General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #102
March 11, 2019, 2:00 p.m.   A167

Voting Members	***Non-Voting Members***
Dru Marshall, Co-Chair	Laura Flinkfelt
Tara Beattie, Academic Co-Chair	Paul Rogers
Elena Braverman	Florentine Strzelczyk
Jacqueline Jenkins	Marc Wrubleski
Dawn Johnston	
Brit Paris	***Secretary***
Sharon Robertson	Susan Belcher
Jackie Sieppert	
	Scribe
Regrets	Cherie Tutt
Sagar Grewal	
Andy Knight	

Guests

Gopal Achari, Associate Dean (Research and Graduate Studies), Schulich School of Engineering – present for Item 5

Susan Barker, Co-Chair of the Calendar and Curriculum Subcommittee – present for Items 7 – 9

Abraham Fapojuwo, Associate Head (Graduate Studies), Department of Electrical & Computer Engineering – present for Item 5

Sheila LeBlanc, Director, Continuing Education – present for Item 6

Nancy Marlett, Patient and Community Engagement Research Program Director – present for Item 6

Leslie Reid, Vice Provost Teaching and Learning, and Co-Chair of the Academic Program Subcommittee – present for Items 6 & 8

Robin Yates, Co-Chair of the Graduate Academic Program Subcommittee – present for Items 4 & 5

Observers

Christine Johns, Senior Director (Academic & International Strategies)

Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 5 & 6

The Co-Chair called the meeting to order at 2:06 p.m. and confirmed quorum.

1. **Approval of the Agenda**

Moved/Seconded

That the Agenda for the March 11, 2019 Academic Planning and Priorities Committee meeting be approved.

Carried
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2. **Remarks of the Co-Chair and Academic Co-Chair**

The Co-Chair included the following in her remarks:

- Both the Faculty of Nursing and the Haskayne School of Business will have visits from their Quality Assurance Unit Review Teams over the next few weeks. The Faculty of Veterinary Medicine will also have an accreditation visit.

- An update on the rollout of *Bill 19: An Act to Improve the Affordability and Accessibility of Post-Secondary Education*

- Representatives of the University and the provincial government will discuss the University's Mandate and Mandate and Roles document this week

- The University has submitted eleven proposals in response to the *Talent Advisory Council on Technology (TACT)* call for proposals for funding for technology-related educational programs. The Ministry of Advanced Education has communicated to the University that the decisions regarding, which programs will receive funding will be announced prior to the provincial election.

- In response to a question, it was explained that five out of the eleven *TACT* proposals submitted were requests for enrolment expansions for existing programs and the remaining proposals were for the creation of new graduate certificate programs or additional funding for internship opportunities. Three proposals were for undergraduate programs.

The Academic Co-Chair made no remarks.

3. **Approval of the February 25, 2019 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Academic Planning and Priorities Committee meeting held on February 25, 2019 be approved.

Carried
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4. **Graduate Academic Program Subcommittee Report for the February 20, 2019 Meeting (Information)**

Documentation for this item was circulated with the Agenda. Robin Yates presented this item. There were no questions.

5.   **Approval of the Creation of a Specialization in Software Engineering within the MEng**

Documentation for this item was circulated with the Agenda. Robin Yates, Abraham Fapojuwo, and Gopal Achari presented this item.

Highlights:

- The proponents provided the rationale for proposing a specialization in Software Engineering within the Master of Engineering (MEng) in Electrical and Computer Engineering program, including responding to student and industry demand and filling a gap within the current Schulich School of Engineering (SSE) course-based program offerings

- It was explained that in summer 2018 the SSE received government funding, as part of the commitment made by the government of Alberta to add 3,000 tech training spaces across the province over five years, to create a pilot of the Software Engineering program, and due to its success it is being proposed that the specialization be formally created

- In response to questions, it was reported that:

    o It is anticipated that approximately 25% of students who apply for the specialization will have a Bachelor's degree or equivalent in Software Engineering

    o Students who fall out of sync with the cohort will have the option to complete the MEng without the specialization or will need to wait a year to complete the required courses. It was noted that the MEng has a high completion rate of approximately 95%.

    o The 'Detailed' and 'Summary Charts' included in the proposal contain the same information

    o There is minimal overlap between the specialization and the graduate programs offered by the Department of Computer Science, as the focus of the specialization is on Engineering aspects of software design and implementation

- The Committee discussed:

    o The opportunities this program will create for individuals to upgrade/upscale their existing degree

    o The staffing plan for the specialization

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of a Specialization in Software Engineering within the Master of Engineering in Electrical and Computer Engineering program, as set out in the documents provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

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6. **Approval of the Creation of a Certificate in Patient and Community Engagement Research, Continuing Education**

Documentation for this item was circulated with the Agenda. Leslie Reid, Sheila LeBlanc and Nancy Marlett presented this item.

