NEW GRADUATE COLLABORATIVE

SPECIALIZATION PROPOSAL

# VOLUME I: PROPOSAL BRIEF

This template is to be used when seeking approval for a new graduate collaborative specialization, which is an intra-university graduate field of study that provides an additional multidisciplinary experience for students enrolled in and completing the degree requirements for one of a number of approved masters and/or PhD programs. All new collaborative specialization submissions must receive a recommendation from the Office of the Provost to move through governance processes. Submit the New Collaborative Specialization Proposal (Volumes I and II) to the Assistant Vice-President, Graduate Studies through the Office of Graduate and Postdoctoral Studies (ogsadmin@uoguelph.ca) who, on behalf of the Provost, undertakes initial review to ensure new programming is consistent with the strategic plans and directions for growth of the university. Academic Units are strongly advised to contact the Manager, Graduate Curriculum in the Office of Graduate and Postdoctoral Studies at the outset of proposal development.

In accordance with the [University of Guelph’s Institutional Quality Assurance Process (IQAP)](http://www.uoguelph.ca/vpacademic/iqap/), proposals for new graduate collaborative specializations must be approved by Senate, but do not require external review or submission to the Ontario Universities Council on Quality Assurance for approval. Rather, they are reported as a “Major Modification” in the University’s Annual Report to the Quality Council.

|  |  |
| --- | --- |
| **Name of Proposed Collaborative Specialization:** |  |
| **Sponsoring Academic Unit(s) and College(s):** |  |
| **Participating Academic Programs:** |  |
| **Proposed Start Date:** |  |
| **Proposal Lead(s):** |  |

## A. Executive Summary

*Summarize the rationale for proposing this new collaborative specialization and how it fits with the plans of the Department/School and College, the University’s* [*Strategic Framework*](http://strategicrenewal.uoguelph.ca/)*, and* [*Strategic Mandate Agreement (SMA)*](https://www.uoguelph.ca/vpacademic/documents/University-of-Guelph-SMA-for-Publication.pdf)*. Briefly address: the educational goals that extend beyond those of the participating programs; the value added to existing programs in the participating academic units; and how relevant stakeholders were consulted in preparing the proposal.*

## B. Administration

1. *Describe the administrative structure and academic oversight for the collaborative specialization to ensure requirements associated with the specialization are met.*
2. *Describe the process for admission to the collaborative specialization, and comment on the consistency of the admission requirements of the participating degree programs with the aims of the collaborative specialization.*

## C. Learning Outcomes and Assessment

1. *Outline and describe the anticipated learning outcomes specific to the proposed collaborative specialization**. Identify which of the five* [*University of Guelph Learning Outcomes for Graduate Programs*](https://www.uoguelph.ca/vpacademic/avpa/outcomes/pdfs/2013%20Learning%20Outcomes%20Rubric%20-%20Graduate%20Degree_BGSJan24.pdf) *are particularly addressed and how the proposed collaborative specialization supports student achievement of the Learning Outcomes.*
2. *Indicate how the identified outcomes will be assessed, and comment on the appropriateness of the proposed methods of assessment in evaluating student progress and achievement of the collaborative specialization learning outcomes.*
3. *Identify any distinctive curriculum aspects, innovations, or creative components of the proposed collaborative specialization.*

## D. Collaborative Specialization Requirements

1. *Outline the requirements of the proposed collaborative specialization. Note: Collaborative specializations must have at least one foundational, core course in the area of specialization. In coursework-based master’s programs at least 30% of course requirements must be in the area of specialization.*
2. *Outline the existing degree requirements for each participating program. Comment on any inconsistencies in the number of courses required for degree completion with the additional requirements of the collaborative specialization. Indicate whether requirements of the collaborative specialization can act as electives or be substituted in the place of one or more of the requirements of a participating program.*

1. *For each new course proposed as part of the collaborative specialization, provide a calendar description and include a course outline and course addition form in* ***Volume II****.*
2. *Provide calendar descriptions for each required course currently offered.*
3. *In programs requiring a major project, essay, or thesis, the topic must be in the area of the specialization. Comment on the resources (supervisory and other) in place to ensure this requirement can be met.*
4. *Describe the mode(s) of delivery (in-class, lecture, problem- or case-based learning, online/distance, hybrid). Explain why the modes of delivery and the collaborative specialization structure are appropriate for meeting the program’s learning outcomes:*

