



UNIVERSITY OF
CALGARY

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Minutes for Approval

Meeting #122
June 22, 2020, 2:00 p.m.

By Zoom platform

Voting Members

Dru Marshall, Co-Chair
Tara Beattie, Academic Co-Chair
Elena Braverman
Nicole Culos-Reed
Frank Finley
Dawn Johnston
Andy Knight
Jackie Sieppert
Tanille Shandro
Barry Wylant

Non-Voting Members

Violet Baron
Paul Rogers
Florentine Strzelczyk – arrived during Item 11
Melanie Zimmer

Secretary

Susan Belcher

Scribe

Jaclyn Carter

Guests

Susan Barker, Vice-Provost (Student Experience) and Co-Chair, Calendar and Curriculum Subcommittee – present for Items 4, 5 and 11
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment – present for Item 5
Janet Groen, Associate Dean (Graduate Programs in Education), Werklund School of Education – present for Items 8-10
Leslie Reid, Vice Provost (Teaching and Learning) – present for Item 11
Angelique Saweczko, Registrar – present for Items 5 and 11
Gabrielle Wilcox, Graduate Program Director, Educational Psychology, Werklund School of Education – present for Item 10
Robin Yates, Dean and Vice-Provost (Graduate Studies) and Co-Chair, Graduate Academic Program Subcommittee – present for Items 6-10

Observers

Sara Fedoruk, Analyst, Planning and Reviews, Office of the Provost – present for Items 7-10
Tasha Hodzic, Office of the Secretariat
Kelly Hoglund, Program Proposal Specialist, Office of the Provost – present for Items 7-10
Christine Johns, Senior Director (Academic & International Strategies)
Jessica Revington, Program Proposal Assistant, Office of the Provost – present for Items 7-10

The Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the June 22, 2020 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:

- A University Town Hall will occur this Wednesday, during which the President will address the University's 10-year vision and information coming forward from the provincial government
- Paul Rogers, Jackie Sieppert, and Dawn Johnston were acknowledged on this occasion of their last meeting
- The Academic Co-Chair, Committee members and support staff were thanked for the work they contributed this year

The Academic Co-Chair thanked Committee members for their hard work and encouraged members to take a break over the summer.

In response to a question, the Co-Chair explained that it is not yet known whether a University representative will be participating in the provincial government's review of the province's postsecondary education system, but it is anticipated that we should know more in the coming days. It was noted that McKinsey & Company has been hired to conduct the review.

3. Approval of the June 8, 2020 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Academic Planning and Priorities Committee held on June 8, 2020 be approved, with the requested amendments.

Carried

4. CCS Report for the May 21, 2020 Meeting

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

Highlights:

- The presenter provided an overview of the report, explaining that:
 - The University typically decimalizes new courses, and then once established they are assigned permanent course numbers. This is the process used in the Faculty of Law, and the courses with

- newly-approved permanent course numbers are more meaningful on students' transcripts
- Calendar entries for the recently-approved Embedded Certificates in Entrepreneurial Thinking and Leadership were brought forward
- The Faculty of Veterinary Medicine proposed to restructure its fourth-year program where students typically visit veterinary practices. The shift to online activities minimizes students' risk and exposure during the pandemic while ensuring the program continues to comply with accreditation standards.
- In response to a question, it was explained that the discussion of Indigenous Admission Principles will not come forward for approval by the Academic Planning and Priorities Committee, as these are value statements and guidelines designed to inform formal policies and procedures

5. Revisions to Undergraduate Admissions Procedures

Documentation for this item was circulated with the Agenda. Susan Barker, Angelique Saweczko and Jennifer de Roaldes presented this item.

Highlights:

- The proponents provided an overview of the proposal, explaining that in recent months there have been many changes to secondary and postsecondary grading systems across the country and around the world, and that these changes take some of the temporary regulations implemented earlier this term and make them more permanent to support students who have been impacted by changes to grading practices or the cancellation of examinations in the Winter 2020 term
- There were no questions

Moved/Seconded

That the Academic Planning and Priorities Committee approve the changes to sections A.5 *Undergraduate Admission Requirements* and A.5.3.1 *Transfer Admission Requirements* in the University Calendar, as set out in the document provided to the Committee, and as recommended by the Calendar and Curriculum Subcommittee.

Carried

6. GAPS Report for the May 27, 2020 Meeting

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

There were no questions.

