

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #91
June 11, 2018, 2:00 p.m.

A167

Voting Members

Dru Marshall, Co-Chair
Robert Thompson, Academic Co-Chair
Sagar Grewal
Jacqueline Jenkins
Andy Knight
Ebba Kurz
Anders Nygren
Brit Paris
Sharon Robertson
Richard Sigurdson – arrived during Item 2

Non-Voting Members

Sandra Hoenle
Kevin McQuillan

Secretary

Susan Belcher

Scribe

Cherie Tutt

Regrets

Marc Wrubleski

Guests

Susan Barker, Co-Chair, Calendar and Curriculum Subcommittee – present for Items 8-10
Gary Dobson, Department Head, Anesthesia, Cumming School of Medicine – present for Item 4
Sheila LeBlanc, Director, Continuing Education – present for Items 6 and 7
Glenda MacQueen, Vice Dean, Cumming School of Medicine – present for Item 4
MacDonald Oguike, Director - Business Programs, Continuing Education – present for Item 6
Natasha Rajcevic, Program Manager, Continuing Education – present for Item 7
Virginia Tumas, Associate Dean (Undergraduate), Faculty of Arts – present for Item 5
Joelle Welling, Academic Co-Chair, Academic Program Subcommittee – present for Item 5 - 7
Lisa Young, Vice-Provost and Dean, Graduate Studies – present for Item 11

Observers

Christine Johns, Senior Director (Academic & International Strategies)
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 5 - 7

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 June 11, 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:

- The convocation ceremonies were held last week and were an excellent celebratory week for the University
- The University is awaiting an announcement from the provincial government in response to the proposals submitted by the University for technology student spaces for this year
- The University is anticipating that there will be an announcement regarding the tuition model in August or early September. The funding formula review is currently on hold.
- The Provost attended the Council on Academic Affairs (CAA) last week hosted by the Association of Public and Land-Grant Universities. The CAA provides a forum for discussion on trends in higher education, funding patterns and budget strategies; teaching and learning innovations; faculty roles and rewards; academic programs, planning, and advising; research and publication; and service and engagement with other sectors.
- A report on changes to the Senior Leadership Team: Bill Rosehart was renewed as Dean of Schulich School of Engineering; Tom Hickerson, Vice-Provost (Libraries and Cultural Resources) is retiring and will complete his term on June 30, 2018 and Mary-Jo Romaniuk has been appointed to the role starting September 1, 2018; Kevin McQuillan, Deputy Provost will complete his term on June 30, 2018 to become Academic Director and professor, Division of Fiscal and Economic Policy, School of Public Policy and Florentine Strzelczyk, current Vice-Dean in the Faculty of Arts has been appointed to the position starting July 1, 2018; the new Dean of Nursing will be announced later this week

The Academic Co-Chair reported that the Co-Chairs have circulated a survey to regular Committee presenters to gather their feedback and will share any useful information with the Committee once the results are received.

3. Approval of the May 14, 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 May 14, 2018 be approved.

Carried

4. Recommendation of the Name Change for the Department of Anaesthesia

Documentation for this item was circulated with the Agenda. Gary Dobson and Glenda MacQueen presented this item.

Highlights:

- The proponents reported that the proposed name change for the Department of Anesthesia to the Department of Anesthesiology, Perioperative and Pain Medicine Department will better reflect the clinical practice, teaching and research conducted by the Department
- In response to questions, it was confirmed that:
 - The proposed name is in line with comparative departments across the country and internationally
 - The Department believes that the proposed name is comprehensive and informative, and will continue to be accurate well into the future
 - While pain medicine is conducted across different medical specialities, pain medicine is specifically linked with anesthesiology practice as defined by the Royal College of Physicians and Surgeons of Canada and the other departments in the Cumming School of Medicine were supportive of this change
- It was confirmed that department name changes are approved by the General Faculties Council (GFC)

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that General Faculties Council approve the change of name of the Department of Anesthesia to Department of Anesthesiology, Perioperative and Pain Medicine, as presented to the Committee.

Carried

5. Approval of the Creation of a Concentration in Social Inequalities and Social Justice in BA Sociology program

Documentation for this item was circulated with the Agenda. Joelle Welling and Virginia Tumas presented this item.

