

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #88
April 9, 2018, 2:00 p.m.

A167

Voting Members

Dru Marshall, Co-Chair
Robert Thompson, Academic Co-Chair
Branden Cave
Jacqueline Jenkins
Andy Knight
Ebba Kurz
Anders Nygren
Brit Paris
Richard Sigurdson

Non-Voting Members

Sandra Hoenle
Kevin McQuillan
Marc Wrubleski

Secretary

Susan Belcher

Scribe

Cherie Tutt

Regrets

Sharon Robertson

Guests

Susan Barker, Co-Chair, Calendar and Curriculum Subcommittee – present for Items 4-6
Cindy Graham, Vice-Dean, Faculty of Science – present for Item 13
Lesley Rigg, Dean, Faculty of Science – present for Item 13
Lisa Young, Co-Chair, Graduate Academic Program Subcommittee – present for Items 7-9

Observers

Christine Johns, Senior Director (Academic & International Strategies)
Sagar Grewal, Incoming Students' Union President

The Chair called the meeting to order at 2:01 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the April 9, 2018 Academic Planning and Priorities Committee meeting be approved.

Carried

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

The Co-Chair included the following in her remarks:

- This is the last Committee meeting for the Student's Union President, Branden Cave. He was thanked for his superb leadership and contributions to the Committee.
- It is anticipated that there will be an announcement this week regarding the appointment of the new Vice-Provost (Libraries and Cultural Resources)
- John Brown has been appointed as the Dean, Faculty of Environmental Design. The review process for the Dean of the Schulich School of Engineering will take place during April and May. The search for the new Dean of Nursing is progressing well and the Committee is currently shortlisting candidates.
- The Office of the Provost has started conversations with the Faculty Association regarding the initial review of gender salary equity and the work that needs to be done in this area. A small subcommittee will be struck to examine this further, and formal discussions will begin in June.
- A budget town hall has been scheduled for May 3, 2018 and messaging to the campus community will be provided in the next couple of weeks
- The University has not received any details on how the provincial government intends to roll out new technology student spaces for the 2018-19 academic year, but it is anticipated that there will be an announcement soon

In response to questions:

- The Co-Chair explained how the fee systems for international post-secondary students differ across the country depending on the different provincial funding models and noted that the University attracts top graduate students. Administration will continue to monitor this.
- The Co-Chair confirmed that the report on Diversity and Equity Among Canada's Post-Secondary Education Teachers, issued by the Canadian Association of University Teachers will be considered in the University's conversations about equity, diversity and inclusion. It was also noted that due to the emphasis on these topics in the Academic Plan, a specific dashboard has been developed to report progress in this area.

The Academic Co-Chair reminded Committee members of the upcoming presentation on April 12, 2018 at 4:00 p.m. about Graduate Education in the 21st Century, presented by Professor Susan Porter, University British Columbia, and hosted by the Graduate College

3. Approval of the March 26, 2018 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 March 26, 2018 be approved, with the requested amendment.

Carried

4. Calendar and Curriculum Subcommittee Report for the March 22, 2018 Meeting

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

In response to a question, it was reported that the 'Make Your Degree More International' Calendar Section was deleted because it received very few views and it was determined that it is more effective to use websites, such as the University of Calgary International site

5. Approval of Revisions to the Part-Time Studies Regulations

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

Highlights:

- The proponent reported that the proposed revisions to the Part-Time Studies Regulations clarify the definition of part-time student and remove information about part-time study options on evenings and weekends
- In response to a question, it was explained that, in order to eliminate queues at advising offices during peak registration times, a note has been included in the regulations listing Faculties that allow part-time studies without prior approval. It was suggested that the Registrar's Office review this list on a regular basis.
- The Committee requested that the Cumming School of Medicine (CSM) be removed from the list of Faculties that allow part-time studies without prior approval because this only applies to one program in the CSM and so is potentially misleading

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Part-Time Studies Regulations, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar, and as recommend by the Calendar and Curriculum Subcommittee and the Graduate Academic Program Subcommittee, with the requested amendment.

