

# General Faculties Council ACADEMIC PLANNING AND PRIORITIES COMMITTEE Approved Minutes

Meeting #106 May 27, 2019, 2:00 p.m.

**Voting Members** 

Dru Marshall, Co-Chair Tara Beattie, Academic Co-Chair Elena Braverman Dawn Johnston Andy Knight Mohammed Mansouri Sharon Robertson *Non-Voting Members* Paul Rogers Florentine Strzelczyk Marc Wrubleski

*Secretary* Susan Belcher

*Scribe* Cherie Tutt

## Regrets

Laura Flinkfelt Jacqueline Jenkins Jessica Revington Jackie Sieppert

#### Guests

Ron Hugo, Director, Pipeline Engineering Centre, and Professor, Department of Mechanical and Manufacturing Engineering, Schulich School of Engineering – present for Item 4 Christine Johns, Senior Director (Academic & International Strategies)

#### Observers

Kelly Hoglund, Program Proposal Specialist – present for Item 4 Heather Smith-Watkins, Analyst, Planning and Reviews– present for Item 4

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 May 27, 2019 Academic Planning and Priorities Committee meeting be approved. **Carried** 

A167

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

The Co-Chair included the following in her remarks:

- The provincial legislative session has started. Representatives from the University have met with various new government officials, including the new Minister of Advanced Education.
- A provincial budget for 2019-2020 is expected in the Fall
- The U Make a Difference Award Program Celebrations took place last week. The award program recognizes individuals and teams from across the University for their outstanding contributions.

The Academic Co-Chair made no remarks.

## 3. Approval of the May 6, 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 May 6, 2019 be approved, with the requested amendment.

Carried

#### 4. Approval of the Creation of a Graduate Certificate in Pipeline Engineering

Documentation for this item was circulated with the Agenda. Ron Hugo presented this item.

Highlights:

- The proponent reported that the Department of Mechanical and Manufacturing Engineering is proposing to create a Graduate Certificate in Pipeline Engineering in response to student and industry demand. The program will provide students with knowledge in the design, construction and operation of pipeline systems.
- The proponent provided an overview of the consultation process for developing the Graduate Certificate in Pipeline Engineering
- In response to questions, it was explained that:
  - Students will be required to complete 12 one-unit courses and must complete at least one course from each of the three thematic areas to graduate
  - Twelve courses will be offered over the term, split over three periods
  - There are no prerequisites for the courses, and students are not required to take the courses in any particular order, but in general, the courses will be scheduled from design to operation. The Director of the program would be able to provide advice to students on how to schedule the courses.
  - It is recommended that students take no more than two years to complete the program, but the maximum time to completion is three years

- There will be no overlap between the sessional instructors teaching the Master of Engineering, Pipeline Engineering and the sessional instructors teaching the Graduate Certificate in Pipeline Engineering
- The Committee discussed:
  - Student demand, in particular, the anticipated domestic and international student enrolment
  - The rationale for offering the courses in only one term per year, and how the courses will be scheduled
  - Course design and sequencing, and whether there is a potential for students completing the program part-time to be disadvantaged if they do not take the courses in a particular order
  - The staffing plan, in particular, the reasons for using a number of sessional instructors and the appropriateness of having academic staff teaching courses extra to load
  - The sustainability of the program
  - The department and Faculty approval process. The proponent confirmed that the course design was taken to the department council. The Committee requested that the proposal and any changes to it be done in line with department and Faculty governance processes and that this be noted in the proposal.
- It was suggested that the proponent consult with the Cumming School of Medicine regarding scheduling, as they have been offering one-unit courses for a number of years
- The Committee requested that the proponent create a course map to clearly identify how students can complete the courses over two years and provide more information on how students should select courses from the three thematic areas given that there are not an equal number of courses in each area. The Committee requested that the changes to the proposal be highlighted in yellow.
- The Committee agreed that, given the number of questions that the Committee has, the item should be postponed until the June 17, 2019 meeting to allow the proponent the opportunity to provide more information in answer to the Committee's questions

#### Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of the Graduate Certificate in Pipeline Engineering, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Postponed until the June 17, 2019 meeting

5. <u>Comprehensive Institutional Plan (CIP): Goals, Priority Initiatives & Expected Outcomes; Appendix</u> <u>B: Enrolment Plan and Proposed Programming Changes; Appendix D: Underrepresented Learners;</u> <u>Appendix E: Community Initiatives and Regional Stewardship; Appendix F: Government Priorities:</u> <u>Sexual Violence Prevention and Student Mental Health; Appendix G: Internationalization</u>

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

Highlights:

- The proponents reported that the feedback received from the initial consultation with the Committee on the CIP main chapter and the appendices has been incorporated into the current documents. The proponents then provided an overview of the feedback received from the General Faculties Council and the Board of Governors.
- The Committee reviewed the CIP main chapter and appendices section by section and provided suggestions to strengthen the document including: minor corrections to wording, grammar, and formatting to add clarity and consistency

## Moved/Seconded

That the Academic Planning and Priorities Committee recommend the Goals, Priority Initiatives and Expected Outcomes Chapter of the Comprehensive Institutional Plan; Appendix B: Enrolment Plan and Proposed Programming Changes; Appendix D: Underrepresented Learners; Appendix E: Community Initiatives and Regional Stewardship; Appendix F: Government Priorities; and Appendix G Internationalization to the General Faculties Council (GFC), in the forms provided to the Committee, and authorize the proponents to make non-substantive changes to the chapter or appendices prior to their presentation to the GFC.

Carried

# 6. <u>Annual Committee Performance Review and Review of the APPC Terms of Reference</u>

Documentation for this item was circulated with the Agenda. Tara Beattie and Dru Marshall presented this item.

Highlights:

- The Academic Co-Chair 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 completed a mid-term survey in February and that the resulting recommendations from this have been actioned.
- The Committee discussed:
  - The size of the meeting packages. The Co-Chair explained the reasons for the repetition and the length of the program proposals and provided tips for reviewing the proposals. It was also noted that streamlined internal templates for institutionally-approved programs were created this year.
  - The value of conducting introductions with new proponents

- o The role the Committee to review the subcommittee reports
- The Committee reviewed its role within the governance structure and its authority and responsibilities
- The Co-Chairs provided a description of the meeting preparation process
- The Committee remarked that they have no concerns at this time and that the Committee is functioning effectively
- The Committee was acknowledged for their conscientious review of materials and for their thoughtful contributions

#### 7. Campus and Facilities Development Subcommittee Annual Report for 2018-2019

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

#### 8. Calendar and Curriculum Subcommittee

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

It was reported that the Indigenous Admission Requirements item is on hold will be brought forward again in the Fall after further consultation. The revisions to the Examination Regulations and the Undergraduate Grading System (RM Grade) will be brought to the June meeting for approval.

#### 9. Status of Program Approval Reports

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

#### 10. Other Business

There was no other business.

#### 11. Adjournment

#### **Moved/Seconded**

That the Academic Planning and Priorities Committee adjourn the May 27, 2019 meeting.

Carried

The meeting was adjourned at 3:04 p.m.