

General Faculties Council  
**ACADEMIC PLANNING AND PRIORITIES COMMITTEE**  
Approved Minutes

Meeting #101  
February 25, 2019, 2:00 p.m.

A167

***Voting Members***

Tara Beattie, Academic Co-Chair  
Elena Braverman  
Sagar Grewal – left during Item 10  
Jacqueline Jenkins – arrived during Item 3 & left during Item 11  
Dawn Johnston  
Andy Knight  
Brit Paris  
Sharon Robertson  
Jackie Sieppert

***Non-Voting Members***

Laura Flinkfelt  
Paul Rogers  
Florentine Strzelczyk

***Secretary***

Susan Belcher

***Scribe***

Cherie Tutt

***Regrets***

Dru Marshall, Co-Chair  
Marc Wrubleski

***Guests***

Gopal Achari, Associate Dean (Research and Graduate Studies), Schulich School of Engineering – present for Item 7  
Susan Barker, Vice-Provost (Student Experience) – present for Items 10 and 11  
Deborah Book, Legal Counsel – present for Item 10  
Michelle Verburg, Program Manager - Learning, Haskayne School of Business – present for Item 9  
Kevin Wiens, Student Ombuds – present for Item 11  
Robin Yates, Co-Chair of the Graduate Academic Program Subcommittee – present for Items 4-7

***Observers***

Kelly Hoglund, Program Support Specialist – present for Item 7  
Christine Johns, Senior Director (Academic & International Strategies)  
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 6-9

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The Academic 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 February 25, 2019 Academic Planning and Priorities Committee meeting be approved.

**Carried**

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

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

- Stephen Larter was announced as the new Associate Vice-President (Research - Innovation), effective February 25, 2019
- The President and Vice-Chancellor's installation ceremony will be held on April 8, 2019, and members were encouraged to attend

## **3. Approval of the February 4, 2019 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 February 4, 2019 be approved, with the requested amendment.

**Carried**

## **4. Graduate Academic Program Subcommittee Report for the January 23, 2019 Meeting**

Documentation for this item was circulated with the Agenda. Robin Yates presented this item. There were no questions.

## **5. Approval of Revisions to the Graduate Calendar Academic Regulations regarding Academic Appeals**

Documentation for this item was circulated with the Agenda. Robin Yates presented this item.

Highlights:

- The proponent reported that the revisions to the Academic Regulations in the Graduate Calendar regarding academic appeals are being proposed in order to align with the Student Misconduct and Academic Appeals Policy and Procedures, which came into effect on January 1, 2019, and to provide information regarding process for appeals of decisions of the Dean of Graduate Studies
- It was reported that, in addition to the Calendar revisions, the Faculty of Graduate Studies has approved new Faculty of Graduate Studies Appeals Procedures for Decisions Regarding a Graduate Thesis Exam, a Candidacy Component, or Other Decisions of the Dean, which provide more detail on the appeals process
- In response to a question, it was reported that information regarding reappraisal of graded term work and reappraisal of a final grade has been removed from the Graduate Calendar and a link has been added to refer graduate students to section I 'Reappraisal of Graded Term Work and Academic Assessments (final grades) in the University Calendar for this information

**Moved/Seconded**

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

**Carried****6. Approval of the Curriculum Changes for the Post-doctoral Diploma in Radiation Oncology Physics**

Documentation for this item was circulated with the Agenda. Robin Yates presented this item.

**Highlights:**

- The presenter reported that, as a result of recommendations from the Commission on Accreditation of Medical Physics Programs, the Department of Physics and Astronomy is proposing that the course requirements for the Post-doctoral Diploma in Radiation Oncology Physics be reduced from 24 units to 18 units to remove the two required business courses from the program.
- It was explained that the reduction of the total number of units required for the program is comparable with other diploma programs across the institution
- In response to questions, it was explained that:
  - The Commission on Accreditation of Medical Physics Programs recommended the removal of the business courses so that the focus of the program is solely on preparing students for clinical practice. It was noted that, going forward, students could complete business courses extra to load, but not as part of the program.
  - There will be minimal impact on the Haskayne School of Business as there are very few students enrolled in this program

**Moved/Seconded**

That the Academic Planning and Priorities Committee approve the curriculum revisions to the Post-doctoral Diploma in Radiation Oncology Physics, as set out in the documents provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

**Carried****7. Approval of the Creation of Stackable Certificate and Diploma in Leadership in Engineering and Advanced Practice**

Documentation for this item was circulated with the Agenda. Robin Yates and Gopal Achari presented this item.

**Highlights:**

- The proponents explained that the creation of stackable Certificate and Diploma in Leadership in Engineering and Advanced Practice (LEAP) fills a gap in the Schulich School of Engineering's (SSE)

graduate offerings and responds to the growing trend in graduate education for professional certificate and diploma programs, which ladder into Masters programs

- The proponents outlined the program requirements for the Certificate and Diploma program
- In response to questions, it was explained that:
  - A Masters level program in LEAP is currently in development and will be brought forward for approval at a future date
  - The Graduate Student Funding line in the budget refers to the funds needed to hire Graduate Teaching Assistants
  - The LEAP Certificate and Diploma have been designed with domestic students as the primary target audience, and given that the programs are classified as part-time, it is anticipated that international student interest will be low, however international applicants will be considered for admission if they apply
  - The technical courses will be scheduled by each Department. The different technical themes may not be offered every year, and the program will advertise on their website what technical themes will be available for any given year, so that applicants can plan accordingly
  - The LEAP Certificate and the Diploma are not being designated as executive programs
  - When a new program is created a new tuition fee can be set. The tuition fees for the LEAP Certificate and Diploma are comparable to other similar programs at the University.
- The Committee discussed the anticipated Certificate and Diploma enrolment numbers and how the enrolment numbers may impact class sizes, in particular for the technical courses
- The Committee requested that:
  - The tables referencing attrition rates and anticipated number of graduate be reviewed and updated as appropriate
  - The letter of support template be reviewed for grammatical errors

**Moved/Seconded**

That the Academic Planning and Priorities Committee approve the creation of a Graduate Certificate in Leadership in Engineering and Advanced Practice and a Graduate Diploma in Leadership in Engineering and Advanced Practice, as set out in the proposals provided to the Committee and as recommended by the Graduate Academic Program Subcommittee, with the requested amendment.

