

## **Report of the Planning Committee to Council**

Oct. 21, 1999

### **Items for Action**

#### **1. College of Graduate Studies and Research Revised graduate programs, and recommendation for revised tuition structure**

Over the last five years, the College of Graduate Studies and Research has been studying a significant revision to their curriculum and, in consequence, their tuition structure. These proposals were approved by Graduate Council and have now been approved by the Academic Programs Committee, the Budget Committee, and the Planning Committee.

#### **Curriculum revisions** (Appendix One, pages 5 to 10)

The following motion approves the new structure for curriculum revisions in graduate programs, and delegates to the College of Graduate Studies and Research the authority to approve some program revisions.

**That Council approve the revised Graduate Program Course Requirements, as set out by the College of Graduate Studies in their October 14, 1998 proposal (Appendix One). Specifically, the College of Graduate Studies minimum course requirements for Master's (thesis) and PhD programs will be replaced by requirements specific to each graduate program. Current program requirements will remain until a program revision is approved.**

**All new graduate programs, substantive changes to existing programs, new courses and course deletions would continue to be subject to regular Council or Course Challenge approval procedures. However, authority to approve a proposal from a department to reduce minimum Master's (thesis) credit unit requirements to 9 credit units or greater, plus seminar, and/or to reduce PhD course requirements is delegated to the Graduate Council.**

The Planning Committee also supports the Academic Program Committee's requirement that the College of Graduate Studies and Research provide an annual report to the Academic Programs Committee and to Council outlining the changes it has approved in graduate programs and their rationale. In 2004 the Academic Programs Committee will review this process.

Attached as Appendix One is the report from the College of Graduate Studies and Research which describes this curricular revision.

#### **Recommendations for tuition** (Appendix Two, pages 11 to 24)

The following motion recommends that the Board of Governors approve a revised tuition structure for graduate students. The revised structure primarily affects students in "thesis" programs at the Master's and PhD levels. Basically, such students pay a fixed fee in equal installments. Details of the proposal are described in Appendix 2.

**That Council recommend the Board of Governors approve the tuition structure as proposed in Appendix Two.**

To summarize the main details of the proposal:

- regardless of the number of courses the student is taking, students in Master's with Thesis and PhD programs will be assessed a Fixed Graduate Program Fee.
- This Fee will be paid in equal installments during the first terms of registration in the program.
- These installment payments will be called the "Standard Term Tuition".
- in subsequent terms, after the fixed fee has been paid, graduate students in thesis programs will continue to pay a Subsequent Registration Fee per term until program requirements are completed.
- All fees are based on a "Graduate Academic Unit", which is 125 per cent of the undergraduate per-credit-unit tuition.

PhD program

The Fixed Graduate Program Fee is 66 graduate academic units .

*Full-time student will pay:*

Standard Term Tuition = 11 graduate academic units per term for first **six** terms

and

Subsequent Registration fee = 3 graduate academic units per term for any additional terms.

*Part-time student will pay:*

Standard Term Tuition = 5.5 graduate academic units per term for the first **12** terms

and

Subsequent Registration fee = 3 graduate academic units per term for any additional terms.

Master's with Thesis program

The Fixed Graduate Program Fee is 33 graduate academic units .

*Full-time student will pay:*

Standard Term Tuition = 11 graduate academic units per term for first **three** terms

and

Subsequent Registration fee = 3 graduate academic units per term for any additional terms.

*Part-time student will pay:*

Standard Term Tuition = 5.5 graduate academic units per term for first **six** terms

and

Subsequent Registration fee = 3 graduate academic units per term for any additional terms.

The Budget Committee recommended approval of this submission, but expressed caution that the total amount charged to students enrolled in programs designed to be delivered part-time be comparable to that charged to students in full-time programs. The Planning Committee discussed this concern with Dean Kachanoski, who noted that a part-time student who finishes in 9 semesters will be paying the same total tuition as a full-time student who finishes in 6 semesters. At present, part-time students usually pay more. The Planning Committee agreed that the new tuition structure should be recommended for approval at this time.

**2. Program changes in Agricultural Economics** (Appendix Three, pages 25 to 36)

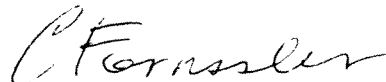
The Academic Programs Committee, the Budget Committee, and the Planning Committee recommend approval of these program changes.

**That Council approve the revisions to the Agricultural Economics program as described in Appendix Three.**

**Item for Discussion**

**Virtual College Governance Structure** (Appendix Four, pages 37 to 42)

Appendix Four outlines a governance structure for virtual colleges. It was initially presented to Council for discussion last spring but was not discussed at that time. The Planning Committee would appreciate hearing the opinions of Council members about this proposal before it recommends approval.



