



General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #98

December 17, 2018, 2:00 p.m.

A167

Voting Members

Dru Marshall, Co-Chair
Tara Beattie
Sagar Grewal
Jacqueline Jenkins
Dawn Johnston
Brit Paris
Jackie Sieppert

Non-Voting Members

Paul Rogers
Florentine Strzelczyk – present for Items 9 & 10

Secretary

Susan Belcher

Scribe

Cherie Tutt

Regrets

Andy Knight
Sharon Robertson
Marc Wrubleski

Guests

Susan Barker, Co-Chair of the Calendar Curriculum Subcommittee – present for Items 4 & 5
Patti Dyjur, Curriculum Development Specialist – present for Item 8
Danelle Greebe, Associate Director, Domestic Programs, Continuing Education – present for Item 7
Christine Johns, Senior Director (Academic & International Strategies)
Aimee Newton, Program Manager, Business and Professional Programs, Continuing Education – present for Item 7
Leslie Reid, Co-Chair of the Academic Program Subcommittee and Vice-Provost (Teaching and Learning) – present for Items 6-8
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 6-10
Lisa Young, Vice Provost and Dean, Graduate Studies – present for Item 10

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 December 17, 2018 Academic Planning and Priorities Committee meeting be approved.

Carried

2. Remarks of the Co-Chair

The Co-Chair included the following in her remarks:

- The University budget process is continuing and the University is preparing for a number of different budget scenarios. It was noted that an election may be called in February with no provincial budget passed.
- An overview of the effects of Bill 19, the Act to Improve the Affordability and Accessibility of Post-Secondary Education, on tuition and mandatory non-instructional fees processes at the University
- An update on discussions held with the government regarding the University's concerns with the Code of Conduct changes
- The provincial Talent Advisory Committee on Technology has made its preliminary recommendations, and it is anticipated that a report will be issued in January/February
- Anders Nygren was appointed the Vice-Dean of the Schulich School of Engineering on December 1, 2018 and has therefore stepped down as the Academic Co-Chair of the Committee. The General Faculties Council Executive Committee will meet tomorrow to select the next Academic Co-Chair.

3. Approval of the November 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 November 26, 2018 be approved.

Carried

4. Approval of Revisions to the BSc Psychology Admission Requirement, Faculty of Arts

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

Highlights:

- The presenter reported that, based on feedback received from the Committee last year, regarding the admission requirements for the Bachelor of Science (BSc) in Psychology, the program is bringing forward a proposal to add Biology 30 and Chemistry 30 as required courses for admission. It was explained that both courses serve as prerequisites for required courses in the BSc Psychology.
- There were no questions

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Admission Requirements for the Bachelor of Science Psychology listed under Early Admission, Standard Admission, Adult Student Admission, International High School Admission, and Transfer Admission, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar and Fall 2020 admissions cycle, and as recommended by the Calendar and Curriculum Subcommittee.

Carried**5. Approval of the Revisions to the Academic Regulations regarding Academic Appeals and Registrarial Processes**

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

Highlights:

- The presenter reported that the proposed Calendar changes are being made to align with the Student Misconduct and Academic Appeals Policy and its Procedures, which are coming into effect on January 1, 2019. It was explained that the Registrar has also made some minor modifications to the Calendar content to provide additional clarity regarding registrarial processes relating to appeals.
- In response to questions, it was reported that:
 - The Calendar Editor will ensure all links are inserted before the changes are published in the Calendar
 - If an appeal is denied, a student's registration will be cancelled and any courses in which the student was registered will be removed from their transcript
- The Committee suggested some minor editorial changes

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Academic Regulations regarding Academic Appeals and Registrarial Process, as set out in the document provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee.

Carried**6. Approval of the Suspension and Termination of the Concentration in Media Arts**

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

Highlights:

- The presenter reported that it is being proposed that the Concentration in Media Arts be suspended and terminated, as there has been limited interest in the Concentration and there is currently only one student registered
- In response to a question, it was reported that it is best practice to terminate program/credential

components with limited student interest. Some of the courses in the Concentration will continue to be offered, at present, for students with interest in this area.

Moved/Seconded

That the Academic Planning and Priorities Committee approve the suspension, effective January 1, 2019, and the eventual termination of the Concentration in Media Arts, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried

7. Approval of the A. Suspension of the Certificate in Health, Safety & Environment; B. Creation of the Certificate in Occupational Health and Safety Fundamentals and the Advanced Certificate in Occupational Health and Safety; and C. Creation of the Occupational Health and Safety Diploma

Documentation for this item was circulated with the Agenda. Leslie Reid, Aimee Newton, and Danelle Greebe presented this item.

