

**Track B modifications: FILM 4806: Practicum in Film and Film Studies; FILM 4807: Practicum in Film and Film Studies**

2.6.1.1.10. The introduction, revision or deletion of a work experience, co-op option, internship, *practicum*, portfolio, study abroad, and/or mention français;

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1. Courseleaf

Notes:

- Film Studies had 3 identical versions of practicum (FILM 4805, 4806 and 4807) in the calendar. Two of them are being deleted, but the department is still offering practicum under FILM 4805.
- Been asked by FASS & registrar's office to remove others because 4805 are repeatable (built into audit)

# Course Change Request

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A deleted record cannot be edited

## Course Delete Proposal

Date Submitted: 12/11/17 11:29 am

Viewing: **FILM 4806 : Practicum in Film and Film Studies**

Last approved: 06/23/17 3:07 am

Last edit: 12/15/17 9:17 am

Changes proposed by: [kristinguth](#)

Programs referencing this course [Concentration in Film Practice \(Film Studies B.A. Hons. and Comb. Hons.\)](#)

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### In Workflow

1. ARTC ChairDir UG
2. AS Dean
3. AS FCC
4. AS FBoard
5. CUCQA
6. PRE SCCASP
7. SCCASP
8. SAPC
9. Senate
10. Banner

### Approval Path

1. 12/11/17 11:43 am  
Brian Foss (brianfoss):  
Approved for ARTC  
ChairDir UG
2. 12/12/17 11:26 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
3. 12/12/17 11:33 am  
Richard Mann  
(richardmann): Approved  
for AS FCC
4. 12/12/17 11:36 am  
Richard Mann  
(richardmann): Approved  
for AS FBoard
5. 12/15/17 9:17 am  
Christina Noja  
(christinanoja): Approved  
for CUCQA
6. 12/18/17 12:50 pm  
Sandra Bauer  
(sandrabauer): Approved  
for PRE SCCASP
7. 12/19/17 11:02 am  
Dan Begin (danbegin):  
Approved for SCCASP

## History

1. Jun 23, 2017 by Anshul Singh (anshulsingh)

Effective Date	2017-18
Workflow	<b>majormod</b> <del>minormod</del>
Level	Undergraduate
Course Code	FILM
Course Number	4806
Title	Practicum in Film and Film Studies
Title (short)	Practicum in Film Studies
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School for Studies in Art and Culture
Credit Value	0.50
Course Description	Practical experience through working on specific projects under the supervision of staff at a museum, gallery, archive, or production company in the Ottawa area. A maximum of 0.5 credit Film Studies practica courses may be offered in fulfilment of Film Studies requirements. Graded SAT/UNS.
Prerequisite(s)	fourth-year standing in Film Studies and permission of the Discipline.
Class Format	
Precluded Courses	
Also listed as	
Piggybacked Courses	
Grade Mode	Satisfactory/Unsatisfactory
Schedule Type	Practicum
Unpaid Placment	Yes
Summary	Delete FILM 4806
Rationale for deactivation	<b>Film Studies had 3 identical versions of our practicum (FILM 4805, 4806 and 4807) in the calendar. We were asked by Sukeshi Karma to delete 2 of them, 4806 and 4807, but we are still offering our practicum under FILM 4805 (4805 is repeatable).</b>

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Course reviewer  
comments

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Key: 4040  
Not an admin



# Course Change Request

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A deleted record cannot be edited

## Course Delete Proposal

Date Submitted: 12/11/17 11:29 am

Viewing: **FILM 4807 : Practicum in Film and Film Studies**

Last approved: 06/23/17 3:08 am

Last edit: 12/11/17 11:29 am

Changes proposed by: [kristinguth](#)

Programs referencing this course [Concentration in Film Practice \(Film Studies B.A. Hons. and Comb. Hons.\)](#)

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### In Workflow

1. ARTC ChairDir UG
2. AS Dean
3. AS FCC
4. AS FBoard
5. CUCQA
6. PRE SCCASP
7. SCCASP
8. SAPC
9. Senate
10. Banner

### Approval Path

1. 12/11/17 11:43 am  
Brian Foss (brianfoss):  
Approved for ARTC  
ChairDir UG
2. 12/12/17 11:26 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
3. 12/12/17 11:33 am  
Richard Mann  
(richardmann): Approved  
for AS FCC
4. 12/12/17 11:36 am  
Richard Mann  
(richardmann): Approved  
for AS FBoard
5. 12/15/17 9:17 am  
Christina Noja  
(christinanoja): Approved  
for CUCQA
6. 12/18/17 12:50 pm  
Sandra Bauer  
(sandrabauer): Approved  
for PRE SCCASP
7. 12/19/17 11:02 am  
Dan Begin (danbegin):  
Approved for SCCASP

## History

1. Jun 23, 2017 by Anshul Singh (anshulsingh)

Effective Date	2017-18
Workflow	<b>majormod</b> <del>minormod</del>
Level	Undergraduate
Course Code	FILM
Course Number	4807
Title	Practicum in Film and Film Studies
Title (short)	Practicum in Film Studies
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School for Studies in Art and Culture
Credit Value	0.50
Course Description	Practical experience through working on specific projects under the supervision of staff at a museum, gallery, archive, or production company in the Ottawa area. A maximum of 0.5 credit Film Studies practica courses may be offered in fulfilment of Film Studies requirements. Graded SAT/UNS.
Prerequisite(s)	fourth-year standing in Film Studies and permission of the Discipline.
Class Format	
Precluded Courses	
Also listed as	
Piggybacked Courses	
Grade Mode	Satisfactory/Unsatisfactory
Schedule Type	Practicum
Unpaid Placment	Yes
Summary	Delete FILM 4807
Rationale for deactivation	<b>Film Studies had 3 identical versions of our practicum (FILM 4805, 4806 and 4807) in the calendar. We were asked by Sukeshi Karma to delete 2 of them, 4806 and 4807, but we are still offering our practicum under FILM 4805 (4805 is repeatable).</b>

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Course reviewer  
comments

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Key: 4041  
Not an admin

### **Track B modifications: HLTH 4909 Capstone Course-Field Placement**

2.6.1.1.8. The introduction, revision or deletion of an undergraduate thesis or *capstone project* or a new concentration or nested or standalone minor;

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1. Courseleaf
2. Library Report

#### Notes:

- These changes are meant to clarify the expectations and evaluation methods associated with the field placement.
- Added a minimum time commitment of 8 hours a week.
- Martin Holcik's email Dec 4/2017 confirmed that all changes made reflect current practices.

# Course Change Request

Date Submitted: 11/09/17 1:41 pm

Viewing: **HLTH 4909 : Capstone Course – Field Placement**

Last approved: 05/11/15 3:06 am

Last edit: 11/09/17 1:41 pm

Changes proposed by: [sandracloutier](#)

Calendar Pages referencing this course	<a href="#">Health Sciences</a> <a href="#">Health Sciences (HLTH)</a>
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Other Courses referencing this	In the Precludes Credit Statement:
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## In Workflow

1. [HLTH ChairDir UG](#)
2. [SCI Dean](#)
3. [SCI FCC](#)
4. [SCI FBoard](#)
5. [CUCQA](#)
6. [PRE SCCASP](#)
7. [SCCASP](#)
8. [SAPC](#)
9. Senate
10. Banner

## Approval Path

1. 11/10/17 8:33 am  
Martin Holcik  
(martinholcik): Approved for HLTH ChairDir UG
2. 11/10/17 9:14 am  
Patrice Smith  
(patricsmith): Approved for SCI Dean
3. 11/10/17 9:16 am  
Patrice Smith  
(patricsmith): Approved for SCI FCC
4. 11/10/17 9:18 am  
Patrice Smith  
(patricsmith): Approved for SCI FBoard
5. 12/15/17 9:17 am  
Christina Noja  
(christinanoja): Approved for CUCQA
6. 12/18/17 12:49 pm  
Sandra Bauer  
(sandrabauer): Approved for PRE SCCASP
7. 12/19/17 11:02 am  
Dan Begin (danbegin): Approved for SCCASP

## History

1. Apr 8, 2014 by sandra
2. Jun 27, 2014 by Dan Begin (danbegin)
3. May 11, 2015 by Anshul Singh (anshulsingh)

Effective Date	2017-18
Workflow	<b>majormod</b> <del>minormod</del>
Level	Undergraduate
Course Code	HLTH
Course Number	4909
Title	Capstone Course – Field Placement
Title (short)	Capstone Course-Field Place
Faculty	Faculty of Science
Academic Unit	Department of Health Sciences
Credit Value	1.0
Course Description	<b>Field placement providing</b> <del>An opportunity to apply learned principles and to gain relevant practical experience in a supervised health related field. setting. Placements may be in institutional or community settings, governmental or non-governmental organizations. Sites may vary each year. Evaluation based on a written report and an oral presentation. Possible placements vary from year to year, and may be in a hospital, community-based health centre, government research lab, or with an international NGO.</del>
Prerequisite(s)	<del>fourth-year standing in B.H.Sc. Honours, fourth-year standing in the BHSc (Honours) in Health Science, third-year Honours emerging issues in one of the BHSc concentrations (HLTH 3901, HLTH 3901, 3902, HLTH 3902, 3903, HLTH 3903, HLTH 3904 or HLTH 3905, a HLTH 3905), major CGPA of at least 9.0 and permission of the Department of Health Sciences. Permission will depend, in part on capacity, such that meeting the minimum requirements does not guarantee enrollment in this capstone course.</del>
Class Format	<del>Schedules may vary depending on the field placement site, but students are required to spend Seminars three hours a minimum of eight hours per week on-site and attend required seminars as scheduled by the course instructor; other hours as arranged by with the course instructor. Faculty Adviser; field placement hours will vary dependent on placement.</del>
Precluded Courses	HLTH 4906, HLTH <b>4907</b> , <del>4907 or</del> HLTH <b>4908 (no longer offered)</b> , <b>HLTH 4910. 4908.</b>
Also listed as	
Piggybacked Courses	
Grade Mode	Standard Letter Grade

Schedule Type	Field Course Field Placement
Unpaid Placment	<b>No</b> <b>Yes</b>
Summary	Change in course description
Rationale for change	These changes are meant to clarify the expectations and evaluation methods associated the field placement. We have also added a minimum time commitment of 8 hours a week.
Course reviewer comments	<p><b>anshulsingh (09/12/16 9:29 am):</b> Rollback: For further edits, as per Sandra Cloutier</p> <p><b>sandrabauer (11/14/16 4:39 pm):</b> Suggest just listing the concentration courses and delete " third-year Honours emerging issues in one of the B.H.Sc. concentrations "</p> <p><b>danbegin (12/22/16 8:45 am):</b> Rollback: As per John Shepherd - The Guidelines to the Provincial Quality Assurance Framework considers capstone courses to be major mods. Rolling this item back so that it can be sent down the major mod workflow to CUCQA.</p> <p><b>sandrabauer (12/22/16 9:55 am):</b> Rollback: Changing workflow to major and resubmitting. NO ACTION REQUIRED ON YOUR PART</p> <p><b>sandrabauer (01/09/17 11:07 am):</b> added reciprocal preclusion to HLTH 4910</p>

Key: 8151  
Not an admin

## Institutional Quality Assurance Process

### Major Modifications Not Requiring a Library Report

*Date:* November 28, 2017

*From:* Heather MacDonald – Research Support Services

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc*

Matthias Neufang, Dean of Graduate Studies and Postdoctoral Affairs  
Dwight Deugo, Dean of Science  
Patrice Smith, Associate Dean (Academic Affairs)  
Martin Holcik, Chair, Health Sciences  
Robyn Green, Program Officer, Office of the Vice-Provost and Associate Vice-President (Academic)  
Christine Noja, Manager, Office of the Vice-Provost and Associate Vice-President (Academic)  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
David Sharp, Head, Collection Development and Acquisitions  
Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library's information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the major modification of the following:

Health: Capstone Course – Field Placement

This is a formal notification for your records.



## **Track B Modifications MA in Canadian Studies, Specialization in Digital Humanities**

2.6.1.1.14. At the graduate level, addition or removal of an academic unit or program with respect to a collaborative program.

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1. Courseleaf
2. Library Report

### Notes:

- **Addition of course-work option to Digital Humanities Specialization**
- Since this specialization is not adding courses to their requirements, this will have very minimal impact on current students who wish to switch mid-stream (i.e., it will not take longer for them to complete their degrees).

# Program Change Request

Date Submitted: 07/17/17 10:26 am

Viewing: **MA-11DH : M.A. Canadian Studies  
with Specialization in Digital Humanities**

Last approved: 05/10/17 3:41 pm

Last edit: 11/21/17 2:08 pm

Last modified by: lesliemacdonaldhicks

Changes proposed by: sandrabauer

## In Workflow

1. CANS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

## Approval Path

1. 07/14/17 10:41 am  
Peter Thompson  
(peterthompson):  
Approved for CANS  
ChairDir GR
2. 07/14/17 1:25 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to Initiator
3. 07/17/17 10:29 am  
Peter Thompson  
(peterthompson):  
Approved for CANS  
ChairDir GR
4. 08/21/17 8:45 am  
Richard Mann  
(richardmann): Rollback  
to CANS ChairDir GR for  
AS Dean
5. 09/06/17 11:13 am  
Peter Thompson  
(peterthompson):  
Approved for CANS  
ChairDir GR
6. 09/25/17 10:38 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
7. 09/25/17 1:53 pm  
James Opp (jamesopp):  
Approved for GRAD Dean

8. 11/14/17 10:17 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
9. 11/14/17 11:10 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to GRAD FCC for  
GRAD FBoard
10. 11/16/17 2:50 pm  
James Opp (jamesopp):  
Approved for GRAD FCC
11. 12/04/17 11:05 am  
Sandra Bauer  
(sandrabauer): Approved  
for GRAD FBoard
12. 12/15/17 9:21 am  
Christina Noja  
(christinanoja): Approved  
for CUCQA
13. 12/18/17 12:53 pm  
Sandra Bauer  
(sandrabauer): Approved  
for PRE SCCASP
14. 12/19/17 11:05 am  
Dan Begin (danbegin):  
Approved for SCCASP

## History

1. May 1, 2017 by Sandra Bauer (sandrabauer)
2. May 10, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Canadian Studies](#)  
[Digital Humanities](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	MA-11DH
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Indigenous and Canadian Studies
Degree	Master of Arts