Jene Porter, Chair

*Committee members:*

R.P. MacKinnon, President  
M. Atkinson, Vice-President (Academic)  
A.J. Whitworth, Vice-President (Finance and Administration)  
M. Corcoran, Vice-President (Research)  
S. Junor (USSU)  
S. Pinder (GSA)  
R. Thompson (Sessional Lecturer)  
F. Berruti  
R.E. Bilson  
H. Dickinson  
G. Khachatourians  
J. McClements  
L. Qualtiere  
W.W.E. Slights  
E.B. Waygood  
B.L. Dubray, University Studies Group  
P.M. Melis, Office of the Vice-President (Academic)  
C. Fornssler, Committee Coordinator

**Planning Committee of Council**  
**Oct. 21, 1999**

**Appendix One: Graduate Studies Curriculum Revisions**



MEMORANDUM

TO: Ron Steer  
Chair, Planning Committee

FROM: R. Gary Kachanoski  
Dean of Graduate Studies and Research

DATE: October 14, 1998

RE: *Graduate Program Course Requirements*

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Please find enclosed a proposal from the College of Graduate Studies and Research to significantly increase the flexibility of graduate degree requirements among different programs. As I indicated to the Planning Committee last spring, the increase in accountability through systematic graduate program review should be accompanied by increased flexibility and increased transparency in course numbering, descriptions, and transcripts. The proposal for increased flexibility has imbedded in it, a requirement for accuracy with respect to course numberings etc. (i.e. the issue of 7xx, 8xx, and double numbered undergraduate/graduate courses).

The proposal was unanimously approved by the CGSR Academic Committee, Ph.D. Committee, and Executive Committee. Graduate Council unanimously approved the proposal Oct. 6, 1998.

Please note: There was some concern regarding the wording of motion #2.  
i.e.: That CGSR cannot approve a motion giving it authority to approve program changes. However, CGSR is not assuming authority by passing the motion, it is just asking University Council to grant it the authority by agreeing to the motion.

I would be pleased to discuss the proposal with you.

A handwritten signature in black ink, appearing to read "R. Gary Kachanoski".

R. Gary Kachanoski

RGK:sc  
Attach.

**MINIMUM COURSE REQUIREMENTS FOR GRADUATE PROGRAMS**

The CGSR Executive, Academic and Ph.D. committees recommend the following motions be approved and forwarded to University Council for approval.

**MOTION #1:** "That the CGSR minimum course requirements for Master's (thesis) and Ph.D. programs be replaced with individual graduate program requirements. Current program requirements remain until a program revision is approved."

**MOTION #2:** "That proposals to reduce minimum Master's (thesis) course requirements to 9 c.u. (or greater) plus seminar and/or reduce Ph.D. course requirements require approval from only appropriate CGSR academic committees and CGSR Council."

Implementation of major changes to minimum course requirements depends on a program based (rather than course based) tuition model being adopted for graduate thesis programs.

Background

The purpose of the proposal is to provide more flexibility within graduate programs, while maintaining academic standards consistent with similar degrees in the discipline. Currently, the College of Graduate Studies and Research (CGSR) requires a minimum of 15 c.u. of coursework (i.e. five 3 c.u. courses), plus credit for seminar (GSR 990) and thesis (GSR 994), for the Master's (thesis) degree. Two graduate programs (History, Law) require only 12 c.u. of coursework. A number of graduate programs, primarily in Social Sciences and Humanities, require more than the minimum 15 c.u. of coursework. A number of graduate programs in the natural, physical, and engineering sciences have indicated they would like to reduce the minimum number of required courses (c.u.) for their Master's (thesis) programs.

A summary of the minimum number of equivalent 3 c.u. courses required at other major Canadian universities is given in Table 1. All of the universities listed in Table 1 have lower course (c.u.) requirements than the University of Saskatchewan. In addition, many of the universities count the graduate seminar class against course requirements. Thus, a majority of the universities have a requirement for 3 (3 c.u.) courses plus seminar. In addition to lower minimum course (c.u.) requirements for Master's (thesis) programs, almost all the universities have no minimum course requirements for the Ph.D., at the College level. Currently, the CGSR (U of Sask) requires a minimum of 6 c.u. of courses plus seminar for the Ph.D.

*Table 1. A summary of the minimum number of courses required for a Master's (thesis) and Ph.D. degrees.*

University	Minimum No. of Courses*	
	Master's	Ph.D.
Univ. of British Columbia	4	determined by program
Univ. of Victoria	4	determined by program
Univ. of Alberta	4	determined by program
Univ. of Calgary	determined by program	determined by program
Univ. of Waterloo	4	determined by program
McMaster Univ.	2	1
Queen's Univ.	4	determined by program
York Univ.	2	determined by program
Guelph Univ.	4	determined by program
Univ. of Toronto	determined by program	determined by program

\*Most universities allow programs to count the seminar class against the course requirement.

Two universities (Univ. of Toronto, Univ. of Calgary) have no minimum courses (c.u.) required by the College of Graduate Studies; minimum course requirements are set by individual programs and

published separately in the Graduate Calendar. Course requirements vary considerably from program to program (Table 2).

Table 2. Examples of individual program variations in minimum course requirements at the Univ. of Toronto and Calgary.

