MEMORANDUM

To: Academic Programs Committee of Council

Copy: Dr. Tak Tanaka, Graduate Chair, Department of Food and Bioproduct Sciences

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

Date: November 25, 2020

Re: Rename Postgraduate Diploma in Food Science; Terminate Postgraduate Diploma in Applied Microbiology

The Department of Food and Bioproduct Sciences has programming in the fields of Food Science and Applied Microbiology. In recent years, they have opened up admissions to the Postgraduate Diploma programs in both fields. The Postgraduate Diploma programs are course-based programs requiring 30 credit units of coursework. A maximum of 12 credit units of coursework can be completed at the 300- and/or 400-level, while a minimum of 18 credit units must be completed at the 800-level. No coursework was prescribed in either program. As the Postgraduate Diplomas are not research-based programs, students are completing coursework across the broader field of Food and Bioproduct Sciences. Having one Postgraduate Diploma program will more accurately reflect the students’ area of study, provide cohesion in the programming, and reduce administration.

The renamed Postgraduate Diploma in Food and Bioproduct Sciences would introduce a requirement for completion of FABS 801.3: Introduction to Food and Bioproduct Sciences. Students would be required to complete a minimum of 15 additional credit units at the 800-level and a maximum of 12 credit units at the 300- and/or 400-level maintaining the 30 credit unit total program requirement.

On November 8, 2020, the Graduate Programs Committee passed the motions listed below, and those motions were subsequently passed by the CGPS Executive Committee on November 18, 2020.

Motion: To recommend approval of the name change of the Postgraduate Diploma in Food Science to become Food and Bioproduct Sciences with the introduction of the requirement to complete FABS 801.3.

Motion: To recommend approval of the termination of the Postgraduate Diploma in Applied Microbiology.

Attached please find the proposal with supporting documentation, catalogue description, and completed consultation with the registrar forms.

If you have any questions, please contact Kelly Clement at kelly.clement@usask.ca

:kc
MEMORANDUM

To: Graduate Programs Committee (GPC)

From: Debby Burshtyn, Chair - Executive Committee

Date: November 23, 2020

Re: Rename Postgraduate Diploma in Food Science; Terminate Postgraduate Diploma in Applied Microbiology

On November 18, 2020, the Executive Committee (EC) considered the noted proposal.

The EC approved the recommended renaming of the Postgraduate Diploma in Food Science Graduate Certificate. The EC noted that the renaming is consistent with departmental standards and incorporates a mandatory 3 cu introductory course to be completed prior to student arrival and provide good rationale.

P. Jones/Simonson 1 abstention CARRIED

Termination of the Postgraduate Diploma in Applied Microbiology was approved. This addresses cleanup of the outdated course.

McIntyre/Roesler 1 abstention CARRIED

If you have any questions, please contact Debby Burshtyn, chair of the CGPS Executive Committee at debby.burshtyn@usask.ca or 306-966-5759.

/ll
MEMORANDUM

To: Executive Committee of CGPS

Copy: Dr. Tak Tanaka, Graduate Chair, Department of Food and Bioproduct Sciences

From: Graduate Programs Committee

Date: November 12, 2020

Re: Rename Postgraduate Diploma in Food Science; Terminate Postgraduate Diploma in Applied Microbiology

The Department of Food and Bioproduct Sciences has programming in the fields of Food Science and Applied Microbiology. In recent years, they have opened up admissions to the Postgraduate Diploma programs in both fields. The Postgraduate Diploma programs are course-based programs requiring 30 credit units of coursework. A maximum of 12 credit units of coursework can be completed at the 300- and/or 400-level, while a minimum of 18 credit units must be completed at the 800-level. No coursework was prescribed in either program. As the Postgraduate Diplomas are not research-based programs, students are completing coursework across the broader field of Food and Bioproduct Sciences. Having one Postgraduate Diploma program will more accurately reflect the students’ area of study, provide cohesion in the programming, and reduce administration.

The renamed Postgraduate Diploma in Food and Bioproduct Sciences would introduce a requirement for completion of FABS 801.3: Introduction to Food and Bioproduct Sciences. Students would be required to complete a minimum of 15 additional credit units at the 800-level and a maximum of 12 credit units at the 300- and/or 400-level maintaining the 30 credit unit total program requirement.

