (maximum 30 characters): Research Methods II

    2.4   Total Hours: Lecture   Seminar 13   Lab   Tutorial   Other

    2.5   Weekly Hours: Lecture   Seminar 13   Lab   Tutorial   Other

    2.6   Term in which it will be offered: T1   T2   T1 or T2   T1 and T2
Spring/summer

    2.7   Prerequisite:
            Requires 80% in CMPT 886. Only available to be taken by undergraduate students in a 4-year Honours program in either Computer Science, Software Engineering Option, or Applied Computing at the University of Saskatchewan, in at least their fourth year. Permission of the instructor required. Not available to be taken by graduate students. This course cannot be used towards satisfying any undergraduate program requirements and can only be used to satisfy course requirements of the MSc in Computer Science program.

            If there is a prerequisite waiver, who is responsible for signing it?
            D – Instructor/Dept Approval
            H – Department Approval
            I – Instructor Approval

            I (who is the Graduate Chair of Department of Computer Science)

    2.8   Catalogue description (150 words or less):
            Senior undergraduate students will work on a research project in an advanced area of computer science under the supervision of a faculty member specializing in the area. Students will apply advanced research methodologies used in the area, and apply that methodology towards a novel research project. They will communicate this research in both formal scientific writing and in presentation, with a focus on developing scientific writing towards writing papers.

2.9 Do you allow this course to be repeated for credit?
No

3. **Please list rationale for introducing this course:**
This course focuses on an advanced course in research, with a focus on learning and applying research methodologies to a novel area of research, and on scientific writing. It is common for undergraduate students in a 4-year Honours degree in Computer Science, the Software Engineering Option, or Applied Computing at the University of Saskatchewan, to start to gain experience in learning and applying research methodologies during a summer USRA position. These learning objectives can be used as an alternative to project learning objectives common in graduate courses. This course is intended to help recognize these learning objectives. This class is only available to students who have been conditionally accepted to the MSc program in Computer Science using the Accelerated MSc Admission Pathway. It can only be used to satisfy the course requirement of the MSc in Computer Science program for students who were accepted using the Accelerated MSc Pathway.

4. **Please list the learning objectives for this course:**
Upon completion of this course, students will be expected to:
- Design, plan, and manage a small to medium scale research project
- Collaborate with a small team of researchers
- Read and understand scientific literature
- Read and understand scientific methodology in areas similar and peripheral to their area of research
- Apply and incrementally improve upon scientific methodology relevant to their research project
- Effectively communicate their research work in writing
- Effectively present their research to peers orally
- Prepare a high quality poster disseminating their research work.

5. **Impact of this course**
Are the programs of other departments or Colleges affected by this course?
If so, were these departments consulted? (Include correspondence)
Were any other departments asked to review or comment on the proposal?

No other programs are impacted. We had extensive conversations with members of CGPS regarding the development of this course.

6. **Other courses or program affected** (please list course titles as well as numbers)
6.1 Courses to be deleted? None
6.2 Courses for which this course will be a prerequisite? None
6.3 Is this course to be required by your majors, or by majors in another program?

If this course is taken, then completion of this course with a grade of at least 80% is one of the conditions on the conditional admission to the Master's in Computer Science when applying using the Accelerated Admission Pathway.

7. **Course outline**
    Syllabus attached

8. **Enrolment**
    8.1 Expected enrollment:
         5-15

    8.2 From which colleges?
         This course is only available to those students currently enrolled or have just graduated from their last year of a 4-year Honours degree in either Computer Science, the Software Engineering Option, or Applied Computing at the University of Saskatchewan. It will be restricted only to those students who have been accepted to the MSc in Computer Science program with the Accelerated Admission Pathway, who have already received a conditional admission to the MSc program in Computer Science, but have not yet started the MSc in Computer Science. This will be enforced by requiring permission of the instructor.

9. **Student evaluation**
    Give approximate weighting assigned to each indicator (assignments, laboratory work, mid-term test, final examination, essays or projects, etc.)

    9.1 How should this course be graded?
         C – Completed Requirements
         (Grade options for instructor: Completed Requirements, Fail, IP In Progress)
         N – Numeric/Percentage
         (Grade options for instructor: grade of 0% to 100%, IP in Progress)
         P – Pass/Fail
         (Grade options for instructor: Pass, Fail, In Progress)
         S – Special
         (Grade options for instructor: NA – Grade Not Applicable) If other, please specify:

    N

    9.2 Is the course exempt from the final examination?
         Yes, there is no final exam.

10. **Required text**
    Include a bibliography for the course.

    There are no required texts.

11. **Resources**
    11.1 Proposed instructor:

          The Graduate Chair in the Department of Computer Science

    11.2 How does the department plan to handle the additional teaching or administrative workload?

CMPT 886 and 887 will be coordinated by the Graduate Chair in the Department of Computer Science. The Graduate Chair already receives a partial teaching offload (either 1 or 2 less courses per year depending on the administrative responsibilities that given year). This exact same possible teaching offload will occur with the Graduate Chair administering CMPT 886 and 887, although 2 less courses is expected at least in the short term as new resources are created for CMPT 886 and 887. If the offload is higher than without CMPT 886 and 887, the additional course would be taught by a lecturer within the Department of Computer Science.

11.3 Are sufficient library or other research resources available for this course?

Yes

11.4 Are any additional resources required (library, audio-visual, technology, etc.)?

Any meetings and associated AV equipment will take place in the existing meeting room Spinks S433 used by the Department of Computer Science. Lab space for students will be accommodated using existing lab space used to currently accommodate USRA students. We will only accept students to the Accelerated MSc Admission Pathway, which is required to take CMPT 887, if sufficient lab space is available for the student.

12. **Tuition**
12.1 Will this course attract tuition charges? If so, how much? (use <u>tuition category</u>)

This course will use the standard 3CU tuition for graduate courses.

12.2 Does this course require non-standard fees, such as materials or excursion fees? If so, please include an approved "Application for New Fee or Fee Change Form" <u>http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php#course-fees</u>
No

Detailed Course Information

1. Schedule Types
Please choose the Schedule Types that can be used for sections that fall under this course:

Code	Description	Code	Description
CL	Clinical	PRB	Problem Session
COO	Coop Class	RDG	Reading Class
FLD	Field Trip	RES	Research
ICR	Internet Chat Relay	ROS	Roster (Dent Only)
IHP	Internet Help	SEM	Seminar
IN1	Internship - Education	SSI	Supervised Self Instruction
IN2	Internship - CMPT & EPIP	STU	Studio
IN3	Internship - General	SUP	Teacher Supervision

IND	Independent Studies	TEL	Televised Class
LAB	Laboratory	TUT	Tutorial
LC	Lecture/Clinical (Dent Only)	WEB	Web Based Class
LEC	Lecture	XCH	Exchange Program
LL	Lecture/Laboratory (Dent Only)	XGN	Ghost Schedule Type Not Applicable
MM	Multimode	XHS	High School Class
PCL	Pre-Clinical (Dent Only)	XNA	Schedule Type Not Applicable
PRA	Practicum	XNC	No Academic Credit

RES

2. Course Attributes
Please highlight the attributes that should be attached to the course (they will apply to all sections):

2.1   NOAC No Academic Credit
0 Credit Unit courses that possess "deemed" CUs (Called Operational Credit Units). NOAC causes the system to roll 0 academic credit units to academic history.

2.2 For the College of Arts and Science only: To which program type does this course belong?
FNAR   Fine Arts
HUM   Humanities
SCIE   Science
SOCS   Social Science
ARNP   No Program Type (Arts and Science)

SCIE

Does this course satisfy one of the official college requirements:
ELWR – English Language Writing Requirement
ILRQ – Indigenous Learning Requirement
QRRQ – Quantitative Reasoning Requirement

No

3. Registration Information (Note: multi-term courses cannot be automated as corequisites)
3.1   Permission Required: Yes, by course instructor.
3.2   Restriction(s): course only open to students in a specific college, program/degree, major, year in program

Only available to be taken by undergraduate students in a 4-year Honours program in either Computer Science, Software Engineering Option, or Applied Computing at the University of Saskatchewan, in at least their third year. Permission of the instructor required. Not available to be taken by graduate students. This course cannot be used towards satisfying any undergraduate program requirements and can only be used to satisfy course requirements of the MSc in Computer Science program.

3.3   Prerequisite(s): course(s) that must be completed prior to the start of this course

None

3.4 Prerequisite(s) or Corequisite(s): course(s) that can be completed prior to or taken at the same time as this course
None

3.5 Corequisite(s): course(s) that must be taken at the same time as this course
None

3.6 Notes: recommended courses, repeat restrictions/content overlap, other additional information

4. List Equivalent Course(s) here:
An equivalent course can be used in place of the course for which this form is being completed, specifically for the purposes of prerequisite and degree audit checking. Credit will be given for only one of the equivalent courses.

4.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be equivalent:

***Please note**: If the equivalent courses carry an UNEQUAL number of credit units, DegreeWorks will automatically enforce the following, unless otherwise stated:

- If a 3 credit unit course is considered to be equivalent to a 6 credit unit course, it will fulfill the 6 credit unit requirement and the student will not have to complete another 3 credit units toward the overall number of required credit units for the program.
- If a 6 credit unit course is considered to be equivalent to a 3 credit unit course, ALL 6 of the credit units may be used to fulfill the 3 credit unit requirement.

5. List Mutually-Exclusive Course(s) here:
Mutually exclusive courses have similar content such that students cannot receive credit for both.

5.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be mutually exclusive:

***Please note:** SiRIUS cannot enforce a situation where the exclusion goes only one way.

6. Additional Notes:

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CMPT 887-01
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UNIVERSITY OF SASKATCHEWAN

Course Syllabus

CMPT 887: Research Methods II

01— Weekly meetings, Monday 1–2pm

Instructor Information

Instructor	Graduate Chair of Computer Science: Ian McQuillan
Contact:	Email: mailto:mcquillan@cs.usask.ca,
	Office Phone: 306-966-2900
Office Hours:	Location: Thorvaldson Building, Spinks Extension, S423,
	Hours: upon request using either Zoom or face-to-face.

Instructor Profile

Ian McQuillan is the Graduate Chair in the Department of Computer Science. While they will be the coordinator of the course, this will primarily be a course done with the help of your supervisor(s) in the Department of Computer Science.

Catalogue Description

Senior undergraduate students will work on a research project in an advanced area of computer science under the supervision of a faculty member specializing in the area. Students will apply advanced research methodologies used in the area, and apply that methodology towards a novel research project. They will communicate this research in both formal scientific writing and in presentation, with a focus on developing scientific writing towards writing papers.

Prerequisite(s):	Requires 80% in CMPT 886. Only available to be taken by undergraduate students in a 4-year Honours program in either Computer Science, Software Engineering Option, or Applied Computing at the University of Saskatchewan, in at least their fourth year. Permission of the instructor required. Not available to be taken by graduate students. This course cannot be used towards satisfying any undergraduate program requirements and can only be used to satisfy course requirements of the MSc in Computer Science program.
Class Time and Location:	Largely, the work done for this class will take place within the research labs of the individual supervisors. A full-time USRA position of 40 hours for 16 weeks is required to take this class. The full class will have select joint meetings that include seminars by the course coordinator and final presentations of the students. When an in-person or synchronous meeting/seminar is needed, we will use the Monday 1-2pm time slot. There will also be seminars suggested throughout the class, with some in-person and some online.
Website:	The course website will use Canvas.

Seminars will be scheduled in a face-to-face fashion, but some may be held synchronously or asynchronously on Zoom, or online. The final talks will be in-person. Required activities include working within the research lab of your supervisor(s) for a full 16 weeks at 40 hours per week on a research project.

Learning Outcomes

Upon completion of this course, students will be expected to:

- Design, plan, and manage a small to medium scale research project

- Collaborate with a small team of researchers

- Read and understand scientific literature

- Read and understand scientific methodology in areas similar and peripheral to their area of research

- Apply and incrementally improve upon scientific methodology relevant to their research project

- Effectively communicate their research work in writing

- Effectively present their research to peers orally

- Prepare a high quality poster disseminating their research work.

Course Overview

- This is a class that accompanies summer undergraduate student research assistantship (USRA) positions, for those that have been accepted to MSc in Computer Science using the Accelerated Admission Pathway. A summer USRA involves a full 16 weeks of work in the spring/summer at 40 hours per week. This is a followup to CMPT 886 and involves scienfic research at a more advanced level, including complete scientific writing and scientific research presentations.

- Your presence and timeline in your supervisor(s) lab is to be discussed and agreed upon with your supervisor(s).

- Lab space and equipment will be provided by supervisor(s).

- If this class is taken, an 80% in this class is required to satisfy the conditional admission to the MSc program with the Accelerated Admission Pathway.

Class Schedule

The class will have its first meeting on the first Monday of the spring term in May where we will be discuss the course format and expectations for the class. For the rest of spring/summer, full-time hours are required working for 16 weeks. The exact times worked and your required presence within their labs are to be discussed with your supervisor(s). This will take place within research labs of the supervisors. There will be periodic joint meetings of CMPT 887 that will include topics such as, creating an effective research seminar, and scientific writing. All in-person or synchronous meetings/seminars will take place form 1-2pm, unless noted otherwise. The final poster presentation will take place during the second last week of August. The full presentation will also take place that same week.

Required (and other) Resources

There are no required textbooks in this class. The specific materials, literature, resources, and data required to undertake your research project will be discussed with your supervisor(s) and written on the proposal. Any other resources required will be listed on Canvas.

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Grading Scheme

Table 1: Grading Scheme

Item	Description	Weighting
Participation in class	includes attendance in seminars, and discussing your research with classmates	10 %
Proposal	description of project to be completed	5 %
Progress in research	as assessed by supervisor(s) based on discussions, writing, and in meetings	20 %
Scientific writeup	similar to a scientific publication	40 %
Presentation		20%
Poster		5 %
	Total	100%

Participation in class will be assessed by the course coordinator. It is measured by both attendance within the seminars and class meetings of CMPT 886 (worth 5%). Students will also individually and clearly describe their research in course meetings, and participate in discussion with their classmates on their research (worth 5%, with 5 being given if they encourage and facilitate discussion with participants, 2.5 being given if they rarely interact with others, and 0 being given for only participating when prompted).

The Proposal will be a document prepared by the student due May 19, in consultation with their supervisor, that will include the following information to help guide them through their summer project.

- description of topic,

- meeting plan (plan for meeting with supervisor and potentially lab-mates during the summer project),

- description of question(s) to be addressed,

- literature needed to help address questions,

- project plan with timeline (any deliverables expected by supervisor should be described here).

Progress in research is assessed by your supervisor(s). Here, they are assessing your progress throughout the summer, your productivity and work ethic 10%, meeting agreed upon deadlines (5%), independence (5%), and any deliverables or expectations previously described by your supervisor(s) (10%). The latter item could include participation in group meetings and in collaboration with lab-mates. For each, full parks will be given for excellently working towards the goal using the full-time hours, half marks will be given for being consistently behind throughout most of the term, and zero marks for poorly progressing throughout the entire term.

The Scientific Writeup should summarize your research done during the summer. It will be assessed by your supervisor(s) and it will be due at an agreed upon time before August 25. The format should be similar to a scientific research paper, including all the appropriate sections that should appear in a published paper in the subarea. The exact sections and format of the paper should be discussed with your supervisor(s).

The poster presentation will involve creating a scientific poster and giving a poster presentation. It will be scheduled approximately the second last week of August. There will be a poster session advertised to the Department of Computer Science so that members of the department can see the undergraduate summer research being done within the department. It will be jointly assessed by the supervisor (or alternate) and the course coordinator. It will assess clarity of communication and writing in the poster, presentation skills, and the ability to answer questions. The poster itself will also be handed in on Canvas.

Furthermore, students of CMPT 887 will give a 10 minute presentation to the classmates in both CMPT 886 and 887 on their research. This will be assessed by the supervisor (or alternate) and the course coordinator.

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Spring/Summer 2023–2024

Submitting Documents for Assessment

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Late Handins

Any missed deadline should be discussed with your supervisor. Late poster submissions and final project writeup documents will only be accepted under extraordinary circumstances.

University of Saskatchewan Grading System (for graduate courses)

Exceptional (90-100) A superior performance with consistent evidence of

- a comprehensive, incisive grasp of the subject matter;

- an ability to make insightful critical evaluation of information;

- an exceptional capacity for original, creative and/or logical thinking;

- an exceptional ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;

- an exceptional ability to analyze and solve difficult problems related to subject matter.

Excellent (80-90) A very good to excellent performance with strong evidence of

- a comprehensive grasp of the subject matter;

- an ability to make sound critical evaluation of information;

- a very good to excellent capacity for original, creative and/or logical thinking;

- a very good to excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;

- a very good to excellent ability to analyze and solve difficult problems related to subject matter.

Good (70-79) A satisfactory to good performance with evidence of

- a substantial knowledge of the subject matter;

- a satisfactory to good understanding of the relevant issues and a good familiarity with the relevant literature and techology;

- some capacity for original and creative thinking;

- a satisfactory to good ability to organize, to analyze and to examine the subject material in a critical and constructive manner;

- a satisfactory to good ability to analyze and solve moderately difficult problems related to the subject matter.

Satisfactory (60-69) A generally weak performance, but with some evidence of:

- a basic grasp of the subject material;

- some understanding of the basic issues;

- some familiarity with the relevant literature and techniques;

- some ability to develop solutions to moderately difficult problems related to the subject material;

- some ability to examine the material in a critical and analytical manner.

Failure <60 An unacceptable performance

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UNIVERSITY OF SASKATCHEWAN

Attendence Expectation

All students are expected to attend all course meetings, the poster session, and the final presentations given by the students in the class. Attendance will be taken and they contribute to the participation mark.

Recording of the Course

Recording of the course will only be allowed in certain circumstances. Please see the instructor for information on how to receive approval.

Copyright

Materials posted on course management systems or distributed in class will be made available in accordance with Canadian copyright laws. Students are reminded of their obligation to also abide by this legislation.

*Course material created by your professors and instructors is their intellectual property and **cannot be shared without written permission**. This includes exams, PowerPoint/PDF lecture slides and other course notes. If materials are designated as open education resources (with a creative commons license) you can share and/or use them in alignment with the CC license. Other copyright-protected materials created by textbook publishers and authors may be provided to you based on license terms and educational exceptions in the Canadian Copyright Act*

You are responsible for ensuring that any copying or distribution of materials that you engage in is permitted by the University's *Use of Materials Protected By Copyright* Policy. For example, posting others' copyright-protected materials on the open internet is not permitted by this policy unless you have copyright permission or a license to do so. For more copyright information, please visit `https://library.usask.ca/copyright/students/index.php` or contact the University Copyright Coordinator at 306-966-8817.d

Academic Integrity

The University of Saskatchewan is committed to the highest standards of academic integrity and honesty. Students are urged to read the Regulations on Academic Misconduct and to avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence.

For help developing the skills for meeting academic integrity expectations, see `https://academic-integrity.usask.ca/students.php`.

Students are encouraged to ask their instructors for clarification on academic integrity requirements.

All students are encouraged to be aware of the rules for courses set out in the University Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning.

Artificial intelligence text generator tools (also known as large language models) are permitted in this course only if permission is secured from your supervisor(s), and only when using them in an agreed-upon fashion.