Title M.A. Canadian Studies with Specialization in Digital Humanities

## Program Requirements

### M.A. Canadian Studies with Specialization in Digital Humanities (4.0 credits)

#### Requirements - coursework option (4.0 credits)

<b>1. 0.5 credit in:</b>		<b>0.5</b>
<a href="#">CDNS 5001</a> [0.5]	M.A. Core Seminar: Conceptualizing Canada	
<b>2. 1.0 credit from:</b>		<b>1.0</b>
<a href="#">CDNS 5101</a> [0.5]	Indigenous Peoples, Canada and the North	
<a href="#">CDNS 5102</a> [0.5]	Indigenous Politics and Resurgence in Canada	
<a href="#">CDNS 5201</a> [0.5]	Critical Perspectives on Canadian Feminism	
<a href="#">CDNS 5202</a> [0.5]	Gendering Canada: Selected Contemporary Debates	
<a href="#">CDNS 5301</a> [0.5]	Canadian Cultural Studies	
<a href="#">CDNS 5302</a> [0.5]	Canadian Cultural Policy	
<a href="#">CDNS 5401</a> [0.5]	Heritage Conservation I: History, Principles, and Concepts	
<a href="#">CDNS 5501</a> [0.5]	Decolonizing Canada: Cultural Politics and Collective Identities	
<a href="#">CDNS 5601</a> [0.5]	Constructing Canada: The Politics of National Identity	
<b>3. 1.0 credit from:</b>		<b>1.0</b>
courses listed in Item 2 above not already chosen for that item, or:		
<a href="#">CDNS 5801</a> [0.5]	Internship/Practicum	
<a href="#">CDNS 5901</a> [0.5]	Directed Studies	
or a course approved by the Graduate Supervisor		
<b>4. 0.5 credit in:</b>		<b>0.5</b>
<a href="#">DIGH 5000</a> [0.5]	Issues in the Digital Humanities	
<b>5. 1.0 credit in Digital Humanities (<a href="#">DIGH 5011</a>, <a href="#">DIGH 5012</a>, or approved Digital Humanities electives)</b>		<b>1.0</b>
<b>6. 0.0 credit in:</b>		<b>0.0</b>
<a href="#">DIGH 5800</a> [0.0]	Digital Humanities: Professional Development	
Total Credits		4.0
Requirements - research essay option (4.0 credits)		
<b>1. 1.0 credit in:</b>		<b>1.0</b>
<a href="#">CDNS 5908</a> [1.0]	Research Essay	
<b>2. 0.5 credit in:</b>		<b>0.5</b>
<a href="#">CDNS 5001</a> [0.5]	M.A. Core Seminar: Conceptualizing Canada	
<b>3. 1.0 credit from:</b>		<b>1.0</b>
<a href="#">CDNS 5101</a> [0.5]	Indigenous Peoples, Canada and the North	
<a href="#">CDNS 5102</a> [0.5]	Indigenous Politics and Resurgence in Canada	
<a href="#">CDNS 5201</a> [0.5]	Critical Perspectives on Canadian Feminism	
<a href="#">CDNS 5202</a> [0.5]	Gendering Canada: Selected Contemporary Debates	
<a href="#">CDNS 5301</a> [0.5]	Canadian Cultural Studies	

<a href="#">CDNS 5302</a> [0.5]	Canadian Cultural Policy	
<a href="#">CDNS 5401</a> [0.5]	Heritage Conservation I: History, Principles, and Concepts	
<a href="#">CDNS 5402</a> [0.5]	Heritage Conservation II: Theory in Practice	
<a href="#">CDNS 5501</a> [0.5]	Decolonizing Canada: Cultural Politics and Collective Identities	
<a href="#">CDNS 5601</a> [0.5]	Constructing Canada: The Politics of National Identity	
<b>4. 0.5 credit from</b>	the courses listed above not already chosen for that item, or:	0.5
<a href="#">CDNS 5801</a> [0.5]	<b>Internship/Practicum</b>	
<a href="#">CDNS 5901</a> [0.5]	<b>Directed Studies</b>	
<b>or a course approved by the Graduate Supervisor</b>		
<b>5. 0.5 credit in:</b>		0.5
<a href="#">DIGH 5000</a> [0.5]	Issues in the Digital Humanities	
<b>6. 0.5 credit in</b>	DIGH ( <a href="#">DIGH 5011</a> , <a href="#">DIGH 5012</a> , or approved Digital Humanities electives)	0.5
<b>7. 0.0 credit in:</b>		0.0
<a href="#">DIGH 5800</a> [0.0]	Digital Humanities: Professional Development	
Total Credits		4.0
Requirements - thesis option (4.0 credits)		
<b>1. 2.0 credits in:</b>		2.0
<a href="#">CDNS 5909</a> [2.0]	M.A. Thesis	
<b>2. 0.5 credit in:</b>		0.5
<a href="#">CDNS 5001</a> [0.5]	M.A. Core Seminar: Conceptualizing Canada	
<b>3. 0.5 credit from:</b>		0.5
<a href="#">CDNS 5101</a> [0.5]	Indigenous Peoples, Canada and the North	
<a href="#">CDNS 5102</a> [0.5]	Indigenous Politics and Resurgence in Canada	
<a href="#">CDNS 5201</a> [0.5]	Critical Perspectives on Canadian Feminism	
<a href="#">CDNS 5202</a> [0.5]	Gendering Canada: Selected Contemporary Debates	
<a href="#">CDNS 5301</a> [0.5]	Canadian Cultural Studies	
<a href="#">CDNS 5302</a> [0.5]	Canadian Cultural Policy	
<a href="#">CDNS 5401</a> [0.5]	Heritage Conservation I: History, Principles, and Concepts	
<a href="#">CDNS 5402</a> [0.5]	Heritage Conservation II: Theory in Practice	
<a href="#">CDNS 5501</a> [0.5]	Decolonizing Canada: Cultural Politics and Collective Identities	
<a href="#">CDNS 5601</a> [0.5]	Constructing Canada: The Politics of National Identity	
<b>4. 0.5 credit in:</b>		0.5
<a href="#">DIGH 5000</a> [0.5]	Issues in the Digital Humanities	
<b>5. 0.5 credit in</b>	Digital Humanities ( <a href="#">DIGH 5011</a> , <a href="#">DIGH 5012</a> , or approved Digital Humanities electives)	0.5
<b>6. 0.0 credit in:</b>		0.0
<a href="#">DIGH 5800</a> [0.0]	Digital Humanities: Professional Development	
Total Credits		4.0

#### Thesis/Research Essay Proposal

At the time of declaring their option, thesis/research essay students are encouraged to declare a preliminary topic and tentative list of potential supervisors. Thesis/research essay students must submit a research proposal to the School that has been approved by their thesis/research essay supervisor prior to registering in [CDNS 5908](#) or [CDNS 5909](#).

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New Resources	No New Resources
Summary	Adding a course-work option to the digital humanities specialization.
Rationale for change	CDNS currently has a Digital Humanities specialization but only in the thesis option; expanding this to the course-work option will benefit our students, the majority of whom choose this option. CDNS consulted with Digital Humanities and they have are supportive of the change.
Transition/Implementation	Since this is not adding courses to their requirements, this will have very minimal impact on current students who wish to switch mid-stream (i.e., it will not take longer for them to complete their degrees). The Graduate Supervisor will work with any students who decide to switch to ensure that they are meeting their requirements.

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Program reviewer comments	<p><b>lesliemacdonaldhicks (07/14/17 1:25 pm):</b> Rollback: This is a Major Modification Track B (IQAP 5.3.1.112)so the workflow will need to be changed. Also, as this is a coursework option you may want to put it before the research essay and thesis options.Last, there is a format when constructing the table with the option information. The CourseLeaf tutorial should be able to walk you through it.</p> <p><b>sandrabauer (07/17/17 10:28 am):</b> I've set it up in CourseLeaf format and changed the workflow to major and changed the order of the pathways and resubmitted the entry into workflow. Also tweaked some of the language to do with electives, in accordance with conversations with Digital Humanities last week, and Adrian Chan. /sbauer</p> <p><b>richardmann (08/21/17 8:44 am):</b> I am unclear of option #3 (course work option), #4 and 6 (research essay option) and #5 (thesis option). Could these be clarified?</p> <p><b>richardmann (08/21/17 8:45 am):</b> Rollback: I am unclear on the selection of courses options (#3 course work, #4 and 6 research essay and #5 thesis). Could these be clarified?</p> <p><b>lesliemacdonaldhicks (11/14/17 11:10 am):</b> Rollback: Accidentally sent forward</p>
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Key: 879

## Institutional Quality Assurance Process

### Major Modifications Not Requiring a Library Report

*Date:* October 23<sup>rd</sup>, 2017

*From:* Martha Attridge Bufton – Research Support Services

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc*

Matthias Neufang, Dean of Graduate Studies and Postdoctoral Affairs  
Wallace Clement, Dean of Arts and Social Sciences  
Richard Mann, Associate Dean (Curriculum, Programs & Planning)  
James Opp, Associate Dean (Student and Postdoctoral Affairs)  
Peter Thompson, Director, School of Indigenous and Canadian Studies  
Leslie MacDonald-Hicks, Program Officer, Graduate Studies and Postdoctoral Affairs  
Christine Noja, Manager, Office of the Vice-Provost and Associate Vice-President (Academic)  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
David Sharp, Head, Collection Development and Acquisitions  
Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library's information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the major modification of the following:

MA in Canadian Studies with Specialization in Digital Humanities

This is a formal notification for your records.

## **Track B Modifications to Master of Arts in History with a Specialization in Data Science**

2.6.1.1.14. At the graduate level, addition or removal of an academic unit or program with respect to a collaborative program.

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1. Courseleaf
2. Library Report

### Notes:

- Data Science has confirmed their support of the MA History
- Only adding to research essay option - not thesis as there were concerns about having enough supervisors with expertise.



# New Program Proposal

Date Submitted: 09/15/17 3:42 pm

Viewing: **TBD-1781 : M.A. History with  
Specialization in Data Science (4.5 credits)**

Last edit: 10/19/17 1:34 pm

Last modified by: lesliemacdonaldhicks

Changes proposed by: annanderson

## In Workflow

1. HIST ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

## Approval Path

1. 09/15/17 3:21 pm  
Sandra Bauer  
(sandrabauer): Rollback  
to Initiator
2. 09/15/17 3:44 pm  
Ann Anderson  
(annanderson):  
Approved for HIST  
ChairDir GR
3. 09/25/17 10:40 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
4. 10/03/17 3:56 pm  
James Opp (jamesopp):  
Approved for GRAD Dean
5. 10/19/17 2:23 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
6. 10/25/17 1:43 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD  
FBoard

Effective Date	2018-19
Workflow	majormod
Program Code	TBD-1781

Level	Graduate
Faculty	Faculty of Arts and Social Sciences Faculty of Science
Academic Unit	Department of History School of Computer Science
Degree	Master of Arts
Title	M.A. History with Specialization in Data Science (4.5 credits)

## Program Requirements

M.A. History  
M.A with Specialization in Data Science (4.5 credits)

Requirements:

1. **1. 0.5 credit in:**  
**HIST 5003 [0.5]** **Historical Theory and Method** **0.5**
- 2. 1.5 credits in HIST at the graduate level of which only 0.5 credit may be taken in a designated public history course; with departmental permission, up to 0.5 credit from courses with historical content may be taken from another unit at Carleton University, at the University of Ottawa, or at another accredited institution.** **1.5**
- 3. 0.5 credit in:**  
**HIST 5706 [0.0]** **Digital History** **0.5**
- 4. 0.5 credit in:**  
**DATA 5000 [0.5]** **Data Science Seminar** **0.5**
- 5. 0.5 credit in:**  
**HIST 5900 [0.5]** **Directed Research** **0.5**
- 6. 1.0 credit in:**  
**HIST 5908 [1.0]** **M.A. Research Essay (in the specialization)** **1.0**
- Total Credits **4.5**

1.

---

New Resources	No New Resources
Summary	Adding new specialization.
Rationale	History is all about finding - and explaining - the important story in masses of data. The habits of thought that create value in information technology and digital media more generally are exactly the things we train students to do. However, one thing we are not doing very well is giving our students the ability to handle quantitative information in rigorous ways. This lacuna is addressed by the collaborative MA in Data Science. Data Science has confirmed their support of the MA History with Specialization on February 2, 2017.

Transition/Implementation No impact.

---

Program reviewer  
comments

**sandrabauer (09/15/17 3:20 pm):** Removed non-history departments  
**sandrabauer (09/15/17 3:21 pm):** Rollback: Extra departments and faculties removed from form. Item should be resubmitted into workflow.

Key: 1781

## Institutional Quality Assurance Process

### New Program Not Requiring a Library Report

*Date:* October 19<sup>th</sup>, 2017

*From:* David Sharp, Head of Collection Development and Acquisitions, MacOdrum Library

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc* Matthias Neufang, Dean of Graduate and Postdoctoral Affairs  
Richard Mann, Associate Dean (Curriculum, Programs & Planning)  
James Opp, Associate Dean (Student and Postdoctoral Affairs)  
Dwight Deugo, Dean of Science  
Wallace Clement, Dean of Arts and Social Sciences  
Dominique Marshall, Chair of History  
Doug Howe, Director of the School of Computer Science  
Leslie MacDonald-Hicks, Program Officer, Office of Graduate Studies and Postdoctoral Affairs  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library's information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the new program:

- MA in History with Specialization in Data Science

This is a formal notification for your records.

## **Track B Modifications to Master of Arts, Psychology with a Specialization in Data Science**

2.6.1.1.14. At the graduate level, addition or removal of an academic unit or program with respect to a collaborative program.

- 
1. Courseleaf
  2. Library Report

# New Program Proposal

Date Submitted: 06/23/17 10:16 am

Viewing: **TBD-1744 : M.A. Psychology with Specialization in Data Science**

Last edit: 10/10/17 2:11 pm

Last modified by: lesliemacdonaldhicks

Changes proposed by: MoniqueSenechal

## In Workflow

1. PSYC ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

## Approval Path

1. 06/22/17 2:24 pm  
Sandra Bauer  
(sandrabauer): Rollback to Initiator
2. 06/23/17 10:20 am  
Joanna Pozzulo  
(joannapozzulo): Approved for PSYC ChairDir GR
3. 08/21/17 8:47 am  
Richard Mann  
(richardmann): Rollback to PSYC ChairDir GR for AS Dean
4. 09/01/17 9:44 am  
Lise Paquet (lisepaquet): Approved for PSYC ChairDir GR
5. 09/25/17 10:41 am  
Richard Mann  
(richardmann): Approved for AS Dean
6. 09/25/17 2:11 pm  
James Opp (jamesopp): Approved for GRAD Dean
7. 10/04/17 3:15 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks): Approved for GRAD FCC
8. 10/25/17 1:43 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):

Approved for GRAD  
FBoard

Effective Date	2018-19
Workflow	majormod
Program Code	TBD-1744
Level	Graduate
Faculty	Faculty of Arts and Social Sciences Faculty of Science
Academic Unit	Department of Psychology School of Computer Science
Degree	Master of Arts
Title	M.A. Psychology with Specialization in Data Science

## Program Requirements

### M.A. Psychology with Specialization in Data Science (5.0 credits)

#### Requirements:

<b>1. 1.0 credit in:</b>	<b>1.0</b>
<u><a href="#">PSYC 5410</a></u> [0.5] <b>Advanced Analysis of Variance</b>	
<u><a href="#">PSYC 5411</a></u> [0.5] <b>Advanced Regression</b>	
<b>2. 0.5 credit in:</b>	<b>0.5</b>
<u><a href="#">DATA 5000</a></u> [0.5] <b>Data Science Seminar</b>	
<b>3. Completion of:</b>	<b>0.0</b>
<u><a href="#">PSYC 5906</a></u> [0.0] <b>Pro-Seminar in Psychology</b>	
<b>4. 1.0 credit in PSYC courses at the 5000 level or higher</b>	<b>1.0</b>
<b>5. 2.5 credits in:</b>	<b>2.5</b>
<u><a href="#">PSYC 5909</a></u> [2.5] <b>M.A. Thesis (in the area of Data Science, which must be defended at an oral examination)</b>	
Total Credits	5.0

New Resources      No New Resources

Summary      Add M.A. with Specialization in Data Science (5.0 credits)

Rationale      The M.A. in Psychology is research and statistics intensive. Students must take two graduate courses in statistics. The addition of the Collaborative program M.A. with Specialization in Data Science should allow us to attract new students. Professors Andrea Howard, John Logan, and Robert West have the knowledge, skills, and interest in supervising MA theses in the area of Data Science.