On November 8, 2020, the Graduate Programs Committee passed the following motions:

Motion: To recommend approval of the name change of the Postgraduate Diploma in Food Science to become Food and Bioproduct Sciences with the introduction of the requirement to complete FABS 801.3. Morrison/Chibbar CARRIED 7 in favour/0 opposed/1 abstention (department member)

Motion: To recommend approval of the termination of the Postgraduate Diploma in Applied Microbiology. Morrison/Da Silva CARRIED 7 in favour/0 opposed/1 abstention (department member)

Attached please find the proposal with supporting documents.

If you have any questions, please contact Kelly Clement at kelly.clement@usask.ca

:kc
Re: Changes to the postgraduate diploma programs of Department of Food and Bioproduct Sciences

The Department of Food and Bioproduct Sciences recently restarted to accept the students in two postgraduate diploma (PGD) programs; Food Science (FDSC) and Applied Microbiology (APMC). The first students registered in these programs in September 2018. During the last two years of offering these programs, the department decided to implement some modifications to better serve our PGD students.

Firstly, given the size of our faculty complement, it was decided that our two PGD programs should be merged into a single Food and Bioproduct Sciences (FABS) program. This would have the advantage of being consistent with our undergraduate programming, and also give students a wider range of courses to choose from.

Thus, the faculty agreed to merge the Applied Microbiology and Food Science PGD streams into a single PGD in Food and Bioproduct Sciences (FABS). For reasons of practicality, we propose to change the name of our PGD in FDSC to a PGD in FABS, and simply terminate the PGD in APMC. This program name-change will introduce a grad course with FABS designation. Since we still have M.Sc. and Ph.D. programs in FDSC and APMC, the existing courses which will service this new PGD in FABS will not change.

Secondly, review of our initial offering of these PGD programs identified some students, virtually all of which are international, who reportedly had difficulties in handling these courses (in terms of academic load). Our PGD programs require 30-CU to complete, and we initially planned to have the students take 5 of 3-CU courses in each of the Fall and Winter semesters. Since most graduate courses typically include additional elements, such as writing assignments, presentations, and other evaluation components, 5 courses per semester is too heavy for these students. Furthermore, some international students indicated that they needed a bit more time to adjust to the differences encountered in our program compared to others they were familiar with, especially in their first semester.

In order to address these issues, our department has decided to offer an introductory course as an intensive course that would be completed remotely, before they actually come to Canada. In the current standard plan, students initiate their programs on September 1, and take 5 courses each in Term 1 and Term 2, which would be a significant burden in terms of work load even for Canadian students who are familiar to our education system. We plan to offer an introductory course (FABS 801.3) in the summer semester as a remotely-offering. After completion of this remote 3-CU introductory course, the student can then take 4 courses in Term 1 and 5 courses in Term 2.

The summary of changes proposed are:
1) Changing the name of the PGD program in Food Science to a PGD program in Food and Bioproduct Sciences, and simultaneously terminating the PGD program in Applied Microbiology.

2) Offer of an introductory course:
FABS 801.3 "Introduction to Food and Bioproduct Sciences" as a required course for PGD (FABS) students.

Contact person(s) (name, telephone, fax, e-mail):

Darren Korber,
Head and Professor
Food and Bioproduct Sciences
College of Agriculture and Bioresources
306-966-7786

Martha Smith, Associate Dean
College of Graduate & Postdoctoral Studies c/o Kelly Clement
306-966-2229
kelly.clement@usask.ca

Proposed date of implementation: July 1, 2021
Postgraduate Diploma in Food and Bioproduct Sciences

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.
- A cumulative weighted average of at least a 65% (U of S grade system equivalent) in the last two years of study (e.g. 60 credit units)
- A four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study.

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies Academic Policies for more information.