Carried

6. Approval of Revisions to the Registration Priority and Procedures and Residence Requirements Regulations

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

Highlights:

- The proponent provided an overview of the proposed revisions to the Registration Priority and Procedures and Residence Requirements Regulations and reported that the reference to "enrolment appointment" in the Regulations should read "registration appointment"
- The proponent then explained that the Calendar and Curriculum Subcommittee had an extensive discussion regarding the use of the word appointment because of the confusion that results from the use of this phrase due to the implication that it is a face to face meeting, but explained that the Registrar's Office would like to continue to use this word as it aligns with what is displayed in the student centre as a result of PeopleSoft programming

- The Committee discussed the reasons for not having a registration period with a start and end date and the reasons for staggering the registration appointments
- The Committee commented that the use of the phrase “registration appointment” in the Regulations is not intuitive and that, although this wording reflects what is displayed in the student centre, the wording in the Regulations needs to be redrafted to provide clarity
- The Committee also requested that information for newly admitted transfer students be added, and that the second sentence in the residency requirements section be redrafted for clarity
- Based on its discussion, the Committee decided to withdraw the motion to allow for further editing of the Regulations

Secretary’s Note: The motion for this item was withdrawn

7. Graduate Academic Program Subcommittee Report for March 21, 2018

Documentation for this item was circulated with the Agenda. Lisa Young presented this item.

There were no questions.

8. Approval of Revisions to the Academic Standing Regulations

Documentation for this item was circulated with the Agenda. Lisa Young presented this item.

Highlights:

- The proponent reported that the proposed revisions to the Academic Standing Regulations will create better alignment with the University Calendar, clarify the rules and consequences for students with poor academic standing, and introduce a new academic probation status for graduate students in course-based programs
- The proponent explained that students who are placed on academic probation will need to successfully complete a set of requirements and be in good academic standing for one full semester before the academic probation status will be removed. The requirements are intended to help a student address their fundamental learning issues and set the student up for success moving forward.
- In response to questions, it was reported that:
 - A student who has successfully completed their academic probation and who has had the status removed, but then fails a course or fails to maintain their GPA, would normally be required to withdraw rather than be placed on academic probation for a second time
 - Given the diverse nature of the different course-based graduate programs offered at the University, the Faculty of Graduate Studies will develop a set of guidelines regarding what type of requirements for a student who is placed on academic probation, but it is not intended that this information will go in the Calendar. The specific requirements for an individual student on academic probation will be included in the probation letter.
 - A program/graduate program director has the discretion to allow a student to take a different course than the course they failed, if the program does not offer the same course on a regular basis

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Academic Standing Regulations in the Graduate Calendar, as set out in the documents provided to the Committee and as recommended by the Graduate Academic Program Subcommittee.

Carried**9. Approval of Revisions to the Candidacy, Theses, and Thesis Examinations Regulations**

Documentation for this item was circulated with the Agenda. Lisa Young presented this item.

Highlights:

- The proponent reported that the proposed revisions to the Candidacy, Theses and Thesis Examination Regulations include updates to reflect current processes that were not listed in the Calendar and new wording to improve clarity and transparency
- In response to questions:
 - The proponents provided the rationale for including the procedural requirements applicable to all oral candidacy examinations in the Calendar, which includes ensuring consistency across programs and increased transparency for students
 - The proponents explained that prior to the oral examination, if there is suspicion that a student has committed academic misconduct, there will be an investigation and if the examination has to be rescheduled, the reason for this is not revealed to the other examiners
- The Committee discussed:
 - The format of the oral thesis examination and the importance of not having several examiners participate remotely. The Committee acknowledged that some discretion in this is necessary in certain circumstances to ensure that students are not being negatively impacted.
 - The reasons for replacing “well established research reputation” with “relevant research experience”, including that this allows newly established faculty members to participate in the examination process as part of their career development
- The Committee suggested that the proponent consider if there needs to be a section added in K.4 *Oral Examination Process* to address relationships between the internal and external examiners and the student being examined, and not just relationships between the supervisor and examiner, or whether this needs to be addressed more broadly elsewhere or is covered by the Code of Conduct
- The Committee requested some minor editorial changes and that it be clarified that post-doctoral scholars can serve as members of a supervisory committee

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Candidacy, Theses, and Thesis Examinations Academic Regulations sections in the Graduate Calendar, as set out in the documents provided to the Committee and as recommended by the Graduate Academic Program Subcommittee, with the requested amendments.

Carried**10. Comprehensive Institutional Plan: Appendix B: Enrolment Plan and Proposed Programming Changes**

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), and Kevin McQuillan, Deputy Provost, presented this item.