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**Univ. of Toronto; Master's (thesis)**

Biochemistry:	seminar plus courses equivalent to biochemistry undergrad degree (U of T)
Chemistry:	2 courses plus seminar
Civil Engin.:	6 courses plus seminar
Computer Sci.:	5 courses
Geology:	2 courses
History:	4 courses
Math:	4 courses
Pathology:	1 course plus seminar
Physics:	4 courses plus seminar
English:	5 courses

**Univ. of Calgary, Master's (thesis)\***

Anthropology:	5 courses
Archaeology:	6 courses
Biochemistry:	3 courses plus seminar
Biological Sci.:	2 courses plus seminar
Chem. Engin.:	4 courses
Chemistry:	4 courses plus seminar
Computer Sci.:	4 courses plus seminar
Economics:	6 courses plus seminar
Geology:	4 courses plus seminar

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\*up to 50% of courses can be senior (4<sup>th</sup> yr.) undergraduate courses

**Proposal**

The proposal is to replace the CGSR minimum course requirements for Master's (thesis) and Ph.D. programs with individual graduate program requirements. Current program requirements will remain until a program revision is approved. Proposals to reduce Master's (thesis) minimum course requirements to 9 c.u. plus seminar and thesis or change course requirements for the Ph.D. will require approval from only the CGSR (Graduate Council), after review and approval from the CGSR Academic or Ph.D. committees. Programs proposing more substantive changes will require both CGSR and University Council approval.

The most appropriate time for proposing a major change in the graduate program is during graduate program review (approximately a 5-7 yr cycle). It is recognized that some programs may want to make changes before they are scheduled for systematic graduate program review. However, if programs are within 18 months of graduate program review, CGSR may require the proposal be delayed until the review. Programs proposing major changes before they have undergone graduate program review will have to be approved by both the CGSR and University Council.

All proposals for changes to graduate programs must include appropriate academic justification. *A proposal format will be developed and circulated to all departments.* Proposal for major changes are expected to provide information on (1) the academic objectives of the program, and (2) the curriculum of the program and its relation to the academic objectives. Questions similar to those in the "Graduate Program Review Self-Study Document Guide" related to program objectives, curriculum, and resources should be addressed in the proposal. A comparison of the proposed curriculum with similar graduate programs of other major Canadian universities is expected.



MEMORANDUM

99-18-8-4

discuss  
Jan 21/99

TO: Ron Steer, Chair  
Planning Committee

FROM: Linda Suveges, Chair  
Academic Programs Committee

DATE: December 30, 1998

RE: Graduate Program Requirements

On December 18, the Academic Programs Committee reviewed the Graduate Program Requirements.

During its discussions of this matter, the Committee also made the following observations and recommendations:

- 1) all new programs would be subject to regular Council approval procedures, and hence proposals would be developed and reviewed in accordance with the usual procedures outlined by Council and its committees;
- 2) the approval mechanisms outlined in the CGSR proposal would only apply to minimum course requirements as set out in the guidelines. All other changes to programs would be subject to regular Council procedures (e.g., individual new courses would go through the Challenge procedures);
- 3) the College of Graduate Studies and Research should give an annual report to Council (preferably through the Academic Programs Committee), outlining decisions made regarding graduate program changes and their rationale (the Committee felt that this information would be helpful to it in its reviews of new graduate programs, to put them into the context of currently available programs); and,
- 4) this process should be reviewed within five years, after some data is available, to see how effective it has been.

After its review of the information provided by CGSR, and subject to the comments outlined above, the Committee agreed with the motions approved by the Graduate Council on October 6, 1998 and put forth by the CGSR regarding minimum course requirements for Graduate Programs. The Committee was of the view that by allowing more flexibility, the quality of graduate programs would be enhanced.

Please let me know if you require further information.

*Linda G. Suveges*  
 for Linda G. Suveges

Encl.

cc: G. Beck, Budget Committee  
 G. Kachanoski, College of Graduate Studies and Research  
 R. Jamison  
 Academic Programs Committee members

**Planning Committee of Council**  
**Oct. 21, 1999**

**Appendix Two:**  
**Graduate Studies Tuition Recommendations**



**PROPOSAL FOR REVISED GRADUATE FEE SCHEDULE<sup>\*</sup>**  
**JUNE 1996**

**A. ELEMENTS OF THE PROPOSAL**

Following are the main elements of a proposal to be recommended to the Vice-Presidents, the President and the Board of Governors for a revision of the Graduate Fee Schedule at the University of Saskatchewan:

- **THAT** the Academic Year for the College of Graduate Studies and Research be divided into 3 equal Terms of 4 months each: September through December, January through April, May through August.
- **THAT** with departmental or college approval graduate students be permitted to register for the first time in their program in any of these terms, with identical fee provisions prevailing in each term
- **THAT** students admitted fully-qualified to Master's with Thesis and PhD programs be assessed a **Fixed Graduate Program Fee** to be paid in equal instalments, normally during the first terms of registration in program, and **THAT** the instalment payments of the Fixed Graduate Program Fee be called **Standard Term Tuition** \*\*
- **THAT** following the initial period, during which the **Fixed Graduate Program Fee** is paid, graduate students in thesis programs pay a fixed fee at the beginning of each term of **Subsequent Registration** until all program requirements are completed
- **THAT** the **Fixed Graduate Program Fee** be deemed to provide access to all program requirements, such as coursework, participation in seminars, research supervision, examinations, clinical instruction, etc.