Diploma Requirements

- **GPS 960.0** Introduction to Ethics and Integrity
- **GPS 961.0** Ethics and Integrity in Human Research, if research involves human subjects
- **GPS 962.0** Ethics and Integrity in Animal Research, if research involves animal subjects
- **FABS 801.3** Introduction to Food and Bioproduct Sciences
- A minimum of 27 credit units, at least 15 of which are at the 800-level
Report Form for Program Termination

Program(s) to be deleted: Postgraduate Diploma in Applied Microbiology

Effective date of termination: December 31, 2021

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

Our department has offered two PDG programs (Food Science and Applied Microbiology). Considering the size of our department, we propose to terminate the PGD program in Applied Microbiology and to absorb it in the PGD program in Food Science. We separately propose to change the name of the PGD program in Food Science to PGD program in Food and Bioproduct Sciences. The new name of the PDG program will be consistent with that of our undergraduate program. This change would enable us to effectively implement the PGD program.

2. Technical information.

2.1 Courses offered in the program and faculty resources required for these courses.

The courses in the PGD program of Applied Microbiology will be absorbed within the PGD program of Food and Bioproduct Sciences; therefore, we do not expect any changes in the resources.

2.2 Other resources (staff, technology, physical resources, etc) used for this program.

As described above, we do not expect there are any significant impacts on all resources.

2.3 Courses to be deleted, if any.

None

2.4 Number of students presently enrolled.

A total of 13 students are accepted in this program for September 2020. Many of them are deferred to start from January 2021. In addition, we offered the seats to 2 more students to start January 2021. Two existing students will complete their program in December 2020 (see below).

2.5 Number of students enrolled and graduated over the last five years.

The program started in 2018, and 5 students have been enrolled in this program in the past two years. Among them, 3 students were transferred to M.Sc. programs, and other two will graduate in December, 2020.

3. Impact of the termination.

Internal
3.1 What if any impact will this termination have on undergraduate and graduate students? How will they be advised to complete their programs?
The students enrolled in the program will complete their study according to the original schedule. The program change occurs after they complete their program. If some students cannot graduate on time, they will be transferred to the PGD program in Food and Bioproduct Sciences.

3.2 What impact will this termination have on faculty and teaching assignments?
None. All resources will be shifted to the PGD program in FABS.

3.3 Will this termination affect other programs, departments or colleges?
No.

3.4 If courses are also to be deleted, will these deletions affect any other programs?
No course will be deleted. All the courses in the Applied Microbiology program will be offered in the PGD FABS program.

3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one?
Possibly, but not likely, since we still have M.Sc. and Ph.D. in Applied Microbiology.

3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted?
None is deleted.

3.7 Describe any impact on research projects.
None.

3.8 Will this deletion affect resource areas such as library resources, physical facilities, and information technology?
No.

3.9 Describe the budgetary implications of this deletion.
None.

External

3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions, high schools, community organizations, professional bodies).
None.

3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan?
It is possible, but in many institutes, it is a part of food science or other agriculture related subjects. Thus, it is not likely.

Other

3.12 Are there any other relevant impacts or considerations?
None.
3.13 Please provide any statements or opinions received about this termination.
None.

(Optional)

4. **Additional information.** Programs which have not undergone recent formal reviews should provide additional relevant information about quality, demand, efficiency, unique features, and relevance to the province.
Dear Kelly

Please accept this letter as my indication of support for the proposed changes to the postgraduate diploma programs in the Department of Food and Bioproduct Sciences. Specifically, these proposed changes are:

1) Discontinue the PGD in Applied Microbiology (APMC),
2) Rename the PGD in Food Science (FDSC) to the PGD in Food and Bioproduct Sciences (FABS) and
3) Change the academic requirements of this PGD-FABS to include a new course, FABS 801, and confirm that the minimum total number of graduate course credit units would remain 18.

Please let me know if you or the Graduate Programs Committee has any questions. I would be happy to respond.

Best regards
Trever

Trever Crowe, PhD, P.Eng., P.Ag.
Acting Associate Dean (Research and Graduate Studies)
College of Agriculture and Bioresources
University of Saskatchewan
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Canada
Ph: 306-966-8448
agbio.usask.ca
Dr Tanaka and Jennifer,

Re: PGD (Food Science and Applied Microbiology)

Yes, it is possible to accomplish this but requires admissions into the xx07 (Summer) term to facilitate registration for a class in that term. I believe this is a Post-Grad Diploma program so is assessed by Credit Unit. Over the length of the program, additional tuition would not be assessed.

Medicine is a good precedent but other factors make it a difficult model to emulate due to class dates and its unique tuition model.

