

SENATE GRADUATE & RESEARCH COUNCIL

MONDAY, April 8, 2024

10:30 A.M. EST

NH 3318 / Zoom

[Governing Documents and Resources](#)

Chair – J. Casello

| TIMING | AGENDA ITEM | PAGE | ACTION |
|--|--|------------------|------------------------------------|
| 10:30 a.m. (5 mins) | OPEN SESSION | | |
| | 1. Conflict of Interest | 3 | Declaration |
| | Consent Agenda <i>Motion: To approve or receive for information the items on the consent agenda, listed as items 2-7 below</i> | | |
| | 2. Minutes of March 4, 2024 Meeting | 4 | Decision (SGRC) |
| | 3. Research Ethics (Julie Joza) | | |
| | a. Clinical Research Ethics Board (CERB) [membership updates and role changes] | 7 | Decision (SGRC) |
| | b. Human Research Ethics Board (HREB) [membership renewal] | 7 | Decision (SGRC) |
| | 4. Graduate Awards (Marianne Simm) | | |
| | a. Mathematics International Master's Award of Excellence [operating] | 9 | Information |
| | b. Math Domestic Graduate Student Award [operating] | 9 | Information |
| | c. Engineering Excellence Master's and Doctoral Fellowships [operating] | 9 | Information |
| | d. Faculty of Engineering Domestic Doctoral Student Award [operating] | 9 | Information |
| | e. Caivan Future Cities Graduate Scholarship [trust] | 9 | Information |
| | 5. Curricular Submissions | | |
| | a. Faculty of Arts (Anna Esselment) | 10 | Decision (SGRC) |
| | b. Faculty of Engineering (Siva Sivoththaman) | 86 | Decision (1a & 2 SEN-R, rest SGRC) |
| | c. Faculty of Health (Phil Bigelow) | 108 | Decision (SGRC) |
| d. Graduate Studies (Marianne Simm) | 147 | Decision (SGRC) | |
| 6. UW/SSHRC Grant Review Committee (Ian Milligan) | | | |
| a. Minor Update of the UW/SSHRC Grant Review Committee Terms of Reference | 149 | Decision (SGRC) | |
| b. Increase to the UW/SSHRC Exchange 1 (Travel) Grant Maxima | 151 | Decision (SGRC) | |
| c. Temporary Broadening of the UW/SSHRC Explore Grant Eligibility | 152 | Decision (SGRC) | |
| 7. Academic Quality Enhancement (AQuE) Committee Terms of Reference (Jeff Casello) | 157 | Decision (SEN-R) | |

| TIMING | AGENDA ITEM | PAGE | ACTION |
|-------------------------|--|------|-----------------|
| | Regular Agenda | | |
| | 8. Business Arising from the Minutes | Oral | Input |
| 10:35 a.m. (10 mins) | 9. Co-chairs' Remarks | Oral | Information |
| 10:45 a.m. (15 mins) | 10. Academic Program Reviews | | |
| | a. Final Assessment Report: Classical Studies (Craig Hardiman) | 159 | Decision (SGRC) |
| | b. Progress Report: French Studies (Tara Collington) | 171 | Decision (SGRC) |
| | c. Progress Report: Taxation (Deborah Kraft) | 183 | Decision (SGRC) |
| 11:00 a.m. (15 mins) | 11. Global Futures Network (Bernie Duncker & Fayaz Noormohamed) | Oral | Input |
| 11:15 a.m. (40 mins) | 12. CREATE Ranking (Bernie Duncker) | Oral | Decision (SGRC) |
| | 13. Other Business | Oral | Input |
| | 14. Adjournment | Oral | Input |

"Decision (SGRC)" to be approved on behalf of Senate

"Decision (SEN-C)" to be recommended to Senate for approval (consent agenda)

"Decision (SEN-R)" to be recommended to Senate for approval (regular agenda)

April 1, 2024

Tim Weber-Kraljevski
Governance Officer
Secretary to SGRC

Important Dates

| | |
|----------------------|----------------|
| April 8, 2024 | Senate Meeting |
|----------------------|----------------|

Excerpt from Senate Bylaw 1

8. Declarations of conflict of interest

| | |
|------|---|
| 8.01 | At the beginning of each meeting of Senate or any of Senate’s committees or councils, the chair will call for members to declare any conflicts of interest with regard to any agenda item. For agenda items to be discussed in closed session, the chair will call for declarations of conflict of interest at the beginning of the closed portion of the meeting. Members may nonetheless declare conflicts at any time during a meeting. |
| 8.02 | A member shall be considered to have an actual, perceived or potential conflict of interest, when the opportunity exists for the member to use confidential information gained as a member of Senate, or any of Senate’s committees or councils, for the personal profit or advantage of any person, or use the authority, knowledge or influence of the Senate, or a committee or council thereof, to further her/his personal, familial or corporate interests or the interests of an employee of the university with whom the member has a marital, familial or sexual relationship. |
| 8.03 | Members who declare conflicts of interest shall not enter into debate nor vote upon the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s). |
| 8.04 | Where Senate or a committee or council of Senate is of the opinion that a conflict of interest exists that has not been declared, the body may declare by a resolution carried by two-thirds of its members present at the meeting that a conflict of interest exists and a member thus found to be in conflict shall not enter into debate on the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s). |

University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
Minutes of the March 4, 2024, Meeting
[in agenda order]

Present: Sue Ann Campbell, Steven Bednarski, Phil Bigelow, Jeff Casello (co-chair), David Clausi, Robert de Loe, Peter Deadman, Charmaine Dean (co-chair), Bernard Duncker, Anna Esselment, Ana Ferrer, Vivek Goel, Bertrand Guenin, Neela Hassan, Alison Hitchens, Julie Joza, Joseph Meleshko, Ian Milligan, Marina Mourtzakis, Nicholas Pellegrino, Martin Ross, Marianne Simm, Mike Szarka, Tim Weber-Kraljevski (secretary), Kevin White, Clarence Woudsma.

Resources/Guests: Maysah Eid, Nathan Funk, Dustin Garrick, Dan Gorman, Carrie MacKinnon-Molson, Christine McWebb, Fayaz Noormohamed, Susan Roy, Russ Tupling, Justin Wan, Richard Wikkerink.

Absent: Aiman Fatima*, Ryan Johnson, Zerihun Kinate, Siva Sivoththaman*, Shirley Tang*.
*regrets

Organization of Meeting: Charmaine Dean, co-chair of the Council, took the chair, and Tim Weber-Kraljevski acted as secretary. The secretary advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted. The agenda was approved without formal motion.

1. CONFLICT OF INTEREST

No conflicts of interest were declared.

2. GLOBAL FUTURES NETWORK

Duncker, McWebb, and Noormohamed presented on the Global Futures Networks (GFN), providing an overview of proposed vision, mission, administration, financial resources, governance, and development pathway. Members discussed: the role of the Research Centres and Institutes; building a space for scholarly communities with thematic interest to be more organically created; and the goal for whole sectors of industry to come to the university instead of just individual companies.

Members divided into breakout groups and discussed: what the potential enablers and barriers to successful implementation of GFN; how can cross-cutting initiatives between research, teaching, ASUs be facilitated through the GFN; is there something missing in the GFN model that should be included; and what other feedback do members have to help advance the longer-term visions. Notes of the discussion will be consolidated and distributed.

3. SGRC GOVERNANCE REVIEW UPDATE

The chair informed members that a full update on the Council's governance review will be presented at an upcoming meeting.

CONSENT AGENDA

Council heard a motion to approve or receive for information the items of the consent agenda. Guenin and Deadman. Carried with 1 abstention.

4. MINUTES OF 20 NOVEMBER 2023 MEETING

Council approved the minutes of the meeting as distributed.

5. RESEARCH ETHICS

Council approved the membership updates for the Clinical Research Ethic Board, and the revisions to the Human Research Ethics Board terms of reference, as distributed.

6. GRADUATE AWARDS

Council approved items i.a.-k., and ii. a as distributed, and received items i.l.-o. and ii.b for information.

7. CURRICULAR SUBMISSIONS

Council approved items a.-d. and recommended to Senate to approve item a.1., as distributed.

8. GRADUATE STUDIES ACADEMIC CALENDAR CHANGES

Council recommended to Senate to approve items i.a.-d., ii.b.-c., and iii.a.-d., and received for information items i.e.-f. and ii.a., as distributed.

REGULAR AGENDA

9. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

10. NEW PROGRAM: GRADUATE TYPE II DIPLOMA IN CLIMATE CHANGE

Deadman spoke to the material provided, highlighting the rationale for the new Type 2 Graduate Diploma, the proposed program structure and requirements, and where the program will live. Members discussed: communication strategy for informing students of the new program; the importance of students discussing their intention to pursue the Graduate Diploma with their supervisor and Graduate Officers; and the admission requirements and how good standing is determined. A motion was heard to recommend Senate approve the proposed Graduate Type II Diploma in Climate Change, as presented. Deadman and Woudsma. Carried with one abstention.

11. ACADEMIC PROGRAM REVIEWS

- a. Progress Report: Kinesiology.** Tupling provided a brief overview of the report.
- b. Progress Report: Peace and Conflict Studies.** Funk provided a brief overview of the report.
- c. Final Assessment Report: Tri-University History.** Roy and Gorman provided a brief overview of the report. Members discussed the benefits and challenges of running a program across three universities.
- d. Final Assessment Report: Collaborative Water Program.** Garrick provided a brief overview of the report. Members congratulated Garrick the collaborative nature and success of the program.

A motion was heard to approve the Progress Reports and the Final Assessment Reports on behalf of Senate, as presented. Dunker and Ross. Carried with one abstention.

12. CO-CHAR REMARKS

Casello informed members of the successful postdoctoral competitions and thanked those who participated as adjudicators.

Dean updated members that the next meeting SGRC meeting will continue the Global Futures discussion and will include a CREATEs ranking item.

13. OTHER BUSINESS

Hitchens invited members to attend the Tri-Agency Open Access Policy Discussion Forums hosted by the Library on March 20 and 21, 2024.

14. ADJOURMENT

With no further business the meeting was adjourned. The next meeting will be held Monday, April 8, 2024, from 10:30 a.m. to 12:00 noon in NH 3318.

March 25, 2023

Tim Weber-Kraljevski
Governance Officer

Memorandum

To: Members, Senate Graduate and Research Council (SGRC)
From: Julie Joza, Director, Research Ethics
Date: March 26, 2024
Subject: Membership on Waterloo's Research Ethics Boards

This memo outlines membership updates that will be taking place on Waterloo's Research Ethics Boards. This update is for consideration and approval by the Senate Graduate and Research Council.

Human Research Ethics Board (HREB)

New Members

Sylvia Kathirkamanathan is joining HREB as a graduate student member, beginning May 1, 2024, and continuing through to April 30, 2025. This position is currently held by Aiman Fatima. Aiman's term is ending on April 30, 2024. Sylvia is a student in the Master of Public Services (MPS) program and holds a Bachelor of Science degree from Queen's University majoring in life sciences.

[Samuel Wong](#), PhD, Associate Professor, Department of Statistics and Actuarial Sciences is joining HREB as a faculty member with statistical expertise. This role is currently held by Joel Dubin (also HREB Vice-Chair) who is ending his term as indicated in the membership changes below. Samuel's term will begin on September 1, 2024, and continue through to August 31, 2027.

Role Changes

[Jonathan Fugelsang](#), PhD, Professor, Department of Psychology, will assume the role of HREB Chair, beginning September 1, 2024. This position is currently held by Hilary Bergsieker. Hilary's current term is ending on August 31, 2024. Jonathan was a previous HREB Chair. Jonathan's research focuses on higher level cognition.

[Kelly Skinner](#), PhD, Associate Professor, School of Public Health Sciences, will assume the role of HREB Vice Chair, beginning September 1, 2024. This position is currently held by Joel Dubin. Joel's current term is ending on August 31, 2024. Kelly also serves as the faculty member with expertise in qualitative methodologies, research with people living in northern locations in Canada, and Indigenous organizations located in urban settings.

Clinical Research Ethics Board (CREB)

Membership Renewal

[Michaela Devries-Aboud](#), PhD, Associate Professor, Kinesiology and Health Sciences, will renew for a second 3-year term beginning September 1, 2024, continuing through to August 31, 2027. Michaela serves as the faculty member with expertise in the science of human movement.

Dr. Margot Couse, OD, will renew for a second 3-year term beginning June 1, 2024, continuing through to May 31, 2027. Dr. Couse is a community-based optometrist, providing primary and secondary eye care services, with an emphasis on pediatric and geriatric care and the diagnosis and management of ocular disease. Margot brings her clinical expertise, a perspective as a community-based practitioner, and a research background to the Board.

Reminder: SGRC members who wish to learn more about the qualifications or academic background and interests of the individual being nominated to the REB are encouraged to contact Julie Joza, Director, Research Ethics at jajoza@uwaterloo.ca. Julie will be pleased to discuss with SGRC members in advance of the meeting the information they may need to help support their decision to recommend the nomination of the individual in becoming a member of the REB. On behalf of the SGRC, the research ethics office retains a copy of each member's CV and expression of interest in being a REB member.



March 25, 2024

TO: Tim Weber-Kraljevski, Governance Officer

FROM: Heidi Mussar, Associate Director, Graduate Financial Aid & Awards

RE: Agenda items for Senate Graduate & Research Council – April 2024

Items for Information

- a) Mathematics International Master’s Award of Excellence – operating**
Originally established in June 2020 to mirror the terms of the central International Master’s Award of Excellence, the Faculty of Mathematics is sunsetting this award effective May 1, 2024 in order to simplify the overall administration of operating scholarships within the Faculty.

- b) Math Domestic Graduate Student Award – operating**
Originally established in 2015 and then amended in 2020 and 2024, to provide funding to graduate students registered full time in a thesis-based program who were assessed domestic tuition, the Faculty of Mathematics is sunsetting this award effective May 1, 2024 in order to simplify the overall administration of operating scholarships within the Faculty.

- c) Engineering Excellence Master’s and Doctoral Fellowships – operating**
Originally established in 2018, the Faculty of Engineering has decided that effective September 1, 2024, no new recipients will be selected for this award; previous commitments will continue to be honoured.

- d) Faculty of Engineering Domestic Doctoral Student Award – operating**
Originally established in 2015, the Faculty of Engineering has decided that effective September 1, 2024, no new recipients will be selected for this award; previous commitments will continue to be honoured.

- e) Caivan Future Cities Graduate Scholarship – trust**
Originally established in 2020, the scholarship is being amended to broaden the eligibility to include part-time students. Additionally, the award payment will be disbursed over three terms.

ARTS GRADUATE STUDIES

March 22, 2024

TO: Members, Senate Graduate and Research Council
FROM: Maha Eid, Graduate Studies and Research Officer
RE: Graduate Affairs Group Reports

The attached Arts Graduate Affairs Group reports were approved by the Arts Faculty Council meeting on March 19, 2024, and are now being submitted for approval by the Senate Graduate and Research Council on April 8, 2024.

Maha Eid

Maha Eid

Attach.

**Arts Faculty Council Report to
Senate Graduate and Research Council**

CURRICULAR ITEMS for approval [bottom right pagination]

- i. **Philosophy** – program revision: for Graduate Diploma (GDip) in Cognitive Science, moving the administrative home of the Cognitive Science programs (undergraduate minor and graduate diploma) from the Philosophy to the Psychology Department [3-5].
- ii. **Philosophy** – program revision: for Graduate Diploma (GDip) in Theoretical Neuroscience (Type II), calendar text update to reflect inability to double count courses for grad diplomas, changes to the number and selection of required courses, TN 700 remains a required course and SYDE 750 becomes the second required course for students whom this course is not a degree requirement. For those with SYDE 750 as a degree requirement, either PSYCH 784 or 677A will be required, and new requirement will total 1.0 unit instead of 2.0 units. List of approved elective courses for satisfying diploma requirements have been converted into a list of additional courses that are entirely optional [6-10].
- iii. **French, German, History, Philosophy, Political Science, Sociology, Anthropology, Classics** – program revision: addition of program length [11-13].
- iv. **English, Economics, Peace and Conflict Studies, Psychology** – program revision: addition of program length [14-16].
- v. **Global Governance** – new courses with cross-listings: GGOV 605 (cross-listed with HIST 605) “Global Governance in Historical Perspective” [17-18], GGOV 616 (cross-listed with PSCI 690) “Theories of Political Economy” [19-20], GGOV 645 (cross-listed with HIST 612) “Global Indigenous Rights” [21-22], GGOV 664 (cross-listed with SOC 721) “Law, Tech, and Society” [23-24], GGOV 703 (cross-listed with HIST 703) “The History of Global Governance” [25-26].
- vi. **Global Governance** – course revision: GGOV 630 (cross-listed with PACS 634 and PSCI 678) from “Security Ontology-Theory” to “Conflict and Security” [27-28].
- vii. **History** – course revision (adding cross-listing): HIST 605 (cross-listed with GGOV 605) “Global Governance in Historical Perspective” [29-30], HIST 612 (cross-listed with GGOV 645) “Global Indigenous Rights” [31-32], HIST 703 (cross-listed with GGOV 703) “The History of Global Governance” [33-34].
- viii. **Peace and Conflict Studies** – course revision: PACS 634 (cross-listed with GGOV 630 and PSCI 678) from “Security Ontology-Theory” to “Conflict and Security” [35-36], PACS 601 From “Systems of Peace, Order and Good Governance” to “Thinking Critically About Civil Society” [37-38], PACS 602 From “The Practice of Peace” to “Reflective Peace Practice” [39-40], PACS 603 – From “Building Civil Society” to “Engaging Communities in Social Change” [41-42].
- ix. **Peace and Conflict Studies** – program revision: update course title and descriptions of three core courses (PACS 601, 602, 603) and one cross-listed elective (PACS 634) [43-49].
- x. **Political Science** – course revision (adding cross-listing): PSCI 678 (cross-listed with GGOV 630 and PACS 634) from “Security Ontology-Theory” to “Conflict and Security” [50-51], cross-list PSCI 690 (with GGOV 616) “Theories of Political Economy” [52-53].
- xi. **Psychology** – course inactivation: PSYCH 704B “Social Psychology” [54-55].
- xii. **Psychology** – course revision: Change the grading basis from CR/NCR to OPT and update the course description for PSYCH 715 “Family Systems” [56-57].
- xiii. **Sociology** – course revision (adding cross-listing): SOC 721 (cross-listed with GGOV 664) “Law, Tech, and Society” [58-59], SOC 725 “Sociology of Health” [60-61].

- xiv. **Classics** – course inactivation: GRK 602 “Introductory Greek for Grad Students” [62-63], LAT 602 “Introductory Latin for Grad Students” [64-65].
- xv. **Classics** – new courses: GRK 610 “Introductory Greek for Grad Students” [66-67], GRK 620 “Intermediate Greek for Grad Students” [68-69], LAT 610 “Introductory Latin for Grad Students” [70-71], LAT 620 “Intermediate Latin for Grad Students” [72-73].
- xvi. **Classics** – program revision: MA in Classical Studies – Addition of 4 language courses and deletion of 2 language courses [74-75].

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Program: Graduate Diploma (GDip) in Cognitive Science

Program contact name(s): Chris Lowry

Form completed by: Ashley Price

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

The proposal is to move the administrative home of the Cognitive Science programs (Undergraduate Minor and Graduate Diploma) from the Philosophy Department to the Psychology Department.

Is this a [major modification](#) to the program? No

Rationale for change(s):

There are three linked reasons that the Cognitive Science programs would be a better fit for the Psychology Department: students, teaching resources, and administrative resources.

This move is also being proposed at the undergraduate level which is why undergraduate information is included so reviewers have the full picture.

Students: At the undergraduate level, between 2017 and 2021, 88 students graduated with a Cognitive Science Minor. Of those, 25 were from the Faculty of Arts, 31 from Math and Computer Science, 16 from Engineering, and 16 from Environment (all from the Knowledge Integration Program). Despite drawing slightly more students from Math and Computer Science, there are good reasons to keep the home of this interdisciplinary program in the Faculty of Arts. But within the Faculty of Arts, most students graduating with a Cognitive Science Minor are drawn from Psychology: of the 25 students from the Faculty of Arts, 17 were Psychology Majors. Only 1 Cognitive Science Minor in the past 5 years has been a Philosophy Major.

While Philosophy administers the program, the Minor mainly draws Psychology students and contributes enrolments to Psychology courses. Philosophy's main teaching contribution is PHIL/PSYCH 256: Introduction to Cognitive Science, which is the one required course in the program. Philosophy also regularly offers PHIL/PSYCH 447 Seminar in Cognitive Science. Only three Philosophy classes that are not cross-listed with Psychology count toward the Cognitive Science Minor. (PHIL 255: Philosophy of Mind, PHIL 363: Philosophy of Language, and PHIL 356/COGSCI 300: Intelligence). By contrast, 10 Psychology classes that are not cross listed with Philosophy count toward the Cognitive Science Minor.

At the graduate level, there is a somewhat higher proportion of students from Philosophy: of 24 GDip in Cognitive Science graduates total, 7 have been from Philosophy, 4 from Psychology, and 13 from other Departments. But the administrative burden for the GDip program is much lighter than for the Undergraduate Minor: in addition to the small overall enrollments, procedure requires mostly scheduling of COGSCI 600 and approving students' other relevant course selections. The teaching of COGSCI 600 rotates among Philosophy, English, Psychology and Computer Science.

Teaching: The Cognitive Science programs were founded by Philosophy Professor Paul Thagard. Several years ago, when all minor programs were given administrative homes in Departments, it made sense to move it to Philosophy, because Prof. Thagard was the natural choice to serve as the Cognitive Science program advisor. Since that time, however, Prof Thagard has retired, and the Philosophy Department has not hired a replacement. There is relatively little prospect in the short- to medium-term that the Philosophy Department will hire a new tenure stream faculty member to teach in the Cognitive Science programs. The two faculty members in the Philosophy Department with primary research expertise in Cognitive Science are Chris Eliasmith and John Turri. Both are Canada Research Chairs, and Chris Eliasmith is jointly appointed to Systems Design Engineering. This means that in a standard year our Cognitive Science subject matter experts teach a total of 3 Philosophy Department-scheduled courses between them (2 for John Turri and 1 for Chris Eliasmith). In effect, the Department has 0.75 FTE tenure-stream faculty members who teach in the Cognitive Science programs, and both John Turri and Chris Eliasmith also teach non-Cognitive Science Philosophy courses for the Department.

By contrast, the Psychology Department currently has seventeen faculty members with research expertise areas related to Cognitive Science (Anderson, Colombatto (effective January 2024), Danckert, Denison, Fernandes, Friedman, Fugelsang, Grossmann, Hester, Itier, Johnson, Koehler, McAuley, Risko, Scholer, Smilek, White).

Administrative resources: Only two Philosophy faculty members have the subject-matter expertise to serve as the Cognitive Science advisor. When they are not available, whichever faculty member serves in the role needs to call on Psychology faculty for subject-matter assistance. And even when those subject-matter experts are serving as advisors, they are largely advising students majoring in Psychology. Philosophy has two staff members: an Administrative Manager/Graduate Coordinator and an Undergraduate Coordinator. Neither are in Advisor roles. This staff team supports the Philosophy Undergraduate and Graduate programs, the Gender and Social Justice Program (which has both a minor and a major), and the Cognitive Science programs (which has both a minor and a Graduate Diploma). So, the Cognitive Science programs create extra administrative work for both of our staff, and that work supports students who are not, for the most part, Philosophy majors or Philosophy graduate students.

In sum, the Philosophy Department is managing programs that draw few if any Philosophy students and is short both the teaching and administrative resources to deliver and administer the Cognitive Science programs effectively.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departments/philosophy/graduate-diploma-gdip-cognitive-science>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <p>Program information</p> <ul style="list-style-type: none"> • Delivery mode <ul style="list-style-type: none"> ○ On-campus • Program type <ul style="list-style-type: none"> ○ Diploma • Study option(s) <ul style="list-style-type: none"> ○ Coursework <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ The Graduate Diploma (GDip) in Cognitive Science is offered in | <p>Program information</p> <ul style="list-style-type: none"> • Delivery mode <ul style="list-style-type: none"> ○ On-campus • Program type <ul style="list-style-type: none"> ○ Diploma • Study option(s) <ul style="list-style-type: none"> ○ Coursework <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ The Graduate Diploma (GDip) in Cognitive Science is offered in |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>conjunction with existing master's or doctoral degrees. To be eligible for the Graduate Diploma in Cognitive Science, students must be in a department/school that already offers an approved graduate degree, enrolled in either a doctoral program or a master's program designed to be completed in four or more terms of full-time study.</p> <ul style="list-style-type: none"> ○ Students from any Faculty may apply by emailing the Cognitive Science <u>advisor</u>. ○ Students should include a recent unofficial transcript and a proposal for a set of courses that they wish to take to satisfy the requirements. <p>Degree requirements To receive the GDip in Cognitive Science, students must fulfill all requirements of the degree programs in which they are enrolled as well as the requirements for the diploma.</p> <p>Coursework option:</p> <ul style="list-style-type: none"> ● Courses <ul style="list-style-type: none"> ○ Students are required to complete 4 approved one-term courses, of which no more than 1 can be from their home department/school. Students will not be allowed to double count courses for both the diploma and their degree. The following course is mandatory: <ul style="list-style-type: none"> ▪ COGSCI 600 Seminar in Cognitive Science ▪ This is an interdisciplinary seminar in which each week is taught by a different faculty member from diverse departments. | <p>conjunction with existing master's or doctoral degrees. To be eligible for the Graduate Diploma in Cognitive Science, students must be in a department/school that already offers an approved graduate degree, enrolled in either a doctoral program or a master's program designed to be completed in four or more terms of full-time study.</p> <ul style="list-style-type: none"> ○ Students from any Faculty may apply by emailing the <u>Cognitive Science Advisor or the Associate Chair, Graduate Studies, Department of Psychology</u>. ○ Students should include a recent unofficial transcript and a proposal for a set of courses that they wish to take to satisfy the requirements. <p>Degree requirements To receive the GDip in Cognitive Science, students must fulfill all requirements of the degree programs in which they are enrolled as well as the requirements for the diploma.</p> <p>Coursework option:</p> <ul style="list-style-type: none"> ● Courses <ul style="list-style-type: none"> ○ Students are required to complete 4 approved one-term courses, of which no more than 1 can be from their home department/school. Students will not be allowed to double count courses for both the diploma and their degree. The following course is mandatory: <ul style="list-style-type: none"> ▪ COGSCI 600 Seminar in Cognitive Science ▪ This is an interdisciplinary seminar in which each week is taught by a different faculty member from diverse departments. |

How will students currently registered in the program be impacted by these changes?

No significant impact. Students will be notified about who the next Cognitive Science Advisor will be, who will be a faculty member in Psychology.

Department/School approval date (mm/dd/yy): 10/20/23 Philosophy, 11/10/23 Psychology

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 11/10/23

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Graduate Studies Program Revision Template

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Program: Graduate Diploma (GDip) in Theoretical Neuroscience (Type II)

Program contact name(s): Chris Lowry

Form completed by: Ashley Price

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

The proposed changes will update Calendar text to reflect the inability to double count courses for graduate diplomas, as well as changes to the number and selection of required courses. The TN 700 Theoretical Neuroscience Research Seminar remains a required course and SYDE 750 becomes the second required course for all students for whom this course is not a degree requirement. For those for which SYDE 750 is a degree requirement either PSYCH 784 or PSYCH 677A will be required.

The new requirements will total 1.0 unit, instead of 2.0 units. This is in line with the minimum requirement for a Type II Graduate Diploma. In changing from 2.0 units to 1.0 unit a list of approved elective courses for satisfying the diploma requirements has been converted into a list of additional courses that are entirely optional.

Is this a [major modification](#) to the program? No

Rationale for change(s):

Double counting of courses is no longer allowed. We are updating the Calendar text for the GDip in Theoretical Neuroscience to reflect this change. There are no changes to the diploma’s learning outcomes resulting from the updates to calendar text.

The rationale for retaining the list of additional courses is educational and student support. In many departments/schools, the students who take this GDip have a wide array of courses they can choose from that meet their PhD or Master’s requirements for breadth, and may wish to take breadth courses that are aligned with the methods of computational neuroscience so that they can get the greatest impact from their studies.