7. Suspension of the Master of Disability and Community Studies

Documentation for this item was circulated with the Agenda. Robin Yates and Tara Beattie, Associate Dean (Graduate Education), Cumming School of Medicine, presented this item.

Highlights:

- The proponents provided an overview of the proposal, explaining that a curriculum review in the Cumming School of Medicine (CSM) revealed that enrolment in the course-based Master's in Disability and Community Studies had decreased substantially in the last five to seven years, to such an extent that the program is no longer viable. No new students have been admitted to the program since 2018 and CSM will see current students through to the end of their program.
- In response to questions, it was explained that:
 - The proposed suspension is temporary, ending in June 2023, to allow the CSM time to re-envision the program, and examine how it can be offered in a revised format going forward
 - The CSM is considering a stackable program as part of its re-envisioning of the program

Moved/Seconded

That the Academic Planning and Priorities Committee approve the suspension of the Master of Disability and Community Studies program, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

Tara Beattie abstained.

8. Termination of the Specialization in Community Rehabilitation and Disability Studies within the Diploma of the Faculty of Education

Documentation for this item was circulated with the Agenda. Robin Yates, Janet Groen, Tara Beattie, Associate Dean (Graduate Education), Cumming School of Medicine, and Violet Baron, Director, Strategic Education Initiatives, Werklund School of Education, presented this item.

Highlights:

- The proponents provided an overview of the proposal, explaining that oversight of all Community Rehabilitation and Disability Studies programs was transferred from the Werklund School of Education (WSE) to the CSM many years ago, at which time many programs were implemented, but that this specialization has never been offered by either the CSM or the WSE
- In response to a question, it was explained that this program may become part of the revamped Master of Disability and Community Studies

Moved/Seconded

That the Academic Planning and Priorities Committee approve the termination of the Specialization in Community Rehabilitation and Disability Studies within the Diploma of the Faculty of Education, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

Tara Beattie abstained.

9. Name Change from the Diploma of the Faculty of Education to the Graduate Diploma in Educational Research

Documentation for this item was circulated with the Agenda. Robin Yates, Janet Groen and Violet Baron, Director, Strategic Education Initiatives, Werklund School of Education, presented this item.

Highlights:

- The proponents provided an overview of the proposal, which aims to remove the antiquated name of the diploma and brings it current with the University and the Alberta Credentials Framework
- There were no questions

Moved/Seconded

That the Academic Planning and Priorities Committee approve the name change from Diploma of the Faculty of Education to the Graduate Diploma in Educational Research, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

10. Revisions to the Internship Requirements for Graduate Programs in Educational Psychology, from Courses to Milestones

Documentation for this item was circulated with the Agenda. Robin Yates, Janet Groen, Gabrielle Wilcox and Violet Baron, Director, Strategic Education Initiatives, Werklund School of Education, presented this item.

Highlights:

- The proponents provided an overview of the proposal, explaining that, under the current structure, the Registrar's office has technical issues recognizing full-year internships, that shifting to a milestone structure will alleviate these issues, and that all requirements for the internship will remain the same
- In response to questions, it was explained that:
 - The internship milestone is a separate requirement from doctoral candidacy, and it was noted that students must complete candidacy before they are eligible to go on an internship
 - Supporting documents have been created to ensure that students understand what a milestone is and how it fits into their program
- The Committee discussed how the University defines the term "milestone," with proponents explaining that a milestone, such as the proposed internship or the dissertation, appears on the transcript

Moved/Seconded

That the Academic Planning and Priorities Committee approve the revisions to the Specializations in School and Applied Child Psychology and Counselling Psychology within the Doctor of Philosophy in Educational Psychology program, effective August 15, 2021, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

Carried

11. Revised Assessment Guidelines for Remote and Online Assessments for the Fall 2020 term

Documentation for this item was circulated with the Agenda. Florentine Strzelczyk, Deputy Provost, Angelique Saweczko, Susan Barker, and Leslie Reid presented this item.