To better understand your needs, which class would be offered in Summer term?

Thanks
Jason

____________________________________
Jason Doell
Associate Registrar (Academic)

306.966.1226
Jason.Doell@usask.ca

-----Original Message-----
From: Drennan, Jennifer
Sent: Monday, April 20, 2020 10:34 PM
To: Tanaka, Tak
Cc: Korber, Darren; Vujanovic, Vladimir; Doell, Jason; Clement, Kelly
Subject: RE: Inquiry of regulation/potential

Hello Dr. Tanaka,

Thank you for your message. I'm fairly certain there should be a way to achieve what you are looking to do in offering a condensed 3CU course in August at the outset of your PGD students' programs. However, the options for HOW exactly we can make this happen is an answer I don't have for you just yet.

I'm starting out by copying my colleague Jason Doell in the Registrar's office, so we can get some wisdom from him (or have him refer us to another expert in his office). Jason - see Dr. Tanaka's message below. In order to accomplish the new incoming PGD students starting with a 3Cu course in August, would we have to actually admit these students to the spring/summer term, or is there a way to accomplish this for students admitted to the Fall term? If I recall, some programs (undergrad medicine?) have students admitted to Fall actually begin in introductory activities beginning in early August, correct? But perhaps in that case it's non-credit activity, and therefore easier to facilitate?

I'm also copying Kelly Clement in our Associate Dean's office, as she supports course and program proposals/changes, which it sounds like this will involve regardless of how we are able to facilitate it. Kelly, your thoughts and suggestions on the below are welcome as well.
Thanks!

Jennifer

Jennifer Drennan, MBA
Director of Programs and Operations
College of Graduate and Postdoctoral Studies, University of Saskatchewan
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110 Science Place
Saskatoon, SK S7N 5C9
Tel: (306) 966-6733 Fax: (306) 966-5756
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-----Original Message-----
From: Tanaka, Tak <takuji.tanaka@usask.ca>
Sent: Monday, April 20, 2020 2:57 PM
To: Drennan, Jennifer <jennifer.drennan@usask.ca>
Cc: Korber, Darren <drk137@mail.usask.ca>; Vujanovic, Vladimir <vlv699@mail.usask.ca>
Subject: Inquiry of regulation/potential

Hi, Jennifer:

We are looking at modifications in the program course arrangements in PGD programs (Food Sci and Appl. Microbiol.).

Currently the students come in September, and take five 3-cu course per semester, making 30 CU in two terms. In the past two years, we have done in this format, but we feel it is too heavy loads for new international students, especially for the first semester.

What we are considering it to offer a 3-CU introductory course in the summer semester, presumably in August. The August semester starts on August 3rd this year, so that one of the concerns we like to ask you is if it is possible to have the students for September intake starting in August instead of September. We consider to employ this style from 2021 acceptance.

Since they register a month earlier than the current practise, in order to do it, I believe there are some considerations CGPS arrange, such as acceptance letter date/contents, and tuition fees.

Can you tell us if the arrangement is possible under our regulations/rules/ administration? If it is possible, we like to make consensus among our faculty to make this happen.

Thanks for your inputs!

Stay well.

Tak

--------------------------------------------
Takuji Tanaka, Ph.D.
Associate Professor & Graduate Chair
Department of Food & Bioproduct Sciences
College of Agriculture & Bioresources
University of Saskatchewan
51 Campus Dr.
Approved.

Martha Smith, PhD  
Professor of History and  
Interim Associate Dean  
College of Graduate and Postdoctoral Studies  
Thorvaldson Bldg. University of Saskatchewan  
116-110 Science Place  
Saskatoon, SK S7N 5C9

I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Approved.

Russell Isinger, BA, MA  
University Registrar  
and Professional Affiliate, Department of Political Studies

University Registrar’s Office  
Teaching, Learning and Student Experience  
University of Saskatchewan  
E34 105 Administration Place  
Saskatoon, Saskatchewan, Canada  
S7N 5A2  
Work Phone - 306-966-6723  
Cell Phone - 306-280-6178  
Fax - 306-966-6730
I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

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Sent from Russell Isinger's iPhone XSMAX

On Nov 17, 2020, at 10:58 AM, Warrington, Seanine <seanine.warrington@usask.ca> wrote:

Dear Russ, Martha, and Lucy,

Please see the completed Consultation with the Registrar Forms that propose the following curricular changes for May 2021:

- Renaming of P.G.D. in Food Science to P.G.D. in Food and Bioproduct Sciences
- Termination of the P.G.D. in Applied Microbiology

There are no tuition implications.

