

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #90
May 14, 2018, 2:00 p.m.

A167

Voting Members

Robert Thompson, Academic Co-Chair
Jacqueline Jenkins
Andy Knight
Anders Nygren
Sharon Robertson
Richard Sigurdson

Non-Voting Members

Sandra Hoenle
Kevin McQuillan

Secretary

Susan Belcher

Scribe

Cherie Tutt

Regrets

Dru Marshall, Co-Chair
Sagar Grewal
Ebba Kurz
Brit Paris
Marc Wrubleski

Guests

Susan Barker, Co-Chair of the Calendar and Curriculum Subcommittee and Vice-Provost (Student Experience)
– present for Items 4 - 11
Andrea Klaiber-Langen, Student Appeals Officer – present for Item 11
Janaka Ruwanpura, Vice-Provost (International) – present for Item 12*

Observers

Christine Johns, Senior Director (Academic & International Strategies)
Heather Smith-Watkins, Analyst, Planning and Reviews

*by telephone

The Academic Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

The Academic Co-Chair reported that Item 12 will be dealt with first due to the availability of the guest.

Moved/Seconded

That the Agenda for the May 14, 2018 Academic Planning and Priorities Committee meeting be approved, with the reported amendment.

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

The Academic Co-Chair included the following in his remarks:

- The Provost and Vice-President Academic is in Qatar to attend the University of Calgary in Qatar annual convocation ceremony
- The University has submitted its proposal to the government for the new technology student spaces, which will be available in the Fall
- Marjan Eggermont and Jason Wiens have accepted the Committee's nominations to serve on the Calendar and Curriculum Subcommittee
- The Graduate College Quality Assurance Unit Review Report will be presented at the next Committee meeting

3. Approval of the April 30, 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 April 30, 2018 be approved.

Carried**4. Report of the Calendar and Curriculum Subcommittee for the April 26, 2018 Meeting**

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

There were no questions.

5. Approval of a Revision to the Admission Requirements for the Faculty of Social Work

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

Highlights:

- The proponent reported that the proposed revisions to the transfer admission requirements for the Faculty of Social work remove a redundant English requirement for students transferring to the Bachelor of Social Work who already have completed a degree
- There were no questions

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revision to the Transfer Admission Requirements for the Faculty of Social Work, as set out in the document provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee.

Carried**6. Approval of Revisions to the Hoods Regulations**

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

Highlights:

- The proponent reported that, currently, students who complete the Inclusive Post-Secondary Education program can attend convocation at the completion of their program, but, as they are not earning a credential from the University, they only wear a robe when crossing the stage. It is being proposed that a new hood for this group be created to improve inclusiveness.
- The proponent explained that the Hoods Regulations have also been tidied up to remove any credentials that are no longer being offered by the University
- The proponent remarked that the wording in the Calendar entry should be updated from “Inclusive Education Program” to *Inclusive Post-Secondary Education Program*
- In response to a question, it was reported that students in the Inclusive Post-Secondary Education program receive a Certificate of Completion at convocation
- The Committee discussed the change of the word “scarf” in the Regulations to “stole” and the possible reasons for this change
- The Committee expressed their support for the creation of a new hood for students in the Inclusive Post-Secondary Education program

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the “Hoods” Regulations, as set out in the document provided to the Committee, effective immediately, and as recommended by the Calendar and Curriculum Subcommittee.

Carried**7. Approval of Revisions to the Calendar section for the Aboriginal Student Access Program**

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

Highlights:

- The proponent explained that, in February, there was a meeting with all of the Associate Deans from the Faculties involved in the Aboriginal Student Access Program (ASAP) to look at the success of the program and any issues associated with it. Based on the feedback received, it is being proposed that interim Calendar changes be made to the ASAP to create more flexibility for

students and create a better pathway for them into their desired program. Then, over the next year, a full review will occur which may result in further changes.

- In response to questions, it was reported that:
 - It is being proposed that the revisions be approved effective immediately to provide students admitted for 2018-19 with the most opportunities
 - “Core Course 3” will vary from year to year, but it is anticipated that there will be a three-year cycle
 - By decreasing the number of core courses, students will be able to take more elective courses that are relevant to their area of interest
 - The normal maximum course load for a student registered in the ASAP in Fall or Winter Term is four courses, which is to try to ensure success
 - When students complete the ASAP they can apply to their program of choice and, if admitted, they can use the courses they completed in the ASAP program to count toward their degree as elective course options
 - There is no credential associated with the ASAP. The purpose of the ASAP is to provide Indigenous students who do not meet their desired program’s entry requirements with a pathway to provide them with the foundational skills and support they need before they transition to their desired program. While in the ASAP students are registered as non-degree Open Studies students.
- The Committee discussed:
 - The importance of the ASAP for introducing Indigenous students to university life while still ensuring they have connections to the Indigenous community on campus
 - The scheduling of English 201, as it was noted by a member of the Committee that this course has been scheduled for the Winter term and not the Fall term. The Committee suggested that, in 2018-19, English 201 should be offered in Winter term, and if this needs to be changed in the future, that the proponent connect directly with the Department of English.

