

**GENERAL FACULTIES COUNCIL**  
Approved Minutes  
Academic Planning and Priorities Committee

September 19, 2022, 2:00 p.m.

Governors Boardroom A167

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***Voting Members***

Penny Werthner, Co-Chair  
Tara Beattie, Academic Co-Chair  
Mark Bauer – left after Item 2  
Barbara Brown  
Marjan Eggermont  
Michael Hart  
Dawn Johnston  
Saaka Sulemana Saaka  
Dora Tam

***Regrets***

Kristin Baetz  
Nicole Schmidt  
Malinda Smith

***Guests***

Deborah Book, Legal Counsel, present for Item 4  
Jenny Cruickshank, Director, Business Operations, Schulich School of Engineering, present for Item 5  
Jocelyn Hayley, Academic Co-Chair of the Academic Program Subcommittee (Department Head, Schulich School of Engineering), present for Item 2  
Kathryn King-Shier, Academic Co-Chair of the Graduate Academic Program Subcommittee, (Associate Dean, Graduate Programs, Faculty of Nursing), present for Item 2  
Roman Krawetz, Associate Professor, Cumming School of Medicine, present for Item 3  
Anders Nygren, Vice-Dean, Schulich School of Engineering, present for Item 5  
Leslie Reid, Co-Chair of the Academic Program Subcommittee (Vice-Provost Teaching and Learning), present for Item 2  
Derek Rancourt Professor, Cumming School of Medicine, present for Item 3  
Bill Rosehart, Dean, Schulich School of Engineering, present for Item 5  
Jacob Thundathil, Professor and Associate Dean (Graduate Education and Internationalization), Faculty of Veterinary Medicine, present for Item 3  
Verity Turpin, Co-Chair of the Calendar and Curriculum Subcommittee (Vice-Provost Student Experience), present for Items 2 & 4  
Robin Yates, Co-Chair of the Graduate Academic Program Subcommittee, (Dean and Vice-Provost Graduate Studies), present for Items 2 & 3

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***Non-Voting Members***

Hannah Ashton  
David Stewart  
Melanie Zimmer

***Secretary***

Courtney McVie

***Scribe***

Cherie Tutt

***Staff***

Holly Lywin

The Co-Chair called the meeting to order at 2:04 p.m. and confirmed quorum.

## 1. Approval of the Agenda

A request was made to discuss the ii' taa'poh'to'p and Indigenous Engagement – Recommendations for Program Proposal Development (RPPD) and the Equity Diversity Inclusion and Accessibility - RPPD Guidelines in the 'Other Business' section of the Agenda.

### **Moved/Seconded**

That the Agenda for the September 19, 2022 Academic Planning and Priorities Committee meeting be approved with the requested amendment.

**Carried**

## 2. Committee Orientation

Penny Werthner, Tara Beattie, Jocelyn Hayley, Kathryn King-Shier, Leslie Reid, Verity Turpin and Robin Yates presented this item.

Highlights:

- The Co-Chairs gave a presentation orienting the members to the Academic Planning and Priorities Committee (APPC), including a description of the GFC standing committees structure, the APPC membership, and the role and responsibilities of the APPC. The Co-Chairs of the Decision Support Team (DST) and the APPC's subcommittees (Academic Program Subcommittee, Graduate Academic Program Subcommittee, and Calendar and Curriculum Subcommittee) then provided an overview of the membership and work of each of their subcommittees. An overview of anticipated program proposals coming to the APPC for approval this year was reviewed.
- In response to questions, the presenters explained:
  - That the DST is a supportive resource committee, no voting occurs at the meetings, and the membership includes individuals who can advise on proposals as they are being developed, such as experts from the Taylor Institute and Registrar's Office
  - There are external and internal program proposal templates, the external templates are provided by the Ministry of Advanced Education (the Ministry) and the internal templates were designed to align with the external templates but exclude redundant content. It is indicated at the top of the template whether it is external or internal.
  - The Ministry approval process
  - That the program proposal templates have been updated to prompt proponents to answer common questions from the APPC, such as impacts to staff groups and how the proposal aligns with institutional priorities and strategies. The Program Innovation Partners and Assistant provide proponents with advice for completing the templates.
  - The intent behind the Indigenous Engagement – RPPD and the Equity Diversity Inclusion and Accessibility – RPPD Guidelines and how it is anticipated that they will be utilized
- The Committee discussed the differences between templates and resources and how they interconnect

- The Co-Chair emphasized that there are rigorous processes in place prior to a proposal being presented to the APPC, but that this does not mean Committee members should be precluded from engaging in a rigorous review of each proposal and providing feedback in a respectful, encouraging, collegial, and collaborative way

### **3. Approval of the Creation of an Interdisciplinary Specialization in Stem Cell and Regenerative Medicine within the MSc and PhD programs in Veterinary Medical Sciences and Biomedical Engineering**

Documentation was circulated with the Agenda. Jacob Thundathil, Derrick Rancourt and Robin Yates presented this item.

