

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #96
November 5, 2018, 2:00 p.m.

A167

Voting Members

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

Non-Voting Members

Laura Flinkfelt
Paul Rogers
Florentine Strzelczyk
Marc Wrubleski

Secretary and Scribe

Cherie Tutt

Regrets

Sagar Grewal

Guests

Susan Barker, Co-Chair of the Calendar and Curriculum Subcommittee – present for Items 4 & 5
Patti Dyjur, Curriculum Development Specialist – present for Item 11
Kim Grant, Educational Development Consultant – present for Item 11
Janet Groen, Professor, Associate Dean (Graduate Programs), Werklund School of Education – present for Items 7 & 8
Christine Johns, Senior Director (Academic & International Strategies)
Katharine Kinnear - FOIP Coordinator – present for Item 10
Sal Mendaglio, Professor, Werklund School of Education – present for Item 7
Leslie Reid, Vice-Provost (Teaching and Learning) – present for Item 10 & 11
Heather Smith-Watkins, Analyst (Planning and Reviews)
Robert Thompson, Chair, Graduate College Steering Committee* – present for Item 9
Lisa Young, Co-Chair of the Graduate Academic Program Subcommittee and Dean and Vice-Provost (Graduate Studies) – present for Items 6-9

**Via telephone*

The Co-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 November 5, 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 provincial government introduced Bill 19, the Act to Improve the Affordability and Accessibility of Post-Secondary Education, on October 29, 2018. The new tuition framework caps tuition increases to the Consumer Price Index beginning in the 2020-21 academic year and allows for processes to be developed in the future for mandatory non-instructional fees and exceptional tuition and fee increases.
 - At this time the method that the government will use to calculate the increases for mandatory non-instructional fees and exceptional tuition fees is unknown.
 - The University's Tuition and Fees Consultation Committee met this morning
 - The University has communicated to the government the importance of receiving tuition backfill to address the growing financial gap caused by the tuition freeze and cap that will come into effect in 2020-21
 - The Provost and Vice-President (Academic) will try to find out more details on the regulations around executive graduate education and will report back to the Committee
- The University budget process is well underway, with the budget roll-up meeting to take place in December
- The Provost and Vice-President (Academic) and the General Counsel have had another discussion with the Ethics Commissioner regarding the changes to the Code of Conduct and reported that students who are working for the University will no longer have to report if they are also employed in either hospitality or retail; professional experts who are not employees of the University who deliver lectures, etc. will not need to report their other employment, as under their professional codes of conduct they will be responsible to declare conflicts; the University will continue to be able to provide gifts, such as tobacco blankets, to Indigenous leaders who are volunteering with the University.
 - In response to questions, it was reported that Alberta Union of Provincial Employees staff will be required to report any other employment. Reporting is the responsibility of the employee. The Provost and Vice-President (Academic) will explore if there could be mechanisms for employees to report to someone other than their manager.
- The first meeting with the new University of Calgary in Qatar Board of Trustees, under a new governance structure formed as part of the new agreement established earlier this year, took place last week
- The Management and Professional Staff Town hall will take place on Wednesday this week

- There is a provincial Talent Advisory Committee on Technology meeting this Thursday

The Academic Co-Chair made no remarks.

3. Approval of the October 15, 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 October 15, 2018 be approved.

Carried

4. Report of the Calendar and Curriculum Subcommittee for the October 25, 2018 Meeting

Documentation for this item was circulated with the Agenda. Susan Barker presented this item. There were no questions.

5. Approval of the Revisions to the Block Week Courses Regulations

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

Highlights:

- The proponent reported that the feedback received from the Committee on the Block Week Courses Regulations was discussed by the Calendar and Curriculum Subcommittee (CCS), and that the updated document clarifies that all course components for Block Week must be scheduled in Block Week, at least 30% of the grade should be provided to students by the Block Week withdrawal deadline, and the difference between Block Week scheduled courses and Non-Standard scheduled courses
- It was noted that the use of the term 'Non-Standard' may be revisited at a future date
- In response to questions, it was reported that:
 - 3 unit courses that will be offered across the Fall and Winter Terms can be offered as Non-Standard scheduled courses
 - In most cases for where courses are scheduled across a full year, such as an internship course, students register in discrete elements over the different terms
 - It would be challenging to change the withdrawal deadline for Block Week, but the proponent will look into the possibility of this
 - The deadline to drop a Block Week course is the first day of classes
- The Committee discussed the percentage of a grade that instructors should provide to students before the Block Week withdrawal deadline, and determined that increasing this percentage beyond 30% may be challenging in the Block Week timeframe

- The Committee requested that, in point 4, in the Block Week Section, the sentence starting with 'Attendance' be deleted and the sentence regarding one-on-one meetings be moved to follow the first sentence

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, with the requested amendment.

