

**Referred to SCAD & SBRC**

**Senate Committee on Academic Development  
and  
Senate Budget Review Committee**

**Program Approval Submission 2008-09**

*This form is to be used when seeking approval for all new or substantially revised programs of study leading to a degree, diploma or certificate*

**FACULTY/SCHOOL:** FACULTY OF ARTS AND SCIENCE \_\_\_\_\_

**PROPOSED NEW PROGRAM:** CANCER RESEARCH STREAM (LISC SSP – CANC) \_\_\_\_\_

**PROPOSED IMPLEMENTATION DATE:** SEPTEMBER 2009 \_\_\_\_\_

**DATE OF FACULTY BOARD APPROVAL:** \_\_\_\_\_

**SUBMISSION CONTACT**

**NAME:** Scott DAVEY \_\_\_\_\_

**TELEPHONE:** x36923 \_\_\_\_\_

**EMAIL:** sd13@queensu.ca \_\_\_\_\_

**SIGNATURE OF THE DEAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please note that program proposals must receive the approval of Faculty Board prior to being submitted to the Senate Office for referral to the Senate Committee on Academic Development (SCAD) and the Senate Budget Review Committee (SBRC), which will then make their recommendations to Senate.

The criteria requested in PART A should be regarded as the minimum criteria for the assessment of academic programs. Any unit planning a new program should show how not only the criteria listed below but also, where appropriate, those required by the Undergraduate Program Review Audit Committee and those of the Ministry of Training, Colleges & Universities have been taken into account. For further information, please refer to the Senate Policy “Policies and Procedures for Establishing New Undergraduate Programs” (<http://www.queensu.ca/secretariat/senate/policies/newprog/index.html>)

## **PART A**

### **1. OBJECTIVES:**

Please summarize the rationale for introducing this program. The program should be consistent with the Queen's mission, the academic plans of the unit including its teaching and research strengths, the relation of the unit with other academic units and the standards, educational goals and learning objectives of the degree. Explain how this program will achieve the expected academic quality. Please identify the Faculty, School or Department, which will be administratively responsible for the academic aspects of this program such as supervision of graduate students, curriculum development and the Internal Academic Review Process.

The Cancer Research Institute at Queen's University was completed in April 2003. The open concept building was designed to accommodate three major cancer research groups already located at the University and to provide space for new cancer research initiatives. Research in the Institute extends from population studies of cancer etiology, through tumor biology and clinical trials, to outcomes and health services research. The Institute is committed to fostering transdisciplinary investigation of areas of cancer control that lie at the interface between fundamental, clinical and population research.

The three divisions of the Institute are presently populated by approximately 250 faculty, graduate and post-doctoral trainees and support staff. Opportunities for graduate and post-doctoral training are offered in partnership with several departments at the University, including: Biochemistry, Community Health and Epidemiology, Microbiology and Immunology, Oncology, Pathology and Molecular Medicine, and Pharmacology and Toxicology and the School for Public Policy. The Institute also operates a post-graduate training program in transdisciplinary cancer research, supported by the Canadian Institutes of Health Research and the Cancer Research Society, that is tailored to meet the needs of graduate and post-doctoral trainees from a wide range of disciplines.

This submission is designed to make use of this existing research strength at Queen's to allow a select group of senior undergraduate students to experience a cancer-oriented research intensive educational stream. The rationale for creating this program include: (1) to provide background preparation for students intending to pursue graduate-level cancer research; (2) to increase the ability of the University to offer undergraduate-level exposure to transdisciplinary research problems. While the central theme of the "Cancer Stream" is to begin the training of cancer researchers, the nature of cancer research means that students will have the opportunity to receive upper-year training any field encompassed by the Life Sciences program, and potentially a number beyond.

### **2. ADMISSION REQUIREMENTS:**

The admission requirements (preparation and achievement) should be appropriate for the learning objectives of the program and the institution to ensure the appropriate quality of student applicants. In no case should admission requirements be lower than the published minimum standards for the University. Indicators of student demand including applications, registrations, projected enrolment levels, and of the quality of students must be considered. Where admission is competitive, actual admission requirements may be higher than the published minimum standards. Information about anticipated enrolments should also be included.

Students will be enrolled in the Life Sciences (SSP) Research Stream, and will branch into the CANC stream at the end of 3rd year. The minimum requirement for admission will be (1) a cumulative average in core courses of 70%; and (2) acceptance into a CANC program member's laboratory for a 499 project. Students not meeting criteria (1) may be accepted at the discretion of the CANC undergraduate chair.

