

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #93
September 10, 2018, 2:00 p.m.

A167

Voting Members

Dru Marshall, Co-Chair
Anders Nygren, Academic Co-Chair
Tara Beattie
Sagar Grewal
Jacqueline Jenkins
Dawn Johnston
Andy Knight
Brit Paris
Sharon Robertson
Jackie Sieppert

Non-Voting Members

Laura Flinkfelt
Paul Rogers
Florentine Strzelczyk
Marc Wrubleski

Secretary

Susan Belcher

Scribe

Cherie Tutt

Guests

Gopal Achari, Associate Dean Graduate Studies, Schulich School of Engineering – present for Item 5
Karen Jackson, General Counsel – present for Item 7
Christine Johns, Senior Director (Academic & International Strategies)
Ed Nowicki, Associate Professor, Schulich School of Engineering – present for Item 5
Leslie Reid, Co-Chair of the Academic Program Subcommittee and Vice-Provost (Teaching and Learning) – present for Item 6

Observers

Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 5-8

The Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum, and welcomed members to the start of the new academic year.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the September 10, 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:

- A review of the structure, role and responsibilities of the Committee
- The University hosted Alumni Weekend from September 7-9, which included a number of scheduled events, including the Dinos Kickoff football game and the Arch Awards
- Orientation Week 2018 for new undergraduate and graduate students was successful and well attended. The University also conducted a new academic staff member Orientation.
- Fall 2018 is President Cannon's last term and there will be a series of events throughout the term to celebrate her contributions to the University
- The Presidential Recruitment Process is underway and the Presidential Search Committee is currently interviewing short-listed candidates
- With the upcoming provincial election to be held in spring 2019 the provincial government has set a busy legislative agenda for the fall, and the University is anticipating a series of updates concerning the post-secondary sector
- The University will be working with the federal government on a number of opportunities connected to the training of graduate students and work integrated learning
- Important announcements for the University, regarding the Faculty of Veterinary Medicine and Libraries and Cultural Resources, will be made during the fall

The Academic Co-Chair made no remarks.

3. Approval of the June 11, 2018 and June 25, 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 June 11, 2018 be approved.

Carried

Moved/Seconded

That the Minutes of the Academic Planning and Priorities Committee meeting held on June 25, 2018 be approved with the reported amendment.

Carried

4. Recommendation of the Academic Planning and Priorities Committee Work Plan

Documentation for this item was circulated with the Agenda. Dru Marshall and Anders Nygren presented this item.

The Co-Chairs remarked that 2018-19 will be another busy year for the Committee, and reviewed the purpose of the work plan and anticipated business for the upcoming meeting year. There were no questions.

Moved/Seconded

That the Academic Planning and Priorities Committee (APPC) recommend that the General Faculties Council approve the APPC Work Plan for the 2018-2019 academic year, in the form provided to the Committee.

Carried**5. Creation of a Master of Engineering in Environmental Engineering**

Documentation for this item was circulated with the Agenda. Gopal Achari and Ed Nowicki presented this item.

Highlights:

- The proponents reported that the Schulich School of Engineering (SSE) is proposing to create a new Environmental Engineering Specialization within the Master of Engineering (MEng), in order to establish a higher profile for this particular discipline of Engineering within the SSE, and better recognize on their parchments the work being completed by students. It was confirmed that the SSE has faculty expertise in Environmental Engineering and that it is anticipated that there will be high student demand for this program.
- In response to questions, it was explained that:
 - The creation of the MEng Environmental Engineering Specialization requires government approval
 - Only the undergraduate Engineering programs offered by the SSE are accredited. The SSE is exploring the possibility of offering an undergraduate Environmental Engineering program, but would need to do a full analysis and review of resources before fully considering this.
 - It is possible to complete all MEng 30 unit Specializations within one year. The cohort model design of the Environmental Engineering Specialization provides more structure, so it should not be a problem for students to complete the program within one year.
 - The predicted enrolment numbers for domestic and international students are based on current ratios in other SSE Masters programs
 - There are currently no funding opportunities for this program and that is part of the rationale for having a program that can be completed within one year. The Committee discussed the importance of having funding sources to attract domestic students.
 - The budget was prepared using the new formula to reflect the spilt of revenue between the Faculty and the Administration
 - The new courses that have not been assigned an instructor will be taught by sessional instructors for the first couple of years

- The Committee requested, prior to the proposal being submitted to the provincial government, that:
 - The process for approving the course outlines be clarified to include the role of department heads
 - The SSE explore whether there is an opportunity now or in the future to incorporate a research component into the MEng Environmental Engineering Specialization, so students would be eligible for Natural Sciences and Engineering Research Council funding
 - Section 3.4 Learner Demand be rewritten to remove the broad statements and focus specifically on Environmental Engineering
 - Section 3.4.2a be updated to refer to Faculty support versus Department support
 - The English Language Proficiency requirements for admission be added
 - The proposal be updated to include the option for students to participate in an internship and that the proponents connect with the Faculty of Graduate Studies regarding this

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of a Specialization (area of study) in Environmental Engineering within the Master of Engineering (course-based) program, as set out in the proposals provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee, and with the required amendments.

Carried**6. Standard for Media Recording of Students in Learning Environments**

Documentation for this item was circulated with the Agenda. Leslie Reid presented this item.