Highlights:

- The proponents explained that the Concentration in Social Inequalities and Social Justice is based on existing courses offered by the Department of Sociology and will focus on the history, causes, and consequences of intersecting class, race, and gender-based inequalities within and across societies. It was noted that this Concentration contributes to the foundational commitments set out in the *Eyes High Strategy 2017-2022* by enriching the quality and breadth of learning for students through applied, experiential, and collaborative learning.
- In response to questions, the proponents reported that:
 - The timing of the launch is ideal based upon new hiring, faculty expertise, University

- priorities, trends within the discipline and student demand
- The Office of Leadership and Student Engagement will not be directly involved with the Certificate, but it is believed that students may be interested in participating in their initiatives
 - The Concentration will only be available to students registered in a Bachelor of Arts (BA) in Sociology, but students registered in other programs will be able to enrol in the individual courses. Depending on the success of the Concentration, the Faculty of Arts will consider if an Embedded Certificate in Social Inequalities and Social Justice would be advantageous to offer.
 - It is expected that all eight courses that make-up the Concentration will be offered annually and students will be able to fulfil the elective component by completing two different topics under the course code 483 if they so wish
 - To begin taking courses in the Concentration, a student must have successfully completed Sociology 201, which is required for the BA in Sociology. Any other required prerequisites for the Concentration are also required for the BA in Sociology, so students will not be required to complete any additional prerequisites to complete the Concentration.

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of a Concentration in Social Inequalities and Social Justice within the Bachelor of Arts in Sociology program, effective September 2019, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried

6. Approval of the Creation of a New Certificate for Front Line Leaders, Continuing Education

Documentation for this item was circulated with the Agenda. Joelle Welling, Sheila LeBlanc and MacDonald Oguike presented this item.

Highlights:

- The proponents reported that the proposed Certificate for Front Line Leaders, Continuing Education (CE) will target professionals moving into supervisory roles and will also offer a pathway for students who have already completed CE's Emerging Leaders Certificate and want to further develop their leadership skills
- In response to questions, it was explained that:
 - Certificates offered by CE typically range between 100-300 hours, and there is not a specific Canadian standard for the number of hours required for non-credit certificates. It was noted that 120 hours aligns with other comparative front line leader certificate programs. The Committee suggested that this be reflected in the proposal.
- The Committee discussed how the course fees for the Certificate were set and the business model for CE, the approach to developing the new seminar courses, assessment rubrics and the core program learning outcomes, the final assessment, and feedback mechanisms

- The Committee suggested that it be articulated in the proposal that students will be able to repeat/redo the final assessment if they do not achieve the minimum grade requirement
- It was confirmed that the Academic Planning and Priorities Committee is the final approval authority for CE certificates

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of a non-degree-credit Front Line Leaders Certificate in Continuing Education, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried**7. Approval of the Creation of a Career Development and Academic Advising Non-Degree Credit Certificate and Approval of the Suspension and Termination of the Certificate in Career and Academic Advising, Continuing Education**

Documentation for this item was circulated with the Agenda. Joelle Welling, Sheila LeBlanc and Natasha Rajcevic presented this item.

Highlights:

- The proponents explained that, to align with the Career Development Association of Alberta (CDAA) and with the changes to the Certified Career Development Professions (CCDP) designation, it is being proposed that the existing Certificate in Career and Academic Advising (CAA) be suspended and terminated and be replaced with a new Certificate in Career Development and Academic Advising (CDAA)
- The Committee reviewed the rationale for suspending versus revising the existing Certificate and it was explained that due to record management issues and the significant changes to the program it was determined to suspend and terminate and create a new certificate rather than revise the existing CAA
- In response to questions, it was reported that:
 - The new CDAA certificate requirement length has been set at 200 hours in order to meet the Canadian National Standards for certificate education set by the CDAA and the CCDP, and the curriculum aligns with the Canadian Standards and Guidelines for Career Development Practitioners
 - A significant number of students enrolled in the existing program are employees of the University, and due to the lack of programming available nationally there is also room to grow the program through increased marketing
 - The majority of courses are offered online in response to audience demand, however, there are live discussions, which help to facilitate communication skills
 - The Canadian Standards and Guidelines for Career Development Practitioners have not been updated for some time. Students who enrol in the new CDAA Certificate will be able to expand their skills beyond the core competencies required by the professional body and may select optional courses that best suit their career.