#### Highlights:

- The presenters reported that the field of Stem Cell and Regenerative Medicine has grown significantly in the past 10 years and that an interdisciplinary research group was formed in this area to develop a corresponding specialization. The presenters then provided an overview of the proposed specialization, explaining that it will help address two significant emergent challenges: 1. knowledge translation and 2. post-graduation transitions to the workplace through developing entrepreneurship skills to enhance the chances of students being successful either within or outside of academia after they graduate.
- In response to questions the presenters explained:
  - The types of supports to be made available to administrative staff as a result of increased enrolment
  - That the MDSC (Medical Science) course is currently being offered, and that it could be cross-listed as a Veterinary Medicine or Engineering course if needed
- The Committee suggested:
  - Using consistent terminology throughout the proposal, such as “racialized student” or “minority student”
  - Changing the phrasing of the learning outcome listed under Section 1.2: *Learning Outcomes for PhD students*, point 11 from “becoming” to something less ambiguous
- The presenters were commended for how they integrated information relating to administrative staff and Indigenous Engagement into the proposal. Concerning Indigenous Engagement, it was emphasized that follow through is critically important.
- The Committee encouraged the presenters to consider the expansion of the specialization to other programs in the future, such as Medical Science

**Moved/Seconded**

That the Academic Planning and Priorities Committee approve the creation of the Interdisciplinary Specialization in Stem Cell and Regenerative Medicine within the Master of Science and Doctor of Philosophy in Veterinary Medical Sciences, 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 Interdisciplinary Specialization in Stem Cell and Regenerative Medicine within the Master of Science and Doctor of Philosophy in Biomedical Engineering, as set out in the proposal provided to the Committee, and as recommended by the Graduate Academic Program Subcommittee.

**Carried****4. Proposed Revisions to the University's Sexual and Gender-Based Violence Policy**

Documentation was circulated with the Agenda. Deborah Book and Verity Turpin presented this item.

**Highlights:**

- The presenters reported that the proposed changes to the University's Sexual and Gender-Based Violence Policy (the Policy) are being made in response to a request from the provincial government. The presenters noted that a comprehensive review of the Policy is not being done at this time, but will take place within the next two years, and feedback outside the scope of the proposed revisions can be sent to the presenters in anticipation of the upcoming comprehensive review.
- The presenters then outlined further changes based on recent consultations, including:
  - Removing the definition of rape culture and incorporating the University's commitment to counteract rape culture into the Purpose section
  - Removing section 4.45 referencing appeals processes and instead addressing the independence of the University's appeal processes and the training provided to members in the accompanying covering letter
- In response to questions, the presenters explained:
  - That during the next round of consultation further discussion is needed to determine which measures the University should put in place to counteract rape culture
  - The investigations teams have expertise and are careful in considering appropriate Interim Measures to ensure safety and minimize disruption for individuals
  - That for students who are also employees, how an investigation is conducted and who reviews the report normally depends on the role the individual is in at the time of the alleged incident. The presenters agreed to review this further and consider if changes to the table under section 4.44 could be made to better clarify this for students.

- The Committee suggested that:
  - Under the definition of “Interim Measures” it may be beneficial to include ways in which virtual interactions could be limited, such as the interception of email
  - The the availability of the Sexual Violence support and sensitivity training be more widely shared, examples of those that should be made aware include Faculty program advisors
  - The presenters review if both a definition for m) “Gender-Based Violence” and v) “Sexual and Gender-Based Violence” are needed
  - It could be explained in the Policy why data is being collected and what it will be used for
  - Further thought be given to how to make this Policy more accessible to students

## **5. Quality Assurance Unit Review Report Schulich School of Engineering**

Documentation was circulated with the Agenda. Penny Werthner and Bill Rosehart presented this item.

Highlights:

- The Interim Provost and Vice-President (Academic) provided an overview of the Quality Assurance Unit Review process noting that the review for the Schulich School of Engineering (SSE) took place in June 2022 and that these reviews are valuable for identifying what is working well and areas for improvement
- The Dean noted that, overall, the SSE agrees with the recommendations in the report, but that further reflection is needed on some of the recommendations to better understand how to best implement improvements
- The Academic Co-Chair noted that the Cumming School of Medicine harmonized its graduate program administration eight year ago, and that she would be happy to meet with the SSE leadership team to discuss the approach and learnings
- In response to questions, it was explained that:
  - The ratio of advisors to students varies from Faculty to Faculty. The SSE benchmarks against other similar-sized Faculties when determining these ratios and considers the type of advising being provided. It was noted that the SSE has made changes to some of its processes, such as how students register to try and reduce the need for advising in certain areas.
  - If the SSE is able to build up its administrative staff complement, it intends to start doing so within departmental units versus the advising team
- The Committee noted the review team’s positive comments regarding the direction the SSE has set to increase its approach to Indigenous knowledge integration and decolonization and SSE’s ongoing commitment to supporting these efforts
- The Committee commended the SSE for its high retention and graduation rates and the integration of experiential learning within its programs

## 6. Other Business

The Faculty Association member of the Committee shared some feedback raised by faculty members relating to the process and implementation of the ii' taa'poh'to'p and Indigenous Engagement – RPPD and the Equity Diversity Inclusion and Accessibility – RPPD Guidelines.

The Senior Director Program Innovation and Planning reported that the intent was not to have the guidelines be static documents for approval, but for them to serve as resources to guide individuals working on program proposals. It was explained that all proponents bringing a program proposal through governance are supported by a program partner who can help guide how to utilize these resources. It was reported that the guidelines will be shared with the APPC's subcommittees and all Associate Deans this month.

The Committee requested that the subcommittees Co-Chairs attend a future meeting to report back on feedback received on the guidelines.

The Co-Chairs noted that these guidelines serve as a starting point and that clear messaging will be provided to ensure individuals are not deterred from bringing proposals forward due to concern around their complexity.

## 7. Motion to Adjourn

**Moved/Seconded**

The Academic Planning and Priorities Committee adjourn the September 19, 2022 meeting.

**Carried**

The meeting was adjourned at 4:03 p.m.

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Courtney McVie  
University Secretary