

## Memorandum

To:

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

CC:

Dr. Janet Hill, Head, Department of Veterinary Microbiology

From:

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

Date:

October 8, 2015

Re:

Request to Delete the Veterinary Microbiology Option in the Master of Veterinary Science

Degree

The Department of Veterinary Microbiology would like to delete the option for a project-based Master of Veterinary Science degree in Veterinary Microbiology. During the University's program prioritization process it became clear that the program option was not being utilized. In fact, the department has not had any students enrolled in the program in over 10 years. Master's-level students will continue to be accommodated with the thesis-based Master of Science program in Veterinary Microbiology.

The Master of Veterinary Science degree will continue to exist in the fields of Large Animal Clinical Sciences, Small Animal Clinical Sciences, and Veterinary Pathology.

The Western College of Veterinary Medicine approved the deletion and recommended approval to the College of Graduate Studies and Research. The Graduate Programs Committee approved the deletion in September 2015, and recommended approval to the Executive Committee of CGSR. The Executive Committee of CGSR is recommending approval of the deletion of the Veterinary Microbiology field of specialization in the Master of Veterinary Science 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

June Crowe

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. Janet Hill, Head, Department of Veterinary Microbiology

Dr. Trever Crowe, Associate Dean, College of Graduate Studies and Research

Date: September 30, 2015

**Re:** Proposal to delete the Veterinary Microbiology specialization in the Master of Veterinary Sciences

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 delete the project-based program, Master of Veterinary Science, in Veterinary Microbiology There have not been any students in the program for over 10 years.

The following motion was carried:

"Recommend the deletion of the Master of Veterinary Science Program in Veterinary Microbiology."

Pohler/Arnold 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. Janet Hill, Head, Department of Veterinary Microbiology

Dr. Trever Crowe, Associate Dean, College of Graduate Studies and Research

**From**: Dr. Dionne Pohler, Chair, Graduate Programs Committee of CGSR

Date: September 18, 2015

Re: Deletion of the Veterinary Microbiology specialization in the Master of Veterinary Sciences degree

The Graduate Programs Committee met on September 14, 2015, and reviewed the proposal to terminate the Veterinary Microbiology specialization in the Master of Veterinary Science degree. The committee secretary confirmed that there had been no students in the program for over 10 years.

The Graduate Programs Committee unanimously recommends the deletion of the Veterinary Microbiology specialization in the Master of Veterinary Sciences degree.

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

DP/kc



52 Campus Drive, Saskatoon SK S7N 5B4 Canada Telephone: (306) 966-7210/966-7232 Facsimile: (306) 966-7244

August 19, 2015

Kelly Clement Assistant to the Associate Dean and Graduate Programs Committee College of Graduate Studies and Research University of Saskatchewan

Dear Kelly,

Attached please find the GSR 400.3 Course Deletion form and the Report Form for Program Termination for the Veterinary Microbiology Masters of Veterinary Science (MVetSc) program.

As indicated in the report, there has been no demand for this program in our department for over 10 years, and prior to that, demand was very limited. As well, MVetSc programs are best suited for clinical residencies and Veterinary Microbiology does not have a residency program.

If you have any questions regarding our submission, please feel free to contact me at janet.hill@usask.ca or 306-966-7242.

Best regards,

Janet E. Hill, Ph.D.

Professor and Acting Head Veterinary Microbiology



# **Report Form for Program Termination**

Program(s) to be deleted: Veterinary Microbiology Masters of Veterinary Science (MVetSc) program

Effective date of termination: September 1, 2015

1. List reasons for termination and describe the background leading to this decision.

There have been no students in this program over the last 10 years and there has been no demand for it. The focus of the department's graduate program is thesis-based M.Sc. and Ph.D. degrees.