Collaboration Policy

Please discuss all potential collaboration with your supervisor(s). The work done in this class will involve independent research and writing, but it could also involve group research and collaboration. For this class, it is generally considered acceptable to work together with lab-mates and fellow students if your supervisor(s) indicates that this is acceptable. For the final project writeup however, it needs to be all your own writing. If some work was done jointly, you can describe that work, but it should be made completely clear which parts were done by each person. You can describe the work done by others if it helps explain your work. Offering another's work as your own is academic misconduct. There should be no copy/pasting of work found online.

Access and Equity Services (AES) for Students

Access and Equity Services (aes) is available to provide support to students who require accommodations due to disability, family status, and religious observances.

Students who have disabilities (learning, medical, physical, or mental health) are strongly encouraged to register with Access and Equity Services (aes) if they have not already done so. Students who suspect they may have disabilities should contact aes for advice and referrals at any time. Those students who are registered

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with AES with mental health disabilities and who anticipate that they may have responses to certain course materials or topics, should discuss course content with their instructors prior to course add / drop dates.

Students who require accommodations for pregnancy or substantial parental/family duties should contact AES to discuss their situations and potentially register with that office.

Students who require accommodations due to religious practices that prohibit the writing of exams on religious holidays should contact AES to self-declare and determine which accommodations are appropriate. In general, students who are unable to write an exam due to a religious conflict do not register with AES but instead submit an exam conflict form through their PAWS account to arrange accommodations.

Any student registered with AES, as well as those who require accommodations on religious grounds, may request alternative arrangements for mid-term and final examinations by submitting a request to AES by the stated deadlines. Instructors shall provide the examinations for students who are being accommodated by the deadlines established by AES.

Student Supports

The information on Academic Help — University Library; Teaching, Learning and Student Experience; College Supports; and Financial Support **must** be included in your syllabus. You may add to this information if you wish, but do not remove any information.

The information on the Gordon Oakes Red Bear Student Centre and the International Student and Study Abroad Centre is recommended —you may remove these sections, but if you choose to include them you should not amend the text.

Academic Help — University Library

Visit the University Library and Learning Hub to find supports for undergraduate and graduate students with first-year experience, study skills, learning strategies, research, writing, math and statistics. Students can attend workshops, access online resources and research guides, book one-on-one appointments or hire a subject tutor through the USask Tutoring Network.

Connect with library staff through the AskUs chat service or visit various library locations on campus.

Enrolled in an online course? Explore the Online Learning Readiness Tutorial.

Teaching, Learning and Student Experience

The Teaching, Learning and Student Experience unit (TLSE) focuses on providing developmental and support services and programs to students and the university community. For more information, see the student's web site.

College Supports

Students in Arts and Science are encouraged to contact the Undergraduate Student Office and/or the Trish Monture Centre for Success with any questions on how to choose a major; understand program requirements; choose courses; develop strategies to improve grades; understand university policies and procedures; overcome personal barriers; initiate pre-career inquiries; and identify career planning resources. Contact information is available at the UnderGraduate Student Office.

Financial Support

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact Student Central.

Gordon Oakes Red Bear Student Centre

The Gordon Oakes Red Bear Student Centre is dedicated to supporting Indigenous student academic and personal success. The Centre offers personal, social, cultural and some academic supports to Métis, First Nations, and Inuit students. The Centre is an intercultural gathering space that brings Indigenous and non-Indigenous students together to learn from, with, and about one another in a respectful, inclusive, and safe

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environment. Visit `https://students.usask.ca/indigenous/index.php`; or students are encouraged to visit the GORBSC's website.

International Student and Study Abroad Centre

The International Student and Study Abroad Centre (ISSAC) supports student success and facilitates international education experiences at the University of Saskatchewan and abroad. ISSAC is here to assist all international undergraduate, graduate, exchange and *English as a Second Language* students and their families in their transition to the University of Saskatchewan and to life in Canada. ISSAC offers advising and support on matters that affect international students and their families and on matters related to studying abroad as University of Saskatchewan students. Please visit `https://students.usask.ca` for more information.

Treaty Acknowledgement

As we gather here today, we acknowledge that the Saskatoon campus of the University of Saskatchewan is on Treaty Six Territory and the Homeland of the Métis. We pay our respect to the First Nation and Métis ancestors of this place and reaffirm our relationship with one another. We recognize that, in the course of your studies, you will spend time learning other traditional territories and Métis homlands. We wish you safe, productive, and respectful encounters in these places.

UNIVERSITY COUNCIL

GOVERNANCE COMMITTEE

REQUEST FOR DECISION

PRESENTED BY:	Roy Dobson, Chair, Governance Committee
DATE OF MEETING:	December 14, 2023
SUBJECT:	**College of Law Faculty Council Bylaws Revisions**
COUNCIL ACTION:	**Request for Decision**
	It is recommended that Council approve revisions to the Bylaws of Faculty Council of the College of Law as shown in Attachment 1 and the Council Bylaws be amended accordingly.

SUMMARY:

The Bylaws of the Faculty Council of the College of Law came forward as a Notice of Motion at University Council on November 16, 2023.

Revisions to the Bylaws of the Faculty Council of the College of Law were brought forward and approved in February of 2022 within the College to address the name changes from the "Native Law Centre" to the "Indigenous Law Centre" and the "Aboriginal Law Students' Association" to the "Indigenous Law Students' Association". These name changes had been previously approved at University Council on May 21, 2020. It was recently noticed that these bylaw revisions have yet to go through formal University Council approval. The Governance Committee met on November 7, 2023, to review the name change revisions as well as additional bylaw revisions approved by the College of Law Faculty Council in May 2023 thus ensuring the bylaws remained in accordance with the Bylaws of University Council.

ATTACHMENTS:
1. Summary of College of Law Faculty Bylaws Revisions (February 2022 and May 2023)
2. Revised College of Law Faculty Bylaws

Summary of the College of Law Faculty Bylaw Revisions

February 2022 Revisions:

Title changes throughout the document: the "Native Law Centre" to the "Indigenous Law Centre" and the "Aboriginal Law Students' Association" to the "Indigenous Law Students' Association"

May 2023 Revisions:

5.2 Admissions

B: PREVIOUS WORDING: Membership includes at least two student members, but student membership is never greater than faculty membership less one.

B: NEW WORDING Membership- The Dean appoints members as necessary. When considering matter of broad policy, membership includes student members. In Such circumstances, student membership is never greater than faculty membership less one. When considering individual applicant or student matters, membership does not include students.

C: PREVIOUS WORDING: Quorum is the Chair and one other faculty member

C: NEW WORDING: Quorum is two members

College of Law Bylaw

Adopted May 11, 2023

Introduction

1. This bylaw describes aspects of governance of the College of Law. To the extent there is any inconsistency between this bylaw and any previous resolution of the Faculty Council or other committee of the College of Law, this bylaw prevails. Matters of student evaluation generally are regulated by the *Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning* as supplemented and modified by the College of Law Assessment Regulations. In the event of a conflict between the *Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning* and the College of Law Academic Regulations, the *Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning* prevails.

Types of Authority

2. College of Law faculty members exercise decision-making authority in three main ways:

- As part of the College of Law Faculty Council ("Faculty Council"), which derives its authority from the University Council and the *University of Saskatchewan Act, 1995*;

- As faculty members exercising decision-making authority in collegial processes under the collective bargaining agreement between the University and the Faculty Association; and

- As members of the faculty assisting or being consulted by the Dean or Associate Deans of the College of Law as they fulfill their administrative responsibilities.

This bylaw is primarily concerned with facilitating the workings of Faculty Council, but for the purpose of clarity also includes matters outside of Faculty Council.

Faculty Council

3. The Faculty Council of the College of Law is continued, with membership in accordance with the University Council Bylaws, Part Three, article V, 1.[i] Faculty members on leave retain their right to participate in meetings.

3.1 Faculty Council has the power to recommend changes in its membership to the University Council by obtaining the majority approval of Faculty Council.

3.2 Faculty Council has the power to amend this bylaw. Amendments to this bylaw require a two-thirds majority of those present.

3.3 In addition to other duties it takes on itself, Faculty Council fulfills the duties assigned to it by Part 3, article V, 2 of the University Council Bylaws, specifically the duties:

      (a)   to make recommendations to University Council concerning the requirements for admission to programs offered by the college;

      (b)   to establish and report to University Council on the number of students who may be admitted to the college and to report to University Council on the number of students admitted each year;

(c)   to make recommendations to University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;

(d)   to establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;

(e)   subject to the *Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning*, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college;

(f) to make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by Faculty Council, and to hear appeals of such decisions;

(g)   to approve candidates for degrees, diplomas and certificates;

(h)   to approve candidates for scholarships, prizes, and other awards and honours;

(i) to establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under University Council's regulations governing academic misconduct; and

(j) to consider appeals from students in accordance with University Council's regulations governing student appeals in academic matters.

3.4 Faculty Council meets at least three times each year to receive reports from the Dean and Faculty Council committees.

3.5 Faculty Council may be called to meet by the Dean, the Dean's designate, or by a signed petition of at least twelve members of the Faculty Council.

3.6 The Chair of Faculty Council is the Dean, and in the Dean's absence is the Dean's designate, and in both their absences is another member of Faculty Council as agreed to by the majority of members at the meeting.

3.7 At least one week before the date of a Faculty Council meeting, the Chair will distribute any materials that the faculty requires to consider a matter before it. Such materials include the agenda for the meeting, as well as any relevant reports, recommendations and motions. Faculty Council may alter any agenda at the start of the meeting, or at any other time. The agenda must be approved at the beginning of each meeting.

3.8 A quorum of Faculty Council is one-half of those professors, associate professors, assistant professors, and full-time lecturers, who are not on leave. Members on leave may attend and vote, but do not count for quorum purposes.

A simple majority of those present is required for approval of motions, unless otherwise stated in this bylaw.

3.9 "Confidential" Faculty Council meetings may be held. Students may be excluded from these meetings at the discretion of the Chair. The related portion of the minutes may remain confidential at the discretion of the Dean.

3.10 Faculty Council carry out those responsibilities defined in *The University of Saskatchewan Act, 1995,* the *Council Bylaws and Regulations*, and other University regulations.

3.11 Faculty Council must keep a record of its proceedings and this record is open to any member of the faculty council. A copy of the proceedings must, upon request, be furnished by its secretary to the chair of University Council and to the president of the University as required by Part 3 article V.2.D of the University Council Bylaws.

Committees

4. Ad Hoc Committees - Faculty Council or the Dean has the authority to appoint *ad hoc* committees as necessary.

0. Standing Committees (University Council Authority)

The committees listed in this section are established as standing committees of Faculty Council for the purpose of carrying out responsibilities flowing from University Council. Each standing committee must keep minutes. Committee minutes and reports must be filed with the Dean's office.

5.1   Indigenous Engagement

A. Terms of Reference – The Indigenous Engagement Committee may make recommendations to Faculty Council to enhance the student experience for Indigenous students within the College.

B. Membership – The Dean appoints members as necessary. Membership includes students, but student membership is never greater than faculty membership less one.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

5.2   Admissions

A. Terms of Reference – The Admissions Committee reviews applications for the J.D. program and makes offers of admission to applicants as appropriate.

B. Membership – The Dean appoints members as necessary. When considering matters of broad policy, membership includes student members. In such circumstances, student membership is never greater than faculty membership less one. When considering individual applicant or student matters, membership does not include students. .

C. Quorum –Quorum is two members.

D. Chair – The Dean appoints the Chair.

5.3   Board of Examiners

A. Terms of Reference – The College of Law takes collective responsibility for assigning marks to students. This committee may accept, reject or alter marks

submitted to it. It makes recommendations for student graduation and promotion. It has the duties and authorities granted to it under the College of Law's Academic Regulations, including determining faculty action to be taken where students have not met either the promotion standard or the supplemental standard as established by the College of Law's Academic Regulations. The Board of Examiners receives recommendations from the Studies Committee on most issues.

B. Membership – Members of the Board of examiners are:

(i) all individuals teaching a course for which a student is awarded a mark at the College of Law in the current academic year; and

(ii) all probationary or tenured professors, associate professors, assistant professors whether or not they are teaching.

C. Quorum - Quorum is ten members.

D. Chair – The Associate Dean Academic or designate chairs the Board of Examiners.

5.4   Curriculum

A. Terms of Reference –The Curriculum Committee reviews the existing curriculum at the College of Law as necessary, and makes recommendations to the Faculty Council for changes as appropriate.

B. Membership – The Dean appoints members as necessary. Membership includes two students, but student membership is never greater than faculty membership less one.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

5.5   Ethics and Discipline

A. Terms of Reference –The Ethics and Discipline Committee deals with ethical issues among students generally and with individual student discipline matters.

B. Membership – The Dean appoints members as necessary. When considering matters of broad policy, membership includes student members. In such circumstances, student membership is never greater than faculty membership less one. When considering individual student discipline matters, membership does not include students.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

5.6   Graduate Studies and Research

A. Terms of Reference – The Graduate Studies and Research Committee deals with admissions, financial support, and policies in respect of graduate programs in Law and matters relating to research at the College of Law.

B. Membership – The Dean appoints members as necessary.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Associate Dean, Research and Graduate Studies is the Chair.

5.7   Orientation

A. Terms of Reference – The Orientation Committee organizes a program to orient incoming J.D. students to the study of law at the College of Law.

B.   Membership – The Dean appoints members as necessary. Membership includes students, but student membership is never greater than faculty membership less one.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

5.8   Speakers

A. Terms of Reference – The Speakers Committee facilitates a program of speakers addressing the College of Law on a variety of academic and practice topics.

B.   Membership – The Dean appoints members as necessary. Membership includes students, but student membership is never greater than faculty membership less one.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

5.9   Studies

A. Terms of Reference – The Studies Committee is responsible for individual student matters including scholarships, prizes and bursaries. It reviews the academic progress of all J.D. students and makes recommendations to the Board of Examiners or Faculty Council as appropriate. It has the duties and authorities granted to it under the College of Law's Academic Regulations It also makes recommendations to Faculty Council regarding the College of Law Academic Regulations.

B. Membership – The Dean appoints members as necessary.

C. Quorum – Quorum is the Chair and one other faculty member.

D. Chair – The Associate Dean Academic is the Chair.

5.10   CLASSIC Committee

A. Terms of Reference - The committee meets at least once per term to discuss various matters involving CLASSIC and College of Law Students. The committee (i) assists CLASSIC with efficient and effective delivery of student opportunities, including through facilitating flow of information between CLASSIC and the College of Law, (ii) facilitates reports to faculty council relating to student programming involving CLASSIC, (iii) assists both CLASSIC and the College of Law with identifying and meeting new and ongoing needs and obligations of both parties.

B. Membership- The Dean appoints members as necessary. Membership shall be:

(i) the Dean;

(ii) a CLASSIC representative, as selected by CLASSIC;

(iii)two faculty members, one of whom will be, if possible, a faculty member directly involved in CLASSIC-related academic programming; and

(iv)up to one student member.

C.   Quorum- Quorum is 50% of the membership other than the student member (if any), and must include the person under (ii) and one person under (i) or (iii).

D. Chair – the Dean appoints the Chair.

6.   Standing Committees (Collective Agreement authority)

The committees listed in this section are established for the purpose of carrying out collegial responsibilities under the collective bargaining agreement between the University and the Faculty Association. Each standing committee must keep minutes. Committee minutes and reports must be filed with the Dean's office.

6.1   Promotions

A.Terms of Reference – A separate Promotions Committee is established for each faculty member being considered for promotion. The committee is responsible for carrying out its functions as described in the USFA Collective Agreement Article 16.

B.Membership – Members comprise the Dean and all tenured faculty whose rank exceeds the employee being considered for promotion, as determined by the USFA Collective Agreement, Article 16.3.2.[ii]

C.Quorum – Quorum is 2/3 of the committee taken to the nearest integer as determined by the USFA Collective Agreement, Article 16.5.2.[iii]

D.Chair – The Dean chairs the Committee, as determined by the USFA Collective Agreement, Article 16.3.2.

6.2   Renewals and Tenure

A.Terms of Reference – The Renewals and Tenure Committee makes recommendations to the University about renewals and tenure of faculty.

B.Membership – Members comprise all tenured members of the College of Law and the Dean of Law, as determined by the USFA Collective Agreement, Article 15.9.2.[iv] The USFA Collective Agreement provides that "(t)he structure and composition of the committees that consider renewal of probationary appointments shall be the same as the committees which consider the award of tenure".[v]

C.Quorum – Quorum is 2/3 of the committee taken to the nearest integer as determined by USFA Collective Agreement, Article 14.5.3.[vi]

D.Chair – The Dean chairs the Committee, as determined by the USFA Collective Agreement, Article 15.9.2.

6.3   Search

A. Terms of Reference – The Search Committee makes recommendations to the University about the hiring of faculty, as determined by the USFA Collective Agreement, Article 13.5.1.

B. Membership – Members comprise all probationary or tenured faculty as determined by USFA Collective Agreement, Article 13.5.1[vii]

C. Quorum - Quorum is as determined by the USFA Collective Agreement, Article 13.5.1

D. Chair – The dean or designate as determined by the USFA Collective Agreement, Article 13.6.1[viii]

6.4   Recruiting

A. Terms of Reference – The Recruiting Committee is a sub-committee of the Search Committee. It assists with the recruitment of faculty and chairs, but not students.

B. Membership – The Dean appoints members as necessary.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

6.5   Salary

A. Terms of Reference – The Salary Committee makes recommendations to the University about the salary of faculty members.

B. Membership – The Dean appoints members as necessary.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

6.6   Sabbatical

A. Terms of Reference – The Sabbatical Committee makes recommendations to the University about sabbaticals for faculty members.

B. Membership – The Dean appoints members as necessary.

C. Quorum – Quorum is 50% of the membership.

D. Chair – The Dean appoints the Chair.

7.   Standing Committees (administrative authority)

The committees listed in this section are established for the purpose of assisting the College of Law Dean and Associate Deans in carrying out their administrative duties and for facilitating their consultation with faculty members carrying out collegial

responsibilities processes under the collective bargaining agreement between the University and the Faculty Association. Each standing committee must keep minutes. Committee minutes and reports must be filed with the Dean's office.

The Dean, in consultation with faculty members, has the authority to appoint committee members and, where not specified in this section, committee chairs.

7.1   Alumni Association

A . Terms of Reference – The Alumni Association Committee devises ways of building and developing relationships with former students of the College of Law and the College of Graduate Studies in Law, for the purpose of helping those individuals contribute to the well-being of the College of Law.

B.Membership – The Dean appoints members as necessary. The Committee may include people who have worked at the College of Law, at the College of Law library, and those who have taught classes, coached moot teams or otherwise contributed to the success of the College of Law.

C.Quorum – Quorum is 50% of the membership.

D.Chair – The Dean appoints the Chair.

7.2   Endowment

A. Terms of Reference –The Endowment Committee monitors and approves expenditures from the College of Law Endowment Fund.

B.Membership – The Dean appoints members as necessary.

C.Quorum – Quorum is 50% of the membership.

D.Chair – The Dean appoints the Chair.

7.3   Information Services

A. Terms of Reference – The Information Services Committee makes recommendations to Faculty Council as necessary regarding the most appropriate methods of meeting the College's information services needs.