**Carried****8. Academic Program Subcommittee Report for the January 21, 2019 Meeting**

Documentation for this item was circulated with the Agenda. Leslie Reid presented this item. There were no questions.

### **9. Approval of the Creation of a Non-Credit Certificate in Business Essentials: Business Leadership Development Program**

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

Highlights:

- The proponents explained that Executive Education has been offering a Business Essentials Certificate of Completion for a number of years, and, in order to elevate the program and align with other non-credit offerings at the University, is proposing to convert this certificate to a formal non-credit certificate program
- The proponent provided an overview of the certificate and the integrated action learning project
- In response to a question, it was explained that the program is anticipating a small reduction in enrolment in years three and four, as a result of the launch of the new Master of Management in the Haskayne School of Business and plans to expand other program offerings in Executive Education

#### **Moved/Seconded**

That the Academic Planning and Priorities Committee approve the creation of the non-credit Certificate in Business Essentials: Business Leadership Development Program, as set out in the proposal provided to the Committee and as recommended by the Academic Program Subcommittee.

**Carried**

### **10. Recommendation of the Student Academic Misconduct Policy and Procedure**

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

Highlights:

- The proponents noted that this item is returning to the Committee, and reported that the feedback received to date has been incorporated into the current documents. The proponents commented on the quality of the feedback for helping to shape and improve the Policy and Procedure.
- The Committee requested that point “i” in the definition of Plagiarism be further refined and suggested that “without quotations” be changed to ‘without quotation marks’ and that further wording be added to encompass work that would not be attributed using quotation marks, such as computer code

#### **Moved/Seconded**

That the Academic Planning and Priorities Committee recommend that the General Faculties Council approve the Student Academic Misconduct Policy and the Student Academic Misconduct Procedure in the forms provided to the Committee, with the requested amendments.

**Carried**

## **11. Report of the Student Ombuds**

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

### Highlights:

- The presenters outlined the four principles of the Ombuds Office: independent; impartial; confidential; and accessible
- The presenters then reviewed the data in the annual report (July 1, 2017 – June 30, 2018), in particular, highlighted trends over the past five years, peak times, student distribution, case distribution by the nature of issues, and common themes of how issues arise
- In response to questions, it was reported that:
  - It is believed that the increase in the number of students visiting the Ombuds Office can be attributed to better general awareness of what supports the Ombuds provides, a greater number of referrals from the Faculties, and recommendations from students who have used the service
  - The peak times coincide with the annual academic review process, which results in a number of students being required to withdraw from their respective Faculties
  - Non-degree seeking students are students registered in Open Studies
  - On average, a student who visits the Ombuds office is seen 2-3 times for the issue for which they are seeking help
  - There is no plan to hire a second Ombuds at this time, however, this is being monitored and will be assessed again after this year's data has been collected
  - There can be a sense of general distrust associated with students' impression of the Ombuds, as a result of the Ombuds being a University employee, but consistent application of the four principles of the Ombuds Office helps to continue to build trust in the position
- The Committee discussed:
  - How the new Student Misconduct and Academic Appeals Policy and Procedures, and the proposed new Student Academic Misconduct Policy and Procedure, may impact the statistics
  - The number of undergraduate versus graduate students who visit the office, other supports available to graduate students, and the initiatives taken by the Faculty of Graduate Studies to create a positive environment for students and supervisors
  - The importance of having strong regulations, policies and procedures, which clearly set out the expectations for students and which are consistently followed
  - The different campus offices, which provide support to students, and the value of the Ombuds having strong partnerships with these offices
  - The relationship and advice that the Ombuds can provide to the Faculties
  - That it would be beneficial to have a guide for students on where they should go for advice on different issues and when the Ombuds Office can assist them. It was noted that there

is information on resources that are available to students in the course outlines, including the Ombuds.

- It was reported that the Ombuds Office will be moving out of the MacKimmie Block into the MacEwan Student Centre when redevelopment of the MacKimmie Block begins

## **12. Campus and Facilities Development Subcommittee Report for the January 22, 2019 Meeting**

Documentation for this item was circulated with the Agenda. Florentine Strzelczyk presented this item.

Highlights:

- In response to questions regarding the University Residence Strategy, it was confirmed that:
  - Hotel Alma will continue some hotel operations, but that the majority of rooms will be converted to single-room residences. Varsity Courts will remain as a residence building for the time being. The Campus and Facilities Development Subcommittee Report will be revised to reflect this and will be reloaded to the Committee's D2L site.
  - The Glacier and Olympic Hall buildings are being torn down, and there are no plans to replace them, as part of Hotel Alma is being converted to residences to maintain overall residence capacity. It was noted the buildings were outdated and had low occupancy.

## **13. Other Business**

There was no other business.

## **14. Adjournment**

### **Moved/Seconded**

That the Academic Planning and Priorities Committee adjourn the February 25, 2019 meeting.

**Carried**

The meeting was adjourned at 3:32 p.m.

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Susan Belcher  
University Secretary