Memorandum

To: Kevin Flynn, Chair, Academic Programs Committee of University Council

CC: George Mutwiri, Interim Executive Director, School of Public Health
    Suresh Tikoo, Director of thesis-based programs, School of Public Health

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

Date: April 5, 2017

Re: Deleting Vaccinology & Immunotherapeutics field of study for Master of Arts degree

In March 2017, the Graduate Programs Committee and the Executive Committee of the College of Graduate and Postdoctoral Studies considered the request to delete the Vaccinology & Immunotherapeutics major for the Master of Arts degree program.

The School of Public Health made the recommendation as there has been no enrolment since inception. The School of Public Health will continue to deliver Master of Science and Doctor of Philosophy programs in Vaccinology & Immunotherapeutics.

Consistent with the Academic and Curricular Changes Authority Chart, the College of Graduate and Postdoctoral Studies is seeking to have APC approve the termination of the Vaccinology & Immunotherapeutics field of study for the Master of Arts degree.

Attached please find:

- A copy of the memo from the Executive Committee of CGPS recommending the deletion
- A copy of the memo from the Graduate Programs Committee of CGPS recommending the deletion
- The completed Report form for Program Termination
- The Consultation with the Registrar Form

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

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Memorandum

To: Academic Programs Committee (APC)
CC: Dr. Martha Smith-Norris, Chair, Graduate Programs Committee, CGPS
From: Dr. Adam Baxter-Jones, Chair, Executive Committee, CGPS
Date: March 22, 2017
Re: Termination of the MA Degree field of specialization in Vaccinology and Immunotherapeutics

On March 22, 2017 the Executive Committee of CGPS reviewed the M.A. (Vaccinology & Immunotherapeutics) program termination report provided by the Graduate Programs Committee.

Background:

In 11 years since the inception of the program, registration has been zero. The original intent was as an interdisciplinary program; however students opt to take the M.Sc. instead. There is no rationale to keep this program on the books.

By unanimous vote, The Executive Committee recommends the termination of the Master of Arts degree option in the field of Vaccinology and Immunotherapeutics (Scoles/Muhajarine).

The attached appendix provides additional background for consideration. If you have any questions, please contact Dean Adam Baxter-Jones at adam.baxter-jones@usask.ca, or, 966-5759.

Respectfully Submitted to APC 170403

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Memorandum

To: Dr. Adam Baxter-Jones, Chair, CGPS Executive Committee

From: Graduate Programs Committee, CGPS

Date: March 10, 2017

Re: Proposal to terminate the Master of Arts Degree field of specialization in Vaccinology and Immunotherapeutics

On March 1, 2017, the Graduate Programs Committee (GPC) considered a request to terminate the Master of Arts degree field of specialization in Vaccinology and Immunotherapeutics.

Graduate programming in the field of Vaccinology and Immunotherapeutics was proposed in 2006 to offer Master of Arts, Master of Science, and Doctor of Philosophy degree options. As an interdisciplinary field, proposing both the Master of Arts and Master of Science options was consistent with the degree options available in the field of Interdisciplinary Studies.

The Master of Arts degree option in Vaccinology and Immunotherapeutics has not been utilized, and the School of Public Health is seeking to terminate the option. Students seeking a master’s degree in the field can be accommodated through the Master of Science degree option.

The Graduate Programs Committee passed the following motion:

*To recommend approval of the termination of the Master of Arts degree field of specialization in Vaccinology and Immunotherapeutics.*  Eglington/Kulshreshtha CARRIED Unanimous

The GPC is now asking the Executive Committee to support the program termination and provide a recommendation to the Academic Programs Committee of University Council.

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

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Report Form for Program Termination

Program(s) to be deleted: Master of Arts (M.A.) under Vaccinology & Immunotherapeutics

Effective date of termination: At the earliest

1. List reasons for termination and describe the background leading to this decision.
   a) Since the start of the graduate program, not a single student has been registered in MA stream of V&I program.
   b) Moreover, we do not even have the expertise and necessary funding (Student stipend/scholarships) available

2. Technical information.

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

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

   2.3 Courses to be deleted, if any.
       Nil

   2.4 Number of students presently enrolled.
       Zero

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

3. Impact of the termination.

   Internal

   3.1 What if any impact will this termination have on undergraduate and graduate students?
       Nil
       How will they be advised to complete their programs?

   3.2 What impact will this termination have on faculty and teaching assignments?
       Nil

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

   3.4 If courses are also to be deleted, will these deletions affect any other programs?
       Not applicable

   3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one?
       No

   3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted?
       Nil
3.7 Describe any impact on research projects.
   Nil

3.8 Will this deletion affect resource areas such as library resources, physical facilities, and information technology?
   Nil

3.9 Describe the budgetary implications of this deletion.
   Nil

External

3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions, high schools, community organizations, professional bodies).
   Nil

3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan?
   Do not know

Other

3.12 Are there any other relevant impacts or considerations?
   Not to my knowledge

3.13 Please provide any statements or opinions received about this termination.

(Optional)

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

Because of low demand, we cannot offer only the MA degree in V&I program. We are still offering MSc and PhD in V&I program.
Consultation with the Registrar Form  
(New Programs and New Majors / Minors / Concentrations)

Title: Program Termination - Vaccinology Immunotherapeutics Major on the Master of Arts-Thesis Program

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

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

1 Is this a new degree, diploma, or certificate?  
   Is an existing degree, diploma, or certificate being renamed?  
   If you've answered NO to each of the previous two questions, please continue on to the next section.