B.Membership – The Dean appoints members as necessary.

C.Quorum – Quorum is 50% of the membership.

D.Chair – The Dean appoints the Chair.

7.4   Faculty Support

A.Terms of Reference – The Faculty Support Committee helps faculty members progress through the tenure and promotion processes.

B.Membership – The Dean appoints members as necessary.

C.Quorum – Quorum is 50% of the membership.

D.Chair – The Dean appoints the Chair.

7.5   Law Library Endowment Advisory Committee

A.   Terms of Reference – The Law Library Endowment Advisory Committee:

receives a report at the end of each fiscal year as to expenditures made from the Law Library Endowment; reviews and, where appropriate, comments upon expenditures from the Law Library Endowment proposed for the coming fiscal year; advises and, where appropriate, makes recommendations to the Head of the Law Library about activities or programs which will enhance collections, facilities, or services provided by the Law Library, and which may be appropriately funded from the Law Library Endowment; and receives reports about   the activities and programs provided by the Law Library or the University Library.

B.   Membership – The Dean; two faculty members appointed by the Dean; one student member; one representative from (and appointed by) the Law Foundation of Saskatchewan; and one representative from the University Library, to be appointed by the Dean of the University Library.
C. Quorum – Quorum is the full membership.
D. Chair – The Dean is the Chair.

8.   Representatives

The Dean, in consultation with faculty members, has the authority to appoint College of Law representatives to the following bodies:

8.1   Campus Legal Services;

8.2   Community Legal Services for Saskatoon Inner City Inc. (CLASSIC);

8.3   Those faculty councils whose membership includes a member of the College of Law;

8.4   Pro Bono Students Canada;

8.5   The Public Legal Education Association of Saskatchewan (PLEA);

8.6   Other bodies or organizations as determined by the Dean or Faculty Council.

9.   College Administration

The College of Law administration consists of the Dean of Law, the Associate Dean Academic and the Associate Dean Research and Graduate Studies.

9.1 Dean of Law

9.1.1 The appointment of the Dean shall be in accordance with University policy and regulations.

9.1.2 The duties of the Dean include:

(a)   to give leadership to the College;

(b)   to co-ordinate and direct the administration of the College;

(c)   to promote the image of the College within the University, the community, the profession, and the corporate sector;

(d)   to act on employment, renewal of probationary appointment, tenure, promotions, salary reviews, and other matters as required by the Collective

Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association;

(e)   to call and chair meetings of Faculty Council;

(f) to make final decisions on matters of budget and space allocation;

(g)   to be an ex-officio member of all Faculty Committees;

(h)   to recommend appointments of the Associate Deans;

(i) to serve on the University Senate, the University Council, the President's Advisory Committee (PAC), Deans' Council and on other appropriate University Committees pertaining to the affairs of the College or University;

(j) to participate in teaching, research or other scholarly activities, and to participate in or contribute to the practice of the legal profession at a level appropriate for the Dean position; and

(k)   to manage assignment of duties and faculty sabbatical leaves.

9.1.3 The Dean should approach his or her duties in a spirit of fairness, openness, and accountability to the College community. In particular, the Dean should, to the extent appropriate and possible, consult Faculty Council and affected faculty members before assigning teaching and administrative duties. In making such decisions, the Dean should also pay due regard to the applicable Workload Guidelines.

10.   Independence and Conflict of Interest

The College of Law is subject to the University of Saskatchewan's Conflict of Interest Policy generally and the provisions of the University of Saskatchewan - University of Saskatchewan Faculty Association Collective Agreement for conflict of interest relative to collegial matters.

i   **1. Membership of the Faculty Councils**

   A. In addition to those members listed in (B) below as members of Faculty Councils of each college and school, the Faculty Council of all colleges and schools shall include the following (*denotes non-voting members):

   (a) The President of the University*

   (b) The Provost and Vice-president Academic*

   (c) Vice-president Research*

   (d) The Vice-president Finance and Resources*

   (e) The Vice-president University Advancement*

   (f) The Vice-provost Teaching and Learning*

   (g) The Associate Vice-president Student and Enrolment Services*

   (h) The Associate Vice-president Information and Communications Technology*

   (i) The Dean of the College or school or, in the case of a school that is not part of a college, the Executive Director of the school

   (j) The Dean of Graduate Studies and Research

   (k) The Dean, University Library or designate*

   (l) The University Secretary *

   (m)   The Registrar*

   (n)   Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity;

   (o) Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity*

   B.... Faculty Council of the College of Law

   See 1.A., sections (a) to (o). Add (or nominee) after each of 1.A. (f-h)

   (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Law;

   (q) Research Director of Indigenous Law Centre;

   (r) Programs Director of Indigenous Law Centre;

   (s) Law Librarian or Assistant Law Librarian;

   (t) One student representative of the Indigenous Law Students' Association;

   (u) Five student representatives of the Law Students' Association.

   (v) One student from a graduate degree program in Law.

ii **16.3.2** <u>College Promotions Committee.</u> **Each non-departmentalized College shall have a promotions committee for each rank made up of all persons tenured in the College whose rank is above that of the employee being considered for promotion with the Dean as chair, irrespective of the Dean's rank or tenure, except that the Dean shall not be present if the Dean's own promotion is considered. The following shall not be members of College Promotion Committees: the Dean of Graduate Studies and Research, the Vice-President Academic and Provost, the President, or any person designated as chair of the University Review Committee. Where there are fewer than five eligible members, excluding any on leave, the University Review Committee shall co-opt tenured faculty members of appropriate rank from related Colleges to bring the membership of the Committee up to a minimum of five.**

iii **(ii) a quorum shall be two-thirds of the members of a promotions committee taken to the nearest integer. Employees on leave or excluded because of conflict of interest shall not be counted in order to determine the size of a committee nor to determine if a meeting has a quorum. However, an employee on leave who is a member of a committee may, if present, participate and vote in the meetings of the committee;**

iv **15.9.2** <u>College Renewals and Tenure Committee.</u> **Each non-departmentalized College shall have a renewals and tenure committee consisting of all tenured members of the College with the Dean of the College as chair, except that the College Renewals and Tenure Committee shall not include the Dean of Graduate Studies and Research, the Vice-President Academic and Provost, the President or any person designated as chair of the University Review Committee. Where there are fewer than five eligible members, excluding any on leave, the University Review Committee shall co-opt tenured faculty members from related Colleges to bring the membership of the Committee up to a minimum of five.**

v **14.2** <u>Committees on Renewal</u>. **The structure and composition of the committees that consider renewal of probationary appointments shall be the same as the committees which consider the award of tenure (Article 15).**

vi **14.5.3** <u>Voting Procedures</u>. **The following voting procedures shall be used by department, College, and University committees that consider renewal of probationary appointments:**

> **(i) each member of a committee, including the chair, shall have one vote. Members may vote on a particular candidate only if they have taken part in the committee's deliberations on that candidate;**

> **(ii) a quorum shall be two-thirds of the members of a committee taken to the nearest integer. Employees on leave or excluded because of conflict of interest shall not be counted in order to determine the size of a committee nor to determine if a meeting has a quorum. However, an employee on leave who is a member of a committee may, if present, participate and vote in the meetings of the committee.**

> **(iii)   the decision on renewal of a probationary appointment shall be by simple majority of the vote of those voting. The vote of any member abstaining shall not be counted in support of either the affirmative or negative view. A tie vote means that the motion is lost. The vote shall be taken in response to the question: "Shall renewal be recommended?";**

> **(iv)   any member of a committee who is of the immediate family of a candidate shall be disqualified from attending the deliberations of the committee concerning the case and from voting on the question;**

> **(v) each committee shall have the right to rule a member ineligible to vote or to require the member's withdrawal from the deliberations of the committee if it considers a serious conflict of interest to exist;**

> **(vi) employees shall withdraw as members of College or University Review Committees when these committees receive or review the recommendations of Department or College Committees of which they have been members.**

vii **13.5.1** <u>Search Committee</u>. **There shall be a Search Committee established in each department and non-departmentalized College chaired by the Department Head or Dean whenever a vacancy in the academic staff exists. The Committee shall consist of all employees holding probationary, continuing status or tenured**

appointments in the department or College. Where there are fewer than five members of the department, the College Review Committee shall co-opt faculty members from cognate departments to bring the membership of the Committee up to a minimum of five. An employee on leave who is a member of the Committee may, if present, participate and vote in the meetings of the Committee. The quorum shall be a majority of eligible members. Employees excluded because they are on leave or because of conflict of interest (Article 10.9) shall not be counted in order to determine the size of the Committee or the quorum. The Committee may delegate its work to a subcommittee provided that the Committee itself approves all recommendations made to the Appointments Committee (see below). The Search Committee and the head or Dean shall seek suitable candidates for the vacancy by means of advertising and distribution of notices of vacancy in accordance with published University Procedures. The Committee shall review the academic credentials, scholarly work, teaching experience, letters of recommendation, and any other relevant information about the candidates for the position and subsequently vote by secret ballot on the question "Shall appointment be recommended?". Where the vote is positive, a recommendation for appointment shall be forwarded to the Appointments Committee with the recorded vote. Where the appointee requires hospital privileges to perform the assigned duties, the Search Committee shall consult with the Physician Vice-President or designate of the Physician Vice-President representing the board of the health region prior to the vote.

viii13.6.1 <u>Search Committee</u>. The Search Committee shall be chaired by the Dean or the Dean's designate and when the Search Committee deems it appropriate it may forward to the Appointments Committee a recommendation to consider two candidates for the appointment of Department Head.

UNIVERSITY COUNCIL
RESEARCH, SCHOLARLY, AND ARTISTIC WORK COMMITTEE
REPORT FOR INFORMATION

PRESENTED BY:	Steven Rayan; chair, Research, Scholarly and Artistic Work Committee
DATE OF MEETING:	December 14, 2023
SUBJECT:	**Annual Report Regarding Responsible Conduct of Research Policy**
COUNCIL ACTION:	**For Information Only**

SUMMARY:

The Tri-Agency Framework on Responsible Conduct of Research mandates annual reporting on the total number of allegations received involving Agency funding, the number of confirmed breaches and the nature of those breaches. Previously breaches of the Responsible Conduct of Research Policy were reported through the annual report of the Vice-President Research to RSAW, but starting in 2019 they have been reported separately.

The attached report outlines the number of breaches and allegations under the Responsible Conduct of Research Policy for the period of July 1, 2022, to June 30, 2023. RSAW reviewed this report at its meeting on November 30, 2023.

ATTACHMENTS:
1. Responsible Conduct of Research Policy: 2022-23 Report on Allegations and Breaches
2. Responsible Conduct of Research - Allegations, Investigations & Breaches 2013 to 2023

Responsible Conduct of Research Annual Report July 1,2022 – June 30 2023

The Responsible Conduct of Research (RCR) Team is led by Dr. Darcy Marciniuk, Associate Vice President Research and the University of Saskatchewan contact for the Secretariate on Responsible Conduct of Research (SRCR). Dr. Marciniuk works with Dr. Trever Crowe, Research Integrity Officer and Dr. Diane Martz, Responsible Conduct of Research Specialist.

The Responsible Conduct of Research (RCR) Policy requires an annual report to be provided to Council, documenting the number of allegations received, the number of those proceeding to a hearing, and the number and nature of findings of a breach of this policy.

From July 1, 2022 to June 30, 2023, the Associate Vice-President Research dealt with the following investigations under the Responsible Conduct of Research (RCR) Policy:
1. three new allegations of a breach in which the respondents (4) acknowledged they had breached the RCR Policy. In two of these cases, a description of each allegation, the identity of the respondents and the recourse imposed by USask were required to be reported to the SRCR and the granting agency. We have not yet heard what additional sanctions will be required of these individuals or the university by the Tri-Agency President.
2. one (1) new allegation which went through an inquiry and a hearing, the respondent was found to have breached the RCR Policy. The respondent requested an appeal which was not granted, and the case has now been referred for a judicial review.
3. two new allegations in which the Inquiry has recommended the cases go to a hearing (the hearings are in progress as of November 22, 2023).
4. four (4) new allegations in which an informal resolution was reached.
5. one (1) new allegation which was dismissed after the Inquiry.
6. two (2) new allegations in which the allegation against one of the respondents was dismissed, while the allegation against another respondent went to a hearing.
7. The RCR investigation that was involved in litigation (ongoing since 2012) was closed at USask and a final report sent to the Secretariat on Responsible Conduct of Research (SRCR). This investigation remains an open file at SRCR, but we expect this file will soon be finalized by the SRCR.

The confirmed breaches include:
1. Misrepresentation in a funding application,
2. Mismanagement of grants or award funds and
3. Invalid Authorship.

The recourse included:
- Letter of Expectation outlining best practice.
- No further recourse (as funds had been repaid).
- Requirement for RCR training and supervision of research by a peer for 1 year.

Historical Data of Allegations, Appeals, Investigations & Breaches during the period July 1, 2013 to June 30, 2023 is available in Appendix 1.

RCR Activity Update:

1. USask is required to report yearly to the Tri-Agencies the number of allegations proceeding to a hearing and breaches of the RCR Policy involving Tri-Agency funding. USask is also required to report yearly to the U.S. Office of Research Integrity any cases involving US government funding. These reports were submitted.

2. Respondents involved in RCR Investigations are increasingly hiring legal counsel to handle their cases and the RCR Team is responding to this development by working with the USask Legal Office. The RCR Team has also engaged with the USask Conflict Engagement Specialist to attempt mediation in appropriate cases.

3. Dr. Trever Crowe continues his work as Research Integrity Officer. The Research Integrity Officer is a USask Faculty Member who works as part of a team to promote and support the responsible conduct of research at the University of Saskatchewan. The Research Integrity Officer provides expert guidance, information and education to researchers, staff, students and administrators regarding the interpretation and implementation of the USask Responsible Conduct of Research Policy and the Tri-Agency Framework on Responsible Conduct of Research.

4. The RCR Team participates on the national RCR Forum with other Canadian Institutions receiving funding from the Tri-Agencies. This forum provides an opportunity for those working in RCR at institutions to share resources and solutions. The Forum also provides the SRCR with advice and feedback regarding RCR guidance for institutions.

5. In addition to the work of handling Inquiries, Hearings and reporting to the SRCR and the Tri-Agencies, the Team has also served as a resource to members of the University and answered many questions that have not reached 'allegation' status. One instance involved requesting retraction of a paper containing content plagiarized from USask Faculty which was eventually retracted. Another involved investigating concerns of conflict of interest. Others involved interactions between faculty and between faculty and students.

    This is a positive indication that the required central point of contact for RCR at USask is becoming better known and also provides opportunities to better support and educate the University community, and potentially prevent breaches of the RCR Policy.

6. The RCR Website is available at https://vpresearch.usask.ca/research-support/responsible-conduct-of-research/responsible-conduct-of-research.php. The website is a work in progress and we appreciate feedback and suggestions to improve the website.

7. In the coming year, the RCR Team will focus attention on RCR Education, and evaluating tools to minimize plagiarism and enhance understanding of the responsible conduct of research. A quickly developing issue involves the use of generative artificial intelligence in the conduct of research, spanning the full range of research activities from preparation of grant applications to thesis and report writing. The RCR Team hopes to work with College of Graduate and Postdoctoral Studies, Associate Deans Research, Research Scholarly and Artistic Works committee of Council and others to develop university wide guidance.

Time Period	New Allegations Received	Appeals	# of Inquiries	Breaches Acknowledged*	# Hearings	No Breach	Confirmed Breaches (# of Respondents)	# of cases involving breaches	# Respondents Reported to the Tri-Agencies	In Progress/ Ongoing
07/2013 - 06/2014	3		N/R	N/A	3	1	3 plagiarism 1 redundant publication	2	N/R	1 ongoing
07/2014 - 06/2015	3		N/R	N/A	3	Not reported	3 plagiarism 1 redundant publication	Not reported	N/R	1 ongoing
07/2015 - 06/2016	9		N/R	N/A	2	7 plus 1 from previous year	Not reported	0	N/R	2 in progress, 1 ongoing
07/2016 - 06/2017	1		N/R	N/A	1	0	Not reported	0	N/R	1 ongoing
07/2017 - 06/2018	6		N/R	N/A	2	2	Not reported	0	N/R	1 ongoing
07/2018 - 06/2019	4	1	N/R	N/A	3	3	Not reported	0	N/R	1 in progress, 1 ongoing
07/2019 - 06/2020	12		11	5	1	1 from previous year	failure to comply with relevant policies (ethics) for the conduct of research (2), misrepresentation in a funding application (2), plagiarism (1), falsification of data (1), Fabrication of data (1).	6	1	3 in progress, 1 ongoing
07/2020 - 06/2021	1	1	3 (1 inquiry closed)	0	4	2	inadequate acknowledgement (1), invalid authorship, (2), plagiarism (2)	2	2	1 ongoing
07/2021 - 06/2022	3 (1 involving 3 respondents)	0	5 respondents	2 respondents	0	0	falsification (2), failure to comply with applicable policies, laws or regulations for the conduct of Research including, but not limited to Canadian Council on Animal Care guidelines and policies (2)	2	2	1 ongoing
07, 2022 – 06, 2023	11 (involving 15 respondents)	1 (denied)	15 Respondents 4 acknowledged 4 dismissed 3 hearings 4 informal resolution	4	1 complete (but in judicial review)	0	Misrepresentation in a funding application (2); mismanagement of grants or awards funds (1); Invalid authorship (1);	3	4	1 hearing complete but in judicial review, 2 upcoming hearings

Data extracted from RSAW Committee Annual Reports to Council; June 2013 to June 2019.

Appendix 1: Responsible Conduct of Research - Allegations, Appeals, Investigations & Breaches 2013 to June 30, 2023

*Acknowledgement of a Breach not offered as an outcome prior to 2019.

UNIVERSITY COUNCIL

RESEARCH, SCHOLARLY, AND ARTISTIC WORK COMMITTEE

REPORT FOR INFORMATION

PRESENTED BY:	Steven Rayan; chair, Research, Scholarly, and Artistic Work
DATE OF MEETING:	December 14, 2023
SUBJECT:	**Annual Reports from the Research Ethics Boards**
COUNCIL ACTION:	**For Information Only**

SUMMARY:

The terms of reference for the Research, Scholarly, and Artistic Work Committee state that the committee will receive and report to the council the annual reports of the research ethics boards

At its November 30, 2023, meeting, RSAW met with the chairs of the Biomedical Research Ethics, the Behavioural Research Ethics, and the Animal Ethics Boards. The reports provided are attached to this report.

Biomedical Research Ethics Board
The Biomedical Research Ethics Board is responsible for the review of all ethics applications involving human participants that include medically invasive procedures; physical interventions and therapies; administration and testing of drugs, natural products or devices; or physiological imaging measures, as well as research projects collective personal health information from medical charts and health records.

The Biomedical Research Ethics Board received 312 new studies for review and reviewed 164 study closures. These numbers are consistent with previous years.

Behavioural Research Ethics Board

The Behavioral Research Ethics Board is responsible for the review of all protocols involving human participants which include social, behavioural, and cultural research using methods such as interviews, surveys, questionnaires, observations,

psychological, social or behavioural interventions, audio and/or video recording.

The Behavioural Ethics Board received 537 new studies, reviewed and approved 612 renewal requests for ongoing studies, and received 253 study closures, and 444 study amendments.