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For a rationale and background information on this Proposal, see Appendix A

\*\* The principal new features of this proposal are introduced here: 1) the fixed nature of the fee, 2) payment in equal instalments.

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- **THAT** a new designation, in lieu of *credit unit*, be adopted as the basic measure for calculating graduate student tuition. The proposed designation is the **graduate academic unit**. The value of the **graduate academic unit** would be fixed at 1.25 the value of the *credit unit*, as it is set annually by the U of S Board of Governors. In 1995-96, 1 *credit unit* equalled \$85; 1 **graduate academic unit** would have equalled \$106.25
- **THAT** students admitted to Postgraduate Diploma and Master's with Project programs pay course and project fees according to the schedule currently in place
- **THAT** students be permitted to register for one, two, or three terms at a time, where appropriate for course selection or meeting program requirements. (Students will be allowed to register for all 3 semesters in a year at the Sept. registration (T1, T2, T3) or the remaining semesters (eg. T2, T3) if they register in January).
- **THAT** fees for **First Time Registration in Thesis, Subsequent Registration in Thesis, Summer Research, Transfer Fee among PGD, Master's with Thesis, Master's without Thesis** be abolished
- **THAT** tuition rebate upon finishing all requirements for a degree will be pro-rated to the month they finish.

The proposed levels for Fixed Graduate Program Fees have been set using data provided by the University Studies Group on graduate tuition experience during the 24 month period from May 1992 through April 1994. Every effort has been made to recommend a level of fees so that the result of implementing the proposed revision to the Graduate Fee Schedule would be neither increased nor decreased revenue for the University and that no significant variation from current experience would occur in fees charged to individual students. It is noted, however, that the abolition of the First Time Registration in Thesis fee would modify the cash flow and could result in an initial decline in revenue at the time the new schedule is implemented.

Appendix B outlines academic considerations associated with full-time and part-time status, continuous registration in program, and leaves of absence, which are relevant to the proposed revision of the graduate fee schedule.

## **B. MASTER'S WITH THESIS PROGRAMS**

The following Fee Schedule is recommended to the Vice-Presidents, the President and the Board of Governors:

- **THAT** the **Fixed Graduate Program Fee** for a fully-qualified student admitted to a Master's with Thesis program be **33** *graduate academic units* to be paid over the first 3 terms of registration in the program
- **THAT** the **Standard Term Tuition** for students holding an Honor's degree or equivalent in a relevant field and who have been admitted fully-qualified to the Master's with Thesis program be set at **11** *graduate academic units* for each of the first **3 terms** of registration in the program. Part-time students will pay a standard term tuition of 5.5 graduate academic units for each of the first 6 terms of registration.
- **THAT** students admitted to a Master's with Thesis program on a probationary or conditionally admitted basis be assessed, depending upon additional coursework requirements of their program, an additional 1 or 2 terms of Standard Term Tuition, Programs such as the MCEd may require supplemental fee assessment because of the particularly high coursework requirement in the program. Students admitted to a MBA program with Thesis who do not hold a Bachelor's degree in Commerce, or equivalent, may be assessed additional terms of Standard Term Tuition. The official CGSR offer of admission and the *University Calendar* should advise prospective students in these categories that they may be subject to supplemental fee assessment.
- **THAT** students holding a Postgraduate Diploma in a relevant field and who have been admitted fully qualified to the Master's with Thesis program be required to register for at least two terms before being eligible to graduate
- **THAT Subsequent Registration** in a Master's with Thesis program, which will normally begin with the 4th term of registration, be assessed at **3** *graduate academic units* per term of registration (during the period of subsequent registration, students may receive thesis or project supervision and may take courses required for program completion at no additional cost)
- **THAT** students who pay the full Fixed Graduate Program Fee for the Master's with Thesis may elect at any time without any cost beyond the Subsequent Registration Fee, subject to departmental approval, to fulfill the requirements for the Master's program with Project in lieu of completing a Thesis or the Postgraduate Diploma

### **C. POSTGRADUATE DIPLOMA AND MASTER'S WITH PROJECT PROGRAMS**

The following recommendations are made to the Vice-Presidents, the President and the Board of Governors:

- **THAT** the fees for the Postgraduate Diploma and Master's with Project Programs continue to be charged on a per course basis, with registration and subsequent

registration in the 992 course occurring for the terms during which the student is working on the Project

