

**REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS**

**(SCAPA)**

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**Undergraduate Program Reform: Introduction of New Modules in September 2004 and Withdrawal of Programs in September 2008**

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**FOR APPROVAL**

1. **Undergraduate Program Reform: Introduction of New Modules in September 2004 and Withdrawal of Programs in September 2008**

**Recommended:** That Senate approve that effective September 1, 2004, the new Honors Specialization, Major, Specialization and Minor modules listed in **Appendix 1** be introduced and, that effective September 1, 2008, the Honors and General program offerings outlined in **Appendix 2**, be withdrawn.

**Background:**

Appendix 1 lists all of the modules to be introduced in September 2004, with the exception of Modules in History and programs which will be modified to fit the new format, e.g., programs in Administrative and Commercial Studies, Human Ecology, Music, Social Work (to be forwarded to the October meeting of Senate). The modules listed in Appendix 1 have been reviewed and revised by the Subcommittee on Undergraduate Program Reform (SUPR) over the last year with extensive ongoing consultation with the appropriate departments. Contingent on approval by Senate, the modules listed may be revised only through the Deans: Academic Programs (DAP) process, effective September 22, 2003. Any corrections may still be sent directly to <lecline@uwo.ca>.

2. **Undergraduate Program Reform: Eligibility for Awards During the Transition Period (September 2004 to Autumn Convocation 2008)**

**Recommended:** That during the transition period for Undergraduate Program Reform (September 2004 to Autumn Convocation 2008), students who have been enrolled in Honors programs prior to September 1, 2004, will continue to be eligible for awards described as being available only to students in an Honors Specialization module or double Major module in an Honors degree.

**Background:**

Effective September 1, 2004, the terms of awards will be revised to reflect new modules names, as part of the Undergraduate Program Reform initiative. Approval of this recommendation will ensure that students who are currently enrolled in Honors programs will continue to be eligible for awards.

3. **Diploma in Arts Management**

**Recommended:** That a Diploma in Arts Management be introduced by the Faculty of Arts and the Western Centre for Continuing Studies, effective September 1, 2003.

NEW CALENDAR COPY

(To be inserted following Diploma in Art Therapy in the Faculty of Arts section, p.43, and the Inter-Faculty Programs section, p.100, of the 2003 Academic Calendar)

**Diploma in Arts Management**

The Diploma in Arts Management is designed to provide students who have successfully completed a Bachelor's degree with practical and applied knowledge and skills required to work in the area of arts management and administration. The Diploma will consist of the equivalent of seven full-course equivalents, comprised of ten half diploma-credit courses and two practicum sessions. Enrolment will be limited and competitive, and will be determined on a case by case basis by the Faculty of Arts and The Western Centre for Continuing Studies.

All students will be admitted to the Diploma in Arts Management according to the policies and guidelines for admission to the University. Non-UWO students must first apply to The University of Western Ontario through the Ontario University Application Centre in Guelph, Ontario. In addition, prospective students must also complete the application form for the Diploma in Arts Management provided by The Western Centre for Continuing Studies. Application forms are available through The Western Centre for Continuing Studies. Students who are currently enrolled at UWO are only required to complete The Western Centre for Continuing Studies application form.

**Application Deadline:** March 1 to be considered for admission for the Fall term.

To be inserted in the Faculty of Arts section, p. 43, only:

**Diploma in Arts Management Program**

The Diploma consists of:

- Completion of a Bachelor's degree, with a minimum of 15 full courses or equivalent
- Ten required diploma-credit half-courses (five full-course equivalents), plus
- Two practicum sessions (two full-course equivalents).

*Degree-credit requirements:*

Completion of a Bachelor's degree, with a minimum of 15 full courses or equivalent.

