

Memorandum

To: Terry Wotherspoon, Chair, Academic Programs Committee of University Council

CC: Stella Spriet, Head, Department of Languages, Literatures, and Cultural Studies

From: Office of the Associate Dean, College of Graduate and Postdoctoral Studies

Date: March 28, 2018

Re: Introduce new project option for the Master of Arts program in French

The College of Graduate and Postdoctoral Studies (CGPS) is recommending approval of a project option for the Master of Arts (M.A.) in French program. The Graduate Programs Committee considered the proposal in October 2017, and March 2018. The Graduate Programs Committee approved the proposal on March 6, 2018. The CGPS Executive Committee subsequently approved the proposal on March 22, 2018.

The proposed project option supports the CGPS strategic plan to provide alternate formats for program delivery. It is anticipated that implementation of a project option for the M.A. in French would support college and institutional goals to increase graduate enrolment.

The proposed project option would require 18 credit units of coursework and completion of a project paper in French, while the existing thesis-based M.A. requires 15 credit units of coursework and completion of a thesis written in French. Those requirements are consistent with French M.A. program requirements at comparator institutions. The requirements are also consistent with existing requirements for the M.A. in English. The M.A. programs in French and English at the UofS are consistent, providing program delivery in each of Canada's official languages.

Attached please find:

- A copy of the memo from the Executive Committee of CGPS recommending the proposal
- A copy of the memo from the Graduate Programs Committee of CGPS recommending the proposal
- Correspondence between the Graduate Programs Committee and the proponents
- The complete program proposal including catalogue description
- Support from the Vice-Dean Academic, College of Arts & Science
- The consultation with the registrar form

If you have any questions, please contact kelly.clement@usask.ca (306-966-2229).

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Memorandum

To: Terry Wotherspoon, Chair, Academic Programs Committee of University Council

Copy: Stella Spriet, Head, Department of Languages, Literatures, and Cultural Studies

From: Trever Crowe, Chair, Executive Committee of CGPS

Date: March 27, 2018

Re: Master of Arts in French – introduce new project option

On March 22, 2018, the Executive Committee (EC), considered a recommendation from the Graduate Programs Committee (GPC) to support approval for a new project option to be introduced for the Master of Arts program in French. The EC passed the following motion:

“To recommend approval of the new project option for the Master of Arts in French.” Walker/Jones CARRIED
Unanimous

The EC discussion is summarized as follows:

- The program proposal had been re-developed to clarify that the program could be completed in one year. As a one-year program, it was expected to be more desirable to potential applicants.
- It was clarified that there was an existing thesis-based Master of Arts program in French. That program would continue as the traditional program path for students interested in pursuing doctoral studies, while the project-based program was expected to be attractive to professionals in education, government, and other sectors.
- The admission requirements indicating a requirement for English proficiency but not French proficiency was discussed. Members were satisfied that English proficiency was necessary for all graduate programs at the UofS, and appropriate French proficiency would be evident in the requirement for an undergraduate degree in “an academic discipline relevant to the proposed field of study”.
- Members indicated an expectation for the proposed program to be very attractive to teachers, noting that teachers were eligible to take a one-year leave of absence to pursue studies. Program completion would enable teachers to obtain a step up in bargaining unit classifications.

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

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Memorandum

To: Executive Committee of CGPS

From: Graduate Programs Committee of CGPS

Date: March 15, 2018

Re: Master of Arts in French – introduce new project option

In October 2017, and March 2018, the Graduate Programs Committee (GPC), considered a proposal to implement a new project option for the Master of Arts degree in French. Following the October 2017 review, the GPC had sent the proponents feedback to enhance, clarify, and strengthen the proposal.

At the meeting held on March 6, 2018, the GPC was satisfied with the revised proposal. The GPC discussed the proposed admission requirements for the program noting that English proficiency was required, while French proficiency was not listed as an admission requirement. Members were satisfied that the requirement for the undergraduate degree in “an academic discipline relevant to the proposed field of study” was sufficient to ensure adequate French preparation for admission to the program. Members also discussed the importance of English proficiency at an English-speaking institution.

