

UNIVERSITY COUNCIL
ACADEMIC PROGRAMS COMMITTEE
REQUEST FOR DECISION

PRESENTED BY: Roy Dobson, Chair, Academic Programs Committee of Council

DATE OF MEETING: November 15, 2012

SUBJECT: Arts and Science: template for Certificate of Proficiency

DECISION REQUESTED:

It is recommended:

That Council approve the proposal from the College of Arts and Science to establish a template for Certificates of Proficiency and delegate approval of such certificates to the Academic Programs Committee of Council.

PURPOSE:

The proposal is a template for an academic program at the University of Saskatchewan. Templates require approval by University Council.

SUMMARY:

In Arts and Science, the Certificate of Proficiency will be used to recognize a distinct set of learning outcomes. This proposal sets parameters for these certificates, to ensure similar standards and allow students to receive the credential for similar amounts of work. These requirements will govern all such certificates awarded by the College of Arts and Science:

- 15 to 30 credit units
- Residency requirement of at least half U of S courses
- Graduation standard of at least 62.5 per cent average in all courses attempted for the certificate
- Senior-level capstone or core course

New courses

Each certificate of proficiency in Arts and Science established under this template will contain one or more capstone or core courses.

REVIEW:

At its October 31, 2012 meeting, the Academic Programs Committee discussed this proposal with Program Coordinator Alexis Dahl. The Committee agreed that this proposal was assembled and documented well and it was agreed to recommend approval of this proposal to Council. The Committee also agreed to recommend that Council delegate to the Academic Programs Committee the authority to approve certificates developed under this template and report these to Council for information, in the same way that minors in new fields of study are now approved at APC and reported to Council for information.

ATTACHMENTS:

Proposal documentation, related memos

Summary of Certificate and Diploma programs at the U of S

Proposal for Curriculum Change University of Saskatchewan

to be approved by University Council or by Academic Programs Committee

1. PROPOSAL IDENTIFICATION

Title of proposal: Certificate of Proficiency – Program Template

Level(s) of Concentration: Certificate of Proficiency

Degree College: Arts and Science

Home College: Arts and Science

Contact person(s) (name, telephone, fax, e-mail):

David J. Parkinson
Vice-Dean (Humanities & Fine Arts)
College of Arts and Science
966-5516
david.john.parkinson@usask.ca

Date: October 15, 2012

Approved by the degree college and/or home college:

Division of Social Sciences: September 24, 2012

Division of Science: September 25, 2012

Division of Humanities & Fine Arts: September 26, 2012

Proposed date of implementation: May 2013

2. Type of change

Requiring approval by Council

- ☐ A new Degree-Level program or template for program.

Certificate of Proficiency

The University of Saskatchewan Nomenclature Report (2011) describes the Certificate of Proficiency as:

Approved by Council, these certificates signify the completion of a recognized program of degree-level courses and imply the attainment of a degree-level standard of proficiency, achievement, or promotion.

There is significant interest in offering Certificate of Proficiency programs in the College of Arts and Science, as a way to recognize a distinct set of learning outcomes. The purpose of this proposal is to set parameters for these certificates, to ensure similar standards and allow students to receive the credential for similar amounts of work. If approved, the proposed requirements will govern all such certificates awarded by the College of Arts and Science.

College of Arts and Science, Certificate of Proficiency, certificate requirements:

1. Minimum of 15 credit units and a maximum of 30 credit units of courses that count for credit in the College of Arts & Science. Credit units required for the program must include any necessary prerequisite courses.
2. Residency requirement: Students must complete at the University of Saskatchewan at least half of the total required credit units, rounded to the nearest highest multiple of 3 credit units.
3. Graduation standard: Minimum C.W.A. of 62.5% in all courses attempted which credit toward the Certificate.
4. Each certificate program must have a capstone or core course, which must be at the 200-level or above.

Rationale for above requirements:

1. Minimum of 15 credit units:
 - Equivalent to one full term of courses
 - Aligns with existing Global Health Certificate in the College of MedicineMaximum of 30 credit units:
 - Allows a certificate to potentially be earned in one full year of study (though this may require block offerings or if there is a capstone course, it be offered in May-June)
2. Residency requirement of half of the credit units aligns with existing requirement for degree programs within the College. All University of Saskatchewan courses taken, whether offered on campus, online, or through partnerships with regional colleges, will be counted toward this requirement. As only University of Saskatchewan courses are used to calculate the graduation average, this will help to ensure that at least 9 credit units will be used in this calculation.
3. The graduation standard of 62.5% aligns with the minimum graduation average required in the major subject for all disciplinary and most interdisciplinary Three-year and Four-year programs (average in the courses counted in the major). As the courses counted in a certificate program will all contribute to the selected learning outcomes, similar to those in a major, the subject average is considered to be the appropriate parallel.

All courses attempted which may credit toward the certificate will be used in the calculation of the graduation average. In some cases this may mean that more than the minimum number of credit units will be included. This aligns with the College practice for calculating subject and

overall averages, which is followed to disallow opportunity to choose only the highest grades, which favours students who have the means to take additional courses.

4. Each certificate program must have a capstone or core course. This requirement is designed to ensure that the program provides a complete learning piece (distinct set of learning objectives) and is not just a collection of courses. The capstone or core course must be at the 200-level or above. A capstone course should require one or more of the courses that credit to the certificate as a prerequisite/co-requisite. A core course may be taken concurrently with other courses used for the program, and will focus on key learning objectives of the program.