- **THAT** the fee structure adopted in 1994 for the Master of Veterinary Science Program remain unchanged, but that the full cost of the Program be reviewed in light of the recommendations contained in this proposal -- it is likely that the Fixed Program Fee for the MVetSci should also be 44 graduate academic units
- **THAT** students who initially register in a Postgraduate Diploma or Master's with Project program who are eligible to transfer to a Master's with Thesis program be permitted to do so, with departmental approval, **THAT** such students be assessed the Fixed Graduate Program Fee, **THAT** all Standard Term Tuition payments which are in arrears be deemed immediately payable at current rates for *graduate academic units*, and **THAT** credit be given for course payments already made when these calculations are made
- **THAT** the Standard Term Tuition be operative for students holding a Postgraduate Diploma in a relevant field and who have been admitted fully qualified to the Master's with Project program, **THAT** such students be required to register for at least two terms before being eligible to graduate

#### **D. PhD PROGRAMS**

The following recommendations for changes in the PhD fee schedule are made to the Vice-Presidents, the President and the Board of Governors:

- **THAT** the **Fixed Graduate Program Fee** for a fully-qualified student holding a recognised Master's degree in a relevant field who is admitted to a PhD program be **66** *graduate academic units* to be paid over the first 6 terms of registration in the program
- **THAT** the **Standard Term Tuition** for students holding a Master's degree or equivalent in a relevant field and who have been admitted fully-qualified to the PhD program be set at **11** *graduate academic units* for each of the first **6 terms** of registration in the program. Part-time students will pay a standard term tuition of 5.5 graduate academic units for each of the first 12 terms of registration.
- **THAT** the total **Fixed Graduate Program Fee** for students initially admitted to a Master's program who transfer to a PhD program without completing the Master's program be **99** *graduate academic units*
- **THAT** the **Standard Term Tuition** for students initially admitted to a Master's program who transfer to a PhD program without completing the Master's program be

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set at 11 *graduate academic units* for each of the first **9 terms** of registration in the program

- **THAT** students admitted to a PhD program on a probationary or conditionally admitted basis be assessed, depending upon additional coursework requirements of their program, an additional 1 or 2 terms of Standard Term Tuition. The official CGSR offer of admission and the *University Calendar* should advise prospective students in these categories that they may be subject to supplemental fee assessment.
- **THAT Subsequent Registration** in a PhD program be assessed at 3 *graduate academic units* per term of registration

### **E. ADDITIONAL RECOMMENDATIONS**

The following additional recommendations are made to the Vice-Presidents, the President and the Board of Governors:

- **THAT** the student and incidental fee schedule be adjusted to fit with the proposed 3-term graduate fee schedule model
- **THAT** students who are currently registered in Master's with Thesis and PhD programs be formally given the option as quickly as possible of either completing their program under the current fee schedule or being governed by the proposed schedule

## APPENDIX A

### SOME BACKGROUND INFORMATION ON THE PROPOSAL FOR REVISION OF THE U OF S GRADUATE FEE SCHEDULE

A Fixed Graduate Program Fee assessed in equal instalments in the form of a Standard Term Tuition is appropriate for Master's with Thesis and PhD students because, unlike undergraduate programs, the required program of studies cannot be defined exclusively in terms of a specific number of courses. Research and various other requirements are an integral part of these graduate programs, where the educational experience results from the sum of all components of the program.

The *Final Report* of the Committee named by the Vice-President (Academic) to review the administration of graduate programs recommended that a simplified fee schedule be implemented:

- 5.4 *That a simplified fee structure be implemented in concert with the move toward automated registration.*

Implementation of a Fixed Graduate Program Fee for thesis-based programs will, in effect, make it possible to investigate ways in which telephone registration and related services can be made available to graduate students. After the initial period of transition, other efficiencies in assessment are likely to ease the administrative burden in the CGSR, Office of the Registrar, Business Services, departments and colleges.

It may appear unfair to charge the same program fee for graduate students in a wide range of disciplines. However, the figures used appear to show that the net cost to the University of delivering research-based graduate programs is generally the same across campus. Fees actually paid by students currently registered in Master's with Thesis programs are roughly equal, regardless of the specific program. The same is true for PhD programs. The proposed new Graduate Fee Schedule would be similar to that in place at all other Canadian universities surveyed, none of which have the equivalent of the First Time Registration in Thesis fee, which is currently charged at the U of S. It is expected that graduate students will appreciate a fee structure that is universally applied, straightforward and easy to explain, and which equalises the payments over the residence period of their program.

A fundamental principle underlying the move from the current Fee Schedule to the proposed Fixed Graduate Program Fee is that the impact of the change will be, as much as possible, revenue-neutral for the University and for graduate students.

The Faculty of the College of Graduate Studies and Research voted in favor of the creation of an *Ad hoc* Committee on Graduate Student Fees in October 1992. This Committee included a representative from the Graduate Students' Association, a representative from every college offering graduate programs, and the Registrar. The

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Committee met several times and gathered general information on academic practices and the effects of the current Fee Schedule on students in the various graduate programs at the University of Saskatchewan. The Committee subsequently created a Sub-Committee, with a membership of D. Bicknell, Chair of the *Ad hoc* Committee; K. Smith, Registrar; L. Forsyth, Dean of the CGSR. The Sub-Committee has met several times, consulted with many and gathered considerable information from this University and others elsewhere in Canada.