Enrollment will be limited to 18 students, and admittance to the program will be competitive; fulfillment of the minimum requirements will not ensure admission to the program.

Referred to SCAD & SBRC

**Senate Committee on Academic Development  
and  
Senate Budget Review Committee**

**Program Approval Submission 2008-09**

*This form is to be used when seeking approval for all new or substantially revised programs of study leading to a degree, diploma or certificate*

FACULTY/SCHOOL: ARTS AND SCIENCE

PROPOSED NEW PROGRAM: LIFE SCIENCES-DRUG DEVELOPMENT AND HUMAN TOXICOLOGY  
RESEARCH STREAM

PROPOSED IMPLEMENTATION DATE: SEPTEMBER 2009

DATE OF FACULTY BOARD APPROVAL: \_\_\_\_\_

**SUBMISSION CONTACT**

NAME: Dr. Thomas E. Massey, Head, Dept. Pharmacology & Toxicology

TELEPHONE: 613-533-6106 \_\_\_\_\_

EMAIL: [masseyt@queensu.ca](mailto:masseyt@queensu.ca) \_\_\_\_\_

SIGNATURE OF THE DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

Please note that program proposals must receive the approval of Faculty Board prior to being submitted to the Senate Office for referral to the Senate Committee on Academic Development (SCAD) and the Senate Budget Review Committee (SBRC), which will then make their recommendations to Senate.

The criteria requested in PART A should be regarded as the minimum criteria for the assessment of academic programs. Any unit planning a new program should show how not only the criteria listed below but also, where appropriate, those required by the Undergraduate Program Review Audit Committee and those of the Ministry of Training, Colleges & Universities have been taken into account. For further information, please refer to the Senate Policy "Policies and Procedures for Establishing New Undergraduate Programs" (<http://www.queensu.ca/secretariat/senate/policies/newprog/index.html>)

## **PART A**

### **1. OBJECTIVES:**

Please summarize the rationale for introducing this program. The program should be consistent with the Queen's mission, the academic plans of the unit including its teaching and research strengths, the relation of the unit with other academic units and the standards, educational goals and learning objectives of the degree. Explain how this program will achieve the expected academic quality. Please identify the Faculty, School or Department, which will be administratively responsible for the academic aspects of this program such as supervision of graduate students, curriculum development and the Internal Academic Review Process.

The proposed **Drug Development and Human Toxicology (DDHT)** stream would build on the existing Bachelor of Science in Life Sciences (SSP, Life Sciences) offered by the Departments of the Faculty of Health Sciences (Anatomy and Cell Biology, Microbiology and Immunology, Pathology, Pharmacology and Toxicology, and Physiology) and the collaboration of the School of Kinesiology and Health Studies, the Department of Biochemistry and the Protein Function and Discovery Program.

In its current format, the Life Sciences Curriculum provides a broad background in the life sciences and allows opportunities for intensive study in a particular discipline during the final year. This program equips graduates with a comprehensive base for advanced study in any of the areas represented by the participating and collaborating departments, as well as for other fields.

The proposed DDHT Stream will add to this curriculum by providing students with the opportunity for enriched study in the fields of drug discovery and development as well as pharmacology, toxicology and therapeutics, with a selection of courses complementing the B.Sc. in Life Sciences. The new concentrations will thus be instrumental in better preparing students intending to proceed to career options that rely on this kind of specialized training.

### **2. ADMISSION REQUIREMENTS:**

The admission requirements (preparation and achievement) should be appropriate for the learning objectives of the program and the institution to ensure the appropriate quality of student applicants. In no case should admission requirements be lower than the published minimum standards for the University. Indicators of student demand including applications, registrations, projected enrolment levels, and of the quality of students must be considered. Where admission is competitive, actual admission requirements may be higher than the published minimum standards. Information about anticipated enrolments should also be included.

Students will enter the DDHT Research Stream in Year 4. Acceptance into the DDHT Stream will be based on the same criteria as admission to the Honours Life Sciences Research Stream. In addition, since the number of positions available will be limited, admission will be based on overall academic performance in 3rd year Life Science core courses and in PHAR 340\*. A maximum of 16 students will be admitted to the program, from the existing complement of Life Science students (currently approximately 220 in 2<sup>nd</sup> year).