*Diploma-credit requirements:*

1.	AM 111	Introduction to the Arts	½ course
2.	AM 121	Foundational Planning for the Arts	½ course
3.	AM 122	Strategic Planning for the Arts	½ course
4.	AM 131	Marketing and Promotion for the Arts	½ course
5.	AM 141	Human Resource Management in the Arts	½ course
6.	AM 151	Funding for the Arts	½ course
7.	AM 152	Financial Management for the Arts	½ course
8.	AM 161	Boards and Governance	½ course
9.	AM 171	Foundational Leadership for the Arts	½ course
10.	AM 172	Strategic Leadership for the Arts	½ course

*Total diploma-credit courses required =*

*5 full-course equivalents*

*Practicum requirement:*

AM 211 – Practicum I. Practicum placement in an arts-related organization. Students will be required to complete a written practicum report in order to obtain credit for this course. 280 hours (1 full course equivalent)

AM 212– Practicum II. Practicum placement in an arts-related organization. Students will be required to complete a written practicum report in order to obtain credit for this course. 280 hours (1 full course equivalent)

*Total practicum requirement = 2 full-course equivalents*

Total credits required for completion of Diploma in Arts Management = 7 full course equivalents

In order to graduate from the program, candidates for the Diploma in Arts Management must obtain an overall average of 70% in all courses comprising the Diploma, with no mark below 60%.

**Background:**

Managing and administering an arts- or culture-related organization require a unique combination of knowledge and skills. Arts and cultural organizations, such as theatres, orchestras, art galleries and museums, are seeking managers and administrators who have a wide range of skills and abilities, but who also demonstrate a strong knowledge and understanding of the arts themselves.

Administrators in the arts need a combination of planning, leadership, and financial skills, but must also understand and be able to champion and promote the importance of the arts to Canadian society. Managers of arts organizations must be able to manage effectively in a creative environment which brings together eclectic personalities; they must also be able to work effectively with boards and a variety of community, business and government stakeholders.

Careers and employment in the field of arts management and administration are difficult to obtain without specific education and training in the areas identified above. While the field is expanding, and southwestern Ontario is a centre for the arts, there are no educational programs available at The University of Western Ontario to provide individuals with the specific education and experience required to enter this field.

The Faculty of Arts, in partnership with The Western Centre for Continuing Studies, proposes to offer a Diploma in Arts Management. This program will enable university graduates to build on the solid theoretical grounding obtained in their degree programs by adding practical and applied skills required to work in the field of arts management and administration. In addition, students in the Diploma program will obtain valuable work experience through the practicum component.

The Diploma will consist of a specified program of diploma-credit courses, combined with two practicum sessions in an arts-related organization. Applicants must have successfully completed a Bachelor's degree in order to be accepted into the program.

4. **UWO-UBC Graduate Education Course Exchange**

**Recommended:** That a Graduate Education Course Exchange be approved between The University of Western Ontario and the University of British Columbia.

**Background:**

For over a year the Deans of the Faculties of Graduate Studies and Education have been working with the program in Graduate Education to firm up an agreement in which students from both institutions can take graduate distance learning courses at both institutions. The courses involved are important for certain graduate education specialties.

It has been agreed between the University of Western Ontario and the University of British Columbia that the following courses will be cross-listed

UBC Host	UWO Host
HMED 545 (ED560 a/b)	ED561a/b (HMED 508)
HMED 514 (ED562 a/b)	ED563 a/b (HMED 565)

Students taking these courses will register in their home institutions and study with the host. The host University will recover from the home University a fee of the lesser of the two institutions' fees per course enrolment.

The agreement will remain in effect until August 2005, at which time it will be reassessed.

5. **English Language Proficiency Requirements for Education and Nursing**

**Recommended:** That the score of the Test for Spoken English be revised from "a minimum of 60" to "a minimum of 50", effective immediately for all students admitted to the Bachelor of Education/Diploma in Education programs and, effective January 1, 2004, for students applying for admission to undergraduate nursing programs in September 2004.

