Memorandum

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

CC: Lynne Sandmeyer, Grad Chair, Department of Small Animal Clinical Sciences

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

Date: February 1, 2017

Re: New project option in the Master of Science in Small Animal Clinical Sciences
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In December 2016, and January 2017, the Graduate Programs Committee considered the request to implement a project option in the Master of Science program in Small Animal Clinical Sciences. The Graduate Programs Committee recommended the proposal to the Executive Committee of the CGPS in January 2017, and the proposal was supported for recommendation to the Academic Programs Committee. The proponents had much consultation with the CGPS and their colleagues in the Department of Large Animal Clinical Sciences in preparation of the proposal.

The rationale for introducing the new project-option is to provide advanced clinical training through a recognized graduate degree program. Currently advanced clinical training is provided through a Master of Veterinary Science (MVetSc) degree program. Internationally, the MVetSc is not recognized. These proposed changes have been recommended in programmatic reviews. The MVetSc will be phased out in the near future. The CGPS is pleased to see proposals to improve programming following programmatic reviews.

Please note that Institutional Planning and Assessment has been consulted regarding the proposed standard graduate per-term tuition rate, consistent with the existing thesis-based option. They have indicated that tuition rate would be acceptable, and no further consultations would be required.

Consistent with the Academic and Curricular Changes Authority Chart, the College of Graduate and Postdoctoral Studies has approved the implementation of the new project option for the Master of Science degree in Small Animal Clinical Sciences. We are now seeking to have the changes supported by APC.

Attached please find:
- A copy of the memo from the Executive Committee of CGPS recommending the changes
- A copy of the memo from the Graduate Programs Committee of CGPS recommending the changes
- The full proposal
- 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: Amanda Storey, Committee Coordinator
            Academic Programs Committee of University Council

From: Adam Baxter-Jones, Dean, College of Graduate and Postdoctoral Studies

Date: February 1, 2017

Re: Small Animal Clinical Sciences – new project option in Master of Science program

Members of the Executive Committee of the College of Graduate and Postdoctoral Studies met on January 12, 2017, to consider the recommendation from the Graduate Programs Committee to approve the new project option in the Master of Science program in Small Animal Clinical Sciences.

The proposal for the new project option was well received, and members noted that the proposal was consistent with other curricular changes being made in veterinary medicine graduate programming, most recently with the addition of the new project option on the Master of Science in Large Animal Clinical Sciences.

The following motion was carried:

"To recommend approval of the new project option in the MSc in Small Animal Clinical Sciences." Racine/Smith-Norris   All in favour

Kelly Clement will be available to attend the Academic Programs Committee meeting to respond to any questions.

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UNIVERSITY OF SASKATCHEWAN

Memorandum

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

Copies: Dr. Lynne Sandmeyer, Department of Small Animal Clinical Sciences

From: Graduate Programs Committee, CGPS

Date: January 9, 2017

Re: Proposal for a project option in the Master of Science degree in Small Animal Clinical Sciences
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The Graduate Programs Committee (GPC) met on December 2, 2016, and January 6, 2017, and reviewed the proposal to introduce a new project option in the Master of Science in Small Animal Clinical Sciences.

In the veterinary medicine disciplines, the Master of Veterinary Science degree programs are being phased out in favour of more internationally recognizable credentials. This current proposal is consistent with practice occurring on campus, and it is consistent with graduate programming options nationally and internationally.

The initial review resulted in requests for minor revisions as the proponents were able to develop a strong proposal through consultation with CGPS and colleagues in Large Animal Clinical Sciences having recently obtained approval for a project option on their MSc program.

In the most recent review, the committee requested very minor revisions for readability, and those revisions have now been incorporated into the proposal.

The Graduate Programs Committee unanimously recommends supporting the approval of the new project option in the MSc program in Small Animal Clinical Sciences.