**Senate Committee on Academic Development  
and  
Senate Budget Review Committee**

**Program Approval Submission**

*This form is to be used when seeking approval for all new or substantially revised programs of study leading to a degree, diploma or certificate*

**FACULTY/SCHOOL: GRADUATE STUDIES**

**PROPOSED NEW PROGRAM: COLLABORATIVE PROGRAM IN CANCER RESEARCH**

**PROPOSED IMPLEMENTATION DATE: SEPTEMBER 2009**

**DATE OF GRADUATE SCHOOL COUNCIL APPROVAL: FEBRUARY 11, 2009**

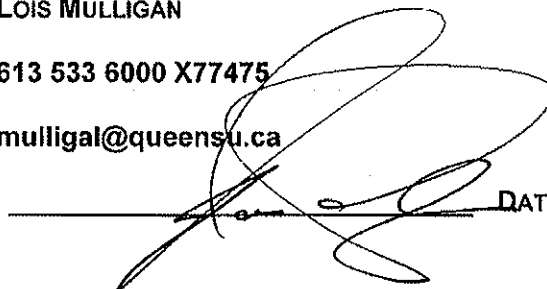
**SUBMISSION CONTACT**

**NAME: LOIS MULLIGAN**

**TELEPHONE: 613 533 6000 X77475**

**EMAIL: mulligal@queensu.ca**

**SIGNATURE OF THE DEAN:**



**DATE:**

*Feb 25/09*

Please note that program proposals must receive the approval of Faculty Board prior to being submitted to the Senate Office for referral to the Senate Committee on Academic Development (SCAD) and the Senate Budget Review Committee (SBRC), which will then make their recommendations to Senate.

The criteria requested in PART A should be regarded as the minimum criteria for the assessment of academic programs. Any unit planning a new program should show how not only the criteria listed below but also, where appropriate, those required by the Undergraduate Program Review Audit Committee and those of the Ministry of Training, Colleges & Universities have been taken into account. For further information, please refer to the Senate Policy "Policies and Procedures for Establishing New Undergraduate Programs" (<http://www.queensu.ca/secretariat/senate/policies/newprog/index.html>)

## **PART A**

### **1. OBJECTIVES:**

Please summarize the rationale for introducing this program. The program should be consistent with the Queen's mission, the academic plans of the unit including its teaching and research strengths, the relation of the unit with other academic units and the standards, educational goals and learning objectives of the degree. Explain how this program will achieve the expected academic quality. Please identify the Faculty, School or Department, which will be administratively responsible for the academic aspects of this program such as supervision of graduate students, curriculum development and the Internal Academic Review Process.

We propose the development of a Collaborative Graduate Program in Cancer Research at Queen's University. This is an interdisciplinary Program, involving existing OCGS approved MSc, and PhD programs in the Departments of Anatomy and Cell Biology, Biochemistry, Community Health and Epidemiology, Microbiology and Immunology, Pathology and Molecular Medicine, Pharmacology and Toxicology, and Psychology at Queen's. The overall objective of the program is to train students in the broad area of cancer research and provide a broader perspective on the range of cancer research available to them at Queen's University than would be possible in any single one of the collaborating departments. The proposed Program is intended to:

- a) Formally link graduate education in the diverse areas of cancer research being undertaken in each of the constituent graduate programs.
- b) Provide a common program for students working in cancer research with shared requirements, electives and expectations.
- c) Provide a focused course base for students within the Program that will enrich their interdisciplinary exposure to all aspects of cancer research.
- d) Provide interdisciplinary access to courses and expertise within the Program's constituent departments that optimizes availability of both resources and expertise for all students within the Collaborative Program.
- e) Permit coordinated advertising of graduate education in cancer research at Queen's in order to recruit highly qualified candidates.
- f) Offer a degree distinction (specialization) that identifies candidates as having specialized training in Cancer Research.

Departments will retain administrative responsibility for graduate students and for curriculum development in their specific area. Involvement of each department in the Collaborative Program will be reported as part of ongoing periodic appraisals.

### **2. ADMISSION REQUIREMENTS:**

The admission requirements (preparation and achievement) should be appropriate for the learning objectives of the program and the institution to ensure the appropriate quality of student applicants. In no case should admission requirements be lower than the published minimum standards for the University. Indicators of student demand including applications, registrations, projected enrolment levels, and of the quality of students must be considered. Where admission is competitive, actual admission requirements may be higher than the published minimum standards. Information about anticipated enrolments should also be included.

Admission requirements for students entering the Collaborative Program will be consistent with those of the member Department in which the student will register. In general, this will represent a B+ average or higher in a relevant previous degree program. The Collaborative Program will not consider students who do not meet the specific requirements of the member Department in which they intend to register. Students are admitted to the Doctoral Program after receiving a Master's degree in a relevant area of research at Queen's, or from another institution. Exceptional students may be admitted directly into the PhD Program. Alternatively, students who have demonstrated excellent academic standards and research progress may transfer to the Doctoral program through the mini-Master's thesis route within 18 months of their Master's registration.