Highlights:

- The proponents reported that it is being proposed that the existing Certificate in Health, Safety and Environment be suspended and eventually terminated, to allow for the creation of a new set of credentials, including the Occupational Health and Safety (OHS) Fundamentals and Advanced certificates and the OHS Diploma. The new credentials will align with the new education requirements of the accrediting association, the Board of Canadian Registered Safety Professionals, and will also allow graduates to qualify for additional designations.
- In response to questions, it was explained that:
 - Students who are registered in the existing Certificate in Health, Safety and Environment will be able to use their completed course credits towards the new programs
 - Continuing Education has an admission policy, which requires students to be at least 18 years of age and recommends that students have successfully completed a Grade 12 diploma. The Committee requested that this be clarified in the proposal.
 - The graduation requirements for this program are consistent with the graduation requirements across other Continuing Education programs
- The Committee discussed:
 - The value of having pathways to ladder from the certificates to the diploma for students who are at different points in their careers
 - Student demand
 - The importance for the University to respond to industry changes, and to offer quality programming and be a leader in this area

Moved/Seconded

That the Academic Planning and Priorities Committee approve the suspension, effective January 2019 and eventual termination of the Health, Safety and Environment 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 the Occupational Health and Safety non-degree-credit Fundamentals and Advanced Certificates, Continuing Education, effective January 2019, as set out in the proposals 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 an Occupational Health and Safety non-degree-credit Diploma, Continuing Education, effective January 2019, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried**8. Recommendation of Revisions to the Curriculum Review Handbook and Process**

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

Highlights:

- The proponents provided an overview of the history of curriculum review at the University, consultation regarding the curriculum review process, and outlined the three main recommendations, which have been incorporated into the new proposed Quality Assurance Curriculum Review Handbook, including revising the definition of review team, revising the feedback and reporting structure, and embedding student engagement in the process
- The Committee discussed:
 - The importance of the curriculum review process being an academic staff led process and suggested that the review team should consist of academic staff only and that students be included in the process in a different way
 - That at the beginning of the curriculum review process, the guiding questions should be presented and endorsed at the department/academic council and that before the final report is submitted to the Vice-Provost (Teaching and Learning) it be presented to and approved by the department/academic council
 - That having review co-leads or a team would help to avoid a single person being overloaded with work and that the unit heads need to ensure that the leads have the

appropriate supports

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that the General Faculties Council approve the new Curriculum Review Handbook, in the form provided to the Committee, with the requested amendments.

Carried**9. Recommendation of Revisions to the Quality Assurance Handbook**

Documentation for this item was circulated with the Agenda. Dru Marshall, Florentine Strzelczyk, and Christine Johns presented this item.

Highlights:

- The proponents provided an overview of the history of the existing Quality Assurance Process and Handbook and noted that the Handbook is being updated as a result of the Campus Alberta Quality Council's (CAQC) Quality Assurance Process Audit conducted in Spring 2018 and to better reflect how the process has matured
- The proponents noted that the changes provide greater clarity and standardization. The changes include the restructuring of the Handbook, improved alignment between the accreditation and the quality assurance processes, better instructions for the review team, updates to the data package, and the addition of best practice guidelines and templates in the appendices
- In response to a question, it was reported that the Provost could initiate a departmental level unit review
- The Committee discussed:
 - The quality assurance processes at other post-secondary institutions in the province and general quality assurance guidelines from the CAQC
 - That having a quality assurance process for the major units, versus programs only, allows for greater context and understanding and is a more holistic exercise
 - That a 5-7 year cycle for unit reviews is appropriate, and that the mid-term reporting provides a valuable opportunity to consider the big picture, generate new conversations and be accountable
 - That it is positive to include templates to provide greater consistency
 - How a unit lead (e.g. Dean or Department Head) shares the results of the unit review and provides feedback
 - The rationale for limiting the self-study document to 25 pages, not including appendices
 - The value of clearly setting out what the scope and questions are for the unit review team. The Committee suggested that, to provide context for the unit review team in advance of the site visit, a list of common questions be added to the Handbook and that any unit-specific questions be articulated at the first meeting between the Provost and the unit

review team.

- The Committee requested that:
 - The definition of unit be expanded to include a department
 - The focus of a unit's own strategic direction and how it relates to the University's Strategy and plans be made more explicit in the self-study instructions

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that the General Faculties Council approve the new Quality Assurance Academic Unit Review Handbook, in the form provided to the Committee, with the requested amendments.

Carried

10. Graduate Supervision Policy

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

Highlights:

- The proponent reported that the Graduate Supervision Policy came into effect in 2015 to articulate who can supervise, who has supervisory privileges and the process for reviewing supervisory privileges, and that based on a number of questions that have arisen it is being proposed that the policy be revised to add greater clarity
- The proponent explained that the major change is to section 4.13 of the policy, regarding the specific circumstances when a formal evaluation of supervisory privileges can be initiated and that the additional changes are editorial in nature
- The proponent reviewed the consultation process and reported that the policy will next be presented to the General Faculties Council for discussion
- The Committee discussed the roles of the Dean of Graduate Studies and the Dean of the supervisor's Faculty to initiate the formal evaluation of supervisory privileges
- In response to questions, it was explained that:
 - If a formal complaint has no merit, no further action will be taken
 - "Complainant" has not been specifically defined to allow for flexibility. The complainant could be a student, former student or an individual such as a Graduate Student Association representative lodging a complaint on behalf of another individual.
 - A supervisor will be provided with an opportunity to respond to the formal evaluation report
- The Committee suggested:
 - That the title of the Dean of the Faculty of Graduate Studies be made consistent throughout the policy and procedure
 - Section 4.13 in the policy and section 4.2 in the procedure be aligned

11. Status of Program Approval Reports

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

12. Other Business

There was no other business.

13. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the December 17, 2018 meeting.

Carried

The meeting was adjourned at 3:49 p.m.

Susan Belcher
Meeting Secretary