University Animal Care Committee

The University Animal Care Committee (UACC) is administratively supported by the Research Services and Ethics Office Animal Ethics Staff, who are overseen by the University Veterinarian.

The UACC reviews and approves any use of animals for research, teaching, production, and testing before animal use is initiated for these purposes. The UACC's primary responsibilities are to ensure animal welfare, adequate veterinary care, and best practices concerning animal care and use in compliance with the University of Saskatchewan Policy, Canadian Council on Animal Care guidelines, and other applicable regulations. The UACC has 418 active USask protocols, serving approximately 200 principal investigators. Animal Ethics staff provide specialized support for animal users engaged in research, teaching, and testing

With regard to the work of all ethics boards, RSAW was impressed, as always, with the volume of work members undertake, both to review protocols and to support research at the U of S and in work with national regulatory bodies. RSAW also expressed an interest in seeing ethics training be required more broadly.

ATTACHMENTS:
1. Executive Summary –Biomedical and Behavioural REBs Activities – May 1, 2022-April 30, 2023
2. Annual report of Behavioural and Biomedical Research Ethics Board Activities Reporting period – May 1, 2022-April 30,2023
3. Biomedical REB 1 Membership April 2023
4. Biomedical REB 2 Membership April 2023
5. Behavioural REB Membership April 2023
6. Report from Animal Care and Use Program and University Animal Care Committee November 2023

Biomedical Annual Report
May 01, 2022 - April 30, 2023

Submission Dates 2022/23	Total New Studies	1 Full Board Reviews	2 Delegated Reviews	3 Exempt	4 Full Board Amendment	5 Delgated Amendment	6 Administrative Review	7 Full Board Renewals	8 Delegated Renewals	9 Closures	10 Protocol Violations	11 Internal SAE's	12 from ABCC	13 CTSU
May	30	8	20	2	1	44	3	4	40	22	3	0	1	2
June	24	6	18	0	1	42	5	0	56	16	3	0	2	6
July	21	7	11	3	1	40	37	2	54	11	1	1	0	2
August	16	3	12	1	3	30	1	7	47	10	8	0	0	9
September	20	10	9	1	5	22	9	9	47	13	1	2	1	2
October	27	2	21	4	2	53	11	6	48	15	3	1	2	3
November	37	2	32	3	0	38	6	5	48	17	3	1	3	5
December	20	9	10	1	4	22	1	12	60	17	6	1	1	1
January	27	7	20	0	7	24	17	2	79	6	9	3	4	8
February	21	5	16	0	1	37	9	4	47	12	2	3	0	1
March	38	4	31	3	10	17	10	6	59	15	2	0	4	3
April	31	10	21	0	2	37	14	1	65	10	2	1	2	8
2022-23 Year Totals	312	73	221	18	37	406	123	58	650	164	43	13	20	50
2021-22 Year Totals	268	67	169	32	37	480	48	56	651	127	47	6	15	38
2020-21 Year Totals	281	54	201	26	54	418	88	63	617	125	50	1	19	19
2019-20 Year Totals	272	51	184	37	38	612	46	82	462	145	59	11	13	28

NOTES:

1. Full Board Reviews : Refers to review of research assessed as above minimal risk, and reviewed at a face-to-face REB meeting and is inclusive of full board delegated reviews.

2. Delegated Reviews : Refers to a review by the Chair and/or one or more REB members.

3. Exempt : Projects exempt from research ethics review based on TCPS2 criteria (e.g. quality assurance, secondary use of anonymous data).

4. Full Board Amendment : Major amendment to an already approved study reviewed at a face-to-face REB meeting

5. Delegated Amendment : Minor revisions to an already approved study reviewed by the Chair and/or one or more REB members.

6. Administrative Review: Minor administrative amendments reviewed and acknowleged or approved by the Specialist.

7. Full Board Renewals : Study renewals that require review at a face-to-face REB meeting.

8. Delegated Renewals : Study renewals reviewed through the delegated review process.

9. Closures : include completed protocols as well as those that are cancelled or withdrawn.

10. Protocol Violations : Unanticipated or unintentional divergence from the expected conduct of an approved study that is not consistent with the current protocol.

11. Internal SAE's : Refers to any unanticipated problem(s) that occurs involving a USask researcher/study participant.

12. From ABCC : Files that we have received from Allan Blair Cancer Centre

13. CTSU : Studies that are managed by the Clinical Trial Support Unit

May 1, 20202-April 30, 2023	Protocols Submitted	1 Full Board Reviews	2 Delegated Reviews	3 Exempt	4 Acknowledged	5 Renewed	6 Amendment	7 Closed
May	44	2	30	11	1	53	59	16
June	30	0	17	13	0	53	41	19
July	43	0	29	11	3	46	34	22
August	35	0	25	6	4	52	31	15
September	31	0	21	6	4	50	37	23
October	43	0	31	6	6	48	38	27
November	56	0	34	15	7	43	35	20
December	42	0	30	10	2	36	22	19
January	43	3	22	13	5	71	34	25
February	48	3	24	17	4	46	40	17
March	72	2	48	19	3	53	33	29
April	50	5	28	17	0	61	40	21
Total	**537**	**15**	**339**	**144**	**39**	**612**	**444**	**253**
May 2021 - Apr 2022	550	14	336	162	38	539	414	204
May 2020 - Apr 2021	619	23	393	165	38	526	397	240
May 2019 - Apr 2020	533	14	376	115	28	435	348	246
May 2018 - Apr 2019	567	16	380	144	27	450	265	241
% Change	-2%	7%	1%	-11%	3%	14%	7%	24%

Notes:

1. Full Board Review - Refers to the review of "above minimal risk" protocols by the full Beh-REB.

2. Delegated Review - Refers to the review of "minimal risk" protocols by a delegated member of the REB.

3. Exempt from review reflects the protocols that are deemed exempt after ethical review by the Beh-REB, based on the TCPS2 (e.g. quality assurance, secondary use of anonymous data)

4. Acknowledged - Refers to minimal risk protocols approved by another REB where Usask review would be redundant.

5. The Annual Renewals column denotes those files that remain active.

6. Amendments - Refers to modifications made to previously approved projects that have been submitted for review.

7. Closed - Studies that have been finished and file closed

UNIVERSITY OF SASKATCHEWAN

Biomedical Research Ethics Board-1 Membership Roster

BIO-REB MEMBER	CURRENT TERM	AFFILIATION WITH REB	AFFILIATION WITH INSTITUTION
Dr. Ildiko Badea, Chair Pharmacy & Nutrition	01-Jul-2022 to 30-Jun-2025	Scientific Representative	Yes
Dr. Phil Chilibeck, Vice-Chair College of Kinesiology	01-Jan-2023 to 31-Dec-2025	Scientific Representative	Yes
Dr. Gordon McKay, Vice-Chair Professor Emeritus, Pharmacy& Nutrition	01-Jan-2023 to 30-Jun-2023	Scientific Representative	Yes
Dr. Ali El-Gayed* Radiation Oncology	01-Dec-2022 to 30-Nov-2025	Clinician	Yes
Dr. Don Cockcroft* Respirology, Critical Care and Sleep Medicine	01-Oct-2021 to 30-Sep-2024	Clinician	Yes
Dr. Shruthi Kodad* Hematology Oncology	01-Sep-2022 to 31-Aug-2025	Clinician	Yes
Dr. Humphrey Fonge* Medical Imaging	01-Dec-2021 to 30-Nov-2024	Scientific Representative	Yes
Iulia-Andreea Spataru* Pharmacy & Nutrition	01-Jan-2023 to 31-Dec-2025	Scientific Representative	Yes
Dr. Barbara von Tigerstrom* College of Law	01-Nov-2020 to 31-Oct-2023	Legal Representative	Yes
Dr. Ibironke Odumosu-Ayanu* College of Law	01-Jan-2021 to 31-Dec-2023	Legal Representative	Yes
Solly & Priscilla Sader*	01-Feb-2022 to 31-Jan-2025	Community Member	No
Donna Hagen*	01-Dec-2021 to 30-Nov-2024	Knowledgeable in Ethics	No
Caitlin Prebble, Biomedical Research Ethics Specialist, Research Ethics Office	08-Jun-2018 to Present	Non-Voting Member	Yes
Adrian Taylor, Biomedical Research Ethics Coordinator, Research Ethics Office	16-Nov-2022 to Present	Non-Voting Member	Yes
Shalini Reymond, Research Ethics Coordinator, Research Ethics Office	16-Jan-2023 to Present	Non-Voting Member	Yes
Sharleen Weese Maley, Research Approval Coordinator, Saskatchewan Health Authority	17-Apr-2023 to present	Ex officio	Yes

(*) Members may serve as alternates on the Bio-REB-2 to meet quorum requirements.

Biomedical Research Ethics Board-2 Membership Roster

BIO-REB MEMBER	CURRENT TERM	AFFILIATION WITH REB	AFFILIATION WITH INSTITUTION
Dr. Ildiko Badea, Chair Pharmacy & Nutrition	01-Jul-2022 to 30-Jun-2025	Scientific Representative	Yes
Dr. Phil Chilibeck, Vice-Chair College of Kinesiology	01-Jan-2023 to 31-Dec-2025	Scientific Representative	Yes
Dr. Gordon McKay, Vice-Chair Professor Emeritus, Pharmacy& Nutrition	01-Jan-2023 to 30-Jun-2023	Scientific Representative	Yes
Dr. Hadi Goubran Messiha* Radiation Oncology/Hematology	01-Oct-2022 to 30-Sep-2025	Clinician	Yes
Dr. Sharyle Fowler* Gastroenterology and Hepatology	01-Nov-2021 to 31-Oct-2024	Clinician	Yes
Dr. Dilip Panjwani* Radiation Oncology	01-Oct-2022 to 30-Sep-2025	Clinician	Yes
Dr. Dean Weninger* Optometrist	01-Oct-2021 to 30-Sep-2024	Scientific Representative	No
Janet DeGirolamo*	01-Dec-2022 to 30-Nov-2025	Scientific Representative	No
Leah Howie* College of Law	01-Oct-2021 to 30-Sep-2024	Legal Representative	Yes
Lola Ayotunde* College of Law	01-Jan-2023 to 31-Dec-2025	Legal Representative	Yes
Brian Galka*	15-Mar-2023 to 14-Mar-2026	Community Member	No
Charlene Burnett-Seidel*	01-Dec-2022 to 30-Nov-2025	Community Member	No
Dr. Alex Beldan* Teaching, Learning & Student Experience	28-Apr-2022 to 30-Apr-2025	Knowledgeable in Ethics	Yes
Caitlin Prebble, Biomedical Research Ethics Specialist, Research Ethics Office	08-Jun-2018 to Present	Non-Voting Member	Yes
Adrian Taylor, Biomedical Research Ethics Coordinator, Research Ethics Office	16-Nov-2022 to Present	Non-Voting Member	Yes
Shalini Reymond, Research Ethics Coordinator, Research Ethics Office	16-Jan-2023 to Present	Non-Voting Member	Yes
Sharleen Weese Maley, Research Approval Coordinator, Saskatchewan Health Authority	17-Apr-2023 to present	Ex officio	Yes

(*) Members may serve as alternates on the Bio-REB-1 to meet quorum requirements.

UNIVERSITY OF SASKATCHEWAN

Behavioural Research Ethics Board Membership Roster

Beh-REB Member	Term	Affiliation with REB	USask Affiliation
Pammla Petrucka, Chair College of Nursing	01 Jan 2010 to 01 April 2025	Behavioural Research Representative	Yes
Diane Martz, Vice-Chair	04 April 2019 to 31 Dec 2023	Behavioural Research Representative	Yes
Michael Szafron, Vice-Chair School of Public Health	01 June 2022 to 01 June 2023 (On leave)	Behavioural Research Representative	Yes
Clinton Westman Department of Archaeology and Anthropology	01 Sept 2021 to 01 Sept 2024	Behavioural Research Representative	Yes
Bonita Beatty Dept. of Indigenous Studies	01 Sept 2022 to 01 Sept 2025	Behavioural Research Representative	Yes
Stephanie Martin, Vice-Chair College of Education	01 Sept 2004 to 31 Dec 2023 (On leave)	Behavioural Research Representative	Yes
Marjorie Delbaere Edwards School of Business	01 Sept 2014 to 01 Sept 2023	Behavioural Research Representative	Yes
Holly Graham College of Nursing	01 Sept 2021 to 01 Sept 2024 (On leave)	Behavioural Research Representative	Yes
Karen Lawson Department of Psychology	01 Sept 2019 to 01 Sept 2025	Behavioural Research Representative	Yes
Olga Lovick Department of Linguistics	01 Sept 2020 to 01 Sept 2023	Behavioural Research Representative	Yes
Natasha Hubbard Murdoch School of Nursing Saskatchewan Polytechnic	01 Jan 2022 to 01 Jan 2025	Behavioural Research Representative	No
Michel Desjardins Department of Psychology	25 July 2022 to 25 July 2025	Behavioural Research Representative	Yes
Vince Hopkins Johnson Shoyama Graduate School of Public Policy	01 Dec 2022 to 01 Dec 2025	Behavioural Research Representative	Yes
Madasan Yates	01 May 2021 to 01 May 2024	Legal Representative	No
Sandra Lockhart	01 Jan 2022 to 01 Jan 2025	Community Member	No
Anahit Falihi	01 Jan 2022 to 01 Jan 2025	Community Member	No
Elana Geller	01 April 2022 to 10 Apr 2025	Ethicist	Yes
Mary Heilman	01 Jan 2018 to 31 Dec 2023	Ethicist	No
Robert Henry Department of Indigenous Studies	01 June 2022 to 01 June 2025	Ad Hoc Member	Yes
Nick Reymond, Behavioural Research Ethics Specialist	Feb 2018 to present	Research Ethics Office, non-voting member	Yes
Melanie Bayly, Behavioural Research Ethics Coordinator	January 2022 to present	Research Ethics Office, non-voting member	Yes
Shalini Reymond, Behavioural Research Ethics Coordinator	January 2023 to present	Research Ethics Office, non-voting member	Yes
Sydney Kanigan, Behavioural Research Ethics Coordinator	January 2023 to present	Research Ethics Office, non-voting member	Yes

Annual Report of the Animal Care and Use Program and University Animal Care Committee

To the Research, Scholarly and Artistic Work Committee of Council

For the period October 1, 2022 to September 30, 2023

The University Animal Care Committee (**UACC**) Chairs (Drs. Steven Machtaler and Robert Laprairie) and University Veterinarian and Director of Animal Care and Research Support (Dr. Kurtis Swekla) are pleased to provide the following overview of the key accomplishments and activities of the Animal Care and Research Support (**ACRS**) office and UACC for the period October 1, 2022 to September 30, 2023.

OVERVIEW OF THE RESPONSIBILITIES OF THE UNIVERSITY ANIMAL CARE COMMITTEE

The UACC must review Animal Use Protocols (AUPs) and approve any use of animals for research, teaching, production, and testing before animal use is initiated. The UACC ensures animal welfare, animal user training, scientific and pedagogical merit review, adequate veterinary care, adequate animal facilities, animal user environmental safety, and best practices to comply with USask Policy, Canadian Council on Animal Care (CCAC) guidelines, and international, federal, provincial, and local regulations. UACC Policy reflects the perspective of USask which views the use of animals in research, teaching, production, and testing as a privilege and thus carries significant responsibility for all animal users. USask is committed to ensuring that all animal care and use is conducted with exemplary standards which is critical for high quality research outcomes.

The UACC receives administrative support from Research Ethics and Infrastructure (REI) Animal Care and Research Support (ACRS) Office staff. The ACRS Office is directed by the University Veterinarian and includes the following personnel:
- UACC Administrative Support
- UACC Animal Technicians
- UACC Clinical Veterinarians
- UACC Post-Approval Veterinarian
- UACC Aquatics Manager
- Animal Care and Research Support Services Facility Manager and Animal Technicians

SUMMARY OF ACTIVITIES (October 1, 2022 – September 30, 2023)

Review of research protocols, modifications, and renewals
There are currently 418 active USask Animal Use Protocols (**AUP**). This includes 15 AUPs which involve a collaboration with another institution, 14 AUPs which are "Category of Invasiveness (**CI**) Level E", the highest CI level defined by the CCAC. In addition, 29 Exempt Activity submissions (CI level A study or live animal use that does not require AREB review) were received during the reporting period. The UACC serves approximately 200 principal investigators. AUPs, Renewals, and Modifications are reviewed at 2 full board meetings per month (CI Level D and E and major Modifications) and 2 subcommittee meetings per month (CI Level B and C and minor Modifications). During the reporting period the full AREB reviewed 110 AUP, 142 annual renewals and 90 modifications while the subcommittees reviewed 123 annual renewals and 93 modifications. There are 190 active animal researcher Principal Investigators (PI) and a total of 986 active animal users (staff, trainees, graduate students) in research teaching. There has been a significant increase of animal users by approximately 130 from the previous reporting period.

Online database System Update
With the cancellation of the Animal Ethics UnivRS module in 2021 we have been working on evaluation for a replacement with a vendor-based system. During the previous 12-month evaluation and discovery process,

needs and requirements were identified for both a vivarium and animal ethics management solutions rather than only a new animal procurement and tracking system which was initially identified as an urgent need. A joint OVPR-VPA proposal has been submitted to the Budget Committee to fund an animal management solution that will offer necessary capabilities in areas of animal ethics management, animal procurement, vivarium operations and post-approval processes. Presently, we are waiting on the decision of the Budget Committee. While awaiting the Budget Committee decision, we continue with RFP development and planning for the tendering process along with planning of process improvement and change management work.

Anticipate RFP to occur in Q1-Q2 2024 and full implementation of the system in approximately 24 months.

Enhancing Service

University Animal Care Committee

Dr. Steven Machtaler (College of Medicine, Department of Medical Imaging) and Dr. Robert Laprairie (College of Pharmacy and Nutrition) are the appointed UACC Co-Chairs. In July 2023, Dr. Karen Schwean-Lardner (College of Agriculture and Bioresources) started a two-year term as UACC Vice-chair to assist the Co-Chairs with the work load and act as a Co-Chair should one of the Co-Chairs be unable to fulfill their duties.

Animal Research Ethics Board meeting frequency: The AREB, a subcommittee of the UACC, meets twice monthly since 2018 which has reduced turnaround time for AUP review, improved accommodations for contract research, and reduced the length of AREB meetings. Since 2022 AREB meetings have been held in a hybrid fashion.

Pedagogical Merit Review (PMR) of Teaching and Training AUPs: The CCAC requires pedagogical merit review of all new and 4-year renewal teaching and training AUPs. All USask courses for credit (undergraduate or graduate) that involve the use of animals require review by the TLSE Pedagogical Merit Review Committee (**PMRC**) prior to AREB approval. The PMRC is currently comprised of 10 members, including experts in pedagogy and the Three Rs. This CCAC-mandated committee, chaired by Dr. Jane Alcorn, reports through the Office of the Vice Provost Students and Learning to Dr. Jerome Cranston (Vice-Provost); however, PMRC meetings and reviews are coordinated by staff from ACRS REI. This committee was established in spring 2019. PMRC Terms of Reference are in place and the committee worked diligently to develop the review form for course instructors to complete, along with the assessment form the PMRC now uses to evaluate the review forms. The PMRC is using a phased-in approach to review the 30+ active teaching AUPs that require review by the committee. During the reporting period 17 pedagogical merit reviews were completed by the PMRC (representing an increase of 70% from the previous reporting period).