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

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Proposal for Academic or Curricular Change

PROPOSAL IDENTIFICATION

Title of proposal: Project based (non-thesis) Master of Science for clinical residents of the Department of Small Animal Clinical Sciences, WCVM

Degree(s):   **Master of Science (project based)**

Field(s) of Specialization: **Small Animal Clinical Sciences**

Level(s) of Concentration:

Option(s): **Project-based (non-thesis) Master of Science**

Degree College: **College of Graduate and Postdoctoral Studies**

Contact person(s) (name, telephone, fax, e-mail):
Martha Smith-Norris/Kelly Clement (306-966-2229, Kelly.clement@usask.ca)
Lynne Sandmeyer, Professor and Graduate Chair. 306-966-1336 (T), 306-966-7174 (F), lynne.sandmeyer@usask.ca

Cindy Shmon, Professor and Department Head, 306-966-7099 (T), 306-966-7174 (F), cindy.shmon@usask.ca

Proposed date of implementation: **September 1 2017**

Proposal Document

Please provide information which covers the following sub topics. The length and detail should reflect the scale or importance of the program or revision. Documents prepared for your college may be used. Please expand this document as needed to embrace all your information.

1. **Academic justification:**
   a. *Describe why the program would be a useful addition to the university, from an academic programming perspective.*

The department of Small Animal Clinical Sciences proposes to initiate a new "project-based" (non-thesis) Master of Science graduate degree program, which will eventually replace its present Master of Veterinary Science (MVetSc) degree.

The Master of Veterinary Science (MVetSc) is a professionally oriented Master degree. The program's primary objective is clinical residency training within a veterinary specialty area with the goal of preparing the graduate student for the board certification in their area of specialty. This is achieved through practical, experiential learning under direct supervision of clinical specialists in addition to course work, clinical seminars, and literature review. Students are required to complete a research project that is smaller in scope than a thesis-based degree but resulting in a peer reviewed publication that contributes new knowledge to the discipline.

The College of Graduate and Postdoctoral Studies describes a project-based Master's program that has very similar components to the academic program of the MVetSc degree: "The project (which could be a publishable paper) is usually smaller in scope than a thesis, and it is expected it can be completed in 4-6 months. A project-based Master's program includes a minimum of 24 credit units of course work, and may include up to 30 credit units of course work. The project portion of the program is generally worth between 0 and 6 credit units, depending on the program."

It is anticipated that the proposed change will increase international recognition of the degree achieved for our combined clinical residency/graduate degree program. Over the years we have encountered confusion as an MVetSc degree in some countries, (e.g. India) the MVetSc is equivalent to our undergraduate Doctor of Veterinary Medicine (DVM) degree. In others, e.g. Scotland, New Zealand, and Australia, the MVetSc is similar to our program. The University of PEI and WCVM are the only Veterinary Colleges in North America that offer an MVetSc degree. Most Veterinary Colleges in North America offer clinical residency training programs in specialty fields. Many combine the clinical residency training with coursework and a research project and provide a project or course based MSc degree. This change by our department would promote a more accurately recognized global understanding of the degree awarded. Recently the Department of Large Animal Clinical Sciences successfully proposed a similar change in their degree structure so this would maintain alignment within the WCVM.

> b. *Giving consideration to strategic objectives, specify how the new program fits the university signature areas and/or integrated plan areas, and/or the college/school, and/or department plans.*

The proposed program change maintains alignment with our departmental strategic objectives by offering a graduate degree combined with clinical residency training program for graduate students engaged in research projects focused on enhancing the state of companion animal health care. The program enables students to experience applied clinical research of a scale that is manageable within a busy clinical training program.

c. *Is there a particular student demographic this program is targeted towards and, if so, what is that target? (e.g., Aboriginal, mature, international, returning)*

The program is targeted toward students who have graduated from the DVM program and are seeking advanced specialty training in a specific discipline recognized by the American Board of Veterinary Specialties. These have very specific guidelines developed by the specialty college, including restrictions on the number of students supervised. Students are often mature and may be returning and/or international students.

d. *What are the most similar competing programs in Saskatchewan, and in Canada? How is this program different?*

There are no similar competing programs in Saskatchewan or Western Canada. Post graduate veterinary specialty clinical training is very competitive as there are always more students wishing to complete the training than available programs. The University of PEI offers a MVetSc program similar to our current program; however, the areas of clinical specialty focus are limited compared to what is offered in our department. The University of Guelph offers a Doctor of Veterinary Science (DVSc) degree, which is a combination of clinical specialty training and a research program resulting in a Thesis. The proposed program change to a project based MSc degree differs from the MVetSc very little as we have previously described. The program differs from the DVSc as the research project is smaller in scale, resulting in a published manuscript rather than a Thesis.