- 2. Technical information.
- 2.1 Courses offered in the program and faculty resources required for these courses. VTMC 992 - Research. No faculty resources required.
- 2.2 Other resources (staff, technology, physical resources, etc) used for this program. None.
- 2.3 Courses to be deleted, if any. VTMC 992 - Research
- 2.4 Number of students presently enrolled. 0
- 2.5 Number of students enrolled and graduated over the last five years. 0

#### 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? There are currently no students enrolled in the MVetSc program.
- 3.2 What impact will this termination have on faculty and teaching assignments? None.
- 3.3 Will this termination affect other programs, departments or colleges? No.
- If courses are also to be deleted, will these deletions affect any other programs? No. 3.4
- 3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one? No.

- 3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted? **No.**
- 3.7 Describe any impact on research projects. **None.**
- Will this deletion affect resource areas such as library resources, physical facilities, and information technology? **No.**
- 3.9 Describe the budgetary implications of this deletion. **None.**

#### External

- 3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions, high schools, community organizations, professional bodies). **None.**
- 3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan? **No.**

#### Other

- 3.12 Are there any other relevant impacts or considerations? **No.**
- 3.13 Please provide any statements or opinions received about this termination.

On June 6, 2012 the department's graduate affairs committee discussed this program and agreed that it should be terminated based on several factors, including

- There has been no demand for the program in over 10 years and demand was very limited before that;
- This type of program is best suited for clinical residencies and our department does not have a residency program;
- That in today's climate, diagnosticians generally require a Ph.D. degree.

#### (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.



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:	
Department/Unit: <u>Veterinary Microbiology</u>	College of: Western College of Veterinary Medicine
2.	
JANET HILL (Authorizing Unit Head - PLEASE PRINT)  3. Label, number, and title of course: VTMC 992 - Res	(Authorizing Unit Head - SIGNATURE) search (MVetSc)
4. Rationale for deleting this course:	
The Veterinary Microbiology MVetSc program is bei	ng eliminated
<ul> <li>5. Impact of deleting this course:</li> <li>5.1 Are the programs/courses of other academic on the second of the second</li></ul>	w or comment on the proposal?
Date of Implementation: September 1, 2015	
Date of Approval by College (of the home academic uni	t): August 14,2015
(Authorizing College Signature (of the home academic unit)	DOUGLAS FREEMAN (Name of Person Signing - PLEASE DOINT)

Form version April 2009

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

## Title: Termination of Veterinary Microbiology [VTMC] Major in the Master of Veterinary Science-Project Program [MVET-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

1	Is this a new degree, diploma, or certificate? Is an existing degree, diploma, or certificate being renamed?
	If you've answered NO to each of the previous two questions, please continue on to the next section.
2	What is the name of the new degree, diploma, or certificate?
3	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.
8	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?	
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?	
		Yes No
6	Is this a replacement for a current program?	
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.	I
	this and price or concentration?	
3	What is the name of this new / revised major, minor, or concentration?	1
	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.	
	ear indirection as a construction of a construct	•

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5		4
	Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?	
		•
	Section 4: New / Revised Disciplinary Area for Existing Degree Information (Graduate)	
4	is this a now or solded disciplinant area ettenhed to an artista and data decided as	
'	Is this a new or revised disciplinary area attached to an existing graduate degree program?  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?	
_	The first the fiame of this new / revised disciplinary area:	1
3	Which Department / School is the authority for this new / revised disciplinary area?	
آ	The state of the district of this new / revised disciplinary area:	1
4	Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?	
	To the state of th	1
		l
	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?	,
٦	If you have recovered an existing college carbot control of the state	
ے ا	If you have renamed an existing college, school, center, or department, what is the current name?	
٦Ļ	What is the effective term of this new (renamed) college, school, center, or department?	
Ġ	the encestre com or this new (remained) estrege, school, center, or department:	
5 '	Will any programs be created, changed, or moved to a new authority, removed, relabelled?	
Ī	, and the second	
6	Will any courses be created, changed, or moved to a new authority, removed, relabelled?	
Γ	7	
7 7	Are there any ceremonial consequences for Convocation (ie. New degree hood, adjustment to parchments, etc.)?	