The GPC also discussed the implications of a student completing a project-based master’s, and later deciding to pursue a Ph.D. Members recognized that completion of a thesis-based master’s provided more adequate preparation for Ph.D. studies. It was noted that the UofS did not have a regularized Ph.D. program in French. Members commented on Ph.D. admission opportunities in other disciplines noting that there were direct-entry Ph.D. admission opportunities, as well as opportunities to include additional requirements in a Ph.D. program to enhance skills, such as completion of additional coursework in methodology, statistics, and/or integrative reviews. It was clarified that a qualifying exam was a mandatory requirement in all Ph.D. programs, and that it could be waived only when the student had successfully defended a master’s thesis in the disciplinary area. Members were satisfied that a highly-qualified graduate of a project-based master’s could be considered for admission to a Ph.D. program.

The GPC passed the following motion unanimously:

To recommend approval of the project-option for the Master of Arts degree in French.
Andrews/Pollak CARRIED

Attached please find:

- feedback from the GPC following the review in October 2017
- the response to the feedback from the GPC
- the program proposal
- support from the Vice-Dean Academic, College of Arts and Science

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

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Memorandum

To: Dr. Stella Spriet, Head, Department of Languages, Literature, and Cultural Studies

From: Dr. Ryan Walker, Acting Associate Dean, CGPS, on behalf of the Graduate Programs Committee, CGPS

Date: October 17, 2017

Re: Proposal for M.A. French – Project-based

On October 6, 2017, the Graduate Programs Committee (GPC) reviewed a request to implement a project-based program option for the Master of Arts in French. Members requested clarification as follows:

- *please revise the proposal to use standardized descriptions of programmatic requirements; course requirements should be indicated in credit units, as indication of full or half classes can cause confusion
- *provide a rationale of why the program would not be promoted as a 1 year program; members suggested that would make the program more attractive to applicants, and would be similar to comparator programs
- *the proposed program progression suggested students would complete 6 credit units per term; members were curious to learn if there were other activities that would be occupying student time, suggesting 6 credit units would not be overly onerous
- *are there sufficient faculty resources to deliver the proposed program in a 1-year timeline, requiring students to complete more than 6 cu per term?
- *please provide indication of the suspected impact on the thesis-based program; would the existing program remain viable?
- *if the program was to be advertised as a 2 year program, the requirements should be increased

Please respond at your earliest convenience to facilitate the approval process.

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

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Memorandum

To: Ryan Walker, Acting Associate Dean, CGPS and the Graduate Programs committee, CGPS

From: Stella Spriet, Head, Department of Languages, Literatures and Cultural Studies

Date: February 22, 2018

Re: MA in French – project based.

Dear Members of the Graduate Programs Committee,

Thank you for very much for your careful reading of the project proposed by Department of LLCS.

Please find attached a revised version of our proposal and, as requested, some adjustments have been made:

1. The course requirements have all been indicated in credit units.
2. The program will be promoted as a 1-year program. (We had initially thought that, as most of our students have the opportunity to teach 3 hours/week in our Department, it would be more flexible for them to finish their program in 2 years. However, for those who are not interested in teaching, it is perfectly possible to finish it in 1 year.)
3. The resources (including faculty resources) are sufficient to deliver the program in 1 year. (Please see our Vice-Dean memo)
4. Our goal is to attract more students so there won't be any impact on the thesis-based MA. The students who wish to do a Ph.D. will still need the thesis-based MA (and we know most of our students want to continue to study French literature, translation, and cinema and are interested to start a Ph.D. program in January 2019). The project-based MA will encourage students who are not applying in our program at the moment because they are not interested in writing a thesis.

Best wishes,
Stella Spriet
Head and Graduate Chair,
Department of LLCS.

Department of Languages, Literatures and Cultural Studies

Implementation of a new project-based MA

1. Academic justification

The Department of LLCS hopes to develop its Graduate studies program, in accordance with the direction set out in the third integrated plan. We reactivated our M.A. program (thesis-based) 5 years ago and since, 12 students/year on average have been registered in our M.A. program. In addition, we developed a Ph.D. program (special case) this past year and welcomed our first Doctoral student last September. This year, we would like to implement a new option which is offered by the majority of Canadian universities: a project-based M.A.