2. Admissions
a. *What are the admissions requirements of this program?*

A Doctor of Veterinary Medicine (DVM) or equivalent, from a recognized college or university

A cumulative weighted average of at least 70% (U of S grade system equivalent) in the last two years of study (e.g. 60 credit units)

Completion of an internship at an accredited University or private specialty practice or at least 1 year of equivalent practice experience

Eligibility for restricted, educational SVMA licensure to practice veterinary medicine in Saskatchewan.

International applicants or applicants whose first language is not English must meet the English proficiency requirements set forth by the College of Graduate and Postdoctoral Studies.

3. Description of the program
a. *What are the curricular objectives, and how are these accomplished?*

The Master of Science (project-based) program is a professionally oriented Master's degree. The program's goals are to provide clinical residency training within a veterinary specialty area along with introductory research training.

The objectives of clinical training are to enhance clinical skills and decision making as well as preparation of the graduate student for the board certification in their area of specialty. This is achieved through practical, experiential learning under direct supervision and mentorship of clinical specialists.

The second objective is to develop critical thinking and skills in clinical research and scientific writing. This is achieved through completion of a research project. The project is usually smaller in scope than a thesis, and it is expected it can be completed in 4-6 months. Students are expected to produce a manuscript suitable for publication based on the research project. A project-based Master's program includes a minimum of 24 credit units of course work.

The third objective is to develop clinical and small group teaching skills and experience with professional presentations. This is achieved mentored interactions with undergraduate students in the clinical environment, teaching in laboratories and formal seminars presentations. Students and faculty feedback on these efforts are provided regularly.

4.
   a. *Describe the modes of delivery, experiential learning opportunities, and general teaching philosophy relevant to the programming. Where appropriate, include information about whether this program is being delivered in a distributed format.*

The general teaching philosophy of the program is one of experiential, mentored learning as well as development of self-directed learning skills. The clinical training component of the program is primarily delivered through practical and graduated experiential learning under the direct supervision and mentorship of clinical specialists in the Veterinary Medical Centre, as well as, discipline specific course work, clinical rounds and seminars, and literature review tailored to the discipline. Specialty Colleges set out specific requirements that must be delivered in approved programs.

Development of critical thinking, clinical research and scientific writing skills is achieved through completion of a clinical research project under the supervision of an experienced faculty supervisor and guidance of the Advisory Committee. A paper suitable for publication in a peer-reviewed journal is completed and the research is presented and defended.

The program is not delivered in a distributed format due to intensive clinical training on client animals and required daily clinical supervision.

   b. *Provide an overview of the curriculum mapping.*

Students completing the program will have completed the following courses:

Non-credit courses

GSR 960 and GSR 962
Safety Orientation for Employees
Biosafety
Completion of Laboratory Safety if working in a BSL2/CL2 Laboratory
VSAC 992 (enrolment each academic term)
VSAC 990 (enrolment each academic term)

Credit courses (24 cu total)

Clinical Competency (12 cu): Advanced Clinical Practice I, II, and III in years 1, 2 and 3 respectively (2 cu per fall and winter semester x 3 years with interim grade given at the end of term 1 and final grade assigned at end of term 2). These are the core clinical courses through which the student's progress in developing the knowledge, clinical skills and judgement required for specialist certification are assessed.

Foundational Knowledge and Research (12 cu): a minimum12 cu in courses as approved by the student's Advisory Committee. These courses will typically be core courses needed by the clinical discipline (e.g. Soft Tissue Surgery) as well as courses essential for completion of the research project (e.g. Clinical Trial Design and Analysis).

Supervision and Mentoring: Supervisory support is provided through the Advisory Committee. Advisory Committee meetings will occur every 6 months within the program. One week prior to each meeting, the student will provide the committee members with a progress report and their work plan for the following 6 months. Advisory Committee meetings will discuss components of the research project as well as the clinical training program.

Manuscript and Defence: Students are required to prepare a manuscript with the goal of publication in a peer reviewed scientific journal. Publication is not required for completion of the program. A Defence will be held in which the student will present a seminar describing the research project and an oral examination will follow on topics related to the research.

Timelines: Students are expected to complete the clinical residency and MSc degree in three to four years depending on the specialty board's requirements for an approved clinical training program. Some specialty colleges (i.e. American College of Veterinary Radiology) require clinical training in excess of what can be completed in 3 years when time is provided to complete a research project.

