

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #107
June 17, 2019 1:30 p.m.

A167

Voting Members

Dru Marshall, Co-Chair
Tara Beattie, Academic Co-Chair
Elena Braverman
Jacqueline Jenkins – arrived during Item 5a
Dawn Johnston
Andy Knight
Mohammed Mansouri
Jessica Revington
Sharon Robertson
Jackie Sieppert

Non-Voting Members

Laura Flinkfelt – left after Item 10
Paul Rogers
Florentine Strzelczyk – left after Item 10, returned
during Item 13
Marc Wrubleski

Secretary

Susan Belcher

Scribe

Cherie Tutt

Guests

Susan Barker, Co-Chair of the Calendar and Curriculum Subcommittee – present for Items 11-13
Nancy Chibry, Associate Dean, Faculty of Science – present for Item 5
Kristin Chow, Co-op/Internship Coordinator, Undergraduate Science Centre – present for Item 5
Loren Falkenberg, Senior Associate Dean (Graduate Programs), Haskayne School of Business – present for Items 8 & 9
Jennifer Hewson, Associate Professor, Faculty of Social Work – present for Items 6 & 7
Ron Hugo, Director, Pipeline Engineering Centre, and Professor, Department of Mechanical and Manufacturing Engineering, Schulich School of Engineering – present for Item 10
Noorie Jadavji, Co-op/Internship Coordinator, Undergraduate Science Centre – present for Item 5
Kim Johnston, Associate Dean, Academic and Planning, Schulich School of Engineering – present for Item 4
Janelle Morris, Graduate Program Specialist, New Graduate Programs – present for Items 8 & 9
David Nicholas, Professor, Faculty of Social Work – present for Items 6 & 7
Leslie Reid, Co-Chair of the Academic Program Subcommittee – present for Items 4 & 5
Maria Soos-Gonczol, Manager, Student Services, Faculty of Social Work – present for Items 6 & 7
Lies Thompson, Undergraduate Science Centre – present for Item 5
Robin Yates, Co-Chair of the Graduate Academic Program Subcommittee – present for Items 6 - 10

Observers

Sara Fedoruk, Analyst, Planning and Reviews – present for Items 4 - 10
Kelly Hogle, Program Proposal Specialist – present for Items 4 - 10
Christine Johns, Senior Director (Academic & International Strategies) – left after Item 10
Heather Smith-Watkins, Analyst, Planning and Reviews – present for Items 4 - 10

The Co-Chair called the meeting to order at 1:33 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the June 17, 2019 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:

- Representatives of the and University and the Ministry of Advanced Education have several meetings coming up
- It was noted that the Blue Ribbon Panel on Alberta's Finances has been meeting and it is anticipated a provincial budget will be released in the Fall
- Several University representatives will be going to Doha this week for the University of Calgary in Qatar Convocation Ceremony and Board Meeting
- The June convocation ceremonies went well and those who attended were thanked for their participation

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

- The Academic Planning and Priorities Committee Annual Report was presented to the General Faculties Council (GFC) last week. It was an incredibly busy year for the Committee, and members were thanked for their hard work and contributions over the past year.
- Sharon Robertson, Jacqueline Jenkins, and Laura Flinkfelt were recognized for their service on this occasion of their last meeting
- In May, the Committee approved the creation of the Graduate Certificate in Data Privacy and the creation of the Master of Information Security and Privacy degree programs, contingent upon there being no material changes to the proposals arising out of a second external academic review. The second external reviews were received with no changes and the proposals have now been submitted to the Ministry for review and approval.

3. Approval of the May 27, 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 27, 2019 be approved with the requested amendment.

Carried

4. **A. Schulich School of Engineering Approval of the Creation of a Minor in Digital Engineering, Creation of a Minor in Biomedical Engineering, and Creation of a Minor in Energy and Environment.**
- B. Schulich School of Engineering Approval of the Suspension and Termination of the Undergraduate Specialization in Biomedical Engineering, and the Suspension and Termination of the Undergraduate Specialization in Energy and Environment**

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

Highlights:

- The proponent reported that the Schulich School of Engineering (SSE) is proposing to suspend and eventually terminate two undergraduate specializations and create three minors. It was explained that the SSE is the only Faculty, which offers undergraduate specializations and that, to align with the standard University credentials and nomenclature, it is proposing that the specializations be suspended and terminated and replaced with minors. The SSE is also proposing to introduce a new minor in Digital Engineering to respond to student and industry demand.
- The Committee discussed:
 - The experiential learning components of the minors, in particular the co-curricular community-engaged learning projects. It was confirmed that students who participate in a co-curricular project are able to request that this be captured on their co-curricular transcript of participation.
 - The survey results and student interest in each of the three minors
 - The implementation date for the new minors and the communication plan for informing students of the change between specialization and minor. It was noted that students will be able to apply to the minors via a D2L site.
- In response to a question, the rationale for why students registered in the Software and Energy Engineering programs are not permitted to register in the Digital Engineering Minor was explained, including large overlap between the course content and program restrictions. The Committee suggested an explanatory note be added to the proposal.