Development of our program:

Interest in a graduate program in French is essential because it is one of the two official languages of the country. The Department can rely on the support of a very vibrant francophone community as evidenced by the activities organized in the French language in Saskatoon and the province. It is possible to attend plays put on by La Troupe du Jour, to follow the schedule of monthly conferences organized by ACFAS, to listen to programs on Radio Canada, etc. Francophone schools also bring considerable support.

Consequently, the Department is very invested in the diverse francophone organizations that it actively supports.

Therefore, our graduate program is an essential part of affirming Canadian identity, highlighting the traditions and history of this country, and in identifying, as we endeavour more and more to do, the relationships between French and Indigenous (Métis) cultures which, in this province, are strongly linked.

Enrollment and students targeted:

The program that we propose to establish will be very important at the municipal and provincial levels, and will also allow the Department to be better placed and more competitive nationally. Lastly, many international students are currently completing their M.A. in our department and we would like to increase their involvement further.

If one of the University's objectives are to increase the number of graduate students by 20% (cf. the 3rd integrated plan) the Department of LLCS will be in a position to participate fully in this effort.

This new option will give the possibility at once to oversee and attract a much larger number of students. In particular, we are targeting:

- At the municipal and provincial levels: members of the francophone community, in particular teachers, current, and former students. If the project-based M.A. is accepted, we will send a letter to all French teachers in the province to inform them of this new possibility as well as contact various local organizations, such as the Fédération des francophones de Saskatoon (Francophone Federation of Saskatoon).

- At the national and international levels: we will actively promote our program to all students who are interested in continuing their studies in French.

Similar programs in Saskatchewan and in Canada:

A project-based M.A. is offered by our University in the Department of English, and it is on this model that we have based our program (see part 3). The comparison is essential since this program is very close to our own: even if the language and subjects of study are different, both seek to study and promote one of the two official languages, literature and cinema.

The department will not be affected by competition with similar programs in French in the province since the graduate program at the University of Regina is less developed than ours.

At the national level, this option is available at several universities, such as Queen's, Toronto, Western, Waterloo, etc. to mention just a few examples of the best-known French programs offered by universities in English-speaking regions (Universities in Quebec, where French is the language of study, function differently and put more of an emphasis on creative writing).

2. Admission requirements:

The admission requirement will remain the same. This is what is indicated on our website:

- A four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study
- A cumulative weighted average of at least 70% (U of S grade system equivalent) in the last two years of study (e.g. 60 credit units)
- Proof of English language proficiency may be required for international applicants and for applicants whose first language is not English

3. Description of the program:

The students would be required to complete **6 courses** (18 credits) and to **write a research paper (25/30 pages)**.

For comparison purposes, here are the description of similar programs in French or English Literature

- **Department of English, U of S: 6 courses (18 credits) + a research paper (25/30 pages)**
- Department of French Studies, Western U.: 6 courses (18 credits) + a research paper (40 pages)
- Department of French, U of Toronto: 7 courses (21 credits) + a research paper (35 pages)

Time in program:

All requirements must be completed within 5 years of the date of registration in the first course. However, we expect students to complete their project-M.A. in 1 year.

YEAR 1	<ul style="list-style-type: none"> - From September to June: 6 courses (18 credits) should be completed. - As of October 15: The subject of the research paper should be chosen and discussed with a supervisor. - As of August 15: The research paper should be completed
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The research paper (project) will be written in French. The research paper should be prepared for submission to a reputable refereed journal.

The project will be read by two readers and it will be Pass or Fail.

The advantages of the new option:

- Flexibility

The writing of a thesis supposes significant availability which a portion of our potential students do not possess, such as teachers who must continue to prepare their own courses. This new option will provide more flexibility since although students must complete an extra course, they will be able to submit their project after a shorter development period.

- Better adapted to the diverse needs of students

The completion of a thesis allows students to develop their research aptitudes in order to make their eventual admittance to a Doctoral program possible. However, some wish only to improve their mastery of the French language and are not interested in the research necessary to fulfill the requirements.