Transition/Implementation Approvals:

1. Frank Dehne, Chancellor's Professor of Computer Science, has approved our joining the Collaborative Specialization in Data Science.
2. The Department of Psychology has approved this new specialization.
3. Email dated March 10 2017 confirming Psychology joining Data Science program.

Supervision: Andrea Howard, assistant professor in the Department of Psychology, will ensure the implementation of the specialization. She teaches advanced statistics courses in the Department and she is keen to supervise M.A. theses in the Specialization in Data Science.

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Program reviewer  
comments

**sandrabauer (06/22/17 2:24 pm):** Rollback: per M Senechal  
**richardmann (08/21/17 8:47 am):** Rollback: Please provide more specific courses or direction for students in section #4 -- courses in what?

Key: 1744



## Institutional Quality Assurance Process

### Major Modifications Not Requiring a Library Report

*Date:* October 30<sup>th</sup>, 2017

*From:* Flavia Renon – Research Support Services

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc*

Matthias Neufang, Dean of Graduate Studies and Postdoctoral Affairs

Wallace Clement, Dean of Arts and Social Sciences

Richard Mann, Associate Dean (Curriculum, Programs & Planning)

James Opp, Associate Dean (Student and Postdoctoral Affairs)

Lise Pacquet, Chair, Department of Psychology

Joanna Pozzulo, Professor, Department of Psychology

Leslie MacDonald-Hicks, Faculty of Graduate Studies and Postdoctoral Affairs

Christine Noja, Acting Manager, Office of the Vice-Provost and Associate Vice-President (Academic)

Wayne Jones, University Librarian

George Duimovich, Associate University Librarian (Collections and Technology)

David Sharp, Head, Collection Development and Acquisitions

Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library's information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the major modification of the following:

Psychology with Specialization in Data Science

This is a formal notification for your records.

## **Track B Modifications to Master of Information Technology with a Specialization in Data Science**

2.6.1.1.14. At the graduate level, addition or removal of an academic unit or program with respect to a collaborative program.

- 
1. Courseleaf
  2. Library Report

# New Program Proposal

Date Submitted: 09/07/17 9:04 am

Viewing: **TBD-1773 : MIT Digital Media,  
Specialization in Data Science**

Last edit: 10/23/17 2:35 pm

Last modified by: lesliemacdonaldhicks

Changes proposed by: sandrabauer

## In Workflow

1. BIT ChairDir GR
2. ENG Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

## Approval Path

1. 08/31/17 3:29 pm  
Christopher Smelser  
(christophersmelser):  
Approved for BIT  
ChairDir GR
2. 09/07/17 9:03 am  
Sandra Bauer  
(sandrabauer): Rollback  
to Initiator
3. 09/07/17 9:05 am  
Sandra Bauer  
(sandrabauer): Approved  
for BIT ChairDir GR
4. 09/09/17 3:08 pm  
Fred Afagh (fredafagh):  
Approved for ENG Dean
5. 09/10/17 11:59 am  
James Opp (jamesopp):  
Approved for GRAD Dean
6. 10/19/17 2:25 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
7. 10/25/17 1:43 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD  
FBoard

Effective Date            2018-19

Workflow	majormod
Program Code	TBD-1773
Level	Graduate
Faculty	Faculty of Engineering and Design
Academic Unit	School of Information Technology
Degree	Master of Information Technology
Title	MIT Digital Media, Specialization in Data Science

## Program Requirements

### MIT Digital Media, Specialization in Data Science

<b>1. 0.5 credit in:</b>		
<b><u>DATA 5000</u> [0.5]</b>	<b>Data Science Seminar</b>	<b>0.5</b>
<b>2. 0.5 credit in:</b>		
<b><u>ITEC 5000</u> [0.5]</b>	<b>Analytical Methods for Information Technology</b>	<b>0.5</b>
<b>3. 1.0 credits in core courses:</b>		<b>1.0</b>
<b><u>ITEC 5200</u> [0.5]</b>	<b>Entertainment Technologies</b>	
<b><u>ITEC 5201</u> [0.5]</b>	<b>Computer Animation Technologies</b>	
<b><u>ITEC 5202</u> [0.5]</b>	<b>Visual Effects Technologies</b>	
<b><u>ITEC 5203</u> [0.5]</b>	<b>Game Design and Development Technologies</b>	
<b><u>ITEC 5204</u> [0.5]</b>	<b>Emerging Interaction Techniques</b>	
<b>4. 0.5 credit in:</b>		
<b>0.5 credit in Electives, which may include ITEC courses or any other 5000 or 4000-level courses from other departments or programs selected in consultation with the supervisor.</b>		<b>0.5</b>
<b>5. 2.5 credits in:</b>		
<b><u>ITEC 5909</u> [2.5]</b>	<b>Master's Thesis (in the specialization)</b>	<b>2.5</b>
Total Credits		5.0

Note: No additional IT Seminar requirements for this stream.

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New Resources	No New Resources
Summary	Addition of Data Science specialization to MIT-DM program
Rationale	MIT-Digital Media with a Data Science specialization stream. This has been coordinated with the Data Science Institute and gives an attractive option to DM students.
Transition/Implementation	None

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Program reviewer	<b>sandrabauer (09/07/17 9:03 am):</b> Rollback: Rolled back in order to resubmit into workflow
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comments

with updated ENG Dean roles. No action required on S.I.T. part.

**sandrabauer (09/07/17 9:05 am):** re-approving on behalf of BIT/resubmitted to include updated workflow roles.

Key: 1773

## Institutional Quality Assurance Process

### New Program Not Requiring a Library Report

*Date:* October 20<sup>th</sup>, 2017

*From:* Robert Smith, Research Support Services

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc* Matthias Neufang, Dean of Graduate and Postdoctoral Affairs  
Fred Afagh, Dean of Engineering and Design  
Chris Joslin, Director of the School of Information Technology  
Christopher Smelser, Associate Professor, School of Information Technology  
Christina Noja, Manager, Office of the Vice-Provost and Associate Vice-President (Academic)  
Leslie MacDonald-Hicks, Program Officer, Office of Graduate Studies and Postdoctoral Affairs  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
Head of Collection Development and Acquisitions  
Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library's information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the new program:

MIT Digital Media, Specialization in Data Science

This is a formal notification for your records.

## Track B Modifications to Minor in Disability Studies

2.6.1.1.8. The introduction, *revision* or deletion of an undergraduate thesis or capstone project or a new concentration or nested or *standalone minor*;

---

1. Courseleaf
2. Library Report

### Summary Notes:

- Added a **0.5** required course at the 2000 level (*Disabling Society*) and at the 3000 level (*Disability Studies: Policy and Activism*).
- Added 3 new 0.5 courses and deleted one 0.5 course from requirement #2 providing students with more course choices to fulfil their minor. Also, the note suggests that students are required to take Disability courses from different disciplines therefore enhancing its interdisciplinary character.
- With the additional required courses added in requirement #1, only 1.5 credits in Disability Electives are required to fulfil the minor and these course choices be taken above the 1000 level.
- **Resources:** one-time library funding request for \$2884. 14 and a contract instructor (both approved by the Dean of FASS).

# Program Change Request

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Date Submitted: 11/23/17 9:30 am

Viewing: **MDS : Minor in Disability Studies**

Last approved: 04/05/17 5:04 pm

Last edit: 11/23/17 9:30 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

## In Workflow

1. IASS ChairDir UG
2. AS Dean
3. AS FCC
4. AS FBoard
5. CUCQA
6. PRE SCCASP
7. SCCASP
8. SAPC
9. Senate
10. PRE CalEditor
11. CalEditor

## Approval Path

1. 09/15/17 4:10 pm  
Adam Barrows  
(adambarrows):  
Approved for IASS  
ChairDir UG
2. 09/15/17 4:16 pm  
Sandra Bauer  
(sandrabauer): Rollback  
to Initiator
3. 09/15/17 5:25 pm  
Adam Barrows  
(adambarrows):  
Approved for IASS  
ChairDir UG
4. 10/18/17 2:58 pm  
Richard Mann  
(richardmann): Approved  
for AS FCC
5. 11/20/17 10:30 am  
Richard Mann  
(richardmann): Approved  
for AS FBoard
6. 11/23/17 9:29 am  
Sandra Bauer  
(sandrabauer): Rollback  
to Initiator
7. 11/23/17 12:04 pm  
Adam Barrows  
(adambarrows):  
Approved for IASS  
ChairDir UG



- 8. 11/28/17 11:38 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
- 9. 11/28/17 11:42 am  
Richard Mann  
(richardmann): Approved  
for AS FCC
- 10. 11/28/17 11:44 am  
Richard Mann  
(richardmann): Approved  
for AS FBoard

### History

- 1. Feb 24, 2014 by sandra
- 2. Feb 26, 2014 by sandra
- 3. Feb 26, 2014 by sandra
- 4. Jul 10, 2014 by sandra
- 5. Jul 10, 2014 by sandra
- 6. Jul 10, 2014 by sandra
- 7. Jul 10, 2014 by sandra
- 8. Jul 10, 2014 by sandra
- 9. Mar 20, 2015 by sandra
- 10. Jan 7, 2016 by Adam  
Barrows (adambarrows)
- 11. Apr 5, 2017 by Sandra  
Bauer (sandrabauer)

Calendar Pages Using this Program      [Disability Studies \(Minor\)](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	MDS
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	Institute of Interdisciplinary Studies
Degree	
Title	Minor in Disability Studies

### Program Requirements

## Minor in Disability Studies (4.0 credits)

The minor is available to all undergraduate degree students.

Requirements:

<del>1. 1.0 credit in:</del>		<del>1.0</del>
<b>1. 1.5 credit in:</b>		<b>1.5</b>
<u>DBST 1001</u> [0.5]	Introduction to Disability Studies	
<del><u>DBST 4001</u> [0.0]</del>	<del>Course DBST 4001 Not Found</del>	
<u>DBST 2001</u> [0.0]	<b>Disabling Society</b>	
<u>DBST 3001</u> [0.0]	<b>Disability Studies: Policy and Activism</b>	
<b>2. 1.0 credit from:</b>		<b>1.0</b>
<del><u>HUMR 4303</u> [0.0]</del>	<del>Course HUMR 4303 Not Found</del>	
<u>CHST 3304</u> [0.0]	<b>Disability and Childhood: Transnational Perspectives</b>	
<u>HIST 3116</u> [0.0]	<b>History of Disability</b>	
<u>HUMR 3304</u> [0.0]	<b>Disability Rights</b>	
<u>SOWK 4300</u> [0.5]	Social Work and Persons with Disabilities	
<u>SXST 3103</u> [0.5]	Sexuality and Disability	
<del>3. 1.0 credit in approved electives at the 1000-level or higher</del>		<del>1.0</del>
<del>4. 1.0 credit in approved electives at the 3000-level or higher</del>		<del>1.0</del>
<b>3. 1.5 credits in approved electives at the 1000-level or higher</b>		<b>1.5</b>
4. The remaining requirements of the major discipline(s) and degree must be satisfied.		
Total Credits		4.0

### Notes

1. Courses used to fulfil Items 2 and 3 above must be from more than one discipline.
2. Other courses may be substituted for the credits specified in Items 2 and 3, when material on disability is central to the course. Such substitutions must be individually approved by the Institute of Interdisciplinary Studies (IIS). Students are encouraged to consult course descriptions of Special Topics courses.

### APPROVED DISABILITY STUDIES ELECTIVES

Note: access to these courses is not guaranteed, and may depend on space availability and the satisfaction of other requirements such as course prerequisites.

#### Anthropology

ANTH 3310 [0.5] Studies in Medical Anthropology

ANTH 4780 [0.5] Anthropology of Personhood

#### Child Studies

CHST 3001 [0.5] Vulnerable Children: Risk, Resilience and Protection

CHST 4000 [0.5] Children, Policy and Practice

#### First Year Seminars (FYSM)

FYSM 1504 [1.0] Society and the Designed Environment

#### History

**HIST 3116 [0.0] History of Disability**

HIST 3515 [0.5] Madness in Modern Times

#### Human Rights

HUMR 3504 [0.5] Public Health and Human Rights

**HUMR 4305 [0.0] Disability and Social Justice**

## Law

[LAWS 3503](#) [0.5]

Equality and Discrimination

[LAWS 3508](#) [0.5]

Health Law

[LAWS 4503](#) [0.0]**Law, Disability and Society**

## Linguistics

[LING 2604](#) [0.5]

Communication Disorders I

[LING 3604](#) [0.5]

Communication Disorders II

## Psychology

[PSYC 2301](#) [0.5]

Introduction to Health Psychology

[PSYC 2500](#) [0.5]

Foundations of Developmental Psychology

[PSYC 3505](#) [0.5]

Exceptional Children

## Public Administration

[PADM 4221](#) [0.5]

Health Policy in Canada

[PADM 4817](#) [0.5]

Health Policy in Developing Countries

## Social Work

[SOWK 4300](#) [0.5]

Social Work and Persons with Disabilities

## Sociology

[SOCI 2050](#) [0.5]

Sociology of Health

[SOCI 3050](#) [0.5]

Studies in the Sociology of Health

[SOCI 3056](#) [0.5]

Women and Health

## Technology, Society, Environment Studies

[TSES 3001](#) [0.5]

Technology-Society Interactions

## Women's and Gender Studies

[WGST 2803](#) [0.5]

Body Matters: The Politics of Bodies

[WGST 2807](#) [0.5]

Issues in Reproductive Health

[WGST 4807](#) [0.5]

Gender and Health in a Globalized World

## New Resources

**Contract Instructor** ~~No New Resources~~

## Summary

Changes to program with addition of new courses to broaden choices for large minor enrollment.

## Rationale for change

1. Increase credit requirement for #1 from 1.0 to 1.5 credits Rationale: In order to allow students a more fulsome understanding of the foundational, theoretical, political, and social cultural issues related to 'disablement' as an experience and a subjectivity, we have introduced a new course titled Disabling Society at the 2nd year level. We believe that courses offered in progression from year 1 to year 3 will help students enhance their comprehension of issues as they take courses on disability at Carleton. The addition of this 0.5 credit course to the foundational learning experience required an increase of 0.5 credits for requirement 1. 2. Increase credit requirement #3 from 1.0 to 1.5 credits which requires a change of wording of new requirement #3 to "1.5 credit in approved electives" Rationale: Due to the fact that the minor has more than half of registered students at the 3rd year level and that currently most of the elective course choice available to students are either at the 1000, 3000 or 4000 level, we believe that collapsing the old requirements #3 and #4 (#3= 1.0 credit in approved electives at the 1000 level or higher and #4= 1.0 credit in the approved electives at the 3000-level or higher), is more beneficial and less confusing if we streamline into one requirement and increase the credit worth as well as change the language to reflect the change. 3. Remove requirement #4 Rationale: As a result of increasing the credit worth for the new requirement #3 as well as the change of

language, the old requirement #4 is no longer needed. 4. Add HIST 3116 to list of approved electives 5. Add new courses HUMR 4305 and LAWS 4503 to list of approved electives.