Resources

As the Certificate of Proficiency credential already exists at the University of Saskatchewan, the creation of specific program requirements does not create a need for additional resources. Specific certificate program proposals will go through the full College and University approval process, and resource requests related to those proposals will be addressed at that time.

College Statement

Attached to the proposal document should be a statement from the College which contains the following:

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

From:

Peta Bonham-Smith, Vice Dean, Division of Science, College of Arts and Science
Linda McMullen, Acting Vice Dean, Division of Social Sciences, College of Arts and Science
David Parkinson, Vice Dean, Division of Humanities and Fine Arts, College of Arts and Science

The College of Arts and Science supports the proposed structure for the Certificate of Proficiency, as will be awarded by the College. The proposed structure allows for certificate programs to be designed to be completed in as little as one or two terms, or to be taken over several terms as the student completes a degree or as a professional development opportunity. We believe that this credential will be desirable to students, as a lower-level option, or as additional recognition which may provide them an advantage in pursuit of a career.

The College of Arts and Science Third Academic Plan (<http://www.usask.ca/plan/colleges-schools-units/arts-science.php>) indicates that the College has committed to innovate in academic programs, and certificate programs are listed as part of this work. We feel that this program option has the potential to serve both the existing student population, but also to serve students who may not otherwise consider post-secondary education through the University, and students who may have previously considered that taking additional courses at the University was of little value, as no credential would be available in a limited time-frame.

The proposal was submitted to the College of Arts and Science Course Challenge for August 2012. It was approved by the Academic Programs Committees (Humanities & Fine Arts, Science, and Social Sciences), and by the Division of Social Sciences on September 24, 2012, by the Division of Science on September 25, 2012 and by the Division of Humanities and Fine Arts on September 26, 2012.

From: Parkinson, David
Sent: Monday, October 29, 2012 7:06 PM
To: Dobson, Roy
Cc: Fornssler, Cathie; Dahl, Alexis
Subject: Certificate of Proficiency

Professor Roy Dobson
College of Pharmacy and Nutrition
Chair, Academic Programs Committee

Dear Professor Dobson,

A proposal for the structure of a Certificate of Proficiency will shortly be before the Academic Programs Committee. Please accept this brief letter of support for this proposal. As indicated in the College's statement, this structure provides students with a way to begin or augment their university studies; it enhances accessibility to those studies for prospective students interested in an articulation of achievement within a limited frame; and it provides a way to achieve a level of undergraduate focus for professional development. In the Humanities and Fine Arts, the Certificate of Proficiency has been identified as a means to devise and offer clearly defined areas of studies as ways for people who previously had thought a full program to be out of reach. Such Certificate programs offer a portal to further university studies. Interest exists in preparing curricula within such areas as a way to increase enrolment and retention.

I am confident that Alexis Dahl, the College's Director of Programs, will speak to the value of the proposal when she meets with the Academic Programs Committee. Should you have further questions for me, I would be glad to provide you with further information.

With good wishes,

David

David J. Parkinson
Vice-Dean of Humanities and Fine Arts
College of Arts and Science



Academic Programs Committee of Council

Certificate and Diploma Programs

Certificate of Proficiency, and Diploma

- Approved by Council on the recommendation of the Academic Programs Committee
- Used to signify the completion of a recognized program of degree-level courses
- Implies the attainment of a degree-level standard of proficiency, achievement, or promotion.

Graduate level:

Post-Graduate Diploma (P.G.D.)

Post-Graduate Degree Specialization Certificate: Nurse Practitioner

Undergraduate level:

Aboriginal Business Administration Certificate

Aboriginal Teacher Associate Certificate

Certificate in Secondary Technical Vocational Education (C.S.T.V.E.)

Certificate in Global Health

Indigenous Peoples Resource Management Certificate

International Business Administration Certificate

Post-Degree Specialization Certificate (P.D.S.C.)

Post-Degree Certificate in Education: Special Education

Diploma level:

Diploma in Agribusiness

Diploma in Agronomy

Certificate of Successful Completion

- Approved by the Provost on recommendation of an appropriate Dean, following consultation with the Office of the Registrar and the Academic Programs Committee (where such consultation is appropriate).
- Used to signify the successful completion of a course or program of courses appropriate for post-secondary training but not classified as degree-level courses. The topics covered in these courses may be similar to topics covered in degree-level courses, but the distinguishing features are normally differences in the breadth and depth of understanding required for successful completion.
- Implies the attainment of a standard of proficiency, achievement or promotion appropriate for post-secondary training.

Business Administration Certificate

Certificate in Adult and Continuing Education

Certificates in Agriculture (Crop Production; Farm Business Management)

Certificate in English for Academic Purposes

Certificate in Teaching English as a Second Language

Executive Business Administration Certificate
Prairie Horticulture Certificate

Certificate of Attendance

- Approved by the Dean of a college, after consultation with the Provost.
- Used to certify satisfactory attendance at a course or program of courses sponsored by the Centre for Continuing and Distance Education or a college at the University of Saskatchewan.
- Does not imply attainment of a standard of proficiency, achievement or promotion.

Agriculture Business Certificate
Certificate of Art and Design
Certificate in Teaching English as a Foreign Language
Certified Crop Science Consultant
Master Gardener Certificate

As approved at the May, 2000 meeting of University Council

www.usask.ca/university_secretary/council/committees/academic_programs/report_files/pdf/CertificateDiplomaGuidelines.pdf