- Reduced cost and duration

The M.A. program in French is very demanding as the students must submit the entirety of their works (including theses or projects) in French which is, for a significant number of students, their second language. As part of a thesis, many language corrections are required in order to deliver a final document without errors and this requires numerous hours of work. For international students, the preparation of a project 25/30 pages in length would unquestionably be an advantage, allowing them to complete the program sooner while reducing the significant fees they would otherwise need to pay. For this reason, this new program is likely to attract more students.

Our courses and our M.A. program:

As the Department already has an active M.A. program, all of our courses are already in place and no changes would be required at this level. Additionally, as indicated in our Vice-Dean memo, our resources are sufficient.

List of graduate courses in French Studies offered at the U of S:
(Website: <http://artsandscience.usask.ca/languages/graduate/courses.php>)

FREN 811.3 — Advanced Topics in Translation Theory
FREN 812.3 — Advanced Topics in Applied Translation Theory
FREN 818.3 — Advanced Studies in 18th Century French Literature
FREN 819.3 — Advanced Studies in 19th Century French Literature
FREN 820.3 — Advanced Studies in French Literature of 20th Century
FREN 843.3 — Advanced Studies in Quebec Novel
FREN 846.3 — Advanced Topics in Québécois Theatre
FREN 850.3 — Advanced Studies in French Works of the Canadian Prairies
FREN 898.3 — Special Topics
FREN 899.6 — Special Topics

We are able to offer up to 8 graduate seminars per year (this number depends on the number of students who require courses).

With a project-based M.A., the extra course requirement will allow certain students to increase their knowledge base or discover new areas. Additionally, this will allow our department to offer FREN 850.3 more regularly. This course is centered on the literature and history of the Prairies and dedicates a large part of the course to the importance of Indigenous presence. In this way, we hope to encourage new students to register in our program and discover a facet of Métis heritage.

Curricular mapping and learning objectives:

The Department provides graduate training towards a master's degree in French literature, translation or language studies. Areas of strength include theory and criticism, French (17th to 20th centuries), Québécois and Francophone literature, women's writing and gender studies, the cinema of France, Québec and North Africa, as well as translation and language studies.

In our seminars, we focus on the transmission of historical, theoretical or literary knowledge through stimulating conversation and debates that engage students and enhance their learning.

Success in the program is measured by active participation in courses, oral presentations given and works submitted (typically 10/15 pages per course). These must all be written in precise and fluent language, with well-argued and compelling lines of research. If the course material has been mastered, the work should also demonstrate originality.

The thesis or final project must be of high quality, demonstrating mastery of the chosen subject matter and be well articulated at the defense.

Objectives:

- Developing critical reflection

Our courses are essentially spaces for reflection where the dialogue between the students and instructors is prioritized.

- Better understanding of the history and culture of diverse societies (Canada, France, and Africa, in particular) to create citizens of tomorrow.

- Encourage the acquisition of historical and literary knowledge.

Transmission of very precise knowledge on the history of ideas and mentalities as well as the evolution of various literary movements, new ways of envisioning translation, etc.

- Transmission of conceptual knowledge dealing with various theoretical currents that have advanced literary criticism.
- Synthesize what has been learned and apply it in the analysis of texts.
- Develop a global vision of the disciplinary field.
- Perfect the mastery of the French language.
- Develop connections with the francophone community (experiential learning opportunities)

A connection with the community is encouraged as student must often discuss plays produced by La Troupe du Jour and participate in community activities. Many of them take part in various committees in francophone organizations in the province have major roles in the theatre, etc.

- Development of an aptitude for research.

Criteria to evaluate if the program is a success:

The success of the program depends on the quality of work submitted and the number of students enrolled in the program.

- The department hopes to increase, even double, the number of graduate students enrolled in the program.
- The level of students who have carried out a project must be judged satisfactory by members of the department (see the following on this subject).

4. Consultation

If students from other Colleges occasionally take our graduate courses to improve their mastery of French, the majority are registered in our program and no consultation is necessary.

The division of the M.A. into two branches (thesis and project) will also allow us to better supervise the students who wish to subsequently enrol in our Doctoral program, to better orient them, and help them to develop their research program and participate in national and international conferences.

All necessary resources are already available at the library and no classes need to be added.