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

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

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

5 If this is a new degree level certificate, can a student take it at the same time as pursuing another degree level program?  
   Yes  No  

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

7 What is your suggested credential abbreviation for this new or renamed degree, diploma, or certificate (please consult with Academic Services)?  What is the Banner code for this new or renamed degree, diploma, or certificate?  

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

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

10 Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.  
   One major is required on all programs [4 characters for code and 30 characters for description]  

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

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

1 Is this a new program?
   Yes [ ] No [X]  
Is an existing program being revised?
   Yes [ ] No [X]  
If you’ve answered NO to each of the previous two questions, please continue on to the next section.

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

3 What is the name of this new program?

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

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

6 Is this a replacement for a current program?
   Yes [ ] No [ ]

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

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

Section 3: Mobility

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

1 Does the proposed degree, program, major, minor, concentration, or course involve mobility?
   Yes [ ] No [X]  
If yes, choose one of the following:
   Domestic Mobility (both jurisdictions are within Canada)
   International Mobility (one jurisdiction is outside of Canada)

2 Please indicate the mobility type (refer to Nomenclature for definitions).
   Joint Degree
   Dual Degree
   Professional Internship Program
   Faculty-Led Course Abroad
   Term Abroad Program

3 The U of S enters into partnerships or agreements with external partners for the above mobility types in order to allow students collaborative opportunities for research, studies, or activities. Has an agreement been signed?
   Yes [ ] No [ ]

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

5 What is the name of the external partner?

6 What is the jurisdiction for the external partner?
Section 4: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)

1. Is this a new or revised major, minor, or concentration attached to an existing degree program? [Yes ☐ No ☑ Revised ☐]
   If you've answered NO, please continue on to the next section.

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

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

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

5. Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?
Section 5: New / Revised Disciplinary Area for Existing Degree Information (Graduate)

1 Is this a new or revised disciplinary area attached to an existing graduate degree program? Yes [ ] No [x] Revised [ ]
If you've answered NO, please continue on to the next section.

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

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

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

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

1 Is this a new college, school, center, or department? Yes [ ] No [x]
Is an existing college, school, center, or department being renamed? Yes [ ] No [x]
Is an existing college, school, center, or department being deleted? Yes [ ] No [x]
If you've answered NO to each of the previous two questions, please continue on to the next section.

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

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

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

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

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

7 Are there any ceremonial consequences for Convocation (i.e. New degree hood, adjustment to parchments, etc.)?
Section 7: Course Information - not applicable

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

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

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

4 Does the program timetable use standard class time slots, terms, and sessions? Yes [ ] No [ ]
   If NO, please describe.

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

Section 8: Admissions, Recruitment, and Quota Information - not applicable

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

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

3 Does this impact enrollment?

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

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

6 What is the application deadline?

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

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

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

10 What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)</td>
</tr>
<tr>
<td>12</td>
<td>Letter of acceptance - are there any special requirements for communication to newly admitted students?</td>
</tr>
<tr>
<td>13</td>
<td>Will the standard application fee apply?</td>
</tr>
<tr>
<td>14</td>
<td>Will all applicants be charged the fee or will current, active students be exempt?</td>
</tr>
</tbody>
</table>
Section 9: Proposed Tuition and Student Fees Information - not applicable

1 How will tuition be assessed?

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

* See attached documents for further details

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

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

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

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

6 Do standard cancellation fee rules apply?

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

8 Has IPA Been Consulted?

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

Section 10: Government Loan Information - not applicable

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

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

2 If this is a new program, do you intend that students be eligible for student loans?
Section 11: Convocation Information (only for new degrees) - not applicable

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

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

3 When is the first class expected to graduate?

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

Section 12: Schedule of Implementation Information - not applicable

1 What is the start term?

2 Are students required to do anything prior to the above date? Yes ☐ No ☐
   If YES, what and by what date?

Section 13: Registration Information - not applicable

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

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

Section 14: Academic History Information - not applicable

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

2 Who will approve grades (Department Head, Assistant Dean, etc.)?
Section 15: T2202 Information (tax form) - not applicable

1 Should classes count towards T2202s?
   Yes ☐ No ☐

Section 16: Awards Information - not applicable

1 Will terms of reference for existing awards need to be amended?
   Yes ☐ No ☐

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

Section 17: Program Termination

1 Is this a program termination?
   Yes ☑ No ☐

    if yes, what is the name of the program?
    Master of Arts [MA-T-GP program in student system] in Vaccinology Immunotherapeutics [VACC major in the student system]

2 What is the effective date of this termination?
   201805

3 Will there be any courses closed as a result of this termination?
   Yes ☐ No ☑

    if yes, what courses?

4 Are there currently any students enrolled in the program?
   Yes ☐ No ☑

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

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

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

7 Is there mobility associated with this program termination?
   Yes ☐ No ☑

    if yes, please select one of the following mobility activity types.
    Dual Degree Program
    Joint Degree Program
    Internship Abroad Program
    Term Abroad Program
    Taught Abroad Course
    Student Exchange Program

Partnership agreements, coordinated by the International Office, are signed for these types of mobility activities. Has the International Office been informed of this program termination?
   Yes ☐ No ☐

Section 18: SESD - Information Dissemination (internal for SESD use only)

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

SIGNED

Date: March 10, 2017

Registrar (Russell Isinger): Russell Isinger

College / Department Representative(s): Martha Smith 17 March 2017