ANNUAL REPORT OF THE
ACADEMIC PROGRAMS COMMITTEE OF COUNCIL
2011-12

The terms of reference for the Academic Programs Committee are as follows:

1)   Recommending to Council policies and procedures related to academic programs and sustaining program quality.

2)   Recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications.

3)   Approving minor program changes, including additions of new courses and revisions to or deletions of existing courses and reporting them to Council.

4)   Considering outreach and engagement aspects of programs.

5)   Reporting to Council processes and outcomes of academic program review, following consultation with Planning and Priorities and other Council committees as appropriate.

6)   Undertaking the academic and budgetary review of proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program and forwarding recommendations to the Planning and Priorities Committee.

7)   Undertaking the academic and budgetary review of the proposed or continuing affiliation or federation of other institutions with the University and forwarding recommendations to the Planning and Priorities Committee.

8)   Reporting to Council on the academic implications of quotas and admission standards.

9)   Approving the annual academic schedule and reporting the schedule to Council for information and recommending to Council substantive changes in policy governing dates for the academic sessions.

10)   Approving minor changes (such as wording and renumbering) to rules governing examinations and reviewing and recommending to Council substantive changes.

11)   Recommending to Council classifications and conventions for instructional programs.

The Academic Programs Committee of Council held 12 meetings this year (compared to 13 last year.) The Committee has dealt with 28 proposals for new programs, program revisions and policy revisions this year (compared to 26 last year.)

Curricular Changes

Council's curricular approval process. As indicated in the Terms of Reference, the Academic Programs Committee has responsibility for oversight of curricular changes at the University of Saskatchewan. Before 1995, the U of S system required that every change, even so much as a course title, had to be approved by a university-level committee. The resulting complexity and gridlock were disincentives for curricular renewal. Approval authority has been devolved so that colleges are now in substantial control of their own curriculum.

University-level approval procedures now focus on major curricular changes or changes which may affect the students or programs in other colleges. Many curricular changes can be approved quickly and, for the most part, automatically through the Course Challenge. This

allows the Academic Programs Committee to focus on the major curricular innovations and improvements which colleges propose. The Committee also deals with wider academic and curricular policy issues, and acts as a reference and approval body for various academic policies and policy exemptions for the Student and Enrolment Services Division.

New programs, major program revisions, and program terminations. The Academic Programs Committee reviews major curricular innovations and improvements and makes recommendations to Council regarding approval. The Academic Programs Committee has also been delegated the authority to approve several types of program changes from colleges, including new Options and Minors in new fields of specialization. This improves Council's ability to handle these types of program changes more quickly and efficiently, while still maintaining a university-level review of the changes to maintain quality and resolve any conflicts with other colleges.

The following proposals and policies were dealt with by APC this year and forwarded to Council for decision or for information:

November, 2011
Request for Decision:
        Arts and Science: Termination of BA Three-year programs in Ukrainian
Items for Information:
        Minor in Ukrainian Studies
        Change to Moribund Course deadlines

December, 2011
Request for decision:
        Arts and Science Replacement program for Bachelor of Music in Music Education and
        termination of combined Bachelor of Music in Music Education/Bachelor of Education
        program
Item for information:
        Termination of minor and recognition in Russian

January, 2012
Requests for decision:
        Graduate Studies and Research: Revised admission qualifications for Master of Business
        Administration
        Engineering: Revisions to Engineering programs in Electrical Engineering, Computer
        Engineering, and Engineering
        Arts & Science: Increased language requirement for B.A. Humanities majors
        Arts & Science: Program termination of BA Four-year and Honours Sociology
        (Indigenous Peoples and Justice Program) major and the Minor in Indigenous Peoples
        and Justice
        University of Saskatchewan Admissions Policy
        Revisions to Academic Calendar Procedures
        Item for Information:
        2012-13 Academic Calendar

March, 2012

Requests for Decision:

Edwards School of Business revision to admission requirements and related program changes for Aboriginal Business Administration Certificate

Academic Courses Policy late withdrawals from courses and Withdraw Fail grade comment

Items for Information:

Change of name of Minor to Minor in Agribusiness Entrepreneurship

Temporary change in Nutrition admission quota

Change in program credit units due to change in genetics course

April, 2012

Request for Decision:

Agriculture and Bioresources: B.Sc. in Animal Bioscience

June, 2012

Requests for Decision:

Graduate Studies and Research: Education Technology and Design as a field of study in the M.Ed. program

Graduate Studies and Research: Post-Graduate Degree Specialization Certificate in Corrections

Medicine: Change in admission qualifications for the College of Medicine for out-of-province residents

Items for Information:

Increase in Physical Therapy program by one credit unit

Change of Academic Schedule for Pharmacy fourth year

Change of name for graduate programs to Biological Engineering.

Change of name for Vocational Education Certificate

Increase in Veterinary Medicine Year Four program

Addition of mobility terminology to Nomenclature Report 2011

A workshop for departments and colleges was held in September with the Planning & Priorities Committee to describe the Program Approval process.