5. Budget

Professors participating in the program

7 professors participate in the French M.A. in the department by offering courses, taking part in committees and juries or by supervising students. The new options that we propose to put in place will not in any way affect their duties. (The participation in the graduate program represents approximately 25% of their activities) On the contrary, the gain in efficiency will allow for professors to be more innovative.

The number of courses offered will not change and we will be able to welcome more students since **the project requires significantly less supervision time from professors** than that of a **thesis**. This option will thus be advantageous for students and professors as well as the program.

There will be no repercussions for classes (neither by addition nor removal) or on the budget.

There will be no impact in terms of space: we will need the same number of classrooms and our graduate students use Arts 47 (which belongs to our department) to carry out their research.

No changes will be required in terms of tuition fees.

We anticipate around 25 students registered in our M.A. program.

Regarding scholarships, we still have the same resources: the UGS, GTF, Dean's scholarships (offered by the College), our departments awards and scholarships and the Devolved awards offered by Graduate studies.

It must also be remembered that nearly all graduate students in the department have the opportunity to teach language courses at the beginner or intermediate level to nearly 80 undergraduate students, which is an incontestable gain for the department and assures significant revenues for the university.

If we succeed in doubling our members/workforce/personnel, the revenues generated will be the following:

6 Canadian students: **\$3939.00 X 6 = \$23,634**

7 international students: **\$5908.50 X 7 = \$41,359,5**

Total revenue generated = \$64,993,5

Our M.A. program is already sustainable and will require no additional resources.

Catalogue Description

French

Master of Arts (M.A.) Project-based

Admission Requirements

- A four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study
- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (e.g. 60 credit units)
- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English. See the College of Graduate and Postdoctoral Studies Academic Information and Policies in this Catalogue for more information
- a completed on-line application, the application fee, and all supporting application documents

Degree Requirements

Students must maintain continuous registration in FREN 992.0

- GPS 960.0
- GPS 961.0 if research involves human subjects
- GPS 962.0 if research involves animal subjects
- FREN 992.0 (M.A. Project)
- Minimum of 18 credit units of course work
- successfully complete project paper in French

Course Information

Please append the Course Outline (Syllabus), including a separate Undergraduate Course Outline (Syllabus) if required. A syllabus template is available at usask.ca/cgps/forms.php

College	Department/Unit
Authorizing Unit Head	Authorizing Unit Head Signature

INFORMATION REQUIRED FOR COURSE AND PROGRAM CATALOGUE

Label and Course Number		Course Title			
Total Course Hours	Lecture	Seminar	Lab	Tutorial	Other
Weekly Course Hours	Lecture	Seminar	Lab	Tutorial	Other
Term(s) in which course will be offered		Course is to be offered			
Term 1	Term 2	Term 1 or 2	Term 1 and 2	Annually	Biennially
				Alternate Years	Other
Prerequisite(s) or restriction(s)				If there are prerequisites, who can waive them:	
				Department	Instructor
Catalogue Description (not more than 50 words)					
Tuition code and any additional class fees:			Number of credit units:		Can this course be repeated for credit?
					Yes No
Are there any existing courses that should be set up as equivalent or mutually-exclusive? Specify:					

CHECKLIST

- Course objectives need to be clearly stated
- Description of and Activities for Evaluation must be listed
- Course Outline (syllabus) with Reading List must be included
- Percentage of Total Mark for each evaluation listed
- Professor must be a member of the Graduate Faculty

If undergraduate lectures are included, also submit the Undergraduate Course Outline (Syllabus) and include information on what additional activities make this a graduate level course. For guidelines, see 'Undergraduate Component of Graduate Courses' under 'Forms for Graduate Chairs' at usask.ca/cgps/forms.php

EXAM EXEMPTION

Grade Mode	Will there be a final exam for this course
Pass/Fail (P/F) Percentage/Numeric Completed Requirements/In Progress/Not Completed Requirements (CR/IP/F)	Yes No
If there is no final exam or if the final examination is worth less than 30% of the final grade, provide a brief statement which explains why a final examination is inappropriate for this course.	

Rationale

What is the rationale for introducing this course

Impact of Course

Are the programs/courses of other academic units/Colleges affected by this new course (possible duplication)?

