

Minutes of the meeting of the APPC Sub-committee on New and Revised Courses and Programs (NRCP) held on **Thursday, May 15, 1997**, at 2:30 p.m. in Room 508 of the James Administration Building.

PRESENT: M. Crago, N. de Takacsy (Chair), R. Neufeld, S. Rytina, L. White, K. Woodman, Heather Smith-Watkins (Secretary).

REGRETS: A. Currie, A. Hamoui, W. Hendershot.

BY INVITATION: William Rowe, Director, School of Social Work
Annette Werk, School of Social Work
James Archibald, Director, Languages and Translation, CCE
Ina Dieguez, Program Director, Languages and Translation, CCE

12.01 The Chair welcomed Professor Martha Crago to NRCP. Professor Crago was recently appointed Associate Vice-Principal Graduate Studies, to replace Lydia White, whose term will be completed at the end of this month. Professor de Takacsy said that a formal recommendation regarding NRCP membership would be made to APPC in the Fall.

12.02 Professor de Takacsy suggested that NRCP turn its attention to the Graduate Certificate programs from the School of Social Work, since Professors Rowe and Werk were on a tight schedule. The Minutes of the last meeting would be reviewed later in the meeting.

Professor Rowe said that the School had chosen the model of the Graduate Certificate to offer students the opportunity to take a coherent set of courses, after completing an undergraduate degree, in an area related to their work. After soliciting advice and information from the CCE, teams were formed around each certificate, consisting of 6-8 senior practitioners around the city who were also connected to services which would provide the applicant pool. The academic content of the programs was reviewed by the Curriculum Committee of the School of Social Work (chaired by Annette Werk), by SCCE, by FGSR Executive and Council, and was then presented to NRCP. Professor Rowe said he had been confused by the message that the proposals must also be approved by the Faculty of Arts, especially when he had sought clarification on this issue at every point, and had been informed that Arts review was not necessary. He added that it was not a problem to have these proposals routed through Arts, but he was concerned about the timing -- the courses were supposed to be offered in the Fall, and a number of people were already waiting to register.

Professor White said that the approval path is always through the undergraduate teaching Faculty first, and then through Graduate Faculty (for 500, 600 and 700 level courses and graduate programs). Professor Rowe said that registration in the new courses proposed for the certificate programs would be restructured to students in those programs and would be closed to MSW students. With respect to courses that already exist, special sections with X, Y, or Z designations would be taught as appropriate, generally also restricted to certificate students. NRCP members wished to make restrictions clear.

On the question of letters to indicate terms, Professor Werk said that the terms in which the courses would be taught had not been decided; the Certificate programs would be staggered, and courses would follow one at a time. Professor de Takacsy said that the A,B,D designations indicated courses offered by the Faculty of Arts; X,Y,Z were Continuing Education courses. He added that the letters would also determine routing and credit counting. Professor Werk said that all courses except for those which already exist in Social Work should have X,Y,Z designation. Professor de Takacsy said that FTE's may become a concern, since there is not automatic sharing with faculties if CCE collects fees.

Professor Rowe indicated that the School of Social Work had complete control over the academic content of the courses and the programs, and over the selection of instructors.

Professor de Takacsy said that the next step is to obtain Arts approval; he would consult with the Dean of Arts and the Chair of the Curriculum Committee for their agreement to authorize NRCP to approve the courses. He said that he respected the urgency for approval, but indicated that the approval process also had to be considered.

Professor de Takacsy thanked Professors Werk and Rowe, who left the meeting at 3:13.

Professor Rytina admitted that he had been confused about the jurisdiction for approvals. Professor de Takacsy acknowledged that there was a technical problem with routing courses through Continuing Education, and said that he and the Dean of Continuing Education will have to continue the discussion they started earlier this year.