The Sub-Committee has tried to take into account the average time to completion for all students, the needs of Thesis and Project Master's students, regulations for full-time and part-time students, and the University's legal requirements when reporting to Revenue Canada and Immigration.

Members of the *Ad hoc* Committee and its Sub-Committee appear to agree unanimously that there is an urgent need to revise the current Graduate Fee Schedule, particularly for Master's students and for students who begin their program in January or May, rather than the normal September.\*\*\* Concern regarding the current Graduate Fee Schedule was also expressed in strong terms by the Classen Committee in its report of September 1995, named by the Vice-President (Academic) to review the administration of graduate programs. Currently a student in a Master's program with Thesis pays at the time of first registration fees for the first year courses and a thesis fee equal to 15 credit units, to a maximum equivalent to 30 credit units. The student pays additional fees for summer registrations, for registration in thesis in subsequent sessions, for courses taken in subsequent years and for maintenance of status, as appropriate. Students in a Master's program with Project pay registration fees for all course work to be taken. They register in the project for the term in which they start work on it and for subsequent terms until the research is completed.

Students in Master's programs with Thesis face a heavy cost at the beginning of the program and varying costs over the balance of the program. For this reason, students in many programs, particularly Education, tend to register originally in a Project program and then transfer subsequently to a Thesis program. From both an academic and an administrative point of view, this strategy is undesirable. In addition, the Transfer Fee which is currently in effect causes considerable unhappiness and administrative costs in

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Elements of the current Graduate Fee Schedule are perceived to be unfair and difficult to administer, while also working against certain academic priorities and the goal of making our graduate programs more flexible and accessible to an enlarged range of potential students. In order to address such difficulties, changes in the fee schedule for the Master of Veterinary Science program were approved for implementation in July 1994. It is desirable to implement similar changes for other programs. The problematic elements include *First Time Registration in Thesis Fee*, the status of the 992 course, part-time status, and the *Transfer Fee* charged when students move in any direction among PGD, Master's with thesis, Master's with project.

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its application, for students, their departments and the CGSR. Its abolition is desirable. An additional disadvantage to the First Time Registration in Thesis fee is that students who begin a Master's with Thesis program in January or May are liable for the entire fee. They are then charged Subsequent Registration in Thesis four months later. For students who wish to begin their program with a couple of summer courses, which is frequently appropriate in Education, this financial burden is unduly onerous.

## APPENDIX B

### SOME ACADEMIC CONSIDERATIONS WITH REGARD TO THE PROPOSED REVISION OF THE GRADUATE FEE SCHEDULE

#### I. FULL-TIME AND PART-TIME STATUS

Under the proposed Fee Schedule, graduate students will be permitted to register as full-time or part-time in any term, dependent upon the actual commitment they are making to their program during that term. An entire program may be done on a part-time basis if the academic unit offering the program so recommends. Registration as full-time or part-time has no impact on tuition assessed. Student fees differ, however, between the categories of full-time and part-time.

Questions regarding full-time or part-time status will be adjudicated by the Dean of the College of Graduate Studies and Research, using information provided by the student and the Graduate Chair of the student's department or college. Current regulations and procedures assessing full-time versus part-time status remain unchanged. Operative criteria in determining full-time status:

- a. geographical availability and regular presence
- b. self-identification as full-time or part-time
- c. satisfactory progress in the approved Program of Studies
- d. registration in coursework, thesis or project supervision
- e. employment status
- f. length of time in program
- g. other factors which may limit commitment to program

Under no circumstance will students be allowed to register as full-time students in a term during which they are not registered in, as a minimum, Thesis research, Project, or 6 credit units of coursework (if department formally states that student is working full-time on program requirements). Students registered in a non-thesis program must normally be registered in at least 9 credit units of coursework per term in order to be classified as full-time. Students will not be allowed to register as full-time students if their employment status prevents them from working an average of 40 hours per week on their program.

#### I. CONTINUOUS REGISTRATION IN PROGRAM

Students must maintain continuous registration in the graduate program from the time of first registration. The underlying philosophy of this is that students who undertake graduate studies must be prepared to make a sustained commitment to them. This means that students must register at least once in each 12-month period. When such registration occurs without the student undertaking coursework, thesis or project research a designation such as *Interim Registration in Program* will be used. Students

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should be strongly advised by their Advisory Committee to work actively on their program for at least 2 terms in each 12-month period.

Current regulations will be strictly enforced under the proposed fee structure:

*Students are required to maintain continuous registration during their programs. A student failing to register to maintain regular status will be considered to have discontinued.*

The current policy of granting *Leaves of Absence* for periods of 1, 2 or 3 terms will remain in place. This policy will remain unchanged in the sense that *Leaves* are granted only for fully documented parenting, medical or compassionate reasons. There is no charge for a Leave of Absence, and fees normally assessed during the period of the Leave may be deferred.