Yes No

If yes, please list:

Were any other academic units asked to review or comment on the proposal?

Yes No If yes, please attach correspondence

Will the offering of this course lead to the deletion or modification of any other course(s)?

Yes No

If yes, please list:

Course(s) for which this graduate course will be a prerequisite?

Is this course to be required by your graduate students, or by graduate students in another program?

Yes No

If yes, please list:

Enrolment

Expected Enrolment

From which colleges/programs:

Resources

Proposed instructor(s) (Please include qualifications):

How does the department plan to handle the additional teaching or administrative workload:

Are sufficient library or other research resources available for this course:

Are any additional resources required (library, audio-visual, technology, lab equipment, lab space, etc.):

Declaration

This course will conform to the academic requirements and standards for graduate courses, including the rules of Student Appeals in Academic Matters (usask.ca/university_secretary/council/reports_forms/reports/12-06-99.php) and Academic Integrity and Student Conduct (usask.ca/university_secretary/honesty/).

The signature of the Dean of your College signifies that the necessary resources are either available or shall be supplied by the College/Department budget.

Authorizing College Dean/Head

Signature

College Approval Date



MEMORANDUM

TO: Dr. Martha Smith-Norris, Acting Associate Dean, College of Graduate and Postdoctoral Studies

FROM: Dr. Gordon DesBrisay, Vice-Dean Academic, College of Arts and Science

DATE: February 14, 2017

RE: Proposed Project-based MA in French

I write on behalf of the College of Arts and Science in support of the proposal put forward by the department of Languages, Literatures, and Cultural Studies for a project-based MA degree program in French.

This new program would provide graduate students in French with another option alongside the existing thesis-based MA program, which will continue. Project-based MA programs are common in French programs across the country, and our own English department provides a successful example close to home. We envision this new program as being especially attractive for teachers of French in our province (for whom the concentrated time needed to write a thesis has proven a barrier), and we expect it to attract some interest from international students.

Since the department of Languages, Literatures, and Cultural Studies already has a modest graduate program, the resources to support graduate study are already in place. This new program promises to leverage existing full-time faculty resources to good effect, and is not expected to require additional resources or investment.

The College of Arts and Science fully supports this initiative and wishes all those involved every success in it.

Sincerely,

Gordon DesBrisay

Consultation with the Registrar Form

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

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

1 Is this a new degree, diploma, or certificate?

Yes No

Is an existing degree, diploma, or certificate being renamed?

Yes No

If you've answered NO to each of the previous two questions, please continue on to the next section.

2 What is the name of the new degree, diploma, or certificate?

3 If you have renamed an existing degree, diploma, or certificate, what is the current name?

4 Does this new or renamed degree / diploma / certificate require completion of degree level courses or non-degree level courses, thus implying the attainment of either a degree level or non-degree level standard of achievement?

5 If this is a new degree level certificate, can a student take it at the same time as pursuing another degree level program?

Yes No

6 If YES, a student attribute will be created and used to track students who are in this certificate alongside another program. The attribute code will be:

7 Which College is responsible for the awarding of this degree, diploma, or certificate?

8 Is there more than one program to fulfill the requirements for this degree, diploma, or certificate? If yes, please list these programs.

9 Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.

One major is required on all programs [4 characters for code and 30 characters for description]

10 If this is a new graduate degree, is it thesis-based, course-based, or project-based?

Section 2: New Program for Existing or New Degree / Diploma / Certificate Information

1 Is this a new program?

Yes No

Is an existing program being revised?

Yes No

If you've answered NO to each of the previous two questions, please continue on to the next section.

2 If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?

3 What is the name of this new program?

4 What other program(s) currently exist that will also meet the requirements for this same degree(s)?

5 What College/Department is the academic authority for this program?

6 Is this a replacement for a current program?

Yes No

7 If YES, will students in the current program complete that program or be grandfathered?

8 If this is a new graduate program, is it thesis-based, course-based, or project-based?

Section 3: Mobility

Mobility is the ability to move freely from one jurisdiction to another and to gain entry into an academic institution or to participate in a learning experience without undue obstacles or hindrances.

1 Does the proposed degree, program, major, minor, concentration, or course involve mobility?

Yes No

If yes, choose one of the following?