Scientific merit review of research AUPs: The CCAC requires scientific merit review of all new and 4-year renewal research AUPs. For any research AUPs that are not funded via an agency that employs scientific peer review, the AUP must be reviewed by the OVPR Scientific Merit Review Committee for Animal-Based Research (**SMRCABR**). This committee functions at arm's length from the AREB and it reports to the Associate Vice-President Research. The SMRCABR is currently comprised of 12 faculty members, chaired by Dr. Darrell Mousseau. ACRS staff use SharePoint as the platform to coordinate and circulate AUPs for merit review. During the current RSAW reporting period, the SMCRABR reviewed 28 AUPs for scientific merit. Currently the Animal Ethics Specialist manually coordinates the SMRCABR review process with the Chair of the committee using SharePoint Online. As new data management system vendors are explored, management of the SMRCABR will be taken into consideration as a necessity to improve workflow and work efficiency.

Participation in the USask Live Animal Re-Use and Tissue Share Program has remained consistent this year. Through the tissue share program, investigators donate surplus or control animals to be used by recipient investigators for training or experimental use. This process was previously facilitated through an online user USask SharePoint site. The USask Sharepoint site was closed in early 2023 and the new Sharepoint Online system is not adequate for facilitating and processing these requests. As such, the current processes are performed manually through email as there is no effective replacement available resulting in an increased workload for the ACRS administration staff. As new data management system vendors are explored, management of the Tissue Share Program and processes will be taken into consideration as a necessity to improve workflow and work efficiency.

ACRS Office/UACC Reporting Changes

The UACC and University Veterinarian report directly to Dr. Terry Fonstad (AVPR Ethics and Infrastructure). In 2023 the wording of REI was altered from Research Excellence and Innovation to Research Ethics and infrastructure.

Additional administrative positions are necessary to fulfill the full scope of the ACRS mandate and CCAC reporting requirements and guidelines. Two permanent AREB coordinator positions were approved and are in the process of hiring with anticipated start dates in January 2024. Additionally, a Assistant Manager position in Animal Care Services was approved and is in the process of being staffed to provide coverage for the Animal Care Services Manager, Aquatics Manager, and support for the Animal Care Technicians and Animal Order Desk. These positions will help with the continued successful administration of the animal research program and to maintain compliance with the CCAC guidelines and regulations.

Animal Order Desk
The Animal Order Desk tracked approximately 103,000 animals during this reporting period. This is an increase from the previous year representing an increase in animal-based research as COVID-19 pandemic restrictions lifted and a return to normal animal research activities at USask. Animal ordering is centralized through ACRS REI to reduce costs by amalgamating animal orders, to track animal numbers for CCAC reporting, and to facilitate the acquisition of export/import permits. Animal orders historically total approximately $600,000 annually; this fiscal year is on track for approximately $800,000-$1,000,000 in animal orders representing a combination of an increase in animal-based research and abnormal inflationary increases.

Animal User Training Opportunities
- Rodent handling, surgery, and anesthesia practical skills training continue to be offered regularly.
- A Fish User Training Practical Skills Course is offered monthly.
- ACRS staff continue to offer specialized practical skills training by request.
- ACRS staff deliver animal handling laboratories to veterinary students
- There continues to be a higher than usual number of animal training requests. This continues to increase the workload and diversion of human resources towards training.

Facility Expansion and Development

The UACC Veterinarians and animal facility managers actively engage in planning and design of new vivaria and renovations across campus, providing input to optimize facility operations and workflow, optimize biocontainment, ensure compliance with CCAC guidelines, and advise on species-specific requirements. For the referenced time-period, input was provided on the following projects:
- The Vaccine and Infectious Disease Organization (VIDO) plans for renovation and expansion of the CL2 facilities.
- Planning for renovations and new buildings at the Goodale and Native Hoofstock Centre.

Per diems are charged for animal husbandry in Laboratory Animal Services Unit (**LASU**), Collaborative Sciences Research Building (**CSRB**), and Aquatic Toxicology Research Facility (**ATRF**). ACRS animal technician salaries are funded by OVPR with cost-recovery through per diems. The change for cost-recovery occurred in July 2023 in a gradual step-wise manner as new grants are received by researchers.

Crisis Management Planning

The Emergency Crisis Operations Team meets as needed to assess the anticipated or unexpected operational interruptions (inclement weather, on-campus violence, power outage, work action, etc). The University Veterinarian sits on this committee to advise with respect to potential effects on animals housed at Usask and the impacts on animal-based research and teaching.

Training Initiatives for Laboratory Animal Veterinarians

USask offers many unique opportunities to engage students in laboratory animal medicine and research. Its diverse research programs, broad aquatics program, well-established veterinary pathology program, and unique, state-of-the-art facilities such as VIDO, the Canadian Light Source, and the Saskatchewan Centre for Cyclotron Sciences offer ample opportunities and strength of experience for students interested in laboratory animal medicine and research. As such, the ACRS group continues to promote student engagement as follows:

- *Laboratory Animal Medicine Rotation:* A 2-week long fourth year WCVM veterinary student rotation is offered through ACRS. Students learn about laboratory animal medicine, a board specialty, by participating in clinical veterinary care, surgery, anesthesia, compliance activities, AUP review, animal facility management, research support activities, animal user training, and diagnostics activities.
- *Laboratory Animal Medicine Club (for Veterinary Students):* UACC Clinical Veterinarians interact frequently with the WCVM veterinary student laboratory animal club to foster student interest and knowledge in laboratory animal medicine and enhance their opportunities in laboratory animal medicine and residencies upon graduation from WCVM. ACRS offers group hands-on laboratory animal workshops and one-on-one or group discussions with regards to future training and career options in laboratory animal medicine.

International and Community Engagement

ACRS staff have initiated, coordinated, or collaborated in the development of several activities to bring a very positive international or national spotlight on the USask Animal Care Program.

*Canadian Association for Laboratory Animal Science (**CALAS**) National Conference*
This annual Canadian conference for animal-based research and teaching will be held in Saskatoon in June 22-25, 2024. Planning is underway, led by Michele Moroz, (Animal Care Services Manager), Dr. Kurtis Swekla (University Veterinarian), and Peggy Nelles (Animal Care Services Animal Technician)

Canadian Council on Animal Care (CCAC) Assessments
Veterinarians and animal technicians within the ACRS continue to be invited and complete CCAC assessments at other institutions. This provides an excellent opportunity for collaboration with animal research and teaching programs across Canada and heightens USask's role on the nationally with various regional and national stakeholders.

CCAC Site Assessment, 2022

The CCAC conducts full site assessments every six years and interim assessments every three years to ensure compliance with CCAC guidelines and support institutions in achieving best practices in animal ethics and care.

The standards are CCAC policy statements, guidelines documents, and other CCAC-recognized standards designed to promote the ethical use and care of animals in science.

The CCAC conducted an interim assessment in May 2022 delivering a number of serious and regular recommendations. USask is currently in the process of responding to update requests of after the initial submission on our responses to the recommendations. Maintaining USask's CCAC Good Animal Practice (GAP) Certificate is vital to continued flow of grants from the Tri-agency and other funding sources to USask and its researchers.

Challenges

The ACRS office has experienced chronic lean staffing which has impacted their ability to comply with all CCAC guidelines and priorities. To ensure timely review of animal use protocols and projects, the priority has edged towards AUP review rather than other important tasks and projects. With the beginning of increased staffing levels in early 2024, this will help alleviate some of those issues and allow staff to complete all necessary tasks and comply with the oversight organizations. Over the course of 2024, we will evaluate the staffing levels and recommend adjustments as needed to fulfill the complete roles and responsibilities of the office.

UNIVERSITY COUNCIL

SCHOLARHIPS AND AWARDS COMMITTEE

Notice of Motion

PRESENTED BY: Venkatesh Meda, Chair, Scholarships and Awards Committee

DATE OF MEETING: December 14, 2023

SUBJECT: **Undergraduate Awards Policy**

COUNCIL ACTION: **Notice of Motion**

MOTION: *The Scholarships and Awards Committee recommends that Council approve revisions to the Undergraduate Awards Policy effective immediately.*

PURPOSE: A revision to the University of Saskatchewan's Undergraduate Awards Policy, last revised in 2012. The Undergraduate Awards Policy provides consistency and ensures responsible administration of university resources across the University of Saskatchewan's various undergraduate award adjudication bodies, aside from Huskie Athletics, as outlined in the policy.

SUMMARY: The policy has been updated to reflect changes in institutional language and award practices. Substantive updates to the policy have been crafted to reduced financial impact of award revokes on bursary recipients discontinuing their studies, and to guide the adjudication of awards that have a gender component when it comes to non-binary award applicants. Additional minor changes were also included in the update.

Attachments:

1. Revised Undergraduate Awards Policy

Undergraduate Awards Policy

AUTHORITY

These policies govern all undergraduate scholarships, bursaries, awards and prizes (collectively referred to as "awards") regardless of the college, department or unit responsible for administration, except where an award's terms of reference explicitly differ from specific elements of policy, and except for awards administered by Huskie Athletics, which are subject to U SPORTS regulations.

PRINCIPLES

The University of Saskatchewan's undergraduate awards program is designed both to reward the academic achievement and to mitigate the financial need of undergraduate students working toward completing University of Saskatchewan programs.

Given the limited student award resources available, the university chooses to direct awards to full-time students. As well, limits are placed on award support to any one student, thereby broadening distribution and mitigating the distorting effect of higher tuition and equipment costs in some colleges relative to others, to ensure access to all programs.

LAST REVISION

December 2023

Contents

I.   AUTHORITY OVER STUDENT AWARDS

A. All undergraduate student awards must have terms of reference signed by the donor, the head of the academic unit responsible for administering the award, and the Board of Governors (Board). No award exists, may be adjudicated or its value disbursed, until it is signed on behalf of the Board.

B. Terms of reference form a legal trust and are the final authority on the donor's intent, trumping notes, memos, recollections, and changing donor or family opinion. The University is legally responsible for administering the student award according to the terms of reference and may not change the terms unless the trust contains an "in the event" clause. This clause authorizes the Board to amend the terms if circumstances change, keeping the award as close as possible to the donor's original intent, as reflected in the terms. Otherwise, the University must prove to the courts that the award as written in the terms is impossible to carry out.

C. *The University of Saskatchewan Act 1995* outlines the powers of the Board and of University Council (Council), each of which possesses authority over a difference aspect of student awards. The practical translation and application of these powers overlap to some degree. Because of that overlapping, practices and rationales for those practices have developed which are functional and respectful of the relevant authorities of Board and Council.

   1.   *The Act*

   - "Powers of the board ... 49(1) The board may: … (i) provide for the establishment of scholarships, fellowships, bursaries and exhibitions if authorized by the council;"
   - "Powers of council" … 61(1) The council may: … (d) grant scholarships, prizes fellowships, bursaries and exhibitions;".

   2.   *Interpretation*

   No record exists of Council's having explicitly authorized the Board to establish scholarships, fellowships, bursaries, and exhibitions (as stated in 49(1)). Instead, the Board is represented by the Provost on the committee that Council has charged with granting awards. The Scholarships and Awards Committee is responsible for:

   - recommending to Council on matters relating to the awards, scholarships, and bursaries under the control of the university,
   - recommending to Council on the establishment of awards, scholarships and bursaries,
   - granting awards, scholarships, and bursaries which are open to students of more than one college or school, and
   - recommending to Council rules and procedures to deal with appeals by students with respect to awards, scholarships and bursaries.

3. *Practice*

Current practice is based on the understanding that Council has delegated authority to authorize the establishment of new awards to the Scholarships and Awards Committee and that the Scholarships and Awards Committee has in turn extended that authority to Student Finance and Awards as part of a three-member collaboration:

- The Manager of Donation and Trust Services, representing the Board of Governors;
- A development officer or, if no donor is involved, a representative of the academic unit; and
- The Awards Development Liaison from Student Finance and Awards, representing Scholarships and Awards committee and University Council.

Under this structure, the fundraiser represents the donor and academic unit and communicates back to both; the Finance and Trusts member represents the financial and trust responsibilities of the Board; and the Liaison works between the two to craft terms of reference (the contract or trust) for student awards that meet donor wishes, conform to the University's policy, and that the University is willing and able to administer. When terms of reference are agreed upon by donor, academic unit and Board representatives, the document is signed by the donor, the Dean (and department head, if applicable), and on behalf of the Board.

Because the Board is responsible for financial affairs and Council for academic affairs, the three-party awards development structure meets both elements of *The Act* quoted above. In addition, the three-party structure conforms to the university's policy on the *Naming of University Assets*, wherein the Board of Governors and Council jointly delegate to Student Finance and Awards in consultation with University Relations responsibility for the naming of awards, scholarships, and bursaries.

II.   AWARD ELIGIBILITY

A. Entrance awards

1. In order to be eligible for entrance awards, either centrally- or college-administered, students must have a complete secondary level standing or equivalent, either Canadian or international, necessary to obtain admission to the University of Saskatchewan, unless otherwise specified by an award's terms of reference.

2. Candidates must have been admitted to the University of Saskatchewan into a degree or diploma program.

3. Students must have fewer than 18 credit units completed at or transferable to a U of S direct-entry program of study.

   Exceptions include:

   a. students competing for entrance awards with a performance component administered by the Department of Music for students in any B.Mus. program are eligible regardless of previous academic study.

b. students who only have transferable credit units from secondary school coursework are eligible for entering awards regardless of the number of credit units transferable to a U of S direct-entry program of study. Such students are not eligible for the U of S Transfer Scholarship.

B. Credit unit requirements

1. All credit units used to meet requirements for undergraduate awards must be earned at the University of Saskatchewan.

   Exceptions Include:

   a. students studying on an approved study abroad program, exchange or letter of permission. Credits earned under such a program will be used to meet credit unit minimums for awards purposes; marks may be used in calculating academic averages for awards, depending upon practices specific to the college.

   b. students transferring credits earned at other institutions to University of Saskatchewan programs may be eligible to receive the U of S Transfer Scholarship and must meet eligibility requirements set out in the terms of reference for the specific award.

2. In order to be eligible for undergraduate awards, students must register for and complete at least 18 credit units over the fall and winter terms in the academic year in which the award is paid.

   Exceptions include:

   a. students at regional colleges, who are not subject to a credit unit minimum.

   b. graduating students who require fewer than 18 cu to complete their degree requirements are eligible for scholarships, provided they complete a minimum of 9 cu in either the fall or the winter term.

   c. students receiving prizes/awards specific to particular courses or projects, as well as students receiving awards relevant to their convocation or graduation, who are not subject to a credit unit minimum.

   d. students with disabilities approved to study on a reduced course load, who must register for and complete 12 credit units over the fall and winter terms in the academic year in which the award is paid.

C. Continuing awards

1. For all continuing awards, in order to compare student achievement at a common baseline, students must be pursuing a degree or diploma and have completed 18 credit units over the previous fall and winter terms.

Exceptions include:

    a.   students approved for a reduced course load because of disability, who must have completed 12 cu over the previous fall and winter terms.

    b.   students in professional internship and cooperative education programs, who are eligible for consideration for all central and college administered awards based upon completion of at least 18 academic (i.e., non-work experience) credit units. Academic terms appropriate for assessment are a maximum of one previous spring and summer session and two previous fall and winter terms. The combination of sessions that provides the minimum number of required credit units and applicable award averages will be assessed. Applicable academic sessions, up to and including the session the credit unit requirement is reached, will be included in the calculation of an award average.

    c.   University of Saskatchewan students participating in formal exchange programs will be eligible during their absence and upon their return for all centrally-administered undergraduate awards including both scholarships and bursaries. In all cases, it is the student's responsibility to notify the appropriate awarding body of their wish to be considered for University of Saskatchewan awards.

2.   Students entering their first year of study in a non-direct entry degree program and students transferring from another institution may be considered for department- and college-administered awards at the department or college's discretion, unless otherwise specified by an award's terms of reference.

3.   College and department award committees may consider, on a case by case basis and at their discretion, a student's request to re-enter the award pool after an absence from the University of Saskatchewan of one or more years unless otherwise specified by an award's terms of reference. It is the student's responsibility to request consideration by the college prior to the selection of recipients by the college.

D. Academic average requirements

1.   For continuing awards, academic averages will be calculated based on all U of S courses attempted during the previous year's fall and winter terms, as defined in paragraph I.B.1. above. Courses completed during the spring and summer terms are not used in the average calculation for awards.

2.   Eligibility for centrally-administered awards requires a minimum sessional average of 65%. Colleges may set academic achievement thresholds for awards granted at the college or department level.

3.   For the purposes of determining whether a student has met renewal criteria for a centrally-administered award, the average will be rounded to the nearest whole number unless otherwise prohibited by an award's terms of reference.

III. BURSARIES

A. Recipient selection for bursaries will be based on financial need alone, unless additional selection criteria are imposed in an award's terms of reference.

B. Where terms of reference specify the use of both financial need and academic achievement as selection criteria for awards under the administration of the Scholarships and Awards Committee, the weighting of financial need and academic achievement will be 50/50.

C. All bursary candidates will be required to provide financial information in a standardized format to and as determined by Student Finance and Awards, for determination of need.

D. A bursary may be awarded to a recipient even if the value of the bursary exceeds the actual value of the recipient's calculated financial need.

E. Students in the colleges of Medicine, Dentistry, and students not covered by Inter-Provincial Agreement in the Western College of Veterinary Medicine will be considered for centrally-administered bursaries based on living need (excluding tuition, fees, books, equipment), in order to eliminate the disadvantage to students of other, non-health sciences programs and provide a more level playing field for bursary distribution.

IV. AWARD ADJUDICATION

A. The Scholarships and Awards Committee may establish adjudication committees for any awards under its administration at its discretion. Each adjudication committee is comprised of at least three members as determined by the Chair or designate with the Chair being a voting member ex officio and a member of Student Finance and Awards being a voting member, and is empowered to make award selection decisions and report these decisions back to the full Committee. The Chair may change or augment membership, or appoint members from beyond the Scholarships and Awards Committee.

V. LIMITS ON RECEIVING AWARDS

A. Entering students may receive one competitive entrance award.

Exceptions include:

   a. Guaranteed Entrance Scholarships and any other automatic awards.

   b. awards with highly specific criteria with a resulting small pool of eligible candidates may be awarded to students who have qualified for a competitive award.

B. Continuing students may receive one centrally-administered scholarship annually.

Exceptions include:

   a. second and subsequent years of renewable awards.

   b. awards with highly specific criteria resulting in a small pool of eligible candidates may be awarded to students who have qualified for a centrally-administered bursary.

C. Continuing students may receive centrally-administered bursaries to a maximum of $5,000 over the fall and winter terms (if receiving multiple bursaries) or a single bursary of a value greater than $5,000.

D. No undergraduate student may receive awards with a cumulative dollar value greater than the cost of tuition for the fall and winter terms plus the amount designated by Saskatchewan's Student Financial Assistance Branch as the allowable living costs of a 'single student living away from home' for student loans purposes. The differential fee for international students, sometimes referred to as "differential tuition," is not considered in this calculation. This policy does not prevent or limit the value of any single award.