**REVISED CALENDAR COPY FOR EDUCATION**

- c) in order to be considered for admission, they have achieved the minimum level of proficiency on one of the tests in English language as follows and provided an official statement of results for:
- i) Test of Oral Proficiency (TOP) showing a minimum score of 7 and Test of Written Proficiency (TOW) with a minimum score of 3;  
**OR**
  - ii) TOEFL with a score of 580 paper based; 237 computer-based, including a minimum score of 50 on the Test of Spoken English (TSE);  
**OR**
  - iii) MELAB (Michigan English Language Assessment Battery) with a minimum score of 90 and at least 4 on the oral interview;  
**OR**
  - iv) IELTS (International English Language Testing system) with a score of 7 including at least 6.5 in reading and speaking and at least 7 in writing and speaking.

**REVISED CALENDAR COPY FOR NURSING**

Acceptable Tests and Scores:

TOEFL: 580 paper-based; 237 computer-based and TSE: 50 or above (test of spoken English)

MELAB: 90, with at least 4 on the oral interview

IELTS: 7, with at least 6.5 in reading and listening and at least 7 in writing and speaking

**Background:**

At its February 12, 2003, meeting, Senate approved revised policies on English Language Proficiency for the applicants to Education and Nursing undergraduate programs. However, recently the Educational Testing Service which administers the TOEFL and TSE has revised the Test of Spoken English to give students a score in the range between 20 and 60. Since Universities must independently determine a suitable range (there is no pass per se), when the above-noted policies were put forward, the Faculties had established a minimum score of 60, which now represents a perfect score. The amendment revises the score for the TSE to fall in the range of 50 to 60. By comparison, University of Toronto demands a score on the TSE of 55.

6. **Revisions to Doctor of Medicine Program Grades**

**Recommended:** That “unprofessional behaviour” be added as a Requirement to Withdraw and, that the HONORS grade be discontinued, in the MD program, Faculty of Medicine & Dentistry, effective September 1, 2004.

REVISED CALENDAR COPY  
(p. 116-117, 2003 Academic Calendar)

**Requirement to Withdraw**

A student who has not met the requirements listed under "Satisfactory Progression" shall be required to withdraw from the medical program for any of the following reasons:

1. the student has not met the conditions listed under "Conditional Progression" and, therefore, is not eligible for supplemental examination;
2. the student has met the conditions listed under "Conditional Progression" but permission for supplemental examination is not granted;
3. the student fails a supplemental examination granted under "Conditional Progression".
4. the student who has met the requirements under "Satisfactory Progression" may be required to withdraw under the University penalties for Scholastic Offenses.
5. the student has met the requirements under “Satisfactory Progression” but has demonstrated unprofessional or unethical behaviour as defined by the Policies of the College of Physicians and Surgeons of Ontario and the Canadian Medical Association Code of Ethics.

**Grading Scales**

The criteria for receiving a Passing grade will be clearly identified prior to the onset of each course. While percentage grades or letter grades may be used within courses for the purpose of student feedback, a Pass/Fail system is used to identify performance for progression and graduation. The key to this grading scheme is as follows:

<b>Grade</b>	<b>Mark</b>
PAS	Clear competency with regard to all criteria considered essential for the completion of that specific course. <u>On any evaluation this will be determined by achieving a minimum of 60%.</u>
CR	Credit
FAI	An inability to meet the minimal acceptable standards for a specific course. <u>Less than 60%.</u>
INC	Incomplete
IPR	Course In Progress
SRP	Supplemental Examination/Remedial Work passed

**Background:**

- 1) Pass/Fail as summative evaluation on the transcript for Years 1 and 2 reflects the MD program’s overall movement to a competency based evaluation system. In addition, the Committee on Accreditation of Canadian Medical Schools and the Liaison Committee on Medical Education, the accrediting bodies for North American Medical schools, require that all medical schools develop a system of evaluation that fosters self-initiated learning by students and disapproves of the use of tests which condition students to memorize details for short term retention only. It is recommended that examinations should measure cognitive learning, mastery of basic clinical skills and the ability to use data in realistic problem solving.