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation a Minor in Digital Engineering, 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 a Minor in Biomedical Engineering, 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 a Minor in Energy and Environment, 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 suspension, effective August 15, 2019, and eventual termination of the undergraduate Specialization in Biomedical Engineering, 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 suspension, effective August 15, 2019, and eventual termination of the undergraduate Specialization in Energy and Environment, as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried**5. A. Faculty of Science Approval of the Creation of the Science Internship Program****B. Faculty of Science Approval of the Suspension and Termination of BSc (Cooperative Education) in Ecology, Suspension and Termination of BSc (Cooperative Education) in Actuarial Science and Suspension and Termination of the BSc Computer Science Internship Program**

Documentation for this item was circulated with the Agenda. Nancy Chibry, Leslie Reid, Lies Thompson, Noorie Jadavji, and Kristin Chow presented this item.

Highlights:

- The proponents explained that, as part of the University's goal to increase work-integrated learning experiences for students, the Faculty of Science is proposing to suspend and terminate two program specific cooperative education programs and one program specific internship program and create a Faculty wide internship program available to students who are enrolled in any major offered by the Faculty of Science
- In response to questions, it was reported that:
 - The Faculty is seeking accreditation for the program. The internship versus cooperative education model fits better with the field of Science, and employer needs, and aligns with accreditation body Co-operative Education and Work-Integrated Learning Canada's standards for work-integrated-learning.
 - Funding for the Science Internship team has increased to support the expansion of the program and it is anticipated that the program can support between 300-400 students each year

- A working group has been created to establish criteria for assessing students, should entry become competitive
- Honours students are able to complete an internship, ideally between 2nd and 3rd year, but it is a possibility that it may extend their time to completion
- The internship program is not currently available to Neuroscience majors due to the design of the program, however, the proponents have been in consultation with the program director to discuss this
- The Committee discussed:
 - The supports in place to help students find placements and the maximum amount of time a student can stay registered in the internship program before securing a placement
 - The different length options of the internship placements, employer needs, and the ability for a student and employer to extend the length of the internship
 - Academic staff involvement in developing and overseeing the program. It was explained that an academic staff member from each Department will be assigned to oversee and monitor the students in the internship program in their areas
 - The letters of support
- The Committee suggested that it be clarified in the proposal that the internship is only for undergraduate students and is not available to students registered in the Neuroscience major

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of the Science Internship Program 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 suspension, effective August 15, 2020, and eventual termination of the Bachelor of Science (Co-operative Education) in Ecology program, 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 suspension, effective August 15, 2020, and eventual termination of the Bachelor of Science (Co-operative Education) in Actuarial Science program, 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 suspension, effective August 15, 2020, and eventual termination of the Bachelor of Science in Computer Science (Internship) program as set out in the proposal provided to the Committee, and as recommended by the Academic Program Subcommittee.

Carried**6. Approval of the Revisions to the Master of Social Work (thesis-based) Degree Requirements**

Documentation for this item was circulated with the Agenda. Robin Yates, Jennifer Hewson, and David Nicholas presented this item.

Highlights:

- The proponents explained that the Faculty of Social Work is proposing revisions to the Master of Social Work (thesis-based) program requirements to improve student experience and align with recommendations from its accrediting body. The revisions include a change to the program start date, an increase to course requirements from 27 units to 30 units, to include 6 units of research courses to help students prepare for writing their thesis, alignment of curriculum between the Master of Social Work (course-based) and (thesis-based) programs, and the removal of the practicum requirement
- In response, to a questions, it was explained that:
 - Compared to students in the course-based program, thesis-based students are required to take 6 fewer units of course work
 - The removal of the practicum component from the thesis-based program requirements will help to reduce student time to completion and allow students more time to focus on their thesis. All students entering the MSW (thesis-based) program will already have completed a practicum experience as part of their Bachelor of Social Work degree or foundation year.
- The Committee discussed the range of required courses needed for thesis-based programs across the University, and it was noted that, while the number of courses required for the Master of Social Work (thesis-based) program is significantly higher than some programs in other Faculties, it is in line with other programs in the field of Social Work and is influenced by accreditation standards

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Master of Social Work (thesis) degree requirements, as set out in the documents provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

Jackie Sieppert – abstained.