Exceptions include:

    a. second and subsequent years of renewable awards.

    b. travel awards.

VI. DEFERRAL OF AWARDS

A. Competitive entrance awards may not be deferred.

B. To accommodate opportunities for learning experiences outside the academic setting, students pursuing non-academic opportunities may apply to Student Finance and Awards to defer centrally-administered renewable scholarships and centrally-administered continuing scholarships for one year, provided they are not registered as regular students at another post-secondary institution for the duration of the deferral period.

C. Centrally-administered bursaries (awards for which selection is made wholly or partially on the basis on financial need) may not be deferred.

D. College and department award committees may allow undergraduate students to defer college-administered awards unless otherwise specified by an award's terms of reference.

VII. TRANSFERRING OF AWARDS

A. Under exceptional circumstances on the recommendation of the appropriate academic units, students registered as visiting students at other universities may request permission to transfer University of Saskatchewan awards. The recommendations must be based on academic considerations and approved by the Dean's Office. The supporting documents must verify that the selected courses are required or recommended as an asset to the academic program. Students must be proceeding to the completion of a degree at the University of Saskatchewan. This regulation will be administered at the college level; however, colleges must inform Student Finance and Awards of their decisions under this regulation.

VIII. TRAVEL AWARDS

A. Travel award recipients must follow university policies around international travel risk management, administered by the International Student and Study Abroad Centre.

IX. PAYMENT OF AWARDS

A. Payment of all undergraduate awards is authorized by Student Finance and Awards upon confirmation that candidates have met all eligibility requirements. Award administrators will submit presumptive recipient and award information in a consistent format as determined from time to time by Student Finance and Awards. In cases where presumptive recipients are found to be ineligible for an award, the award administrator is notified by Student Finance and Awards and an alternate recipient is identified wherever possible.

B. All undergraduate awards are paid out through the student's U of S tuition account upon confirmation of compliance with all requirements (including credit unit requirements) by Student Finance and Awards.

Exceptions include:

a. Book prizes: paid out through the University of Saskatchewan Bookstore as vouchers or credits.

b. Bursaries to Indigenous students: Bursaries restricted to Indigenous students will be disbursed through the recipients' tuition accounts for accounting purposes but immediately refunded in their entirety to the recipients regardless of their account status.

c. Some travel awards will be disbursed through recipients' tuition accounts for accounting purposes but immediately refunded in their entirety to the recipients regardless of their account status. These awards are identified by Student Finance and Awards in consultation with the International Student and Study Abroad Centre.

D. Awards are generally paid out in a single instalment per academic year; however, some awards' terms of reference dictate otherwise, and in some cases Student Finance and Awards will recommend payment in instalments by term.

E. Award payment will not be pro-rated.

F. Notification of award recipients by the adjudicating college or department will include conditions for maintaining the award (minimum registration, achievement, etc.) and the consequences of not meeting those conditions (revoking of awards). Award administrators and academic advisors are strongly encouraged to counsel students of the consequences for dropping below the minimum registration.

X. REVOKING AWARDS

A. Students whose course loads fall below the number of credit units required to maintain award eligibility, as outlined in II.B.2 of this policy, will have their merit-based awards revoked and the disbursement reversed, unless otherwise specified in an award's terms of reference. Revoked awards will not appear on the transcript or co-curricular record. Need-based awards may be revoked but disbursement reversed only to the extent of any existing credit on the student account. Students whose awards have been revoked may appeal the decision on the basis of compassionate or medical grounds as outlined below.

B. Students whose awards are revoked are notified in writing by Student Finance and Awards.

C. A revoked award appears on the student's tuition account as an amount owing to the university. Collection of the outstanding balance is subject to university policies on student accounts receivable.

D. Right to appeal

Students whose awards have been revoked may appeal the decision on the basis of compassionate or medical grounds. All appeals must be in writing and contain documentation (e.g., doctors' notes) supporting the student's case. Student Finance and Awards adjudicates all appeals and reports decisions to the Scholarships and Awards committee. Student Finance and Awards consults with the committee on appeals that in Student Finance and Awards' judgment are of an equivocal or difficult nature. All adjudications, whether conducted by Student Finance and Awards or the committee, are considered final, with no further appeal option.

XI. EQUITY

A. The University of Saskatchewan shall ensure that fund raising activities related to the establishment of student awards address education equity goals through the creation of scholarships, bursaries and other awards for Indigenous people, persons with disabilities, visible minorities, women, and non-binary persons. Furthermore, all awards including terms that are affirmative with respect to an identifiable group under The Saskatchewan Human Rights Code must include a clause that directs how the award should be made when it is no longer necessary to be affirmative towards the group.

B. Targeted awards for Indigenous students shall require verification of applicants as eligible with respect to their Indigenous membership or citizenship in accordance with the current University policy framework.

C. The University of Saskatchewan encourages all students to apply for awards, regardless of their gender identity. For awards purposes, the phrase "female student(s)" and the words "woman," "women," and "female" are inclusive of female-identified, trans woman, two-spirited, gender-queer, gender-variant, gender fluid, transgender, gender nonconforming, or otherwise non-binary individuals. Similarly, the phrase "male student(s)" and the words "man," "men," and "male" are inclusive of male-identified, trans man, two-spirited, gender-queer, gender-variant, gender fluid, transgender, gender nonconforming, or otherwise non-binary individuals. Confirmation of gender for all awards restricted to or directed toward male students or toward female students will be made by the inclusion of the question, "What is your gender identity and/or preferred pronouns?" with free text space for the student to insert the wording with which they are most comfortable into applications for such awards.

D. Some awards require students to register for and complete more than the minimum number of 18 credit units over the fall and winter terms in the academic year in which the award is paid, and/or to have completed more than 18 credit units over the previous fall and winter terms. These requirements are 6 credit units lower for students approved for a reduced course load because of disability.

XII. PRIVACY AND PUBLIC RECOGNITION OF AWARD RECIPIENTS

A. Any public recognition of award recipients will be made only with recipients' prior permission. The sole exception to this practice will be for those awards announced at Convocation.

GLOSSARY: Definitions for awards purposes

Academic year: the period from May 1 through April 30, defined as the spring, summer, fall and winter terms.

Bursaries: awards granted fully or partially on the basis of financial need.

Centrally-administered awards: those open to students of more than one college or program, or to students university-wide, adjudicated by Student Finance and Awards by authority of the scholarships and awards committee.

College-administered awards: open to students of a single college or program, normally adjudicated by a committee of the college or program department as authorized by the Dean. Student Finance and Awards adjudicates some college awards on behalf of their designated award committees.

Competitive awards: students apply and compete among their peers.

Continuing / Returning / In-course: student has earned 18 or more credit units at or transferable to the University of Saskatchewan in previous academic years, regardless of year in program.

Continuing awards: for students with 18 or more credit units at or transferred to the U of S, generally beyond their first year of program and in a degree or diploma program. Continuing awards are not awards where payment continues from one academic year to another: such awards are known as renewable awards.

Disability: student registered with the office of Access and equity services.

Dual registered: student registered and taking courses at the University of Saskatchewan and also completing credit units at another post-secondary institution(s) which are transferable to the University of Saskatchewan towards completion of a University of Saskatchewan degree. Students of other institutions taking University of Saskatchewan courses for credit at their home institutions are not eligible for University of Saskatchewan awards.

Entering / Incoming / First year: student either has not previously taken courses at the university level or has earned fewer than 18 credit units of university courses at or transferable to the University of Saskatchewan. Students beginning study in non-direct-entry colleges are not entering students for awards purposes.

Entrance awards: granted to students beginning their university studies in a direct-entry college in a degree or diploma program. Students who are beginning study in non-direct-entry colleges are not entering students for awards purposes.

Exchange: outbound University of Saskatchewan student who spends up to one year at a university in another country under an exchange agreement while obtaining credit towards their U of S degree. Students approved to participate in an exchange program are considered U of S students during the period of exchange, are assessed standard full-time U of S tuition, and are responsible for their own travel and accommodation costs. Students of other institutions taking University of Saskatchewan courses for credit at their home institutions are not eligible for University of Saskatchewan awards.

Female / Woman / Women students: inclusive of female-identified, trans woman, two-spirited, gender-queer, gender-variant, gender fluid, transgender, and non-binary individuals.

Full course load: 30 credit units or more over the fall and winter terms.

Full time: 18 credit units or more over the fall and winter terms.

Guaranteed awards: granted on the basis of achievement and require no application and no competition. Currently guaranteed awards are limited to the Guaranteed Entrance Scholarships.

Indigenous: a student who is a Métis, First Nations, or Inuit person of Canada. To receive a scholarship, bursary, or other award directed for Indigenous students, recipients will be required to participate in the deybwewin|taapwaywin|tapwewin verification process through their PAWS account.

International: student at the University of Saskatchewan on a visa or study permit and not a Canadian citizen, permanent resident, or protected person.

Male / Man / Men students: inclusive of male-identified, trans man, gender-queer, two-spirited, gender-variant, gender fluid, transgender, and non-binary individuals.

Non-Binary/ Gender non-conforming/ genderqueer: inclusive umbrella terms to describe individuals who identify with a gender outside of the gender binary pair of male/ female or man/ woman.

Prizes: awards granted in recognition of a specific accomplishment or project.

Renewable awards: a student may receive in one or more academic years subsequent to the original award, provided she or he meets renewal requirements, typically obtaining a particular academic average.

Scholarships: awards granted fully or partially on the basis of academic merit.

Transfer: student has earned 18 or more credit units of university courses transferable to the University of Saskatchewan, not one who has transferred from one U of S program to another.

Visiting: outbound University of Saskatchewan student with approval on a Letter of Permission from their college to take one or more courses at another accredited post-secondary institution and receive credit towards their U of S degree.

PRESIDENT'S REPORT TO COUNCIL
December 2023

As we approach the close of what has been an exciting year for USask and look ahead to the promise of 2024, I would like to extend the warmest of wishes to all members of Council. In the days ahead, I hope you all have the time to celebrate the best of the holiday season with family and friends.

As we get ready to turn the page on 2023, I hope you will look back on your achievements and accomplishments over the past year with pride. I also hope you will take some time for yourself to relax and refresh, and re-connect with colleagues, family, friends, and all those who matter most in your life. In these times of difficult world events, it is important to acknowledge what we are grateful for in our own lives.

On behalf of the senior leadership team at USask, I wish you all health and happiness, and all the best in the new year.

Sincerely,
Peter

Two new Rhodes Scholars make USask history

Two students from USask are among only 11 from across the country to be awarded prestigious Rhodes Scholarships this year. This success marks the first time since 1991 that USask has celebrated two recipients selected in the same year.

Biological sciences student Rachel Andres and nursing student Taron Topham were named Rhodes Scholars this week, joining a legacy of USask students awarded the honour since 1907. It is the second straight year that USask students have been named Rhodes Scholars, joining Cassidy Serhienko, who was one of last year's 11 recipients in Canada. They will head to the University of Oxford in fall of 2024 for fully funded post-graduate studies, joining more than a 100 new Rhodes Scholars from around the world. Since USask's establishment in 1907, this year's two recipients bring USask's total number of Rhodes Scholars in university history up to 75.

Andres, who grew up in rural Saskatchewan, hopes to continue her biological science studies at Oxford. She is currently in her final year of studies for her Bachelor of Science (honours) degree in biology. She also completed a Bachelor of Education at USask in 2023, and has worked as a teaching assistant in both the English and biology departments. A member of the university's choral group, the Greystone Singers, Andres has also studied abroad in Costa Rica.

Topham plans to complete a Master of Science in translational health sciences and in international health and tropical medicine at Oxford. He earned a Bachelor of Science in Nursing (with great distinction) as a Loran Scholar at USask, and is currently working as a registered nurse in Saskatoon. Topham previous served as a volunteer firefighter and completed work placements with the Saskatoon Foodbank, Prairie Harm Reduction Services, Grandview Medical Clinic and the Offord Centre for Child Studies.

The **Rhodes Scholarship** includes tuition, fees, and a stipend for living expenses while studying at the University of Oxford. Established in 1903, it is the oldest graduate scholarship offered in the world and one of the most prestigious.

GIFS at USask partnership receives $56 million commitment for Bangladesh agtech centre

A research and training initiative launched by the Global Institute for Food Security (GIFS) at USask and the Bangladesh Agricultural Research Council (BARC) of the Ministry of Agriculture in Bangladesh has received a $56.2 million commitment from the Government of the People's Republic of Bangladesh.

The funding, to be invested over five years, will support the establishment of the Bangabandhu-Pierre Elliott Trudeau Agriculture Technology Centre (BP-ATC) as a centre of excellence at the Bangladesh Rice Research Institute in Gazipur, Bangladesh.

The commitment to the BP-ATC will support the development of research infrastructure and help GIFS, BARC, and other partners to purchase equipment, train more than 30 graduate students and post-doctoral fellows, and lead research enhancing wheat, rice, lentils, canola, and other crops.

Approximately $9.8 million will support research and training occurring within Saskatchewan through activities at GIFS and other partners, including the Global Institute for Water Security, USask College of Agriculture and Bioresources, the Saskatchewan Food Industry Development Centre, the Prairie Agricultural Machinery Institute, and the National Research Council of Canada.

GIFS' partnership with BARC was established in 2020 to promote sustainable food security. Bangladesh has experienced food security and production challenges resulting from rapid population growth, loss of agricultural land to urbanization, post-harvest losses and climate-induced stresses, including drought, heat, and soil salinity. Research and innovation have driven Canada's and Saskatchewan's agriculture success and GIFS' partnership with BARC is designed to use these assets to deliver joint programs that enhance farmer incomes, address the effects of climate change, and provide valuable research information for Saskatchewan and Canadian agriculture.

Through the BP-ATC, partners in Saskatchewan and Canada will contribute to programs pursuing the following research objectives within Bangladesh:

- Enhance crop breeding and plant improvement using genomics and phenomics;
- Advance soil health and quality;
- Improve soil water regime and adaptation;
- Deliver innovations for post-harvest food handling and processing; and
- Increase data management and analytics in agricultural research.

Since the establishment of the GIFS-BARC partnership, GIFS has opened its regional office in Dhaka, Bangladesh, and established two research chairs in food security — one at USask, held by Dr. Andrew Sharpe of GIFS, and a second in Bangladesh — who are already working with graduate students and post-doctoral fellows researching plant genomics and postharvest traits.

The BP-ATC's name recognizes the longstanding ties between Canada and Bangladesh. Bangabandhu Sheikh Mujibur Rahman was the first Prime Minister of Bangladesh, and Canada – led by Prime Minister Pierre Elliott Trudeau at the time – was one of the first countries to recognize Bangladesh's independence in 1971.

The GIFS-BARC partnership also builds on the history of collaboration and trade between Saskatchewan and Bangladesh, which is one of the province's Top 10 trading partners.

For more information on the GIFS-BARC partnership and the BP-ATC, see **gifs.ca/Bangladesh**.

VIDO awarded U.S. contract for its Vaccine Development Centre

USask Vaccine and Infectious Disease Organization (VIDO) in Canada has been awarded an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, 75N93023D00013, by the United States' National Institute of Allergy and Infectious Diseases (NIAID), part of the National Institutes of Health (NIH). VIDO is one of only seven organizations selected as a member in the NIAID service provider pool. It is also the only non-U.S. organization and the only university-based organization selected. VIDO can participate in providing NIAID's Preclinical Services for Biopharmaceutical Produce Development in two main areas: Process Development and Related Activities and cGMP Manufacture and Related Activities. The seven-year IDIQ contract is valued up to US$30 million.

VIDO's Vaccine Development Centre will play an important role in providing services that will help a wide variety of researchers obtain the critical data needed to advance products, partnerships, and complete studies needed to enter clinical trials.

The completion of VIDO's Vaccine Development Centre was the first step in establishing the organization as Canada's Centre for Pandemic Research. Other key aspects of the development include an expanded scientific team, establishing containment Level 4 capacity, and building a new animal facility that can house a variety of species.

Funding for the Vaccine Development Centre was provided by the Government of Canada, Government of Saskatchewan, founding corporate partners, and private donors through the *Friends of VIDO* campaign.

USask strengthens research partnerships with University of Bonn

A delegation from USask travelled to the University of Bonn (UBonn) in Germany as part of an ongoing commitment to develop joint research projects between the institutions. Members of USask's senior leadership team took part in a "research summit" during a recent trip to Frankfurt, Bonn and Berlin, with the goal of fostering and reaffirming USask's commitment to Germany in both research and education.

The summit also emphasized the connection between USask, UBonn and the Government of Saskatchewan's international ties to Germany, while also identifying shared areas of research expertise on which to collaborate.

As part of the summit, members of the USask delegation participated in targeted research roundtables with counterparts from the UBonn to delve further into possible research partnerships and strategies for the future. The theme of the research summit and the roundtables that took place was titled "Planetary health: facing future challenges" – a theme which aligns strongly with USask's research priorities.

Discovering the Amatis upcoming concert December 10th

The second annual concert series, *Discovering the Amatis,* featuring the famed USask Amati String Instrument Collection, will host its second concert of the season on December 10. The Penderecki string quartet will perform in the Dec. 10 concert and will be premiering a new quartet by Saskatchewan-born composer David Scott featuring the Amati instruments. The new quartet was specifically commissioned for the Discovering the Amatis concert series at USask and the David L. Kaplan Trust Fund.

The Amati quartet includes a viola, cello, and two violins that were handcrafted in the Italian city of Cremona in the 1600s by members of the famous Amati family. Considered pioneers in the practice of constructing bowed stringed instruments—or the first great luthiers—the Amati family have crafted some of the world's most sought-after instruments.

The Amati String Instrument Collection of rare fine instruments was assembled by Stephen Kolbinson, a grain farmer from Kindersley, Saskatchewan. Kolbinson developed a passionate curiosity for old Italian instruments, and travelled the world looking for instruments to add to his collection. A close friend of Kolbinson, Murray Adaskin, played an important role in USask's acquisition of the Amati instruments in 1959.

Learn more about the Amati String Instrument Collection and concert series: **https://leadership.usask.ca/unit/amati.php#top**

BE WHAT THE WORLD NEEDS

Provost's Report to Council
December 2023

Hello Council Chair, members, and visitors. Bonjour.

tānisi. hãn. ëdłanet'e? taanishi. aniin

[English. French. Cree. Dakota/Lakota/Nakota. Dene. Michif. Saulteaux]

GENERAL REMARKS

This report provides updates as well as indications of our progress toward achieving the five aspirations outlined in the [University Plan 2025](#).

As the calendar year draws to a close, I would like to thank all members of the University of Saskatchewan (USask) community for your efforts, each day, in support of our institution's ambition to be the university the world needs. Thank you for making the 2023 Fall Term a success. I offer you my best wishes for the holiday season, a special time of the year for people from many communities and faiths. I wish you health, happiness, and peace in 2024, as we look forward to working together during the upcoming Winter Term.

This month's congratulations:

- Two students from the University of Saskatchewan are among only 11 from across the country to be [awarded prestigious Rhodes Scholarships this year](#)—an honour that includes tuition, fees, and a stipend for living expenses for students from across the globe to attend the University of Oxford in London, England. Congratulations to current **College of Arts and Science student Rachel Andres (BEd'23)** and **College of Nursing graduate Taron Topham (BScN'23)**, who will head to the University of Oxford in the fall of 2024 for fully funded studies, joining more than 100 new Rhodes Scholars from around the world.