A Pass/Fail system in Years 1 and 2 develops application and integration of knowledge rather than memorization of facts. To foster academic excellence in the faculty a number of other strategies have been put into place:

- Evaluation will continue to be rigorous and challenging.
  - Faculty are developing new types of exam questions such as the extended match multiple choice which tests problem solving skills.
  - New scholarships have been funded that reward the MD program learning objectives that are based on skills and behaviours rather than solely medical-scientific knowledge.
  - Formative feedback to students following tests, examinations and clinical rotations will continue to be detailed and include information necessary to reward students with scholarships.
  - Summative evaluation in the clinically based courses in Years 3 and 4 is also based on a Pass/Fail system.
- 2) The inclusion of unprofessional behaviour as a requirement to withdraw reflects the overall MD program objectives which include many skills and behaviours that are not knowledge based.
- 3) Calendar copy for the MD program is set out in [Appendix 3](#) and highlights several revisions entailed by the above changes, updates that provide more detail, especially with regard to the Rural Medicine Program, and recent changes approved by DAP.

7. **Dean's Honor List Policy: MD Program**

**Recommended:** That contingent on approval of the Revisions to the Doctor of Medicine Program (item 3. above), the following statement be removed from the Dean's Honor List Policy:

6. For the Doctor of Medicine program, a student who obtains an honors score in all courses in Year 1 or Year 2 of the MD program will be considered to have passed with Honors and shall be named to the Dean's Honor List.

**FOR INFORMATION**

1. **Report on Scholarships and Awards**

SCAPA has approved on behalf of the Senate the following Terms of Reference for new scholarships and awards for recommendation to the Board of Governors through the Vice-Chancellor:

**Ingeborg Slade Piano Award** (Faculty of Music)

Awarded to a piano major with the highest mark in Music 024 (Applied Music) entering year two of the Bachelor of Music (Honors Performance – Piano). The recipient will be selected by the Don Wright Faculty of Music Scholarship Committee. This award is made possible by a generous gift from Ms. Ingeborg M. Slade.

Value: 1 at \$400

Effective: May 2003 to April 2008

**Joseph and Vera Byrne Graduate Scholarships in Nursing** (Faculty of Graduate Studies, Nursing)

Awarded annually to full-time students entering a graduate Nursing program at the Masters or Doctoral level based on academic achievement (80% average). Preference will be given to students not holding external awards in excess of \$10,000. The Director of the School of Nursing, Chair of Graduate Programs in Nursing, and one graduate faculty member will select the recipient. The Selection Committee should consult the Faculty of Graduate Studies to determine what other sources of graduate funding may be held concurrently with these scholarships. These scholarships were established by a bequest from Margaret Mary Byrne through Foundation Western.

Value: 2 at \$4,000

Effective: May 2004

Sydenham Hall – Jean Dunlop Residence Bursaries (Any Undergraduate Faculty)

Awarded to any undergraduate students who are living in one of Western's on-campus residences, based on financial need. These bursaries are named in honour of Jean Dunlop who was Sydenham Hall's Secretary for many years, and are made possible by generous donations from former Sydenham Hall residents through Foundation Western.

Value: 5 at \$1,000

Effective: May 2003

Manulife Financial Scholarships in Actuarial Sciences (Faculty of Science, Actuarial Science)

Awarded to students completing the third year of an Honors Specialization in Actuarial Sciences or a double Major in an Honors degree which includes Actuarial Sciences. The scholarship will be awarded based on academic achievement (minimum 80%). The Dean of the Faculty of Science, in consultation with the Chair of Statistics and Actuarial Sciences, will select the recipients. These scholarships were established by a generous gift from Manulife Financial.

Value: 1 at \$1,000 effective May 2004

2 at \$2,000 effective May 2005 and thereafter

Manulife Financial MBA Scholarship (Faculty of Graduate Studies, Business)

Awarded to an international student entering year 1 of the MBA program at the Richard Ivey School of Business based on academic achievement (minimum 80% average). This scholarship will continue in Year 2 provided that the recipient maintains an average in the top 50% of his or her class. If the recipient fails to qualify to retain the scholarship, another student in Year 2 MBA will be selected. The MBA Program Office will select the recipient. This scholarship is made possible by a generous gift from Manulife Financial.