Highlights:

- The proponents provided an overview of the proposal, which aims to regulate Fall 2020 term assessments in online learning environments and add language to the University Calendar that makes it clear to University students and academic staff what is required of them in online exam settings. It was noted that the Academic Crisis Management Team and Associate Deans (Teaching and Learning) were major contributors to this set of regulations.
- In response to questions, it was explained that:
 - Students will be given a 24-hour window of time to complete their timed online test, assessment, or exam, and may select their start-time within that 24-hour timeframe. It was noted that all 24-hour windows will use Calgary time, that students out-of-province or in other countries will need to adjust their schedules to accommodate this, and that D2L helps to control the start and end times for all students.
 - These changes do not represent wholesale change to current testing regulations, and efforts will be made to ensure that academic staff are aware of the regulations, that information is incorporated into course outlines wherever possible, and that students understand how these regulations will impact them
 - These regulations adhere to state-dependent learning principles, where if a course is offered online, the assessment will also be online, and if a course is delivered face-to-face the assessment will also occur in a face-to-face format
 - The requirement to add 50% additional time for any kind of in-class assessment has the potential to create time conflicts for students in back-to-back synchronous classes, and the proponents explained that the 24-hour window should allow students enough flexibility to account for this
 - The Registrar schedules final exams according to start and end times, so students should not run into time conflicts for Registrar-scheduled final assessments
 - Students requiring accommodations who are allotted double or triple time to complete an assessment may be more difficult to plan for, with proponents asking for faculty members' patience as they navigate this
 - A briefing document has been drafted to address formal and informal accommodations, with the proponents referring faculty members and staff from Student Accessibility Services to the Student Accommodation Policy to address any questions
 - A Frequently Asked Questions page has been created, which in part provides suggestions to faculty members for how to provide structured support during the 24-hour window when students are writing exams
 - These regulations will apply to both the Fall 2020 and Winter 2021 terms
- The Committee discussed:
 - The existing regulation that stipulates that in-class assessments during the final weeks of class cannot be worth more than 15%, that this was implemented to support student mental health, and how this affects student decisions at the add/drop date

- The Graduate Chapter of the University Calendar, with the proponents clarifying that the Graduate Calendar includes regulations specific to graduate students, and defaults to University Calendar regulations where there are not graduate-specific ones
- The time periods for which these regulations are anticipated to be in effect
- The Committee suggested:
 - Under the Fall 2020 heading, the proponents clarify that assessments must be completed within the scheduled course time
 - Under the Final Examinations in Online and Blended Courses heading, the proponents clarify that final exams must be completed within the 24-hour window, rather than started
 - Under the Final Examinations in Online and Blended Courses heading, the proponents fix the wording to read “for online and blended courses”
 - That the proponents add “Winter 2021” to the regulations so that they do not need to return for further approval in the Fall
 - That the proponents ensure that graduate students and faculty teaching graduate studies understand that the Graduate Calendar is a chapter of the University Calendar

Moved/Seconded

That the Academic Planning and Priorities Committee approve the proposed changes to the Academic Regulation G. *Examinations and Tests* in the University Calendar, as set out in the document provided to the Committee, effective for the Fall 2020 and Winter 2021 terms, with the requested amendments.

Carried

Tanille Shandro abstained.

12. Annual Committee Performance Review and Review of the APPC Terms of Reference

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

Highlights:

- The Academic Co-Chair highlighted feedback from the Committee’s mid-year survey, and noted that efforts have been made to connect with and onboard new Committee members
- The Committee discussed:
 - The amount of time allotted for each item, instances when Committee members have felt rushed to ask questions or to vote on an item, and how best to rectify this going forward
 - Whether the proponents should be in the room at the time the vote is called, and whether the Committee should discuss the item prior to bringing proponents into the room
 - Whether specific instructions should be given to proponents so that a clear, concise opening presentation is given for each item
 - That there is no requirement that the Committee vote unanimously on a motion, and Committee members are encouraged to use their judgment when voting. It was noted that by the time an item reaches the Committee it has already been through extensive review and consultation, and

so it is unusual for an item to be held up at this level; however, if the APPC feels that an item is not ready for a vote or requires more work, the Committee should not hesitate to return it to proponents for further work and reschedule the vote to a subsequent APPC meeting.

- The Academic Co-Chair encouraged Committee members to connect with Susan Belcher, University Secretary, if they wish to submit their feedback privately

13. Status of Program Approvals Report

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

There were no questions.

14. Other Business

Christine Johns noted that the Master of Data Science program was approved by the Ministry of Advanced Education.

15. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the June 22, 2020 meeting.

Carried

The meeting was adjourned at 3:57 p.m.

Susan Belcher
University Secretary