- The Committee discussed the process for students who have completed the existing CAA Certificate to ladder into the new Certificate, the maximum number of optional courses permitted and the ability to complete the courses without enrolling in the Certificate
- The Committee discussed the importance of developing course content that specifically addresses and provides training to support mental wellness and prepares advisors to respond to individuals in distress. The proponents agreed to consider further how this content can be added to the CDAA Certificate as either a core or optional course and will also explore this topic further with the CDAA.
- The Committee requested that it be clarified that there is not a Canadian National Standard length for non-credit certificates, but rather for the specific designation

Moved/Seconded

That the Academic Planning and Priorities Committee approve the suspension, effective July 2018 and eventual termination of the Career and Academic Advising non-degree-credit Certificate, Continuing Education, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried**Moved/Seconded**

That the Academic Planning and Priorities Committee approve the creation of a Career Development and Academic Advising non-degree-credit Certificate, Continuing Education, effective September 2018, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee, with the requested amendment.

Carried**8. Approval of the Revisions to the Block Week Regulations**

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

Highlights:

- The proponent explained that the Block Week Regulations are being brought forward because they have not been revised in several years and the current regulations have several limitations and can be confusing. The proponent reviewed the significant revisions made to the Regulations, including the incorporation of details for non-standard schedule requests and revised options for final examinations for block week courses.
- The proponent then provided an overview of the consultation process for the proposal
- In response to questions, it was confirmed that:
 - Any test conducted on the last day of block week cannot exceed more than ten per cent of the final course grade
 - Not every course can be scheduled during Block Week and, it is particularly challenging to schedule courses with lab or tutorial components in this format

- The last day to withdraw from a Block Week course is the last day of Block Week even though a student may have a final examination for a Block Week course after the end of Block Week
- The Committee discussed:
 - The value of Block Week and noted the challenges of creating flexibility while at the same time providing enough certainty in the Regulations
 - The importance of including details and deadlines for assessments within the course outline
 - The options for scheduling a final examination for a Block Week course
 - The importance of providing students with feedback during Block Week, so that students are able to gauge their progress in their course(s) and have enough information to decide whether they should withdraw. The Committee requested that, prior to approving the revisions to the Regulations, a minimum percentage of assessment that must be completed during the Block Week be set. The Committee suggested that fifty per cent of the grade should be completed by the end of Block Week.
- It was noted that adding a minimum percentage of grade to be completed in the Block Week will increase transparency, and that if instructors wish to be below the minimum, they could opt to create a non-standard scheduled course
- The Committee also requested that, prior to the Regulations returning to the Committee:
 - Section 8, under Block Week, be updated to include a time zone
 - Section 3, under Non-Standard Scheduled Courses, be revised to include 'normally' as UNIV 201 and UNIV 203 are scheduled as Non-Standard courses and there may be other exceptions
 - Section 5, under Non-Standard Scheduled Courses, be revised to include a multi-term across all four terms Fall/Winter/Spring/Summer

Secretary's Note: The Committee requested that the motion to approve the revisions to the Block Week Regulations be postponed, and that the Calendar and Curriculum Subcommittee review the Committee's suggestions prior to the Regulations being brought back to the Committee.

Moved/Seconded

That the Academic Planning and Priorities Committee approve the proposed revisions to the Block Week Regulations, as set out in the document provided to the Committee and as recommended by the Calendar and Curriculum Subcommittee.

Postponed

9. Approval of the Revisions to the Off-Site Examinations Regulations

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

Highlights:

- The proponent reported that, as a result of an increasing number of courses being offered in an online format, it is being proposed that the Off-Site Examinations Regulations be revised to include a section for final examinations for online and off-site courses. It was explained that the revisions to the Regulations protect the integrity of the examination process by having clear rules around taking examinations off-site while also removing potential barriers for students who live a significant distance from the main campus.
- The Committee specifically expressed their agreement with including rules for writing off-site examinations for on-site courses, and noted the value of having this clause for student athletes, in particular

Moved/Seconded

That the Academic Planning and Priorities Committee approve the proposed revisions to the Off-Site Examination Regulations, as set out in the document provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee.