Carried**6. Report of the Graduate Academic Program Subcommittee October 24, 2018 Meeting**

Documentation for this item was circulated with the Agenda. Lisa Young presented this item. There were no questions.

7. Approval of Revisions to the Master of Science and Doctor of Philosophy Educational Psychology (Counselling Psychology Specialization)

Documentation for this item was circulated with the Agenda. Lisa Young, Janet Groen, and Sal Mendaglio presented this item.

Highlights:

- The proponents reported that the proposed changes to the Master of Science (MSc) and Doctor of Philosophy (PhD) Educational Psychology (Counselling Psychology Specialization) are directly related to feedback from the programs' accreditation body, the Canadian Psychological Association and the College of Alberta Psychologists. The changes will also bring the programs in line with other similar programs across Canada.
- In response to a question, the proponents explained that, in Alberta, individuals are eligible to register as a psychologist after completing a Masters level degree, but that typically the rest of the provinces require a PhD to be eligible
- It was noted that it is in the best interest of the University to have programs like the MSc and PhD in Educational Psychology (Counselling Psychology Specialization) be accredited to ensure students are eligible for jobs when they graduate
- The Committee requested the following revisions to the proposal documents:
 - In the MSc proposal, on page 2, in the proposed admission requirements column, under section b), the number of units should be changed from 18 to 24
 - In the MSc proposal, on page 4, EDPS 682 should be renumbered to EDPS 617 and in f. the last sentence should be removed
 - In the PhD proposal, on page 5 in the notes section, the total credits for the MSc and PhD should be changed from 46 to 66

Moved/Seconded

That the Academic Planning and Priorities Committee approve the changes to the Master of Science Program in Educational Psychology (Counselling Psychology Specialization), as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee, with the requested amendments.

Carried**Moved/Seconded**

That the Academic Planning and Priorities Committee approve the changes to the Doctor of Philosophy (PhD) Program in Educational Psychology (Counselling Psychology Specialization), as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee, with the requested amendment.

Carried**8. Approval of the Termination of the Specialization in Applied Psychology within the Master of Education program in School and Applied Child Psychology**

Documentation for this item was circulated with the Agenda. Lisa Young, Janet Groen and Sal Mendaglio presented this item.

Highlights:

- The proponents reported that the Specialization in Applied Psychology within the Master of Education program was suspended in 2011 and that, to allow students to complete the program, it was not terminated at that time. There have not been any students in the program for some time, so it is being proposed that the program be terminated.
- There were no questions

Moved/Seconded

That the Academic Planning and Priorities Committee approve the termination, effective immediately, of the Specialization (area of study) in Applied Psychology within the Master of Education program, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried**9. Recommendation of the Establishment of the Graduate College**

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

Highlights:

- The proponents reported that, one of the commitments in the previous Academic Plan was to create a graduate college and as a result, a three-year pilot project was launched. At the end of

the last academic year, a review of the Graduate College was undertaken, which endorsed the idea of establishing a permanent Graduate College. The General Faculties Council (GFC) agreed at its June 14, 2018 meeting that Management move forward with a proposal to create a Graduate College.

- The proponents explained that the proposal before the Committee sets out the Graduate College's governance and reporting structure and establishes the Graduate College as an autonomous unit reporting to the Provost's Office through the Vice-Provost and Dean, Graduate Studies
- The Committee discussed:
 - That the Graduate College enhances the student experience, provides leadership opportunities, and enriches the campus and external communities
 - The strong community support received for establishing the Graduate College as a permanent unit
 - The name Graduate College. It was reported that there are aspirations to have a donor name attached to the Graduate College, such as Green College at the University of British Columbia
 - The role of the Oversight Committee. It was suggested that a description of the advocacy role this committee should play be added to the proposal prior to it being presented to the GFC.
 - Academic staff involvement with the Graduate College
 - The importance of diversity and drawing members from across the Faculties
- In response to questions, it was confirmed that:
 - The Graduate College will be base funded by the Office of the Provost
 - The Graduate College will not be an academic unit. The proposal is being brought forward for approval to the GFC due to the link with the Academic Plan.
 - The only academic staff involved with the Graduate College who will receive pay and teaching release will be the Head and Deputy Head of the College. It is expected that academic staff will want to be involved with the Graduate College as senior scholars and that their involvement could be viewed as part of their service commitment. The community leader senior scholars will not receive remuneration. The Committee suggested that, in the paragraph referring to the senior scholars, the word appointment be replaced with nomination.
 - The renewal criteria for senior scholars will be developed by the College Leadership Team. The job profiles for the Head of the College will be created by the Vice-Provost and Dean, Graduate Studies. The Committee suggested that the proposal state that the role of the Head is similar too, but not equivalent to, an Associate Dean.