- Domestic Mobility (both jurisdictions are within Canada)
- International Mobility (one jurisdiction is outside of Canada)

2 Please indicate the mobility type (refer to Nomenclature for definitions).

- Joint Degree
- Dual Degree
- Professional Internship Program
- Faculty-Led Course Abroad
- Term Abroad Program

3 The U of S enters into partnerships or agreements with external partners for the above mobility types in order to allow students collaborative opportunities for research, studies, or activities. Has an agreement been signed?

Yes No

4 Please state the full name of the agreement that the U of S is entering into.

5 What is the name of the external partner?

6 What is the jurisdiction for the external partner?

Section 4: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)

1 Is this a new or revised major, minor, or concentration attached to an existing degree program?

Yes No Revised

If you've answered NO, please continue on to the next section.

2 If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for each.

3 What is the name of this new / revised major, minor, or concentration?

4 Which department is the authority for this major, minor, or concentration? If this is a cross-College relationship, please state the Jurisdictional College and the Adopting College.

5

Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?

Section 5: New / Revised Disciplinary Area for Existing Degree Information (Graduate)

1 Is this a new or revised disciplinary area attached to an existing graduate degree program?

Yes No Revised

If you've answered NO, please continue on to the next section.

2 If YES, what is the name of this new / revised disciplinary area?

3 Which Department / School is the authority for this new / revised disciplinary area?

4 Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?

Section 6: New College / School / Center / Department or Renaming of Existing

1 Is this a new college, school, center, or department?

Is an existing college, school, center, or department being renamed?

Is an existing college, school, center, or department being deleted?

If you've answered NO to each of the previous two questions, please continue on to the next section.

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

2 What is the name of the new (or renamed) college, school, center, or department?

3 If you have renamed an existing college, school, center, or department, what is the current name?

4 What is the effective term of this new (renamed) college, school, center, or department?

5 Will any programs be created, changed, or moved to a new authority, removed, relabelled?

6 Will any courses be created, changed, or moved to a new authority, removed, relabelled?

7 Are there any ceremonial consequences for Convocation (ie. New degree hood, adjustment to parchments, etc.)?

Section 7: Course Information

1 Is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?

No

2 If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?

3 Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?

4 Does the program timetable use standard class time slots, terms, and sessions?

Yes No

If NO, please describe.

5 Does this program, due to pedagogical reasons, require any special space or type or rooms?

Yes No

If YES, please describe.

NOTE: Please remember to submit a new "Course Creation Form" for every new course required for this new program / major. Attached completed "Course Creation Forms" to this document would be helpful.

Section 8: Admissions, Recruitment, and Quota Information

1 Will students apply on-line? If not, how will they apply?

Yes

2 What term(s) can students be admitted to?

YYYY09, YYYY01, YYYY05

3 Does this impact enrollment?

Slight increase; anticipating enrollment of 25 per year

4 How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?

Refer to the department

5 Can classes towards this program be taken at the same time as another program?

6 What is the application deadline?

7 What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)

8 What is the selection criteria? (IE. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)

9 What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)

10 What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)

11 Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)

12 Letter of acceptance - are there any special requirements for communication to newly admitted students?

13 Will the standard application fee apply?

Yes

14 Will all applicants be charged the fee or will current, active students be exempt?

Section 9: Government Loan Information

NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter term(s) depending on the length of the loan.

1 If this is a change to an existing program, will the program change have any impact on student loan eligibility?

2 If this is a new program, do you intend that students be eligible for student loans?

Yes

Section 10: Convocation Information (only for new degrees)

1 Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?

2 If YES, has the Office of the University Secretary been notified?

3 When is the first class expected to graduate?

4

What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?

Section 11: Schedule of Implementation Information

1 What is the start term?

May 2019 [201905]

2 Are students required to do anything prior to the above date (in addition to applying for admission)?

Yes No

If YES, what and by what date?

Section 12: Registration Information

1 What year in program is appropriate for this program (NA or a numeric year)?

(General rule = NA for programs and categories of students not working toward a degree level qualification.)

As per current set-up

2 Will students register themselves?

Yes No

If YES, what priority group should they be in?