Carried**10. 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 Sections of the Calendar regarding Medical Notes are coming back to the Committee with updates based on the Committee's feedback from the last meeting to improve clarity around attendance, course assessments and absences
- There were no questions

Moved/Seconded

That the Academic Planning and Priorities Committee approve:

1. The revisions to Academic Regulations "Attendance", "Scheduling of Tests", 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.

Carried

11. Graduate College Pilot Project Review and Recommendations

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), Lisa Young, Dean Faculty of Graduate Studies, and Rob Thompson, Chair, Graduate College Steering Committee, presented this item.

Highlights:

- The proponents reported that, in the previous Academic Plan one of the objectives was to create a graduate college and as a result, a three-year pilot project was launched. In order to gauge the success of the project and assist in determining if a proposal to continue the project should be brought forward to the GFC for consideration, a review team was brought in to assess the Graduate College.
- The review team provided 15 recommendations, in general the response was positive, and the review team endorsed establishing an autonomous Graduate Scholars Program within the Faculty of Graduate Studies
- The proponents explained that, given the timing, it was too late to bring forward a proposal and that they are seeking approval to extend the pilot project for one year so that graduate students and postdoctoral scholars can be admitted to the Graduate College for the 2018-2019 year while a proposal is being developed
- The proponents reviewed the vision for the Graduate College, provided an overview of programming, described the accomplishments, and outlined the benefits of having a Graduate College
- In response to a question, it was confirmed that the Graduate College has an advisory board and that there are two seats for representatives of the Graduate Students' Association (GSA)
- The Committee discussed the possibility that the Graduate College could be perceived to be elitist and not inclusive. It was noted that the University already has several programs for different types of students, including the Scholars Academy at the undergraduate level, which offers a similar type of experience.
- The Committee commented on the great job the College has done to build connections with the external community
- The Committee expressed their support for preparing a proposal to create a Graduate College but noted that it will be important that the proposal identifies ways of developing programming and initiatives that better integrate other internal stakeholder groups, in particular, other graduate students who are not members of the College. The proponents noted that the proposal for a new College would include stronger linkages to the Faculty of Graduate Studies and the GSA, which should help to address some of these issues.

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that the General Faculties Council approve a one year extension of the Graduate College pilot project to June 30, 2019.

Carried

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that the General Faculties Council direct Management to move forward with a proposal to create a Graduate College at the University of Calgary.

Carried**12. Annual Committee Performance Review and Review of the APPC Terms of Reference**

Documentation for this item was circulated with the Agenda. Robert Thompson and Dru Marshall presented this item.

Highlights:

- The Co-Chairs explained that every June the Committee is asked to assess its performance and review the Committee Terms of Reference. It was noted that the Committee also uses a Mid-Term Survey to assess performance and the Academic Co-Chair prepares an annual Committee report to the GFC, which articulates the amount of work and accomplishments completed by the Committee over the year.
- It was noted that, while numerically the Committee reviewed fewer items this year, the proposals were substantially larger and included several proposals for new credentials
- It was reported that the Committee made good progress on its 2017-18 Work Plan, and that the three items that were not addressed were not quite ready and will be brought forward next year
- The Committee discussed that generally things are working quite well and the Committee is able to effectively move items through the approval process
- It was noted that program proposals reviewed by the Ministry of Advanced Education have been well received and that the University is in line with the recently released Alberta Credential Framework and continues to work closely with the Ministry to ensure alignment
- The Committee commented that the Terms of Reference are written with a level of breadth and flexibility and that making changes may be restrictive
- The Committee remarked that they have no concerns with the delegation of responsibility to the subcommittees at this time
- The Co-Chairs thanked the Committee for their time and contributions and remarked that the Committee completed an impressive amount of work over the 2017-18 year

13. APS Report for the Meeting held May 28, 2018

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

14. CCS Report for the Meeting held May 31, 2018

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

15. Subcommittee Annual Reports

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

16. Status of Program Approvals

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

17. Other Business

There was no other business.

18. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the June 11, 2018 meeting.

Carried

The meeting was adjourned at 4:15 p.m.

Susan Belcher
University Secretary