7. Approval of the Creation of a Specialization in Leadership in the Human Services within the Master of Social Work (thesis) Degree Program

Documentation for this item was circulated with the Agenda. Robin Yates, Jennifer Hewson, and David Nicholas presented this item.

Highlights:

- The proponents reported that the Faculty of Social Work is proposing to create a Specialization in Leadership in the Human Services within the Master of Social Work (thesis-based) program. It was noted that the proposed change will align the specializations offered through the course-based and thesis-based programs.
- The Committee discussed:
 - Administrative versus clinical supervision and it was explained that the Leadership in the Human Services Specialization mainly requires administrative supervision, but is also based on the background and professional development needs of the student
 - The anticipated student enrolment in the thesis-based versus the course-based specializations. It was noted that, with the restructuring of the thesis-based program, it is hoped that the number of students in the thesis-based specialization will increase. The Committee requested that a note be added to the proposal to explain that the Faculty could support a shift of students from the course-based to the thesis-based specialization.
 - Why students would choose the thesis-based specialization over the course-based specialization, including interest in academia or building research acumen
- In response to a question, it was confirmed that thesis-based students would take the specialization courses with students registered in the course-based specialization
- The Committee requested that the proponents add comparative data for international tuition fees to the proposal

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of the Specialization in Leadership in the Human Services within the Master of Social Work (thesis) degree program, as set out in the documents provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

Jackie Sieppert – abstained.

8. Approval of the Creation of Specializations within the Master of Business Administration: Business Intelligence and Data Analytics; Management Analytics

Documentation for this item was circulated with the Agenda. Robin Yates, Loren Falkenberg, and Janelle Morris presented this item.

Highlights:

- The proponents explained that the Haskayne School of Business (HSB) is proposing to create two new specializations within the Master of Business Administration (MBA) program in order to modernize their program offerings in response to industry and student demand
- In response to a question, it was confirmed that the use of sessional instructors to teach undergraduate classes, in order to allow full-time academic staff to teach more MBA courses, is a short-term bridging measure that is being used until the new specializations generate enough revenue to allow for the Faculty to hire more ongoing academic staff
- The Committee discussed the tuition fees for the MBA specializations and it was confirmed that, in comparison to other like programs, the tuition fees are similar or lower. The Committee requested that the tuition tables be reviewed for accuracy.
- The Committee requested that the term off-load be changed to overload in reference to academic staff members teaching load
- The Committee requested that the values in the 'Graduate Student fees assessed annually' table be updated to reflect the new fees for health and dental insurance

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of the Specialization in Management Analytics within the Master of Business Administration program, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried**Moved/Seconded**

That the Academic Planning and Priorities Committee approve the creation of the Specialization in Business Intelligence and Data Analytics within the Master of Business Administration program, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

9. Approval of the Creation of Graduate Certificates: Business Intelligence and Data Analytics; Management Analytics; Advanced Accounting

Documentation for this item was circulated with the Agenda. Robin Yates, Loren Falkenberg, and Janelle Morris presented this item.

Highlights:

- The proponents explained that the HSB is proposing to create three graduate certificates in response to industry and student demand. The proponents provided an overview of the graduate certificates, highlighting that the Advanced Accounting program will be the first of its kind in western Canada and will allow students to gain their Chartered Professional Accountant (CPA) designation in a face-to-face format versus online.

- In response to questions, it was reported that:
 - Marketing of the Graduate Certificate in Business Intelligence and Data Analytics will be critical to ensure that the differences between this program and the non-degree Certificate in Business Intelligence and Data Analytics offered by University of Calgary's Continuing Education are clear. It was noted that the two programs are not seen to be competitive.
 - Students in both the MBA specializations and the graduate certificates will take the same courses, and it is hoped that this will enrich the classroom environment
- The Committee discussed:
 - The rationale for having course tuition fees versus program tuition fees for the Certificate programs
 - The proposed enrolment and attrition numbers
- The Committee suggested that the graduate certificate in Advanced Accounting be referred to as at the graduate level rather than the Masters level
- The Committee requested that the values in the 'Graduate Student fees assessed annually' table be updated to reflect the new fees for health and dental insurance

Moved/Seconded

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

Carried**Moved/Seconded**

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

Carried**Moved/Seconded**

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

Carried**10. Approval of the Creation of a Graduate Certificate in Pipeline Engineering**

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

Highlights:

- The proponents noted that this item is returning to the Committee and that the Committee's requested changes have been incorporated into the proposal documents. Specifically, details have been added regarding the Department approval process and the sequencing and scheduling of courses.
- It was reported that the proponent has consulted with the Cumming School of Medicine regarding how to schedule 1-unit courses
- The Committee discussed the course sequencing and the flexibility it provides to students
- The Committee suggested that the optional courses be put on a fixed rotation or that the program inform students what course options will be available at least 18 months in advance of offering the course to allow students adequate time to plan if there is a particular course they want to take

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, with the requested amendment to the proposal.