Proposed effective date: Term: Spring Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departments-philosophy/graduate-diploma-gdip-theoretical-neuroscience>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <p>Degree requirements</p> <p>To receive the GDip in Theoretical Neuroscience, students would have to fulfill all the requirements of the degree program in</p> | <p>Degree requirements</p> <p>To receive the GDip in Theoretical Neuroscience, students would have to fulfill all the requirements of the degree program in which they are enrolled as well as the requirements for the GDip. <u>Note: there</u></p> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p>which they are enrolled as well as the requirements for the GDip.</p> <ul style="list-style-type: none"> ○ Courses <ul style="list-style-type: none"> ○ Students are required to complete 4 one-term courses (these are not in addition to degree courses). 1 course must be selected from the core course list. 2 courses must be selected from the list approved by the Centre for Theoretical Neuroscience (CTN) board, or negotiated with the Director. These courses cover areas of theoretical, behavioural, and experimental neuroscience. Finally, 1 course is mandatory: TN 700 Theoretical Neuroscience Research Seminar, which consists of providing one page summaries of seminars from researchers working in areas of theoretical neuroscience (the CTN Lecture series). These courses (except TN 700) will count towards both the GDip in Theoretical Neuroscience and the home department program. ○ The structure of the GDip in Theoretical Neuroscience will be as follows: <ul style="list-style-type: none"> * 1 mandatory course: TN 700 Theoretical Neuroscience Research Seminar <ul style="list-style-type: none"> * Satisfaction of the requirements of this course consists of attendance at a prescribed number (10) of colloquia and seminars presented by the Centre for Theoretical Neuroscience. These will include presentations by students, faculty, and visiting researchers. Evidence of attendance will take the form of one | <p><u>can be no double counting of courses for different degrees/diplomas.</u></p> <ul style="list-style-type: none"> ○ Courses <ul style="list-style-type: none"> ○ Students are required to complete <u>2</u> one-term courses in addition to <u>the degree requirements of their home master's or doctoral program</u>. <u>The selection of these 2 courses needs to be approved in advance by the Director of the Centre for Theoretical Neuroscience (CTN) after considering the student's degree requirements in their home department/school</u>. <u>In pursuit of interdisciplinary training, it is expected that SYDE 750 Simulating Neurobiological Systems (the only eligible of the topics) will be taken by all students for whom this course is not a degree requirement</u>. For those for which SYDE 750 is a degree requirement either PSYCH 784 or PSYCH 677A will be required. ○ <u>The second required course for all students is TN 700 Theoretical Neuroscience Research Seminar</u>. <u>Participation in TN 700 consists of seminar attendance and providing ten (10) one page summaries of seminars from researchers working in areas of theoretical neuroscience (the CTN Colloquia and Brain Day) evaluated by the CTN Director</u>. ○ <u>In addition, students may take additional courses from a list approved by the CTN board</u>. Many of these courses are drawn from the list of breadth and electives available in the <u>graduate degree granting departments/schools</u>. <u>These courses cover areas of theoretical, behavioural, and experimental neuroscience, are listed below, and are updated on the CTN's UWaterloo web page</u>. ○ <u>List of additional courses:</u> Note: courses marked with * are highly |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <p>page summaries of the attended seminars.</p> <ul style="list-style-type: none"> * 1 core course from the following list: <ul style="list-style-type: none"> * SYDE 556 Simulating Neurobiological Systems/SYDE 750 Topics in Systems Modelling (Topic 8: Simulating Neurobiological Systems) * Additional courses will be added to the list of core courses, as deemed appropriate by members of the Centre for Theoretical Neuroscience. The difference between mandatory and core courses is that every course on the mandatory list must be taken, and the student will be able to choose one of the courses on the short 'core' list. ▪ Approved course list: Note: courses marked with * are highly recommended for students entering with a technical background. Courses marked with + are highly recommended for students entering with a non-technical background. Courses listed together are considered anti-requisites. Additional courses may be added to the list under consultation with the Director. <ul style="list-style-type: none"> ▪ AMATH 900 Cellular Mathematical Biology+* ▪ PSYCH 677A Fundamentals of | <p>recommended for students entering with a technical background. Courses marked with + are highly recommended for students entering with a non-technical background. Courses listed together are considered anti-requisites.</p> <ul style="list-style-type: none"> ▪ AMATH 900 Cellular Mathematical Biology+* ▪ PSYCH 677A Fundamentals of Behavioural Neuroscience* ▪ PSYCH 779A Selected Topics in Cognitive Neuropsychology ▪ PSYCH 784 Human Neuroanatomy and Neuropathology* ▪ KIN 616 Neural Control of Human Movement ▪ KIN 611 Biomechanics of Human Motion ▪ BIOL 678 Current Topics in Neurophysiology* ▪ SYDE 625 Tools of Intelligent Systems Design ▪ SYDE 654 Graphic Theoretic Models for Complex Systems ▪ SYDE 675 Pattern Recognition ▪ SYDE 676, ECE 612 Information Theory in Pattern Synthesis and Analysis ▪ SYDE 631 Time Series Modeling+ ▪ ECE 603 Statistical Signal Processing ▪ ECE 685 Stochastic Processes for Dynamical Systems ▪ AMATH 777, ECE 604 Stochastic Processes ▪ AMATH 855 Advanced Systems Analysis and Control ▪ ECE 688 Nonlinear Systems ▪ AMATH 655, ECE 682 Control Theory+ ▪ AMATH 851 Stability Theory and Applications ▪ AMATH (in prep) Mathematics in Medicine and Biology+ |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| <ul style="list-style-type: none"> Behavioural Neuroscience* ▪ PSYCH 779A Selected Topics in Cognitive Neuropsychology ▪ PSYCH 784 Human Neuroanatomy and Neuropathology* ▪ KIN 616 Neural Control of Human Movement ▪ KIN 611 Biomechanics of Human Motion ▪ BIOL 678 Current Topics in Neurophysiology* ▪ SYDE 625 Tools of Intelligent Systems Design ▪ SYDE 654 Graphic Theoretic Models for Complex Systems ▪ SYDE 675 Pattern Recognition ▪ SYDE 676, ECE 612 Information Theory in Pattern Synthesis and Analysis ▪ SYDE 631 Time Series Modeling+ ▪ ECE 603 Statistical Signal Processing ▪ ECE 685 Stochastic Processes for Dynamical Systems ▪ AMATH 777, ECE 604 Stochastic Processes ▪ AMATH 855 Advanced Systems Analysis and Control ▪ ECE 688 Nonlinear Systems ▪ AMATH 655, ECE 682 Control Theory+ ▪ AMATH 851 Stability Theory and Applications | <ul style="list-style-type: none"> ▪ CS 786 Probabilistic Inference and Machine Learning ▪ STAT 833 Stochastic Processes ▪ STAT 831 Generalized Linear Models and Applications+ ▪ STAT 947 Topics in Biostatistics: Neuroinformatics |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <ul style="list-style-type: none"> ▪ AMATH (in prep) Mathematics in Medicine and Biology+ ▪ CS 786 Probabilistic Inference and Machine Learning ▪ STAT 833 Stochastic Processes ▪ STAT 831 Generalized Linear Models and Applications+ ▪ STAT 947 Topics in Biostatistics: Neuroinformatics | |
| | |

How will students currently registered in the program be impacted by these changes?

No significant impact to students currently enrolled. They will be allowed to follow the diploma requirements that were in effect during the first term of their current degree. For future students, the impact will be minimal, because TN 700 and SYDE 750 were already required courses for the GDIP.

Department/School approval date (mm/dd/yy): 11/24/2023

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/22/23

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Programs:

1. Master of Arts (MA) in French Studies
2. Master of Arts (MA) in German
3. Master of Arts (MA) in History
4. Master of Arts (MA) in Philosophy
5. Master of Arts (MA) in Political Science
6. Master of Arts (MA) in Social and Legal Studies
7. Master of Arts (MA) in Public Issues Anthropology
8. Master of Arts (MA) in Classical Studies
9. Master of Arts (MA) in Political Science - Co-operative Program
10. Master of Arts (MA) in Social and Legal Studies - Co-operative Program (direct entry)

Program contact name(s): Anna Esselment, Maha Eid

Form completed by:

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Articulating the length of programs in the GSAC.

Is this a [major modification](#) to the program? No

Rationale for change(s):

This change achieves greater clarity on program length for programs in the GSAC which has benefits for students in terms of immigration and program administration.

Proposed effective date: Term: Spring Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-french-studies/master-arts-ma-french-studies>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-germanic-and-slavic-studies/master-arts-ma-german>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-history/master-arts-ma-history>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-philosophy/master-arts-ma-philosophy>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-political-science/master-arts-ma-political-science>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-sociology-and-legal-studies/master-arts-ma-social-and-legal-studies>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-anthropology/master-arts-ma-public-issues-anthropology>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-classical-studies/master-arts-ma-classical-studies>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-sociology-and-legal-studies/master-arts-ma-social-and-legal-studies-co-operative-program-direct-entry>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Master of Arts (MA) in French Studies Master of Arts (MA) in German Master of Arts (MA) in History Master of Arts (MA) in Philosophy Master of Arts (MA) in Political Science Master of Arts (MA) in Social and Legal Studies Master of Arts (MA) in Public Issues Anthropology Master of Arts (MA) in Classical Studies Master of Arts (MA) in Political Science - Co-operative Program Master of Arts (MA) in Social and Legal Studies - Co-operative Program (direct entry) Master of Arts (MA) in Sociology - Co-operative Program (direct entry)</p> <p>Program information</p> <p><i>*No current length of program content</i></p> | <p>Master of Arts (MA) in French Studies Master of Arts (MA) in German Master of Arts (MA) in History Master of Arts (MA) in Philosophy Master of Arts (MA) in Political Science Master of Arts (MA) in Social and Legal Studies</p> <p>Program information</p> <ul style="list-style-type: none"> • <u>Length of program</u> <ul style="list-style-type: none"> ○ <u>3 terms (12 months)</u> <p>Master of Arts (MA) in Public Issues Anthropology Master of Arts (MA) in Classical Studies</p> <p>Program information</p> <ul style="list-style-type: none"> • <u>Length of program</u> <ul style="list-style-type: none"> ○ <u>4 terms (16 months)</u> <p>Master of Arts (MA) in Political Science - Co-operative Program Master of Arts (MA) in Social and Legal Studies - Co-operative Program (direct entry)</p> <p>Program information</p> <ul style="list-style-type: none"> • <u>Length of program</u> |

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| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
| | <ul style="list-style-type: none"> ○ <u>5 terms (20 months)</u> |

How will students currently registered in the program be impacted by these changes?

This change will not impact currently registered students, it will provide transparency on the duration of the program.

Department/School approval date (mm/dd/yy): NA

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/12/23

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Programs:

1. Master of Arts (MA) in English - Experimental Digital Media
2. Master of Arts (MA) in English - Literary Studies
3. Master of Arts (MA) in English - Rhetoric and Communication Design
4. Master of Arts (MA) in Economics - Water
5. Master of Peace and Conflict Studies (MPACS)
6. Master of Arts (MA) in English - Experimental Digital Media - Co-operative Program (direct entry)
7. Master of Arts (MA) in English - Literary Studies - Co-operative Program (direct entry)
8. Master of Arts (MA) in English - Rhetoric and Communication Design - Co-operative Program (direct entry)
9. Master of Applied Science (MASc) in Industrial and Organizational Psychology

Program contact name(s): Anna Esselment, Maha Eid

Form completed by:

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating the length of program information in the GSAC.

Is this a [major modification](#) to the program? No

Rationale for change(s):

This change achieves greater clarity on program length for programs in the GSAC which has benefits for students in terms of immigration and program administration.

Proposed effective date: Term: Spring Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-english-language-and-literature/master-arts-ma-english-experimental-digital-media>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-english-language-and-literature/master-arts-ma-english-literary-studies>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-english-language-and-literature/master-arts-ma-english-rhetoric-and-communication-design>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-economics/master-arts-ma-economics-water>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-peace-and-conflict-studies/master-peace-and-conflict-studies-mpacs>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-english-language-and-literature/master-arts-ma-english-experimental-digital-media-co-operative-program-direct-entry>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-english-language-and-literature/master-arts-ma-english-literary-studies-co-operative-program-direct-entry>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-english-language-and-literature/master-arts-ma-english-rhetoric-and-communication-design-co-operative-program-direct-entry>

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-psychology/master-applied-science-masc-industrial-and-organizational-psychology>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Master of Arts (MA) in English - Experimental Digital Media Master of Arts (MA) in English - Literary Studies Master of Arts (MA) in English - Rhetoric and Communication Design</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ All requirements for the degree should be completed no later than six terms after a full-time graduate student has been admitted as a candidate. | <p>Master of Arts (MA) in English - Experimental Digital Media Master of Arts (MA) in English - Literary Studies Master of Arts (MA) in English - Rhetoric and Communication Design</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ <u>3 terms (12 months)</u> |
| <p>Master of Arts (MA) in Economics - Water</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ This research paper program can be completed in three to four terms. | <p>Master of Arts (MA) in Economics - Water</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ <u>4 terms (16 months)</u> |
| <p>Master of Peace and Conflict Studies (MPACS)</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ Full-time: 5 terms (20 months) ○ Part-time: 15 terms (60 months) | <p>Master of Peace and Conflict Studies (MPACS)</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ Full-time: <u>4 terms (16 months)</u> ○ Part-time: 15 terms (60 months) |
| <p>Master of Arts (MA) in English - Experimental Digital Media - Co-operative Program (direct entry) Master of Arts (MA) in English - Literary Studies - Co-operative Program (direct entry)</p> | <p>Master of Arts (MA) in English - Experimental Digital Media - Co-operative Program (direct entry) Master of Arts (MA) in English - Literary Studies - Co-operative Program (direct entry)</p> |

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| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
| <p>Master of Arts (MA) in English - Rhetoric and Communication Design - Co-operative Program (direct entry)</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ All requirements for the degree should be completed no later than six terms after a full-time graduate student has been admitted as a candidate. | <p>Master of Arts (MA) in English - Rhetoric and Communication Design - Co-operative Program (direct entry)</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ <u>5 terms (20 months)</u> |
| <p>Master of Applied Science (MASc) in Industrial and Organizational Psychology</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ Completion of the degree is expected to take approximately five terms on average. | <p>Master of Applied Science (MASc) in Industrial and Organizational Psychology</p> <p>Program information</p> <ul style="list-style-type: none"> • Length of program <ul style="list-style-type: none"> ○ <u>6 terms (24 months)</u> |

How will students currently registered in the program be impacted by these changes?

This change will not impact currently registered students, it will provide transparency on the duration of the program.

Department/School approval date (mm/dd/yy): NA

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/12/23

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Creating GGOV 605 to cross-list with HIST 605

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GGOV

Course number: 605

Course ID: 012550

Course title (max. 100 characters including spaces): Global Governance in Historical Perspective

Course short title (max. 30 characters including spaces): Global Gov. in Hist Perspective

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: This course examines the history of global governance, focusing on the institutions, issues, and debates that have shaped global governance throughout history. Students will consider how and why state

and non-state actors have turned to global governance to tackle pressing challenges and create common frameworks. They will also examine the power dynamics involved in these processes, analyzing the politics of inclusion and exclusion within global governance arenas across different historical periods.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: HIST 605 (course revision request to add the HIST cross-listing to be submitted by HIST)

Sections combined/held with:

Rationale for request:

HIST 605 satisfies the history requirement for the MAGG and is the default History course for MAGG students. Cross-listing would regularize the current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/18/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Creating GGOV 616 to cross-list with PSCI 690

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GGOV

Course number: 616

Course ID: 016367

Course title (max. 100 characters including spaces): Theories of Political Economy

Course short title (max. 30 characters including spaces): Theories of Political Economy

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An advanced examination of theoretical approaches to the study of political economy. The course explores both historical and contemporary approaches and how they inform political economy research.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: PSCI 690 (course revision request to add the PSCI cross-listing to be submitted by PSCI)

Sections combined/held with:

Rationale for request:

PSCI 690 already satisfies the Economics/Political Economy option for GGOV students. Cross-listing would regularize current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/18/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall

Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

New: Choose an item.

Inactivate: Choose an item.

Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

New: Complete all course elements below

Inactivate: Complete the following course elements:

Course subject code, Course number, Course ID, Course title

Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (e.g. *Course description, Course title*):

Creating GGOV 645 to cross-list with HIST 612

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GGOV

Course number: 645

Course ID: 001568

Course title (max. 100 characters including spaces): Global Indigenous Rights

Course short title (max. 30 characters including spaces): Global Indigenous Rights

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: This course examines the historical and political contexts of Indigenous rights movements from around the world. It considers the histories of Indigenous-state relations and Indigenous assertions of rights and sovereignty through cultural, political, and legal means. We will discuss grassroots and global Indigenous rights movements and international efforts to address Indigenous aspirations and decolonization especially following WWII. Attention will be also paid to the formation of Indigenous organizations and the engagement of

international forums (i.e., through the United Nations Declaration on the Rights of Indigenous Peoples).

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: HIST 612 (course revision request to add the HIST cross-listing to be submitted by HIST)

Sections combined/held with:

Rationale for request:

HIST 612 satisfies the history requirement for the MAGG and is already a common alternate History course for MAGG students. Cross-listing would regularize the current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy):01/18/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Creating GGOV 664 to cross-list with SOC 721

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GGOV

Course number: 664

Course ID: 016467

Course title (max. 100 characters including spaces): Law, Tech, and Society

Course short title (max. 30 characters including spaces): Law, Tech, and Society

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: The course provides a comprehensive introduction to the intersections between technological innovations, law, and the regulation of social life. Emphasis is placed on how socio-technical and legal orders

condition information environments, and, by extension, inform power relations and social inequalities. Focus is also placed on a range of empirical contexts to reveal how social harms are both produced and regulated through a nexus of technology, legal rules, and social relations.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Anti-Requisites: SOC 719 Topic 6

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: SOC 721 (course revision request to add the SOC cross-listing to be submitted by SOC)

Sections combined/held with:

Rationale for request:

Cross-listing would make it easier for students to find the course (and to know in advance that it counts toward GGOV). This should also boost enrolments. Cross-listing will enhance GGOV cooperation with both SOC & CS and will be a good interdisciplinarity recruitment hook.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/18/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall

Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

New: Choose an item.

Inactivate: Choose an item.

Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

New: Complete all course elements below

Inactivate: Complete the following course elements:

Course subject code, Course number, Course ID, Course title

Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (e.g. *Course description, Course title*):

Creating GGOV 703 to cross-list with HIST 703

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GGOV

Course number: 703

Course ID: 009118

Course title (max. 100 characters including spaces): The History of Global Governance

Course short title (max. 30 characters including spaces): History of Global Gov.

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: This course examines the various ways global actors have identified and tried to solve global problems in the twentieth century. We will study the interactions between international organizations, state actors, non-governmental organizations, and informal interest groups as they have confronted global issues such as war, immigration, international trade, human rights, and environmental and health crises.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: HIST 703 (course revision request to add the HIST cross-listing to be submitted by HIST)

Sections combined/held with:

Rationale for request:

HIST 703 is the History requirement for the GGOV PhD program. Cross-listing would normalize the current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/18/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Change the Course title of GGOV 630/PACS 634/PSCI 678 "Security Ontology-Theory" to "Conflict and Security" and revise the Course description accordingly.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GGOV

Course number: 630

Course ID: 002461

Course title (max. 100 characters including spaces):

Current title: Security Ontology-Theory

Revised title: Conflict and Security

Course short title (max. 30 characters including spaces): Conflict and Security

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description:

Current description: This is a seminar in the ontology of security. Security is a contested concept, and in this course we ask what it is and how best to pursue it. What do we mean by security? What are we trying to protect? From what? Why? How do we do it? We begin by considering the concept of security in the abstract, and we then proceed to explore various specific conceptions. Along the way we encounter both traditional and non-traditional approaches to security.

Revised description: This seminar explores current issues and trends in conflict and security (both traditional and non-traditional) and in the study of global and regional governance to prevent or manage conflict and enhance security. Students will have the opportunity to familiarize themselves with a variety of metatheoretical approaches to the subject. For Global Governance programs, the seminar will serve as the core course for the Conflict & Security stream.

Meet type(s): Reading Choose an item. Choose an item. Choose an item.

Primary meet type: Reading

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: PSCI 678, PACS 634 (course revision requests to revise the PSCI and PACS cross-listings to be submitted by PSCI and PACS)

Sections combined/held with:

Rationale for request:

The title and current description of the current listing — "Security Ontology" — is obscure, confusing, and constraining. A more generic title will give instructors greater flexibility to tailor the course to their strengths.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/18/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Cross-listing HIST 605 with GGOV 605

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HIST

Course number: 605

Course ID: 012550

Course title (max. 100 characters including spaces): Global Governance in Historical Perspective

Course short title (max. 30 characters including spaces): Global Gov. in Hist Perspective

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: This course examines the history of global governance, focusing on the institutions, issues, and debates that have shaped global governance throughout history. Students will consider how and why state

and non-state actors have turned to global governance to tackle pressing challenges and create common frameworks. They will also examine the power dynamics involved in these processes, analyzing the politics of inclusion and exclusion within global governance arenas across different historical periods.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 605 (course revision request to add the GGOV cross-listing to be submitted by GGOV)

Sections combined/held with:

Rationale for request:

HIST 605 satisfies the history requirement for the MAGG and is the default History course for MAGG students. Cross-listing would regularize the current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/23/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New:** Choose an item.
- Inactivate:** Choose an item.
- Revise:** from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New:** Complete all course elements below
- Inactivate:** Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise:** Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Cross-listing HIST 612 with GGOV 645

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HIST

Course number: 612

Course ID: 001568

Course title (max. 100 characters including spaces): Global Indigenous Rights

Course short title (max. 30 characters including spaces): Global Indigenous Rights

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: This course examines the historical and political contexts of Indigenous rights movements

from around the world. It considers the histories of Indigenous-state relations and Indigenous assertions of rights and sovereignty through cultural, political, and legal means. We will discuss grassroots and global Indigenous rights movements and international efforts to address Indigenous aspirations and decolonization especially following WWII. Attention will be also paid to the formation of Indigenous organizations and the engagement of international forums (i.e., through the United Nations Declaration on the Rights of Indigenous Peoples).

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 645 (course revision request to add the GGOV cross-listing to be submitted by GGOV)

Sections combined/held with:

Rationale for request:

HIST 612 satisfies the history requirement for the MAGG and is already a common alternate History course for MAGG students. Cross-listing would regularize the current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/23/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Cross-list HIST 703 with GGOV 703

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HIST

Course number: 703

Course ID: 009118

Course title (max. 100 characters including spaces): The History of Global Governance

Course short title (max. 30 characters including spaces): History of Global Gov.

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: This course examines the various ways global actors have identified and tried to solve global problems in the twentieth century. We will study the interactions between international organizations, state actors,

non-governmental organizations, and informal interest groups as they have confronted global issues such as war, immigration, international trade, human rights, and environmental and health crises.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 703 (course revision request to add the GGOV cross-listing to be submitted by GGOV)

Sections combined/held with:

Rationale for request:

HIST 703 is the History requirement for the GGOV PhD program. Cross-listing would normalize the current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/23/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Change the Course title of GGOV 630/PACS 634/PSCI 678 "Security Ontology-Theory" to "Conflict and Security" and revise the Course description accordingly.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PACS

Course number: 634

Course ID: 002461

Course title (max. 100 characters including spaces):

Current title: Security Ontology-Theory

Revised title: Conflict and Security

Course short title (max. 30 characters including spaces): Conflict and Security

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description:

Current description: This is a seminar in the ontology of security. Security is a contested concept, and in this course we ask what it is and how best to pursue it. What do we mean by security? What are we trying to protect? From what? Why? How do we do it? We begin by considering the concept of security in the abstract, and we then proceed to explore various specific conceptions. Along the way we encounter both traditional and non-traditional approaches to security.

Revised description: This seminar explores current issues and trends in conflict and security (both traditional and non-traditional) and in the study of global and regional governance to prevent or manage conflict and enhance security. Students will have the opportunity to familiarize themselves with a variety of metatheoretical approaches to the subject. For Global Governance programs, the seminar will serve as the core course for the Conflict & Security stream.

Meet type(s): Reading Choose an item. Choose an item. Choose an item.

Primary meet type: Reading

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 630, PSCI 678 (course revision requests to revise the PSCI and GGOV cross-listings to be submitted by PSCI and GGOV)

Sections combined/held with:

Rationale for request:

The title and current description of the current listing — "Security Ontology" — is obscure, confusing, and constraining. A more generic title will give instructors greater flexibility to tailor the course to their strengths.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/22/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Change the Course title of PACS 601 “Systems of Peace, Order, and Good Governance” to “Thinking Critically About Civil Society” and revise the Course description accordingly.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PACS

Course number: 601

Course ID: 014154

Course title (max. 100 characters including spaces):

Current title: Systems of Peace, Order, and Good Governance

Revised title: Thinking Critically About Civil Society

Course short title (max. 30 characters including spaces): Civil Society

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description:

Current description: This course analyzes the roles and responsibilities of civil society, the market, and the state as agents capable of creating just and humane structures. Case studies reveal how individual scan leverage collaboration among all sectors of society to advance positive systemic positive change.

Revised description: This course explores the promise and challenge of civil society in relation to transforming conflict and oppression and building peace. Students will critically examine the history and theories of civil society as well as its functions as a site for struggle against oppression and for advancing collective flourishing.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

The old title did not adequately reflect the specific content and approach to the course as it has been taught. The new title and description of the course more accurately reflect this content and approach.

Form completed by: Seth Ratzlaff

Department/School approval date (mm/dd/yy): 01/19/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/29/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Change the Course title of PACS 602 “The Practice of Peace” to “Reflective Peace Practice” and revise the Course description accordingly.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PACS

Course number: 602

Course ID: 014155

Course title (max. 100 characters including spaces):

Current title: The Practice of Peace

Revised title: Reflective Peace Practice

Course short title (max. 30 characters including spaces): Reflective Peace Practice

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description:

Current description: This course examines the characteristics and skills of effective peace practitioners, with particular attention to ways in which disciplines of peacemaking can be cultivated by individuals and nurtured by communities. While investigating various roles of the third party, students will explore the practical responsibilities (or tasks) and functions of peace practitioners as well as the core values and qualities that may make them more effective interveners locally, nationally or globally. Students will be introduced to peace research methodologies, research ethics, risk management, as well as various forms of communication used in documentation, analysis, and advocacy.

Revised description: Building capacity for reflective and effective peace practice, students will develop knowledge and skills in reflexivity, applied qualitative research, and assessment methods. Students will also become familiar with professional ethics, including research ethics.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

The old title was insufficiently descriptive of the content of the course, and the description was too broad. The new title and description of the course more accurately reflect the specific content and approach of the course.

Form completed by: Seth Ratzlaff

Department/School approval date (mm/dd/yy): 01/19/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/29/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Change the Course title of PACS 603 “Building Civil Society” to “Engaging Communities in Social Change” and revise the Course description accordingly.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PACS

Course number: 603

Course ID: 014156

Course title (max. 100 characters including spaces):

Current title: Building Civil Society

Revised title: Engaging Communities in Social Change

Course short title (max. 30 characters including spaces): Engaging Communities

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description:

Current description: This course explores operational aspects of civil society organizations such as visionary leadership, goal setting, evaluation, report writing, financial management, applied research skills, and human resource management. Students will also examine codes of conduct and practice, including rules, laws and customary understandings that guide the work of civil society organizations. Students will research contending views of civil society organizations and their complex relationships with government and business, thereby developing a philosophical and ethical framework for evaluating civil society action.

Revised description: Students will examine creative approaches to involving a wide variety of people in working for peace and justice at the community level. Students will learn participatory methods for fostering critical awareness and reflection on social problems, developing new visions for change, and mobilizing the power and participation of groups targeted for violence and injustice.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

The old title is no longer consistent with the content and approach to the course, which has shifted to focus more on empowering communities for social change. The new title and description of the course more accurately reflect this content and approach.

Form completed by: Seth Ratzlaff

Department/School approval date (mm/dd/yy): 01/19/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/29/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Program: Master of Peace and Conflict Studies (MPACS)

Program contact name(s): Nathan Funk

Form completed by: Seth Ratzlaff

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating course title and description of three core courses (PACS 601, PACS 602, PACS 603) and one cross-listed elective (PACS 634).