Section 13: Academic History Information

1 Will instructors submit grades through self-serve?

Yes No

2 Who will approve grades (Department Head, Assistant Dean, etc.)?

As per current set-up

Section 14: T2202 Information (tax form)

1 Should classes count towards T2202s?

Yes No

Section 15: Awards Information

1 Will terms of reference for existing awards need to be amended?

Yes No

2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?

Section 16: Government of Saskatchewan Graduate Retention (Tax) Program

1 Will this program qualify for the Government of Saskatchewan graduate retention (tax) program?

Yes No

To qualify the program must meet the following requirements:

- be equivalent to at least 6 months of full-time study, and
- result in a certificate, diploma, or undergraduate degree.

Section 17: Program Termination

1 Is this a program termination?

Yes No

If yes, what is the name of the program?

2 What is the effective date of this termination?

3 Will there be any courses closed as a result of this termination?

Yes No

If yes, what courses?

4 Are there currently any students enrolled in the program?

Yes No

If yes, will they be able to complete the program?

5 If not, what alternate arrangements are being made for these students?

6 When do you expect the last student to complete this program?

7 Is there mobility associated with this program termination?

Yes No

If yes, please select one of the following mobility activity types.

Dual Degree Program

Joint Degree Program

Internship Abroad Program

Term Abroad Program

Taught Abroad Course

Student Exchange Program

Partnership agreements, coordinated by the International Office, are signed for these types of mobility activities. Has the International Office been informed of this program termination?

Yes No

Section 18: Proposed Tuition and Student Fees Information

1 How will tuition be assessed?

Standard Undergraduate per credit	<input type="checkbox"/>
Standard Graduate per credit	<input type="checkbox"/>
Standard Graduate per term	<input checked="" type="checkbox"/>
Non standard per credit*	<input type="checkbox"/>
Non standard per term*	<input type="checkbox"/>
Other *	<input type="checkbox"/>
Program Based*	<input type="checkbox"/>

* See attached documents for further details

2 If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category or rate?

9 If program based tuition, how will it be assessed? By credit unit? By term? Elsehow?

10 Does proponent's proposal contain detailed information regarding requested tuition?

Yes No

If NO, please describe.

11 What is IPA's recommendation regarding tuition assessment? When is it expected to receive approval?

12 IPA Additional comments?

3 Will students outside the program be allowed to take the classes?

4 If YES, what should they be assessed? (This is especially important for program based.)

5 Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?

6 Do standard cancellation fee rules apply?

7 Are there any additional fees (e.g. materials, excursion)? If yes, see NOTE below.

8 Are you moving from one tuition code (TC) to another tuition code?

Yes No

If YES, from which tuition code to which tuition code?

NOTE: Please remember to submit a completed "Application for New Fee or Fee Change Form" for every new course with additional fees.

Section 19: SESD - Information Dissemination (internal for SESD use only)

- 1 Has SESD, Marketing and Student Recruitment, been informed about this new / revised program? Yes No
- 2 Has SESD, Admissions, been informed about this new / revised program? Yes No
- 3 Has SESD, Student Finance and Awards, been informed about this new / revised program? Yes No
- 4 Has CGSR been informed about this new / revised program? Yes No
- 5 Has SESD, Transfer Credit, been informed about any new / revised courses? Yes No
- 6 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration? Yes No
- 7 Has the Library been informed about this new / revised program? Yes No
- 8 Has ISA been informed of the CIP code for new degree / program / major? Yes No
- 9 Has Room Scheduling/Scheduling Hub/Senior Coordinator of Scheduling been informed of unique space requirements for the new courses? Yes No
- 10 Has the Convocation Coordinator been notified of a new degree? Yes No
- 11 What is the highest level of financial approval required for this submission? Check all that apply.
 - a. None - as it has no financial implications
 - OR
 - b. Fee Review Committee
 - c. Institutional Planning and Assessment (IPA)
 - d. Provost's Committee on Integrated Planning (PCIP)
 - e. Board of Governors
 - f. Other

SIGNED

Date: *March 16, 2018*

Registrar (Russell Isinger): *Russell Isinger*

College / Department Representative(s): *Ann Walker*

IPA Representative(s): *[Signature]*