

## Academic Programs Committee of Council

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### Information Guide for Course and Program Deletions

Deletion is automatic when courses and programs are replaced or revised. Special procedures for deletions are used only when the course or program is not being revised or replaced.

#### 1. Course Deletions

Departments may delete courses at any time. Most course deletions are done by departments or colleges through the [Course Challenge procedure](#).

Moribund courses (ones which have not been taught for several years) are deleted without announcement. The [Moribund Course Deletion policy](#) establishes a course archive for moribund courses. A moribund course is one that has not been taught in the previous 4 years (48 months). A course in the moribund course archive does not appear in the Calendar but can still be activated for registration. However, after four years in the moribund course archive, the course is automatically deleted, and would require approval of a new course before it could be taught again.

#### 2. Program deletions

For programs which are being deleted without being revised or replaced, Council has established a Program Termination Procedure with the following guidelines:

##### 1. Program termination procedures will be fair and objective.

The decision to delete a program should be fair and objective. The procedure should be fair to faculty whose careers may be affected; fair to students who may want to study in this area; fair to other programs which may require courses in this area; fair in terms of the university's obligations to the province and the nation; objective in its evaluation of all aspects of the program; and objective in its assessment of the academic value of the program to the institution.

##### 2. Program termination procedures will be based on recognized university processes

Recommendations for program deletions will be considered only if they are based on recognized university processes. Program termination may be initiated by:

- the President or Provost of the University,
- the College that administers the program or
- the Academic Programs Committee of Council.

Programs considered for termination will typically be characterized by one or more of the following:

- continually low student enrollment, as indicated by official University census data and consistent with *"Issues and Criteria when Considering Viable Enrolments at the University of Saskatchewan (2007)"*,
- inactivity in the program for periods longer than five years (perhaps caused by program suspension),
- significant program weakness in one or more of teaching, research and scholarly work or other activities specific to the program (i.e. outreach and engagement) or

- persistent lack of necessary resources (staff, faculty or finances) or inefficient use of available resources.

### **3. Program termination procedures will be limited to programs.**

For the purpose of program termination, a program is a generally defined set of courses to be taken by a student to obtain a specific academic outcome, such as a degree, certificate, diploma, or other recognized qualification. A program (for example, History, Biology, Nursing, etc.) may be offered at various Levels of Concentration (minor, major, honours in undergraduate programs; thesis and non-thesis in graduate programs).

The programs covered by the Program Termination Procedure are those at the undergraduate (major, honours) and graduate (discipline) levels, related to the Fields of Specialization (see list attached).

Deletion of other types of academic offerings, such as minors, options, certificates of successful completion, and certificates of attendance, are handled through the same process as used for approval for that type of program: options by Academic Programs Committee (APC), minors by Course Challenge; certificates of completion by the Provost & Vice President Academic, certificates of attendance by Deans.

Determinations about department mergers or program replacements will be made by the APC when it reviews proposals for such changes and only as they relate to programs as described above.

### **4. Program termination procedures require submission of the Report Form for Program Termination, review by the Academic Programs Committee, and approval by Council.**

The Report Form (Attachment II) must be completed and submitted to the APC by either the President/Provost of the University or the home college for the program under consideration. The term “home college” refers to the college that holds administrative responsibility for the academic program. The College of Graduate Studies and Research is the home college for all graduate programs.

The APC will review the recommendation, following the process described in section IV of this document, and if there is merit, will formulate a recommendation for consideration by Council. Council will discuss the program termination on the basis of recommendations forwarded by the Academic Programs Committee. Council has the ultimate authority to make the final determination.

#### **Process for Program Termination**

As described above, and illustrated in Figure 1, the process for program termination may be initiated by the President/Provost of the University, the college that administers the program or the Academic Programs Committee of Council.

When program termination procedures are initiated by the President/Provost or the home college, a proposal to terminate the program will be submitted to the Academic Programs Committee of Council. The “Report Form for Program Termination” (attachment II) will form the basis of the documentation submitted. A decision by a college to recommend program termination will have been approved by respective program committees within the college.

The APC may initiate program termination procedures, based on results from formal University review processes. The APC will recommend that either or both the President/Provost or home college examine the quality and viability of a specific program and confirm their commitment to the program. The outcome from such an examination may be to propose to the APC that the program be terminated. The “Report Form for Program Termination” (attachment II) will form the basis of the documentation submitted in such a case. As in the case above, a decision by a college to recommend program termination will have been approved by respective program committees within the college.