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that the General Faculties Council approve the establishment of the Graduate College at the University of Calgary, effective January 2019, as set out in the proposal provided to the Committee.

Carried

Brit Paris abstained

10. Standard for Media Recording of Students in Learning Environments

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

Highlights:

- The proponents reported that this item is returning to the Committee and that the Standard for Media Recording of Students in Learning Environments (the Standard) has been updated based on the Committee's feedback. The proponents provided a summary of the changes.
- It was explained there has been a lot of appetite for discussion on this topic, and that there has been support for a standard of this nature to be put in place
- It was confirmed that the Provost and Vice-President (Academic) is the approval authority for the Standard
- The Committee commented that the revised Standard is much easier to read and that the information is clearly presented
- In response to a question, the proponents provided an overview of the ownership and the retention rules for media recordings. The Committee then discussed the rationale for limiting the posting of recordings to approved sites, which would exclude YouTube, Instagram etc. It was noted that instructors should notify students if their intention is to post to one of these sites and ask students for their consent, and if a student does not consent their face would need to be blurred out.
- The Committee suggested that:
 - The Standard include a statement in the notice section that the instructor should let the students know where they intend to post the media recording
 - A statement be added to the Standard about what policy takes precedence when a learning activity occurs off campus, such as at Calgary Board of Education schools or Alberta Health Services locations

11. Revisions to the Curriculum Review Handbook and Process

Documentation for this item was circulated with the Agenda. Leslie Reid, Patti Dyjur, Kim Grant, and Heather Smith-Watkins presented this item.

Highlights:

- The proponents explained that consultation regarding the curriculum review process was undertaken earlier this year, including interviews with the different units that have experienced a curriculum review within the last four years, and that the feedback and learnings from these interviews have been formed into a series of recommendations for changes to the curriculum review process
- The proponents provided an overview of the three main recommendations, including revising the definition of review team, revising the feedback and reporting structure, and enhancing student engagement in the process. It was explained that the recommendations are being presented for feedback only at this time and will come back to the Committee for recommendation to the GFC at a future meeting.
- The proponents explained some of the changes that have already been made, including greater collaboration between the Taylor Institute, the Office of Institutional Analysis and Vice Provost (Teaching and Learning) (VPTL) to provide support to the units undergoing a curriculum review, the creation of a curriculum links mapping tool, and the creation of a community of practice
- In response to questions, it was explained that:
 - It is being proposed that curriculum reviews continue to be undertaken every 5 years from the time the action plan is completed, and it was acknowledged some accredited programs may be reviewed more frequently
 - There are resources available from the Office of the VPTL for units interested in hiring a research assistant to assist with the curriculum review process, and requests for support should be made directly to the VPTL
 - It is no longer an intent to develop University level learning outcomes and this information will be removed from the handbook
- The Committee discussed:
 - The history of the curriculum review process at the University of Calgary
 - The timeline for approving the changes to the curriculum review process and suggested that these come back to the Committee and to the GFC in conjunction with the proposed changes to the Quality Assurance process
 - The importance of having consistency in the curriculum review reports
 - Challenges with units using the curriculum review process to ask for additional resources and not fully recognizing that the process is first about initiating discussions about curriculum and assessing program quality
 - The need for units to consider the sustainability of their action plans and what the right level of sign-off is to ensure the actions are meaningful and sustainable
 - The value of the community of practice
- The Committee suggested that the definition of review team be further revised to ensure that there is an opportunity for everyone in a department to partake in the curriculum review process, and that the curriculum review reports should be brought to a department meeting/council before moving forward

12. Enrolment Report 2018-2019

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

13. Approved APPC Work Plan 2018-2019

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

14. Status of Program Approval Reports

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

15. Other Business

There was no other business.

16. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the November 5, 2018 meeting.

Carried

The meeting was adjourned at 4:17 p.m.

Cherie Tutt
Meeting Secretary