Carried**11. Approval of Creation of the Remedial Work Symbol**

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

Highlights:

- The proponent explained that it is being proposed that a Remedial Work (RM) symbol be created, to allow Faculties to assign an RM rather than an F for undergraduate/graduate practise-based courses, which are assessed using the CR/F grading system, where students may need to repeat the course to complete the skills required but have met some of the competencies
- It was noted that the Cumming School of Medicine MD program uses an RM grade versus a symbol, but that, based on consultation, it has been determined that the RM symbol is more appropriate for other Faculties. Faculties will be able to establish more restrictive criteria around the use of the RM because a symbol has restricted access whereas the RM grade can be entered by any instructor.
- In response to questions, it was reported that:
 - The RM symbol will be a permanent notation on a student's transcript
 - A Grade Pending (GP) symbol can be used instead of an RM symbol when a student is not required to repeat the course
 - In many of the University's professional programs if a student fails to complete a practicum course they are unable to progress in their program and may be required to withdraw
 - A Faculty has the ability to opt out of using the RM symbol

- The Committee requested that the wording for the RM symbol regulations emphasize that Faculties are not required to use the RM symbol

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revision to the “Symbols” Academic Regulations to create the Remedial Work symbol, effective Fall 2019, as set out in the document provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee, with the requested amendment.

Carried**12. Approval of the Revisions to the Academic Misconduct Regulations**

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

Highlights:

- The proponent reported that the Academic Misconduct Policy and Procedure were approved by the General Faculties Council in May and that the Academic Regulations regarding academic misconduct have been revised to align with the new Policy and Procedure. It was noted that the ‘Statement of Principles of Conduct’ and ‘Statement on Intellectual Honesty’ have not been changed.
- It was explained that the regulation regarding unauthorized recording of lectures will remain in the regulations until the changes to the Non-Academic Misconduct Policy and Procedure are brought forward next year
- In response to a question, it was reported that the proponent and Deborah Book, Legal Counsel, will be meeting with the Associate Deans next week to discuss the implementation of the new Policy and Procedures
- The Committee discussed the ‘Statement on Intellectual Honesty’ and requested that this section be reviewed next year as it does not reflect the language in the new Policy and Procedure
- The Committee suggested some minor editorial changes to the language in the regulations

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to “Statement on Principles of Conduct” Academic Regulations, effective July 1, 2019, as set out in the documents provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee, with the requested amendments.

Carried**13. Approval of the Revisions to the Examinations and Tests Regulations**

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

Highlights:

- The proponent reported that the changes to the Examination and Test Regulations are being presented after thorough consultation, and align with the changes made to the Block Week Regulations and with sound pedagogical practices for learning assessment
- In response to a question, it was explained that exceptions regarding the weight of a final examination or test can be made by the Dean
- The Committee discussed the importance of communicating these changes to instructors to ensure compliance
- The Committee provided several editorial suggestions to improve the language in the regulations
- The Committee requested that the language under section G.8 'Debarment' be updated to refer to the course outline to define what a 'substantial proportion of the course assignments' is

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the "Examinations and Tests" Academic Regulations, effective Fall 2019, as set out in the document provided, and as recommended by the Calendar and Curriculum Subcommittee, with the requested amendments.

Carried**14. Appointment of one Academic Staff Member to the Calendar and Curriculum Subcommittee**

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

The Committee named, in rank order, academic staff members at large to be approached by the University Secretariat to serve on the Calendar and Curriculum Subcommittee to replace Marjan Eggermont during her six-month research leave. The first nominee to agree to serve will be deemed appointed by the Committee.

15. Academic Program Subcommittee, Graduate Academic Program Subcommittee and Calendar and Curriculum Subcommittee Annual Reports for 2018-2019

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

16. Academic Program Subcommittee Report for the May 31, 2019 Meeting

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

17. Graduate Academic Program Subcommittee Report for the May 22, 2019 Meeting

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

18. Calendar and Curriculum Subcommittee Report for the May 30, 2019 Meeting

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

19. Other Business

There was no other business.

20. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the June 17, 2019 meeting.

Carried

The meeting was adjourned at 4:27 p.m.

Susan Belcher
University Secretary