## FULL-TIME GRADUATE STUDENTS BY COLLEGE & SPECIALIZATION

	1993/94			1994/95			1995/96			1996/97			1997/98		
	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>

### GRADUATE STUDENTS BY SPECIALIZATION

(as categorized by the College of Graduate Studies & Research)—See Note Below

HUMANITIES	111	23	135	116	22	138	100	23	123	80	22	112	90	20	110
LIFE SCIENCES	232	169	403	255	168	427	263	164	431	262	160	426	267	155	450
PHYSICAL & ENGINEERING SCIENCES	277	157	438	263	155	422	259	146	407	253	126	382	236	109	346
SOCIAL SCIENCES "A"	173	55	228	184	55	241	194	50	246	178	51	230	165	56	221
SOCIAL SCIENCES "B"															
- Commerce	60	2	62	64	1	69	74	1	76	76	1	79	61	1	64
- Education	65	10	90	74	11	101	76	16	112	78	17	108	82	17	115
<b>GRAND TOTAL</b>	<b>918</b>	<b>416</b>	<b>1,356</b>	<b>956</b>	<b>412</b>	<b>1,398</b>	<b>988</b>	<b>400</b>	<b>1,395</b>	<b>937</b>	<b>377</b>	<b>1,337</b>	<b>921</b>	<b>368</b>	<b>1,306</b>

## PART-TIME GRADUATE STUDENTS BY COLLEGE & SPECIALIZATION

COLLEGE	1993/94			1994/95			1995/96			1996/97			1997/98		
	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>	Master	PhD	Total <sup>1</sup>

### GRADUATE STUDENTS BY SPECIALIZATION

(as categorized by the College of Graduate Studies & Research)—See Note Below

HUMANITIES	13	3	16	8	4	12	8	6	14	13	2	15	5	4	9
LIFE SCIENCES	43	7	60	37	10	55	34	5	45	41	2	55	38	6	51
PHYSICAL & ENGINEERING SCIENCES	40	11	63	37	10	58	50	12	72	49	20	77	48	8	62
SOCIAL SCIENCES "A"	33	4	38	35	5	43	41	10	55	38	9	52	29	6	40
SOCIAL SCIENCES "B"															
- Commerce	83	-	83	70	-	71	78	-	80	89	-	89	85	-	85
- Education	148	6	256	144	6	242	133	4	233	124	4	213	141	2	243
<b>GRAND TOTAL</b>	<b>358</b>	<b>31</b>	<b>516</b>	<b>332</b>	<b>35</b>	<b>481</b>	<b>345</b>	<b>37</b>	<b>500</b>	<b>354</b>	<b>37</b>	<b>501</b>	<b>346</b>	<b>26</b>	<b>491</b>

**NOTE:**

- Humanities includes: Art, Drama, English, French, History, Music, Philosophy, Religious Studies
- Life Sciences includes: Agricultural Extension, Anatomy, Animal Science, Applied Microbiology, Biochemistry, Biology, Community Health & Epidemiology, Crop Science, Food Science, Horticulture Science, Medicine, Microbiology, Nutrition & Dietetics, Obstetrics & Gynecology, Pathology, Pharmacology, Pharmacy & Nutrition, Physical Education, Physiology, Plant Ecology, Psychiatry, Toxicology, Soil Science, Surgery, and Veterinary Medicine
- Physical & Engineering Sciences includes: Agricultural Engineering, Biomedical Engineering, Chemical Engineering, Chemistry, Civil Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Geological Sciences, Mathematics, Mechanical Engineering, Engineering Physics, and Physics
- Social Sciences "A" includes: Agricultural Economics, Anthropology, Economics, Geography, Law, Native Studies, Nursing, Political Studies, Psychology, Sociology, and Women's & Gender Studies
- Social Sciences "B" includes: Commerce and Education

SOURCE: Student Information System, December

# MEMORANDUM

TO: Jene Porter  
Chair, Planning Committee

FROM: R.E. Gander  
Chair, Budget Committee

DATE: September 20, 1999

RE: **Graduate Student Tuition Model**

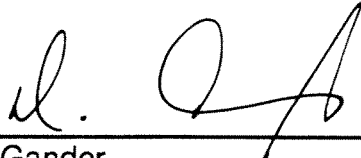
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Representatives from the Budget Committee met on several occasions to review the proposed tuition model for graduate students as developed by Dean Kachanoski of the College of Graduate Studies and Research. It was agreed that although the proposal was not revenue neutral, the policy changes resulted in improvements to the existing structure which justified the ensuing, albeit minimal, loss in revenue to the university.

At its meeting of August 31, 1999, the Budget Committee passed the following motion:

**Motion -The Budget Committee recommends approval of the College of Graduate Studies and Research tuition proposal, with the caution that the total amount charged to students enrolled in programs designed to be delivered part-time be comparable to that charged to students in full-time programs.**

The Budget Committee approved the tuition model in principle with hesitation to accept the part-time assessment. Some financial incentive for timely completion is appropriate for a program intended to be taken full-time. However, the Budget Committee did not think that students enrolled in programs designed to be delivered part-time should be penalized financially for choosing a part-time program. Although it has been communicated to the Budget Committee by the College of Graduate Studies and Research that further negotiations with various programs are not planned, the Budget Committee feels strongly that this issue be revisited.