Please “reply-all” with your confirmation that the details in the forms are correct. Your confirmation email will replace a signature of approval in the midst of the coronavirus pandemic (COVID-19) disruptions.

Thank you,

Seanine

Seanine Warrington, M.A.
Senior Editor and Coordinator
Catalogue and Academic Programs
Registrarial Services
University of Saskatchewan
Teaching, Learning and Student Experience
Ph: 306-966-1874

I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. I pay respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

<FDSC Renaming - Consultation with the Registrar Form.xls>
<APMC Termination - Consultation with the Registrar Form.xls>
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 [X]  
2. Is an existing degree, diploma, or certificate being renamed?  
   - Yes  
   - No [X]  
   If you've answered NO to each of the previous two questions, please continue on to the next section.

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

4. What is the credential of this new degree, diploma, or certificate?  [Example - D.M.D. = Doctor of Dental Medicine]

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

6. 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?  

7. 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  
   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:

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

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

10. 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)]

11. If this is a new graduate degree, is it thesis-based, course-based, or project-based?
Section 2: New / Revised Program for Existing or New Degree / Diploma / Certificate Information

1. Is this a new program?  
   Yes [ ]  No [X]

2. Is an existing program being revised?  
   Yes [ ]  No [X]

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

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

3. What is the name of this new/revised 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 [ ]

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

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

8. If this is a new non-degree or undergraduate level program, what is the expected completion time?
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[ X]

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 Program
- 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 [X] Revised [ ]
   If you've answered NO, please continue on to the next section.

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

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 [X] 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? (NOTE - if this disciplinary area is being offered by multiple departments see question below.)
   Food and Bioproduct Sciences [FBS] - currently exists in student system

4. Which multiple Departments / Schools are the authority for this new / revised disciplinary area?
   Not applicable

4a. Of the multiple Departments / Schools who are the authority for this new / revised disciplinary area and what allocation percentage is assigned to each? (Note - must be whole numbers and must equal 100.)
   Not applicable

4b. Of the multiple Departments / Schools who is the primary department? The primary department specifies which department / school policies will be followed in academic matters (ex. late adds, re-read policies, or academic misconduct). If no department / school is considered the primary, please indicate that. (In normal circumstances, a department / school with a greater percentage of responsibility - see question above - will be designated the primary department.)

5. Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?
   Post Graduate Diploma [PGD-GP] - currently exists in student system
Section 6: New College / School / Center / Department or Renaming of Existing

1. Is this a new college, school, center, or department? **No**
2. What is the name of the new (or renamed or deleted) 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 or deleted) 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 - same as current set-up

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 - same as current set-up

1. Will students apply on-line? If not, how will they apply?
2. What term(s) can students be admitted to?
3. Does this impact enrollment?
4. How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?
5. Can classes towards this program be taken at the same time as another program?
6. What is the application deadline?
7. What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)
8. What is the selection criteria? (IE. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)
9. What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)
10. What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)
11. Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)
12. Letter of acceptance - are there any special requirements for communication to newly admitted students?
13. Will the standard application fee apply?
14. Will all applicants be charged the fee or will current, active students be exempt?
15. Are international students admissible to this program?
Section 9: Government Loan Information - same as current set-up

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?

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?
   202105 [May 2021]

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 - same as current set-up

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; undergraduate
degree level certificates will use numeric year.)

2 Will students register themselves?
If YES, what priority group should they be in?

Section 13: Academic History Information - same as current set-up

1 Will instructors submit grades through self-serve?
2 Who will approve grades (Department Head, Assistant Dean, etc.)?

Section 14: T2202 Information (tax form) - same as current set-up

1 Should classes count towards T2202s?

Section 15: Awards Information

1 Will terms of reference for existing awards need to be amended?
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 - same as current set-up

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

2. If yes, what is the name of the program?  

3. What is the effective date of this termination?  

4. Will there be any courses closed as a result of this termination?  
   - Yes [ ]  
   - No [ ]  

5. If yes, what courses?  

6. Are there currently any students enrolled in the program?  
   - Yes [ ]  
   - No [ ]  

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

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

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

10. 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 - same as current set-up

1. How will tuition be assessed?

<table>
<thead>
<tr>
<th>Standard Undergraduate per credit</th>
<th>Standard Graduate per credit</th>
<th>Standard Graduate per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non standard per credit*</td>
<td>Non standard per term*</td>
<td>Other*</td>
</tr>
<tr>
<td>Program Based*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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?