Highlights:

- The proponents explained that Appendix B outlines the University's enrolment plan, identifies current enrolment numbers, and includes a list of new programs under development or being considered for development
- The proponents reported that the University has adopted a sustainable growth enrolment model, meaning that enrolment expansions will only take place if new funding is available to support the growth. The University believes that this model allows for a focus on quality education and the student experience.
- In response to a question, it was explained that the government has not indicated its ideal target for international enrolment, but does require that the University report when international enrolment is 15% or higher. The University's International Strategy sets out an overall international enrolment target of 10% of the undergraduate student population and 25% of the graduate student population.
- The Committee provided several suggestions to help strengthen the Appendix including that:
 - Section B.1 *Enrolment Context* be re-worded/re-organized to clarify that, overall, the University anticipates there will continue to be strong demand for post-secondary education, even given the impacts of the recent economic downturn
 - Acronyms be spelled out upon first use
 - It be made clear that the University is meeting provincial enrolment targets
 - A statement be added explaining the enrolment numbers for the joint Engineering program with the Southern Alberta Institute of Technology
 - A reference to a Master of Engineering in Software Engineering be added to the list of new programs under development

11. Comprehensive Institutional Plan: Appendix D: Community Outreach and Underrepresented Learners

Documentation for this item was circulated with the Agenda. Dru Marshall and Kevin McQuillan presented this item.

Highlights:

- The proponents reviewed the purpose of Appendix D and explained that, in addition to identifying community outreach goals and plans to address the needs of underrepresented learners, this year the Appendix also includes information on the University's initiatives that address sexual violence on campus. It was noted that, the University has also provided the government with a full report on the Sexual Violence Policy that was established in June 2017.
- The Committee suggested that it may be beneficial to add examples of the community connections and outreach by both the Scholars Academy and the Graduate College

12. Comprehensive Institutional Plan: Appendix E: Internationalization

Documentation for this item was circulated with the Agenda. Dru Marshall and Kevin McQuillan presented this item.

Highlights:

- The proponents provided an overview of Appendix E and explained that the Appendix highlights the four goals listed in the International Strategy
- In response to questions, it was reported that:
 - There is a separate document that the University provides to the government, which includes reporting on all offshore programming, but that the proponents will add a paragraph to better frame this in section E.2 Reporting and Accountability
 - The focus on Indigenous people in this appendix is specific to Canadian Indigenous peoples, but the proponents will consider if work being done by Faculties with other Indigenous groups could be incorporated
 - There are other international initiatives that are not included in the Appendix, because there is a limit to the information that can be included based on the government guidelines, and the University has attempted to choose the most illustrative examples
- The Committee suggested that:
 - The definition of International Learning Experience be added
 - The numbering of the lists in the Appendix be reviewed for accuracy

13. Quality Assurance Unit Review Mid-Term Report: Science

Documentation for this item was circulated with the Agenda. Dru Marshall, Lesley Rigg, and Cindy Graham presented this item.

Highlights:

- The proponents provided an overview of the Quality Assurance Unit Review Process and explained that the Faculty of Science is reporting on its progress on addressing the recommendations from its 2014-15 unit review
- The Dean of the Faculty of Science commented on how useful the quality assurance unit review recommendations were for providing her, as a new Dean, with a road map and guiding principles

for moving the Faculty forward

- The proponents reported that there has been good progress on a number of the recommendations and that the Faculty is on track to complete/address the in-progress recommendations
- The proponents noted the value of the strategic planning discussions to fully engage staff and set the Faculty up for success
- In response to questions, it was explained that:
 - The recommendation to establish a mentoring program was specific to academic staff, but the Faculty does have strong undergraduate mentorship programs, and also intends to expand mentorship opportunities for graduate students in the future. The proponents provided some examples of the Faculty's mentorship opportunities for students.
 - The unit review team's rationale for the recommendation regarding rebalancing teaching and research funding for hiring was due in part to a lack of understanding and comprehension of the University's instructor and professor streams, and the University's strategic hiring around the six research themes
 - Sessionals typically teach one or two courses and the majority of sessionals are hired to teach in the spring/summer term
- The Committee discussed:
 - The focus of the mentorship program for academic staff, and it was explained that while there is a strong emphasis on teaching and learning, this is balanced with mentoring on developing strong research programs. It was noted that there is also work being done to expand the mentorship program to recognize the different types of mentoring individuals need at different points in their academic careers.
 - The Faculty of Science's strategy and methods for enhancing communication and transparency, including meaningful discussions and question sessions at Dean's Advisory Committee, allotting more time for discussions at Faculty Council, including reports from Faculty of Science committees to Faculty Council, regular meetings between the Vice-Dean and senior support staff, positive messaging, and identifying how people can contribute. The Dean commented that the strategic planning discussions have helped to shift the culture and improve individual staff engagement.

14. Other Business

There was no other business.

15. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the April 9, 2018 meeting.

Carried

The meeting was adjourned at 4:09 p.m.

Susan Belcher
University Secretary