- [Three USask faculty members have been honoured for their dedication to student engagement and learning](#) through the new Lieutenant Governor's Post-Secondary Teaching Award—the first provincial award of its kind in Saskatchewan. Congratulations to the 2023/24 award recipients from USask: **Dr. Loleen Berdahl (PhD)**, **Dr. Simonne Horwitz (D. Phil)**, and **Dr. Cheryl Troupe (PhD)**. The [new Lieutenant Governor's Post-Secondary Teaching Award](#), which was announced in June 2023, will now be awarded annually to educators from publicly funded post-secondary institutions in Saskatchewan to recognize excellence in teaching and commitment to delivering high-quality education. Post-secondary faculty and staff members can nominate individuals from their own institution or from other eligible institutions for the award. This year, 27 nominations were received. In total, there were four inaugural recipients of the Lieutenant Governor's Post-Secondary Teaching Award in four categories; this includes the three USask recipients as well as Dr. Amber Fletcher (PhD), from the University of Regina, who was honoured in the Innovative Teaching Award category.

- [Two lifetime achievement awards](#) from scientific societies have been granted to **Dr. M. Gabriela Mángano (PhD), a faculty member in USask's College of Arts and Science**. On Oct. 16, 2023, Dr.

Mángano was presented with the [Distinguished Career Award](#) from the Geobiology and Geomicrobiology Division of the Geological Society of America. The award recognizes sustained excellence in research, mentoring, service, and leadership for the scientific community. Two weeks later, on Oct. 30, she was awarded the [Billings Medal](#) from the Paleontology Division of the Geological Association of Canada. Dr. Mángano is the first female recipient of the medal, which acknowledges long-term contributions to paleontology by a Canadian. Congratulations, Dr. Mángano.

- Congratulations to **Aurora Wolfe, a student in USask's Master of Fine Arts studio art program**, [who recently won an international sculpture award](#). Her piece, *my body is the river that shapes the ground before you: part 1*, was chosen as one of 10 winners of the New Jersey-based International Sculpture Center's [2023 Outstanding Student Achievement in Contemporary Sculpture Award](#). A member of Beardy's and Okemasis' Cree Nation originally from Mortlach, Sask., she is this year's only Canadian recipient of the prestigious prize.

- Congratulations to **USask graduate Marnie Wright**, who has been appointed as USask's [new associate vice-president of people and chief human resource officer](#). She began her role at USask on Nov. 6, 2023.

- Congratulations to **USask graduate Kimberly Kroll-Goodwin**, who has been appointed as USask's [new associate vice-president, development](#). She began her role with the University Relations leadership team on Oct. 5, 2023.

- Congratulations to **USask Master of Professional Accounting (MPAcc) graduate Megan Evans**, who was [awarded the prestigious Governor General's Gold Medal](#) for earning the highest standing in Canada on the Common Final Examination (CFE) in September 2023.

- [Congratulations to six USask Protective Services officers who have received the Van De Vorst award presented annually by MADD Canada](#). **Corporal Amy Huebner**, **Special Constable Eddie Plostnieks**, **Corporal Justin Durette** and **Corporal Jordan Boechler** were presented with the Platinum award for their commitment to community safety. **Corporal Peter Than** and **Special Constable Caitlinn Gardener** were honoured with the Van De Vorst Gold award. The honour highlights the work Protective Services does on our campus and in our larger community to keep us safe where we work, learn, and live.

- Congratulations to **USask graduate Derek Rope**, who [received the Friend of the College Award 2023 from the College of Kinesiology](#). The award is presented annually to recognize an individual, group of individuals, or an organization that has made a noteworthy contribution to advance the college.

North West College, USask join forces to expand registered nursing education
[North West College and USask have announced a partnership](#) to bring expanded educational opportunities to students in northwest Saskatchewan. This collaborative endeavour will create new pathways for aspiring registered nurses to pursue their Bachelor of Science in Nursing (BSN) degrees without leaving their communities.

Recognizing the growing demand for health-care professionals and the importance of accessible education, this strategic partnership marks a significant step toward enhancing the region's health-care infrastructure. USask and North West College will work collaboratively to deliver the BSN program directly in northwest Saskatchewan. North West College has recently renovated the new Cenovus Energy Simulation Learning Centre—a modern, state-of-the-art facility with enhanced technology—ensuring students will receive a high-quality education that supports the achievement of the entry-level competencies for registered nurses.

UNIVERSITY 2025 PLAN: THE UNIVERSITY THE WORLD NEEDS

nīkānītān manācihitowinihk / ni manachīhitoonaan

Meaningful Impact

USask nominees honoured on National Philanthropy Day
Two outstanding [nominees from USask were honoured as part of National Philanthropy Day celebrations](#) on Nov. 16, 2023: Cathy Roozen and Libby Epoch. Each year, as part of National Philanthropy Day, the Association of Fundraising Professionals (AFP) Saskatoon Chapter recognizes individuals and organizations for the ways their generosity makes a difference in our lives and communities. At this year's AFP-hosted event, the two USask-based nominees were recognized for their impact.

A long-time supporter of the Western College of Veterinary Medicine, Cathy Roozen received the Honoured Supporter Award. Her generosity has helped the college acquire state-of-the-art technology and equipment to advance animal medical innovation. Her interest in the college's research programs led to the establishment of the Allard Research Chair in Oncology. Her support of clinical oncology made it possible for the college to purchase a LINAC machine and PET-CT scanner, Canada's first PET-CT unit for animals. This new medical imaging technology has the potential to benefit both animals and humans by enabling early detection of cancer, brain disorders, heart disease, and other conditions.

Libby Epoch was recognized with the Youth in Philanthropy Award. She has been an ambassador for USask's Be What the World Needs campaign, lending her voice to gift announcements, media interviews, promotional materials, and more. She is completing her Bachelor of Science in Engineering degree and is also earning a Certificate in Professional Communication from the Ron and Jane Graham School of Professional Development, which is part of the College of Engineering. She also served as

president of the Huskie Athletic Council, which has supported initiatives such as Huskie Home Room, clothing drives for underprivileged children, and raising funds for the Secret Santa program.

Productive Collaboration

College of Nursing: USask to deliver nursing program at Lloydminster's Lakeland College
The College of Nursing is [now offering its Bachelor of Science in Nursing (BSN) program in Lloydminster, Alta., in partnership with Lakeland College](#). Prior to the partnership, students located in the Lloydminster area relocated to a USask campus after completing their first pre-professional year in the university transfer program at Lakeland College. Now, following their first year of university transfer at Lakeland, students can complete the remaining three years of the nursing program through USask while staying in Lloydminster.

Students working toward their BSN degree in Lloydminster will participate in classroom learning at Lakeland College, while connected virtually with nursing professors and other USask nursing students across Saskatchewan. Local nurse educators from Lloydminster and the surrounding area will teach in-person labs in modern Musgrave Agencies Nursing Labs provided by Lakeland College. Most clinical placements will occur at a variety of local agencies.

College of Arts and Science: USask part of SSHRC-funded nationwide theatre school research project
The University of Saskatchewan is involved in a Canada-wide collaboration of post-secondary theatre schools to create more diverse, equitable, and inclusive theatre education across the country. The Staging Better Futures/Mettre en scène de meilleurs avenirs project is co-led by Brock University's Dr. Jennifer Roberts-Smith (PhD) and University of Waterloo's Dr. Nicole Nolette (PhD) and is aimed at diversifying and modernizing post-secondary theatre pedagogy across Canada.

The project received $2.5 million from a Social Sciences and Humanities Research Council (SSHRC) Partnership Grant, one of the largest grants offered by SSHRC, as well as additional funding from numerous organizational partners in both the academic and professional communities. Deneh'Cho Thompson, an assistant professor and the co-ordinator of the wîcêhtowin Theatre Program in the Department of Drama in USask's College of Arts and Science, is on the governance committee for the Staging Better Futures project. Carla Orosz is a co-applicant and Prairie region research cluster chair for the Staging Better Futures project and the head of USask's Department of Drama. They both see the need for a changing dynamic in the theatre industry to start in the classroom.

Distinguished Learners

Edwards School of Business: **Awards luncheon celebrates students' accomplishments**
The Edwards School of Business achieved two significant milestones at its November 2023 awards luncheon, where outstanding academic, leadership, and volunteer accomplishments were highlighted. With a record-breaking 119 awards conferred to 616 students, the event celebrated the highest number of recipients to date. The total value of the awards amounted to $1,680,365.34, demonstrating an increase of $200,000 from the previous year. These scholarships were made possible through the generosity of alumni, the Edwards Dean's Circle, local businesses, community organizations, friends of the school, and Edwards faculty and staff. Congratulations to all on this remarkable achievement.

Transformative Decolonization Leading to Reconciliation

College of Education: Master of Indigenous Land-Based Education program celebrates first graduates
Launched in 2022 by the College of Education, the Master of Indigenous Land-based Education (MILBE) degree is unique in North America and provides educators with a knowledge base in Indigenous teachings, restoring connections to the land that have been severed through colonization. Sixteen graduates received their diplomas during USask's Fall Convocation on Nov. 8, 2023, at Merlis Belsher Place.

Developed by Dr. Alex Wilson (EdD), a member of Opaskwayak Cree Nation and a professor in the Department of Educational Foundations, the program is rooted in Indigenous worldviews and frameworks, is taught primarily by Indigenous faculty, and is offered in partnership with Indigenous communities. In addition to online courses, the MILBE program involves a series of field courses in Indigenous communities across Canada and internationally.

Global Recognition

College of Dentistry earns spot in prestigious global rankings
The College of Dentistry has earned a spot in a prestigious international university ranking for dental schools for the first time in the college's 58-year history. The subject of Dentistry and Oral Sciences at USask was tied for sixth among all Canadian universities in the 2023 ShanghaiRanking's Global Ranking of Academic Subjects. That ranking also puts the College of Dentistry in the 151-200 tier worldwide.

The ShanghaiRanking's Global Ranking of Academic Subjects is a system for evaluating the academic performance and reputation of universities and institutions in various fields of study. It is a tool used to assess and compare the research and educational quality of universities worldwide.

Transformative decolonization leading to reconciliation	A university in which Indigenous concepts, methodologies, pedagogies, languages, and philosophies are respectfully woven into the tapestry of learning, research, scholarship, creativity, and community engagement.
Productive collaboration	A university in which research and innovation are inspired by and accountable to community partners.
Meaningful impact	A university resolutely committed to measuring its own success in terms of the aspirations of the communities it serves.
Distinguished Learners	A university whose graduates have the drive, the curiosity, and the humility to work with others in addressing the greatest challenges and opportunities the world faces.
Global recognition	A university that sets the standard in learning, research, scholarship, creativity, and community engagement.

REVIEWS, SEARCHES, APPOINTMENTS

Searches:

- Vice-Provost, Indigenous Engagement
- Dean, College of Kinesiology
- Dean, College of Engineering
- Dean, College of Medicine

Appointments:

- Dr. Andrew Leask has been extended as interim associate dean, research and graduate studies, College of Dentistry, beginning Sept. 1, 2023, and ending no later than Feb. 29, 2024.

- Dr. George Mutwiri has been appointed as executive director, School of Public Health for a period of up to three years, beginning Nov. 1, 2023, to Oct. 31, 2026.

- Dr. Marilyn Baetz has been appointed as interim dean, College of Medicine, effective Jan. 1, 2024, and ending no later than Dec. 31, 2024, or until a new dean is appointed.

- Dr. Karim Tharani has been extended as interim associate dean, research and collections, University Library, for a period of up to six months, beginning Jan. 1, 2024, to June 30, 2024, or until a new associate dean is appointed.

- Dr. Jesse Stewart has been appointed as head, Department of Linguistics, College of Arts and Science for a period of up to one year, effective July 1, 2024, to June 30, 2025.

- Dr. Olga Lovick has been appointed as head, Department of Linguistics, College of Arts and Science for a period of up to three years, effective July 1, 2025, to June 30, 2028.

- Dr. Dionne Pohler has been appointed as head, Department of Human Resources and Organizational Behaviour, Edwards School of Business for a period of up to five years, beginning July 1, 2024, to June 30, 2029.

- Dr. Joel Bruneau has been appointed as head, Department of Economics, College of Arts and Science for a period of up to three years, effective July 1, 2024, to June 30, 2027.

- Dr. Pamela Downe has been appointed as interim vice-dean, faculty relations, College of Arts and Science from Dec. 1, 2023, until Dec. 31, 2024, or until a new vice-dean is appointed.

thank you
mąsi / pidamaya / pinámaya miigwetch / marsee / hiy hiy

GSA President's Report (November-December 2023) to University Council

Dear Council Members,

Please find the GSA President's monthly activity summary for November-December 2023, as listed below in order of importance of the activities.

1. **Elevator Pitch Speech Competition 2023 (November 30, 2023)**

The GSA organized the first Graduate Research Elevated Pitch Competition on November 30, 2023. The competition's goal was to help graduate students share their research in less than one minute in a situation like a family reunion, a dinner party, a bar, conspiracy theorist, or teenagers at a science fair. The GSA president leads in organizing this event. The event details can be found

[HERE](). Six graduate students were awarded each with $200 prize money. Nine post-doctoral fellows evaluated each presentation and selected the winners using a standardized rubric. A weighted average was used to select candidates for five positions. Two graduate students obtained the same point; hence, six students were selected for five places in total. University of Saskatchewan President Peter Stoicheff was the chief guest for the event. The GSA provided a pizza lunch for all participating students and judges.

2. Graduate Research Conference 2023

The GSA is scheduled to organize the 2023 Graduate Research Conference on December 14, 2023, from 10 am to 5 pm. The GSA Vice President of Finance and Operations is leading in organizing the event. The GSA will award four best poster awards, $500 each.

3. Holiday Hangout (December 27, 28, 29, 30, 2023)

The GSA President met with Rita Hanoski and Jocelyn Orb of the Student Wellness Centre on December 5, 2023, to discuss the details of the Holiday Hangout event 2023. It was agreed that the GSA commons door will be open at 2:00 pm each day and close at 7:00 pm. Late afternoon snacks and dinner will be served each day. The GSA will order dinner for December 27 and 28 and snacks for all four days. The Student Wellness Centre will supply dinner food items for December 29 and 30. Each day, dinner will be served between 5:30 pm to 6:30 pm. The Student Wellness Centre will ensure three volunteers are present for each day. The GSA will recruit the remaining necessary volunteers among graduate students. It is to be noted that the 2023 holiday hangout event will be open to both graduate and undergraduate students. However, the event will not be open to students' friends and family members who are not students, as the GSA Commons

can only host a maximum of 100 people at a time. Students can register for the Holiday Hangout Event using the following link. [Holiday Hangout Event 2023 Registration](#)

4. Child Caregiver Service (Connecting Graduate Student with Graduate Family)

The GSA is pleased to inform the council members that GSA will start registering and highlighting profiles of graduate students who are capable and interested in providing temporary childcare services to fellow graduate families and members of the University of Saskatchewan members. It is to be noted that the GSA will not operate this service but rather provide graduates with a platform where they can list their names as potential child caregivers. Potential Child Caregivers can enroll in their profile [HERE](#).

5. GSA Executive Team and Student Care Team Consultation Meeting

The GSA executive met with the Student Care Team and discussed the graduate student health and dental claim statistics for the 2022-2023 policy years. The team reviewed various statistics from the past policy year and compared them with the trend over the past five years. The GSA executive team recommended the student care team explore opportunities for Vision care coverage expansion from the existing coverage of a maximum of $350 per policy year to $500 from the 2024-2025 policy year. The team will meet again at the end of January 2024 to evaluate the possibility and finalize the vision care coverage.

6. GSA Led Childcare Centre Establishment Update

The GSA executive team met with the Vice President of University Relations, Cheryl Hamelin, on November 29, 2023, to discuss the funding mechanism for the proposed GSA-led Childcare initiative. The meeting was very successful. Cheryl Hamelin, currently leading the University of Saskatchewan's fundraising campaign, supported the GSA initiative and expressed her office support for GSA's childcare initiative. Cheryl Hamelin also advised the GSA team to meet the University of Saskatchewan's Vice-President of Administration and Chief Operating Officer, Greg Fowler, to discuss potential childcare space needs and existing spare spaces where GSA can immediately start a childcare center. The GSA is scheduled to meet Greg Fowler on December 19, 2023. Deputy Provost Professor Patti McDougall, Vice Provost Teaching and Learning Jerome Cranston, and Associate Vice-President Services Professor Wade Epp agreed to attend the meeting. After this meeting, the GSA executive will sit with the University of Saskatchewan President, Peter Stoicheff. The GSA is hopeful to start opening as a Childcare center by April 2024.

7. **GSA Led Endowment Fund Establishment Update**

During the meeting with the Vice President of University Relations, Cheryl Hamelin, on November 29, 2023, the GSA executives also requested help to establish a GSA-led Endowment fund. The GSA leadership team informed Cheryl Hamelin about GSA's limited revenue stream and its financial hardship in managing need-based bursary and annual activities, including holiday hangout events, elevator pitch competitions, etc. GSA executives also emphasized the need for increased financial capacity and sustainability to provide graduate students with affordable bus passes and health and dental care services. The Vice President of University Relations assured the GSA leadership team to help start a GSA-led Endowment fund and a spend-down fund to accelerate GSA's annual events.

8. **GSA Executive's Monthly Meeting with Vice-Provost of Teaching and Learning (October 30, 2023)**

The GSA executives met with the Vice-Provost of Teaching and Learning, Professor Jerome Cranston, and discussed various student issues, including students' complaints about the Teaching Assistant's unacceptable behavior, excessive use of non-faculty members for delivering lectures by some departments and lack of proper training for Teaching Assistants about Equity, Diversity and Inclusion principles.

9. **Canadian Federation of Students National General Meeting (November 24-27, 2023)**

The GSA president, VP of Finance and Operations, and VP of Indigenous and Engagement attended the Canadian Federation of Students 42nd National General Meeting held in Toronto from November 24 to 27, 2023. The GSA president represented the event as the Saskatchewan Federation of Students representative, while the VP of Finance and Operations and VP of Indigenous and Engagement represented the University of Saskatchewan Graduate Student Association. Over the four days, student leaders from coast to coast discussed the ongoing Canadian post-secondary student issues and prioritized future federal and provincial campaign issues and strategies for various advocacy goals.

10. **Meet and greet: City of Saskatoon/Vice-Provost, Students and Learning, and GSA & USSU Executives (November 17, 2023)**

The students' leaders met with a City of Saskatoon representative to discuss various students' issues including affordable housing, efficient and affordable public transportation services. The GSA leadership advocated for discounted UPASS for graduate students for Spring and Summer.

11. World Cup Cricket 2023 Final Match Watch Party (November 19, 2023)

The GSA, in partnership with the Huskies Cricket Club, organized the World Cup Cricket 2023 final match watch party for graduate students on November 19, 2023, at the GSA Commons. The watch party was open to all University of Saskatchewan graduate students. The GSA served food and drink for the attendees.