Is this a [major modification](#) to the program? No

Rationale for change(s):

The revised course titles and descriptions more accurately describe the content and goals of the courses.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-peace-and-conflict-studies/master-peace-and-conflict-studies-mpacs>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ The program requires successful completion of 10 courses (5.00 units total). ○ Full-time students will normally be expected to complete the degree requirements over a consecutive four-term period, enrolling in three courses for the first two terms and at least two courses in the last two terms. | <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ The program requires successful completion of 10 courses (5.00 units total). ○ Full-time students will normally be expected to complete the degree requirements over a consecutive four-term period, enrolling in three courses for the first two terms and at least two courses in the last two terms. |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <ul style="list-style-type: none"> ○ Part-time students are expected to complete at least two courses per academic year and must complete the program within five years. ○ Students must complete the following courses: <ul style="list-style-type: none"> ▪ 2.50 units of: <ul style="list-style-type: none"> ▪ PACS 601 Systems of Peace, Order, and Good Governance ▪ PACS 602 The Practice of Peace ▪ PACS 603 Building Civil Society ▪ PACS 604 Conflict Analysis ▪ PACS 605 Conflict Transformation and Peacebuilding ▪ At least 1.00 units of: <ul style="list-style-type: none"> ▪ PACS 610 Contemporary Nonviolent Movements ▪ PACS 611 Reconciliation ▪ PACS 612 Culture, Religion, and Peacebuilding ▪ PACS 620 Special Topics in Peace and Conflict Studies ▪ PACS 621 Peace Research ▪ PACS 623 Directed Reading in Peace and Conflict Studies ▪ PACS 625 Internship ▪ PACS 626 Conflict Resolution Skills Training ▪ An additional 1.50 units that can be chosen from: <ul style="list-style-type: none"> ▪ Additional courses from PACS 610 - PACS 626 ▪ PACS 630/GGOV 610/PSCI 688 Governance of Global Economy ▪ PACS 633/GGOV 640/PSCI 658 Human Rights in the Globalized World | <ul style="list-style-type: none"> ○ Part-time students are expected to complete at least two courses per academic year and must complete the program within five years. ○ Students must complete the following courses: <ul style="list-style-type: none"> ▪ 2.50 units of: <ul style="list-style-type: none"> ▪ PACS 601 <u>Thinking Critically About Civil Society</u> ▪ PACS 602 <u>Reflective Peace Practice</u> ▪ PACS 603 <u>Engaging Communities in Social Change</u> ▪ PACS 604 Conflict Analysis ▪ PACS 605 Conflict Transformation and Peacebuilding ▪ At least 1.00 units of: <ul style="list-style-type: none"> ▪ PACS 610 Contemporary Nonviolent Movements ▪ PACS 611 Reconciliation ▪ PACS 612 Culture, Religion, and Peacebuilding ▪ PACS 620 Special Topics in Peace and Conflict Studies ▪ PACS 621 Peace Research ▪ PACS 623 Directed Reading in Peace and Conflict Studies ▪ PACS 625 Internship ▪ PACS 626 Conflict Resolution Skills Training ▪ An additional 1.50 units that can be chosen from: <ul style="list-style-type: none"> ▪ Additional courses from PACS 610 - PACS 626 ▪ PACS 630/GGOV 610/PSCI 688 Governance of Global Economy ▪ PACS 633/GGOV 640/PSCI 658 Human Rights in the Globalized World |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <ul style="list-style-type: none"> ▪ PACS 634/GGOV 630/PSCI 678 Security Ontology Theory ▪ PACS 635/GGOV 631/PSCI 679 Security Governance: Actors, Institutions, and Issues ▪ PACS 638/SOC 720 Social Inequality ▪ PACS 640/SOC 765 Political Sociology ▪ PACS 642/SOC 782 Feminism, Law and Governance ▪ PACS 650/INDEV 604 Sustainable Cities ▪ PACS 651/INDEV 605 Economics for Sustainable Development ▪ PACS 652/INDEV 608 Water and Security ▪ PACS 660/PSCI 624 Justice and Gender ▪ PACS 661/PSCI 655 Ethnic Conflict and Conflict Resolution I ▪ PACS 670/TS 637 War and Peace in Christian Theology ▪ PACS 671/TS 619 The Bible, Peace, and Violence ▪ PACS 672/TS 731 Christianity's Encounter with Other Faiths <ul style="list-style-type: none"> ○ Students may request permission from the PACS Graduate Advisor to enrol in elective courses in other University of Waterloo or Wilfrid Laurier University graduate courses that will complement their program of study. Permission must also be granted by the department or program in which the courses are offered. ○ The program offers 3 non-traditional courses which will be managed as follows: <ul style="list-style-type: none"> ▪ PACS 621 Peace Research: an agreement between the student and the supervising faculty member about research expectations, length of paper, | <ul style="list-style-type: none"> ▪ PACS 634/GGOV 630/PSCI 678 <u>Conflict and Security</u> ▪ PACS 635/GGOV 631/PSCI 679 Security Governance: Actors, Institutions, and Issues ▪ PACS 638/SOC 720 Social Inequality ▪ PACS 640/SOC 765 Political Sociology ▪ PACS 642/SOC 782 Feminism, Law and Governance ▪ PACS 650/INDEV 604 Sustainable Cities ▪ PACS 651/INDEV 605 Economics for Sustainable Development ▪ PACS 652/INDEV 608 Water and Security ▪ PACS 660/PSCI 624 Justice and Gender ▪ PACS 661/PSCI 655 Ethnic Conflict and Conflict Resolution I ▪ PACS 670/TS 637 War and Peace in Christian Theology ▪ PACS 671/TS 619 The Bible, Peace, and Violence ▪ PACS 672/TS 731 Christianity's Encounter with Other Faiths <ul style="list-style-type: none"> ○ Students may request permission from the PACS Graduate Advisor to enrol in elective courses in other University of Waterloo or Wilfrid Laurier University graduate courses that will complement their program of study. Permission must also be granted by the department or program in which the courses are offered. ○ The program offers 3 non-traditional courses which will be managed as follows: <ul style="list-style-type: none"> ▪ PACS 621 Peace Research: an agreement between the student and the supervising faculty member about research expectations, length of paper, |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <p>format, topic, types of sources that can be used, and anticipated outcomes is required. Students will be required to prepare a detailed proposal prior to registration in this course that will fully explain the proposed research as well as provide a short bibliography to ensure that adequate sources exist to successfully complete the research. Students will meet periodically with their instructor throughout the term to ensure that milestones are reached. Written work will be evaluated per normal academic criteria.</p> <ul style="list-style-type: none"> ▪ PACS 625 Internship: students will be required to submit a petition outlining the details of the proposed internship such as place, position, cost, academic work expectations, security concerns, etc. Students will be expected to engage in substantial research on issues related to the host agency as part of the internship. While PACS has the agreement of over ten organizations who are interested in hosting interns, it is anticipated that internships will be negotiated to fit the unique long-term goals of each student. Host agencies will be expected to submit a reference evaluating the student intern at the end of the internship. Written work submitted by the student (evidence of research and reflective report) will be evaluated per normal academic criteria. ▪ PACS 626 Conflict Resolution Skills Training: this course offers an opportunity for students to take skills-training workshops. Program consent is required to ensure that workshops selected by students, plus the expected additional assigned academic work, are appropriate. | <p>format, topic, types of sources that can be used, and anticipated outcomes is required. Students will be required to prepare a detailed proposal prior to registration in this course that will fully explain the proposed research as well as provide a short bibliography to ensure that adequate sources exist to successfully complete the research. Students will meet periodically with their instructor throughout the term to ensure that milestones are reached. Written work will be evaluated per normal academic criteria.</p> <ul style="list-style-type: none"> ▪ PACS 625 Internship: students will be required to submit a petition outlining the details of the proposed internship such as place, position, cost, academic work expectations, security concerns, etc. Students will be expected to engage in substantial research on issues related to the host agency as part of the internship. While PACS has the agreement of over ten organizations who are interested in hosting interns, it is anticipated that internships will be negotiated to fit the unique long-term goals of each student. Host agencies will be expected to submit a reference evaluating the student intern at the end of the internship. Written work submitted by the student (evidence of research and reflective report) will be evaluated per normal academic criteria. ▪ PACS 626 Conflict Resolution Skills Training: this course offers an opportunity for students to take skills-training workshops. Program consent is required to ensure that workshops selected by students, plus the expected additional assigned academic work, are appropriate. |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| <ul style="list-style-type: none"> ○ Students in the MPACS program may also choose to pursue the Graduate Specialization in Peace Integration. ○ A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully completed a set of courses that together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MPACS degree and the requirements associated with the Graduate Specialization. ○ The course requirements for the Graduate Specialization in Peace Integration are described below. ○ Students must complete the following courses: <ul style="list-style-type: none"> ▪ PACS 605 Conflict Transformation and Peacebuilding ▪ 1.50 units from the following list (note: each 0.50 unit/course must be from a different subject code/area): <ul style="list-style-type: none"> ▪ GGOV 610/PSCI 688/PACS 630 Governance of Global Economy ▪ GGOV 622 Complexity and Global Governance ▪ GGOV 630/PSCI 678/PACS 634 Security Ontology-Theory ▪ GGOV 631/PSCI 679/PACS 635 Security Governance: Actors, Institutions, and Issues ▪ GGOV 633 Managing Nuclear Risk ▪ GGOV 662/SOC 781 Global Development Governance ▪ INDEV 604/PACS 650 Sustainable Cities ▪ INDEV 605/PACS 651 Economics for Sustainable Development | <ul style="list-style-type: none"> ○ Students in the MPACS program may also choose to pursue the Graduate Specialization in Peace Integration. ○ A Graduate Specialization is a University credential that is recognized on the student's transcript but not on the diploma and is intended to reflect that a student has successfully completed a set of courses that together provide an in-depth study in the area of the Graduate Specialization. A student will only obtain the Graduate Specialization on their transcript if they have completed the requirements associated with the MPACS degree and the requirements associated with the Graduate Specialization. ○ The course requirements for the Graduate Specialization in Peace Integration are described below. ○ Students must complete the following courses: <ul style="list-style-type: none"> ▪ PACS 605 Conflict Transformation and Peacebuilding ▪ 1.50 units from the following list (note: each 0.50 unit/course must be from a different subject code/area): <ul style="list-style-type: none"> ▪ GGOV 610/PSCI 688/PACS 630 Governance of Global Economy ▪ GGOV 622 Complexity and Global Governance ▪ GGOV 630/PSCI 678/PACS 634 Security Ontology-Theory ▪ GGOV 631/PSCI 679/PACS 635 Security Governance: Actors, Institutions, and Issues ▪ GGOV 633 Managing Nuclear Risk ▪ GGOV 662/SOC 781 Global Development Governance ▪ INDEV 604/PACS 650 Sustainable Cities ▪ INDEV 605/PACS 651 Economics for Sustainable Development |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <ul style="list-style-type: none"> ▪ INDEV 608/PACS 652 Water and Security ▪ INDEV 609 Sustainability Concepts, Applications and Key Debates ▪ INDEV 613 Water, Human Security and Development ▪ GEMCC 602 Climate Change: Vulnerability and Adaptation ▪ GEMCC 622 Climate Change, Natural Hazards and Disaster Risk Reduction ▪ GEMCC 640 Climate Change Governance: From Global Treaties to Local Innovation ▪ HLTH 603 Health Systems and Policy ▪ HLTH 604 Health and the Environment (blended on-campus/online offering) ▪ HLTH 607 Social and Cultural Aspects of Public Health (blended on-campus/online offering) ▪ HLTH 614 Foundations of Program Evaluation ▪ HLTH 632 Health Economics and Public Health (online offering) ▪ HLTH 661 Geographic Information Systems and Public Health (online offering) ▪ HLTH 662 Global Health ▪ 2.00 units of: <ul style="list-style-type: none"> ▪ PACS 601 Systems of Peace, Order, and Good Governance ▪ PACS 602 The Practice of Peace ▪ PACS 603 Building Civil Society ▪ PACS 604 Conflict Analysis ▪ At least 1.00 units of: | <ul style="list-style-type: none"> ▪ INDEV 608/PACS 652 Water and Security ▪ INDEV 609 Sustainability Concepts, Applications and Key Debates ▪ INDEV 613 Water, Human Security and Development ▪ GEMCC 602 Climate Change: Vulnerability and Adaptation ▪ GEMCC 622 Climate Change, Natural Hazards and Disaster Risk Reduction ▪ GEMCC 640 Climate Change Governance: From Global Treaties to Local Innovation ▪ HLTH 603 Health Systems and Policy ▪ HLTH 604 Health and the Environment (blended on-campus/online offering) ▪ HLTH 607 Social and Cultural Aspects of Public Health (blended on-campus/online offering) ▪ HLTH 614 Foundations of Program Evaluation ▪ HLTH 632 Health Economics and Public Health (online offering) ▪ HLTH 661 Geographic Information Systems and Public Health (online offering) ▪ HLTH 662 Global Health ▪ 2.00 units of: <ul style="list-style-type: none"> ▪ PACS 601 <u>Thinking Critically About Civil Society</u> ▪ PACS 602 <u>Reflective Peace Practice</u> ▪ PACS 603 <u>Engaging Communities in Social Change</u> ▪ PACS 604 Conflict Analysis ▪ At least 1.00 units of: |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <ul style="list-style-type: none"> ▪ PACS 610 Contemporary Nonviolent Movements ▪ PACS 611 Reconciliation ▪ PACS 612 Culture, Religion, and Peacebuilding ▪ PACS 620 Special Topics in Peace and Conflict Studies ▪ PACS 621 Peace Research ▪ PACS 625 Internship ▪ PACS 626 Conflict Resolution Skills Training | <ul style="list-style-type: none"> ▪ PACS 610 Contemporary Nonviolent Movements ▪ PACS 611 Reconciliation ▪ PACS 612 Culture, Religion, and Peacebuilding ▪ PACS 620 Special Topics in Peace and Conflict Studies ▪ PACS 621 Peace Research ▪ PACS 625 Internship ▪ PACS 626 Conflict Resolution Skills Training |

How will students currently registered in the program be impacted by these changes?

New course titles will become effective in Fall 2024. Both continuing and incoming students will be informed of the changes to prevent confusion.

Department/School approval date (mm/dd/yy): 01/19/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/29/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (e.g. *Course description, Course title*):

Change the Course title of GGOV 630/PACS 634/PSCI 678 “Security Ontology-Theory” to “Conflict and Security” and revise the Course description accordingly.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PSCI

Course number: 678

Course ID: 002461

Course title (max. 100 characters including spaces):

Current title: Security Ontology-Theory

Revised title: Conflict and Security

Course short title (max. 30 characters including spaces): Conflict and Security

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description:

Current description: This is a seminar in the ontology of security. Security is a contested concept, and in this course we ask what it is and how best to pursue it. What do we mean by security? What are we trying to protect? From what? Why? How do we do it? We begin by considering the concept of security in the abstract, and we then proceed to explore various specific conceptions. Along the way we encounter both traditional and non-traditional approaches to security.

Revised description: This seminar explores current issues and trends in conflict and security (both traditional and non-traditional) and in the study of global and regional governance to prevent or manage conflict and enhance security. Students will have the opportunity to familiarize themselves with a variety of metatheoretical approaches to the subject. For Global Governance programs, the seminar will serve as the core course for the Conflict & Security stream.

Meet type(s): Reading Choose an item. Choose an item. Choose an item.

Primary meet type: Reading

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 630, PACS 634 (course revision requests to revise the GGOV and PACS cross-listings to be submitted by GGOV and PACS)

Sections combined/held with:

Rationale for request:

The title and current description of the current listing — "Security Ontology" — is obscure, confusing, and constraining. A more generic title will give instructors greater flexibility to tailor the course to their strengths.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/23/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Cross-listing PSCI 690 with GGOV 616

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PSCI

Course number: 690

Course ID: 016367

Course title (max. 100 characters including spaces): Theories of Political Economy

Course short title (max. 30 characters including spaces): Theories of Political Economy

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An advanced examination of theoretical approaches to the study of political economy. The course explores both historical and contemporary approaches and how they inform political economy research.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 616 (course revision request to add the GGOV cross-listing to be submitted by GGOV)

Sections combined/held with:

Rationale for request:

PSCI 690 already satisfies the Economics/Political Economy option for GGOV students. Cross-listing would regularize current practice.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/23/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PSYCH

Course number: 704B

Course ID: 002720

Course title (max. 100 characters including spaces): Social Psychology

Course short title (max. 30 characters including spaces):

Grading basis: Choose an item.

Course credit weight: Choose an item.

Course consent required: Choose an item.

Course description:

Meet type(s): Choose an item. Choose an item. Choose an item. Choose an item.

Primary meet type: Choose an item.

Delivery mode: Choose an item.

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

Request to remove this course as it has not been used for the last decade.

Form completed by: Emily O'Connor

Department/School approval date (mm/dd/yy): 2/6/2024

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/07/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Changing the Grading basis from CR/NCR to OPT and updating the Course description.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: PSYCH

Course number: 715

Course ID: 016362

Course title (max. 100 characters including spaces): Family Systems

Course short title (max. 30 characters including spaces): Family Systems

Grading basis: Optional

Course credit weight: 0.50

Course consent required: Department

Course description:

Current description: This course will provide an intensive training experience in the clinical foundations of family systems theory and family therapy practice. Classical and contemporary theoretical and research applications will provide fundamentals surrounding the systemic view of human functioning that gives rise to a particular form of intervention (i.e., the family therapies). Clinical formulation will be heavily emphasized, and family-based formulation will be compared and contrasted with individual psychological formulation. Students will develop a holistic perspective on "family therapy intervention", with particular emphasis on Structural and Emotion-Focused Family Therapy. Direct clinical work and case review will be emphasized. Specifically, students will have opportunity for direct (i.e., "face to face") clinical contact, either with their own or a shared (co-therapy) client at the CMHRT. Only students in the Clinical Psychology program are permitted to take this course. Graded on a CR/NCR basis.

Revised description: This course will provide an intensive training experience in the clinical foundations of family systems theory and family therapy practice. Classical and contemporary theoretical and research applications will provide fundamentals surrounding the systemic view of human functioning that gives rise to a particular form of intervention (i.e., the family therapies). Clinical formulation will be heavily emphasized, and family-based formulation will be compared and contrasted with individual psychological formulation. Students will develop a holistic perspective on "family therapy intervention", with particular emphasis on Structural and Emotion-Focused Family Therapy. Direct clinical work and case review will be emphasized. Specifically, students will have opportunity for direct (i.e., "face to face") clinical contact, either with their own or a shared (co-therapy) client at the CMHRT. Only students in the Clinical Psychology program are permitted to take this course.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites: N/A

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

Requesting the grading basis change from CR/NCR to OPT. The current grading basis is a carry over from running the course virtually during Covid.

Form completed by: Emily O'Connor

Department/School approval date (mm/dd/yy): 2/6/2024

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/07/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Cross-listing SOC 721 with GGOV 664

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: SOC

Course number: 721

Course ID: 016467

Course title (max. 100 characters including spaces): Law, Tech, and Society

Course short title (max. 30 characters including spaces): Law, Tech, and Society

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: The course provides a comprehensive introduction to the intersections between technological innovations, law, and the regulation of social life. Emphasis is placed on how socio-technical and legal orders

condition information environments, and, by extension, inform power relations and social inequalities. Focus is also placed on a range of empirical contexts to reveal how social harms are both produced and regulated through a nexus of technology, legal rules, and social relations.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Anti-Requisites: SOC 719 Topic 6

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: GGOV 664 (course revision request to add the GGOV cross-listing to be submitted by GGOV)

Sections combined/held with:

Rationale for request:

Cross-listing would make it easier for students to find the course (and to know in advance that it counts toward GGOV). This should also boost enrolments. Cross-listing will enhance GGOV cooperation with both SOC & CS and will be a good interdisciplinarity recruitment hook.

Form completed by: Andrew Thompson

Department/School approval date (mm/dd/yy): 01/25/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Cross-listing SOC 725 with HLTH 725

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: SOC

Course number: 725

Course ID: 012018

Course title (max. 100 characters including spaces): Sociology of Health

Course short title (max. 30 characters including spaces): Sociology of Health

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An overview of sociological approaches - theoretical and methodological - to the study of health, illness, and health care. Both the social organization of the health care system and the socio-cultural

determinants of health and illness are considered.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: HLTH 725 (course revision request to add the HLTH cross-listing to be submitted by SPHS)

Sections combined/held with:

Rationale for request:

Topic is likely to be of interest to HLTH and addresses a gap in current course offerings. Increased enrollments from HLTH will help ensure course reaches minimum numbers.

Form completed by: Owen Gallupe

Department/School approval date (mm/dd/yy):

SOC = 01/24/24

HLTH = expected 03/07/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/26/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GRK

Course number: 602

Course ID: 016282

Course title (max. 100 characters including spaces): Introductory Greek for Graduate Students

Course short title (max. 30 characters including spaces): Introductory Greek

Grading basis: Numerical

Course credit weight: 1.00

Course consent required: Department

Course description: A course designed for graduate level students beginning the study of Ancient Greek. This course will teach the foundational grammar, syntax and vocabulary in an accelerated way, while also training students in graduate level interpretation of texts in the original language. The student will also meet individually

with the professor for advanced work, so that the student will have completed the equivalent of up to GRK 201 by the end of the course.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Anti-requisites: GRK 101/RS 101, GRK 102/RS 102, GRK 201/RS 223

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: GRK 101/RS 102, GRK 102/RS 102

Rationale for request:

GRK 602 was introduced to allow graduate students to begin learning Greek for credit (1.0 over two terms), but the course failed to attract students, partly because too many anti-reqs prevented them from taking the course, partly because the workload in the second term was disproportionately high. We are now introducing better alternatives to meet the students' needs more flexibly with GRK 610 and 620.

Form completed by: Brigitte Schneebeli

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: LAT

Course number: 602

Course ID: 016283

Course title (max. 100 characters including spaces): Introductory Latin for Graduate Students

Course short title (max. 30 characters including spaces): Introductory Latin for Graduate Students

Grading basis: Numerical

Course credit weight: 1.00

Course consent required: Department

Course description: A course designed for graduate level students beginning the study of Latin. This course will teach the foundational grammar, syntax and vocabulary in an accelerated way, while also training students in graduate level interpretation of texts in the original language. The student will also meet individually with the

professor for advanced work, so that the student will have completed the equivalent of up to LAT 201 by the end of the course.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Anti-requisites: LAT 101, LAT 102, LAT 201

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: LAT 101 and LAT 102

Rationale for request:

LAT 602 was introduced to allow graduate students to begin learning Latin for credit (1.0 over two terms), but the course failed to attract students, partly because too many anti-reqs prevented them from taking the course, partly because the workload in the second term was disproportionately high. We are now introducing better alternatives to meet the students' needs more flexibly with LAT 610 and LAT 620.

Form completed by: Brigitte Schneebeli

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GRK

Course number: 610

Course ID:

Course title (max. 100 characters including spaces): Introductory Greek for Graduate Students

Course short title (max. 30 characters including spaces): Introductory Greek

Grading basis: Numerical

Course credit weight: 0.25

Course consent required: Department

Course description: This course is designed for students beginning the study of ancient Greek. It covers the foundational grammar of Attic and Hellenistic Greek and is the first step in preparing students to read original ancient Greek texts for the study of classical studies and religious studies.

It can be chosen up to two times, as the grammar components taught change in the fall and the winter offering of this course.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: GRK 102/RS 102 typically in the fall and GRK 102/RS 102 typically in the winter. Repeatable once.

Rationale for request:

We are deactivating GRK 602, which only allowed students with no knowledge of Greek/Latin to take an introductory course for credit (1.0 credit), with a disproportionately high workload in the second of two terms. Instead, this new course is part of a set of two repeatable 0.25 credit courses that allow students at varying introductory or intermediate levels to develop their Greek language skills over two consecutive terms, thus earning them 0.5 credit for two language courses combined. Departmental consent is required to ensure the student is properly assessed and placed most efficiently. It may be seen as unusual to hold 600 level graduate courses together with 100-300 level undergraduate courses, but the knowledge of ancient Greek is an essential skill for Classical Studies, its acquisition works in similar ways for undergraduate and graduate students, and the different weighting of the course credit (0.5 undergraduate credit for GRK 101 or 102 vs. 0.25 graduate credit for GRK 610) reflects the different workload expectations. Also note that students do not always have the opportunity to learn ancient Greek as undergraduates at other institutions.

Form completed by: Brigitte Schneebeli

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: GRK

Course number: 620

Course ID:

Course title (max. 100 characters including spaces): Intermediate Greek for Graduate Students

Course short title (max. 30 characters including spaces): Intermediate Greek

Grading basis: Numerical

Course credit weight: 0.25

Course consent required: Department

Course description: This course is a continuation of GRK 610. It will complete the initial study of ancient Greek grammar and devote some time to the reading of ancient Greek literature. Texts read will include a selection of poetry and prose in a variety of fields, including authors such as Homer, Herodotus, Euripides, Plato, the New

Testament, and Josephus

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: GRK 201/RS 223 typically in the fall or GRK 202/RS 224 typically in the winter or GRK 331 (Advanced Readings in Greek: Prose), 332 (Advanced Readings in Greek: Poetry), 341 (Advanced Readings in Greek: Topics), or 351 (Greek Composition, Grammar, and Reading). Repeatable depending on changed content.

Rationale for request:

We are deactivating GRK 602, which only allowed students with no knowledge of Greek/Latin to take an introductory course for credit (1.0 credit), with a disproportionately high workload in the second of two terms, which was also meant to cover intermediate Greek. Instead, this new course is part of a set of two repeatable 0.25 credit courses that allow students at varying introductory or intermediate levels to develop their Greek language skills over two consecutive terms, thus earning them 0.5 credit for two language courses combined. Departmental consent is required to ensure the student is properly assessed and placed most efficiently. It may be seen as unusual to hold 600 level graduate courses together with 100-300 level undergraduate courses, but the knowledge of ancient Greek is an essential skill for Classical Studies, its acquisition works in similar ways for undergraduate and graduate students, and the different weighting of the course credit (0.5 undergraduate credit for GRK 201, 202, 331, 332, 341, or 351 vs. 0.25 graduate credit for GRK 610) reflects the different workload expectations. Also note that students do not always have the opportunity to learn ancient Greek as undergraduates at other institutions.

Form completed by: Brigitte Schneebeli

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: LAT

Course number: 610

Course ID:

Course title (max. 100 characters including spaces): Introductory Latin for Graduate Students

Course short title (max. 30 characters including spaces): Introductory Latin

Grading basis: Numerical

Course credit weight: 0.25

Course consent required: Department

Course description: This course covers the most basic vocabulary and grammatical concepts, including several declension and conjugation patterns typically in the fall, while focusing on the use of the cases, especially the

Ablative, and the various tenses typically in the winter. After taking this course, students will be able to translate simple Latin sentences.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: LAT 101 typically in the fall and LAT 102 typically in the winter. Repeatable once.

Rationale for request:

We are deactivating LAT 602, which only allowed students with no knowledge of Latin to take an introductory course for credit (1.0 credit), with a disproportionately high workload in the second of two terms. Instead, this new course is part of a set of two repeatable 0.25 credit courses that allow students at varying introductory or intermediate levels to develop their Latin language skills over two consecutive terms, thus earning them 0.5 credit for two language courses combined. Departmental consent is required to ensure the student is properly assessed and placed most efficiently. It may be seen as unusual to hold 600 level graduate courses together with 100-300 level undergraduate courses, but the knowledge of Latin is an essential skill for Classical Studies, its acquisition works in similar ways for undergraduate and graduate students, and the different weighting of the course credit (0.5 undergraduate credit for LAT 101 or 102 vs. 0.25 graduate credit for LAT 610) reflects the different workload expectations. Also note that students do not always have the opportunity to learn Latin as undergraduates at other institutions.

Form completed by: Brigitte Schneebeli

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: LAT

Course number: 620

Course ID:

Course title (max. 100 characters including spaces): Intermediate Latin for Graduate Students

Course short title (max. 30 characters including spaces): Intermediate Latin

Grading basis: Numerical

Course credit weight: 0.25

Course consent required: Department

Course description: This course continues LAT 610. One offering of the course extends the concepts of the Latin cases and the complexity of the verbal structures (Accusative Infinitive, Ablative Absolute), typically taught in the fall, another concentrates on the Subjunctive and is typically taught in the winter, while a third version teaches

grammar on the basis of relatively easy authors. After taking this course, students will be able to translate more complex Latin sentences.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: LAT 201 typically in the fall, LAT 202 typically in the winter, LAT 331 (Advanced Readings in Latin: Prose), LAT 332 (Advanced Readings in Latin: Poetry), LAT 341 (Advanced Readings in Latin: Topics), LAT 351 (Latin Composition, Grammar, and Reading), or LAT 381 (Medieval Latin). Repeatable depending on changed content.

Rationale for request:

We are deactivating LAT 602, which only allowed students with no knowledge of Latin to take an introductory course for credit (1.0 credit), with a disproportionately high workload in the second of two terms, which also meant to cover intermediate Latin. Instead, this new course is part of a set of two repeatable 0.25 credit courses that allow students at varying introductory or intermediate levels to develop their Latin language skills over two consecutive terms, thus earning them 0.5 credit for two language courses combined. Departmental consent is required to ensure the student is properly assessed and placed most efficiently. It may be seen as unusual to hold 600 level graduate courses together with 100-300 level undergraduate courses, but the knowledge of Latin is an essential skill for Classical Studies, its acquisition works in similar ways for undergraduate and graduate students, and the different weighting of the course credit (0.5 undergraduate credit for LAT 201, 202, 331, 332, 341, 351, or 381 vs. 0.25 graduate credit for LAT 610) reflects the different workload expectations. Also note that students do not always have the opportunity to learn Latin as undergraduates at other institutions.

Form completed by: Brigitte Schneebeli

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Program: Master of Arts (MA) in Classical Studies

Program contact name(s): Altay Coskun

Form completed by: Brigitte Schneebeili

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Addition of 4 language courses and deletion of 2 language courses.