**Transition/Implementation** Current students will be informed of the changes and will be given the option to opt into the new program requirements if they find that it better suits them. We are adding new options, not removing courses.

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**Program reviewer comments**

**sandrabauer (09/15/17 4:16 pm):** Rollback: Hi Adam, I have changed this to a minor modification. It will need to be resubmitted into workflow.

**sandrabauer (09/18/17 1:28 pm):** Added HIST 3116 to Item 2 per AB

**sandrabauer (11/02/17 5:12 pm):** Added HUMR 4305 to list of approved electives per AB. OK per RM.

**sandrabauer (11/23/17 9:29 am):** Changed to major

**sandrabauer (11/23/17 9:29 am):** Rollback: Changed to major modification per VPAVPA - resubmit into workflow

Key: 1030

## Institutional Quality Assurance Process

### Library Report for Minor in Disability Studies

#### Minor Modification

*Date:* December 1, 2017

*Compiled by:* Janet Hempstead, Reference Librarian (Social Sciences)

*Submitted to:* Lorraine Dyke, Vice-Provost and Associate Vice-President (Academic)

*cc* Adam Barrows, Director, Institute of Interdisciplinary Studies  
Wallace Clement, Dean, Faculty of Arts and Social Sciences  
Robyn Green, Program Officer, Office of the Vice-Provost and Associate Vice-President (Academic)  
Christine Noja, Acting Manager, Office of the Vice-Provost and Associate Vice-President (Academic)  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
David Sharp, Head, Collection Development and Acquisitions  
Colleen Neely, Assessment Projects Librarian

## Overview and Recommendations

An analysis of Carleton University Library's information resources and services in support of the program demonstrates that the Library would require the following funds for collections in order to be able to support it:

- \$2884.14 in one-time funds
- \$0.00 annually in ongoing funds (for licenses or subscriptions)

See Appendix A for a costed list of the required titles.

## Library Collections

### ***Subject Specific***

Disability Studies is offered from an interdisciplinary perspective within the Humanities and Social Sciences. Areas of research include:

- disability and the law
- disability and theories of sexuality
- disability and policy
- disability activism
- disability movements (local and transnational)
- disability and race
- disability in literature and art

It is not possible to assess journal ranking for Disability Studies as a standalone discipline using Journal Citation Reports or SCImago because of its multidisciplinary nature. The Library holds subscriptions to scholarly journals that are related to themes within the Disability Studies minor, such as:

- [Disability & society](#)
- [International journal of disability, development, and education](#)
- [Journal of disability and religion](#)
- [Journal of disability policy studies](#)
- [Journal of literary & cultural disability studies](#)
- [Scandinavian journal of disability research](#)
- [Sexuality and disability](#)

The Library has added the following open access journals to its catalogue for ease of identification and access:

- [Canadian journal of disability studies](#)
- [Critical disability discourses](#)
- [Disability and the Global South](#)
- [Disability studies quarterly](#)
- [Review of disability studies](#)

During the 2016/2017 academic year, the Library's spending for collections in all areas was about \$6.4 million. About \$2.5 million was spent on general electronic resources that benefit all subject areas.

Statistics on the Library's spending by subject for Disability Studies for the last eight years are not available because the multidisciplinary nature of the program makes tracking infeasible.

## Teaching, Learning, and Research

The information-literate student is one who is able to access information efficiently, assess it critically, and assimilate and synthesize it effectively. The Library's programs and services are grounded in Ontario's Quality Assurance Framework, articulated in *Ensuring the Value of University Degrees in Ontario*, the Council of Ontario Universities' guide to degree level expectations in the province.

Librarians and subject specialists work collaboratively with faculty to address students' information competencies through a number of methods, including the following:

### ***Instruction, Teaching, and Practicums***

The total number of in-class instruction sessions provided by Library staff in all subject areas during 2016/2017 was 444, and the total number of students attending was 17,817. There also was one practicum (hands-on learning opportunity, critical enquiry project). Because of the wide range of courses and disciplines involved in the Disability Studies minor, comprehensive information literacy instruction data is unavailable.

### ***Learning Support – Provided Online***

The [Library website](#) is designed to support each step of the research process: identifying, accessing, borrowing, evaluating, and citing resources. Google Analytics recorded almost 1 million visits to the Library website during 2016/2017. Library users can now easily conduct a comprehensive search of the entire collection using the new Summon search interface.

Highlights of the Library website include subject guides for:

- [Disability Studies](#)
- [English Language and Literature](#)
- [History](#) subject guide
- [Human Rights](#) subject guide
- [Law](#)
- [Sexuality Studies](#)
- [Sociology](#)

### ***Research Partnerships***

Active research is the foundation of a strong academic program, and an increasingly important part of student learning and development. The Library provides resources, services, and expertise to facilitate the Carleton research community at all levels and through all stages of the research process. This research support is provided at key service points, and through consultations and more formal collaborations.

## **Services and Spaces**

### ***Individual Research Consultations***

Library staff provided 6,613 individual research consultations in total in 2015/2016 for all faculties. Data for 2016/17 is not available. Consultations can be scheduled for quantitative and qualitative research, as well as for GIS support.

### ***Research Help Desks***

Last year, onsite research help was also available at three service points: the main Research Help desk, the Maps, Data, and Government Information Centre (MADGIC) desk, and the Archives and Research Collections (ARC) help desks. The main and MADGIC desks were open seven days a week during the fall and winter terms, and were supplemented with phone, email, and chat reference services. These three service points had 9,176 visits in 2016/2017. For the academic year 2017/2018, the Library has amalgamated Reference Services and MADGIC into Research Support Services, and combined research support is being offered from the Research Help desk on the main level of the Library. In response to reduced demand for in-person support and increased demand for online support, hours of in-person service have been reduced to 10:00-16:00 on weekdays. They are supplemented by extended online Ask a Librarian CHAT service Monday-Thursday, 10:00-22:00, Friday 10:00-17:00, and weekends 12:00-18:00. ARC in-person research help hours are weekdays 09:00-12:00, 13:00-16:00 only.

## **General Information about the Library**

The Library has undergone extensive renovations since 2012-13, including two additions (West and East), and extensive renovations to the interiors. The East addition consists of five storeys of renovated space, totaling 28,500 square feet, punctuated by a large new reading room on the main floor, and an open-concept façade from top to bottom. The West addition consists of a two-storey addition, Levels 4 and 5, totaling 45,700 square feet of new library space. The fourth and fifth floor addition located at the rear of the building includes expanded group study rooms, digital media study rooms, the Discovery Centre with three innovative learning labs, and a special collections study area. Throughout the existing portion of the library, approximately 34,700 square feet was renovated, creating many modernized departmental spaces, including Technical Services and Collections, Reference Services, MADGIC, ARC, Reserves, and Interlibrary Loans. Renovations to the Technical Services and Collections office resulted in new study space on the third floor at the rear of the building.

The Discovery Centre is a 9,500 square foot collaborative workspace for undergraduate research. This dynamic learning environment is outfitted with ergonomic, accessible and stylish furniture as well as state-of-the-art technology. Complete with three Library Laboratories (a gaming lab, a learning lab, and a multimedia lab), this multi-purpose space can be adapted to suit a wide range of needs.



The Library's collection includes 1,063,846 printed monographs and 872,396 e-books, and licensed access to 78,408 electronic journals. In addition, the Library has substantial collections of government documents and other resources, maps, data, rare books and other special research collections, printed journals, archives, theses, multimedia resources (audio, DVD, streaming video), musical scores, computer games, emerging technology, as well as licensed access to a broad range of full-text and indexing databases. For a snapshot of details, see Appendix B.

Subject specialists and liaison librarians, working with faculty members and coordinated by the Head of Collection Development and Acquisitions, build and maintain the Library's collection by developing subject-specific collection policies that guide the systematic selection of materials. The Library also provides a [request form](#) on its website where a user may suggest a book or other item for purchase. Although the majority of monographs are collected in print format, the library is increasing its e-book collections. Students and faculty already have access to many e-books in a wide range of subjects and disciplines.

To enhance its purchasing power (particularly for electronic resources), the Library is an active member of two major cooperative partnerships: the Ontario Council of University Libraries (OCUL), a consortium of the 21 academic libraries in the province; and the Canadian Research Knowledge Network (CRKN), a consortium of 75 academic libraries across the country.

The Library's annual acquisitions budget for the 2017/2018 fiscal year is \$6.6 million, and its staffing and operating budget is \$10.5 million.

The Library acquisitions budget is not protected from inflation, exchange rates, or cuts, which often challenges the Library's ability to provide all the necessary resources in support of teaching, learning, and research at Carleton. Consideration of the funds necessary for the Library's acquisitions budget is part of the academic planning and Quality Assurance processes for new programs. For many years, Carleton's acquisitions budget has been small in comparison to the national average of academic library budgets, and it still has some catching up to do. However, the gap is narrowing, thanks to recent years' increases to the Library's base budget. The Library is dedicated to regular assessment of its resources and services. Staff use an assortment of qualitative and quantitative techniques to evaluate collections and services in order to make sound decisions within budget parameters.

The Library strongly supports the principles and practices of open access (OA). The University's institutional repository, [CURVE](#), was established in 2011 and is maintained by the Library. It includes not only a growing archive of the broad intellectual output of the University, but also digitized versions of most of the theses accepted at Carleton since 1955 – and as of 2014 houses all new Carleton theses deposited electronically. The Library contributes to CURIE, the University's program to provide funding for faculty and researchers who are publishing in open access journals, and also hosts 6 OA journals online using the [Open Journal Systems](#) management and publishing system.

## Appendix A: Costed List of Collections Required to Support Disability Studies

At present, no detailed description of topics that are to be collected exists for Disability Studies because of its multidisciplinary nature. It is recommended that a collection profile be developed for Disability Studies that enumerates these disciplinary emphases and, more importantly, what areas are not emphasized. For instance, research in the following areas is not desired for this program:

- Disability and health
- Disability and health care
- Disability and rehabilitation
- Disability and social work

Until recently the Librarian (Social Sciences) held a seat on the Disability Studies Committee. Consequently, many requests for materials were made specifically to this Library member. Since these requests have been primarily social in nature, the Sociology fund code was used. This practice aligns with existing practice for Sexuality Studies, where either the Sociology or the Women's and Gender Studies fund code, as appropriate, was used. A formally-specified collection profile would permit our book provider to supply notifications of new materials automatically. These notifications would be more comprehensive as they would draw from other disciplines automatically. Also, the Library would be in a better position to quantify spending in support of the minor.

Please see the following page for a list of suggested materials that are needed to properly launch an opening-day collection for Disability Studies. The titles in bold font are to be considered priority requests. All of these are one-time purchases (OTP). No new journal subscriptions are required.

Title	Pub Date	Publisher	Format (Gobi)	Cost (US)	Info Link
Sport and the Female Disabled Body	2018	Routledge	Proquest Ebook Central 1-user	150	<a href="https://www.routledge.com/Sport-and-the-Female-Disabled-Body/Apelmo/p/book/9781138494466">https://www.routledge.com/Sport-and-the-Female-Disabled-Body/Apelmo/p/book/9781138494466</a>
The Fantasy of Disability: Images of Loss in Popular Culture	2018	Routledge	Proquest Ebook Central 1-user	160	<a href="https://www.routledge.com/The-Fantasy-of-Disability-Images-of-Loss-in-Popular-Culture/Preston/p/book/9781138494497">https://www.routledge.com/The-Fantasy-of-Disability-Images-of-Loss-in-Popular-Culture/Preston/p/book/9781138494497</a>
<b>Black Disabled Art History 101</b>	2017	Xochitl Justice Press	paper	30	<a href="https://www.amazon.com/Black-Disabled-Art-History-101/dp/1942001576/">https://www.amazon.com/Black-Disabled-Art-History-101/dp/1942001576/</a>
Disability and Postsocialism	2017	Routledge	Proquest Ebook Central 1-user	150	<a href="https://www.routledge.com/Disability-and-Postsocialism/Mladenov/p/book/9781138234468">https://www.routledge.com/Disability-and-Postsocialism/Mladenov/p/book/9781138234468</a>
Disability and Rurality: Identity, Gender and Belonging	2017	Routledge	Proquest Ebook Central 1-user	150	<a href="https://www.routledge.com/Disability-and-Rurality-Identity-Gender-and-Belonging/Soldatic-Johnson/p/book/9781472454843">https://www.routledge.com/Disability-and-Rurality-Identity-Gender-and-Belonging/Soldatic-Johnson/p/book/9781472454843</a>
<b>Palgrave Handbook of Disabled Children's Childhood Studies</b>	2017	Palgrave Macmillan	Proquest Ebook Central 1-user	240	<a href="http://www.palgrave.com/us/book/9781137544452">http://www.palgrave.com/us/book/9781137544452</a>
Pedagogy, Disability and Communication: Applying Disability Studies in the Classroom	2017	Routledge	Proquest Ebook Central 1-user	150	<a href="https://www.routledge.com/Pedagogy-Disability-and-Communication-Appling-Disability-Studies-in/Jeffress/p/book/9781138225527">https://www.routledge.com/Pedagogy-Disability-and-Communication-Appling-Disability-Studies-in/Jeffress/p/book/9781138225527</a>
Seriously Funny: Disability and the Paradoxical Power of Humor	2017	Lynne Rienner	Proquest Ebook Central 1-user	65	<a href="https://www.rienner.com/title/Seriously_Funny_Disability_and_the_Paradoxical_Power_of_Humor">https://www.rienner.com/title/Seriously_Funny_Disability_and_the_Paradoxical_Power_of_Humor</a>
<b>The right to maim: Debility, capacity, disability</b>	2017	Duke U Press	Proquest Ebook Central 1-user	95	<a href="https://www.dukeupress.edu/the-right-to-maim">https://www.dukeupress.edu/the-right-to-maim</a>
<b>The United Nations Convention on the Rights of Persons with Disabilities: A Commentary</b>	2017	Springer	SpringerLINK	149	<a href="http://www.springer.com/us/book/9783319437880">http://www.springer.com/us/book/9783319437880</a>
Child Pain, Migraine, and Invisible Disability	2016	Routledge	Proquest Ebook Central 1-user	160	<a href="https://www.routledge.com/Child-Pain-Migraine-and-Invisible-Disability/Honeyman/p/book/9781138207868">https://www.routledge.com/Child-Pain-Migraine-and-Invisible-Disability/Honeyman/p/book/9781138207868</a>
Disability and Art History	2016	Routledge	Proquest Ebook Central 1-user	190	<a href="https://www.routledge.com/Disability-and-Art-History/Millett-Gallant-Howie/p/book/9780815392132">https://www.routledge.com/Disability-and-Art-History/Millett-Gallant-Howie/p/book/9780815392132</a>
Sociology Looking at Disability: What Did We Know and When Did We Know it	2016	Emerald	Proquest Ebook Central 1-user	135	<a href="http://www.emeraldinsight.com/doi/book/10.1108/S1479-354720179">http://www.emeraldinsight.com/doi/book/10.1108/S1479-354720179</a>
Disability and Discourse Analysis	2014	Routledge	EBSCO 1-user	115	<a href="https://www.routledge.com/Disability-and-Discourse-Analysis/Grue/p/book/9781472432926">https://www.routledge.com/Disability-and-Discourse-Analysis/Grue/p/book/9781472432926</a>
Disability and Intersecting Statuses	2013	Emerald	Proquest Ebook Central 1-user	140	<a href="http://www.emeraldinsight.com/doi/book/10.1108/S1479-3547%282013%297">http://www.emeraldinsight.com/doi/book/10.1108/S1479-3547%282013%297</a>