Value: 1 at \$5,000, continuing for 2 years

Effective: beginning in May 2003 and ending in May 2008

Manulife Financial EMBA Scholarship (Faculty of Graduate Studies, Business)

Awarded to a foreign national student entering year 1 of the EMBA program at the Hong Kong campus of the Richard Ivey School of Business based on academic achievement (minimum 80% average). This scholarship will continue in Year 2 provided that the recipient maintains an average in the top 50% of his or her class. If the recipient fails to qualify to retain the scholarship, another student in Year 2 EMBA will be selected. The MBA Program Office will select the recipient. This scholarship is made possible by a generous gift from Manulife Financial.

Value: 1 at \$5,000, continuing for 2 years

Effective: beginning in May 2003 and ending in May 2008

Anne Ferguson Memorial Award in Pharmacology and Toxicology (Faculty of Medicine & Dentistry, Pharmacology and Toxicology)

Criteria (effective May 2003): Awarded annually to an undergraduate student in any year of the Honors program in Pharmacology and Toxicology based on academic achievement (minimum 70% average) and financial need. Applications can be obtained through the Office of the Registrar and must be submitted by October 31. The Office of the Registrar will determine financial need, and the Chair of the Department of Physiology and Pharmacology will select the recipient. This award was established through Foundation Western in memory of Anne Ferguson by her friends and colleagues.

Criteria (effective May 2004): Awarded annually to an undergraduate student in any year of the Honors Specialization in Pharmacology and Toxicology or a double Major in an Honors degree which includes Pharmacology and Toxicology, based on academic achievement (minimum 70% average) and financial need. [Last 3 sentences are the same as 2003 criteria above.]

Value: 1 at \$500

Effective: beginning in May 2003 and ending in May 2007

David J. Stenason Scholarship (Faculty of Social Science, Economics)

Criteria (effective May 2003): Awarded to a full-time student from Quebec who is in any year of an Economics program at Western based on academic achievement (minimum 80% average). The recipient will

be selected by the Dean's Office, Faculty of Social Science, in consultation with the Department of Economics. This award was established by Mr. David J. Stenason (BA Economics '78) through Foundation Western.

Criteria (effective May 2003): Awarded to a full-time student from Quebec in any year of an Honors Specialization, Major or Specialization in Economics based on academic achievement (minimum 80% average). The recipient will be selected by the Dean's Office, Faculty of Social Science, in consultation with the Department of Economics. This award was established by Mr. David J. Stenason (BA Economics '78) through Foundation Western.

Value: \$1,500 effective May 2003; \$2000 effective May 2004; increasing to \$2,500 in May 2005 and thereafter

HBA '91 Student Leader Award (Richard Ivey School of Business)

Awarded annually to a student entering Year 1 of the HBA program at the Richard Ivey School of Business based on academic achievement, financial need, and involvement in extracurricular activities. Financial need applications are available online through the Office of the Registrar web site and must be submitted by March 1. The Office of the Registrar will determine financial need and the HBA Scholarship Committee will select the recipient.

Value: 1 at \$1,750

Effective: May 2003

Class of Meds '57 Entrance Accessibility Award (Faculty of Medicine & Dentistry)

Awarded annually to a student entering first year of the undergraduate Medicine program based on academic achievement and demonstrated financial need. This award will continue provided that the recipient progresses satisfactorily and continues to demonstrate financial need each year. Included in the letters of offer from the Faculty of Medicine & Dentistry to students, applicants will be informed that this award is available and that they must apply by completing a financial assistance application. Financial need applications are available online through the Office of the Registrar web site and must be submitted by August 1. Once financial need is determined, the recipient will be selected by the Scholarship and Awards Committee of the Faculty of Medicine & Dentistry. The award will be presented to the recipient in the last week of August during the White Coat ceremony. In the event of a late offer, exceptions will be made on a case by case basis. This award is made possible by generous donations from the Class of Meds '57 through Foundation Western.

Value: \$1,000 a year continuing over 4 years

Effective Date: May 2003