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Section 6: Course Information - not applicable	
1 is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?	
	]
If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?	1
3 Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?	ן ק
4 Does the program timetable use standard class time slots, terms, and sessions?	Yes No
If NO, please describe.	1
	_
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?	J
3 Does this impact enrollment?	J
4 How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?	J
5 Can classes towards this program be taken at the same time as another program?	J 1
6 What is the application deadline?	_

Per Credit Unit Program Based Standard Term Other *		7 What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)
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?  Section 8: Tuition and Student Fees Information - not applicable  1 How will tuition be assessed?  Per Course Per Credit Unit Program Based Standard Term Other * Current Set-Up * See attached documents*		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.)
Admissions Urrice 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?  Section 8: Tuition and Student Fees Information - not applicable  1 How will tuition be assessed?  Per Course Per Credit Unit Program Based Standard Term Other * Current Set-Up * See attached documents	5	What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)
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Per Course Per Credit Unit Program Based Standard Term Other * Current Set-Up * See attached documents		Section 8: Tuition and Student Fees Information - not applicable
Per Credit Unit Program Based Standard Term Other * Current Set-Up	1	How will tuition be assessed?
Program Based. Standard Term Other * Current Set-Up * See attached documents		Per Course
Standard Term Other * Current Set-Up * See attached documents		Per Credit Unit
Other *  Current Set-Up  * See attached documents		Program Based
Current Set-Up  * See attached documents		Standard Term
* See attached documents		L. C.
* See attached documents 2 If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category?		Current Set-Up
2 in tees are per credit, no triey conform to existing categories for per credit tuition? If YES, what category?	7	" See attached documents
	1	rices are per credit, do they conform to existing categories for per credit tuition? If YES, what category?
	L	

_	If program-based, will students outside the program be allowed to take the classes?
3 I	If program-based, will students outside the program be allowed to take the disease.
4	If YES, what should the per credit fee be?
Į	the income time on campus versus off-campus)?
5	Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?
L	
6	Do standard cancellation fee rules apply?
L	Living force (a.g. motorials excursion)?
7	Are there any additional fees (e.g. materials, excursion)?
	Has IPA Been Consulted?
	Yes
	and a grant loss beforestion, not applicable
	Section 9: Government Loan Information - not applicable
	The state of the s
	NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The
	University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter
	term(s) depending on the length of the loan.
4	If this is a change to an existing program, will the program change have any impact on student loan eligibility?
<u>'</u> 1	If this is a change to an anomy pres 7
3	If this is a new program, do you intend that students be eligible for student loans?
	it this is a new program, do you were the
	Section 10: Convocation Information (only for new degrees) - not applicable
	Section in: Convocation another fam's to the man and another fam's to the man and the section in
	Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?
1	Are there any determinant consequences of this proposal (as the easily the
_	Is were than the Office of the University Secretary been notified?
2	If YES, has the Office of the University Secretary been notified?
3	When is the first class expected to graduate?

What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?	7
Section 11: Schedule of Implementation Information - not applicable	
What is the start term?	
Are students required to do anything prior to the above date?	], —, —
If YES, what and by what date?	Yes No
Section 12: Registration Information - not applicable	_
Will students register themselves?	v
If YES, what priority group should they be in?	Yes No
Section 13: Academic History Information - not applicable  Will instructors submit grades through self-serve?  Who will approve grades (Department Head, Assistant Dean, etc.)?	Yes No
Section 14: T2202 Information (tax form) - not applicable	J
Should classes count towards T2202s?	Yes No
Section 15: Awards Information - not applicable	
Will terms of reference for existing awards need to be amended?  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?	
Veterinary Microbiology [VTMC] Major in the Master of Veterinary Science-Project [MVET-P] Program	
What is the effective date of this termination?	
201605	Yes X No
3 Will there be any courses closed as a result of this termination?	Yes X No
If yes, what courses?	$\neg$
VTMC 992	Yes No X
4 Are there currently any students enrolled in the program?	163 140 X
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)	
	Yes No
1 Has SESD, Marketing and Student Recruitment, been informed about this new / revised program?	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?	
SIGNED	

Date: So	fole 1, 20	15	
Registrar (Russell Isinger):	humed.	Jungs.	
College / Department Representative(s):	June Cione	O ctober 02, 2015	

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