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

4. Does proponent's proposal contain detailed information regarding requested tuition?
   - Yes [ ]
   - No [ ]

If NO, please describe.

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

6. IPA Additional comments?

7. Will students outside the program be allowed to take the classes?

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

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

10. Do standard cancellation fee rules apply?

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

12. Are you moving from one tuition code (TC) to another tuition code?
   - Yes [ ]
   - No [ ]

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

13. Are international students admissible to the program? If yes, will they pay the international tuition differential?

NOTE: Please remember to submit a completed "Application for New Fee or Fee Change Form" for every new course with additional fees.
Section 19: TLSE - Information Dissemination (internal for TLSE use only)

1 Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program? Yes  No
2 Has TLSE, Admissions, been informed about this new / revised program? Yes  No
3 Has TLSE, Student Finance and Awards, been informed about this new / revised program? Yes  No
4 Has CGPS been informed about this new / revised program? Yes  No
5 Has TLSE, 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 and/or informed of program, course, college, and department changes? 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: _______________________

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):
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 [X]

2. Is an existing degree, diploma, or certificate being renamed?  
   Yes [ ]  No [X]

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

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

4. What is the credential of this new degree, diploma, or certificate? [Example - D.M.D. = Doctor of Dental Medicine]

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

6. 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?

7. 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 [ ]

   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:

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

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

10. 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]]

11. If this is a new graduate degree, is it thesis-based, course-based, or project-based?
### Section 2: New / Revised Program for Existing or New Degree / Diploma / Certificate Information

1. Is this a new program?  
   Yes [ ]  No [X]  
   Is an existing program being revised?  
   Yes [ ]  No [X]  

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

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

3. What is the name of this new/revised 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?  

9. If this is a new non-degree or undergraduate level program, what is the expected completion time?
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 [X]  
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 Program  
- 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 [X] Revised [ ]
   If you’ve answered NO, please continue on to the next section.
2 If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for each.
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 [X] 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?  (NOTE - if this disciplinary area is being offered by multiple departments see question below.)
4 Which multiple Departments / Schools are the authority for this new / revised disciplinary area?
4a Of the multiple Departments / Schools who are the authority for this new / revised disciplinary area and what allocation percentage is assigned to each?  (Note - must be whole numbers and must equal 100.)
4b Of the multiple Departments / Schools who is the primary department?  The primary department specifies which department / school policies will be followed in academic matters (ex. late adds, re-read policies, or academic misconduct). If no department / school is considered the primary, please indicate that.  (In normal circumstances, a department / school with a greater percentage of responsibility - see question above - will be designated the primary department.)
5 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?**
   - Yes [ ] No [X]

2. **Is an existing college, school, center, or department being renamed?**
   - Yes [ ] No [X]

3. **Is an existing college, school, center, or department being deleted?**
   - Yes [ ] No [X]

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

4. **What is the name of the new (or renamed or deleted) college, school, center, or department?**
   - 

5. **If you have renamed an existing college, school, center, or department, what is the current name?**
   - 

6. **What is the effective term of this new (renamed or deleted) college, school, center, or department?**
   - 

7. **Will any programs be created, changed, or moved to a new authority, removed, relabelled?**
   - 

8. **Will any courses be created, changed, or moved to a new authority, removed, relabelled?**
   - 

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

Section 7: Course Information - NOT APPLICABLE

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

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 - NOT APPLICABLE

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

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

3. Does this impact enrollment?

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

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

6. What is the application deadline?

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

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

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

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

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

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

13. Will the standard application fee apply?

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

15. Are international students admissible to this program?
Section 9: Government Loan Information - NOT APPLICABLE

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

<table>
<thead>
<tr>
<th>1</th>
<th>If this is a change to an existing program, will the program change have any impact on student loan eligibility?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>If this is a new program, do you intend that students be eligible for student loans?</td>
</tr>
</tbody>
</table>