*for*   
\_\_\_\_\_  
R.E. Gander

cc: R. Gary Kachanoski  
Budget Committee

**Planning Committee of Council**  
**Oct. 21, 1999**

**Appendix Four:**  
**Virtual College Governance Structure**

## Virtual Colleges at the University of Saskatchewan

99-38 4

### DEFINITION

At the University of Saskatchewan the term "virtual college" will denote an administrative arrangement intended to permit faculty and students from various parts of the university to participate in interdisciplinary programs of teaching, scholarship and research. The organizational principles of the virtual college will be those of *association* and *flexibility*. Faculty members will become associates of the virtual college but will, without exception, hold appointments in other colleges. Students may take courses offered by the virtual college, and enroll in programs sponsored by the virtual college, but will also, without exception, maintain enrollment in one of the University's regular colleges.

The virtual college will be flexible in its organizational format. Lines of responsibility will be maintained at all times and the programs of virtual colleges may grow or shrink over time, but virtual colleges will have no permanent academic personnel, no permanent physical "home," and no permanent support staff. Virtual colleges will therefore not be formal administrative units like other colleges. Rather virtual colleges will be informal administrative units whose developments must be monitored by Council but whose status is explicitly unlike the formal organizational status of regular colleges. The term "virtual college" is intended to invoke an academic mission, but not a faculty or an administrative apparatus.

### PURPOSE

Virtual colleges are intended to facilitate the development of ~~new~~ initiatives that cannot be adequately supported by existing college structures. These are typically initiatives involving more than a single college. Without exception these initiatives will be academic in content and purpose. They will focus on the creation, dissemination and application of new knowledge at the boundaries of research. Beyond that, virtual colleges should help establish the University of Saskatchewan as a leader in selected academic initiatives where advantage rests with those who have the greatest capacity for collaboration.

### LEADERSHIP

Leadership for the virtual college will come from three sources. First, a dean will be appointed by the Vice-President Academic as Designated Dean of the virtual college. Appointment will be for a three year period, ~~at which point another dean will be selected.~~ The Designated Dean will be responsible to the Vice-President Academic for the resources and programs sponsored by the virtual college. This includes teaching and research programs as well as programs of outreach and fundraising. The Designated Dean will

assign duties on the advice of the Director of the virtual college and will, in cooperation with the deans of other sponsoring colleges, issue invitations to join the virtual college.

Second, each virtual college will have a Director. The Director will ensure that teaching assignments are negotiated, that research programs are established, that the results of scholarship are conveyed to broader publics, that students receive proper advice, and that the necessary curriculum and associated changes are made to enhance the quality of work undertaken in the virtual college. The Director will be appointed for a three year period and will receive an appropriately reduced administrative or teaching assignment in recognition of this leadership task. Provision will be made by the Designated Dean for the sharing of these various responsibilities where sharing distributes the administrative burden fairly without compromising the lines of accountability.

Third, each virtual college will form an executive committee to assist the designated Dean and Director in guiding the development of the strategic direction of the Virtual College and in negotiating faculty and other resources. In addition to the Director and the designated Dean, this committee will consist of the Deans of participating colleges, one member of the virtual college itself, and the Chair of Council sitting as an observer. Advice will be sought from the executive committee on a regular basis, particularly on issues that pertain to membership in the virtual college and changes that are required to curriculum and programs.

## **FACULTY**

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Faculty members will be drawn from regular colleges and will be recognized as "associates" of the virtual college. Participation in a virtual college will be voluntary; no one will be compelled to join. Membership, however, will be by invitation from the Designated Dean (see above) and some faculty members may negotiate membership in the virtual college on appointment.

The Designated Dean will conduct an annual review of those faculty associated with the college and may make changes on the recommendation of the Director and the executive committee. Faculty commitments to the virtual college must be negotiated by the Director who may seek the advice and support of the executive committee.

The tenure and promotion of faculty members will proceed in the regular manner, that is within the colleges in which associates of the virtual college hold their appointment. Information on the candidate's participation in the virtual college will be prepared by the Director and must be included in the dossier prepared by the departmental tenure and promotion committee.

## **RESOURCES**

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Resources for virtual colleges can come from processes established to reallocate existing resources, as with the priority determination process, from collaboration among colleges,

or from new resources ear-marked for the creation of virtual colleges. In general, the proponents of a virtual college should expect to bear the largest responsibility for its success, although requests for central assistance will be contemplated.

The Designated Dean will be expected, on the advice of the Director of the virtual college, to forward requests for capital equipment to the capital planning committee in the ordinary course.

### **CREATION AND DISSOLUTION**

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Council will be responsible for the creation and dissolution of virtual colleges. Decisions on both creation and dissolution will be made on the recommendation of the Planning Committee on the advice of other committees of council.

### **ACCOUNTABILITY**

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The designated dean will present an annual report on the activities and accomplishments of the virtual college to the Vice-President Academic who will share the report with the Planning Committee of council.

*Draft* 7 April 1999

# VIRTUAL COLLEGE ORGANIZATION