Highlights:

- The proponent reported that, due to the benefits of media recording in the learning environment, a need has emerged on campus to develop a Standard for Media Recording of Students to protect the privacy of students and encompass best practices. It was explained that this Standard is intended to be used by instructors and that the Academic Regulations in the Calendar outline recording rules for students.
- The presenter informed the Committee that many of the other U15 post-secondary institutions have created a Media Recording Standard or Policy and that these documents have informed the development of the University's Standard
- In response to questions, it was explained that:
 - Legal Services recommended the development of an operating standard versus a policy at this time
 - Originally the Standard was developed to address video recording only, but it has become apparent through consultation that there is also a need to include audio recording and photography. The drafting team is considering adding a definition of Media Recording that lists all types of Media devices that would be considered under this Standard.

- Instructors are supportive of the development of the Standard as it will provide them with guidelines
- Guest lecturers will be informed of the Standard
- Guidelines for recording for research purposes are not included within the Standard as it is best practice to keep this information separately and this is set out in the scope section of the Standard. It was acknowledged that a similar Standard for researchers may also be valuable.
- A recording notification script will be drafted for different scenarios for academic staff to use to inform students that recording will be taking place
- The Committee discussed:
 - The benefits and potential impacts associated with recording in learning environments
 - That media recording is currently happening without instructors seeking students consent
 - The difference between an instructor and an individual posting information online and concerns that comments could be misconstrued over time and the importance of having clear retention rules included in the Standard
 - The integral use of media recording in professional Faculties not only within traditional classrooms, but also practicum placements, and the fact that it could be problematic for a student to continue in their program if they are not willing to consent
 - Whether it would be valuable to have an option for students to consent to specific events
 - The need for clarity regarding whose property the recording becomes, the instructor or the University
- The Committee suggested that:
 - A clearer definition of 'notice' of media recording be incorporated into the document, and to include how notice will be given
 - 'Learning environment' be defined
 - The scope section be reworded to add clarity, specifically that 2b be expanded to refer to formative and summative assessment
 - It be made explicit that this document is intended for instructors from any Faculty, Unit, School or Department
- The Co-Chair requested that, once the Standard is updated, the proponent bring it back to the Committee for further review

7. Revised University Code of Conduct

Documentation for this item was circulated with the Agenda. Karen Jackson presented this item.

Highlights:

- The proponent reported that, as a result of amendments to Alberta's *Conflicts of Interest Act*, the University is required to make revisions to the University's Code of Conduct to ensure compliance. The proponent explained that she has been working on the revisions for several months in consultation with the Alberta Ethics Commissioner, who is responsible for final approval of the University's Code of Conduct. The University is currently awaiting feedback on its latest revisions, which were submitted to the Ethics Commissioner in August.
- The proponent then provided an overview of the revisions, in particular highlighting the new sections that have been added to the Code of Conduct
- In response to questions, it was explained that:
 - A University employee, academic staff member, appointee or volunteer appointee who wishes to accept supplementary employment of a paid nature must seek permission from their manager. Managers will be expected to keep a record of these requests in the employee file and to keep this information confidential.
 - A Teaching Assistant is considered an employee of the University
 - If a University employee, academic staff member, appointee or volunteer appointee member is invited to speak at a conference or similar event and consequently their travel fees and conference registration fees are waived, under section 4.22 of the Code of Conduct, this would be considered as a gift. In instances where the total value of the gift exceeds \$8000, approval will be required by the individual's ELT manager.
 - There have not been similar changes to conflict of interest legislation in other provinces
 - The provisions for Outside Professional Activity (OPA) have been taken directly from the Collective Agreement between the Faculty Association and the Board of Governors
- The Committee discussed:
 - The \$8000 dollar limit placed on gifts connected with conference attendance, and the benefits associated with participation in conferences for both professional development and the reputation of the University
 - The possible ambiguity between the definition of OPA and gift
 - How the changes to the *Conflicts of Interest Act* have been interpreted by the Ethics Commissioner, and the response of other Alberta post-secondary institutions to the changes to the legislation
 - The University's communication plan
 - Opportunities for groups other than the University administration to submit feedback to the government regarding the impacts of the changes on the post-secondary sector
- The proponent reported that the revised Code of Conduct will continue to be circulated to various governance committees for feedback, and that once sign-off from the Ethics Commissioner has been received this will be taken to the Board of Governors for approval

8. Quality Assurance Process Audit Report

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

Highlights:

- The proponents reported that the Campus Alberta Quality Council (CACQ) requires all of Alberta's Comprehensive Academic and Research Institutions to undergo a Quality Assurance Process Audit every five years to assess whether a University's quality assurance processes are appropriate and in line with CACQ expectations
- The proponents provided an overview of the history and development of the University's Quality Assurance processes
- The proponents then explained the audit process, which includes a site visit with the programs/units selected for review, and preparation of a report by the review team containing comments and recommendations and the University's corresponding responses
- It was noted that, in general, the review was very positive and determined that the University has rigorous quality assurance processes. The proponents commented on the value of the recommendations for informing the University as to what improvements should be made, and explained that some changes to the University Quality Assurance Processes will be coming forward in the fall.
- Due to the limited time available for discussion it was reported that this item will be brought back for discussion at the next Committee meeting

9. Other Business

There was no other business.

10. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the September 10, 2018 meeting.

Carried

The meeting was adjourned at 4:03 p.m.

Susan Belcher
University Secretary