Is this a [major modification](#) to the program? No

Rationale for change(s):

The program changes will give students aiming to increase their ancient language skills more flexibility and more accessible credit options for pursuing the Greek and Latin languages at the introductory and intermediate levels. Therefore, the heavy 1.0 credit courses GRK 602 and LAT 602 will be replaced by two pairs of repeatable Greek (GRK 610 and GRK 620) and Latin (LAT 610 and LAT 620) courses of 0.25 credit each. Courses can be taken in pairs adding up to 0.5 credits. By making these options accessible to all graduate students who did not have previously the opportunity to study either or both languages at all or at least to the seminar level, we allow them to develop crucial research skills at their individual pace without delaying their program completion by withholding course credit for their efforts. The new courses still come with a heavy course load, but one that is level-adequate, transparent, and flexible.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/departement-classical-studies/master-arts-ma-classical-studies>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <p>Degree requirements</p> <p>Thesis option:</p> <ul style="list-style-type: none"> • Courses | <p>Degree requirements</p> <p>Thesis option:</p> <ul style="list-style-type: none"> • Courses |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <ul style="list-style-type: none"> • Students must complete 4 one-term graduate level courses in Classical Studies (CLAS, GRK or LAT), including CLAS 600 Research Methods in Classical Studies. • GRK 602 and LAT 602 cannot be counted toward the number of required courses taken in the thesis option. <p>Master's Research Paper option:</p> <ul style="list-style-type: none"> • Courses • Students must complete 6 one-term graduate level courses in Classical Studies (CLAS, GRK or LAT), including CLAS 600 Research Methods in Classical Studies. • 2 of the 6 one-term graduate courses can be substituted with either GRK 602 or LAT 602. | <ul style="list-style-type: none"> • Students must complete <u>2.0 graduate course credits, normally earned through 4 one-term graduate level courses in Classical Studies (CLAS, GRK or LAT) worth 0.50 each,</u> including CLAS 600 Research Methods in Classical Studies. • <u>One term-course credit of 0.50 can be substituted with two 0.25 course credits from GRK 610, GRK 620 or LAT 610, LAT 620.</u> <p>Master's Research Paper option:</p> <ul style="list-style-type: none"> • Courses • Students must complete <u>3.0 graduate course credits, normally earned through 6 one-term graduate level courses in Classical Studies (CLAS, GRK or LAT) worth 0.50 each,</u> including CLAS 600 Research Methods in Classical Studies. • <u>One or two term-course credits of 0.50 can be substituted with two or four 0.25 course credits from GRK 610, GRK 620 or LAT 610, LAT 620.</u> |

How will students currently registered in the program be impacted by these changes?

Students will have the option of taking these new courses.

Department/School approval date (mm/dd/yy): 02/08/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/12/24

Faculty approval date (mm/dd/yy): 03/19/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

MEMO

TO: Tim Weber-Kraljevski, Committee Secretary

FROM: S. Sivoththaman, Associate Dean, Graduate Studies, Faculty of Engineering

RE: Senate Graduate and Research Council

DATE: February 29, 2024

Please place the following motions forward for approval at the next meeting of the SGRC. These changes were approved by the EFC on February 27, 2023.

Items for Approval:

1. The department of **Civil and Environmental Engineering** would like to make the following calendar changes:
 - a. Adding a direct entry Co-operative program/option to the MEng in Civil Engineering program.
 - b. Add admit terms to the Winter and Spring

Rationale for Request:

- a. Building on the success of co-op program at undergrad level, the program helps MEng students to be integrated into the job market aligning with the main objectives of the MEng. It can be concluded that this new co-op program:
 - Helps in developing communication skills, networking, and new collaborations
 - Aligns well with the University's and Province's vision on "Work Integrated Learning"
 - Helps attracts good applicants to the CEE MEng program
 - Allows students to maximize their employability potential by providing them with job search skills and valuable co-op work experience
- b. (with several different course/topic numbers). Offering it as CIVE 700 is more recent. It has been offered six times as CIVE 700, with an average of 8 graduate students per offering (and an average of 60 students overall for these offerings). A unique course number will help the visibility for students wishing to enroll.

Feedback from graduate students and some potential employers have been collected through different sessions indicating the clear support of the program.

The admission to the MEng (Co-op) program will be based on academic merit and considering previous work experiences to maintain high quality and reputation among employers. The initial capacity of the program will be limited to 20 students distributed over the three terms. The program capacity will be reviewed yearly based on the number of placements/work experiences, types of jobs and employers' evaluations. In the event of a student not finding a co-op work experience, the student may transfer to the regular MEng without co-op.

The co-op program/option will be supported by Co-operative Education. Attached is the Feasibility Report that was completed by Co-operative Education.

c. CEE would like to increase the pool of applicants to the MEng program and offers the flexibility for students to attend when works best for them. CEE receives several deferrals from students who had to apply to the Fall term and were only able to attend starting in the Winter term. Having rolling admissions will give students more options and will result in completing less deferrals on the department side.

2. The department of **Chemical Engineering** would like to make the following calendar changes:
Changes to courses and milestones also require the completion of the SGRC Graduate Studies Course/Milestone Form.

Rationale For Request:

Updating the Graduate Research Fields in order to better reflect and rebrand current graduate research activities for PhD and MASc in chemical Engineering. Students have been consulted and are in support of the change. This change will improve the student experience by aligning graduate student research activity with research activity within the Department. There are no changes to the program's learning outcomes.

3. The department of **Management Science and Engineering** would like to make the following change to the graduate course codes from Management Sciences (MSci) to Management Science & Engineering (MSE) to reflect the recent department name change.

Rationale for Request:

The department has changed its name to Management Science & Engineering and the new subject code reflects this change. The department has approved this change in the department meeting held on September 11, 2023. The undergraduate course names is approved to be changed as well.

SS/jb

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Engineering

Program: Master of Engineering (MEng) in Civil Engineering – Co-operative Program

Program contact name(s): Adil Al-Mayah

Form completed by: Adil Al-Mayah

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Adding a direct entry Co-operative program/option to the MEng in Civil Engineering program.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

Building on the success of co-op program at undergrad level, the program helps MEng students to be integrated into the job market aligning with the main objectives of the MEng. It can be concluded that this new co-op program:

- *Helps in developing communication skills, networking, and new collaborations*
- *Aligns well with the University's and Province's vision on "Work Integrated Learning"*
- *Helps attracts good applicants to the CEE MEng program*
- *Allows students to maximize their employability potential by providing them with job search skills and valuable co-op work experience*

Feedback from graduate students and some potential employers have been collected through different sessions indicating the clear support of the program.

The admission to the MEng (Co-op) program will be based on academic merit and considering previous work experiences to maintain high quality and reputation among employers. The initial capacity of the program will be limited to 20 students distributed over the three terms. The program capacity will be reviewed yearly based on the number of placements/work experiences, types of jobs and employers' evaluations. In the event of a student not finding a co-op work experience, the student may transfer to the regular MEng without co-op.

The co-op program/option will be supported by Co-operative Education. Attached is the Feasibility Report that was completed by Co-operative Education.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-civil-and-environmental-engineering/master-engineering-meng-civil-engineering>

| Current MEng in Civil Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Civil Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|--|--|
| <p>MASTER OF ENGINEERING (MENG) IN CIVIL ENGINEERING</p> <p>Program information</p> <ul style="list-style-type: none"> • Admit term(s) <ul style="list-style-type: none"> ○ Fall, Winter & Spring • Delivery mode <ul style="list-style-type: none"> ○ On-campus • Length of program <ul style="list-style-type: none"> ○ Full-time: 4 terms (16 months) ○ Part-time: 8 terms (32 months) • Program type <ul style="list-style-type: none"> ○ Master's ○ Professional • Registration option(s) <ul style="list-style-type: none"> ○ Full-time ○ Part-time • Study option(s) <ul style="list-style-type: none"> ○ Coursework • Additional program information <ul style="list-style-type: none"> ○ The University of Waterloo does not provide funding for MEng in Civil Engineering students, and the candidates are expected to be self-supporting. <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ An Honours Bachelor's degree (or equivalent) with a 75% standing. ○ Graduate Record Examination (GRE) score (only for those applicants who completed their degree outside of Canada and the United States). • Application materials <ul style="list-style-type: none"> ○ Résumé ○ Supplementary information form ○ Transcript(s) • References <ul style="list-style-type: none"> ○ Number of references: 2 | <p>MASTER OF ENGINEERING (MENG) IN CIVIL ENGINEERING - <u>CO-OPERATIVE PROGRAM</u></p> <p>Program information</p> <ul style="list-style-type: none"> • Admit term(s) <ul style="list-style-type: none"> ○ Fall, Winter & Spring • Delivery mode <ul style="list-style-type: none"> ○ On-campus • Length of program <ul style="list-style-type: none"> ○ <u>Full-time: 4-5 terms (16-20 months)</u> • Program type <ul style="list-style-type: none"> ○ <u>Co-operative</u> ○ Master's ○ Professional • Registration option(s) <ul style="list-style-type: none"> ○ Full-time ○ Part-time • Study option(s) <ul style="list-style-type: none"> ○ Coursework • Additional program information <ul style="list-style-type: none"> ○ The University of Waterloo does not provide funding for MEng in Civil Engineering students, and the candidates are expected to be self-supporting. <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ An Honours Bachelor's degree (or equivalent) with a 75% standing. ○ Graduate Record Examination (GRE) score (only for those applicants who completed their degree outside of Canada and the United States). • Application materials <ul style="list-style-type: none"> ○ Résumé ○ Supplementary information form ○ Transcript(s) • References |

| Current MEng in Civil Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Civil Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|--|---|
| <ul style="list-style-type: none"> ○ Type of references: academic or professional • English language proficiency (ELP) (if applicable) <p>Degree requirements</p> <ul style="list-style-type: none"> • Graduate Academic Integrity Module (Graduate AIM) • Courses <ul style="list-style-type: none"> ○ Students must complete 8 one-term graduate level courses (0.50 unit weight) taken from the 500, 600 and 700 series courses (or courses acceptable for graduate credit). ○ At least 4 of the 8 required courses must be taken within the Department of Civil and Environmental Engineering. ○ An English for Multilingual Speakers (EMLS) technical/professional writing course for Engineers is required for all students who were not English Language Proficiency (ELP) exempt at the time of admission. ○ A maximum of 2 500 level courses may be counted for credit. ○ The candidate must obtain a pass in all courses credited to their program, with a minimum overall average of 70% (a grade of less than 65% in any course counts as a failure). ○ At least half of the courses used for credit must normally be Faculty of Engineering courses. | <ul style="list-style-type: none"> ○ Number of references: 2 ○ Type of references: academic or professional • English language proficiency (ELP) (if applicable) <p>Degree requirements</p> <p><u>The MEng in Civil Engineering – Co-operative Program will enable students to combine graduate studies with work experience.</u></p> <p><u>The program includes completion of 1-2 required work terms. The work term(s) typically takes place in term 3 (or terms 3 and 4). The work term(s) must meet CEE standard work term requirements and Departmental requirements. Students should apply to jobs related to their program of study. Note: the program must start and end on an academic term. Students in the program are encouraged to complete WIL 601 Career Success Strategies in the academic term prior to the first work term.</u></p> <ul style="list-style-type: none"> • Graduate Academic Integrity Module (Graduate AIM) • Courses <ul style="list-style-type: none"> ○ Students must complete 8 one-term graduate level courses (0.50 unit weight) taken from the 500, 600 and 700 series courses (or courses acceptable for graduate credit). ○ At least 4 of the 8 required courses must be taken within the Department of Civil and Environmental Engineering. ○ An English for Multilingual Speakers (EMLS) technical/professional writing course for Engineers is required for all students who were not English Language Proficiency (ELP) exempt at the time of admission. ○ A maximum of 2 500 level courses may be counted for credit. ○ The candidate must obtain a pass in all courses credited to their program, with a minimum overall average of 70% (a grade of less than 65% in any course counts as a failure). ○ At least half of the courses used for credit must normally be Faculty of Engineering courses. • <u>Graduate Studies Work Report</u> |

| Current MEng in Civil Engineering Graduate Studies Academic Calendar content: | Proposed MEng in Civil Engineering – Co-operative Program Graduate Studies Academic Calendar content: |
|---|---|
| | <ul style="list-style-type: none"> ○ <u>Students must complete one or two work-term experiences. For each work experience, a work report must be submitted to the Department for review to earn credit for the work report.</u> ○ <u>Students are responsible for following the roles and responsibilities of Cooperative and Experiential Education (CEE).</u> |

How will students currently registered in the program be impacted by these changes?

Students currently enrolled in the MEng in CEE program will not be impacted, as this program will be offered at the entry level starting on Fall 2024.

Department/School approval date (mm/dd/yy): 12/14/2023

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 1/18/2024

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Co-operative & Experiential Education (Co-op)

Preliminary Review

Proposed Program: Master of Engineering in Civil Engineering, Co-operative Education

Program Effective Date: Fall 2024

Requested by: Adil Al-Mayah, Associate Chair Graduate Studies for Department of Civil and Environmental Engineering

Prepared by: Eva Skuza, Faculty Relations Manager, Engineering and Richard Wikkerink, Director, Student & Faculty Relations – December 11, 2023

Executive Summary

The Department of Civil and Environmental Engineering has expressed intent to add a program-level work integrated learning (WIL) experience (co-op) option to their master's program for fall 2024. The co-op components of the degree will be fully administered by Co-operative & Experiential Education (Co-op) with the work integrated learning (WIL) component included as a milestone degree requirement.

Co-op is in the midst of a Graduate Work Integrated Learning pilot and in 2024 will be proposing an enhanced student support model and new program requirements developed for graduate students. It will leverage existing resources and infrastructure and provide customized resources and supports for programs and students. MEng programs and students involved in pilots are providing feedback and input to these changes.

The industry and jobs analysis indicates that MEng students will be competitive in finding co-op jobs aligned with their program of study. The industry analysis for Canada predicts a labour shortage over 2022-2031, providing an opportunity for co-op to position the distinct skills and experience possessed by the students in the Civil and Environmental Engineering MEng program. The economy remains unpredictable, a factor that has a direct impact on labour market conditions. Waterloo has a very strong reputation with employers and adding graduate students will enhance more senior job opportunities, especially with eight-month work terms. To maximize access to quality jobs, students will need to explore a wide range of type of employer and geographic locations.

With the understanding of a cap of 20 students total in 2024-2025, with admission cycles in the fall, winter and spring term, Co-op supports in principle the proposed new MEng Civil Engineering Co-op program and will collaborate with the academic unit on the development and administration of co-op components of the degree.

Co-op recommends the Department of Civil and Environmental Engineering consider the following:

- Establish new co-op admission requirements for fall 2024 so that students may be directly admitted to the program, reducing barriers for international students who are required to obtain a co-op work permit to work in Canada.
- Include co-op degree requirements in graduate calendar.
- That WIL-601 be required for students prior to participating in a recruitment term.
- The co-op sequence is designed to be flexible, within the framework that two terms of study must be completed prior to the first work term and the program ends on a study term.
- Review the implications of involvement in co-op as related to items such as, but not limited to, student statuses, funding packages, and scholarships.

Co-op, with leadership from the designated Faculty Relations Manager, will:

- Ensure that the labour market and co-op job analysis for MEng programs informs graduate job development working group, Account Management (AM) and Business Development (BD) activities and targets.
- Collaborate with the program to identify student experience profiles along with specific skills that are developed and enhanced through the program to contribute to job development activities.
- Collaborate with the Associate Chair Graduate Studies for Civil and Environmental Engineering and the Graduate Officer/Coordinator to work through the Co-op Program Plan and in 2025, align with new program requirements and student support model.
- Together with the program determine success measures that link the MEng learning outcomes with criteria for co-op success that clarify the expectation for quality work terms.

Work-Integrated Learning at UW

Co-operative Education is a form of work integrated learning (WIL), which allows students to apply classroom learning to the workplace and, likewise, connect workplace learning to their degree and areas of specialization. For those students who are seeking a stronger connection between their studies and industry, the University of Waterloo's co-op programs distinguish it amongst Canadian institutions. Furthermore, Co-op provides a robust system of support for students (domestic and international visa) seeking work experiences in Canada or internationally.

Benefits go beyond the students. Industry partners benefit by gaining access to a wider range of grad students who bring varied experiences personally, professionally, and academically. All stakeholders will benefit from opportunities for idea exchange and strengthened connection between academic research and innovations in industry.

Introducing a new co-op plan aligns with the strategic focus on [GradWIL](#) at an institutional level and will continue to reinforce UW as a WIL leader for both

undergraduate and graduate programs.

The key components of a [quality WIL experience](#) are pedagogy, experience, assessment and reflection, or P.E.A.R. Making sure all four elements are included in the development of program-level WIL are critical for creating a quality WIL experience.

- Pedagogy – includes the academic course content and the WIL curriculum
- Experience – meaningful and aligned appropriately with the WIL model
- Assessment – including the learning outcomes for the program + Future Ready Talent Framework
- Reflection – on the WIL experience and in alignment with the idea of “purposeful work”

Co-op Program Structure

The MEng Civil Engineering Co-op program will follow the model of other graduate co-op programs. All co-op students are responsible for following the procedures, [roles and responsibilities](#) of co-op students.

Co-op students are strongly encouraged to complete WIL 601 (which will be available on LEARN as of Winter 2024) prior to their first co-op work term (typically completed in their pre-recruitment term) and before they apply to jobs concurrently. WIL 601 provides information on navigating the co-op employment process, foundational career preparation and teaches students how to prepare professional job search documents. Some graduate programs have positioned WIL 601 as a foundational requirement for co-op participation. Students who have already completed similar UW co-op preparation modules (e.g.: PD1 Career Fundamentals) may not be required to take WIL 601.

The Centre for Career Development (CCD) provides career and co-op preparation resources and services (e.g.: resume, cover letter, interview preparation, job search, etc.) for all graduate students. These services are accessed more readily when promoted by the academic program or incorporated into existing courses. Additional collaboration between Civil and Environmental Engineering, Student & Faculty Relations (SFR) and CCD may be required prior to fall 2024 to establish how existing services and staff will be utilized.

Co-op work terms must meet [standard work term requirements](#) for all graduate students. MEng Civil Engineering students will have access to the co-op job board through WaterlooWorks or may arrange their own employment, externally, which must be approved by Co-op. During the experience, graduate students will be supported by Co-op Advisors through site visits, e-check-ins and work term ratings. Employers will evaluate the work performance of students via the [Student Performance Evaluation](#) (SPE); a rating of ‘satisfactory’ or above will grant the student credit for the work term.

To evaluate program effectiveness and WIL outcomes, the Co-op Faculty Relations Manager, Engineering, will monitor key metrics annually to ensure program quality.

Master of Engineering Learning Outcomes

Given that there are multiple factors contributing to the measure of quality (e.g., labour market, student experience, engagement, and readiness for the workplace), the department and Co-operative Education will need to determine the criteria and process to assess the “quality of work term position.”

The success of a co-op program can be measured through the learning that occurs on a work term thorough the [Future Ready Talent Framework](#) (FRTF) as assessed by the Student Performance Evaluation and the Major Reflective Report. The program may wish to consider mapping MEng learning outcomes and courses to the FRTF for further insight.

Co-op Sequence

Students in MEng Civil Engineering will be required to complete one standard co-op work term following a minimum of two terms of study. Co-op strongly recommends that students complete two consecutive co-op work terms in their program structure for a longer immersive work experience. This would meet needs for industry partners, builds on the current MEng model and would be consistent with other UW graduate co-op plans. As outlined by the program, students will need to complete eight courses. It is recommended that students be granted the flexibility to select either term 3 or term 4 to do their work term, noting that all co-op programs must end on a study term to maximize the integration of classroom and workplace learning.

Co-op sequences will be determined with the program and student at the start of the first term of study, noting relevant deadlines as associated with WIL 601. In graduate programs, we are learning that early engagement in work-search strengthens the work term outcomes. As the program develops a pattern of work term sequences, there would be benefit (student expectations, job development, streamline process) in establishing a common sequence and managing individual modifications to sequences through sequence change processes.

Sample Sequence MEng Civil Engineering Co-op with 2 work terms:

| Term 1 | Term 2 | Term 3 | Term 4 | Term 5 |
|--|----------------------|--------------------|--------------------|---------------------------------------|
| Direct-entry Study Co-op prep (WIL 601) | Study Work search | Work Term 1 | Work Term 2 | Study Completion of Work Report |

Co-op Admissions

Programs seeking to add co-op as an option for their students are strongly encouraged to establish a direct-entry co-op program. There are a range of benefits to this structure, including Co-op’s ability to forecast earlier the number of students expected to be

scheduled for a work term from the program and adjust employer and student-facing resources as necessary. Based on current process, visa students can be considered by Canadian immigration for a co-op work permit along with a student permit, preventing lengthy application processes when a work permit is applied for separately.

Beginning fall 2025, students will apply and be directly admitted into the MEng Civil Engineering Co-op plan. The academic unit will need to establish a specific process and criteria for admissions into this new program.

Where there is demand for co-op, consideration should be given to the value and intention of a WIL experience, as academic standing is not always an indicator of workplace success. Additionally, graduate students bring a range of personal, professional, and academic experiences and so while the more experienced students may ultimately be successful in finding co-op employment, they arguably may not be the students to benefit most from the WIL experience.

Degree Requirements

Graduate students completing the Co-operative education degree requirements will receive a “Co-operative Education” degree designation. These requirements include the following:

- Complete a minimum of one standard co-op work term and receive a Student Performance Evaluation of “marginal” or better
- Complete a work report/reflection requirement administered by the academic department

Graduate Student Support

The [Centre for Career Development](#) (CCD) is located in the Tatham Centre at the Waterloo campus and provides support to undergrad and grad students (whether in co-op or not), alumni and staff with co-op and career planning and preparation. Existing services include 1:1 appointments for resumes, cover letters, interview skills, work search, career planning and others, 1:1 drop-ins, workshops, both on and offline resources and supports all offered through a dedicated team of existing co-op and career staff.

Civil Engineering graduate co-op students will be assigned to a team of Career Advisors who provide answers to co-op related questions as well as support throughout the co-op recruitment process. Once students secure a work term, they are offered additional support via a dedicated co-op Student Advisor who is available throughout the term, and provides a work term consultation and reviews e-check-ins.

Job Development

The labour market and job analysis provides a mixed report on recent trends for the Civil and Environmental Engineering co-op program. Looking more broadly, the [2015 Engineering Labour Force Survey](#) “highlights a large and growing need to replace retiring engineers as they exit the workforce. This is particularly relevant for civil, mechanical, electrical and electronic engineers as well as computer engineers. Replacement demand for engineers is an important theme that will be relevant for the next decade as the baby boom generation retires.”

As jobs are distributed across Canada and with a wide variety of employers, students will need to consider broad job searches to find employment relevant to their area of discipline. Mobility of graduate students is a consideration for the program when establishing expectations for the co-op program.

With the graduate job development working group in Co-op, there is additional focus on strategies to develop jobs that are meaningful for the learning of graduate co-op students. Building on the success of the co-op option in other Master of Engineering programs, we feel that the typical lead time needed to develop jobs will be shortened. With strong connections into associated industries, Co-op will actively develop a range of suitable opportunities for graduate students and monitor impact jobs available for senior undergraduate Civil students.

As a course-based program with many pathways, marketing these students to employers provides an opportunity to profile the more specialized and focused areas of expertise and knowledge graduate students bring. The GradWIL Co-op pilots have demonstrated that students who are actively engaged in preparing for and participating in job search activities over two terms optimize their employment outcomes. Graduate student services from CCD have been enhanced and are being leveraged to support students in their job search, noting that the new program plan will examine the resources required to provide these supports. Proposed modifications to Co-op supports based on the GradWIL project outcomes will benefit this program.

Additional Considerations

Graduate WIL

Co-op and the GSPA, along with the faculties are undergoing a multi-unit, multi-year project to expand WIL offerings at the graduate level and enhance co-op programming, supports, and processes for graduate students. Therefore, graduate co-op will undergo several changes over the coming years which will impact existing programming, support, and job development efforts for graduate students.

Student Status and Fees

Graduate co-op students have their term status changed to co-op and pay a [co-op fee](#) during employed co-op work terms. Participation in graduate co-op may have implications for student statuses, funding packages and scholarships. The program will need to investigate further and make students aware of this.

International Students and Work Experiences

Co-op's international team will support work terms held outside of Canada, adhering to UW and Global Affairs Canada (GAC) travel polices and advisories.

Students studying on a visa must obtain a co-op work permit in order to find employment for a co-op work term. Applying for a co-op work permit in Canada can take several months, with recent processing times taking at least six months. Direct admission to the co-op program provides access to the co-op work permit along with the study permit. Co-op's international team will support international students with

programming to support working in Canada.

Equity

Equity is an important component to consider within a competitive admissions and co-op process. For example, international students may encounter additional barriers such as: varying levels and types of work experience of incoming students, potential for travel restrictions, as well as the complexities of obtaining funding and/or security clearance that may be required for some roles can often be a disadvantage to international students and can delay or impact work term opportunities.

Co-op Program Plan

Following all levels of academic program approval for this new program and before the first term of admission, completion of a Co-op Program Plan will be required. The Co-op Program Plan is a checklist of information, records, system, communications, etc., that ensure Co-op administered co-op plans are set-up appropriately and necessary decisions are made. This is a collaborative activity led by a designated Faculty Relations Manager and the academic unit.

Overview of core data from the Civil UG program:

Civil Graduate students have different experiences and skills than UG students and job competition between UG and Graduate students will be present but mitigated by business development strategies to market the graduate student skillset to industry partners. The complete analysis is available by request.

1. Graduate students are highly successful in finding co-op jobs (figure 1), noting economic and mobility impacts associated with the global pandemic years (2020-2022).
2. Employment trends (figure 2) from comparable MEng graduate programs demonstrate variation but with an overall balanced trend for civil engineering jobs.
3. Fall work terms have the highest number of senior UG Civil Engineering students scheduled out and Spring work terms have the highest number of junior UG Civil Engineering students scheduled out (figure 3). This suggests that a Spring work term may be ideal for Masters students, however, this could impact junior level undergraduate students.
4. Analysis of occupational classifications (figure 4) aligned with engineering indicates a sustained positive trend.
5. Employment by industry (figure 5) indicates a mixture of areas of growth and decline due to complex economic conditions since 2020.

