

Memorandum

To: Dr. Kevin Flynn, Chair, Academic Programs Committee of University Council

CC: Dr. Jeremy Rayner, Director, Johnson-Shoyama Graduate School of Public Policy

From: Dr. Trever Crowe, Associate Dean, College of Graduate Studies and Research (CGSR)

Date: October 8, 2015

Re: Request to Delete the Project Option in the Master of Public Administration Degree

The Johnson-Shoyama Graduate School of Public Policy (JSGS) would like to delete the project option in the Master of Public Administration (MPA) degree program. As the JSGS operates on both the University of Saskatchewan (UofS) and University of Regina campuses, they would like to have program alignment across campuses. The University of Regina does not have a project option for the MPA program. At the UofS, the project option has never been available for online application. The most recent students enrolled in the project option graduated in 2011. The JSGS conducted a curricular review in 2014, and the course-based MPA was modified as a result of the curricular review. JSGS also offers a thesis-based Master of Public Policy degree.

The JSGS approved the deletion of the project option in the MPA and recommended approval to the College of Graduate Studies and Research. The Graduate Programs Committee approved the deletion in June 2015, and recommended approval to the Executive Committee of CGSR in September 2015. The Executive Committee of CGSR is recommending approval of the deletion of the project option in the Master of Public Administration degree to the Academic Programs Committee of Council.

Attached please find:

- A memo from the Executive Committee of CGSR recommending the termination
- A copy of the memo from the Graduate Programs Committee recommending the termination
- A copy of the Consultation with the Registrar form
- The Report Form for Program Termination

new (rowe

The Course Deletion Form for the 992 project course

If there are any questions, I would be happy to respond.

TC:kc

College of Graduate Studies and Research MEMORANDUM

To: Amanda Storey, Committee Coordinator

Academic Programs Committee of University Council

From: Adam Baxter-Jones, Dean; College of Graduate Studies and Research

Copies: Dr. Kathy McNutt, Executive Director, Johnson-Shoyama Graduate School of Public Policy,

University of Regina

Dr. Jeremy Rayner, Director, Johnson-Shoyama Graduate School of Public Policy Dr. Peter Phillips, Graduate Chair, Johnson-Shoyama Graduate School of Public Policy

Trever Crowe, Associate Dean; College of Graduate Studies and Research

Date: September 30, 2015

Re: Proposal to terminate the project option in the Master of Public Administration Degree

Members of the Executive Committee of the College of Graduate Studies and Research met on September 24, 2015, to consider the recommendation from the Graduate Programs Committee to terminate the project option in the Master of Public Administration Degree. The course-based option will remain. There have not been any students in the program since 2011.

The following motion was carried:

"Recommend the deletion of the project option for the Master of Public Administration."

Pohler/Dobni Carried

If questions or concerns arise during the review by the Academic Programs Committee, Associate Dean Crowe would be happy to respond.

TC:br

Attachments



Memorandum

To: Dr. Adam-Baxter Jones, Chair, Executive Committee of CGSR

CC: Dr. Michael Atkinson, Executive Director, Johnson-Shoyama Graduate School of Public Policy

Dr. Peter Phillips, Graduate Chair, Johnson-Shoyama Graduate School of Public Policy

Dr. Dionne Pohler, Chair, Graduate Programs Committee

From: Dr. Trever Crowe, Acting Chair, Graduate Programs Committee of CGSR

Date: June 16, 2015

Re: Proposal to terminate the project option in the Master of Public Administration Degree

The Graduate Programs Committee met on June 9, 2015, and reviewed the proposal to terminate the project option in the Master of Public Administration program. It was clarified that the course-based option would remain. Staff in CGSR had verified that there had not been any students since 2011. The following motion was passed:

Motion: *To approve the deletion of the project option in the Master of Public Administration program.*Cooley/Waldner CARRIED

If you have any questions, please contact Kelly Clement at Kelly.clement@usask.ca or 306-966-2229.

DP/kc



Report Form for Program Termination

Program(s) to be deleted:					
Effective date of termination:					
List reasons for termination and describe the background leading to this decision.					
2. Technical information.					
2.1 Courses offered in the program and faculty resources required for these courses.					
2.2 Other resources (staff, technology, physical resources, etc) used for this program.					
2.3 Courses to be deleted, if any.					
2.4 Number of students presently enrolled.					
2.5 Number of students enrolled and graduated over the last five years.					

3. Impact of the termination. Internal 3.1 What if any impact will this termination have on undergraduate and graduate students? How will they be advised to complete their programs? 3.2 What impact will this termination have on faculty and teaching assignments? 3.3 Will this termination affect other programs, departments or colleges? 3.4 If courses are also to be deleted, will these deletions affect any other programs? 3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one? 3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted? 3.7 Describe any impact on research projects.