> c. *Identify where the opportunities for synthesis, analysis, application, critical thinking, problem solving are, and other relevant identifiers.*

Skills and knowledge will be obtained in a number of learning environments. Working on client-owned animals in the VMC clinics provides the opportunity to apply foundational knowledge, problem solve, and synthesize clinical data from a number of sources (history, physical

examination, diagnostic data, etc). Critical thinking skills will be further developed during daily and weekly case rounds, journal clubs and student seminars that will be discipline specific. The completion of a clinical research project will provide opportunities for formulating research questions, designing experiments, developing data collection plans, analyses and interpretation of data, scientific writing. Students may, depending on the situation, be directly involved in any required laboratory analyses. Required laboratory techniques training will be provided formally through course offerings, or informally by working with supervisors or laboratory technicians supported by the college. The student will prepare a scientific paper based on their research project suitable for publication in a peer-reviewed journal. A critical review of research results will be conducted by peers, supervisors/examiners, and external reviewers at the end of the student's program in the format of a defense, which includes an oral presentation and examination by the advisory committee.

> *e. Explain the comprehensive breadth of the program.*

The proposed program is similar to the department's current MVetSc program. Clinical training and research are focused in discipline specific areas (internal medicine, surgery, anesthesiology, ophthalmology, dentistry, radiation oncology, medical oncology, and others depending on faculty complement in the discipline). Students work toward fulfilling the requirements for board certification within the specialty area as well as gain exposure to designing and conducting research as well as the process of scientific writing.

> *f. Referring to the university "Learning Charter", explain how the 5 learning goals are addressed, and what degree attributes and skills will be acquired by graduates of the program.*

Discovery Goals
While formal instruction will be an important component of the training program, a substantial focus will be on the development of self-directed learning in both the clinical and research environment. This will lead to self-assessment, redirection, and refinement of critical thinking skills, as well as independent thought with the goal to developing strong skills as a life-long learner.

Knowledge Goals
The combination of formal instruction and its application in clinical and research settings will provide comprehensive specialty training in the students' chosen discipline. Veterinary medicine, by nature, provides ample opportunity for cross-species and cross-disciplinary training. Judgement, especially when under pressure, will be a fact for clinicians dealing with life and death situations.

Integrity Goals
Veterinary medicine is a highly regarded profession, largely because of the high standards of trust and integrity that are maintained by the self-regulating profession. Maintenance of high moral and ethical standards is the guiding principle interwoven into most daily clinical activities. The Saskatchewan Veterinary Medical Association will serve as an external organization through which ethical standards and morals will be assessed if called into question. Similar

principles apply to the development of research techniques, analyses and interpretation. The peer-review process, whether internal or external, should help maintain research integrity and judgement.

Skills Goals

Communication skills will be developed and assessed on an ongoing basis. During clinical work, clinicians must communicate directly with owners on matters related to animal health, and through this, learn to communicate effectively at a level appropriate for the client. Communication with cohorts, supervisors, and specialists will be at a more technical level. A thorough understanding of the scientific literature in ones' discipline is expected as part of the program.

Citizenship Goals

The WCVM is an ethnically diverse college that provides an opportunity to learn and work with experts from around the world. Moreover, the departmental faculty strives to reach out to the international community by way of conferences, research exchanges, and other work with industry and international groups. These, and our efforts strengthening the human-animal bond, contribute to a sense of satisfaction in society.

> *g. Describe how students can enter this program from other programs (program transferability).*

Students entering the proposed project-based MSc will require a degree in veterinary medicine, and a rotating internship or at least one-year experience in clinical practice. Application may be made directly to the department or through the Veterinary Internship and Residency Matching Program (VIRMP). Once accepted into the program, students will apply for admission to the College of Graduate and Postdoctoral Studies (CGPS). Opportunities for transfer into and out of the program from other universities or college units are limited because of restrictions by the specialty colleges on the specialist complement for training and supervision. Students who desire more focus in research may transfer to a thesis-based MSc or PhD program while remaining in the clinical residency, with the permission of their advisory committee and subject to CGPS policy.

> *h. Specify the criteria that will be used to evaluate whether the program is a success within a timeframe clearly specified by the proponents in the proposal.*

The ultimate success of this program will be evaluated on the proportion of graduate students who successfully achieve board certification during or within 1-2 years of graduation and successfully defend and publish their research.