Title	Pub Date	Publisher	Format (Gobi)	Cost (US)	Info Link
Understanding Diversity: An Introduction to Class, Race, Gender, Sexual Orientation, and Disability, 2nd ed.	2011	Lynne Rienner	paper	23	<a href="https://www.rienner.com/title/Understanding_Diversity_An_Introduction_to_Class_Race_Gender_Sexual_Orientation_and_Disability">https://www.rienner.com/title/Understanding_Diversity_An_Introduction_to_Class_Race_Gender_Sexual_Orientation_and_Disability</a>
Disability as a Fluid State	2010	Emerald	Proquest Ebook Central 1-user	150	<a href="http://www.emeraldinsight.com/doi/book/10.1108/S1479-3547%282010%295">http://www.emeraldinsight.com/doi/book/10.1108/S1479-3547%282010%295</a>

total: 2252

<https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates/>

(2017-11-28)

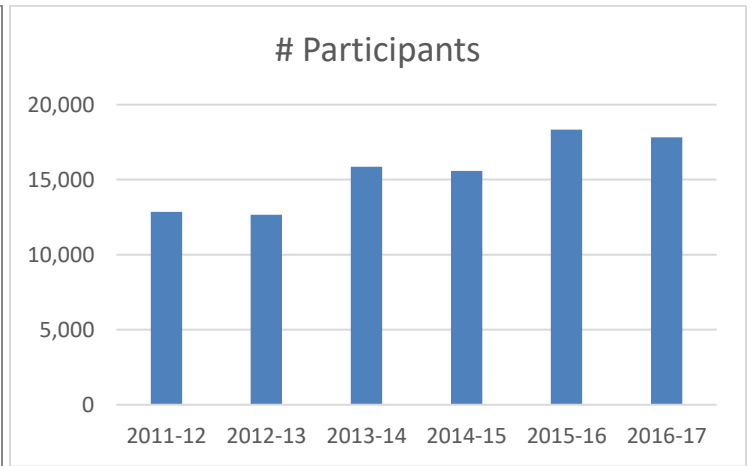
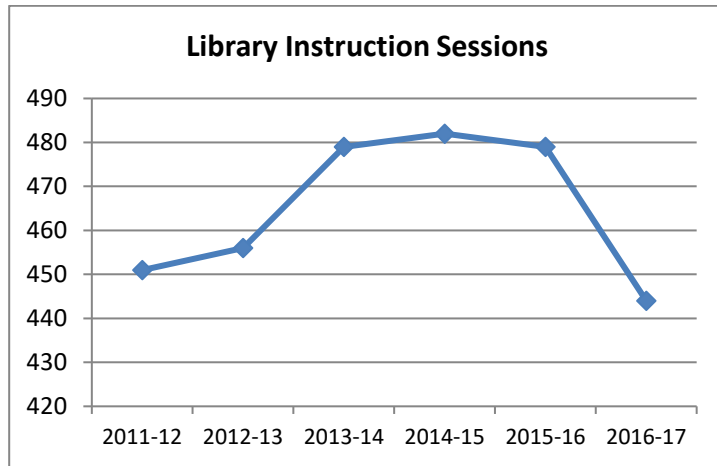
exchange rate: 1.2807

CDN total: **\$2,884.14**

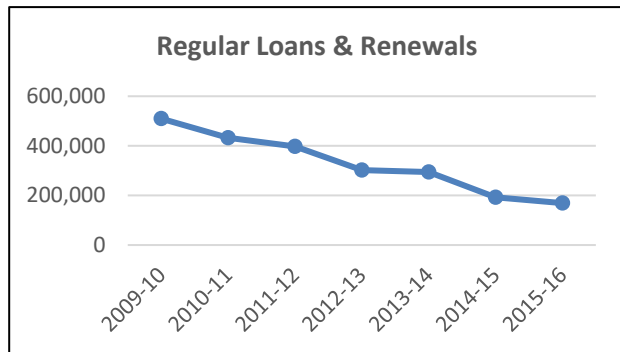
# AT A GLANCE: CARLETON UNIVERSITY LIBRARY

Statistics as of May 1, 2017 except where indicated.

## Teaching, Learning, & Research



## Research Experience

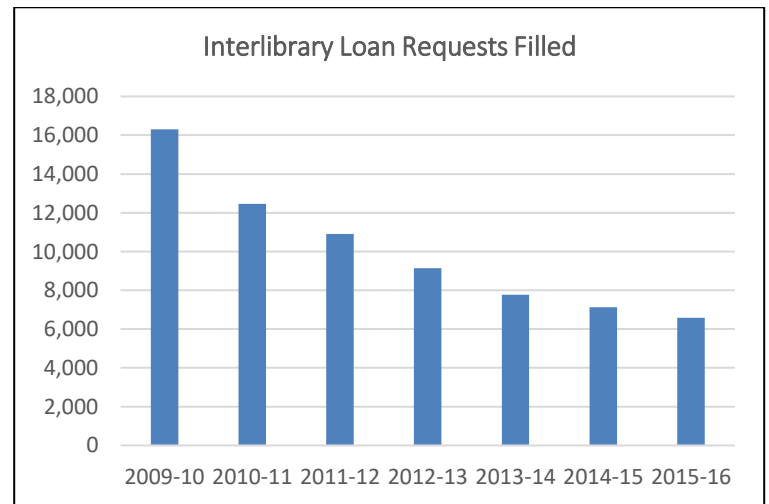
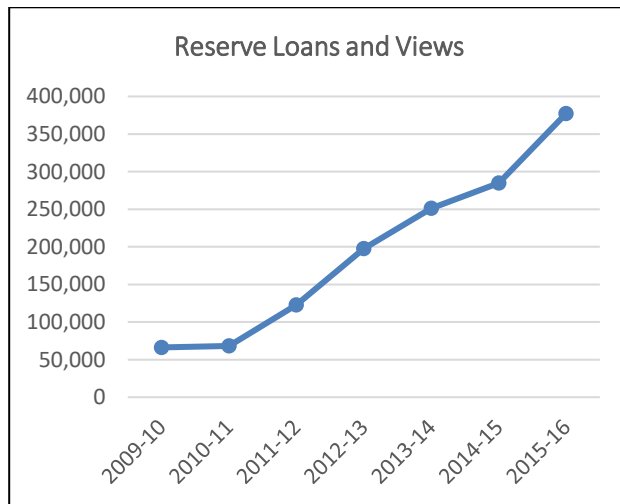


- Highlights:**
- CURVE - Carleton's Institutional Repository
  - Open Access Funding for Faculty, Staff, & Students
  - Research Data Management Training
  - Open Access Awards for Graduate Students
  - Discovery Centre for Undergraduate Research & Engagement
  - Professional Skills Training for Graduate Students
  - Jacob Siskind Music Resource Centre

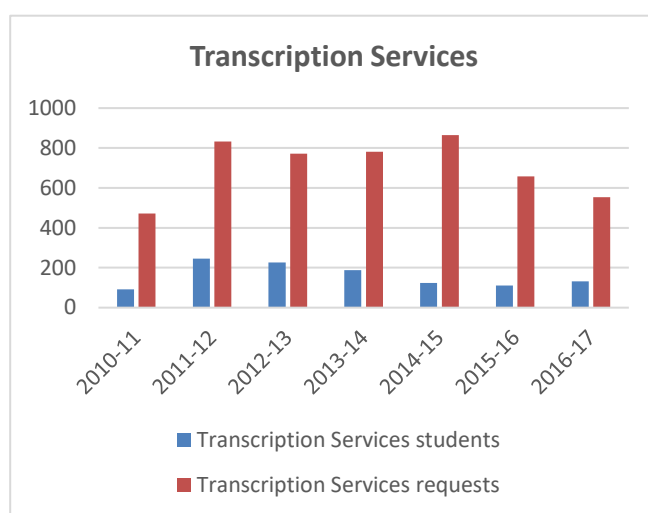
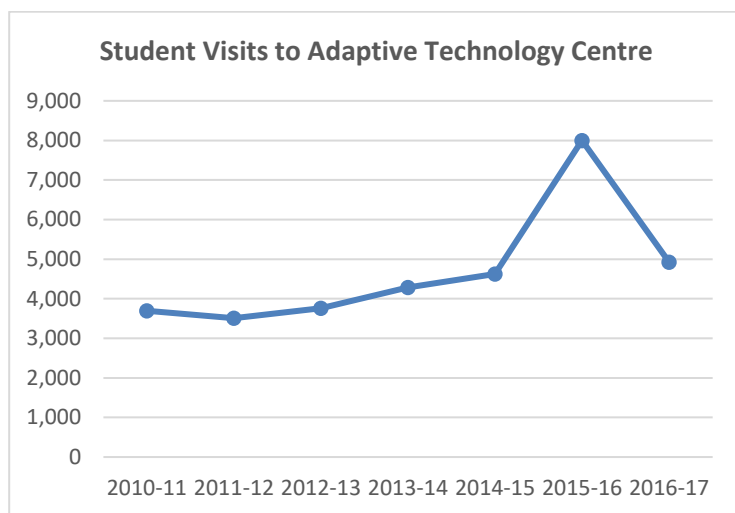
**Electronic Usage**

**E-journal downloads (2015/16):**  
1,687,333

**Library Web Visits (2016-17):**  
967,397



## Student Learning Experience



### Highlights:

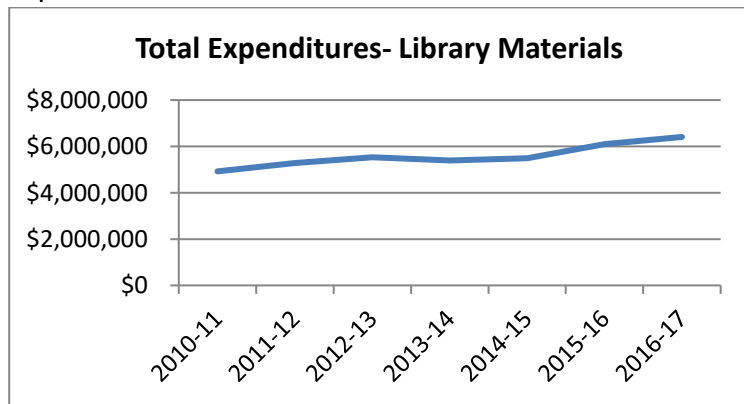
- Over 1.3 million visits in a year
- 2,320 seats
- 176 workstations
- 41 bookable group study rooms
- Group & graduate study rooms
- Innovative Study areas
- Adaptive Technology Centre
- 24 hour access at peak times

## Organizational Excellence

### Collection Facts

# Print Volumes	1.8 million
# Manuscripts & Archives	1672.6 linear metres
Percentage of Total Collection Budget Allocated to E-Resources (2016/17)	81%
# Cartographic Materials	161,396
# E-books	872,396
# E- Journals	78,408

### Expenditures



### Ranking & Comparisons

<b>Globe &amp; Mail 2017 Canadian University Report</b>	
Average	Library Resource Spending
<b>Maclean's - Comprehensive Universities (2017)</b>	
6th/15	Library Expenses
14th/15	Library Acquisitions
<b>Carleton Service Satisfaction- Students (2016)</b>	
8.5/10	Overall satisfaction- Library
<b>Carleton Service Satisfaction- Employees (2015)</b>	
8.6/10	Overall satisfaction- Library

<b>Library collection expenditures (2015/16)</b>	Carleton = \$6,097,308 National Average = \$11,474,968
<b>Library collections expenditure as a percentage of University budget (2014/2015)</b>	Carleton = 1.47% National Average = 1.82%

## **Track B Modifications Master of Philanthropy and Non-Profit Leadership**

### 2.6.1.1.5. Change to admission requirements for graduate programs

---

1. Courseleaf
2. Library Report

#### Notes:

- **Change of Admission Requirements to PANL**
- Removing restrictions on advanced standing - primarily to accommodate Special Students they are pre-qualifying
- Language requirements refer to Gen Regs FGPA request

Date Submitted: 09/19/17 9:16 am

Viewing: **TBD-1192 : R-GR-ADMREQT-  
Philanthropy and NonProfit Leadership**

Last approved: 05/07/17 11:14 pm

Last edit: 11/17/17 9:04 am

Last modified by: lesliemacdonaldhicks

Changes proposed by: AnnaRiethman

### In Workflow

1. PADM ChairDir GR
2. PA Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

### Approval Path

1. 09/18/17 4:09 pm  
Calum Carmichael  
(calumcarmichael):  
Rollback to Initiator
2. 09/19/17 1:26 pm  
Calum Carmichael  
(calumcarmichael):  
Approved for PADM  
ChairDir GR
3. 09/19/17 5:40 pm  
Hugh Shewell  
(hughshewell): Approved  
for PA Dean
4. 09/20/17 3:25 pm  
James Opp (jamesopp):  
Approved for GRAD Dean
5. 11/13/17 10:12 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
6. 11/27/17 8:35 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD  
FBoard

### History

1. Jun 17, 2015 by Sandra  
Bauer (sandrabauer)
2. Mar 17, 2016 by Anna



Riethman  
(AnnaRiethman)  
3. Mar 17, 2016 by Sandra Bauer (sandrabauer)  
4. Mar 31, 2016 by Sandra Bauer (sandrabauer)  
5. Mar 31, 2016 by Sandra Bauer (sandrabauer)  
6. Mar 31, 2016 by Sandra Bauer (sandrabauer)  
7. May 7, 2017 by Sandra Bauer (sandrabauer)  
8. May 7, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Philanthropy and Nonprofit Leadership](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	TBD-1192
Level	Graduate
Faculty	Faculty of Public Affairs
Academic Unit	School of Public Policy and Administration
Degree	
Title	R-GR-ADMREQT-Philanthropy and NonProfit Leadership

## Program Requirements

### Admission

#### Master of Philanthropy and Nonprofit Leadership

The School of Public Policy and Administration provides two points of entry into the Master of Philanthropy and Nonprofit Leadership: a standard admission and a professional entry that recognizes significant leadership experience.

Most applicants are considered for the standard admission into the 6.5 credit Master program. They must have an undergraduate or post-graduate degree (or equivalent) with an average of B+ or higher. The level of academic performance and potential as revealed through the degree is more important than the discipline. Students can enter the program from a variety of backgrounds, including the social sciences, humanities, and sciences.

The School also considers mid-career applicants for standard admission who do not satisfy this academic requirement, but who have demonstrated professional excellence over at least five years. Such applicants may use their high achievement in several designated university courses as evidence of their academic potential. These university courses

are determined on an individual basis in consultation with the PNL Supervisor. Contact the School for details.