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

3.9 Describe the budgetary implications of this deletion.

External 3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions high schools, community organizations, professional bodies).
Ingri concere, commanity organizatione, professional society.
3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan?
Other 3.12 Are there any other relevant impacts or considerations?
3.13 Please provide any statements or opinions received about this termination.
Attachments
Á
(Optional)
4. Additional information. Programs which have not undergone recent formal reviews should provide additional relevant information about quality, demand, efficiency, unique features, and relevance to the province.
Á
Á



College of Graduate Studies and Research
Room C180 Administration Building, 105 Administration Place, Saskatoon SK CANADA S7N 5A2
Telephone (306)966-5751, Fax: (306)966-5756, General E-mail: grad.studies@usask.ca

Basic information about the proposed course:					
1.	Department/Unit: <u>JSGS</u>	College of: CGSR			
2.		Malacisa			
	(Authorizing Unit Head - PLEASE PRINT)	(Authorizing Unit Head - SIGNATURE)			
3.	Label, number, and title of course: JSGS 992				
4.	Rationale for deleting this course:				
	Deletion of MPA Project-Based Option				
5.	Impact of deleting this course:				
	5.1 Are the programs/courses of other academic u ⊠ No ☐ Yes (Please list):	inits affected by the deletion of this course?			
	5.2 Were any other academic units asked to review ☐ No ☐ Yes (Please attach correspondent)	· ·			
Da	ate of Implementation: Immediately				
Da	ate of Approval by College (of the home academic uni	t): <u>January 12, 2015</u>			
	(Authorizing College Signature (of the home academic unit)	(Name of Person Signing - PLEASE PRINT)			

Form version April 2009

Consultation with the Registrar Form (New Programs and New Majors / Minors / Concentrations)

Title: Termination of Master of Public Administration - Project-Based Program [MPA-P]

This form is to be completed by the Registrar (or his/her designate) during an in-person consultation with the faculty member responsible for the proposal. Please consider the questions on this form prior to the meeting.

Section 1: New Degree / Diploma / Certificate Information or Renaming of Existing

	Is this a new degree, diploma, or certificate? Is an existing degree, diploma, or certificate being renamed? If you've answered NO to each of the previous two questions, please continue on to the next section.
2	What is the name of the new degree, diploma, or certificate?
-	If you have renamed an existing degree, diploma, or certificate, what is the current name?
4	Does this new or renamed degree / diploma / certificate require completion of degree level courses or non-degree level courses, thus implying the attainment of either a degree level or non-degree level standard of achievement?
5	What is your suggested credential abbreviation for this new or renamed degree, diploma, or certificate (please consult with Academic Services)? What is the Banner code for this new or renamed degree, diploma, or certificate?
6	Which College is responsible for the awarding of this degree, diploma, or certificate?
7	Is there more than one program to fulfill the requirements for this degree, diploma, or certificate? If yes, please list these programs.
R	Are there any new majors misses
	Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.
	One major is required on all programs [4 characters for code and 30 characters for description]
,	If this is a new graduate degree, is it thesis-based, course-based, or project-based?

-		
	Section 2: New Program for Existing or New Degree / Diploma / Certificate Information	
1	Is this a new program?	Yes No X
	Is an existing program being revised?	Yes No X
	If you've answered NO to each of the previous two questions, please continue on to the next section.	
2	If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?	
3	What is the name of this new program?	
	and the state of the most the requirements for this same degree(s)?	
4	What other program(s) currently exist that will also meet the requirements for this same degree(s)?	
5	What College/Department is the academic authority for this program?	
6	Is this a replacement for a current program?	Yes No
7	If YES, will students in the current program complete that program or be grandfathered?	
8	If this is a new graduate program, is it thesis-based, course-based, or project-based?	
	Section 3: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)	
1	Is this a new or revised major, minor, or concentration attached to an existing degree program?	Yes No X Revised
	If you've answered NO, please continue on to the next section.	
2	If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for	
	each.	
7	What is the name of this new / revised major, minor, or concentration?	
5	What is the name of this new / revises major; many,	
4	Which department is the authority for this major, minor, or concentration? If this is a cross-College relationship, please state the	
	Jurisdictional College and the Adopting College.	

	_ _
5	
Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attache	d to?
Section 4: New / Revised Disciplinary Area for Existing Degree Information (Graduate)	
1 Is this a new or revised disciplinary area attached to an existing graduate degree program?	V
If you've answered NO, please continue on to the next section.	Yes No X Revised
2 If YES, what is the name of this new / revised disciplinary area?	
3 Which Department / School is the authority for this new / revised disciplinary area?	
4 Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?	
Section 5: New College / School / Center / Department or Renaming of Existing	
1 Is this a new college, school, center, or department?	
	Yes No X
Is an existing college, school, center, or department being renamed?	Yes No X
If you've answered NO to each of the previous two questions, please continue on to the next section.	
2 What is the name of the new (or renamed) college, school, center, or department?	
3 If you have renamed an existing college, school, center, or department, what is the current name?	
4 What is the effective term of this new (renamed) college, school, center, or department?	
5 Will any programs be created, changed, or moved to a new authority, removed, relabelled?	
6 Will any courses be created, changed, or moved to a new authority, removed, relabelled?	
7 Are there any ceremonial consequences for Convocation (ie. New degree hood, adjustment to parchments, etc.)?	