> *i. If applicable, is accreditation or certification available, and if so how will the program meet professional standard criteria. Specify in the budget below any costs that may be associated.*

The MSc program itself is not certifiable. However, the clinical residency training programs require accreditation by the specialty boards such as the American College of Veterinary Internal

Medicine (ACVIM), American College of Veterinary Surgeons (ACVS), European College of Veterinary Anaesthesia and Analgesia (ECVAA), American College of Veterinary Anaesthesia and Analgesia (ACVAA), and American College of Veterinary Radiology (ACVR) that they meet the required standards.

1. **Consultation**

   a. *Describe how the program relates to existing programs in the department, in the college or school, and with other colleges. Establish where students from other programs may benefit from courses in this program. Does the proposed program lead into other programs offered at the university or elsewhere?*

This project-based MSc program will replace our existing MVetSc program, which will be phased out as soon as all present students have graduated or transferred to the new program. Provided the project-based MSc program starts September 1, 2017, we anticipate the MVetSc will be phased out by September 2019. The proposed program is similar to the project-based MSc program proposed by LACS at the WCVM but is different from all other thesis-based MSc programs offered at WCVM. It is less research intensive, has a substantial requirement for clinical training, and requires the completion of a manuscript suitable for publication rather than a thesis.

The program provides opportunities for interested graduate students and interns to obtain specialty training in a number of disciplines and ideally become board certified specialists in their chosen field. It also exposes and provides introductory training in clinical research. In those graduate students with an interest in doing a more research intensive program there are options for completing a thesis based MSc or PhD program.

   b. *List units that were consulted formally, and provide a summary of how consultation was conducted and how concerns that were raised in consultations have been addressed. Attach the relevant communication in an appendix.*

Consultations regarding the program have been mainly within the department of SACS following the GPR in 2016. As LACS has undergone a similar program change, we have consulted with the LACS department regarding development of our program.

   c. *Proposals that involve courses or other resources from colleges outside the sponsoring unit should include evidence of consultation and approval. Please give special consideration to pre- and co-requisite requires when including courses from other colleges.*

None applicable

   d. *Provide evidence of consultation with the University Library to ensure that appropriate library resources are available.*

No consultations have been undertaken at this time. The library has provided adequate support for the MVetSc program and no change is anticipated.

> e. List other pertinent consultations and evidence of support, if applicable (e.g., professional associations, accreditation bodies, potential employers, etc.)

None applicable

2. Budget

> a. How many instructors will participate in teaching, advising and other activities related to core program delivery (not including distribution/ breadth requirements or electives)? (estimate the percentage time for each person).

Across all disciplines, 22 faculty instructors will be involved in the delivery of the Advanced Clinical Practice courses that are specific to the clinical training. The content of these courses have already been taught as part of the present MVetSc program. One of the unique features of the proposed project-based MSc program is the development of the Advanced Clinical Practice courses that provide a formal means of assessing clinical competency, providing structured feedback, and dealing with deficiencies that arise. The same number of instructors will be involved in the delivery of this project based MSc program as for the MVetSc program.

> b. What courses or programs are being eliminated in order to provide time to teach the additional courses?

We anticipate the MVetSc will be discontinued within 36 months of implementation of this program.

> c. How are the teaching assignments of each unit and instructor affected by this proposal?

There will be little to no impact on teaching assignments as these will remain the same as they were within the MVetSc program. The faculty's current time commitment will be more formally captured within the Advanced Clinical Practice courses.

> d. Describe budget allocations and how the unit resources are reallocated to accommodate this proposal. (Unit administrative support, space issues, class room availability, studio/practice rooms laboratory/clinical or other instructional space requirements).

There will be no impact on budget as allocations will remain similar to those required for the MVetSc program.

e. *If this program is to be offered in a distributed context, please describe the costs associated with this approach of delivery and how these costs will be covered.*

Not applicable

f. *If this is an interdisciplinary program, please indicate whether there is a pool of resources available from other colleges involved in the program.*

Not applicable

g. *What scholarships will students be able to apply for, and how many? What other provisions are being provided for student financial aid and to promote accessibility of the program?*

Two primary pools managed by the WCVM Associate Dean Research will provide student salary support:

1. Interprovincial Graduate Student Fellowship (IPGF) provides $30-$35K per year for Canadian Veterinarians (or eligible Canadian residents) for the duration of the program

2. WCVM Professional Earnings Pool (PEP): provides similar funding to the IPGF scholarship for international students enrolled in residency programs at the WCVM who do not qualify for the IPGF

3. WCVM Companion Animal Health Fund: provides salary support for residents, accessible through competitive grant competitions and fellowship support for 1-2 graduate students each year.