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Calendar section for the Aboriginal Student Access Program, as set out in the document provided to the Committee, effective immediately, and as recommended by the Calendar and Curriculum Subcommittee.

Carried**8. 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 reported that, based on the Committee's feedback at the last meeting, the enrolment appointment and the residence requirements sections have been redrafted to improve clarity
- In response to a question, it was confirmed that students must register for their courses online. The Committee suggested a minor grammatical correction to ensure that this is clear in the Regulations.
- The Committee discussed the use of the statement "add/drop/swap date" in the Regulations and suggested that, to make it clear, the following sentence be revised: "Students can add/drop/swap courses from this time up to the course add ~~or drop/swap~~ dates for the term in which the course is offered."

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Registration Priority and Procedures and Residence Requirements Regulations, as set out in the document provided to the Committee, effective immediately, and as recommended by the Calendar and Curriculum Subcommittee, with the requested amendments.

Carried**9. Approval of Revisions to the Sections of the Calendar regarding Medical Notes**

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

Highlights:

- The proponent reported that the proposed revisions to the sections of the Calendar regarding Medical Notes add the option for students to submit a statutory declaration or another form of supporting documentation, such as a medical note when requesting an exemption/special request. It was explained that a full communication rollout will take place once these changes are approved to ensure that practices across the University are updated.
- In response to questions, it was explained that:
 - For missed term work, an instructor may ask for supporting documentation, but not specifically for a medical note
 - By signing a statutory declaration a student makes a legally binding declaration that the facts stated in the document are true
 - It will be at the discretion of the instructor to decide what exemptions/special requests are granted based on the supporting documentation submitted by a student
 - Based on best practices from other post-secondary institutions, the University has developed two statutory declaration forms, one for missing or deferring a final examination and one general form
 - The changes to the websites that contain information on requesting exemptions/special requests are ready and will be updated following approval of the Calendar revisions

- The Committee expressed concern, whether, the wording in Section E.3 Attendance regarding prolonged absences is too vague and puts too much onus on the instructor. The Committee questioned if more specific guidelines should be included to ensure instructors/Faculties understand at what point they need to request documentation from students for prolonged absences. It was suggested that the important factor may not be prolonged absence, but rather the missing of an assessment.
- The Committee requested that Section E.3 be reviewed to ensure that the intent is clear and that it is clear whether prolonged absences from a course(s) should be dealt with by the instructor or the Faculty

Moved/Seconded

That the Academic Planning and Priorities Committee approve:

1. The revisions to Academic Regulations “Attendance” and “Debilitating Illness and Severe Domestic Affliction”;
2. The revisions to Faculty of Science, Faculty Regulation “Deferral of Final Examinations”; and
3. The creation of an Academic Regulation “Supporting Documentation and the Use of a Statutory Declaration”

as set out in the documents provided to the Committee, effective immediately, and as recommended by the Calendar and Curriculum Subcommittee.

Postponed

10. Approval of the Creation of a Calendar Entry Types of Degrees and Sub-Degree Nomenclature

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

Highlights:

- The proponent explained that, in order to improve transparency regarding the types of degrees offered by the University and sub-degree nomenclature, it is being proposed that a new Calendar entry entitled “Types of Degrees and Sub-Degree” Nomenclature be added to the Calendar
- It was reported that the province released its credential framework at the end of last week and that some updates to the Calendar entry are needed as a result, including removing the word *University* from undergraduate certificate/diploma and changing “post-baccalaureate certificate/diploma” to graduate certificate and diploma
- In response to a question, it was confirmed that only titles are changing and what constitutes the credentials remains the same
- The Committee discussed the fact that professional graduate programs may not fit exactly into a specific category due to the focus on both research and practice
- The Committee suggested that, in the undergraduate section, the “Specialization” section be updated to read “For use ~~exclusively~~ by the Faculty of Engineering”

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of a Calendar entry entitled "Types of Credentials and Sub-Degree Nomenclature", as set out in the document provided to the Committee, with the changes required by the government of Alberta, effective immediately, and as recommended by the Graduate Academic Program Subcommittee and the Calendar and Curriculum Subcommittee.