Regardless of the origin of the proposal to terminate a program or how the process was initiated, the same process will be used. Keeping the principles listed above in mind, the APC will consider the following issues:

- a) the academic value of this program to the University,
- b) the quality assessment achieved by this program in any recent formal review process,
- c) the impact of termination on undergraduate and graduate students and how they will be advised to complete their programs,
- d) the impact of program termination on faculty and staff, including the implications of provisions of collective agreements,
- e) the impact of termination on any ongoing research projects or the overall research capacity and reputation of the University,
- f) any financial and/or resource impacts, including faculty, staff, physical facilities and equipment, library resources, disposition and archiving of materials, termination of trust funds, impact on development or alumni projects,
- g) the impact of termination on other programs, departments or colleges, and in particular whether related programs will be affected by this termination, where areas of consideration would include: quality, demand, efficiency, unique features, relevance to the province, whether this program is already available from another college or department, whether course terminations will affect any other programs, if there is any impact on internal or external partners in interdisciplinary programs, and whether it is likely, or appropriate, that another department or college will develop a program or courses to replace the ones deleted,
- h) any external impact from the termination (university reputation, accreditation, other institutions, high schools, community organizations, professional associations, etc.), including whether it is likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan and
- i) the impact of the termination on areas such as extension and public service, education equity, interdisciplinarity, the university mission and goals.

In the process of considering the above-noted issues, the APC will ensure that all relevant factors are considered, and that all interested parties have had the opportunity to make written and/or oral submissions to APC. If the APC concludes that the program should be terminated, the APC will make this recommendation to University Council. The proposal to terminate the program submitted to the APC will be the basis of the information that the APC submits to University Council. The recommendation to University Council would also include a synopsis of APC's discussions and conclusions.

May, 2008

**NOTE:**

The Academic Programs Committee updated the Program Termination Procedures in March, 2009 to add a requirement for covering memos from the Department and from the College relating to their review of the program termination.

## List of Fields of Specializations at the University of Saskatchewan as of January, 2008

The programs covered by the Program Termination Procedure are those related to the Fields of Specialization at the undergraduate (major, honours) and graduate (discipline) level listed below.

Deletion of other types of program offerings, such as minors, options, certificates of successful completion, and certificates of attendance, are handled through the same process as was used for approval for that type of program: options by Academic Programs Committee, minors by Course Challenge; certificates of completion by the Provost & Vice President Academic, certificates of attendance by Dean.

Aboriginal public administration	Educational administration
Accounting	Educational foundations
Agribusiness	Educational psychology and special education
Agribusiness management	Electrical engineering
Agricultural and bioresource engineering	Engineering physics
Agricultural biology	English
Agricultural economics	Environmental earth sciences
Agronomy	Environmental engineering
Anatomy and cell biology	Environmental science
Animal and poultry science	Exercise and sport studies
Animal science	Finance
Anthropology	Finance and management
Applied microbiology	Food and applied microbiological sciences
Archaeology	Food science
Art and art history	French
Art history	Geography
Biochemistry	Geological engineering
Biochemistry and biotechnology	Geological sciences
Bioinformatics	Geology
Biological psychiatry	Geophysics
Biology	German
Biology and biotechnology	Health services management
Biomedical engineering	History
Biomolecular structure studies	Human resource management
Biotechnology	Indigenous management
Biotechnology management	Indigenous peoples and justice
Business economics	Individualized interdisciplinary graduate programs
Cell biology and biotechnology	International business management
Chemical engineering	International studies
Chemistry	International trade
Civil engineering	Kinesiology
Civil and geological engineering	Land use and environmental studies
Classical and near eastern archeology	Languages and comparative literature
Classical, mediaeval and renaissance studies	Languages and linguistics
Community health and epidemiology	Large animal clinical sciences
Composition	Law
Computer engineering	Linguistics
Computer science	Management
Computing	Marketing
Continuing education	Mathematical physics
Curriculum studies	Mathematics
Dentistry	Mathematics and statistics
Drama	Mechanical engineering
Economics	Medicine
Education	

Microbiology  
Microbiology and biotechnology  
Microbiology and immunology  
Music  
Music education  
Musicology  
Music theory  
Native studies  
Northern studies  
Nursing  
Nutrition  
Obstetrics and gynecology  
Operations management  
Palaeobiology  
Pathology  
Pediatrics  
Pharmacology  
Pharmacy  
Philosophy  
Physical education studies  
Physical therapy  
Physics  
Physics and engineering physics  
Physiology  
Plant ecology

Plant science  
Plant sciences  
Political studies  
Prairie studies  
Psychology  
Public administration  
Public health  
Regional and urban development  
Religious studies  
Rural resource management  
Russian  
School and counselling psychology  
Small animal clinical sciences  
Sociology  
Sociology of biotechnology  
Soil science  
Spanish  
Statistics  
Studio art  
Surgery  
Toxicology  
Ukrainian  
Vaccinology and immunotherapeutics  
Veterinary biomedical science  
Veterinary microbiology  
Veterinary medicine  
Veterinary pathology  
Women's and gender studies