4. Operating funds for research projects will be provided by supervisors, and obtained through competitive research grants or new faculty start-up funds.

h. *What is the program tuition? Will the program utilize a special tuition model or standard tuition categories? (The approval authority for tuition is the Board of Governors).*

Standard per term tuition rates established by CGPS for all Canadian and international graduate students apply.

i. *What are the estimated costs of program delivery, based on the total time commitment estimates provided? (Use TABBS information, as provided by the College/School financial officer)*

No change from the MVetSc program (that is, standard graduate term tuition).

j. What is the enrolment target for the program? How many years to reach this target? What is the minimum enrolment, below which the program ceases to be feasible? What is the maximum enrolment, given the limitations of the resources allocated to the program?

No change compared to the MVetSc program. Enrolment is dependent on the number of accredited specialty clinical residency programs within the department. Each specialty college sets limits on the number of clinical residents that can be trained relative to the specialist complement. For example, 2 surgeons may train a maximum of 3 residents at any given time. Across the department this may range from 10-15 clinical residents at one time depending on the faculty complement.

k. What are the total expected revenues at the target enrolment level, separated into core program delivery and distribution/breadth requirements or electives? What portion of this expected revenue can be thought of as incremental (or new) revenue?

No change required compared to the MVetSc program.

l. At what enrolment number will this program be independently sustainable? If this enrolment number is higher than the enrolment target, where will the resources come from to sustain the program, and what commitments define the supply of those resources?

No change is anticipated compared to the MVetSc program. Enrolment is dependent on the number of accredited specialty clinical residency programs within the department. Across the department this may range from 10-15 clinical residents at one time.

m. Proponents are required to clearly explain the total incremental costs of the program. This is to be expressed as: (i) total cost of resources needed to deliver the program: (ii) existing resources (including in-kind and tagged as such) applied against the total cost: and (iii) a listing of those resource costs that will require additional funding (including new in-kind support).

No change is required compared to the current MVetSc program

n. List all new funding sources and amounts (including in-kind) and the anticipated contribution of each to offsetting increment program costs. Please identify if any indicated funding is contingent on subsequent approval by a funding authority and/or future conditions. Also indicate under what conditions the program is expected to be cost neutral. The proponents should also indicated any anticipated surpluses/deficits associated with the new program

No change is required compared to the current MVetSc program

College Statement

Please provide here or attach to the online portal, a statement from the College which contains the following:
- Recommendation from the College regarding the program
- Description of the College process used to arrive at that recommendation
- Summary of issues that the College discussed and how they were resolved

Related Documentation

At the online portal, attach any related documentation which is relevant to this proposal to the online portal, such as:
- Excerpts from the College Plan and Planning Parameters
- SPR recommendations
- Relevant sections of the College plan
- Accreditation review recommendations
- Letters of support
- Memos of consultation

It is particularly important for Council committees to know if a curriculum changes are being made in response to College Plans and Planning Parameters, review recommendations or accreditation recommendations.

Consultation Forms At the online portal, attach the following forms, as required

Required for all submissions:
- Consultation with the Registrar form
- Complete Catalogue entry, if proposing a new program, or excerpt of existing of existing program with proposed changes marked in red

Required for all new courses:
- New Course Proposal forms
- Calendar-draft list of new and revised courses

Required if resources needed:
- Information Technology Requirements form
- Library Requirements form
- Physical Resource Requirements form
- Budget Consultation form

Master of Science (M.Sc.) – Project-option

Admission Requirements

- D.V.M. or equivalent from a recognized college or university
- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)
- Language Proficiency Requirements: Proof of English proficiency will be required for international applicants and for applicants whose first language is not English. See the College of Graduate and Postdoctoral Studies Academic Information and Policies in this Catalogue for more information
- Eligibility for restricted, educational SVMA licensure to practice veterinary medicine in Saskatchewan.
- Completion of an internship program at an accredited institution or a least one-year equivalent of experience in veterinary practice