Carried**11. Student Misconduct and Academic Appeals Policy and Procedures**

Documentation for this item was circulated with the Agenda. Andrea Klaiber-Langen and Susan Barker presented this item.

Highlights:

- The proponents reviewed the rationale for updating the University's student appeals processes and developing the Student Misconduct and Academic Appeals Policy and related procedures. They noted that the three main goals are to provide better support for decision makers, improve student experience through increased transparency and consistency, and minimize legal and reputational risk.
- The proponents provided an overview of the different phases of the implementation of the and shared with the Committee some examples of the materials that will be posted on the Student Appeals Office website to help people navigate the appeals process
- In response to questions, it was explained that:
 - There will not be specified appeal hearing committee chairs. The panel chair for an appeal hearing will be chosen from a pool of appointed members, all of whom will receive training and support from the Student Appeals Office. It is also anticipated that the people who have served as appeal hearing chairs in the past will be asked to participate in this training.
 - The proponents will review the use of the term 'University Unit' for better clarity
 - Students registered in non-credit courses/programs are permitted to appeal under the Student Misconduct and Academic Appeals Policy
 - The Registrar's Office is considered the Faculty equivalent for Open Studies students and it makes decisions regarding academic progression matters for these students
 - The audio recording of an oral appeal hearing will form part of the appeal record
 - When deciding who a respondent is to an appeal, a Faculty should choose the individual who was closest to the decision that was made. In cases where bias is raised, it will be up to the respondent(s) to provide evidence to support that there was no bias.
- The Committee discussed the different phases of implementation, and in particular, the timing for developing the procedures template for the Faculties, and managing with the current procedures in the interim. The proponents noted that a communications and training plan will be put in place once the Policy and Procedures are approved.

- The Committee suggested that:
 - In the event the appellant raises a conflict of interest issue about a panel chair, someone other than the panel chair should decide whether a conflict exists, such as the Student Appeals Officer
 - In section 4.45 of the University Appeals Committee Procedure, it should be specified that only legal counsel advising the Committee will attend deliberations
 - All panel members should be from different Faculties from the appellant and the respondent
 - A definition of panel chair be added

12. International Strategy Update

Documentation for this item was circulated with the Agenda. Janaka Ruwanpura presented this item.

Highlights:

- The presenter provided an update on the International Strategy and specifically highlighted:
 - The increase in funding for the study abroad program, which should help to grow the number of students partaking in an international experience and help the University to meet its target in this area
 - The education and research partnerships developed over the last twelve months and how these align with the University's countries of emphasis and interest, and the University's processes for assessing partnerships
- In response to questions, it was reported that:
 - Attendance at an international conference is not considered as an international learning experience
 - Faculties interested in receiving specific data about the number of their students participating in study abroad programs should contact the proponent directly
- The Committee discussed:
 - The definition of mobility. It was explained that this term includes both student and faculty experiences and includes experiences from the study abroad program, cotutelle programs, and research exchanges/collaboration, for instance.
 - The limitations of the Scopus database in generating data on research done at the University. The proponent reported that this topic has been raised with the Associate Deans International for each Faculty, but that this issue may be better addressed by the Associate Deans Research who better understand how publications can be tracked. The proponent agreed to follow-up with the appropriate parties.
 - The Registrar's Office initiatives, which have helped to increase international student application and enrolment numbers this year. It was reported that the University believes that it will meet its 10% international undergraduate student population target by 2019.

13. CFDS Reports for the March and April Meetings

Documentation for this item was circulated with the Agenda. Kevin McQuillan, Co-Chair of the Campus and Facilities Development Subcommittee presented this item.

The presenter provided an update on current capital projects, noting that the MacKimmie project is proceeding on schedule and it is expected that the tower will be ready for occupancy in summer 2019, and that the weather station equipment will be moving to the Spyhill Campus.

In response to a question, it was reported that the renovation of classrooms in the Education Block is not currently on the list of capital project priorities, but that the Faculty of Education should contact Facilities and the Office of the Provost to discuss this if there are accreditation issues relating to availability of clinical space.

14. Other Business

There was no other business.

15. Adjournment

The May 14, 2018 Academic Planning and Priorities Committee meeting was adjourned by consensus.

The meeting was adjourned at 4:12 p.m.

Susan Belcher
University Secretary