Highlights:

- The proponents provided an overview of the non-credit certificate in Patient and Community Engagement Research (PACER), Continuing Education and explained that this program directly connects with the University's *Eyes High* commitment to integrate the University with the community and empowers non-traditional learners to become research practitioners

- It was reported that the PACER program has existed for several years and that it is now being proposed to convert PACER from a certificate of participation program to a formal non-credit certificate program. It was noted that the University's non-credit credential framework is currently under development and will be brought forward at a future date, and the PACER program fits within the proposed framework.

- The Co-Chair reported that community-engaged scholarship is a focal topic at the University and that the University is working to gain Carnegie Community Engagement Classification

- In response to a question, it was explained that:

    o The education levels of each cohort can vary, but that the learning can be tailored to each cohort

    o The program focuses on teaching grounded theory research methodology

    o The six specializations that are included as part of the proposal have been areas of interest in the past. In order for a specific specialization to be offered the topic would need to be chosen by a sponsor who would then provide funding.

    o To date, all students have been sponsored, but a tuition rate has been included to allow for open enrolment

- The Committee discussed:

    o The intended audience for this program, the types of individuals who have previously completed the program, and the rationale for including 'interest and some experience with health research' as an admission criteria

    o The cohort and blended delivery model, specifically the role of the mentor in ensuring engagement from the group, and the content and structure of the three core courses

    o Employment opportunities for individuals who complete the PACER program

    o The process for recruiting patients, including the use of social media

- The Committee suggested that the proponents look into the immunization requirements required by Alberta Health Services for individuals doing research with patients. The proponents agreed to raise this with their advisory committee.

> **Moved/Seconded**
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> That the Academic Planning and Priorities Committee approve the creation of the non-credit Certificate in Patient and Community Engagement Research, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.
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> **Carried**

7. Calendar and Curriculum Subcommittee Report for the February 21, 2019 Meeting (Information)

Documentation for this item was circulated with the Agenda. Susan Barker presented this item.

In response to a question, it was explained that the International Foundations Program (IFP) Calendar changes that were approved will benefit the students currently in the program. A review of the IFP is currently underway and it is anticipated that further changes will come forward at a future date.

8. Approval of Revisions to the Calendar Entry E.1 on Course Outlines

Documentation for this item was circulated with the Agenda. Susan Barker, Leslie Reid, and Dawn Johnston, Co-Chair of the Course Outline Working Group, presented this item.

Highlights:

- The proponents explained that, as a result of feedback received from the Teaching and Learning Committee and the Academic Planning and Priorities Committee, a review of the Academic Regulations for Course Outlines was conducted. The following revisions are being proposed: re-ordering the information around themes, inserting the phrase "if applicable" to add clarity around what items are required, creating a central webpage to house University-wide required information that is not directly linked to a course, and adding a link to the Taylor Institute for Teaching and Learning resources on course outlines.

- The proponent reported that additional changes include clarifying when course outlines should be available to students, clarifying the rules around changing the weighting of an assessment, and updating the language regarding accommodation to align with the Student Accommodation Policy

- It was explained that the proposed revisions should make the information easier to navigate for both students and instructors

- The Committee discussed:
    - The types of information that falls into the 'if applicable' category
    - The importance of the inclusion of information on copyright requirements
    - The timing for when a course outline should be available to students to allow them to make informed decisions about their course selection. It was suggested that normally course outlines should be available on the first day of the term or no later than the first day that a class begins.

- The Committee provided advice to the proponents on the wording of a number of sections, including when a course outline should be made available, the approval process for course outlines, the approval process for changing the weighting of an assessment, and information on the letter grade conversion scale

- The Committee agreed that the item should be withdrawn and brought back to a future meeting, as a number of amendments are still required to the wording of the regulations

Secretary's Note: The motion for this item was withdrawn.

9. Approval of Revisions to the Academic Regulations for Notations and Penalties (Credential Rescission)

Documentation for this item was circulated with the Agenda. Susan Barker presented this item.

Highlights:

- The presenter reported that it is being proposed that the Academic Regulations regarding credential rescission be revised to clarify that students who have a University of Calgary credential rescinded will be prohibited from current and future studies at the University. It was explained that students who are expelled from the University of Calgary are also prohibited from future studies at the University.

- In response to a question, it was confirmed that the Provost and Vice-President (Academic) has the final authority to decide whether or not a credential should be rescinded. The Committee requested that the Calendar language be updated to clarify this.

- The Committee discussed whether students who have had a degree rescinded from another institution should be admitted to the University, and if there is a possibility that a program may not be aware if a credential from another institution has been rescinded

- In response to a question, it was clarified that a notation of 'Credential Rescinded' will appear permanently on a student's transcript

- The Committee asked the presenter to consider if information regarding credential rescission from another University should be added to the admissions section of the Calendar

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Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Academic Regulations for Notations and Penalties regarding Credential Rescission, as set out in the document provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee, and with the requested amendment.

Carried

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10. Status of Program Approval Reports

Documentation for this item was circulated with the Agenda for information only.

11. **Other Business**

There was no other business.

12. **Adjournment**

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the March 11, 2019 meeting.

Carried

The meeting was adjourned at 3:39 p.m.

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Susan Belcher
University Secretary