Figure 1 – Graduate Programs Co-op Employment rate

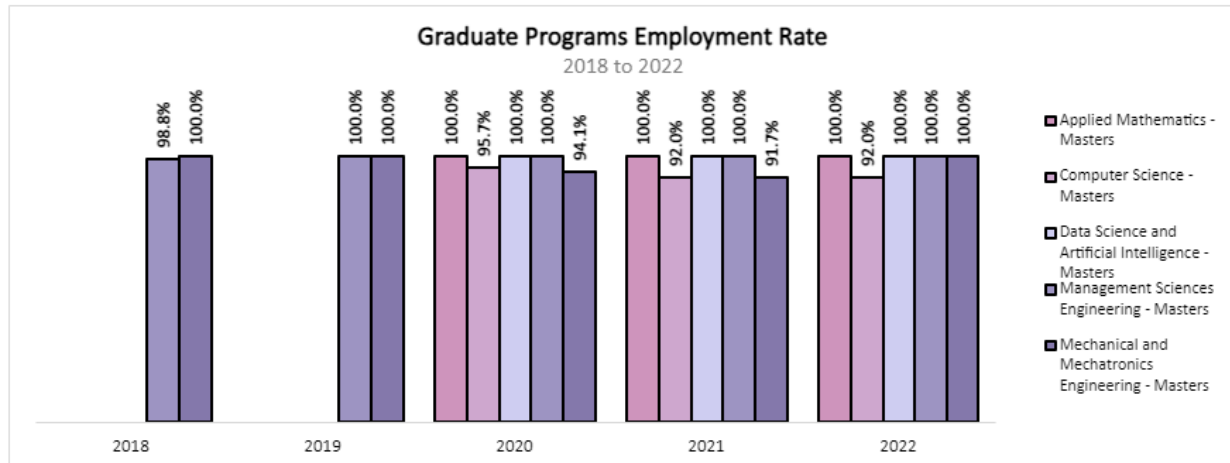


Figure 2 – Top NAICS Codes by Employed Count for comparable graduate program

Overall Top 10 NAICS Codes by Employed Count for Compareable Graduate Programs from 2018 to 2022

| Job NOC Code | 2018 # Emp. / Rank | 2019 # Emp. / Rank | 2020 # Emp. / Rank | 2021 # Emp. / Rank | 2022 # Emp. / Rank | 2018 to 2022 | 2018 to 2022 | Overall Net Change |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|-----------------------|
| 2173 - Software engineers and designers | 11 3 | 5 5 | 30 1 | 32 1 | 40 1 | 118 | | 2 |
| 2172 - Database analysts and data administrators | 10 5 | 4 6 | 19 2 | 25 2 | 32 2 | 90 | | 3 |
| 2171 - Information systems analysts and consultants | 11 3 | 12 1 | 9 3 | 8 5 | 30 3 | 70 | | 0 |
| 1122 - Professional occupations in business management consulting | 23 1 | 8 3 | 7 5 | 9 4 | 22 4 | 69 | | -3 |
| 2132 - Mechanical engineers | 16 2 | 10 2 | 4 8 | 4 6 | 5 10 | 39 | | -8 |
| 213 - Civil, mechanical, electrical and chemical engineers | 10 5 | 6 4 | 1 15 | 4 6 | 7 7 | 28 | | -2 |
| 2174 - Computer programmers and interactive media developers | 2 11 | 2 11 | 7 5 | 10 3 | 7 7 | 28 | | 4 |
| 1112 - Financial and investment analysts | 5 8 | 4 6 | 2 13 | 1 16 | 9 5 | 21 | | 3 |
| 2133 - Electrical and electronics engineers | 3 9 | 1 14 | 8 4 | 4 6 | 3 14 | 19 | | -5 |
| 2147 - Computer engineers (except software engineers and designers) | 0 22 | 3 8 | 3 10 | 2 11 | 9 5 | 17 | | 17 |

Figure 3 – UG Civil Engineering students scheduled out each term (2016 – 2023)

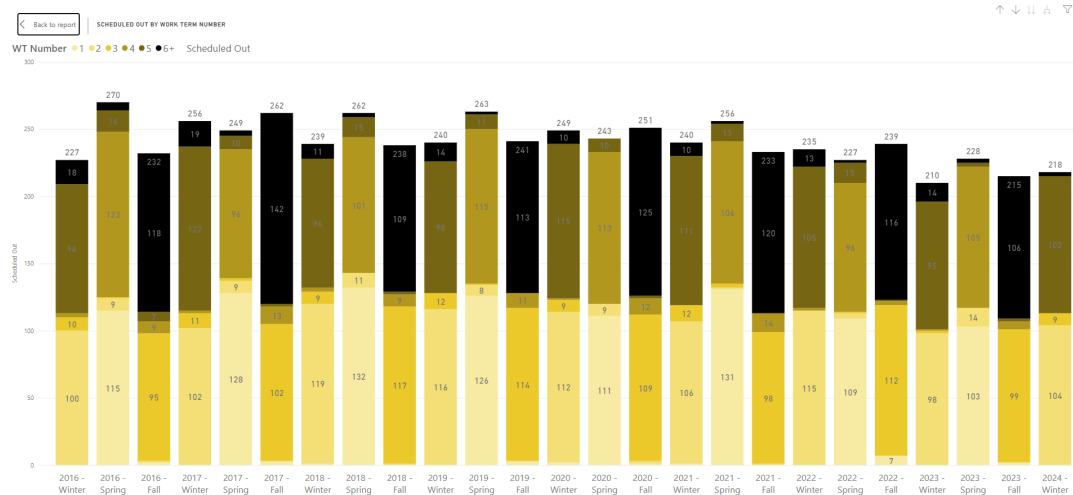


Figure 4 – Occupational Classifications and Employment trends

Noc Grouping of Interest to Engineering by Employed Counts Across Canada from 2018 to 2022

| Class Level | National Occupational Classification (NOC) | 2018 | 2019 | 2020 | 2021 | 2022 | Trend 2018 to 2022 | Net Growth/Decline 2022 - 2018 |
|--------------|---|-----------|-----------|-----------|-----------|-----------|-----------------------|-----------------------------------|
| Range | Natural and applied sciences and related occupations, except management [21-22] | 1,416,300 | 1,505,600 | 1,582,500 | 1,666,900 | 1,767,300 | | 351,000 |
| 2-Digit | Professional occupations in natural and applied sciences [21] | 841,600 | 941,400 | 1,009,500 | 1,116,400 | 1,192,300 | | 350,700 |
| | Technical occupations related to natural and applied sciences [22] | 574,800 | 564,200 | 572,900 | 550,500 | 575,100 | | 300 |
| 3-Digit | Professional occupations in applied sciences (except engineering) [212] | 550,000 | 618,000 | 694,700 | 765,200 | 825,100 | | 275,100 |
| | Professional occupations in engineering [213] | 229,000 | 247,300 | 240,700 | 275,400 | 287,700 | | 58,700 |
| | Professional occupations in education services [412] | 722,300 | 721,100 | 753,000 | 819,300 | 822,300 | | 100,000 |
| | Professional occupations in finance [111] | 421,000 | 442,100 | 469,200 | 473,100 | 502,500 | | 81,500 |
| | Professional occupations in business [112] | 367,000 | 389,200 | 409,000 | 454,200 | 475,300 | | 108,300 |

Figure 5 – Industry employment trends

All NAICS Sector by Employed Counts Across Canada from 2018 to 2022

Gray indicating NAICS Sector of interest to Engineering Programs

| NAICS Sector | 2018 | 2019 | 2020 | 2021 | 2022 | Trend 2018 to 2022 | Net Growth/Decline 2022 - 2018 |
|---|------------------|------------------|------------------|------------------|------------------|-----------------------|-----------------------------------|
| Wholesale and retail trade [41, 44-45] | 2,887,600 | 2,937,800 | 2,761,300 | 2,888,400 | 2,984,700 | | 97,100 |
| Health care and social assistance [62] | 2,393,600 | 2,476,900 | 2,402,500 | 2,519,600 | 2,603,700 | | 210,100 |
| Manufacturing [31-33] | 1,781,300 | 1,750,200 | 1,669,400 | 1,747,800 | 1,785,100 | | 3,800 |
| Professional, scientific and technical services [54] | 1,465,200 | 1,557,700 | 1,561,800 | 1,689,200 | 1,809,700 | | 344,500 |
| Construction [23] | 1,435,800 | 1,473,900 | 1,407,700 | 1,451,500 | 1,552,900 | | 117,100 |
| Educational services [61] | 1,293,300 | 1,330,500 | 1,318,200 | 1,448,700 | 1,471,100 | | 177,800 |
| Finance, insurance, real estate, rental and leasing [52-53] | 1,204,400 | 1,239,200 | 1,240,800 | 1,325,900 | 1,367,700 | | 163,300 |
| Accommodation and food services [72] | 1,235,300 | 1,219,800 | 945,700 | 967,700 | 1,049,600 | | -185,700 |
| Public administration [91] | 953,900 | 1,009,400 | 1,006,000 | 1,081,400 | 1,136,100 | | 182,200 |
| Transportation and warehousing [48-49] | 979,400 | 1,030,900 | 942,700 | 985,500 | 981,400 | | 2,000 |
| Information, culture and recreation [51, 71] | 775,900 | 779,900 | 676,800 | 717,100 | 808,600 | | 32,700 |
| Other services (except public administration) [81] | 788,600 | 790,700 | 704,400 | 717,400 | 714,700 | | -73,900 |
| Business, building and other support services [55-56] | 772,400 | 763,500 | 686,800 | 680,400 | 693,600 | | -78,800 |
| Forestry, fishing, mining, quarrying, oil and gas [21, 113-114, 1153, 2100] | 332,500 | 332,400 | 306,900 | 325,700 | 328,500 | | -4,000 |
| Agriculture [111-112, 1100, 1151-1152] | 284,400 | 294,000 | 279,700 | 258,500 | 257,300 | | -27,100 |
| Utilities [22] | 139,600 | 134,300 | 133,000 | 137,700 | 148,300 | | 8,700 |

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Engineering

Program: Master of Engineering (MEng) in Civil Engineering

Program contact name(s): Shannon Cary

Form completed by: Shannon Cary

Description of proposed changes:

We would like to have the admissions open every term.

The Department of Civil and Environmental Engineering (CEE) would like to add admit terms to the Winter and Spring so that students can continuously apply to the program.

Is this a [major modification](#) to the program? No

Rationale for change(s):

CEE would like to increase the pool of applicants to the MEng program and offers the flexibility for students to attend when works best for them. CEE receives several deferrals from students who had to apply to the Fall term and were only able to attend starting in the Winter term. Having rolling admissions will give students more options and will result in completing less deferrals on the department side.

Proposed effective date: Term: Spring Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-civil-and-environmental-engineering/master-engineering-meng-civil-engineering>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p>Program information</p> <p style="text-align: center;">Admit term(s)</p> <ul style="list-style-type: none"> ○ Fall | <p>Program information</p> <p style="text-align: center;">Admit term(s)</p> <ul style="list-style-type: none"> ○ Fall ○ <u>Winter</u> ○ <u>Spring</u> |

How will students currently registered in the program be impacted by these changes?

There will be no impact to students already registered in the program.

Department/School approval date (mm/dd/yy):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy):

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Engineering

Programs: (1) Doctor of Philosophy (PhD) in Chemical Engineering
(2) Master of Applied Science (MAsc) in Chemical Engineering,

Program contact name(s): Xianshe Feng, Judy Caron

Form completed by: Xianshe Feng

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating the Graduate Research Fields

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

Updating the Graduate Research Fields, in order to better reflect and rebrand current graduate research activities for PhD and MAsc in Chemical Engineering. Students have been consulted and are in support of the change. This change will improve the student experience by aligning graduate student research activity with research activity within the Department. There are no changes to the program's learning outcomes.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-chemical-engineering/doctor-philosophy-phd-chemical-engineering>

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-chemical-engineering/master-applied-science-masc-chemical-engineering>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p>Graduate research fields</p> <ul style="list-style-type: none"> • Biochemical and Biomedical Engineering • Green Reaction Engineering • Interfacial Phenomena, Colloids and Porous Media • Nanotechnology • Polymer Science and Engineering • Separation Processes • Process Systems Engineering | <p>Graduate research fields</p> <ul style="list-style-type: none"> • <u>Biotechnology</u> and Biomedical Engineering • <u>Electrochemical Engineering</u> • <u>Nanotechnology for Advanced Materials</u> • <u>Soft Matter and Polymer Engineering</u> • <u>Sustainable Reaction Engineering</u> • Process Systems Engineering |

How will students currently registered in the program be impacted by these changes?

Current PhD and MASc in Chemical Engineering students will not be affected.

Department/School approval date (mm/dd/yy): 11/13/23

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/15/23

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Engineering

Program: Management Science and Engineering

Program contact name(s): Sibel Alumur Alev (Associate Chair of Grad Studies), Mark Hancock (Chair)

Form completed by: Sibel Alumur Alev

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

*Change the subject code for all MSCI courses to **MSE**. No other elements of the courses will change. All Management Science and Engineering graduate programs in the GSAC will be updated to reflect the new subject code.*

Is this a [major modification](#) to the program? No

Rationale for change(s):

The department has changed its name to Management Science & Engineering and the new subject code reflects this change. The department has approved this change in the department meeting held on September 11, 2023. The undergraduate course names is approved to be changed as well.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/engineering/department-management-science-and-engineering>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| MSCI 601 | MSE 601 |
| MSCI 602 | MSE 602 |
| MSCI 603 | MSE 603 |
| MSCI 605 | MSE 605 |
| MSCI 606 | MSE 606 |
| MSCI 607 | MSE 607 |
| MSCI 609 | MSE 609 |
| MSCI 620 | MSE 620 |
| MSCI 623 | MSE 623 |
| MSCI 630 | MSE 630 |
| MSCI 631 | MSE 631 |
| MSCI 632 | MSE 632 |
| MSCI 633 | MSE 633 |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <i>MSCI 634</i> | <i>MSE 634</i> |
| <i>MSCI 638</i> | <i>MSE 638</i> |
| <i>MSCI 641</i> | <i>MSE 641</i> |
| <i>MSCI 646</i> | <i>MSE 646</i> |
| <i>MSCI 651</i> | <i>MSE 651</i> |
| <i>MSCI 652</i> | <i>MSE 652</i> |
| <i>MSCI 700</i> | <i>MSE 700</i> |
| <i>MSCI 702</i> | <i>MSE 702</i> |
| <i>MSCI 703</i> | <i>MSE 703</i> |
| <i>MSCI 709</i> | <i>MSE 709</i> |
| <i>MSCI 712</i> | <i>MSE 712</i> |
| <i>MSCI 718</i> | <i>MSE 718</i> |
| <i>MSCI 719</i> | <i>MSE 719</i> |
| <i>MSCI 720</i> | <i>MSE 720</i> |
| <i>MSCI 724</i> | <i>MSE 724</i> |
| <i>MSCI 731</i> | <i>MSE 731</i> |
| <i>MSCI 734</i> | <i>MSE 734</i> |
| <i>MSCI 740</i> | <i>MSE 740</i> |
| <i>MSCI 741</i> | <i>MSE 741</i> |
| <i>MSCI 744</i> | <i>MSE 744</i> |
| <i>MSCI 750</i> | <i>MSE 750</i> |
| <i>MSCI 751</i> | <i>MSE 751</i> |
| <i>MSCI 752</i> | <i>MSE 752</i> |
| <i>MSCI 753</i> | <i>MSE 753</i> |
| <i>MSCI 760</i> | <i>MSE 760</i> |
| <i>MSCI 770</i> | <i>MSE 770</i> |

How will students currently registered in the program be impacted by these changes?

No impact on the students' requirements and the department will inform registered students of the subject code change.

Department/School approval date (mm/dd/yy): 09/11/23

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/19/24

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Summary of Grad Motions for SGRC – Apr 8, 2024

| Motion/Package | total # program/course change forms | Unit |
|---|---|------|
| 1) MHE Admission Requirements | 1 | SPHS |
| 2) MHE Program Requirements - HLTH 605B | 1 | SPHS |
| 3-5) Removing Prerequisites for HLTH 606A, 623, 651 | 3 | SPHS |
| 6) MSc Program - Replacing HLTH 654 with HLTH 611 as electives for fields of: Global Health, Health Evaluation, and Work and Health | 1 | SPHS |
| 7) HLTH 619 course description update | 1 | SPHS |
| 8) create HLTH 725 to cross-list with SOC 725 | 1 | SPHS |
| 9) KHS Grad Programs - higher ELP requirement | 1 | KHS |
| 10) MKin admission requirements | 1 | KHS |
| 11) KIN 627 course code revision | 1 | KHS |

1) SPHS- MHE Admission Requirements

Background and Rationale:

The purpose of this change is to ensure that Master of Health Evaluation (MHE) students have a similar understanding of quantitative analysis as is required of our Master of Public Health (MPH) students upon admission to the program.

Details:

The admission requirements will be changed to ensure that students in the program have a suitable background in statistics to meet prerequisite standards for all graduate-level courses, before beginning coursework. An undergraduate course in statistical methods completed within the past five years with a minimum grade of 75% is required. Exceptions to this requirement may be made on occasion by admission committees considering student background and demonstrated analytic abilities.

2) SPHS MHE Program Requirements- HLTH 605B

Background and Rationale:

Rather than offer two different quantitative methods courses for the Master of Health Evaluation (MHE) and Master of Public Health (MPH) programs, we are simplifying the requirement to one course – HLTH 605B. If we change the MHE program requirement to require HLTH 605B instead of HLTH 656, it will be important that all MHE students have the same background as MPH students (have previously taken a statistics course). This will reduce the number of different methods courses that we need to offer, keep updated and teach.

Details

The required courses for MHE students as of Winter 2025, will be that students will need to take HLTH 605B Quantitative Methods and Analysis instead of HLTH 656 Quantitative Methods and Analysis.

3) SPHS - Removing Prerequisites for HLTH 606A

Item:

Removing the prerequisites HLTH 605B, HSG 605B, and HSG605C.

Rationale:

Removing 605B, an online statistics course, that is not often taken by our MSc/PhD students that form the majority of the students that take 606A. Also, 606A and 605B are offered in the same term so it cannot be a prerequisite. This has been a burden to the instructor who has been required to provide permissions. We are moving the HSG courses as they are no longer offers (dated prefixes).

4) SPHS - Removing Prerequisites for HLTH 623

Item:

Removing HLTH 604/PHS 604 as prerequisites as the learning outcomes for 604 are not foundational to HLTH 623.

Rationale:

Removing HLTH 604/PHS 604 as prerequisites as the learning outcomes for 604 are not foundational to HLTH 623.

5) SPHS - Removing Prerequisites for HLTH 651

Item:

Removing HLTH/HSG 604 from the Prerequisites.

Rationale:

Removing HLTH/HSG 604 prerequisites as the learning outcomes for 604 are not foundational to HLTH 651.

6) SPHS - MSc Program- Replacing HLTH 654 with HLTH 611 as electives

Item:

Replace HLTH 654 with HLTH 611 within the elective lists for the following fields: Global Health, Health Evaluation, and Work and Health

Rationale:

HLTH 654 is no longer offered and HLTH 611 was identified by the instructor and the graduate research program committee as an appropriate replacement.

7) SPHS - HLTH 619 course description update – Fall 2024 effective date

Item:

Current course description: This course focuses on the fundamental methods that are commonly employed in modern health informatics research in order to collect, store, organize, process, analyze,

and communicate data/information/knowledge. Emphasis is on computerized methods and concepts. Students will gain both theoretical knowledge and practical experience so that they can apply the learned methods in practice after completing this course.

Revised course description: This course focuses on the fundamental methods that are commonly employed in modern health informatics research to collect, store, organize, process, analyze, and communicate data/information/knowledge. An introduction to programming in Python is provided during the first half of the course, which is then applied through the use of machine learning to examine public health data. Students will gain both theoretical knowledge and practical experience so that they can apply the learned methods in practice after completing this course.

Rationale:

Updating course description to reflect new content offered within the course. Roughly half of the course is Python, and this was not captured in the description of the course when created. Python was introduced as this was a gap in our current curriculum that has emerged as methods in programming have evolved.

8) SPHS - create HLTH 725 to cross-list with SOC 725 – Fall 2024 effective

Item:

Course description: An overview of sociological approaches - theoretical and methodological - to the study of health, illness, and health care. Both the social organization of the health care system and the socio-cultural determinants of health and illness are considered.

Rationale:

We do not currently have a graduate level course that provides social theory, as it relates to health, that would serve many of our students. This course will complement our existing courses.

9) KHS Grad Programs- higher ELP requirement

Background and Rationale:

The required scores are being changed from the standard scores category to the higher scores category to be consistent with all other graduate programs in the Faculty of Health. Students currently registered in the programs will not be impacted by this change. The change will only be effective for new incoming students.

Details:

Add the Kinesiology and Health Sciences graduate programs to the alternative higher scores category of the English language proficiency (ELP) requirement.

10) KHS - MKin admission requirements – Fall 2024 effective

Item:

Adding language to indicate the minimum requirement to be eligible to apply/enter the program is an undergraduate degree in Kinesiology (or related field).

Rationale:

To align with other Faculty coursework programs; asking for students to have a kinesiology or health related field will better prepare them to succeed in the program.

Students currently registered in the programs will not be impacted by this change. The change will only be effective for new incoming students looking to start in the Fall 2025 coursework program.

11) KHS - KIN 627 course code revision – Spring 2024 effective

Item:

Course number:

Current course number: 727

Revised course number 627

Rationale:

To better align with program level of students typically taking this content, we wish to adjust the course number from KIN 727 (typically for PhD students in our Department with MSc pre-requisites) to KIN 627.

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Program: Master of Health Evaluation (MHE)

Program contact name(s): Jennifer Yessis

Form completed by: Michelle Fluit

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating the minimum admission requirements to include an undergraduate course in statistical methods.

Is this a [major modification](#) to the program? No

Rationale for change(s):

The purpose of this change is to ensure that MHE students have a similar understanding of quantitative analysis as is required of our Master of Public Health (MPH) students. It is important that students in the MHE program are able to conduct different types of analysis using a quantitative software program.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page:

<https://uwaterloo.ca/graduate-studies-academic-calendar/applied-health-sciences/school-public-health-sciences/master-health-evaluation-mhe>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ An overall 75% average in a four-year undergraduate degree program in a health or related field from a recognized university. Examples of backgrounds would include, but not be limited to, nursing, social science (e.g., psychology, social work), environmental health, medicine, | <p>Admission requirements</p> <ul style="list-style-type: none"> • Minimum requirements <ul style="list-style-type: none"> ○ An overall 75% average in a four-year undergraduate degree program in a health or related field from a recognized university. Examples of backgrounds would include, but not be limited to, nursing, social science (e.g., psychology, social work), environmental health, medicine, |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>physical and occupational therapy, pharmacy, optometry, and public health.</p> <ul style="list-style-type: none"> ○ Minimum of one year work or volunteer experience in an area relevant to public health, health promotion, health care, health systems, or program evaluation. ○ An undergraduate course in research methods (with a minimum 75% average) is recommended. ○ A statement of interest explaining the student's goals, aspirations, and potential for future leadership in the field. | <p>physical and occupational therapy, pharmacy, optometry, and public health.</p> <ul style="list-style-type: none"> ○ Minimum of one year work or volunteer experience in an area relevant to public health, health promotion, health care, health systems, or program evaluation. ○ <u>Students must have a suitable background in statistics to meet prerequisite standards for all graduate level courses, before beginning coursework. An undergraduate course in statistical methods completed within the past five years with a minimum grade of 75% is required. Exceptions to this requirement may be made on occasion by admission committees considering student background and demonstrated analytic abilities.</u> ○ A statement of interest explaining the student's goals, aspirations, and potential for future leadership in the field. |

How will students currently registered in the program be impacted by these changes?

Students already in the program will be able to take HLTH 656 so it will not impact them.

Department/School approval date (11/15/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 11/06/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Program: Master of Health Evaluation (MHE)

Program contact name(s): Jennifer Yessis

Form completed by: Michelle Fluit

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Updating the list of required courses to include HLTH 605B instead of HLTH 656.

Is this a [major modification](#) to the program? No

Rationale for change(s):

Rather than offer two different quantitative methods courses for the MHE and Master of Public Health (MPH) programs, we are simplifying the requirement to one course – HLTH 605B. If we change the MHE program requirement to require HLTH 605B instead of HLTH 656, it will be important that all MHE students have the same background as MPH students (have previously taken a statistics course).

Proposed effective date: Term: Winter Year: 2025

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page:

<https://uwaterloo.ca/graduate-studies-academic-calendar/applied-health-sciences/school-public-health-sciences/master-health-evaluation-mhe>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ The MHE program includes the completion of 10 graduate-level courses. 8 (including the practicum course) of the 10 courses are required core courses plus 2 electives. ○ Required courses <ul style="list-style-type: none"> ▪ HLTH 614 Foundations of Program Evaluation | <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ The MHE program includes the completion of 10 graduate-level courses. 8 (including the practicum course) of the 10 courses are required core courses plus 2 electives. ○ Required courses <ul style="list-style-type: none"> ▪ HLTH 614 Foundations of Program Evaluation |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <ul style="list-style-type: none"> ▪ HLTH 640 Professional Experience Practicum ▪ HLTH 651 Theory and Applications in Program Evaluation ▪ HLTH 652 Qualitative Methods and Analysis ▪ HLTH 653 Evaluation Practice and Management ▪ HLTH 654 Systems Thinking and Analysis in Health Program Planning and Evaluation or HLTH 611 The Health Care System ▪ HLTH 655 Health Measurement and Survey Methods ▪ HLTH 656 Quantitative Methods and Analysis for Program Evaluation Practice ○ Elective courses <ul style="list-style-type: none"> ▪ Students must also complete 2 elective courses. The following is a list of possible elective courses offered by the School of Public Health Sciences: <ul style="list-style-type: none"> ▪ HLTH 603 Health Policy in Public Health ▪ HLTH 606B Principles of Epidemiology for Public Health ▪ HLTH 608 Health and Risk Communication in Public Health ▪ HLTH 609 Management and Administration of Public Health Services ▪ HLTH 611 The Health Care System ▪ HLTH 617 Population Intervention for Disease Prevention and Health Promotion ▪ HLTH 632 Health Economics and Public Health ▪ HLTH 638 Special Topics in Public Health: Public Health and Social Justice ○ At a minimum, students must obtain an average of 75% or higher in aggregate on the courses presented in fulfillment of the degree requirements. Grades on all courses presented to fulfill the degree requirements must be 70% or | <ul style="list-style-type: none"> ▪ HLTH 640 Professional Experience Practicum ▪ HLTH 651 Theory and Applications in Program Evaluation ▪ HLTH 652 Qualitative Methods and Analysis ▪ HLTH 653 Evaluation Practice and Management ▪ HLTH 654 Systems Thinking and Analysis in Health Program Planning and Evaluation or HLTH 611 The Health Care System ▪ HLTH 655 Health Measurement and Survey Methods ▪ <u>HLTH 605B Quantitative Methods and Analysis</u> ○ Elective courses <ul style="list-style-type: none"> ▪ Students must also complete 2 elective courses. The following is a list of possible elective courses offered by the School of Public Health Sciences: <ul style="list-style-type: none"> ▪ HLTH 603 Health Policy in Public Health ▪ HLTH 606B Principles of Epidemiology for Public Health ▪ HLTH 608 Health and Risk Communication in Public Health ▪ HLTH 609 Management and Administration of Public Health Services ▪ HLTH 611 The Health Care System ▪ HLTH 617 Population Intervention for Disease Prevention and Health Promotion ▪ HLTH 632 Health Economics and Public Health ▪ HLTH 638 Special Topics in Public Health: Public Health and Social Justice ○ At a minimum, students must obtain an average of 75% or higher in aggregate on the courses presented in fulfillment of the degree requirements. Grades on all courses presented to fulfill the degree requirements must be 70% or higher. A grade below 70% in any |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p>higher. A grade below 70% in any course or failing to maintain an average of 75% will necessitate a review of the student's status by the School and may result in a student being required to complete additional coursework or being required to withdraw from the program. The School reserves the right to stipulate additional coursework if it is necessary for the student's preparation.</p> | <p>course or failing to maintain an average of 75% will necessitate a review of the student's status by the School and may result in a student being required to complete additional coursework or being required to withdraw from the program. The School reserves the right to stipulate additional coursework if it is necessary for the student's preparation.</p> |

How will students currently registered in the program be impacted by these changes?

Students currently registered in the program will be required to complete HLTH 656 so this change will not affect them.

Department/School approval date (11/15/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 11/06/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Removing the prerequisite HLTH 605B, HSG 605B, and HSG605C.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HLTH

Course number: 606A

Course ID: 001730

Course title (max. 100 characters including spaces): Epidemiological Methods

Course short title (max. 30 characters including spaces): Epidemiological Methods

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An investigation of the epidemiology of selected non-infectious diseases with emphasis on the identification of risk factors and on the methodology of epidemiological investigations.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Anti-Requisites: HLTH 606B

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: N/A

Sections combined/held with: N/A

Rationale for request:

Removing 605B, an online statistics course, that is not often taken by our MSc/PhD students that form the majority of the students that take 606A. Also, 606A and 605B are offered in the same term so it cannot be a prerequisite. This has been a burden to the instructor who has been required to provide permissions. We are moving the HSG courses as they are no longer offers (dated prefixes).

Form completed by: Megan Aikens

Department/School approval date (12/13/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/06/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Removing prerequisites HLTH 604/PHS 604

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HLTH

Course number: 623

Course ID: 012534

Course title (max. 100 characters including spaces): Risk and Exposure Assessment in Public Health

Course short title (max. 30 characters including spaces): Risk and Exposure Assessment

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: Methods used to assess human health risks associated with biological, chemical and physical exposures in the environment, focusing on hazard identification, dose-response assessment, exposure assessment, and risk characterization. The course examines the strengths and weaknesses of various types of risk assessment approaches, the inherent uncertainties in each stage of risk assessment, and the interactive role

of risk assessment and risk management in public health decision-making. Course open to MPH students. Others may be admitted with consent of instructor.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus and also offered online

Requisites: SPHS students only

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: N/A

Sections combined/held with: N/A

Rationale for request:

Removing HLTH 604/PHS 604 as prerequisites as the learning outcomes for 604 are not foundational to HLTH 623.

Form completed by: Megan Aikens

Department/School approval date (12/13/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/6/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Removing HLTH/HSG 604 from the Prerequisites.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HLTH

Course number: 651

Course ID: 015072

Course title (max. 100 characters including spaces): Theory and Applications in Program Evaluation

Course short title (max. 30 characters including spaces): Theory and Apps in Prgm Evaln

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An advanced program and policy evaluation course that provides theoretical knowledge, skills, and application of program evaluation approaches, including organizational and program planning. A more in-depth coverage of topics will be presented, including case studies and the understanding and use of program and policy intervention theory. This includes the creation of logic models, the identification of the purpose of the

evaluation, the development of an appropriate evaluation design, and consideration of factors associated with knowledge use.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus and also offered online

Requisites: SPHS students only Prereq: PHS 614 or HLTH 614

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: N/A

Sections combined/held with: N/A

Rationale for request:

Removing HLTH/HSG 604 prerequisites as the learning outcomes for 604 are not foundational to HLTH 651.