Applicants who have at least seven years of work experience in the philanthropic and nonprofit field over which they have exhibited significant leadership and increasing levels of responsibility are considered for entry into the limited number of spaces in the 5.0 credit professional Master program. In addition to such work experience, they must have an undergraduate degree or post-graduate degree (or equivalent) with an average of B+ or higher.

Students who seek admission to either the 6.5 or 5.0 credit Master program following satisfactory completion of the Diploma of Philanthropy and Nonprofit Leadership may, with permission of the PNL Supervisor, apply 2.0 of the Diploma credits toward the Masters.

All applicants whose first language is not English must demonstrate English proficiency in **accordance with Section 3.6 one** of the **Graduate Calendar**, following ways:

~~Present an official transcript to indicate that they have completed a degree within the past three years in a university in Canada, the United States, the United Kingdom or any other country in which the primary language is English, and where the language of instruction in the relevant educational institution was exclusively English; or Provide official documentation of a satisfactory English proficiency test score. Minimum scores for the program are: CAEL: 70; TOEFL (paper-based test): 600; TOEFL (computer-based test): 250; TOEFL (internet-based test): 100, with a minimum score of 25 on each component; IELTS: 7, with a minimum of 6.0 in each band score. Students may receive advanced standing with transfer of credit for up to 1.0 credit. Advanced standing will be considered only for core courses. Students who have completed courses equivalent to~~ **It will be determined on an individual basis in consultation with the PANL courses or taken approved graduate courses on the recommendation of the PNL Graduate Supervisor, Supervisor and obtained a grade the Faculty of Graduate and Postdoctoral Affairs, pursuant to Section 6.1 of at least B+, may receive advanced standing with transfer the General Regulations section of credit for up to 1.0 credit. This will be determined on an individual basis by consultation with the PNL Supervisor and the Faculty of Graduate and Postdoctoral Affairs, pursuant to Section 6.1 of the General Regulations of this Calendar.**

~~In general, a grade of B+ or higher is necessary in the equivalent courses in order to receive advanced standing.~~ **Graduate Diploma in Philanthropy and Nonprofit Leadership**

Applicants must have a bachelor's degree (or equivalent). Normally, an average of B+ or higher is required for admission.

~~All applicants~~ **Students** whose first language is not ~~English, or who have not completed a previous degree at an~~ English speaking university, must demonstrate ~~an adequate command of~~ English **proficiency in accordance with Section 3.6 of the Graduate Calendar**, by ~~attaining, at least:~~

~~a TOEFL score of 580 written, or 237 CBT (computer based test), or 86 IBT (internet based test) with a minimum score in each component (22 in writing, 22 in speaking, 20 in reading, and 20 in listening); or a CAEL score of 70; or an IELTS score of 7.0.~~ **Note:** students in the Diploma programs are not eligible to receive university funding.

New Resources

No New Resources

Summary

Change in wording regarding advanced standing so as not to restrict course category. At the request of FGPA the language requirements for both the Master's and GDip program were changed to refer to the General Regulations in the graduate calendar.

Rationale for change

Most of the students to whom Advanced Standing is granted are those we asked to take courses as Special Students in order to assess their likelihood of success in the program. Normally, students are permitted to take only elective PANL courses because the core courses are at capacity. Upon admission, the department would credit these courses as electives through Advanced Standing. On occasion, a student has taken an equivalent to one of the core courses for which the department would like to grant Advanced Standing,

and thus allow the possibility of applying this to core courses. FGPA is asking that program language requirements that are the same as the General Regulations be changed to refer to the regulations so information is not duplicated or appears in multiple places.

Transition/Implementation There are no transition or implementation issues.

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Program reviewer  
comments

**calumcarmichael (09/18/17 4:09 pm):** Rollback: As requested for revision.

Key: 1192

## Institutional Quality Assurance Process

### Major Modifications Not Requiring a Library Report

*Date:* October 27<sup>th</sup>, 2017

*From:* Trish O’Flaherty, Robert Smith and Kristof Avramsson – Research Support Services

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc*

Matthias Neufang, Dean of Graduate Studies and Postdoctoral Affairs  
Andre Plourde, Dean of Public Affairs  
James Opp, Associate Dean (Student and Postdoctoral Affairs)  
Hugh Shewell, Associate Dean (Academic)  
Donald Russell, Associate Dean, Academic - Planning and Policy  
Ron Miller, Chair, Mechanical and Aerospace Engineering  
Calum Carmichael, Director, School of Public Policy and Administration  
Leslie MacDonald-Hicks, Faculty of Graduate Studies and Postdoctoral Affairs  
Christine Noja, Manager, Office of the Vice-Provost and Associate Vice-President (Academic)  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
David Sharp, Head, Collection Development and Acquisitions  
Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library’s information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the major modification of the following:

Philanthropy and Nonprofit Leadership

This is a formal notification for your records.

## Track B Modifications to PhD in Canadian Studies

2.6.1.1.12. The creation, *deletion* or re-naming of a field in a graduate program;

---

### 1. Courseleaf

#### Summary Notes:

- This is a joint program with Trent University. Like Trent, the research interests of our faculty and students has changed over time. Moving away from formal fields to areas of research will allow the comprehensive exam process to better reflect the interests of our faculty and students and will give both universities flexibility in guiding their students. Instead of five set fields, students will be examined on "areas of research" that are defined through a combination of student and professorial interests. Trent has also deleted the fields, so this change will ensure that the program is aligned across the two campuses.
- The Director and Grad Supervisor will work with these students to help them understand the new process. We also have guidelines for the PhD program; these will be updated to align with the change in the graduate calendar.
- Removed excess explanation of comprehensive examinations to "notes" to be consistent with changes in regular Ph.D. program.

Date Submitted: 09/06/17 4:00 pm

Viewing: **PHD-11 : Ph.D. Canadian Studies**

Last approved: 05/01/17 1:33 pm

Last edit: 11/28/17 2:47 pm

Last modified by: lesliemacdonaldhicks

Changes proposed by: peterthompson

### In Workflow

1. CANS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

### Approval Path

1. 05/29/17 11:30 am  
Eva Mackey  
(evamackey): Approved  
for CANS ChairDir GR
2. 08/21/17 8:38 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
3. 08/21/17 1:33 pm  
James Opp (jamesopp):  
Rollback to Initiator
4. 09/06/17 4:02 pm  
Donna Malone  
(donnamalone):  
Approved for CANS  
ChairDir GR
5. 09/07/17 9:38 am  
Richard Mann  
(richardmann): Approved  
for AS Dean
6. 09/07/17 10:30 am  
James Opp (jamesopp):  
Approved for GRAD Dean
7. 12/06/17 11:18 am  
Sandra Bauer  
(sandrabauer): Approved  
for GRAD FCC
8. 12/13/17 9:40 am  
Sandra Bauer  
(sandrabauer): Approved  
for GRAD FBoard

## History

1. May 1, 2017 by Sandra Bauer (sandrabauer)
2. May 1, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Canadian Studies](#)

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Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	PHD-11
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Indigenous and Canadian Studies
Degree	Doctor of Philosophy
Title	Ph.D. Canadian Studies

## Program Requirements

### Ph.D. Canadian Studies (10.0 credits)

Requirements:

1. **1.0 credit in:** 1.0  

<a href="#">CDNS 6900</a> [1.0]	Ph.D. Core Seminar: Interdisciplinarity in Canadian Studies: Concepts, Theories and Methods	
---------------------------------	---	--
2. **1.0 credit in** 5000 or 6000-level courses or tutorials (or the equivalent) offered by the School (or approved by the Graduate Supervisor); a GPA of 9.0 or better must be obtained in these courses for students to be allowed to proceed to the comprehensive examinations; 1.0
3. **1.0 credit in** the successful completion of two 0.5-credit written comprehensive examinations. Students will be examined in two areas of research. (See note) 1.0
4. Language requirement: satisfactory demonstration of an understanding of a language other than English. Although French is the preferred second language, students may be permitted to substitute an Aboriginal language indigenous to Canada or another language if it is demonstrably relevant to their research interests;

5. A public defence, in English, of a written thesis proposal. Following the completion of their comprehensives, students will be expected to defend a proposal of the research and analysis they plan to undertake in completing their Ph.D. thesis. The thesis proposal defence should normally occur within six months after completion of a student's comprehensive examinations and within the first 27 months of registration in the program. The thesis committee will be composed of three faculty members, always including one from each university;

6. **7.0 credits** in a Thesis, which must be successfully defended in English at an oral examination 7.0

Total Credits 10.0

**Note: Comprehensive Examinations - Full-time students are expected to complete their comprehensive examinations within 24 months of their initial registration in the Ph.D. program. Part-time Ph.D. students should finish their comprehensive examinations within 36 months of completing course work. Both full-time and part-time students should complete their comprehensive examinations before defending their dissertation proposal. Candidates are required to take an oral examination after each written examination.**

~~The fields of study for the Ph.D. comprehensive examinations are to be chosen from the following list:~~

~~Culture, Literature, and the Arts~~

~~A general knowledge of theories of culture in general, Canadian theoretical discourses on cultural practices, and on the interplay among theory, art, and literature, and their social contexts.~~

~~Environment and Heritage~~

~~A general knowledge of locality, landscape, environment and region in Canada.~~

~~Policy, Economy and Society~~

~~A general knowledge of the complex web of relationships linking economy, civil society, and public policy in Canada and their interaction within social, political, and cultural life.~~

~~Identities~~

~~A general knowledge of the character and experience of individual, collective and communal identities in Canada.~~

~~Women's Studies~~

~~A general knowledge of women's experiences of the major dynamics of social, political, economic and cultural development at all levels of Canadian life.~~

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New Resources	No New Resources
Summary	<p>Removed five set fields to areas of research. This change mirrors Trent's deletion of the fields. This change aligns the program across the two campuses. Moved information from program requirement table to mirror Trent structure.</p> <p>Deleted fields for Ph.D. comprehensive examinations and cleaned up language referring to fields elsewhere.</p>
Rationale for change	<p>This is a joint program with Trent University. Like Trent, the research interests of our faculty and students has changed over time. Moving away from formal fields to areas of research will allow the comprehensive exam process to better reflect the interests of our faculty and students and will give both universities flexibility in guiding their students. Instead of five set fields, students will be examined on "areas of research" that are defined through a combination of student and professorial interests. Trent has also deleted the fields, so this change will ensure that the program is aligned across the two campuses.</p>
Transition/Implementation	



This change will impact students admitted before 2017. Students will be informed of the change and will have the option of taking their exams either under the new system or under the old if they wish. The requirements for the exam remain the same; the only change is moving away from the five defined fields in favour of "areas of research." The Director and Grad Supervisor will work with these students to help them understand the new process. We also have guidelines for the PhD program; these will be updated to align with the change in the graduate calendar.

---

Program reviewer  
comments

**sandrabauer (05/26/17 11:49 am):** Rollback: Change field to major.

**sandrabauer (05/26/17 11:49 am):** Field changed back to major per FGPA

**sandrabauer (05/26/17 11:50 am):** ^Workflow

**sandrabauer (05/26/17 2:28 pm):** Rollback: As requested by department.

**richardmann (08/21/17 8:38 am):** Please move the rationale in the summary to the rationale section of the document. If the guidelines for PhD students are to be changed they may need to be submitted for approval.

**jamesopp (08/21/17 1:33 pm):** Rollback: per email Aug 21

**sandrabauer (09/13/17 10:05 am):** Changed calendar year to 18-19

Key: 880

## **Track B Modifications to PhD in Canadian Studies, Specialization in Political Economy**

2.6.1.1.12. The creation, *deletion* or re-naming of a field in a graduate program;

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### 1. Courseleaf

#### Summary Notes:

- Changing reference to "fields" to areas of research.
- Moved the comprehensive examinations information from the program requirements table to the Notes area.
- This change will impact students admitted before 2017 who have not completed their comprehensive examinations. Students will be informed of the change and will have the option of taking their exams either under the new system or under the old if they wish.

# Program Change Request

Date Submitted: 11/28/17 10:13 am

Viewing: **PHD-11PE : Ph.D. Canadian Studies with Specialization in Political Economy**

Last approved: 05/01/17 1:36 pm

Last edit: 11/28/17 10:13 am

Last modified by: peterthompson

Changes proposed by: peterthompson

## In Workflow

1. CANS ChairDir GR
2. AS Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

## Approval Path

1. 09/08/17 11:23 am  
Peter Thompson  
(peterthompson):  
Approved for CANS  
ChairDir GR
2. 09/20/17 11:08 am  
Richard Mann  
(richardmann): Rollback  
to CANS ChairDir GR for  
AS Dean
3. 09/20/17 3:28 pm  
Peter Thompson  
(peterthompson):  
Rollback to Initiator
4. 09/20/17 3:32 pm  
Peter Thompson  
(peterthompson):  
Approved for CANS  
ChairDir GR
5. 11/28/17 9:19 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to Initiator
6. 11/28/17 10:14 am  
Peter Thompson  
(peterthompson):  
Approved for CANS  
ChairDir GR
7. 11/28/17 11:39 am  
Richard Mann  
(richardmann): Approved

- for AS Dean  
 8. 11/28/17 2:08 pm  
 James Opp (jamesopp):  
 Approved for GRAD Dean  
 9. 12/06/17 11:18 am  
 Sandra Bauer  
 (sandrabauer): Approved  
 for GRAD FCC  
 10. 12/13/17 9:39 am  
 Sandra Bauer  
 (sandrabauer): Approved  
 for GRAD FBoard

## History

1. Aug 28, 2014 by vicki
2. May 1, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program  
[Political Economy](#)  
[Canadian Studies](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	PHD-11PE
Level	Graduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	School of Indigenous and Canadian Studies
Degree	Doctor of Philosophy
Title	Ph.D. Canadian Studies with Specialization in Political Economy

## Program Requirements

### Ph.D. Canadian Studies with Specialization in Political Economy (10.0 credits)

Requirements:

- 1. 0.5 credit in:** 0.5
- [PECO 6000](#) [0.5]      Political Economy: Core Concepts

<b>2. 0.5 credit in</b> a relevant political economy course from the approved list or the comprehensive in the major field of Policy, Economy and Society	0.5
<b>3. 1.0 credit in:</b>	1.0
<a href="#">CDNS 6900</a> [1.0]      Ph.D. Core Seminar: Interdisciplinarity in Canadian Studies: Concepts, Theories and Methods	
<b>4. 1.0 credit in</b> the successful completion of two 0.5-credit written comprehensive examinations. Students will be examined in two areas of research. (See note)	1.0
5. Language requirement: satisfactory demonstration of an understanding of a language other than English. Although French is the preferred second language, students may be permitted to substitute an Aboriginal language indigenous to Canada or another language if it is demonstrably relevant to their research interests	
6. A public defence, in English, of a written thesis proposal. Following the completion of their comprehensives, students will be expected to defend a proposal of the research and analysis they plan to undertake in completing their Ph.D. thesis. The thesis proposal defence should normally occur within six months after completion of a student's comprehensive examinations and within the first 27 months of registration in the program. The thesis committee will be composed of three faculty members, always including one from each university	
<b>7. 7.0 credits in</b> a Thesis (in the specialization which must be successfully defended in English at an oral examination)	7.0
Total Credits	10.0

**Note: Comprehensive Examinations: full-time students are expected to complete their comprehensive examinations within 24 months of their initial registration in the Ph.D. program. Part-time Ph.D. students should finish their comprehensive examinations within 36 months of completing course work. Both full-time and part-time students should complete their comprehensive examinations before defending their dissertation proposal. Candidates are required to take an oral examination after each written examination.**

New Resources	No New Resources
Summary	Changing reference to "fields" to areas of research. Moved the comprehensive examinations information from the program requirements table to the Notes area.
Rationale for change	We deleted "fields" in the Ph.D. in Canadian Studies -- removing reference to them in this specialization makes the calendar language consistent. Removed excess explanation of comprehensive examinations to "notes" to be consistent with changes in regular Ph.D. program.
Transition/Implementation	This change will impact students admitted before 2017 who have not completed their comprehensive examinations. Students will be informed of the change and will have the option of taking their exams either under the new system or under the old if they wish. The requirements for the exam remain the same; the only change is moving away from the defined fields in favour of "areas of research." The Director and Grad Supervisor will work with these students to help them understand the new process. We also have guidelines for the program; these will be updated to align with the change in the graduate calendar.
Program reviewer comments	<b>richardmann (09/20/17 11:07 am):</b> This needs to be placed into the correct work flow. Speak with Leslie MacDonald-Hicks for more details. <b>richardmann (09/20/17 11:08 am):</b> Rollback: needs to be placed into the correct work flow. <b>peterthompson (09/20/17 3:28 pm):</b> Rollback: Rolling back <b>lesliemacdonaldhicks (11/28/17 9:19 am):</b> Rollback: This needs to be placed in the major modification workflow.