Website for list of Fields of Specialization:  
[www.usask.ca/university\\_secretary/programs/specialization.php](http://www.usask.ca/university_secretary/programs/specialization.php)

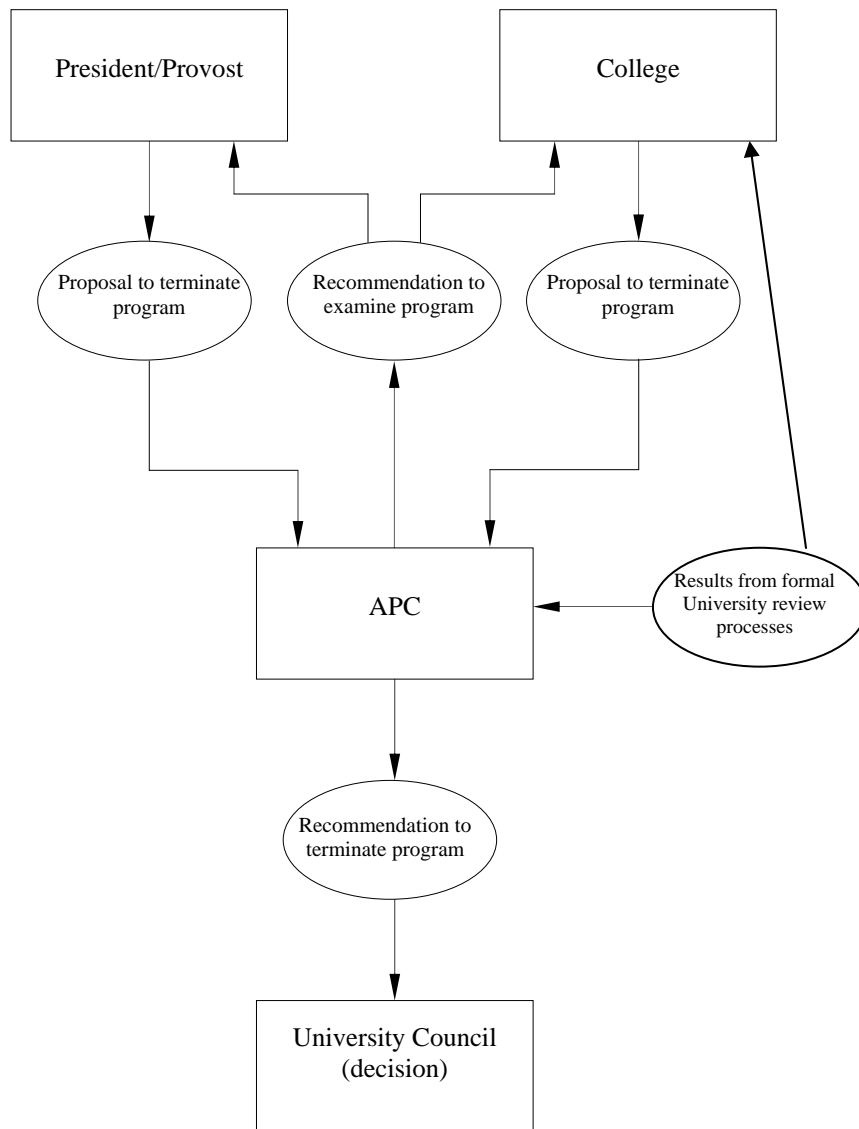


Figure 1. Flowchart of process for program termination.

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## Report Form for Program Termination

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Department:

College:

Program(s) to be deleted:

Effective date of termination:

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

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2. Technical information.

- 2.1 Courses offered in the program and faculty resources required for these courses.
  - 2.2 Other resources (staff, technology, physical resources, etc) used for this program.
  - 2.3 Courses to be deleted, if any.
  - 2.4 Number of students presently enrolled.
  - 2.5 Number of students enrolled and graduated over the last five years.
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3. Impact of the termination.

Internal

- 3.1 What if any impact will this termination have on undergraduate and graduate students? How will they be advised to complete their programs?
- 3.2 What impact will this termination have on faculty and teaching assignments?
- 3.3 Will this termination affect other programs, departments or colleges?
- 3.4 If courses are also to be deleted, will these deletions affect any other programs?
- 3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one?
- 3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted?
- 3.7 Describe any impact on research projects.
- 3.8 Will this deletion affect resource areas such as library resources, physical facilities, and information technology?
- 3.9 Describe the budgetary implications of this deletion.

External

- 3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions, high schools, community organizations, professional bodies).
- 3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan?

Other

- 3.12 Are there any other relevant impacts or considerations?
  - 3.13 Please provide any statements or opinions received about this termination.
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(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.

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5. Attachments.

Please attach memos from the Department and College regarding this termination.