It was agreed that Professor de Takacsy would meet with Professors Rytina, Westphal and McGilvray regarding approval of the Certificates and the supporting courses; if there was no objection, Professor de Takacsy would accept the following on behalf of NRCP:

- **Graduate Certificate in the Interdisciplinary Field of Aging**
- **Graduate Certificate in the Field of Addictions**
- **Graduate Certificate in the Field of Mental Health and Illness**
- **Graduate Certificate in the Field of Loss and Bereavement**

407-652X,Y Practicum

407-661X,Y	Themes in Bereavement (with addition of Restriction: Students in Certificate program only)
407-662X,Y	Integrating Seminar (with addition of Restriction: Student in Certificate Program only)
407-671X,Y	Special Problems in Aging (with addition to Restriction: "...who are enrolled in the Certificate
407-672X,Y	Integration of Theory and Practice (Change to restriction: "Interdisciplinary Practice in the Field of
407-673X,Y	Assessing & Treating Drug Abusers (Change to restriction: Students in Certificate program only).
407-674X,Y	Adolescence and Substance Abuse (Restriction: Students in Certificate program only)
407-675X,Y	Particular Populations (Restriction: Students in Certificate program only)
407-676X,Y	Non-Drug Addictions (Restriction: Students in Certificate program only)
407-677X,Y	Ethical and Legal Issues (Restriction: Students in Certificate program only)
407-678	Assessing Mental Health/Illness (Restriction: Students in Certificate program only)
407-679	Transitory Mental Illnesses (Restriction: Students in Certificate program only)
407-680	Severe Mental Illnesses (Restriction: Students in Certificate program only)
407-681	Helping Caregivers (Restriction: Students in Certificate program only)

12.03 The Minutes of the meeting of May 1, 1997 were revised as follows:
 Page 2, paragraph 3: "Professor White suggested that NRCP approve the program *and note* a list of the issues to discuss further at NRCP, *about which APPC should be informed*. Issues should include...." The Minutes were approved as amended.

12.04 Professors Archibald and Dieguez were welcomed to answer questions about the **Graduate Diploma in Translation**. Professor de Takacsy said that NRCP had several concerns including:

- (1) Organization of the program
- (2) Failure policy
- (3) Possible double counting of credits
- (4) Relationship between Continuing Education and FGSR and how it affected the administration of the Diploma.

Professor Neufeld asked for a clarification of the description of the program contained on pages 5 and 6 of the proposal; he found the profile very difficult to translate and could not see how 30 credits were accumulated. After brief discussion, it was agreed that the table on page 6 would be easier to understand if credit requirements were entered beside each "sub heading".

Professor Archibald explained that the intent of the Special Translation I & II courses was to focus on specific specialized areas (e.g., literary fields, technical areas). The reason the courses had been described as complementary was to provide flexibility.

Professor de Takacsy referred to page 9 and said that he was glad to see the collaboration indicated by "...academic supervision of the Faculty of Graduate Students and Research..." but wondered what that meant in practical terms. Professor Archibald replied that there were two types of diploma programs offered by his unit: Graduate diplomas which require an undergraduate degree in the same area, and which were under the supervision of FGSR but were administered by CCE; and Diplomas, which do not require an undergraduate degree in the same area. He said that "academic supervision" was a term borrowed from other proposals. Professor White said that FGSR has no contact at all with these Diploma students, and their only connection with Graduate Faculty is the appearance of their names on the FGSR graduating list. In terms of program and course approvals, FGSR has authority. In terms of student issues such as failures, disciplinary procedures, etc., Continuing Education has the final say.

Professor de Takacsy referred to item (2) on page 9, and suggested that a minimum CGPA of 2.8 be indicated. He referred to Page 10, and suggested that the wording of the second paragraph of (c) be reworded to indicate that advanced standing would be granted for specific equivalent courses. With reference to unsatisfactory grades (page 11), it was agreed that "Students who have more than **one** unsatisfactory grade in the program..." would better reflect FGSR policy.

NRCP said that the program looked like a very interesting one, and agreed to approve it with the recommended amendments. Professor Archibald offered to send the amended pages to the Chair.

Professor de Takacsy thanked Professors Archibald and Dieguez, who left the meeting at 4:01.

12.05 Other Business

Professor de Takacsy asked members of NRCP to recommend replacements for departing members: Willy Hendershot (on sabbatic leave) and Ron Neufeld (who would be leaving the University). He added that APPC was considering committee structure and depending on its decision, the mandate and membership of NRCP might be revised. It was suggested that Chandra Madramootoo might be a good candidate to represent the fields of both Agriculture and Engineering. NRCP agreed that continuity was crucial and that staggered terms of membership should be encouraged.

12.06 There being no further business, the meeting adjourned at 4:05 p.m.