Students will be recruited and will enroll in the Graduate Program of one of the participating departments. Applicants accepted by one of the constituent departments, and by a faculty supervisor who is part of the Collaborative Program, will be reviewed by the Program Committee for acceptance into the Collaborative Cancer Research Program.

**3. CURRICULUM:**

Provide a detailed overview of the proposed program, along with the proposed *Calendar* description. Details such as course requirements (core, supporting, recommended, optional courses), prerequisites, problems students may encounter and new courses being proposed for the program should be included. The structure and curriculum of the program should be appropriate for its learning objectives.

Graduate students engaged in the Collaborative Program in Cancer Research will be registered in one of the participating OCGS-appraised departmental programs and will be required to satisfy the academic requirements of the program-of-registration in conjunction with the academic requirements of the Collaborative Program. The key features of the Collaborative Program are outlined below.

- a) Students will be required to participate in a cancer focused seminar series “The Cancer Research Seminars”. This series will feature weekly presentations from faculty members, graduate students or visitors and will expose students to examples of cancer research and practice in broad areas. As part of their departmental requirements, students may also be expected to attend and participate in their home departmental seminar series. All students in the collaborative program are required to present their research regularly in either the Cancer Research Seminars or another required seminar series such as a departmental seminar series, if applicable.
- b) Students must complete the course requirements of their home departments. Further, students will take one or more ½ courses (term length) from the list of Cancer Research Program recommended courses (See Table 1, attached), which may be included within the requirements or electives of their home department, or may be in addition to these requirements. Courses may be drawn from any participating department and should be selected in consultation with the supervisor and with agreement of the home department based on the student’s background and training needs.
- c) Students will complete a research thesis within an area of cancer research.

**Calendar description**

The Collaborative Graduate Program in Cancer Research is a multidisciplinary program that offers MSc and PhD students training opportunities in the broad range of exciting and challenging fields that contribute to cancer research. The Program allows students to undertake cutting-edge research under the supervision of internationally known investigators with interests ranging from structural and tumour biology and genetics, through epidemiology, to outcomes research and health policy development. The Collaborative Program provides opportunities for interdisciplinary research and learning that are invaluable for our student’s future career development. Areas of research interest covered by this program include Molecular Epidemiology; Outcomes Research and Health Policy Development; Cancer Care and Service Delivery; Cancer Genetics, Gene Regulation and Molecular Diagnostics; Drug Development and Experimental Therapeutics; Drug Metabolism and Disposition; Molecular Mechanisms of Carcinogenesis; Cellular Regulation and Signal Transduction in Cancer Cells.

**Referred to SORC**

**Senate Committee on Non-Academic Discipline**

**(SONAD)**

Revised Terms of Reference and Composition

February 24, 2009

**Background:**

The Senate Committee on Non-Academic Discipline (SONAD) identified review of the committee mandate and composition as one of its agenda topics for 2008-09. The functions of SONAD as stated currently in the Senate Handbook are no longer accurate or helpful to understand the work carried out by this committee. In addition, it was proposed that the composition of the committee be modified.

**Discussion:**

Terms of Reference

SONAD will continue to review regularly and recommend, as appropriate, changes to Senate policies addressing non-academic discipline. SONAD shall report annually to the Senate regarding the work of the committee.

Responsibility to ensure that adequate training takes place regularly has been assumed by the respective bodies that oversee their non-academic discipline systems. Orientation seminars on the subject of responsibility and procedures for non-academic discipline currently are conducted by the AMS Internal Affairs Commissioner for the benefit of the Judicial Affairs Office and the Judicial Committee. Similar training is held in Residences for those involved in non-academic discipline including the Peer Judicial Boards, participants on the Appeals Committee, and Discipline Facilitators. This training is organized by the Residence Judicial Advisor, a University staff position. The Co-ordinator, Dispute Resolution Mechanisms (CDRM) is invited regularly to speak to these groups regarding the non-academic discipline system at Queen's, applicable Senate policies, routes of appeal available in response to non-academic discipline decisions, and the principles of procedural fairness generally.

While SONAD maintains an interest in the provision of training for those involved in the non-academic discipline system, it no longer fulfills the function of ensuring that orientation seminars are provided. The groups noted above that provide training also promote the Student Code of Conduct and community standards of behaviour throughout the University community.

The CDRM provides guidance to the AMS, SGPS, faculty boards, Residence councils, and members of the administration regarding issues of jurisdiction and procedure. SONAD no longer acts in an advisory capacity on these matters.