## E. Anticipated Enrolment and Impact on Existing Programs

*Describe the enrolment projections for the collaborative specialization (by degree level, as appropriate). Specify the number of students for each participating program and indicate how many are expected to be ‘net new’ (i.e., beyond the current enrolment in a single program). Indicate how the collaborative specialization might impact other fields of study in each participating program.*

## F. Resources

1. *In* ***Table 1*** *below, list the core faculty who will associated with the collaborative specialization—those faculty members in the participating home units who have an interest and expertise in the area of the collaborative specialization. The intent of this Table is to establish the strength and the degree of involvement of the faculty complement participating in the collaborative specialization (whose CVs are provided in* ***Volume II****).*

**TABLE 1. Faculty Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Name & Rank | Home Unit1 | Supervisory Privileges2 | **Completed** | **Current** |
| **Master’s3** | **Doctoral** | **Master’s** | **Doctoral** |
| ***Category 1 – Tenured or tenure-track core faculty*** *members whose graduate involvement is exclusively in the graduate program under review. For this purpose, the master’s and doctoral programs of the same name are considered a single program. Membership in the graduate program, not the home unit, is the defining issue.* |
| Aaaa – Associate |  | Full | 4 | - | 3 | 2 |
| Bbb – Professor |  | Full | 7(1) | 2 | 2(2) | 1 |
| ***Category 2 – Non-tenure-track core faculty*** *members whose graduate involvement is exclusively in the graduate program under review.* |
|  |  |  |  |  |  |  |
| ***Category 3 – Tenured or tenure-track*** *core faculty members who are involved in teaching and/or supervision in other graduate program(s) in addition to being a core member of the graduate program under review.* |
|  |  |  |  |  |  |  |
| ***Category 4 – Non-tenure track*** *core faculty members who are involved in teaching and/or supervision in other graduate program(s) in addition to being a core member of the graduate program under review.* |
|  |  |  |  |  |  |  |
| ***Category 5 – Other core faculty****, which may include emeritus professors with supervisory privileges and other Associated Graduate Faculty members.* |
|  |  |  |  |  |  |  |
| ***Category 6 – Special Graduate Faculty*** *members.* |
|  |  |  |  |  |  |  |

1. Indicate the budget unit paying the salary (department, school, research centre or institute, or other).
2. Indicate the level of supervisory privileges held by each faculty member (full, master’s only, co-supervision only, etc.).
3. Use parentheses to indicate co-supervisions
4. *Indicate how the teaching and supervisory requirements of the collaborative specialization can be covered by tenure/tenure-track faculty in accordance with respective participating units’ workload agreements.* *If net new students are anticipated, comment on the adequacy of the faculty complement to teach and/or advise in the collaborative specialization.*
5. *Comment on faculty attributes (including research activity and participation in other activities involving graduate students such as conferences and colloquia) that will support the area of specialization and ensure the intellectual quality of the student experience. Discuss any plans for future development in this area*.
6. *Indicate if graduate students in the collaborative specialization will receive funding packages, and if so, the expected level and source(s) of stipend, relative to other graduate students enrolled in the participating home units.*
7. *Describe any other notable resources available to the program demonstrating institutional appropriateness and/or additional resource needs (human, physical, financial, or otherwise) required to launch and/or sustain the collaborative specialization long-term. (Evidence of institutional commitment to support additional needs should be included in* ***Volume II****.)*

## G. Duplication, Student Demand, and Societal Need

1. *Explain how the collaborative specialization will fulfill a societal need (considering labour market gap, employment opportunities, and dimensions, geographic scope, trends, and duration of need) and why the proposed specialization will be attractive to applicants.*
2. *Provide evidence of student demand for the collaborative specialization (considering application statistics, origin, duration of projected demand, and student feedback).*
3. *Comment on similar specializations or programs offered by other institutions in the Ontario university system and provide evidence of justifiable duplication based on demand and/or societal need.*

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# VOLUME II: SUPPORTING DOCUMENTATION

1. Letters of Support
	1. College Dean(s)
	2. Participating Units
2. Library Assessment
3. Curriculum Documentation
	1. Calendar Copy
	2. Course Outlines and Course Addition Forms
4. Faculty Curricula Vitae