	_
Section 6: Course information - not applicable	
Is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?	
If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?	7
Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?	
Does the program timetable use standard class time slots, terms, and sessions?	Yes No
If NO, please describe.	\neg
	_
NOTE: Please remember to submit a new "Course Creation Form" for every new course required for this new program / major. Attached completed "Course Creation Forms" to this document would be helpful.	
Section 7: Admissions, Recruitment, and Quota Information - not applicable	
1 Will students apply on-line? If not, how will they apply?	٦
2 What term(s) can students be admitted to?	-
Does this impact enrollment?	_
4 How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?	」 ¬;
5 Can classes towards this program be taken at the same time as another program?	」 ¬¬
6 What is the application deadline?	

7	What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)	_
8	What is the selection criteria? (IE. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)	_]
9	What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)]
10	What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)	_
11	Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)]
12	Letter of acceptance - are there any special requirements for communication to newly admitted students?]
13	Will the standard application fee apply?]
14	Will all applicants be charged the fee or will current, active students be exempt?] 1
•	Section 8: Tuition and Student Fees Information - not applicable	1
1	How will tuition be assessed?	
	Per Course	L.,
	Per Credit Unit	
	Program Based Standard Term	
	Other *	
	Current Set-Up	\vdash
	* See attached documents	ı
2	If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category?	
		ı

-	If program-based, will students outside the program be allowed to take the classes?	
3_	If program-based, will students outside the program be allowed to take the discrete	
- 1		
4	If YES, what should the per credit fee be?	
Γ		
٦	Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?	
	DO Standard Stadens rot Constitution of the Co	
Į	11 12 12 12 12 12 12 12 12 12 12 12 12 1	
6	Do standard cancellation fee rules apply?	
7	Are there any additional fees (e.g. materials, excursion)?	
İ		
اي	Has IPA Been Consulted?	
٥,	nas IFA Deeti Consuccu:	
	Section 9: Government Loan Information - not applicable	
	NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The	
	University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter	
	University of Saskatchewali defines full-time as emotiment in a minimum of a contract of the least	
	term(s) depending on the length of the loan.	
1	If this is a change to an existing program, will the program change have any impact on student loan eligibility?	
i		
2	If this is a new program, do you intend that students be eligible for student loans?	
4	I this is a new program, do you intend that the transfer of the program, do you intend that the transfer of the program, do you intend that the transfer of the program, do you intend that the program of the program o	
ji .		
	Section 10: Convocation Information (only for new degrees) - not applicable	
4	Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?	
1	Ale there any ceremonial consequences of this proposes (i.e. i.e. i.e. i.e. i.e. i.e. i.e. i.e	
	1	
2	2 If YES, has the Office of the University Secretary been notified?	
3	3 When is the first class expected to graduate?	
	A MINE IN STATE AND A STATE OF	

What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?	
per year (preuse consider the next 3-10 years):	٦
Section 11: Schedule of Implementation Information - not applicable	_1
1 What is the start term?	
	٦
2 Are students required to do anything prior to the above date?	Yes No
If YES, what and by what date?	
Section 12: Registration Information - not applicable	_
1 Will students register themselves?	V
If YES, what priority group should they be in?	Yes No No
	٦
Section 13: Academic History Information - not applicable	_
1 Will instructors submit grades through self-serve?	V.,
2 Who will approve grades (Department Head, Assistant Dean, etc.)?	Yes No
	1
Section 14: T2202 Information (tax form) - not applicable	
1 Should classes count towards T2202s?	Yes No
Section 15: Awards Information - not applicable	
1 Will terms of reference for existing awards need to be amended?	, <u> </u>
2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?	Yes No

Section 16: Program Termination		
1 Is this a program termination?	Yes X	No
If yes, what is the name of the program?		
Master of Public Administration - Project-Based [MPA-P]		
2 What is the effective date of this termination?		
201605		
3 Will there be any courses closed as a result of this termination?	Yes X	No
If yes, what courses?		
JSGS 992	Yes	No X
4 Are there currently any students enrolled in the program?	res	
If yes, will they be able to complete the program?		
5 If not, what alternate arrangements are being made for these students?		
6 When do you expect the last student to complete this program?		
Section 17: SESD - Information Dissemination (internal for SESD use only)		
1 Has SESD, Marketing and Student Recruitment, been informed about this new / revised pro	gram? Yes	No
2 Has SESD, Admissions, been informed about this new / revised program?	Yes	No
3 Has CGSR been informed about this new / revised program?	Yes	No
4 Has SESD, Transfer Credit, been informed about any new / revised courses?	Yes	No
5 Has ICT-Data Services been informed about this new or revised degree / program / major	/ minor / concentration? Yes	No
6 Has the Library been informed about this new / revised program?	Yes	No
7 Has ISA been informed of the CIP code for new degree / program / major?	Yes	No
/ has ISA Deeti illiothied of the circ code for the degree of the	_	
SIGNED		

Date: Oct /	,2015		
Registrar (Russell Isinger):	inil o	sugy	
College / Department Representative(s):	Jave Crone	Ostolic 02,2015	

¥ H	