12. GSA-CGPS Need-based Bursary for Fall 2023

The GSA received a record number of GSA-CGPS need-based bursary applications (~ 400) for the Fall 2023. This record number of applications delayed the evaluation process and announced the results. The GSA hopes to announce the results before the Christmas Holiday break.

13. Winter 2024 Orientation

The winter orientation is scheduled for January 9, 2024, at the GSA Commons. The VP of academic and student affairs will lead the orientation event.

Regards,
Mostofa Kamal, President

Ramin Mohammadi, VP Finance and Operations

Sristy Sumana Nath, VP Academic and Student Affairs

Kayla Benoit, Vice President of Indigenous Engagement

Abbas Fazel Anvari-Yazdi, Vice-President External Affairs

Mostofa Kamal
President, Graduate Students' Association (GSA)
University of Saskatchewan
Saskatoon, SK, CANADA
Email: gsa.pres@usask.ca | Web: https://gsa.usask.ca/
Facebook: UsaskGSA | Twitter: GSA_USask | Instagram: GSA_Usask
Address: 1337 College Dr, Saskatoon, SK S7N 0W6

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

UNIVERSITY COUNCIL

UPDATES | RECOMMENDATIONS | DECEMBER 2023

ACKNOWLEDGEMENT

As an organization of Indigenous and Non-Indigenous students, we acknowledge that we gather on Treaty 6 territory, the homeland of the Cree, Saulteaux, Blackfoot, Métis, Dene and Dakota people. We acknowledge the harm that colonial institutions, such as the University of Saskatchewan, have done. We remember that there were centuries of governance and education on this land before the settlers arrived and that these forms of education and governance are continuing today. We honour and reaffirm our relationships with one another and the land that we are on as we work to dismantle the systematic barriers to education that First Nations, Métis, Inuit and other marginalized people face.
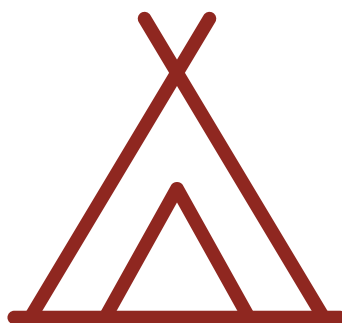
INTRODUCTION

Honourable members of the University Council,

The USSU is pleased to be the primary support mechanism for students on campus. Our current report highlights the projects, initiatives, and partnerships from the recent months and sets out our primary goals for the year ahead.

To dive deeper into our activities and see firsthand the vibrant campus life over the past months, we invite you to peruse our Instagram @ussuexec and visit the USSU website.

The pulse of the university is its students. Recognizing their diverse needs and aspirations, we've meticulously curated our priorities, grounded in direct feedback and extensive consultations. Our refocused trajectory revolves around three cardinal pillars:

1. **Empowerment:** Beyond mere recognition, our vision is to foster an environment where students are inspired to fully realize their potential, leading their academic and co-curricular activities with assurance and enthusiasm.
2. **Wellness:** Recognizing the multifaceted pressures of modern academic life, our allegiance goes beyond just scholastic achievement. We are dedicated to promoting holistic well-being, inclusive of extensive mental health support, resources for physical health, and avenues for emotional well-being.
3. **Accessibility:** With a commitment to inclusivity at the forefront, we are amplifying our initiatives to ascertain that all students, irrespective of their unique backgrounds, abilities, or situations, can effortlessly access the comprehensive range of resources, opportunities, and experiences we proudly offer.

ACADEMIC ADVOCACY
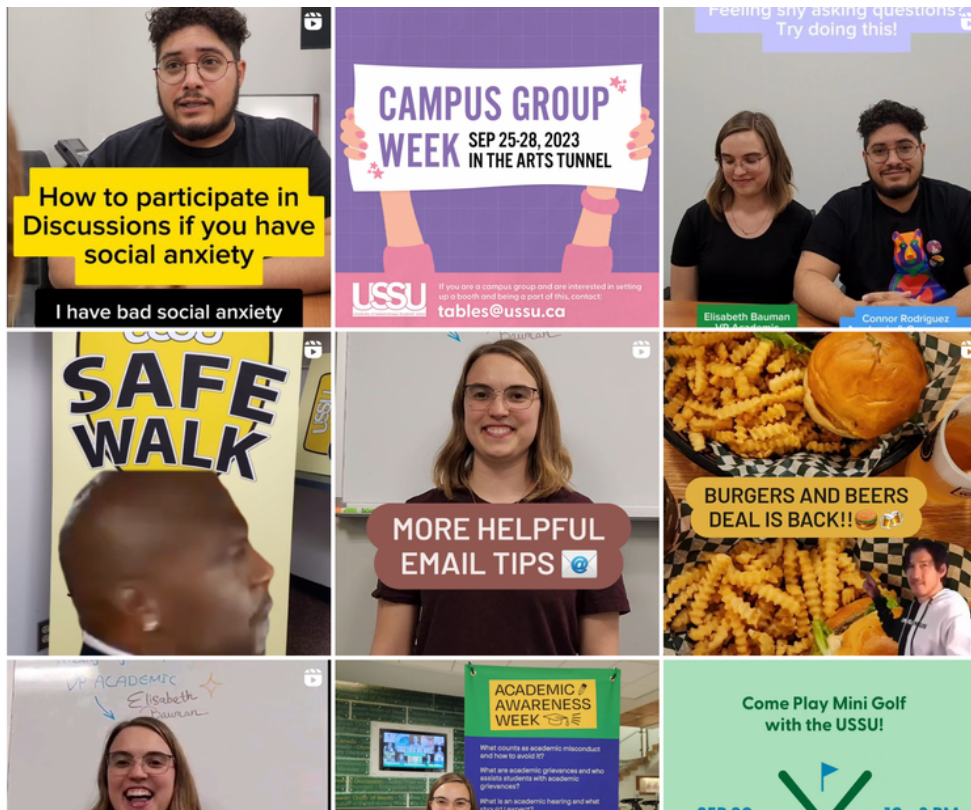
As we progress to the finals season, we continue to observe a rise in academic-related concerns among our students. To address this, our office consistently offered a suite of resources focused on mental health and academic support. These included Empower Me, academic advising, access to the Student Wellness Centre, and guidance on academic policies, among others. The primary concerns raised by students involved requests for overrides, missed midterms, academic appeals, and navigating the process of communicating with professors to address various issues. Additionally, there was a notable need for guidance in instructor-student interactions and advocacy support. Our commitment to supporting our students remains steadfast, as we continue to provide them with essential resources and educate them about their academic rights and responsibilities.

REMEMBRANCE DAY

President Ishita Mann also took a poignant role in the University's Remembrance Day ceremony by reciting the renowned poem 'In Flanders Fields' by John McCrae. The honour of reciting this deeply moving poem is truly appreciated by the student body as it has a significant contribution to the ceremony, honouring the memory of those who have served and highlighting the importance of reflection and remembrance in our community.

FALL CONVOCATION

President Ishita Mann actively participated in the fall convocation ceremonies, demonstrating her commitment to the academic community and its milestones. Her presence at these significant events underscored the importance of celebrating student achievements and the culmination of their hard work. President Mann's attendance also provided an opportunity to engage with graduates and faculty, reinforcing the sense of community and shared accomplishment that these ceremonies embody.

CONVOCATION DINNER

READING BREAK SUPPORTS

During the recent reading break, the executives of USSU showcased their dedication to student support by extending their working hours, a strategic move that greatly benefited the student body. This extension was a thoughtful response to the unique demands of the academic calendar, providing students with enhanced access to USSU's resources and leadership during some much-deserved time off. The executives also encouraged students to use this time to voice their specific needs and concerns, thereby facilitating a more direct and effective dialogue. This open channel of communication allowed the USSU execs to better understand and swiftly address the diverse challenges faced by students. By adapting their availability and actively seeking student feedback, the USSU executives demonstrated a deep commitment to **responsiveness** and **student-centric service**. This approach not only eased stress for many but also strengthened the trust and connection between the student community and their representatives, underscoring the execs' role as attentive and proactive leaders within the university.

TRANS DAY OF REMEMBRANCE

Trans Day of Remembrance Candlelight Vigil

November 20th at 7PM
Place Riel Student Centre, North Concourse

Candles will be provided as names of the deceased are read out loud.

On November 20th, the **USSU Pride Centre** hosted a poignant **Candlelight Vigil** in observance of **Trans Day of Remembrance**. This day is set aside annually to honour and remember the transgender individuals who have lost their lives to the devastating effects of transphobia and societal stigma. The event, held in the North Concourse of Place Riel, provided a serene and reflective atmosphere for the university community to unite in remembrance and solidarity. With candles illuminating the gathering, the vigil served as a powerful symbol of the ongoing struggles faced by the transgender community, as well as a testament to the resilience and courage of those impacted. This commemorative event underscored the importance of continued advocacy for **transgender rights** and the need to foster a more **inclusive and empathetic society**.

TRANS DAY OF REMEMBRANCE

TEACHING EXCELLENCE AWARDS

75+
RECORD BREAKING NOMINATIONS

The **Teaching Excellence Awards (TEA)**, hosted by the USSU, present a remarkable opportunity to celebrate and recognize the exceptional educators within our university community. These awards are a testament to the dedication and passion that our professors and teaching assistants invest in their roles. Nominees for the TEA are those who have shown outstanding commitment to student success, employing innovative teaching methods and inspiring students through their enthusiasm and knowledge. We encourage all students to participate in this process of acknowledgement by nominating instructors who have made a significant impact on their learning journey. Nominations can be made through the USSU website at ussu.ca/tea. This initiative not only honours the recipients but also reinforces the culture of academic excellence and collaborative learning that our institution upholds. The TEA serves as a platform to showcase the high standards of teaching and the invaluable contribution of our educators to the academic and personal growth of our students.

MARVEL TRIVIA
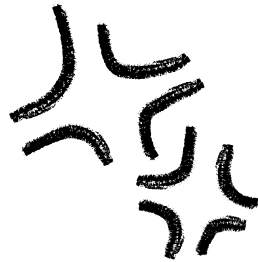
The recent **Marvel Trivia Night**, a highlight of our ongoing trivia series, successfully brought together the university community in a celebration of one of the most beloved and influential franchises in entertainment. This event, designed to foster campus culture and spirit, saw an enthusiastic turnout of students, staff, and faculty, many of whom showcased their passion by dressing as their favourite Marvel characters. The trivia covered a wide array of topics, from the intricacies of the Marvel Cinematic Universe to iconic moments in comic book lore, offering a fun and challenging experience for both casual and die-hard fans. The atmosphere buzzed with excitement and friendly competition, as teams battled it out for Marvel-themed prizes, adding to the sense of community and engagement. This trivia night not only provided an entertaining evening but also strengthened connections within our campus community, highlighting the unifying power of shared interests and the joy of collective participation in events that celebrate popular culture.

STUDENT LEADERSHIP
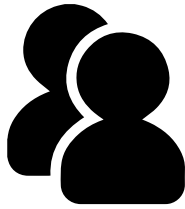
USSU Executive Networks

AOCP members are the bridge between USSU and the student community, and collaboratively, they advocate for student support and services. We are happy to continually aim to focus on sharing our strategies and priorities for the year, achievements, and resources for the presidents. Additionally, we encourage the association presidents to share their priorities and plans for the year and how USSU can help them achieve their goals. Furthermore, VP Singh, Bauman, and Mehta are additionally creating similar networks with students from such associations that serve a role similar to them. The purpose of these executive networks will be to offer 1-on-1 mentorship and advice to student leaders as governance can be a challenging endeavour.

University Students Council (USC)
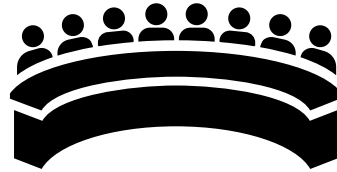
University Students' Council Meetings are every Thursday at 6:00 PM in the Roy Romanow Student Council Chamber, with the exception of May, June, July, and August. On September 14, we began council meetings and welcomed several new councillors who are just starting their advocacy journeys. We would like to thank everyone in the uSask community who will be coming to the council and using the opportunity to engage with young leaders. The council recently completed the Annual General Meeting and brought on exciting new changes to the USSU governance.

President's Executive Committee (PEC)

USSU executives are very grateful to have the opportunity to engage with PEC members on a regular basis. We are currently discussing issues such as student wellness wait times, building wellness spaces, academic appeals, ensuring student safety, and working with President Stoicheff to understand how students can contribute to increasing our university's rankings on a national and global scale.

UNIVERSITY SENATE

President Mann delivered the USSU by-annual report at the University Senate – a report that is now being hailed as the best in many years.

The report covered a wide range of topics, including the growth of the university's student body, the expansion of its academic programs, and the successful completion of several major goal-oriented projects. President Mann also highlighted the union's commitment to diversity and inclusion, noting the strides that have been made in recruiting and retaining students from underrepresented groups. One of the most significant points of the report was the union's progress in sustainability initiatives.

The report was received with great enthusiasm by the University Senate, with many members commending the leadership and vision of President Mann. The positive feedback from the report has generated excitement and optimism among the university community, and there is a sense that the union is poised for continued success in the years to come.
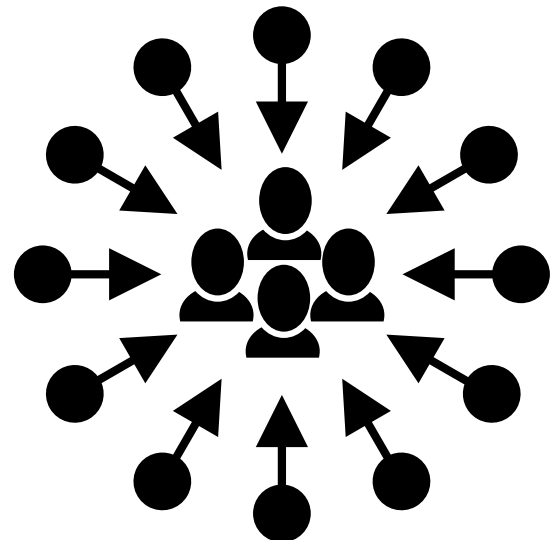
ANNUAL GENERAL MEETING 2023-2024

INTERNATIONAL STUDENTS CAN RUN FOR USSU PRESIDENCY
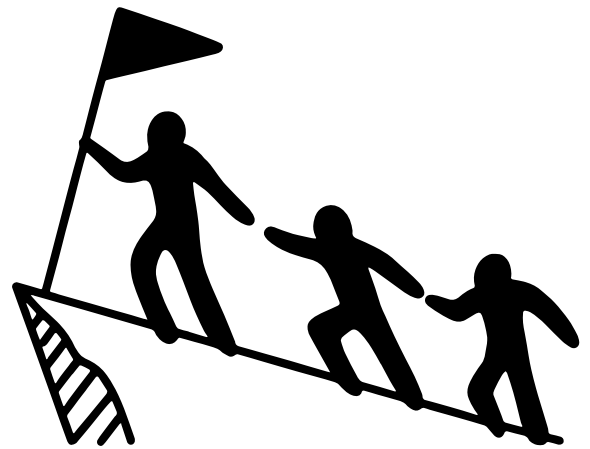
MORE CONCISE USSU COMMITTEES TO ENSURE WORK IS TANGIBLE AND EFFICIENT

DEVELOPMENT OF BETTER ACCOUNTABILITY SYSTEMS

STUDENT SURVEY

HOUSING

EMPLOYMENT

SCHOLARSHIPS

TRANSPORTATION

SOCIAL ACCOUNTABILITIES

UPCOMING POLICIES

HOUSING CRISIS

The USSU Executives are currently undertaking a comprehensive survey focused on the prevailing housing crisis, with the aim of gathering insightful data to inform their recommendations to Mayor Charlie Clark. This initiative is a crucial step towards addressing the housing challenges faced by students and the wider community. The survey delves into various aspects of housing, including students' preferences for types of accommodations, their ideal neighbourhoods in proximity to the university, and what they consider to be a safe and ideal distance from the campus. The data collected will not only reflect the current housing needs and preferences of students but will also provide tangible suggestions that Mayor Clark can consider when formulating housing policies. This proactive approach demonstrates the USSU Executives' commitment to actively participating in community development and advocating for solutions that meet the needs of their peers.
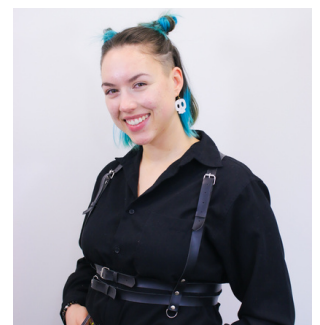
USSU CENTRES

The USSU takes pride in its centres, which serve as inclusive sanctuaries equipped with pivotal resources for the campus community. Throughout the summer, these centres were abuzz with preparations, organizing a range of programming and support initiatives for the forthcoming academic year.

Before stepping into their roles, our centre volunteers undergo comprehensive training. This covers several crucial areas, such as USSU-specific training, protocols related to sexual violence and assault, anti-racism and anti-oppression measures, LGBTQ2SA+ inclusivity, and peer health education.

In recognition of their invaluable contributions, every USSU centre volunteer is awarded CCR credit along with an honorarium.

Currently, the USSU centres are open and ready to assist from 9 AM to 4:30 PM, Monday through Friday.

The USSU extends its centre support to the entire academic community, embracing both undergraduate and graduate students. For a deeper dive into what our centres offer, please visit our website at www.ussu.ca.

USSU FRESH MARKET

The USSU Food Centre offers a fresh food market in Place Riel, as a convenient option for students looking to grab healthy snacks or groceries. This program provides fresh fruit and vegetable options at extremely low prices to accommodate students' health needs.

You can find the Fresh Market set up on the main level of Place Riel, near the USSU, from Tuesday to Friday 10:30 am – 4:30 pm.

The Food Centre continues to run the uFood emergency hamper program for students. Students can order non-perishable goods online from our website for pick up at our office.

USSU COMMUNITY EVENTS
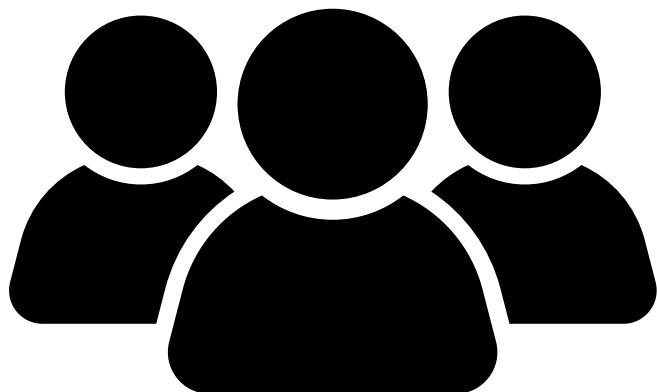
ACKNOWLEDGEMENTS

A heartfelt thank you from all of us at the USSU team. Should you have any inquiries or suggestions, please do not hesitate to contact Ishita Mann, S.V.M., at president@ussu.ca or call 306-966-6965. We're here to listen and assist.

We are very grateful to our USSU senior managers, Amanda Mitchell (Controller), Jason Ventnor (Communications and Marketing Manager), Jason Kovitch (Business and Services Manager), and Stefanie Ewen (Facilities Manager), for answering our questions and guiding us in the right direction.

We thank the university administration for your continued support in our efforts to empower more resilient student leaders.

President

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