Form completed by: Megan Aikens

Department/School approval date (12/13/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/6/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Program: Master of Science (MSc) in Public Health Sciences

Program contact name(s): Samantha Meyer

Form completed by: Megan Aikens

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

- 1) *Replace HLTH 654 with HLTH 611 within the elective lists for the following fields: Global Health, Health Evaluation, and Work and Health*

Is this a [major modification](#) to the program? No

Rationale for change(s):

- 1) *HLTH 654 is no longer offered and HLTH 611 was identified by the instructor and the graduate research program committee an appropriate replacement.*

Proposed effective date: Term: Spring Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/applied-health-sciences/school-public-health-sciences/master-science-msc-public-health-sciences>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ The normal minimum requirement will be 5 one-term (0.50 unit weight) graduate courses (3 required and 2 free electives or approved equivalents): <ul style="list-style-type: none"> ▪ Required courses: | <p>Degree requirements</p> <ul style="list-style-type: none"> • Courses <ul style="list-style-type: none"> ○ The normal minimum requirement will be 5 one-term (0.50 unit weight) graduate courses (3 required and 2 free electives or approved equivalents): <ul style="list-style-type: none"> ▪ Required courses: |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ 2 of the following: <ul style="list-style-type: none"> ▪ HLTH 605 Regression Models (or equivalent) or HLTH 705 Advanced Statistical Methods for Analyzing Public Health and Health Systems Data* ▪ HLTH 606A Epidemiological Methods (or equivalent) or HLTH 706 Advanced Epidemiological Methods* ▪ HLTH 619 Fundamental Research Methods in Health Informatics (or equivalent) or HLTH 719 Advanced Research Methods in Health Informatics* ▪ HLTH 625 Foundations of Qualitative Research Methodologies (or equivalent) or HLTH 704 Advanced Qualitative Methods for Health Research* ▪ Elective courses: <ul style="list-style-type: none"> ▪ 2 free elective courses, selected in consultation with the supervisor (may include courses outside of the School of Public Health Sciences (SPHS), or any courses offered by the SPHS, including additional courses from the required list, online courses, etc.) ▪ *It is highly recommended that MSc students with a strong background or previous training in one of these areas take the 700-level equivalent in place of the 600-level course requirement (e.g., those | <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ 2 of the following: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models (or equivalent) or HLTH 705 Advanced Statistical Methods for Analyzing Public Health and Health Systems Data* ▪ HLTH 606A Epidemiological Methods (or equivalent) or HLTH 706 Advanced Epidemiological Methods* ▪ HLTH 619 Fundamental Research Methods in Health Informatics (or equivalent) or HLTH 719 Advanced Research Methods in Health Informatics* ▪ HLTH 625 Foundations of Qualitative Research Methodologies (or equivalent) or HLTH 704 Advanced Qualitative Methods for Health Research* ▪ Elective courses: <ul style="list-style-type: none"> ▪ 2 free elective courses, selected in consultation with the supervisor (may include courses outside of the School of Public Health Sciences (SPHS), or any courses offered by the SPHS, including additional courses from the required list, online courses, etc.) ▪ *It is highly recommended that MSc students with a strong background or previous training in one of these areas take the 700-level equivalent in place of the 600-level course requirement (e.g., those |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p style="text-align: center;">with a strong statistical background may opt to take HLTH 705). Such decisions should be made in collaboration with the supervisor.</p> <ul style="list-style-type: none"> ○ At a minimum, students must obtain an average of 75% or higher in aggregate on the courses presented in fulfillment of the degree requirements. Grades on all courses presented to fulfill the degree requirements must be 70% or higher. A grade below 70% in any course or failing to maintain an average of 75% will necessitate a review of the student's status by the School and may result in a student being required to complete additional coursework or being required to withdraw from the program. The School reserves the right to stipulate additional coursework if it is necessary for the student's preparation. ○ Students in the MSc in Public Health Sciences program may also wish to pursue one of the following Graduate Research Fields: <ul style="list-style-type: none"> 1. Aging and Health 2. Epidemiology and Biostatistics 3. Global Health 4. Health and Environment 5. Health Evaluation 6. Health Informatics 7. Work and Health ○ A Graduate Research Field is a University credential that is recognized on the student's transcript and is intended to reflect that a student has successfully completed research and a set of courses that together provide an in-depth study in the area of the Graduate Research Field. A student will only obtain the Graduate Research Field on their transcript if they have completed the requirements associated with the MSc degree and the requirements associated with the Graduate Research Field. ○ All MSc Graduate Research Fields in the SPHS consist of Graduate Studies Seminars I and II, a Master's Thesis that is confirmed by the SPHS to be in | <p style="text-align: center;">with a strong statistical background may opt to take HLTH 705). Such decisions should be made in collaboration with the supervisor.</p> <ul style="list-style-type: none"> ○ At a minimum, students must obtain an average of 75% or higher in aggregate on the courses presented in fulfillment of the degree requirements. Grades on all courses presented to fulfill the degree requirements must be 70% or higher. A grade below 70% in any course or failing to maintain an average of 75% will necessitate a review of the student's status by the School and may result in a student being required to complete additional coursework or being required to withdraw from the program. The School reserves the right to stipulate additional coursework if it is necessary for the student's preparation. ○ Students in the MSc in Public Health Sciences program may also wish to pursue one of the following Graduate Research Fields: <ul style="list-style-type: none"> 1. Aging and Health 2. Epidemiology and Biostatistics 3. Global Health 4. Health and Environment 5. Health Evaluation 6. Health Informatics 7. Work and Health ○ A Graduate Research Field is a University credential that is recognized on the student's transcript and is intended to reflect that a student has successfully completed research and a set of courses that together provide an in-depth study in the area of the Graduate Research Field. A student will only obtain the Graduate Research Field on their transcript if they have completed the requirements associated with the MSc degree and the requirements associated with the Graduate Research Field. ○ All MSc Graduate Research Fields in the SPHS consist of Graduate Studies Seminars I and II, a Master's Thesis that is confirmed by the SPHS to be in |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>the chosen Graduate Research Field, and a set of 5 graduate (0.50 weight) level courses. This set of courses is comprised of a mix of required and elective courses. Required courses are those that are prescribed as part of the Graduate Research Field. Elective courses are those that are on a list of courses designated as electives for a given Graduate Research Field.</p> <ul style="list-style-type: none"> ○ For any of the Graduate Research Fields below, a directed studies course (HLTH 620 or HLTH 720) focused on the Graduate Research Field or an appropriate alternate course may replace a required or elective course, with the approval of the Associate Director, Graduate Programs, School of Public Health Sciences. ○ The course requirements for each of the Graduate Research Fields are described below. <p>1. Graduate Research Field in Aging and Health</p> <ul style="list-style-type: none"> ○ Students must successfully complete 1 required course and 4 elective courses. An assessment of whether or not the student's thesis warrants the Aging and Health Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required course: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models ▪ HLTH 606A Epidemiological Methods ▪ HLTH 619 Fundamental Research Methods in Health Informatics | <p>the chosen Graduate Research Field, and a set of 5 graduate (0.50 weight) level courses. This set of courses is comprised of a mix of required and elective courses. Required courses are those that are prescribed as part of the Graduate Research Field. Elective courses are those that are on a list of courses designated as electives for a given Graduate Research Field.</p> <ul style="list-style-type: none"> ○ For any of the Graduate Research Fields below, a directed studies course (HLTH 620 or HLTH 720) focused on the Graduate Research Field or an appropriate alternate course may replace a required or elective course, with the approval of the Associate Director, Graduate Programs, School of Public Health Sciences. ○ The course requirements for each of the Graduate Research Fields are described below. <p>1. Graduate Research Field in Aging and Health</p> <ul style="list-style-type: none"> ○ Students must successfully complete 1 required course and 4 elective courses. An assessment of whether or not the student's thesis warrants the Aging and Health Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required course: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models ▪ HLTH 606A Epidemiological Methods ▪ HLTH 619 Fundamental Research Methods in Health Informatics |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| <ul style="list-style-type: none"> ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ HLTH 672 Epidemiologic Methods in Aging Research ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 626 Analysis and Management of Health Information in Aging Populations ▪ HLTH 627 Advanced Dementia Care ▪ HLTH 630 Advanced Geriatric Medicine and Healthcare ▪ HLTH 642 Interdisciplinary Perspectives on Aging <p>2. Graduate Research Field in Epidemiology and Biostatistics</p> <ul style="list-style-type: none"> ○ Students must successfully complete 3 required courses and 2 elective courses. An assessment of whether or not the student's thesis warrants the Epidemiology and Biostatistics Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 605A Regression Models | <ul style="list-style-type: none"> ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ HLTH 672 Epidemiologic Methods in Aging Research ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 626 Analysis and Management of Health Information in Aging Populations ▪ HLTH 627 Advanced Dementia Care ▪ HLTH 630 Advanced Geriatric Medicine and Healthcare ▪ HLTH 642 Interdisciplinary Perspectives on Aging <p>2. Graduate Research Field in Epidemiology and Biostatistics</p> <ul style="list-style-type: none"> ○ Students must successfully complete 3 required courses and 2 elective courses. An assessment of whether or not the student's thesis warrants the Epidemiology and Biostatistics Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 605A Regression Models |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| <ul style="list-style-type: none"> ▪ HLTH 606A Epidemiological Methods ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 634 Environmental Epidemiology for Public Health ▪ HLTH 672 Epidemiological Methods in Aging Research ▪ HLTH 705 Advanced Statistical Methods for Analyzing Public Health and Health Systems Data ▪ HLTH 706 Advanced Epidemiological Methods <p>3. Graduate Research Field in Global Health</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Global Health Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 662 Global Health ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models ▪ HLTH 606A Epidemiological Methods ▪ HLTH 619 Fundamental Research | <ul style="list-style-type: none"> ▪ HLTH 606A Epidemiological Methods ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 634 Environmental Epidemiology for Public Health ▪ HLTH 672 Epidemiological Methods in Aging Research ▪ HLTH 705 Advanced Statistical Methods for Analyzing Public Health and Health Systems Data ▪ HLTH 706 Advanced Epidemiological Methods <p>3. Graduate Research Field in Global Health</p> <ul style="list-style-type: none"> ○ Students must successfully complete <u>3</u> required courses and <u>2</u> elective courses. An assessment of whether or not the student's thesis warrants the Global Health Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ <u>HLTH 632 Health Economics and Public Health</u> ▪ HLTH 662 Global Health ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models ▪ HLTH 606A Epidemiological Methods |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Methods in Health Informatics</p> <ul style="list-style-type: none"> ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ Select 1 from the following list (these courses are global-health focused in all examples and assignments): <ul style="list-style-type: none"> ▪ HLTH 632 Health Economics and Public Health ▪ HLTH 654 Systems Thinking and Analysis in Health Program Planning and Evaluation <p>4. Graduate Research Field in Health and Environment</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Health and Environment Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 604 Public Health and the Environment ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models or HLTH 656 Quantitative | <ul style="list-style-type: none"> ▪ HLTH 619 Fundamental Research Methods in Health Informatics ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ Select 1 from the following list (these courses are global-health focused in all examples and assignments): <ul style="list-style-type: none"> ▪ HLTH 632 Health Economics and Public Health ▪ <u>HLTH 611 The Health Care System</u> <p>4. Graduate Research Field in Health and Environment</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Health and Environment Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 604 Public Health and the Environment ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models or HLTH 656 Quantitative Methods and Analysis |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Methods and Analysis</p> <ul style="list-style-type: none"> ▪ HLTH 606A Epidemiological Methods ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis <p>▪ Select 1 from the following list:</p> <ul style="list-style-type: none"> ▪ HLTH 623 Risk and Exposure Assessment in Public Health ▪ HLTH 624 Environmental Toxicology in Public Health ▪ HLTH 631 Public Health Surveillance ▪ HLTH 634 Environmental Epidemiology for Public Health ▪ HLTH 661 Geographic Information Systems and Public Health ▪ HLTH 662 Global Health <p>5. Graduate Research Field in Health Evaluation</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Health Evaluation Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease | <ul style="list-style-type: none"> ▪ HLTH 606A Epidemiological Methods ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis <p>▪ Select 1 from the following list:</p> <ul style="list-style-type: none"> ▪ HLTH 623 Risk and Exposure Assessment in Public Health ▪ HLTH 624 Environmental Toxicology in Public Health ▪ HLTH 631 Public Health Surveillance ▪ HLTH 634 Environmental Epidemiology for Public Health ▪ HLTH 661 Geographic Information Systems and Public Health ▪ HLTH 662 Global Health <p>5. Graduate Research Field in Health Evaluation</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Health Evaluation Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <ul style="list-style-type: none"> ▪ HLTH 655 Health Measurement and Survey Methods ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models or HLTH 656 Quantitative Methods and Analysis ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ Select 1 or 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 614 Foundations of Program Evaluation ▪ HLTH 651 Theory and Applications in Program Evaluation ▪ HLTH 653 Evaluation Practice and Management ▪ HLTH 654 Systems Thinking and Analysis in Health Program Planning and Evaluation ▪ Select 1 from the following list, if only 1 course was selected above: <ul style="list-style-type: none"> ▪ HLTH 603 Health Systems and Policy ▪ HLTH 626 Analysis and Management of | <ul style="list-style-type: none"> ▪ HLTH 655 Health Measurement and Survey Methods ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models or HLTH 656 Quantitative Methods and Analysis ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ Select 1 or 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 614 Foundations of Program Evaluation ▪ HLTH 651 Theory and Applications in Program Evaluation ▪ HLTH 653 Evaluation Practice and Management ▪ <u>HLTH611 The Health Care System</u> ▪ Select 1 from the following list, if only 1 course was selected above: <ul style="list-style-type: none"> ▪ HLTH 603 Health Systems and Policy ▪ HLTH 626 Analysis and Management of Health Information in Aging Populations |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p style="text-align: right;">Health Information in Aging Populations</p> <ul style="list-style-type: none"> ▪ HLTH 639 Experiential Learning in Evaluation <p>6. Graduate Research Field in Health Informatics</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Health Informatics Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 619 Fundamental Research Methods in Health Informatics ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models or HLTH 705 Advanced Statistical Methods for Analyzing Public Health and Health Systems Data ▪ HLTH 606A Epidemiological Methods or HLTH 706 Advanced Epidemiological Methods ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative | <ul style="list-style-type: none"> ▪ HLTH 639 Experiential Learning in Evaluation <p>6. Graduate Research Field in Health Informatics</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student's thesis warrants the Health Informatics Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 619 Fundamental Research Methods in Health Informatics ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models or HLTH 705 Advanced Statistical Methods for Analyzing Public Health and Health Systems Data ▪ HLTH 606A Epidemiological Methods or HLTH 706 Advanced Epidemiological Methods ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis or HLTH 704 Advanced Qualitative |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
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| <p>Methods and Analysis or HLTH 704 Advanced Qualitative Methods for Health Research</p> <ul style="list-style-type: none"> ▪ HLTH 650 Applied Machine Learning and Artificial Intelligence in Public Health ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 615 Requirements Specification and Analysis in Health Systems ▪ HLTH 616 Decision Making and Systems Thinking in Health Informatics ▪ HLTH 626 Analysis and Management of Health Information in Aging Populations ▪ HLTH 629 Information Visualization ▪ HLTH 633 Digital Health ▪ HLTH 637 Public Health Informatics ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ COGSCI 600 Seminar in Cognitive Science ▪ CS 634 Security and Privacy for Health Systems ▪ CS 792 Data Structures and Standards in | <p>Methods for Health Research</p> <ul style="list-style-type: none"> ▪ HLTH 650 Applied Machine Learning and Artificial Intelligence in Public Health ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 615 Requirements Specification and Analysis in Health Systems ▪ HLTH 616 Decision Making and Systems Thinking in Health Informatics ▪ HLTH 626 Analysis and Management of Health Information in Aging Populations ▪ HLTH 629 Information Visualization ▪ HLTH 633 Digital Health ▪ HLTH 637 Public Health Informatics ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ COGSCI 600 Seminar in Cognitive Science ▪ CS 634 Security and Privacy for Health Systems ▪ CS 792 Data Structures and Standards in Health Informatics ▪ SYDE 642 Cognitive |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p style="text-align: right;">Health Informatics</p> <ul style="list-style-type: none"> ▪ SYDE 642 Cognitive Engineering Methods ▪ SYDE 644 Human Factors Testing <p>7. Graduate Research Field in Work and Health</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student’s thesis warrants the Work and Health Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 628 What is Fair? International Perspectives On Equity In Work and Health ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models ▪ HLTH 606A Epidemiological Methods ▪ HLTH 619 Fundamental Research Methods in Health Informatics ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis | <p style="text-align: right;">Engineering Methods</p> <ul style="list-style-type: none"> ▪ SYDE 644 Human Factors Testing <p>7. Graduate Research Field in Work and Health</p> <ul style="list-style-type: none"> ○ Students must successfully complete 2 required courses and 3 elective courses. An assessment of whether or not the student’s thesis warrants the Work and Health Graduate Research Field designation will be completed by the SPHS. <ul style="list-style-type: none"> ▪ Required courses: <ul style="list-style-type: none"> ▪ HLTH 601 Lifespan Determinants of Health and Disease ▪ HLTH 628 What is Fair? International Perspectives On Equity In Work and Health ▪ Elective courses: <ul style="list-style-type: none"> ▪ Select 2 from the following list: <ul style="list-style-type: none"> ▪ HLTH 605A Regression Models ▪ HLTH 606A Epidemiological Methods ▪ HLTH 619 Fundamental Research Methods in Health Informatics ▪ HLTH 625 Foundations of Qualitative Research Methodologies or HLTH 652 Qualitative Methods and Analysis ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 614 Foundations of |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|---|
| <ul style="list-style-type: none"> ▪ Select 1 from the following list: <ul style="list-style-type: none"> ▪ HLTH 614 Foundations of Program Evaluation ▪ HLTH 623 Risk and Exposure Assessment in Public Health ▪ HLTH 639 Experiential Learning in Evaluation ▪ HLTH 654 Systems Thinking and Analysis in Health Program Planning and Evaluation | <ul style="list-style-type: none"> Program Evaluation ▪ HLTH 623 Risk and Exposure Assessment in Public Health ▪ HLTH 639 Experiential Learning in Evaluation ▪ <u>HLTH611 The Health Care System</u> |

How will students currently registered in the program be impacted by these changes?

- 1) *Students who have completed HLTH 654 as an elective can count the course toward their field requirements (for the applicable fields).*
- 2) *Students starting the program in Spring 2024 (or after) will have the option of HLTH 611 if pursuing the following fields: Global Health, Health Evaluation, and Work and Health.*

Department/School approval date (12/13/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 12/06/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Updating the Course description.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HLTH

Course number: 619

Course ID: 015445

Course title (max. 100 characters including spaces): Fundamental Research Methods in Health Informatics

Course short title (max. 30 characters including spaces): Fund Method Health Informatics

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Current course description: This course focuses on the fundamental methods that are commonly employed in modern health informatics research in order to collect, store, organize, process, analyze, and communicate data/information/knowledge. Emphasis is on computerized methods and concepts. Students will gain both

theoretical knowledge and practical experience so that they can apply the learned methods in practice after completing this course.

Revised course description: This course focuses on the fundamental methods that are commonly employed in modern health informatics research to collect, store, organize, process, analyze, and communicate data/information/knowledge. An introduction to programming in Python is provided during the first half of the course, which is then applied through the use of machine learning to examine public health data. Students will gain both theoretical knowledge and practical experience so that they can apply the learned methods in practice after completing this course.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Requisites: N/A

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: N/A

Sections combined/held with: N/A

Rationale for request:

Updating course description to reflect new content offered within the course. Roughly half of the course is Python, and this was not captured in the description of the course when created. Python was introduced as this was a gap in our current curriculum that has emerged as methods in programming have evolved.

Form completed by: Megan Aikens

Department/School approval date (02/09/24):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/26/24

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Effective date: Term: Fall Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Creating HLTH 725 to cross-list with SOC 725.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: HLTH

Course number: 725

Course ID: 012018

Course title (max. 100 characters including spaces): Sociology of Health

Course short title (max. 30 characters including spaces): Sociology of Health

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An overview of sociological approaches - theoretical and methodological - to the study of health, illness, and health care. Both the social organization of the health care system and the socio-cultural

determinants of health and illness are considered.

Meet type(s): Seminar Choose an item. Choose an item. Choose an item.

Primary meet type: Seminar

Delivery mode: On-campus

Requisites:

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status: SOC 725 (course revision request to add the SOC cross-listing to be submitted by SOC)

Sections combined/held with:

Rationale for request: We do not currently have a graduate level course that provides social theory, as it relates to health, that would serve many of our students. This course will complement our existing courses.

Form completed by:

Department/School approval date (02/09/24):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 01/26/24

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

- Programs:**
- 1) Doctor of Philosophy (PhD) in Kinesiology and Health Sciences
 - 2) Doctor of Philosophy (PhD) in Kinesiology and Health Sciences - Aeronautics
 - 3) Doctor of Philosophy (PhD) in Kinesiology and Health Sciences - Aging, Health and Well-Being
 - 4) Master of Kinesiology (MKin)
 - 5) Master of Science (MSc) in Kinesiology and Health Sciences
 - 6) Master of Science (MSc) in Kinesiology and Health Sciences - Aeronautics

Program contact name(s): Michael Barnett-Cowan, Alicia Nadon

Form completed by: Alicia Nadon

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Adding the Kinesiology and Health Sciences graduate programs to the alternative higher scores category of the English language proficiency (ELP) requirement.

Is this a [major modification](#) to the program? No

Rationale for change(s):

The required scores are being changed from the standard scores category to the higher scores category to be consistent with all other graduate programs in the Faculty of Health.

Proposed effective date: Term: Spring Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/english-language-proficiency>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|---|
| <p>Graduate Studies accepted examinations and alternative higher scores</p> <p>Departments/Schools/programs requiring higher scores are:</p> | <p>Graduate Studies accepted examinations and alternative higher scores</p> <p>Departments/Schools/programs requiring higher scores are:</p> |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
|---|--|

- Faculty of Arts: Accounting and Finance; Anthropology; Classical Studies; Digital Experience Innovation; English Language and Literature; Fine Arts; History; Philosophy; Public Service; Religious Studies; Sociology and Legal Studies
- Faculty of Engineering: Architecture, Doctor of Philosophy (PhD) in Entrepreneurship and Organization
- Faculty of Environment: Climate Change; Climate Risk Management; Development Practice; Economic Development and Innovation; Environment and Business; Environment, Resources and Sustainability; Future Cities; Geography and Environmental Management; Global Governance; Planning; Sustainability Management
- Faculty of Health: Public Health Sciences; Recreation and Leisure Studies
- Faculty of Mathematics: Data Science and Artificial Intelligence; Quantitative Finance

- Faculty of Arts: Accounting and Finance; Anthropology; Classical Studies; Digital Experience Innovation; English Language and Literature; Fine Arts; History; Philosophy; Public Service; Religious Studies; Sociology and Legal Studies
- Faculty of Engineering: Architecture, Doctor of Philosophy (PhD) in Entrepreneurship and Organization
- Faculty of Environment: Climate Change; Climate Risk Management; Development Practice; Economic Development and Innovation; Environment and Business; Environment, Resources and Sustainability; Future Cities; Geography and Environmental Management; Global Governance; Planning; Sustainability Management
- Faculty of Health: Kinesiology and Health Sciences, Public Health Sciences; Recreation and Leisure Studies
- Faculty of Mathematics: Data Science and Artificial Intelligence; Quantitative Finance

| Table of Graduate Studies accepted examinations and alternative higher scores | | | | | |
|---|----------------------------------|--|--|--------------------------------|---|
| Internet-based TOEFL (iBT) | IELTS (Academic) | Cambridge English test (C1 Advanced or C2 Proficiency) | CAEL | PTE (Academic) | EFAS |
| 100; writing 26; speaking 26 | 7.5; writing 7.0; speaking 7.0 | 191; minimum 185 in each area | 70; 60 per band; 70 writing; 70 speaking | 68; writing 65; speaking 65 | 80% overall in level 400 with at least 75% in writing, oral and academic skills |

| Table of Graduate Studies accepted examinations and alternative higher scores | | | | | |
|---|----------------------------------|--|--|--------------------------------|---|
| Internet-based TOEFL (iBT) | IELTS (Academic) | Cambridge English test (C1 Advanced or C2 Proficiency) | CAEL | PTE (Academic) | EFAS |
| 100; writing 26; speaking 26 | 7.5; writing 7.0; speaking 7.0 | 191; minimum 185 in each area | 70; 60 per band; 70 writing; 70 speaking | 68; writing 65; speaking 65 | 80% overall in level 400 with at least 75% in writing, oral and academic skills |

How will students currently registered in the program be impacted by these changes?

Students currently registered in the programs will not be impacted by this change. The change will only be effective for new incoming students.

Department/School approval date (11/29/23):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 11/15/23

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Programs: Master of Kinesiology (MKin)

Program contact name(s): Michael Barnett-Cowan, Alicia Nadon

Form completed by: Alicia Nadon

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Adding language to indicate the minimum requirement to be eligible to apply/enter the program is an undergraduate degree in Kinesiology (or related field).

Is this a [major modification](#) to the program? No

Rationale for change(s):

To align with other Faculty coursework programs; asking for students to have a kinesiology or health related field will better prepare them to succeed in the program.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/applied-health-sciences/department-kinesiology-and-health-sciences/master-kinesiology-mkin>

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|---|--|
| <p>Admission requirements</p> <p>Minimum requirements</p> <ul style="list-style-type: none"> • An Honours Bachelor's degree (or equivalent) with at least a 75% average. • Letter indicating why the student wishes to pursue graduate studies. <p>Application materials</p> <ul style="list-style-type: none"> • Curriculum vitae • Supplementary information form • Transcript(s) | <p>Admission requirements</p> <p>Minimum requirements</p> <ul style="list-style-type: none"> • <u>Successful completion of a four-year Honours Bachelor's degree (or equivalent) in Kinesiology or a related field with at least a 75% average.</u> <p>Application materials</p> <ul style="list-style-type: none"> • Curriculum vitae • Supplementary information form <ul style="list-style-type: none"> ○ <u>Indicate reasons why the student wishes to pursue graduate studies.</u> • Transcript(s) |

| Current Graduate Studies Academic Calendar content: | Proposed Graduate Studies Academic Calendar content: |
|--|--|
| <p>References</p> <ul style="list-style-type: none"> • Number of references: 2 • Type of references: either from 2 faculty members who taught the student as an undergraduate, or 1 from a faculty member and 1 from an employer with professional qualifications. <p>English language proficiency (ELP) (if applicable)</p> | <p>References</p> <ul style="list-style-type: none"> • Number of references: 2 • Type of references: either from 2 faculty members who taught the student as an undergraduate, or 1 from a faculty member and 1 from an employer with professional qualifications. <p>English language proficiency (ELP) (if applicable)</p> |
| | |

How will students currently registered in the program be impacted by these changes?

Students currently registered in the programs will not be impacted by this change. The change will only be effective for new incoming students looking to start in the Fall 2025 coursework program.

Department/School approval date (mm/dd/yy): 01/31/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/06/24

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Health

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Updating the Course number.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: KIN

Course number:

Current course number: 727

Revised course number 627

Course ID: 011876

Course title (max. 100 characters including spaces): Low Back Disorders: Optimizing Prevention, Rehabilitation and Performance

Course short title (max. 30 characters including spaces): Low Back Disorders

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Not required

Course description: An advanced graduate course that synthesizes the multidisciplinary issues (psychosocial, behavioural, physiological, biomechanical and legislative) related to low back disorders. A solid scientific foundation is developed from the study of anatomy, normal function and injury mechanics. This foundation is used to substantiate the best strategies for injury prevention, rehabilitation and performance training. Held with KIN 427.

Meet type(s): Lecture Choose an item. Choose an item. Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus

Anti-Requisites: ~~(ANTIREQ)~~ = KIN 427 *previously none*

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with: KIN 427

Rationale for request:

To better align with program level of students typically taking this content, we wish to adjust the course number from KIN 727 (typically for PhD students in our Department with MSc pre-requisites) to KIN 627.

Form completed by: Alicia Nadon

Department/School approval date (mm/dd/yy): 01/31/24

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 02/06/24

Faculty approval date (mm/dd/yy): 03/26/24

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the [content revision instructions](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Interdisciplinary Studies (VPA)

Effective date: Term: Spring Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Choose an item.
- Inactivate: Choose an item.
- Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

- New: Complete all course elements below
- Inactivate: Complete the following course elements:
Course subject code, Course number, Course ID, Course title
- Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code: WIL

Course number: 611

Course ID: TBA

Course title (max. 100 characters including spaces): Interdisciplinary Community/Industry Research Project

Course short title (max. 30 characters including spaces): Community/Industry Project

Grading basis: Credit/No Credit

Course credit weight: 0.00

Course consent required: Department

Course description: This graduate-level Work-Integrated Learning (WIL) course is designed to bridge the gap between academic theory and practical application in the professional world. It offers graduate students a unique opportunity to integrate their advanced academic knowledge with real-world experience. The course provides a structured, yet flexible framework where students engage with industry and community partners, typically as part

of interdisciplinary teams. Throughout the duration of the course, students will not only apply their academic expertise in a practical setting but also develop essential professional skills aimed at enhancing student's employability and career readiness.

Note: this course cannot be counted towards students' degree requirements.

Meet type(s): Lecture Community and Industry Research Projects Seminar Choose an item.

Primary meet type: Lecture

Delivery mode: On-campus and also offered online

Requisites: N/A

Special topics course: Yes No

Cross-listed course: Yes No

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

As part of the University's strategic commitment towards developing talent for a complex future and the associated expansion of Work Integrated Learning (WIL) at the graduate level, the course is being designed to support students without access to program level work-integrated learning like co-op, to engage with industry and/or community partners in meaningful partnerships and have opportunities to critically reflect upon their experiences. This course will offer students the opportunity to engage as part of interdisciplinary teams in work-integrated learning enabling them to bridge theory and practice in a learning environment with their peers, industry/community partners, and faculty. Students will have the opportunity to apply their knowledge to real world problems with real world industry partners providing them the opportunity to further develop critical professional skills like communication, teamwork, and problem solving.

This course cannot be counted towards students' degree requirements.

Note: the proposed course has been reviewed and endorsed by the GradWIL Steering Committee, the GradWIL CoreOps group, and Graduate Operations.

Form completed by: Ben McDonald (Senior Manager, Work-Integrated Learning Programs, Centre for Work-Integrated Learning)

Department/School approval date (mm/dd/yy):

Reviewed by GSPA (for GSPA use only) date (mm/dd/yy): 03/12/24

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Terms of Reference

UW Senate Graduate and Research Council

UW/SSHRC Grant Review Committee

Terms of Reference

Preamble:

The [UW/SSHRC Grant Review Committee](#) is a sub-committee of Senate Graduate and Research Council with membership and powers and duties as set out herein.

Membership:

1. The following members ex-officio:

- Vice-President, Research and International, [or designate Associate Vice-President from the Office of the Vice-President, Research and International](#), who shall serve as Chair of the Committee
- ~~Associate Vice President, Research Operations~~
- ~~Associate Vice President, External Research~~

2. The following members are appointed by the Senate Graduate and Research Council on the recommendation of the Vice-President, Research and International, in consultation with the Faculty Deans [and/or Associate Deans of Research](#); each of whom shall serve a term of three years renewable once; and none of whom shall hold an administrative office which involves them in the preliminary evaluation and endorsement of applications.