## Track A1 Modifications to PhD in Public Policy, Specialization in Political Economy

2.6.1.1.18. Major changes to courses comprising a significant proportion of the program (33% or greater).

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### 1. Courseleaf

#### Summary Notes:

- **Update the PhD Public Policy, Specialization in Political Economy to reflect the A1 changes passed by CUCQA on November 8<sup>th</sup>, 2017. The summary of these changes is listed below.**
- Delete three of the required courses that assume the study of public policy to be a bi-disciplinary (Economics and Political Science) area of inquiry (PADM 6111, 6112, 6113, 6114);
- Add three required courses in public policy analysis to confirm it as an interdisciplinary area of inquiry not confined to Economics and Political Science and to ensure the transferability of the courses across faculty with expertise in different disciplines (PADM 6010, 6011, 6012);
- Add required course in research design (PADM 6013);
- Add a graduate course in research methods;
- Revise the second-year research seminar (PADM 6201) to include a research component that will enable students to bridge more quickly and productively the period between the comprehensive exams and writing the thesis itself; and
- Reduce weight of PADM 6909 Ph.D. Thesis from 6.5 to 6.0 credits, in order to maintain a total 10.5 credit weight for the degree.
- Students in the process of completing PhD under previous Calendars will have the choice either of (1) continuing with the old curriculum (or of (2) transferring to the new
- **No new resources**

# Program Change Request

Date Submitted: 11/29/17 6:15 pm

Viewing: **TBD-1789 : Ph.D. Public Policy with Specialization in Political Economy**

Last approved: 11/29/17 5:14 pm

Last edit: 11/29/17 6:15 pm

Last modified by: calumcarmichael

Changes proposed by: calumcarmichael

## In Workflow

1. PECO ChairDir GR
2. PADM ChairDir GR
3. PA Dean
4. GRAD Dean
5. GRAD FCC
6. GRAD FBoard
7. CUCQA
8. PRE SCCASP
9. SCCASP
10. SAPC
11. Senate
12. CalEditor

## Approval Path

1. 11/30/17 12:03 pm  
Cristina Rojas  
(cristinarojas): Approved  
for PECO ChairDir GR
2. 11/30/17 12:41 pm  
Calum Carmichael  
(calumcarmichael):  
Approved for PADM  
ChairDir GR
3. 11/30/17 4:31 pm  
Hugh Shewell  
(hughshewell): Approved  
for PA Dean
4. 11/30/17 10:55 pm  
James Opp (jamesopp):  
Approved for GRAD Dean
5. 12/06/17 11:31 am  
Sandra Bauer  
(sandrabauer): Approved  
for GRAD FCC
6. 12/13/17 9:40 am  
Sandra Bauer  
(sandrabauer): Approved  
for GRAD FBoard

## History

1. Nov 29, 2017 by Sandra

Bauer (sandrabauer)  
2. Nov 29, 2017 by Sandra  
Bauer (sandrabauer)

Calendar Pages Using this Program [Political Economy](#)  
[Public Administration](#)

Effective Date 2018-19

Workflow **majormod** ~~minormod~~

Program Code TBD-1789

Level Graduate

Faculty Faculty of Public Affairs

Academic Unit School of Public Policy and Administration  
Institute of Political Economy

Degree Doctor of Philosophy

Title Ph.D. Public Policy with Specialization in Political Economy

## Program Requirements

### Ph.D. Public Policy with Specialization in Political Economy (10.5 credits)

Requirements:

**1. 2.0 credits in:**

2.0

~~PADM 6111 [0.0]~~  
~~PADM 6112 [0.0]~~  
~~PADM 6113 [0.0]~~  
~~PADM 6114 [0.0]~~

~~Course PADM 6111 Not Found (Markets, Prices and Government)~~  
~~Course PADM 6112 Not Found (Policy Institutions and Processes)~~  
~~Course PADM 6113 Not Found (Public Policy Analysis)~~  
~~Course PADM 6114 Not Found (Foundations of Policy Analysis)~~

**PADM 6010 [0.0]**

**Current Issues in Public Policy**

**PADM 6011 [0.0]**

**Theoretical Foundations of Public Policy**

**PADM 6012 [0.0]**

**Policy Process and Institutions**

**PADM 6013 [0.0]**

**Research Design for Public Policy**

~~PADM 6010, PADM 6011, PADM 6012 and PADM 6013~~ will normally be taken in the first year of full-time study. A grade of B- or higher must be obtained in each course, with a GPA of 9.0 (B+) or higher overall, before proceeding to the comprehensive examination.

**2. 0.5 credit in** research methods, such as [PADM 5218](#) or another research methods course at the 5000 or 6000 level. See Note 1, below.

0.5

~~PADM 6200 [0.5]~~

~~Doctoral Research Seminar~~

**3. 0.5 credit in:**

0.5

[PECO 6000](#) [0.5]

Political Economy: Core Concepts

**4. 0.5 credit in:**

0.5



A relevant political economy course from the approved list.	
<b>5. 0.5 credit in:</b>	<b>0.5</b>
<a href="#">PADM 6900</a> [0.5]	Ph.D. Comprehensive Examination (See Note 2, below)
<b>6. 0.5 credit in:</b>	<b>0.5</b>
<a href="#">PADM 6201</a> [0.0]	<b>Doctoral Research Seminar (See Note 3, below)</b>
7. Public defence of a written thesis proposal	
<b>8. 6.0 credits in:</b>	<b>6.0</b>
<a href="#">PADM 6909</a> [6.0]	Ph.D. Thesis
<del>8. Language requirement (see Note 4, below)</del>	
9. Language requirement (see Note 5, below)	
<del>7. 6.5 credits in:</del>	<del>6.5</del>
Total Credits	10.5

New Resources                      No New Resources

## Summary

1. Delete three of the required courses that assume the study of public policy to be a bi-disciplinary (Economics and Political Science) area of inquiry (PADM 6111, 6112, 6113, 6114);
2. Add three required courses in public policy analysis to confirm it as an interdisciplinary area of inquiry not confined to Economics and Political Science and to ensure the transferability of the courses across faculty with expertise in different disciplines (PADM 6010, 6011, 6012);
3. Add required course in research design (PADM 6013);
4. Add a graduate course in research methods;
5. Revise the second-year research seminar (PADM 6201) to include a research component that will enable students to bridge more quickly and productively the period between the comprehensive exams and writing the thesis itself; and
6. Reduce weight of PADM 6909 Ph.D. Thesis from 6.5 to 6.0 credits, in order to maintain a total 10.5 credit weight for the degree.

## Rationale for change

As part of the 2013-14 Cyclical Review of the PhD Public Policy, the ERC made two recommendations: • To provide a more interdisciplinary experience within and across the core courses; • To include a course (or other means) to provide students with suitable research tools. Three subsequent Action Plans submitted to CUCQA outline the comprehensive but interrupted process by which the School has responded to these recommendations, culminating in two sets of proposals approved by the School's Management Committee in April 2017. The first was to introduce three reconfigured core courses, each of which would provide an interdisciplinary examination of an aspect of public policy making: explanations of what and why (PADM 6010); the normative ends (PADM 6011); and the institutional means (PADM 6012). A committee comprising senior and junior faculty developed course descriptions that made explicit the move away from a bi-disciplinary Economics/Political Science approach to one that would be sufficiently broad such that different instructors with different disciplinary backgrounds and interests could see themselves more readily contributing to the program through teaching and supervision. The second set was to introduce new required courses that would cover research design (PADM 6013), research methods appropriate to thesis, and an immediate opportunity to apply this material in a research project (PADM 6201) under their thesis supervisor prior to embarking formally on their PhD Thesis. At the recommendation of FGPA, accompanying notes have been revised: to clarify the normal time frame for completing PADM 6201 and defending thesis proposal; and to remove 'enhanced requirements' for specialization courses to prevent one 5000 course code involving two sets of requirements.

**Transition/Implementation** Students in the process of completing PhD under previous Calendars will have the choice either of (1) continuing with the old curriculum (by not completing a graduate course in research methods and by using the new required courses to satisfy the old requirements following the preclusion linkages), or of (2) transferring to the new curriculum (by completing a graduate course in research methods and by using the completed old required courses to satisfy the new requirements following the preclusion linkages).

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Program reviewer  
comments

Key: 1789

## **Track B Modifications Master of Arts, Master of Applied Science, Master of Engineering in Sustainable Energy**

5.3.1.1.1 Change of program name or degree of an existing program or degree.

5.3.1.1.12 At the master's level, the *introduction*, significant revision, or *deletion* of a *research project*, research essay, *thesis* or course-only completion options.

- 
1. Courseleaf
  2. Library Report

### GUIDING NOTES:

#### MA in Sustainable Energy:

- Correct references to the M.A. Sustainable Energy *Policy*.
- Delete Thesis Option for the MA in Sustainable Energy.
- An Applied Interdisciplinary Research Project: SERG 5004 (1.0) is being added to ensure collaboration between MA and M.Eng students.

#### M.A.Sc in Sustainable Energy:

- The M.A.Sc. thesis weight was changed from 2.0 to 2.5 credits to ensure that it is aligned with other M.A.Sc. programs offered at Carleton.

#### M.Eng in Sustainable Energy

- The name of the M.Eng degree was incorrectly listed as "Sustainable Engineering. " The correct name of the degree should be M.Eng Sustainable Energy.
- An Applied Interdisciplinary Research Project SERG 5004 (1.0) is being added to ensure collaboration between MA and M.Eng students.

Date Submitted: 09/26/17 1:21 pm

Viewing: **MA-SEP : M.A. Sustainable Energy**

Last approved: 05/08/17 4:01 pm

Last edit: 11/17/17 1:46 pm

Last modified by: lesliemacdonaldhicks

Changes proposed by: calumcarmichael

## In Workflow

1. PADM ChairDir GR
2. SERG ChairDir GR
3. PA Dean
4. ENG Dean
5. GRAD Dean
6. GRAD FCC
7. GRAD FBoard
8. CUCQA
9. PRE SCCASP
10. SCCASP
11. SAPC
12. Senate
13. CalEditor

## Approval Path

1. 08/28/17 9:42 am  
Calum Carmichael  
(calumcarmichael):  
Approved for PADM  
ChairDir GR
2. 08/28/17 3:33 pm  
Ron Miller (ronmiller):  
Approved for SERG  
ChairDir GR
3. 08/29/17 3:34 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to Initiator
4. 08/30/17 9:52 am  
Calum Carmichael  
(calumcarmichael):  
Approved for PADM  
ChairDir GR
5. 09/18/17 12:42 pm  
Ron Miller (ronmiller):  
Approved for SERG  
ChairDir GR
6. 09/26/17 10:33 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to Initiator
7. 09/26/17 1:27 pm  
Calum Carmichael  
(calumcarmichael):  
Approved for PADM  
ChairDir GR

8. 09/26/17 2:29 pm  
Ron Miller (ronmiller):  
Approved for SERG  
ChairDir GR
9. 10/07/17 9:49 am  
Hugh Shewell  
(hughshewell): Approved  
for PA Dean
10. 10/17/17 4:08 pm  
Donald Russell  
(donaldrussell):  
Approved for ENG Dean
11. 10/18/17 10:29 am  
James Opp (jamesopp):  
Approved for GRAD Dean
12. 10/19/17 3:34 pm  
Anshul Singh  
(anshulsingh): Rollback  
to GRAD Dean for GRAD  
FCC
13. 10/19/17 3:35 pm  
Anshul Singh  
(anshulsingh): Approved  
for GRAD Dean
14. 10/19/17 3:38 pm  
Anshul Singh  
(anshulsingh): Rollback  
to GRAD Dean for GRAD  
FCC
15. 10/19/17 3:44 pm  
James Opp (jamesopp):  
Approved for GRAD Dean
16. 10/20/17 10:07 am  
Anshul Singh  
(anshulsingh): Rollback  
to GRAD Dean for GRAD  
FCC
17. 10/20/17 10:08 am  
Anshul Singh  
(anshulsingh): Approved  
for GRAD Dean
18. 11/13/17 10:14 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
19. 11/27/17 8:36 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD  
FBoard

## History

1. May 8, 2017 by Sandra Bauer (sandrabauer)
2. May 8, 2017 by Sandra Bauer (sandrabauer)
3. May 8, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Sustainable Energy](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	MA-SEP
Level	Graduate
Faculty	Faculty of Engineering and Design <b>Faculty of Public Affairs</b>
Academic Unit	Sustainable Energy Program <b>School of Public Policy and Administration</b>
Degree	Master of Arts
Title	M.A. Sustainable Energy

## Program Requirements

### Program Requirements

#### M.A. Sustainable Energy (5.0 credits)

M.A. Sustainable Energy (5.0 credits)

<b>1. 2.0 credits in:</b>		<b>2.0</b>
<a href="#">SERG 5002</a> [0.5]	Sustainable Energy Engineering for Policy Students	
<a href="#">SERG 5003</a> [0.0]	<b>Energy Evaluation and Assessment Tools</b>	
<a href="#">SERG 5004</a> [0.0]	<b>Applied Interdisciplinary Project</b>	
<b>2. 0.0 credit in:</b>		0.0
<a href="#">SERG 5800</a> [0.0]	Sustainable Energy Seminar	
<b>3. 0.5 credit in:</b>		0.5
<a href="#">SERG 5000</a> [0.0]	<b>Course SERG 5000 Not Found</b>	
<a href="#">PADM 5121</a> [0.5]	Policy Analysis: The Practical Art of Change	
<del>6. 0.5 credit in:</del>		<del>0.5</del>
<b>4. 0.5 credit in:</b>		0.5
<a href="#">PADM 5510</a> [0.5]	Energy Economics	

<b>5. 0.5 credit in:</b>	<b>0.5</b>
<u>PADM 5515</u> [0.5]                      Sustainable Energy Policy	
or <u>PADM 5615</u> [0.5]                      Politics and Policy of Energy in Canada	
<b>7. 1.5 credit selected from the Sustainable Energy Policy program field listed below</b>	<b>1.5</b>
<b>6. 1.0 credit selected from the Sustainable Energy Policy courses listed below</b>	<b>1.0</b>
<b>7. 0.5 credit from graduate level courses offered by the School of Public Policy and Administration</b>	<b>0.5</b>
Total Credits	<b>5.0</b>

**Notes:**

1. Courses must be appropriate to the student's qualifications and selected with the approval of the student's program supervisor.
2. Only a selection of courses listed is given in a particular academic year.