Section 10: Convocation Information (only for new degrees) - NOT APPLICABLE

<table>
<thead>
<tr>
<th>1</th>
<th>Are there any ‘ceremonial consequences’ of this proposal (ie. New degree hood, special convocation, etc.)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>If YES, has the Office of the University Secretary been notified?</td>
</tr>
<tr>
<td>3</td>
<td>When is the first class expected to graduate?</td>
</tr>
<tr>
<td>4</td>
<td>What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?</td>
</tr>
</tbody>
</table>

Section 11: Schedule of Implementation Information - NOT APPLICABLE

<table>
<thead>
<tr>
<th>1</th>
<th>What is the start term?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Are students required to do anything prior to the above date (in addition to applying for admission)?</td>
</tr>
<tr>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
<td>If YES, what and by what date?</td>
</tr>
</tbody>
</table>

Yes ☐ No ☐
Section 12: Registration Information - NOT APPLICABLE

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; undergraduate degree level certificates will use numeric year.)

2 Will students register themselves?
   If YES, what priority group should they be in?
   Yes [ ] No [ ]

Section 13: Academic History Information - NOT APPLICABLE

1 Will instructors submit grades through self-serve?
   Yes [ ] No [ ]

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

Section 14: T2202 Information (tax form) - NOT APPLICABLE

1 Should classes count towards T2202s?
   Yes [ ] No [ ]

Section 15: Awards Information - NOT APPLICABLE

1 Will terms of reference for existing awards need to be amended?
   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 - NOT APPLICABLE

1 Will this program qualify for the Government of Saskatchewan graduate retention (tax) program?
   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.
   Yes [ ] No [ ]
Section 17: Program Termination

1. Is this a program termination? Yes ☑️ No ☐
   If yes, what is the name of the program?
   Applied Microbiology [APMC] major in the Post Graduate Diploma [PGD-GP] Program

2. What is the effective date of this termination? 202105 [May 2021]

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 ☐
   10 active students according to search in Degree Works; proposal document indicates a total of 13 students
   If yes, will they be able to complete the program?
   Students enrolled in the program will complete their study according to the original schedule; if some cannot graduate on time they will be transferred to the Food and Bioproduct Sciences major in the PDG-GP 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? All students are expected to complete by December 31, 2021

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 - NOT APPLICABLE

1 How will tuition be assessed?

- Standard Undergraduate per credit
- Standard Graduate per credit
- Standard Graduate per term
- Non standard per credit*
- Non standard per term*
- Other *
- Program Based*

* 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?

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

4 Does proponent's proposal contain detailed information regarding requested tuition?
   If NO, please describe.

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

6 IPA Additional comments?

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

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

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

10 Do standard cancellation fee rules apply?

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

12 Are you moving from one tuition code (TC) to another tuition code?
   If YES, from which tuition code to which tuition code?

13 Are international students admissible to the program? If yes, will they pay the international tuition differential?

NOTE: Please remember to submit a completed "Application for New Fee or Fee Change Form" for every new course with additional fees.
## Section 19: TLSE - Information Dissemination (internal for TLSE use only)

<p>| | | |</p>
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<th></th>
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</tr>
</thead>
<tbody>
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<td>1</td>
<td>Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program?</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Has TLSE, Admissions, been informed about this new / revised program?</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Has TLSE, Student Finance and Awards, been informed about this new / revised program?</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Has CGPS been informed about this new / revised program?</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Has TLSE, Transfer Credit, been informed about any new / revised courses?</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Has the Library been informed about this new / revised program?</td>
<td>Yes</td>
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<td>Has ISA been informed of the CIP code for new degree / program / major?</td>
<td>Yes</td>
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<td>9</td>
<td>Has Room Scheduling/Scheduling Hub/Senior Coordinator of Scheduling been informed of unique space requirements for the new courses and/or informed of program, course, college, and department changes?</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>Has the Convocation Coordinator been notified of a new degree?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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
   - 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:**

**Registrar (Russell Isinger):**

**College Representative(s):**

**IPA Representative(s):**