- Two members of faculty from the Faculty of Arts, one from the humanities and one from the social sciences
- One member of faculty from the Faculty of Environment
- One member of faculty from the Faculty of Health
- One member of faculty from the Faculty of Engineering

3. The Senior Manager (SSHRC), [Funding Agencies and Non-Profit Sponsors \(FANS\)](#), shall serve as secretary to the Committee.

Powers and duties:

1. To allocate funds received annually through the Social Sciences and Humanities Research Council (SSHRC) Institutional Grant (SIG), the Humanities and Social Sciences Endowment Fund, and additional support as may be provided by the University of Waterloo.
2. To advise the Vice-President, Research and International, and the Senate Graduate and Research Council on the operations of the UW/SSHRC research support programs and on all policy matters related thereto and in particular to recommend to the Senate Graduate and Research Council appropriate terms of eligibility for awards under this program.
3. To review all applications for support under the UW/SSHRC support programs and to make awards as appropriate in accordance with the terms of eligibility.
4. To submit an annual report to the Senate Graduate and Research Council which shall include a list of all grant submissions, decision of the Committee on each and amount of awards dealt with.

5. The Committee will meet twice per year to review applications for research grants, conference travel grants, and the Robert Harding/Lois Claxton Humanities and Social Sciences Endowment grants.

Original Approval: Senate Research Council - 14 September 1989.

Revised: Senate Graduate and Research Council - 10 August 2018

[UW/SSHRC Explore Grant Program \(formerly Seed Grant\)](#)

[UW/SSHRC Exchange Grant Program \(include former Travel Grant\)](#)

[Bob Harding and Lois Claxton Humanities and Social Sciences Endowment Fund](#)

[UW/SSHRC RIF program](#)

The [UW/SSHRC Grants Review Committee](#), a sub-committee of the University Senate Graduate and Research Council, approved on Dec. 18, 2023, an increase to the [Exchange Grant 1](#) (conference travel) maxima to reflect current travel costs as highlighted in the table below.

UW/SSHRC: Exchange 1 Travel Maxima Increase

| Since 2017 | | Proposed 2024 revision | | (increase of) |
|--|--------------------------------|---|----------------------------------|---------------|
| Destination area | Current maximum allocation CAD | Destination area | Proposed maximum allocation CAD* | |
| North America | \$1,400 | North America (including Central America and Caribbean) | \$1,700 | \$300 |
| Europe, Middle East, South America | \$2,000 | Europe, South America | \$3,200 | \$1,200 |
| Africa, Australia, and Asia (India, Pacific Rim) | \$2,800 | Africa, Asia, Oceania (includes Hawaii) | \$3,700 | \$900 |

* Limited exceptions are allowed for travel within Canada to northern/remote/Indigenous communities.

Background:

- Concur was used to estimate travel costs to multiple locations within each region between June-December 2023. Costs were averaged to generate a regional maximum.
- Projections show minimal impact on UW/SSHRC grant success rates in the short term if application #s remain similar to those of past 6 years and we assume less than 100% success rate for some programs. Considerations included:
 - Max value used in projections. Not everyone asks for the max.
 - UW/SSHRC granting programs already state that where there is a shortage of funding, applications for multiple types of grants (Explore & Exchange) might not be awarded, especially for established researchers
 - Value of future 2025-28 SIG unknown
 - Across-the-board reduction could be implemented if needed
 - GRF may be an option in limited circumstances (e.g., fund off-cycle Exchange 1) subject to availability of funds and VPRI approval

UW/SSHRC Explore Grant: Seed*

*Formerly the UW/SSHRC Seed Grant

Introduction

The UW/SSHRC Explore Grant program is funded by an annual block grant from the Social Sciences and Humanities Research Council (SSHRC). Proposals are reviewed and approved by the UW/SSHRC Grants Review Committee, a sub-committee of the University Senate Graduate and Research Council, and are administered through the Office of Research.

Explore funds cover research expenses for projects with budgets up to \$7,000 in the Social Sciences and Humanities and Fine- and Performing-Arts, and are considered to be seed funding for subsequent applications to SSHRC. UW/SSHRC Explore Grant funding is available for one year (Jan 1 to Dec 31 or July 1 to June 30 – depending on competition) plus one extension year. Further extension may be made on a case-by-case basis by submitting a written request with a revised budget to the Secretary of the UW/SSHRC Grants Review Committee.

Priorities

The purpose of the UW/SSHRC Explore Grant Program is to support the early-stage development of high-quality research in the fine and performing arts, social sciences, and humanities. The UW/SSHRC Grants Review Committee will prioritize funding for preliminary work for a new project and bridge-funding for a project linked to a new SSHRC proposal.

Requests for support for networking activities (e.g. Partnership Grant or Partnership Development Grant) to develop a new research project will be considered. Applicants must make a compelling case that this activity is integral to the development of a new research project, and requests for such funding will be considered on a case-by-case basis.

Eligibility

Applicants must be tenured or tenure-track SSHRC-eligible faculty who have applied to an external SSHRC competition or held an external SSHRC grant as a Principal Investigator within the previous three years*. An exception to this is new faculty: those in their first three years of appointment are eligible to receive UW/SSHRC Explore Grant funding without having first sought external SSHRC funds. As well, consideration may be given to regular faculty who have not recently applied for or held a SSHRC grant, but who can demonstrate that they are undertaking a significant change in research direction that requires start-up funds and is SSHRC-related.

Faculty with a 3-year definite term appointment that includes research duties will be given consideration to apply so long as they have the support of their Department Chair/School Director and Faculty Dean, or Affiliated and Federated Institution of Waterloo (AFIW) equivalents. The same external SSHRC application criteria apply as outlined above for regular faculty.

Further exceptions are possible in limited circumstances (e.g., special circumstances and career interruptions such as a leave of absence) [and for those applying for Partnership Grant Seed Funds](#). Contact the UW/SSHRC secretary for details.

All UW/SSHRC Explore Grant recipients are required to apply to an external SSHRC competition through UW within two years of their UW/SSHRC Explore Grant start date.

Multiple applications and concurrent funding

- If a researcher is in the final year of a SSHRC grant (either final year or extension year) and requires seed funding for a new project or new research direction, they may apply for a UW/SSHRC Explore Grant, however preference will be given to applicants who do not currently hold SSHRC funding.*
 - If sufficient funding is available, the committee will adjudicate these applications separately after considering applications from those who do not hold SSHRC funding.*
 - If a researcher in the final year of their SSHRC grant applies for the Explore Grant, they must justify their need for these funds based two things:
 - The new direction of the proposed research and how it builds upon or differs from their funded research program
 - How the proposed project will enhance the chances of success on a subsequent external SSHRC grant application
 - This justification must be included in the 4-page detailed description attachment
- If a researcher successfully applies for a UW/SSHRC Explore Grant and is also awaiting the results of an external SSHRC application, funds will not be released until the SSHRC results are available. If the researcher has been successful on the external SSHRC grant, they *will not* be eligible to also receive the internal UW/SSHRC funding.*
- If a researcher successfully applies for a UW/SSHRC Explore grant and then also applies for an external SSHRC grant thereafter (and is successful), they may keep both awards. However, if a researcher holds a UW/SSHRC Explore grant, then applies unsuccessfully to an external SSHRC grant and their application is RIF-eligible, they *will not* be eligible for the RIF ([Research Incentive Fund](#)). ~~Researchers cannot hold two internal grants simultaneously.~~
- Applicants who currently hold a RIF Award are ineligible to apply for UW/SSHRC Explore and Exchange Grants

Commented [CK1]: Removed as it is possible to hold Explore, Exchange and HSS simultaneously, and there are many types of internal grants not processed by the UW/SSHRC committee. I believe the original purpose of this sentence was to address the SSHRC RIF which is covered by the preceding statements.

- If a researcher currently holds a UW/SSHRC Explore or Seed Grant, they are ineligible to apply to the program until all funds are expended*
- Applicants cannot apply to the UW/SSHRC Explore Grant and Humanities and Social Sciences (HSS) Fund for the same research project.*
- Applicants can apply for both the Explore and Exchange Grant with the stipulation that:
 - Each application shall be judged on its own merit
 - When there is a shortage of funding, both grants may not be awarded and priority will be given to awarding Explore grants over Exchange grants in such cases
 - Preference for funding both applications will be given to early career researchers
- While an applicant may not be a Principal Investigator on more than one UW/SSHRC Explore Grant at the same time, they may be a co-investigator on any number of concurrent applications.

[*Exceptions will be made for those applying for the Office of Research Partnership Grant Seed Funds special pilot competition, though the applicant must be eligible to apply to the Partnership Grant Stage 1 competition in February 2025. Contact \[uwsshrc@uwaterloo.ca\]\(mailto:uwsshrc@uwaterloo.ca\) with any questions.](#)

Eligible expenses

The UW/SSHRC Explore Grant Program will cover the following expenses: salaries of research assistants, minor equipment, databases, supplies, and travel essential for the conduct of the research. Funds cannot be transferred to another institution. Costs of short distance travel within Southwestern Ontario must be justified. Requests for equipment or software must be justified and identified as essential to the success of the project, and must explain why available on-campus facilities are not adequate. Please be aware of the [recommended salary and benefits rates for students and non-student assistants paid from research grants](#). Requests for conference travel funding and open access fees must be made through the UW/SSHRC Exchange Grant program.

Please note that these funds CANNOT be used as matching on any SSHRC Grant because they are awarded through the SSHRC Institutional Grant (and SSHRC funds cannot be used as required contributions on an SSHRC program).

Applications must include the following:

1. Office of Research [Electronic Cover Sheet for Sponsored Research Activities](#)
2. One electronic copy (PDF) of the application form and all supporting documents. The single PDF file containing all documents (except the cover sheet) should be submitted via e-mail to the [Secretary](#), UW/SSHRC Grants Committee. All files must be combined into one PDF; applications not presented in this format will be rejected. Please include the following in the PDF:

- UW/SSHRC Explore [application form](#)
- Detailed description of proposal (4 pages maximum)
- List of references (1 page maximum)
- Budget justification (1 page maximum)
- SSHRC CV (with research contribution document) or Canadian Common CV

All questions should be directed to the Secretary, UW/SSHRC Grants Committee at uwsshrc@uwaterloo.ca.

Deadlines: June 1 and December 1, by 11:59 p.m.

- If the deadline falls on a weekend, the deadline is extended to the next business day.

- **off-cycle Explore Grants will not be accepted**

Notification: decisions will be e-mailed to applicants by the end of August and the end of February, respectively

Requirements

Ethics: Successful applicants whose research involves human participants/data and/or live, non-human vertebrate animals must submit a [research ethics application](#) via the Office of Research Ethics for review and clearance before a research account can be activated. More information on the ethics application process can be found on the [Office of Research Ethics](#) webpage.

Acknowledgement

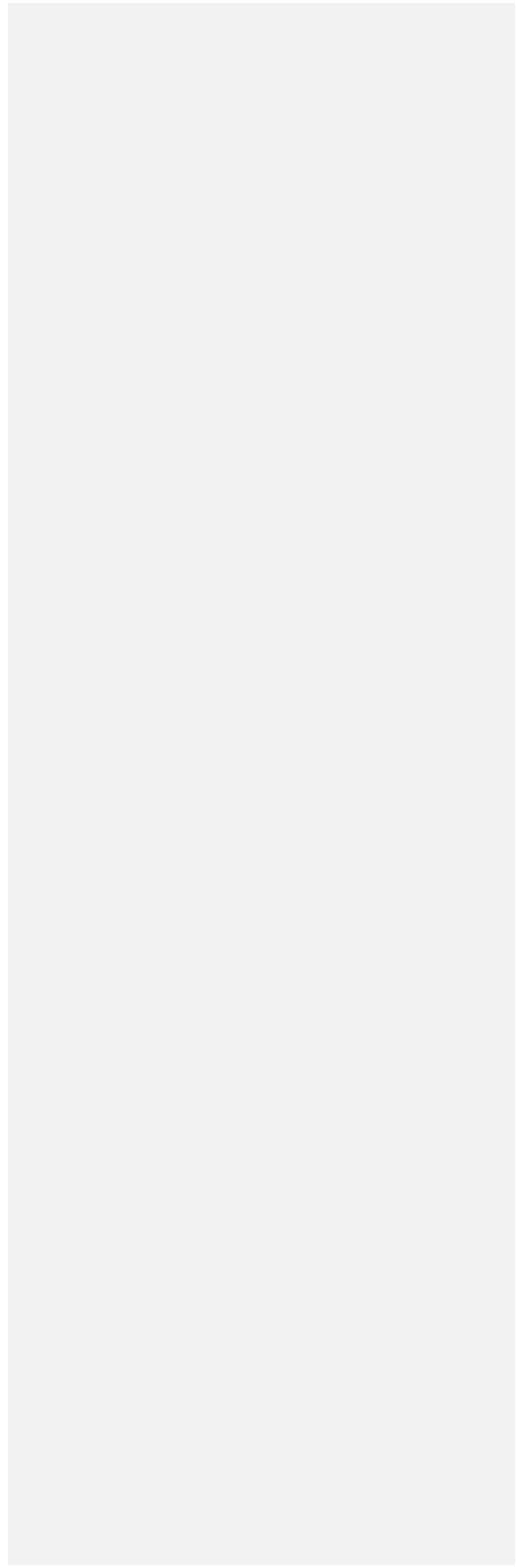
Please acknowledge the support provided through the University of Waterloo SSHRC Institutional Grant (SIG) in any publication resulting from the grant.

Evaluation of applications

Funding decisions for this program will be made by the UW/SSHRC Grant Review Committee based on the applicant's need for support; the quality of the proposal; the link established between the Explore Grant project and a forthcoming external SSHRC grant application; and the research record, or potential, of the applicant. When the Committee requires further input to arrive at a decision, the applicant's Department Chair/School Director and Faculty Dean (or AFIW equivalents) will be asked for a confidential evaluation of the proposal.

[Terms of Reference](#)

Revised: [March 2024](#)





For Discussion

Open Session

To: **Senate Graduate & Research Council**

Sponsor/Presenters:

David DeVidi
Associate Vice-President, Academic

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Gen Gauthier-Chalifour
University Secretary

Date of Meeting: April 8, 2024

Agenda Item Identification: **Senate Governance Review Recommendation:
Academic Quality Enhancement (AQuE) Committee Terms of Reference**

Recommendation/Motion:

To approve recommending the proposed terms of reference for the Academic Quality Enhancement (AQuE) Committee to Senate Executive Council, as presented.

Summary:

Following the initial endorsement of the creation of the new committee from both Senate Graduate & Research Council (SGRC) and Senate Undergraduate Council (SUC), the Associate Vice-President, Academic (AVPA) and the Associate Vice-President, Graduate Studies and Postdoctoral Affairs (AVPGSPA) have worked in collaboration with the Academic Quality Enhancement Office (formerly the Quality Assurance Office) and the Secretariat to develop draft terms of reference for the AQuE Committee which are included with this report. On recommendation of the Secretariat, it is proposed that the terms of reference lie outside of Bylaw 2, as is done with the Senate Honorary Degrees Committee, as the proposed committee's mandate is from the IQAP and not the University of Waterloo Act (1972).

Dean's Council has reviewed and endorsed the proposal to create the new AQuE Committee and the proposed terms of reference at their March 27, 2024 meeting.

The proposed terms of reference for the AQuE Committee are also being presented to SUC for review and approval. Should SUC and SGRC both approve, the proposed terms of reference would be recommended to Senate for final approval through Senate Executive Committee.

Academic Quality Enhancement Committee – Terms of reference

The Academic Quality Enhancement Committee shall have the following powers and duties:

1. To consider, study, and review all matters pertaining to the University's Institutional Quality Assurance Process (IQAP), and make recommendations to Senate, thereon. In the case of editorial changes to the IQAP, consider and approve such changes on behalf of Senate, and report to Senate for information.
2. On behalf of Senate, consider and approve all Final Assessment Reports and Progress Reports within the University's IQAP, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
3. On behalf of Senate, consider and approve any aspects of the quality enhancement processes that fall outside the remit of the IQAP, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.

The membership of this committee shall consist of the following:

- The associate vice-president, academic, who shall co-chair this committee.
- The associate vice-president, graduate studies and postdoctoral affairs, who shall co-chair this committee.
- Three faculty members, drawn from either the ex-officio or elected/appointed members of the Undergraduate Council of Senate, who shall serve for a term of two years, appointed on the recommendation of the Undergraduate Council.
- Three faculty members, drawn from either the ex-officio or elected/appointed members of the Graduate & Research Council of Senate, who shall serve for a term of two years, appointed on the recommendation of the Graduate & Research Council.
- Two members of Senate from the elected student members, one of whom shall be an undergraduate student and one of whom shall be a graduate student.

Final Assessment Report

Classical Studies (MA)

September 2022

Executive Summary

External reviewers found that the Masters (MA) in Classical Studies delivered by the Department of Classical Studies was “on the whole excellent”.

“This is a small department but warm, vibrant, and especially hard-working one”. “All faculty members have very strong research profiles...”. “Students both former and current praised the department for its size, the warmth of its faculty members, and student-instructor engagement”.

A total of 11 recommendations were provided by the reviewers, regarding deployment of faculty, student recruitment, and a deep reorganization of the Master’s program. In response, the program created a plan outlining the specific actions proposed to address most recommendations as well as a timeline for implementation. The next cyclical review for this program is scheduled for 2027-2028.

Enrollment over the past three years

| | Classical Studies MA |
|------------------|----------------------|
| 2021-2022 | 12 |
| 2020-2021 | 11 |
| 2019-2020 | 10 |

Background

In accordance with the University of Waterloo’s Institutional Quality Assurance Process (IQAP), this final assessment report provides a synthesis of the external evaluation and the internal response of the MA program delivered by the Department of Classical Studies. A self-study (Volume I, II, III) was submitted to the Associate Vice-President, Graduate Studies and Postdoctoral Affairs on July 17, 2020. The self-study (Volume I) presented the program descriptions and learning outcomes, an analytical assessment of the programs, including the data collected from a student survey, along with the standard data package prepared by the Office of Institutional Analysis & Planning (IAP). The CVs for each faculty member with a key role in the delivery of the program(s) were included in Volume II of the self-study.

From Volume III, two arm's-length external reviewers were selected by the Associate Vice-President, Graduate Studies and Postdoctoral Affairs: Professor Lisa Hughes, University of Calgary, and Professor Kelly Olsen, Western University.

Reviewers appraised the self-study documentation and conducted a virtual site visit to the University on June 7-10th, 2021. An internal reviewer from the University of Waterloo, Professor Jochen Koenemann, from the Department of Combinatorics and Optimization was selected to accompany the external reviewers. The visit included interviews with the Vice-President, Academic & Provost; Associate Vice-President, Graduate Studies and Postdoctoral Affairs; Dean of the Faculty of Arts; Associate Dean of Graduate Studies; Chair of the Department, as well as faculty members, staff, current graduate students, alumni and librarians.

Following the site visit, the external reviewers submitted a report on their findings, with recommendations. Subsequently, the program responded to each recommendation and outlined a plan for implementation of the recommendations. Finally, the Dean responded to the external reviewers' recommendations, and endorsed the plans outlined by the program.

This final assessment report is based on information extracted, in many cases verbatim, from the self-study, the external reviewers' report, the Program response and the Dean's response.

Program Characteristics

The [Master of Arts \(MA\) in Classical Studies](#) aims to prepare graduate students to continue on to academic studies in Classics at the PhD level, to engage in further professional training (e.g., teaching, information sciences, museum studies, restoration work, architecture, law), or to enter the workforce with improved communication and analytical skills. Students admitted to the MA complete either a thesis (50-75 pages) and 4 courses, or a Major Research Project (25-40 pages) and 6 courses.

Summary of Strengths, Challenges and Weaknesses based on Self-Study

Strengths

- High teaching standards and strong level of faculty engagement with students
- Strong research culture and productivity within the Department
- Student satisfaction with professional experience and training provided through TA and RA positions

Challenges

- Only 2 of 8 faculty members in the Department are female, one of whom is now Dean of Arts and effectively out of the classroom.

- Only 1 of 8 faculty members is a specialist in material culture.
- Physical space is limited, as for all departments in the Arts Faculty.

Weaknesses

- The mandatory methodologies course (CLAS 600) is not effectively meeting all students' needs
- The variety of courses offered annually is limited by the size of the MA program and faculty complement
- Limited opportunities for beginning language training in Greek and Latin at the graduate-level

Summary of Key Findings from the External Reviewers

Reviewers indicated that the Master's program is "on the whole excellent, although there is room for improvement". Reviewers also stated "It is a pleasure to enumerate the department's many strengths. This is a small department but warm, vibrant, and especially hard-working one. All faculty members have very strong research profiles and are successful in attracting both internal and external research funding. The department is able to offer an internship in the Canadian Institute in Greece (a very valuable experience for graduate students), and study abroad courses. The Waterloo Institute for Hellenistic Studies also contributes to graduate education and the quality of that education through lectures and visiting scholars. Students both former and current praised the department for its size, the warmth of its faculty members, and student-instructor engagement."

Response to External Reviewers' Recommendations

1. A new hire that reflects a commitment to EDI, either in material culture or in classical reception, race, or identity. As it stands, the makeup of the department (6 men, 2 women—both of whom will shortly be in the Dean's office) does not reflect the gender balance of the students either in the department or the Faculty of Arts as a whole. With a new hire, the department will also be able to increase and diversify its course offerings, resulting in more program students, both undergraduate and graduate.

Program Response

Improving EDI is a priority for the Department of Classical Studies, as indicated in their self-study, with respect to both their programs and faculty/staff-complement. Diversity is a known challenge for the broader discipline of Classical Studies, and they are striving as a unit to attract a more diverse group of students and scholars to the discipline. They agree with the reviewers that a new hire in material culture, reception, race, or identity, which reflects their commitment to EDI, would be of immense value to the department and improve the diversity and breadth of courses they can offer at both the undergraduate and graduate

levels. Classical Studies is open to an interdisciplinary hire, whose research and teaching connects with other interdisciplinary programs in Arts such as Black Studies, Indigenous Studies, and Cultural Identities. They would prefer an interdisciplinary appointment based 100% in Classical Studies but are open to a cross-department appointment, especially in areas such as reception, race, and identity; for example, a scholar of the reception of Greco-Roman antiquity, whose work connects substantially with other programs and departments on campus. A new hire would provide important mentorship and supervision for their students working in these areas. It is also worth noting that at the undergraduate level, they reach a large number of students in their high-enrolment 100- and 200-level courses (for example, CLAS 104 enrolment has approached 1200 in a single semester, and they offer this course all three semesters throughout the year).

Dean's Response

Arts is currently engaged in the creation of a strategic plan for the Faculty, which will also involve complement planning across the Faculty as a whole. At the moment, therefore, we are reserving judgement in the matter of the creation of individual faculty appointments. We recognize that the gender balance in Classical Studies is sub-optimal, and commend the Department on its commitment to EDI moving forward.

2. Right now 300/400/600 level classes are taught as split classes, which results in a higher workload for faculty. We recommend a three – two load or perhaps a few ‘floating’ courses which could be used to diversify departmental offerings. As the members of the department are already teaching what is essentially a 3-2 load, making it official would mean they receive credit for all the hard work that they do. Having stand-alone graduate courses is also important to MA students in terms of social and intellectual cohesion.

Program Response

In recent years, Classical Studies has regularly held together 3XX/4XX/6XX language courses and 4XX/6XX seminars in the department. They have done so primarily to ensure sufficient enrolment in these course offerings, as mandated by the Dean of Arts and in line also with recommendations of a previous review of their undergraduate program. Classical Studies recognizes that teaching the courses together presents some pedagogical challenges and increased workload for faculty. As a result, they make an effort to rotate these courses amongst the faculty year on year, so that no individual faculty member consistently bears the increased workload. Classical Studies respectfully disagree with the reviewers that holding these courses together amounts to a 3-2 teaching load and that they should move officially to a 3-2 teaching load in the department. Classical Studies is a research-intensive department in a research-intensive university. Their faculty members' research productivity is an important part of their graduate program. It would also be out of line with the rest of the faculty and university to have a 3-2 teaching load in their department. Classical Studies does, in fact, already have stand-alone graduate courses in the department –they offer at least one

graduate-only seminar every year, as well as a graduate-only methodology seminar. They have also found that there are additional benefits to holding some of their upper-division undergraduate and graduate seminar classes together, as this provides opportunities for their undergraduates to learn from their more advanced peers, and for graduate students to fill the role of student mentors for their undergraduates. On the whole, holding these courses together has been very positive in terms of the broader social and intellectual cohesion of their department.

Dean's Response

I agree with the Departmental response. Holding senior undergraduate and graduate courses together is a common practice in other departments. The course load in Classical Studies should remain 2-2 as aligned with most tenured and tenure-track faculty members in ARTS.

3. Seek creative ways to use existing faculty (adjunct, external-to-program) to deliver existing or create new courses in the event a new hire is not possible; look at courses external-to-the-department that might be brought to count towards the Classical Studies MA program.

Program Response

Classical Studies agrees with the reviewers that they should always seek creative ways to collaborate with faculty in other departments to enhance their course offerings. They will continue to explore such opportunities. Classical Studies is an inherently interdisciplinary program and already has strong relationships with programs such as French Studies, History, Philosophy, and Religious Studies (to name just a few) with whom they share cross-listed courses and/or collaborate.

Dean's Response

I agree with the Departmental response; this is the approach of many of the small departments in ARTS to ensure graduate students have a broad range of courses available to them, along with interactions with professors and graduate students in other disciplines. That said, the Department of Classical Studies has in fact proved itself able to deliver a sufficiency and wide variety of graduate-level courses, and it is not clear to me that the program stands in need of the development of more new courses (with the possible exception of offerings in the area of material culture).

4. Make an active effort to recruit new students through social media and online meet and greet sessions.

Program Response

Classical Studies agrees with the reviewers that they should make every effort to recruit students through social media and other online platforms. They already have a developed

social media presence and make many efforts to connect with future students. The development of online communication since 2020 has enhanced their digital recruitment efforts and they will continue to pursue these.

Dean's Response

I am very pleased with the program's efforts to recruit using digital tools. The graduate recruitment officer has also focused on assisting this graduate program with recruitment through Google Ads (in 2020 and 2021), Facebook ads (2019) and Twitter ads (2018). A graduate student profile was also added to the Classical Studies website in order to showcase the experiences of students in this program. I will continue to support diverse ways to recruit the best students to graduate studies in this department.

5. Extend the MA program to 5 terms, to bring it into line with other existing Canadian MA programs.

Program Response

Classical Studies recognizes that it would be ideal to extend their program to 5 terms, given that many of their students take longer than 4 terms to complete their degree, but they do not think this is feasible. Other Classical Studies MA programs in Canada offer 5-6 terms of funding, but it would be unusual in the context of Waterloo's Faculty of Arts to have guaranteed funding for an MA program extend beyond 4 semesters. They also do not expect more guaranteed funding would be possible in the current budget. The reviewers recommend that they try to enhance external funding for students, by supporting their applications for OGS/CGSM awards and through faculty research grants. They have been very successful in supporting students through these very mechanisms in recent years and will continue to do so. The reviewers comments that there were no RAs for the seven year period of the review, on the basis of Table 8 in the Self Study, which erroneously lists \$0 in RA support for students. Whereas, during this period, Andrew Faulkner paid \$12,551.18 to five different MA students for RA work.

Dean's Response

The Classical Studies MA is four terms, which is more than the usual three terms for many other graduate MA programs in ARTS. Classical Studies MA students do regularly apply for external funding through SSHRC, and when faculty members do have grant money, they are keen to support their graduate students through RAships.

6. Institute a guaranteed funding package for five terms. We realize this is not within departmental control; we suggested some methods in our report.

Program Response

See above under recommendation 5.

Dean's Response

See above under recommendation 5.

7. Provide new titles for graduate courses on the website. A list of 'past' and 'current' graduate courses (not just the generic ones found in the course calendar) would go a long way to exhibit the range of departmental offerings. More seminars based closely on respective faculty research profiles are also desirable. In addition, providing specific examples highlighting the specialized topics, class types, and teaching techniques might serve to attract students.

Program Response

Classical Studies agrees that they could bring greater clarity to their website and the description of their graduate courses. They will undertake a review of this and make appropriate changes.

Dean's Response

This is a good recommendation and I am pleased that the program will undertake a review and make changes where appropriate.

8. Institute a brown-bag lunchtime seminar series to highlight the research that is being done in the department by faculty and students.

Program Response

Classical Studies agrees that an initiative such as this would help to strengthen the research culture within the department. They will build a regular internal seminar component into their existing program of speakers and research seminars.

Dean's Response

Brown bag lunches are popular among faculty and students in many departments in ARTS. It is a chance for faculty members to talk about their research, but also for students to discuss their interests, give a conference paper presentation dry run, or to solicit feedback on their theses. I look forward to seeing this incorporated into the department's existing seminars and speakers' series.

9. Reinstate the language requirement for the MA program. The department is small and cannot be offering what is essentially two MA programs. If not, outcomes need to be reworded for non-language students.