**Courses - Sustainable Energy Policy**

<u>PADM 5511</u> [0.5]	Energy Management
<u>PADM 5512</u> [0.5]	International Politics of Sustainable Energy
<u>PADM 5572</u> [0.5]	Policy Seminar (Sustainable Energy)
<u>PADM 5611</u> [0.5]	Science and Technology Policies
<u>PADM 5612</u> [0.5]	Industrial Policy, Innovation and Sustainable Production
<u>PADM 5613</u> [0.5]	Science, Risk and Evaluation
<u>PADM 5614</u> [0.5]	Natural Resource Management
<u>PADM 5616</u> [0.5]	Environmental Policy
<u>PADM 5617</u> [0.5]	Implementing Sustainable Development in Industrialized Countries
<u>PADM 5618</u> [0.5]	Environmental and Ecological Economics
<u>PADM 5619</u> [0.5]	Urban Sustainability
<u>PADM 5620</u> [0.5]	The Science, Politics and Economics of Global Climate Change
<u>PADM 5908</u> [1.0]	Research Essay
<del><u>PADM 5909</u> [2.0]</del>	<del>M.A. Thesis</del>
<u>SERG 5906</u> [0.5]	Directed Studies in Sustainable Energy

Other courses as approved by the MA supervisor

**Co-op Option for M.A. in Sustainable Energy Policy**

A co-op option is available to full-time students in the M.A. program. Students admitted to this option must satisfactorily complete at least two work terms in order to graduate with a co-op designation on their transcripts and diplomas. These work terms are four months in duration and locate students in government departments or other organizations in order to work at a junior officer level. They provide students with opportunities to integrate the theoretical and practical aspects of public administration. During a work term, students will register in PADM 5319. While on a work term, students are limited to an additional 0.5 credit course. It should be noted that most co-op positions in the federal public service are restricted to Canadian citizens.

**New Resources**

No New Resources

**Summary**

Add SERG 5003 (0.5 credit) to provide instruction analytical tools. Delete SERG 5000 (0.5 credit) and add SERG 5004 (1.0 credit) to allow for more substantive research projects, as well as opportunity to apply analytical tools and work with partner organizations in sustainable energy field. Reduce electives by 1.0 credit to accommodate addition of SERG 5003 and SERG 5004. Remove thesis option from the list of courses. Clarify that the

Rationale for change	<p>degree has one name "M.A. Sustainable Energy" (currently, two are used intermittently in the calendar)</p> <p>During the recent CPR process, the committee identified a need for greater collaboration and interaction between MA and MEng students, and also a need for a more uniform and in-depth knowledge of "Energy Evaluation and Assessment Tools". The changes proposed here address these needs in the context of the MA program - paralleling the changes proposed for the MEng program. First, they extend from 0.5 to 1.0 credit the applied project course in which MA and MEng students work collaboratively - allowing for more sophisticated and substantive evaluations of actual and sustainable energy projects, and the chance to work with stakeholder organizations. Second, the changes add a dedicated course in the analytical tools used to evaluate energy projects so as to prepare the students better for the more-substantive project course.</p>
Transition/Implementation	<p>Students in the midst of existing program will be given opportunity to take SERG 5003 and SERG 5004, in lieu of SERG 5000 and 1.0 credit electives. Students who have only SERG 5000 remaining will be given opportunity to take in its place SERG 5906 [0.5 credit] Directed Studies.</p>

Program reviewer comments	<p><b>lesliemacdonaldhicks (08/29/17 3:34 pm):</b> Rollback: This is a Track B modification (IQAP 5.3.1.1.1 "Change of program name or degree of an existing program or degree.")</p> <p><b>lesliemacdonaldhicks (09/26/17 10:33 am):</b> Rollback: Change workflow to major. IQAP 5.3.1.1.12 "At the master's level, the introduction, significant revision, or deletion of a research project, research essay, thesis or course-only completion options." Email sent September 26 with details</p> <p><b>hughshewell (10/07/17 9:49 am):</b> I have discussed with James Meadowcroft and with Adrian Chan. These proposed modifications are also included in the current self-study as part of the QA CPR.</p> <p><b>anshulsingh (10/19/17 3:34 pm):</b> Rollback: **Notification TEST - No action required**</p> <p><b>anshulsingh (10/19/17 3:38 pm):</b> Rollback: **Notification TEST - No action required**</p> <p><b>anshulsingh (10/20/17 10:07 am):</b> Rollback: Rollback: **Notification TEST - No action required**</p>
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Key: 1013



Date Submitted: 10/10/17 3:52 pm

Viewing: **MASC-SE : M.A.Sc. Sustainable Energy**

Last approved: 05/08/17 4:07 pm

Last edit: 11/16/17 10:56 am

Last modified by: lesliemacdonaldhicks

Changes proposed by: ronmiller

### In Workflow

1. SERG ChairDir GR
2. ENG Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

### Approval Path

1. 08/17/17 4:46 pm  
Sandra Bauer  
(sandrabauer): Rollback to Initiator
2. 08/28/17 3:33 pm  
Ron Miller (ronmiller):  
Approved for SERG ChairDir GR
3. 10/10/17 2:02 pm  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to Initiator
4. 10/10/17 3:54 pm  
Ron Miller (ronmiller):  
Approved for SERG ChairDir GR
5. 10/17/17 4:08 pm  
Donald Russell  
(donaldrussell):  
Approved for ENG Dean
6. 10/18/17 10:29 am  
James Opp (jamesopp):  
Approved for GRAD Dean
7. 11/13/17 10:14 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
8. 11/27/17 8:36 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FBoard

## History

1. Jun 15, 2015 by Sandra Bauer (sandrabauer)
2. May 8, 2017 by Sandra Bauer (sandrabauer)
3. May 8, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Sustainable Energy](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	MASC-SE
Level	Graduate
Faculty	Faculty of Engineering and Design
Academic Unit	Sustainable Energy Program
Degree	Master of Applied Science
Title	M.A.Sc. Sustainable Energy

## Program Requirements

### M.A.Sc. Sustainable Energy (5.0 credits)

M.A.Sc. Sustainable Energy (5.0 credits)

<del>1. 0.5 credit in:</del>		0.5
<del>    SERG 5000 [0.0]</del>	<del>Course SERG 5000 Not Found</del>	
<del>1. 0.5 credit in:</del>		0.5
<b>1. 1.0 credit in:</b>		1.0
<del>5. 1.0 credit from graduate-level courses offered in the Faculty of Engineering and Design</del>		1.0
<del>6. 2.0 credits in M.A.Sc. thesis:</del>		2.0
SERG 5001 [0.5]	Sustainable Energy Policy for Engineers	
SERG 5003 [0.0]	<b>Energy Evaluation and Assessment Tools</b>	
<b>2. 0.0 credit in:</b>		0.0
SERG 5800 [0.0]	Sustainable Energy Seminar	
<b>3. 1.5 credits from the Mechanical Energy Conversion courses (below), or from the Efficient Electrical Energy Systems courses (below), or from the Sustainable Energy Policy courses.</b>		1.5
<b>4. 2.5 credits in M.A.Sc. thesis:</b>		2.5

MECH 5909/SYSC 5909/ELEC 5909 [2.5]

M.A.Sc. Thesis

Total Credits

5.0

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New Resources	No New Resources
Summary	Replace SERG 5000 with SERG 5003 (0.5 credit). Adjust thesis weight so that course load is consistent with other MASc programs in engineering.
Rationale for change	During the recent CPR process, the committee identified a need for a more uniform and in-depth knowledge of "Energy Evaluation and Assessment Tools" across the spectrum of students in the program. This addresses these issues by adding a dedicated and required tools course. It was also noted in the CPR process that the MASc theses in this program were in fact very similar in depth, scope, and level of effort to those in other MASc programs in engineering. As such, the thesis weight was raised so as to be consistent with these programs.
Transition/Implementation	No impact on current students.
Program reviewer comments	<b>sandrabauer (08/17/17 4:46 pm):</b> Rollback: Please resubmit into workflow, now that you have been set up as Chair. <b>lesliemacdonaldhicks (10/10/17 2:02 pm):</b> Rollback: Please change workflow to major.

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Key: 1012

Date Submitted: 09/26/17 11:47 am

Viewing: **MENG-SE : M.Eng. Sustainable Energy**

Last approved: 05/08/17 4:17 pm

Last edit: 11/16/17 11:01 am

Last modified by: lesliemacdonaldhicks

Changes proposed by: ronmiller

## In Workflow

1. SERG ChairDir GR
2. ENG Dean
3. GRAD Dean
4. GRAD FCC
5. GRAD FBoard
6. CUCQA
7. PRE SCCASP
8. SCCASP
9. SAPC
10. Senate
11. CalEditor

## Approval Path

1. 08/28/17 3:34 pm  
Ron Miller (ronmiller):  
Approved for SERG  
ChairDir GR
2. 09/26/17 10:32 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Rollback to Initiator
3. 09/26/17 11:48 am  
Ron Miller (ronmiller):  
Approved for SERG  
ChairDir GR
4. 10/17/17 4:08 pm  
Donald Russell  
(donaldrussell):  
Approved for ENG Dean
5. 10/18/17 10:29 am  
James Opp (jamesopp):  
Approved for GRAD Dean
6. 11/13/17 10:15 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD FCC
7. 11/27/17 8:36 am  
Leslie Macdonald-Hicks  
(lesliemacdonaldhicks):  
Approved for GRAD  
FBoard

## History

1. Jun 25, 2014 by sandra
2. Jun 15, 2015 by Sandra Bauer (sandrabauer)
3. May 8, 2017 by Sandra Bauer (sandrabauer)
4. May 8, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Sustainable Energy](#)

Effective Date	2018-19
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	MENG-SE
Level	Graduate
Faculty	Faculty of Engineering and Design
Academic Unit	Sustainable Energy Program
Degree	Master of Engineering
Title	M.Eng. Sustainable Energy

## Program Requirements

### M.Eng. Sustainable **Energy Engineering** (5.0 credits)

Requirements:

- |  |   |                |
|--|---|----------------|
| <del>1. 0.5 credit in:</del>   |   | <del>0.5</del> |
| <del>    SERG 5000 [0.0]</del>   | <del>Course SERG 5000 Not Found</del>         |                |
| <del>2. 0.5 credit in:</del>   |   | <del>0.5</del> |
| 1. 2.0 credits in:   |   | 2.0            |
| SERG 5001 [0.5]  | Sustainable Energy Policy for Engineers       |                |
| SERG 5003 [0.0]  | <b>Energy Evaluation and Assessment Tools</b> |                |
| SERG 5004 [0.0]  | <b>Applied Interdisciplinary Project</b>      |                |
| 2. 0.0 credit in:  |   | 0.0            |
| SERG 5800 [0.0]  | Sustainable Energy Seminar                    |                |
| <del>4. 1.0 credit in courses from the Mechanical Energy Conversion or Efficient Electrical Energy Systems fields listed below</del>   |   | <del>1.0</del> |
| <del>5. 3.0 credits from graduate level courses offered in the Faculty of Engineering and Design. Up to 1.0 of these 3.0 credits may be replaced with courses from the Sustainable Energy Policy program fields listed above (excluding PADM 5618, PADM 5906, PADM 5908, PADM 5909). 0.5 of these 3.0 credits may be replaced with Energy Economics (PADM 5510).</del> |   | <del>3.0</del> |
| 3. 1.5 credits in:   |   | 1.5            |

**Mechanical Engineering focus:**

**1.5 credits in Mechanical Energy Conversion courses (listed below), or Sustainable Energy Policy courses**

or

**Electrical Engineering focus:**

**1.5 credit in Efficient Electrical Energy Systems courses (listed below) or Sustainable Energy Policy courses**

**4. 1.5 credits in:**

**1.5**

**Mechanical Engineering focus:**

**Graduate-level MECH courses**

or

**Electrical Engineering focus:**

**Graduate level ELEC, SYSC or EACJ courses**

Total Credits

5.0

New Resources

No New Resources

Summary

Replace SERG 5000 (0.5 credit) with SERG 5004 (1.0 credit), add a required course SERG 5003 (0.5 credit) on "Energy Evaluation and Assessment Tools" and adjust balance of elective credits accordingly to remain at 5.0 credits. Clarify the distinction between an MEng student with an electrical engineering focus or a mechanical engineering focus (current calendar language does not clearly delineate, although this delineation is the practice). Correct name of the degree, which should be M.Eng Sustainable Energy.

Rationale for change

During the recent CPR process, the committee identified a need for greater collaboration and interaction between MA and MEng students, and also a need for a more uniform and in-depth knowledge of "Energy Evaluation and Assessment Tools" across the spectrum of students in the program. This addresses these issues by extending the project course, where MA and MEng students work together directly on applied projects, from 0.5 to 1.0 credits and by adding a dedicated and required tools course. The name of the degree was incorrectly listed as "Sustainable Engineering."

Transition/Implementation

No impact on current students.

Program reviewer comments

**lesliemacdonaldhicks (09/26/17 10:32 am):** Rollback: Change workflow to major. IQAP 5.3.1.1.12 "At the master's level, the introduction, significant revision, or deletion of a research project, research essay, thesis or course-only completion options." Email sent September 26 with details.

Key: 1011

## Institutional Quality Assurance Process

### Major Modifications Not Requiring a Library Report

*Date:* October 27<sup>th</sup>, 2017

*From:* Trish O'Flaherty, Robert Smith and Kristof Avramsson – Research Support Services

*To:* Lorraine Dyck, Vice-Provost and Associate Vice-President (Academic)

*cc*

Matthias Neufang, Dean of Graduate Studies and Postdoctoral Affairs  
Andre Plourde, Dean of Public Affairs  
James Opp, Associate Dean (Student and Postdoctoral Affairs)  
Hugh Shewell, Associate Dean (Academic)  
Donald Russell, Associate Dean, Academic - Planning and Policy  
Ron Miller, Chair, Mechanical and Aerospace Engineering  
Calum Carmichael, Director, School of Public Policy and Administration  
Leslie MacDonald-Hicks, Faculty of Graduate Studies and Postdoctoral Affairs  
Christine Noja, Manager, Office of the Vice-Provost and Associate Vice-President (Academic)  
Wayne Jones, University Librarian  
George Duimovich, Associate University Librarian (Collections and Technology)  
David Sharp, Head, Collection Development and Acquisitions  
Colleen Neely, Assessment Projects Librarian

### Recommendation

After review of Carleton University Library's information resources and services, no additional Library resources are required and so no report from the Library is necessary for the QA process for the major modification of the following:

MA/MASc/MEng in Sustainable Energy

This is a formal notification for your records.