Degree Requirements

Students must maintain continuous registration in the 992 course.
- GSR 960.0 Introduction to Ethics Integrity
- GSR 961.0 Ethics Integrity Human Research if research involves human subjects
- GSR 962.0 Ethics Integrity Animal Research if research involves animal subjects
- a minimum of 24 credit units:
    - 12 cu pertaining to clinical competency (Advance Clinical Practice 1, 2, 3)
    - 12 cu pertaining to research and discipline-specific, foundational knowledge
- VSAC 992.0 Project
- VSAC 990.0 Seminar

52 Campus Drive
Saskatoon SK S7N 5B4 Canada
Telephone: (306) 966-7448
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February 1, 2017

Dr. Martha Smith-Norris
Acting Associate Dean
College of Graduate and Postdoctoral Studies
Room C180 Administration Building
105 Administration Place
Saskatoon SK CANADA S7N 5A2

Dear Dr. Smith-Norris:

Re: Proposal for Curricular Changes to Small Animal Clinical Sciences M.Vet.Sc. Program

I have had the opportunity to review the proposal from Dr. Cindy Shmon and Dr. Lynne Sandmeyer regarding the proposed changes to convert the current M.Vet.Sc. program to a project-based M.Sc. program.

This proposal advances our clinical graduate program and brings it more in alignment with current professional programs globally. I feel that this change in curriculum would be extremely beneficial and I am supportive of this proposal.

Sincerely,

_____
Douglas A. Freeman DVM, PhD, Diplomate ACT
Dean

/ch

cc: Dr. Cindy Shmon, Department Head Small Animal Clinical Sciences
      Dr. Lynne Sandmeyer, Small Animal Clinical Sciences

Consultation with the Registrar Form
(New Programs and New Majors / Minors / Concentrations)

Title: Master of Science (Project) - Small Animal Clinical Sciences

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

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

1 Is this a new degree, diploma, or certificate? Yes ☐ No ☒

Is an existing degree, diploma, or certificate being renamed? Yes ☐ No ☒

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?

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

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

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?

Master of Science [MSC]

3 What is the name of this new program?

Master of Science-Project [MSC-P-GP]

Major = Small Animal Clinical Sciences [VSAC]

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?

College of Graduate and Postdoctoral Studies / Small Animal Clinical Sciences

6 Is this a replacement for a current program?

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?　　Yes [ ]　No [X]

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?
   If you've answered NO, please continue on to the next section.

   Yes [ ] No [X] Revised

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 [ ] Revised [X]

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?

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 (ie. New degree hood, adjustment to parchments, etc.)?

[ ]

Section 7: Course Information

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

No

2

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

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

Yes ☐ No ☐

4 Does the program timetable use standard class time slots, terms, and sessions?

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 - same as Master of Veterinary Science

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?

No change from existing Master of Veterinary Science program

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

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

6 What is the application deadline?

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

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

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

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

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

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

13 Will the standard application fee apply?

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

Section 9: Proposed Tuition and Student Fees Information

1 How will tuition be assessed?

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

* See attached documents for further details

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

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

Yes - no tuition implications as standard graduate per term tuition for this program and TC31 on the courses; students from other programs would be assessed according to the program on their record at the time

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)?

Yes

6 Do standard cancellation fee rules apply?

Yes

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

8 Has IPA Been Consulted?

College of Graduate Studies and Research will be contacting IPA

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

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?

Yes

Section 11: Convocation Information (only for new degrees)

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

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

3 When is the first class expected to graduate?

4

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

Section 12: Schedule of Implementation Information

1 What is the start term?

201709 [September 2017]

2 Are students required to do anything prior to the above date?   Yes [ ] No [X]

If YES, what and by what date?

Section 13: Registration Information

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

NA

2 Will students register themselves?   Yes [X] No [ ]

If YES, what priority group should they be in?

As per current set-up

Section 14: Academic History Information

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

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

As per current set-up

Section 15: T2202 Information (tax form)

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

Section 16: Awards Information

1 Will terms of reference for existing awards need to be amended?
2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?   Yes [ ]   No [X]

_____

Section 17: Program Termination

1 Is this a program termination?   Yes [ ]   No [X]
   If yes, what is the name of the program?

_____

2 What is the effective date of this termination?

_____

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?

_____

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 SESD, Admissions, been informed about this new / revised program?   Yes [ ]   No [ ]
3 Has CGSR been informed about this new / revised program?   Yes [ ]   No [ ]
4 Has SESD, 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: _January 12, 2017_

Registrar (Russell Isinger): _Russell Isinger_

College / Department Representative(s): _Martha Smith-Norris_