University Course Challenge. The University Course Challenge is a process mandated by University Council which allows for efficient but collegial review and approval of curricular revisions. University Course Challenge documents are posted on the UCC website at www.usask.ca/university_secretary/council/committees/academic_programs/course_challenge.php

During the 2011-12 year, a total of 13 Course Challenge documents have been posted. These included new courses, prerequisite changes, course deletions and program revisions for programs in Agriculture & Bioresources, Arts & Science, Education, Edwards School of Business, Engineering, Dentistry, Graduate Studies & Research, Law, Medicine, Nursing and Veterinary Medicine.

The University Course Challenge is now posted on a regular schedule, so that items posted on approximately the 15th of each month are considered to be approved by the end of the month. No proposed curricular changes were challenged this year.

Other curricular changes, Council has delegated authority for approval of many other curricular changes, such as course titles and descriptions, to colleges. In some cases, such as changes of course labels, this should be done in consultation with SESD. Changes of this type which affect the Catalogue listings of other colleges can be posted for information in a course challenge posting.

Council has delegated the authority to approve changes to non-university-level programs, such as certificates of successful completion and certificates of attendance, to the appropriate Dean and/or the Provost. This year, there were no new certificates approved by the Provost or by deans.

<u>**Policies and Procedures**</u>
There are a number of areas of Council policy and procedures which are reviewed on a regular basis by the Academic Programs Committee. These include issues around implementation of the enrolment plan, exam regulations, admission policies and procedures, and other areas of interest to students and faculty. This year, the Academic Programs Committee dealt with the following:

Student Enrolment and Services Division
The following policies were presented to Council for approval, as shown above:
      University Admissions Policy
      Revisions to Academic Calendar policies

The Admissions Policy was also approved by Senate at their spring meeting.

Academic calendar
The Committee reviewed and approved the 2012-13 Academic Calendar. This was reported to the January, 2012 meeting of Council.

This year, the committee also was asked to approve several late requests for revisions to the calendar after it was published. These changes were approved but in cases where the change resulted in an extension to the length of the program as described in the approved calendar, the committee asked colleges to make sure that students were supportive of the change, or that individual arrangements could be made for students who had already made plans based on the approved calendar.

Policy exemptions
In specific situations and based on academic rationale, the Academic Programs Committee can permit exemptions to policies. No exemptions were requested this year.

Streamlining procedures
An online management system to streamline the approval process for curricular changes is being developed, so that the process for submitting, approving and implementing changes will be more transparent. Discussions are also being held to determine whether the forms used for developing program proposals and for making program funding requests can be coordinated. The new courses form is also being revised to be used for proposal and implementation.

Proposal forms, examples, and other information about program approval procedures are available on the Committee's website at www.usask.ca/university_secretary/council/committees/academic_programs/index.php

Updating is also underway for the Approval Authority chart www.usask.ca/university_secretary/council/committees/academic_programs/report_files/changes _chart.php

Memberships
The Academic Programs Committee sends representatives to several other committees. This year. The Unit Plans Review Committee representatives were Len Proctor and Jim Greer, the Centres Subcommittee representative was Roy Dobson, and the Undergraduate Forum representative was Len Proctor.

Members of the Academic Programs Committee

Council Members

Len Proctor (Chair)	**Curriculum Studies**	**2012**
Roy Dobson	Pharmacy and Nutrition	2014
Jim Greer	University Learning Centre	2013
Xiao Qiu	Food and Bioproduct Sciences	2012
Ludmilla Voitkovska	English	2013
Yandou Wei	Biology	2014

General Academic Assembly Members

Michael Bradley	Physics and Engineering Physics	2014
Angela Kalinowski	History	2013
Dean McNeill	Music	2014
George Tannous	Finance and Management Science	2012
Fang Xiang Wu	Mechanical Engineering	2012

Sessional Lecturer

Artin Lahaji	Education (ITEP)	2012

Other members
Undergraduate Student Member Kelsey Topola **/** Ruvimbo Kanyemba   VP Academic
Graduate Student Member   Sunisha Neupan   / Dylan Beach   VP Academic
Angela Ward / Dan Pennock [Provost designate] Vice-Provost, Teaching & Learning
Russ Isinger   Registrar

Marion Van Impe	[VP Finance designate] Director, Student Accounts & Treasury
Peter Krebs	[Assistant Provost designate] Graduate Program Review Coordinator
Jacquie Thomarat	[Budget Director designate] Financial Planning and Projects Officer

Secretary: Cathie Fornssler, Committee Coordinator, Office of the University Secretary

By invitation: Jason Doell, Assistant Registrar; Alison Pickrell, Director of Enrolment

I wish to thank Committee members for their willingness to undertake detailed and comprehensive reviews of program proposals. Their commitment to excellence and high standards resulted in improved programs for the University of Saskatchewan.

I also wish to thank Jacquie Thomarat, Peter Krebs, Marion Van Impe, Jason Doell and SESD staff, and the committee secretary Cathie Fornssler for the assistance and advice they have provided to the committee this year.

Respectfully submitted on behalf of the Committee,

Len Proctor, Chair