Program Response

Classical Studies appreciates the emphasis the reviewers place on the place of language learning within the discipline. They agree that it is an essential component; nonetheless, they do not agree that they should reinstate the language requirement for the MA degree, nor that they have essentially two MA programs. Classical Studies at one time required students to have an advanced level of both Greek and Latin to enter their MA program, and complete advanced graduate seminars in Greek and Latin to exit. They removed this requirement several years ago to allow for more flexibility in their admissions process. This change reflected existing realities within their BA and MA degrees. For example, their students working on later Western antiquity do not always require Greek for advanced research, only Latin (they may instead require a knowledge of vernacular languages). The broader field of Classical Studies now also recognizes that language requirements for serious research are not absolute and that the level of language competence required depends upon the theoretical approach taken; removing the language requirement allows Classical Studies to admit and train a more diverse group of students. At the same time, they have continued to emphasize the importance of language learning for all their students, which they do through advising rather than program requirements. Classical Studies discussed this extensively as a department and reaffirm their commitment to language learning. It is notable that every single one of their graduating students since the changes were made to the program requirements has completed an advanced language seminar in either Greek or Latin, even when this was not strictly required. Classical Studies does note that they need to revise their formal program learning outcomes to reflect this change and they will undertake to review these.

Dean's Response

I agree with the thoughtful Departmental response to this recommendation. The question of language requirements has been a challenging one for Classics programs everywhere, and I believe that the Department's approach – that one size does not fit all – reflects the realities not only of our own students, but of the broader field and of the reasons why students pursue graduate work. I commend also the Department's commitment to provide continued support to students who do wish to advance further in their language studies.

10. Think carefully about whether departmental ideals of career outcomes align with what MA students want or need.

Program Response

In recent years, Classical Studies has given much thought to career outcomes for their MA students. While many of their students go on to enter PhD programs, others follow a variety of career paths. In recent years, they have emphasized discussion of career outcomes in their

student advising and they are making continued efforts to ensure that they are meeting student needs. also note that they maintain strong connections with their alumni.

Dean's Response

See also under Recommendation #9. As its response indicates, the Department has in fact put much thought into the matter of career outcomes for MA students. The Faculty of Arts as a whole has done the same. The flexibility of our graduate programs – exemplified in the CLAS model – is precisely intended to facilitate the varying needs of our master's and doctoral students, only a minority of whom go on to academic careers.

11. Implementing any of these changes will require a deep re-organization of the MA program as it now stands, and we encourage the department to take on this important work.

Program Response

Not selected for implementation (see below).

Recommendations Not Selected for Implementation

Note that the program responded in detail to the first 10 of the reviewers' recommendations listed in the report. The program respectfully declined to implement recommendation number two on pages 4-5, recommendation five (page 6), recommendation 6 (pages 6-7), and recommendation nine (pages 7-8). In addition, the program noted that the last (11th) recommendation is not a recommendation as such, but an evaluative summary of the previous recommendations, so it could not be answered directly.

Implementation Plan

| | Recommendations | Proposed Actions | Responsibility for Leading and Resourcing (if applicable) the Actions | Timeline for addressing Recommendations |
|----|---|---|--|--|
| 1. | New Hire | Request appointment from Dean | Chair | Request submitted to Dean Fall 2022 |
| 2. | Split language courses and change teaching load | Not Selected for Implementation | N/A | N/A |
| 3. | Collaborate with other departments and programs | Continue to seek and expand collaborations with other departments on campus | Chair and Associate Chair | Will be addressed on an ongoing basis as opportunities arise. |
| 4. | Increase social media presence in recruiting | Expand use of existing social media in recruiting. | Chair and Associate Chair | Immediate implementation for 2021-22 recruitment cycle. Active e-mail communication with students has increased with potential applicants (results demonstrate: 7 students admitted). |

| | | | | |
|-----|--|--|------------------------------------|--|
| 5. | Extend MA to 5 Terms | Not Selected for Implementation | N/A | N/A |
| 6. | Extend Funding to 5 Terms | Not Selected for Implementation | N/A | N/A |
| 7. | Revise Graduate Course Titles on Website | Undertake review of graduate website to ensure clarity. | Chair and Associate Chair. | The department has completed an internal EDI document and we are currently discussing it with the appropriate units/experts on campus. |
| 8. | Introduce an internal research seminar for faculty and graduate students | Organize an internal research seminar for faculty and graduate students. | Chair and Academic Affairs Officer | Implemented in Fall 2022 |
| 9. | Reinstate Language Requirement | Not Selected for Implementation | N/A | N/A |
| 10. | Review listed career outcomes to ensure alignment with student needs and realities. | Ongoing discussion of career outcomes in their student advising and they are making continued efforts to ensure that they are meeting student needs. | Chair and Associate Chair | Ongoing |
| 11. | Implementing any of these changes will require a deep re-organization of the MA program as it now stands | Not Selected for Implementation. This is a statement rather than a recommendation. | N/A | N/A |

The Department Chair/Director, in consultation with the Dean of the Faculty shall be responsible for the Implementation Plan.

Date of next program review _____ **2027-2028** _____
Date

Signatures of Approval



October 10, 20203

Chair/Director _____ Date

AFIW Administrative Dean/Head (*For AFIW programs only*) _____ Date

Sheila Ager

31 January 2024

Faculty Dean _____ Date

Note: AFIW programs fall under the Faculty of ARTS; however, the Dean does not have fiscal control nor authority over staffing and

Jeffrey M. Coakle

July 11, 2023

Associate Vice-President, Graduate Studies and Postdoctoral Affairs _____ Date
(For graduate and augmented programs)

Two-Year Progress Report

French Studies (BA, MA, PhD)

September 2022

Background

The last review of the Department of French Studies programs was conducted in 2018-19. In January 2019, two external reviewers, Dr. Joël Castonguay-Bélanger (Professor of French and Chair, Department of French, Spanish and Italian, University of British Columbia) and Dr. Kathleen Kellett (Professor of French, Department of Literatures, Languages and Cultures, and Associate Dean of Arts, Undergraduate Studies, Ryerson University) conducted a site visit and prepared a report on the Department's programs. The Department's response and implementation plan were endorsed by the Dean of the Faculty of Arts in November 2019. The Final Assessment Report was approved by Senate in January 2022.

The external reviewers found that all programs (BA, MA, PhD) delivered by the Department of French Studies were in "in overall good standing" and noted that "The Department maintains a high standard of excellence in teaching and research." A total of 8 recommendations were provided by the reviewers, including maximizing human and physical resources, increasing enrollments, and revising curriculum and delivery methods. In response, the Department created a plan outlining the specific actions proposed to address each recommendation as well as a timeline for implementation.

Enrollment over the past two years

| | General | Honours | Co-op | Grad |
|-------------------------------|---------|----------------|-------|------|
| 2021-2022 (CURRENT YR) | 8 | 25 +28 FTS* | 10 | 16 |
| 2020-2021 (LAST YR) | 10 | 26 +21 FTS* | 16 | 11 |

*French Teaching Specialization

Progress on Implementation Plan

Recommendations

1. Maintain a strong Francophone identity as a stand-alone department while not ruling out interdisciplinary initiatives with other departments in areas of shared interests.

Status: in progress

Details: While the Department seeks to preserve its identity as French-speaking unit within the Faculty, it is keenly aware of the need for increased cooperation with other departments. Since the site visit, French Studies has become involved in the interdisciplinary Cultural Identities Minor, with several French (FR) courses included in this program. The Department is also actively taking part in the creation of the proposed Major in Cultural Identities. In addition, a faculty member will begin teaching in the Arts First program starting in Fall 2022.

2. Human resources and academic governance: Provide longer-term contracts to staff; review the job grade and position descriptions of staff; better integrate permanent staff as student advisors and website administrators. Mental health training should be undertaken. Succession planning should take into account upcoming retirements, including that of the French instructor at St. Jerome's University. Administrative tasks and committee work should be assigned in a more transparent manner and better communication is advised.

Status:

HR Staff: **completed**

HR Faculty: **in progress**

Administrative Tasks: **completed**

Details: The staff positions have had less turnover since the return of a staff member from a secondment. In Fall 2019, the Chair and Administrative Manager met with the Faculty of Arts Executive Officer to discuss the staff position descriptions and USG levels. We requested that the "Exceptional verbal and written communication skills in French and English" qualification (removed in the standardization of staff position descriptions in 2018) be added back to the job descriptions. This was done by Human Resources but did not result in a USG review. Permanent staff are now fully involved in various administrative tasks including advising and web administration. The Chair, Associate Chairs and staff undertake mental health training such as QPR, More Feet on the Ground, and Making Spaces.

St. Jerome's has not yet determined how it will replace the recently-retired Dr. Kerry Lappin-Fortin in the long term, but it remains fully committed to providing all the resources necessary to meet its equity targets in French, normally by offering 3-4 course sections per year, depending on enrolment.

The current chair (since July 1, 2019) consults all faculty members (via email) to request input regarding the service roles they might be willing to undertake. Service roles are distributed based on interest, availability, and other responsibilities. The Chair reviews possible service assignments with the Associate Chairs and circulates a list of assignments at

the beginning of each academic year. This list includes mandate terms of two years for Associate Chair positions, while all other positions are updated annually. Since 2019-20, most service tasks are being undertaken in teams of two, in order to give more colleagues exposure to a variety of tasks and foster collaborative work.

3. Student Advising: A placement test should be created to facilitate undergraduate advising or the department should provide appropriate benchmarks for students to better measure their abilities. More workshops for graduate students are encouraged, as well as improved graduate student advising.

Status:

Placement test: **non adopted**

Benchmarks: **completed**

Graduate Advising: **completed**

Details: The Department feels the preparation of a placement test to be unnecessary and burdensome. The most common placement questions do not concern which *level* of course, but rather which particular course to take: FR250 (oral French) or FR203 (French phonetics), both at the same level, but serving different purposes. These types of questions would not be resolved by a placement test. Benchmark information for placement on the Department website has been rendered more visible. General placement rules also appear at the top of all course syllabi with detailed placement information appearing on all first- and second-year language course syllabi. These guidelines capture a variety of prior experiences in French in the form of a chart: absolute beginner, grade 9 French, grade 10 or 11 French, Grade 12 Core/Extended/Immersion French, IB French. New benchmark information with respect to the European Common Language Framework has been added to the website. Master syllabi for multi-section language courses were also added to the website. Course requisite information was updated in the 2019-20 Calendar. In 2019, the Department created a French Studies Undergraduate email address to centralize all requests for help regarding appropriate course choices, as well as any other questions. This email is monitored by both a staff member and the Associate Chair, Undergraduate.

The Department offers an orientation day for graduate students, and a mandatory teaching workshop/year and has organized writing workshops for graduate students. In spring term 2020, the Department updated its Graduate Studies website, making it easier to navigate and find essential information about comprehensive exams, the thesis, scholarship opportunities, etc. The Department bases its practices on the Guidelines for Graduate Research and Supervision produced by the Graduate Studies and Postdoctoral Affairs Office. All students fill out a progress report once a year and a yearly committee meeting of all members and the student is required. In addition to written exams, the sequence of comprehensive examinations requires two oral exams involving all committee members. This structure actively engages all

committee members in the early stages of the thesis research and provides encouragement and detailed feedback at a crucial stage in the process. Regular meetings with the supervisor, several times per term, are encouraged. The Associate Chair of Graduate Studies also reaches out to every graduate student at least twice a term to make sure they are receiving the support they need.

4. Enrollments, Recruitment and Retention: at the Undergraduate level, the website should be improved and updated, the Department should use waitlists for courses, organize career workshops for students, and create French courses for special purposes (e.g. French in popular culture). At the Graduate level: the website should be redesigned and kept up-to-date and the Department should consider cooperation with other graduate programs at the University of Waterloo. The Department should better liaise with the central recruitment office.

Status:

Website update at undergrad and grad level: **completed**

Use of waitlists: **completed**

Career workshops: **in progress**

Cooperation with other graduate programs: **completed**

Liaising with central recruitment: **completed**

Creation of new courses in popular culture: **incomplete**

Details: The Department has redesigned and updated both the undergraduate (Fall 2020) and graduate (Spring 2020) websites and uses waitlists for courses. In 2019, the Department took part in the Languages Career Boost Day. Due to the pandemic, no further career events have been organized. French Studies graduate students can take one seminar in English in another department as part of their program. While some departments permit up to two extra-departmental courses, French Studies limits this possibility to one course in order to maximize the students' work in the French language, as developing advanced skills in both written and oral French is a key feature of the graduate programs. We actively promote the Certificate in University Language Teaching program. Graduate students participate in interdepartmental research activities, when such opportunities arise (e.g., a conference in linguistics organized in the summer 2019 by the Department in collaboration with St. Jerome's University and the Department of Germanic and Slavic Studies). The Department has a good working relationship with the Arts Recruitment Office. The Associate Chair, Graduate Studies met with the Graduate Recruitment Officer in Fall 2021 and French Studies was subsequently promoted on Google searches for grad programs in the discipline with a paid ad. With the help of the Arts Recruitment Office, we are in the process of updating a new physical one-pager with a digital, accessible component. The Department has not been able to develop any new popular culture courses. However, in Fall 2019 the Department undertook a significant revision of the sequence

of second-year online literature/culture courses, adding interactive exercises to each. Factors affecting course development will be addressed later in this report.

5. Space: Better use could be made of the space to which the Department currently has access, particularly the language laboratory space. The Department's concerns about scheduling conflicts for the undergraduate course FR250 should be resolved in consultation with the Arts Computing Office, the Scheduling Office and the Dean of Arts Office. Given the need for more space for faculty research, most notably for online course development as well for the CRC Chair's research, the Department should consider collaboration with other units across campus to share space, with each unit having its own assigned hours. It may even be advisable to consider renting shared space off campus.

Status:

Lab scheduling: **completed**

Shared space: **in progress**

Rent space off campus: **N/A**

Details: As of October 1, 2020, the position of Language Computing Consultant within the Arts Computing Office (ACO) has been eliminated. Scheduling and use of the lab as well as the hiring of lab TAs will be done by the Departmental Administrative Manager in French Studies, effectively eliminating the conflict. French Studies will coordinate with the other language departments regarding the use of lab space for the French Writing Centre, once a wide-spread return to campus has been approved. The Department does not have the financial means to rent space off campus.

6. Curriculum development, undergraduate: The Department should develop more courses in French for practical purposes (e.g. translation, Business French, sports and leisure, popular culture, applied linguistics, second language acquisition) as well as more conversation courses at the 3rd and 4th year level. The Department should also consider the development of service courses in English. The Department should aim for more predictable rotation of courses and greater transparency for students regarding course selection. The Department should strongly promote the program at the Université du Québec à Chicoutimi. The Department should build upon its strengths in online course development to create more online courses. The Department should develop a database of co-op placements in French.

Status:

Development of new courses: **incomplete**

Course rotation: **completed**

Promotion of the UQAC program: **completed**
Development of more online courses: **in progress**
Database of French co-op positions: **in progress**

Details: More information on online course development will be provided later in this report. Course rotation follows a schedule and this has been rendered more visible on the website. Virtual information sessions for the UQAC program were held in Fall 2020 and 2021 terms, but due to the pandemic no students went on exchange in 2021. The Department invites prospective students to meet with those who have already participated in the exchange, and the Undergraduate Studies Coordinator guides students through the application process and serves as a liaison to UQAC. All French Studies Honours programs are now fully available with co-op, and students also have the option of completing an EDGE certificate. In September 2019, the Chair and Associate Chair, Undergraduate Studies met with Cooperative Education to discuss French-language placements. The Co-op office has an already-existing network of contacts both in the immediate community and further afield (e.g., Ottawa). The local availability of bilingual positions is very small (almost non-existent). The Co-op office already does track co-op opportunities in French. One of the difficulties for French Studies students, particularly in their initial co-op placements, is that there are also a significant number of native French speakers who are students in other programs and faculties, who may apply for and obtain positions requiring fluency in French. Our students are therefore competing with native speakers for the relatively rare positions that require French.

7. Curriculum development, Graduate Studies: the Department should develop courses in applied linguistics, develop more online graduate courses and strictly maintain the distinction between upper-level undergraduate courses and graduate courses.

Status:

Graduate courses in applied linguistics: **not adopted**
Development of graduate level online courses: **in progress**
Maintaining division between upper-level UG and grad course: **incomplete**

Details: Applied Linguistics is not a field of expertise of any colleague and therefore not an area in which we can develop graduate courses. More information on online course development will be provided later in this report. It is simply not financially viable to maintain the division between UG courses and grad seminars in the spring term, when only a few graduate students may need to take a seminar to advance in their program. In such cases, spring seminars are “held with” an advanced-level literature course.

8. New Initiatives: The review team encourages the Department to continue launching new Initiatives designed to make the best use of the faculty's expertise such as an online

professional diploma or MA for French teachers or open-enrollment courses for the purposes of adult education.

Status: incomplete

Details: During the pandemic, the Department has not attempted to launch any new programs. There are currently no plans to develop new programs solely within the department, but French Studies is now actively involved in the creation of the new Cultural Identities program and will contribute new courses to this plan.

Circumstances that have altered the original implementation plan

The COVID 19 pandemic has had a significant impact on the Department's ability to launch new initiatives or to consider creating new courses (e.g., new service courses in English or new popular culture courses in French) or new programs. Prior to the pandemic, the Department had a robust offering of true online CEL courses, but very few upper-level online courses and only one online graduate seminar (in methods and professional communication). Faculty members have had to mount upper-level courses and graduate seminars for remote delivery, and colleagues teaching entirely online courses experimented with various formats for integrating some virtual contact and French conversation practice into these courses. Although a committee had been struck in Fall 2019 to look at the creation of new service courses in English, this project has been put on hold to allow faculty members to mount existing courses required in all plans in a remote format. In light of the proposed creation of a new Cultural Identities program, French Studies will prioritize the creation of new courses in English for this plan.

Significant developments or initiatives that have arisen since the program review process

The experience and expertise gained in mounting remote courses has resulted in new initiatives for developing existing courses. Two upper-level courses are now being offered in blended format and a third upper-level course are being prepared as a new CEL course using materials prepared for remote delivery. The Department has continued to run its monthly guest speakers' series online and may choose to continue to run at least some talks online after the return to campus, as several of these virtual events have reached a wider and even international audience. Similarly, the Department has found that the French Writing Centre works well in an online format. Students can share their screen to consult with the graduate student volunteers who provide assistance in French to students working on essays, and we have seen greater uptake of the service in a convenient online format. The Department will continue to capitalize on what we have learned during the pandemic to provide students with different options for courses and for access to events and services we provide.

Updated Implementation Plan

| | Recommendations | Proposed Actions | Responsibility for Leading and Resourcing (if applicable) the Actions | Timeline for addressing Recommendations |
|----|--|---|--|--|
| 1. | Maintain a strong Francophone identity while engaging in interdisciplinary initiatives with other departments. | Work to preserve distinctiveness and strong Francophone identity. Be actively engaged in the interdisciplinary Cultural Identities program initiative. | French Studies | In progress |
| 2. | Provide longer-term contracts to staff; review the job grade and position descriptions of staff; better integrate permanent staff as student advisors and website administrators. Mental health training should be undertaken. Engage in succession planning re: upcoming retirement at SJU. Assign administrative tasks and committee work in a more transparent manner with better communication is advised. | <p>Add bilingual qualifications to position descriptions</p> <p>Review USG grades.</p> <p>Undertake Mental Health Training</p> <p>Consult with SJU re: succession planning after retirement there</p> <p>Consult colleagues re: service task preferences; adopt a team approach to service tasks; apply two-year mandates to Associate Chair positions.</p> | <p>Chair</p> <p>Chair, Arts Executive Officer, Human Resources</p> <p>Chair, Associate Chairs, Staff</p> <p>Chair, Chair of French and Italian at SJU</p> <p>Chair</p> | <p>Completed</p> <p>Not Completed</p> <p>In progress</p> <p>In progress SJU has an ongoing commitment to meet equity targets.</p> <p>Ongoing</p> |
| 3. | Create a placement test; provide better benchmarks. More workshops for graduate students are encouraged, as well as improved graduate student advising. | <p>Placement test not deemed useful</p> <p>Create better benchmarks</p> | <p>French Studies</p> <p>French Studies, Undergrad</p> | <p>Not adopted</p> <p>Completed</p> |

| | | | | |
|----|---|--|---|---|
| | | Run workshops for grad students Improve graduate advising | French Studies, Grad | |
| 4. | Improve website, use waitlists for courses, organize career workshops for students, and create French courses for special purposes (e.g. French in popular culture). At the Graduate level: redesign website, consider cooperation with other graduate programs at the University of Waterloo. The Department should better liaise with the central recruitment office. | Update website Create waitlists Organize career workshops in conjunction with other language departments Connect with Arts Recruitment office Create new courses | French Studies French Studies French Studies and other language departments French Studies, grad French Studies | Completed Completed One activity organized in Fall 2019; revisit in Fall 2022, assuming a normal return to campus after the pandemic when we can have group activities again. Incomplete - Postponed until after the pandemic and return to normal working conditions; new courses to be linked to new Cultural Identities major potentially starting in 2025. |
| 5. | Space: resolve conflict over scheduling language-lab use, make better use of this | Improve Lab scheduling | French Studies | Completed |

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|----|---|--|---|---|
| | space. Collaborate with other departments to find or rent research space. | <p>Make better use of Lab space</p> <p>Not financially possible to rent research space</p> | <p>French Studies in collaboration with other language departments</p> <p>French Studies</p> | <p>Fall 2022, assuming a normal return to campus</p> <p>N/A</p> |
| 6. | Develop more courses in French for practical purposes and service courses in English. Aim for more predictable rotation of courses and greater transparency. Promote the program at the UQAC. Create more online courses, develop a database of co-op placements in French. | <p>Develop new courses</p> <p>Announce course offering/rotation on website</p> <p>Organizes info sessions for UQAC program</p> <p>Develop more online courses</p> <p>Create database of French co-op positions</p> | <p>French Studies</p> <p>French Studies, Undergrad</p> <p>French Studies, Undergrad</p> <p>French Studies</p> <p>Co-op office</p> | <p>Incomplete: will revisit Post-pandemic, in conjunction with development of new Cultural Identities program, Fall 2025</p> <p>Completed</p> <p>Completed – takes place every fall</p> <p>In progress</p> <p>In progress</p> |
| 7. | Develop graduate courses in applied linguistics; develop more online graduate courses; strictly maintain the distinction between upper-level undergraduate courses and graduate courses. | No course in applied linguistics at grad level as does not correspond to any faculty member's area of expertise | <p>French Studies</p> <p>French Studies</p> | Not adopted |

| | | | | |
|----|---|--|----------------|--|
| | | <p>Create more online grad courses: possibility of using materials created during the pandemic to create blended or online grad courses</p> <p>Not financially feasible to run separate grad seminars and upper-level UG courses in spring term; must be “held with”</p> | French Studies | <p>In progress; to be revisited in Winter 2023</p> <p>Non adopted</p> |
| 8. | <p>New Initiatives: consider the creation of an online professional diploma or MA for French teachers or open-enrollment courses for the purposes of adult education.</p> | <p>Exploration of new programs/diplomas put on hold during the pandemic. Instead, use materials created for remote delivery to increase number of online courses offered and to create blended courses for first time.</p> | French Studies | <p>Incomplete: creation of new programs. Completed: creation of 1 new CEL course FR332 (first offer Fall 2022) and 2 new blended courses: FR452 and FR473 (first offer Winter 2022).</p> |

The Department Chair/Director, in consultation with the Dean of the Faculty shall be responsible for monitoring the Implementation Plan.

Date of next program review: **2025-2026.**

Signatures of Approval:

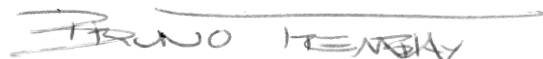


Tara Collington, French Studies

February 11, 2022

Chair/Director

Date



Bruno Tremblay, Italian & French Studies

28 September 2022

Chair, Department of Italian and French Studies, SJU

Date



5 February 2024

Faculty Dean

Date

Note: AFIW programs fall under the Faculty of ARTS; however, the Dean does not have fiscal control nor authority over staffing and administration of the program.



June 10, 2022

Associate Vice-President, Academic
(For undergraduate and augmented programs)

Date



August 17, 2022

Associate Vice-President, Graduate Studies and Postdoctoral Affairs
(For graduate and augmented programs)

Date

Two-Year Progress Report

Taxation (MTax, Graduate Diploma)

June 2022

Background

A review of the Master of Taxation (MTax) and Graduate Diploma (Taxation) was conducted in 2019 by two arm's-length reviewers, supported by an internal reviewer. They reviewed the self-study documentation and conducted a site visit in September 2019. The site visit included meetings with the Vice-President, Academic and Provost; Associate Vice-President, Graduate Students and Postdoctoral Affairs; Dean of Arts; Director of the School of Accounting and Finance; Program Director; Faculty members and current students in the program.

The external reviewers, Drs. Timothy Rupert and Pascale Lapointe-Antunes, assessed the MTax program positively, and identified no major problems. The reviewers were very impressed with the set of pedagogical tools used to develop professional skills essential to tax practice; the work opportunities for coop and full-time employment; and the program's high-quality reputation.

Enrollment over the past two years

| | Grad |
|------------------------|------|
| 2021-2022 (CURRENT YR) | 49 |
| 2020-2021 (LAST YR) | 49 |

Progress on Implementation Plan

Recommendations

1. Investigate a deposit for new admitted students to add more certainty to the admission process

Status: In-progress

Details:

This initiative was previously declined by senior management at the University. However, the Associate Vice-President, Graduate and Postdoctoral Affairs expressed support for the initiative during the External Reviewer's site visit. As such, the Program Director is working with the AVPGSPA to gain his assistance in championing the escalation of this issue within the senior ranks of the University's administration.

Late summer 2021 the AVPGSPA was in touch with the Vice-President Academic & Provost, who is going to connect with the Vice-President Administration and Finance. Discussions have been ongoing and remain with the AVPGSPA who continues to work on the issue.

We will continue to pursue the escalation of this issue.

2. Monitoring program withdrawals to gain a complete understanding of potential patterns

Status: Completed

Details:

The program continues to monitor withdrawals and undertake a detailed review annually. Implementation is complete and process is operational. To date, personal circumstances is the primary reason students withdraw (i.e., health, covid, family circumstances).

3. Document program procedures and processes more formally.

Status: Completed

Details:

Implementation is complete and process is operational with files updated on an ongoing basis.

4. Explore opportunities to expand the offerings of the program to include lifelong learning initiatives.

Status: Completed

Details:

Planning work for this recommendation was underway and initiated prior to the site visit. Exploratory discussions on expanding the program through new initiatives was a priority for the program.

A major program revision that allows real-time virtual delivery of the MTax program for part-time students while mirroring the in-person class experience was escalated through the approval process. This initiative expands the reach of the MTax program and directly delivers on this recommendation. Senate Graduate and Research Council approval was received on December 13, 2021, with Senate approval received in January 2022.

Updated Implementation Plan

| | Recommendations | Proposed Actions | Responsibility for Leading and Resourcing (if applicable) the Actions | Timeline for addressing Recommendations |
|----|--|---|--|--|
| 1. | Investigate the use of a deposit for admitted students to add more certainty to the admissions process | This initiative was previously declined by senior management at the University. However, the Associate Vice-President, Graduate and Postdoctoral Affairs expressed support for the initiative during the External Reviewer’s site visit. As such, the Program Director is working with the AVPGSPA to gain his assistance in championing the escalation of this issue within the senior ranks of the University’s administration. | Program Director in collaboration with the Associate Vice-President, Graduate and Postdoctoral Affairs | Final decisions are still pending on this initiative, which means the earliest opportunity is now Fall 2022. The more likely implementation is Fall 2023 given that decisions are unlikely to occur later in 2022. |

| | | | | |
|----|--|--|------------------|-----------|
| 2. | Monitor program withdrawals more closely to gain a more complete understanding of potential patterns. | The program continues to monitor the withdrawals and undertake a detailed review annually. Implementation is complete and process is operational. | Program Director | Completed |
| 3. | Document program procedures and processes more formally | The program continues to identify and document. Implementation is complete and process is operational. | Program Director | Completed |
| 4. | Explore opportunities to expand the offerings of the program to include lifelong learning initiatives. | <p>Planning work for this was underway and initiated prior to the site visit. Exploratory discussions on expanding the program through new initiatives was a priority for the program.</p> <p>A major program change that allows real-time virtual delivery of the MTax program for part-time students while mirroring the in-person class experience expands opportunities that would not otherwise be feasible. This initiative is complete with the approval of Senate in January 2022.</p> | Program Director | Completed |

The Department Chair/Director, in consultation with the Dean of the Faculty shall be responsible for monitoring the Implementation Plan.

Date of next program review:

2025- 2026

Date

Signatures of Approval:

Date
Oct 22, 2022

Blake Phillips

Chair/Director

Date

Sheila Ager

5 February 2024

Faculty Dean

Date

Note: AFIW programs fall under the Faculty of ARTS; however, the Dean does not have fiscal control nor authority over staffing and administration of the program.

Associate Vice-President, Academic
(For undergraduate and augmented programs)

Date

Jeffrey M. Coakle

August 17, 2022

Associate Vice-President, Graduate Studies and Postdoctoral Affairs
(For graduate and augmented programs)

Date