



UNIVERSITY OF
CALGARY

General Faculties Council
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Approved Minutes

Meeting #136
June 7, 2021, 2:00 p.m.

By Zoom platform

Voting Members

Teri Balsler, Co-Chair
Tara Beattie, Academic Co-Chair
Elena Braverman
Nicole Culos-Reed
Andy Knight
Nicole Schmidt
Tanille Shandro
Amy Warren
Penny Werthner
Barry Wylant

Non-Voting Members

Violet Baron
David Stewart
Melanie Zimmer

Secretary

Susan Belcher

Scribe

Tasha Hodzic

Staff

Cherie Tutt

Guests

Tanya Brucker, Manager, Strategic Projects, Schulich School of Engineering (SSE) – present for Item 6
Elena Di Martino, Director, Centre for Bioengineering Research and Education and Professor, Department of Civil Engineering, SSE – present for Item 4
Marjan Eggermont, Academic Director (Sustainable Engineering), SSE – present for Item 6
Gretchen Greer, Manager, Office of Health & Medical Education Scholarships, Cumming School of Medicine (CSM) – present for Item 7
Michael Kallos, Director, Biomedical Engineering Calgary Initiative and Professor, Department of Chemical and Petroleum Engineering, SSE – present for Item 4
Katharine Kinnear, FOIP Coordinator – present for Item 8
Christopher Naugler, Associate Dean (Undergraduate Medical Education), CSM – present for Item 7
Anders Nygren, Vice-Dean, SSE and Professor, Department of Electrical and Software Engineering – present for Item 4
Leslie Reid, Academic Program Subcommittee Co-Chair and Vice-Provost (Teaching and Learning) – present for Items 5-8

Observers

Sara Fedoruk, Analyst, Planning & Reviews, Office of the Provost – present for Items 6 & 7
Christine Johns, Senior Director (Academic & International Strategies)
Kelly Kay Spurlock, incoming Analyst, Planning & Reviews, Office of the Provost – present for Items 6 & 7
Elizabeth Pando, Program Proposal Specialist, Office of the Provost – present for Item 6
Jessica Revington, Program Proposal Specialist, Office of the Provost – present for Items 6 & 7

The Co-Chair called the meeting to order at 2:03 p.m. and confirmed quorum.

1. Approval of the Agenda**Moved/Seconded**

That the Agenda for the June 7, 2021 Academic Planning and Priorities Committee meeting be approved.

Carried

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

The Co-Chair provided an update on the phased return to campus this fall, highlighting the focus on the health, safety and mental wellness of faculty and staff. The Co-Chair also informed the Committee of the creation of a working group to evaluate remote work plans and hybrid work models for employees.

The Academic Co-Chair encouraged members to reach out to their Deans or leaders for guidance, if needed, on the transition to in-person activities.

3. Approval of the May 17, 2021 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 17, 2021 be approved.

Carried

4. Recommendation of the Creation of the Department of Biomedical Engineering

Documentation for this item was circulated with the Agenda. Anders Nygren, Elena Di Martino, and Michael Kallos presented this item.

Highlights:

- The proponents provided an overview of the proposal, highlighting that the creation of the Department of Biomedical Engineering (BME) will provide a formal home and governance structure for the BME program and BME related activities and be a centre for innovative transdisciplinary training and research. The proponents explained the timing for this proposal and described the collaborative consultation process.
- In response to questions, it was explained that:
 - An academic appointment in the Department will not be mandatory to supervise students in the BME program. The approval of supervisors is handled through a multi-Faculty committee and there will be policies developed to consider adjunct positions at a future date.

- The minimum funding for graduate student stipends aligns with other Faculties' minimum stipends
- The composition of the graduate and research committees includes members who sit on both committees to support collaboration between them
- The Committee discussed some of the practical challenges arising from transdisciplinary programs, like the BME program, that exist as a result of supervisors coming from multiple Faculties. It was noted that confusion is minimized through having knowledgeable program administrators, strong communication and transparency with the supervisors.

Moved/Seconded

That the Academic Planning and Priorities Committee recommend that the General Faculties Council recommend that the Board of Governors approve the creation of the Department of Biomedical Engineering within the Schulich School of Engineering, as set out in the documents provided to the Committee.

Carried**5. Academic Program Subcommittee Report for the May 10, 2021 Meeting**

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

In response to a question, it was explained that the load change for the Doctor of Medicine (MD) program was implemented in January 2020 and the Committee was being asked for retroactive approval of the load change.

6. Approval of the Creation of a Bachelor of Science in Sustainable Systems Engineering

Documentation for this item was circulated with the Agenda. Leslie Reid, Marjan Eggermont and Tanya Brucker presented this item.

Highlights:

- The proponents provided an overview of the proposal, highlighting that the Bachelor of Science in Sustainable Systems Engineering will focus on design and management of complex systems over their life cycles with a goal of students harnessing their Engineering skills and knowledge to solve important environmental, economic, and social problems for both humans and the environment
- The proponents outlined the structure of the program, explaining that years one and two will focus on foundations for Sustainable Systems Engineering, and that between year two and three there will be a field course and a capstone design project in the final year
- In response to questions, it was explained that:
 - The Faculty expects to hire several new faculty members as the program grows and plans to introduce new courses with a focus on sustainability content
 - The instructor hired in year one would be in a tenure tracked position, and there has also been budget added for sessional instructors at the start the program, for transition and to cover research leaves

- The new instructor hire package includes startup funding of \$25,000 in addition to the instructor salary
- The Committee requested that:
 - Information on equity, diversity and inclusion be included in Part A of the proposal under the recruitment and marketing strategy section
 - It be clarified in the budget section of the proposal that startup funding of \$25,000 is provided to new instructors in addition to salary amounts

Moved/Seconded

That the Academic Planning and Priorities Committee approve the creation of the Bachelor of Science in Sustainable Systems Engineering in the Schulich School of Engineering, as set out in the proposal provided to the Committee and as recommended by the Academic Program Subcommittee, with the requested amendments.

Carried

Andy Knight abstained

7. Approval of a Load Change for the Doctor of Medicine Program

Documentation for this item was circulated with the Agenda. Leslie Reid, Christopher Naugler and Gretchen Greer presented this item.

Highlights:

- The proponents provided an overview of the changes, explaining that there are two retroactive program load changes, one to address changes to the allocation of teaching weeks in the MD program and the second to align the curriculum with the Ministry system to include the addition of two Anatomy courses that are part of the program's pre-clerkship curriculum. It was explained that the changes have been well received by students and are also consistent with recommendations made during the last accreditation review.
- In response to questions, it was explained that:
 - The changes to the allocation of teaching weeks allow for additional study time for students, however it was acknowledged that there are not a lot of breaks for students in the program, and due to the nature of a compressed program mental wellbeing/health challenges for students may arise. It was noted that the program does provide supports for student wellness and has also increased additional supports in the CSM Wellness Centre including new counselors.
 - Pre-clerkship describes the first half of the program which is primarily course based, and clerkship describes the second half of the program for the clinical training
- The Committee suggested that a definition of clerkship be included in the proposal before being submitted to the Ministry of Advanced Education

Moved/Seconded

That the Academic Planning and Priorities Committee approve the load changes to the Doctor of Medicine (MD) program in the Cumming School of Medicine, as set out in the proposal provided to the Committee and as recommended by the Academic Program Subcommittee, with the requested amendment.

Carried**8. Revisions to the Operating Standards on Media Recordings in Learning Environments**

Documentation for this item was circulated with the Agenda. Leslie Reid and Katharine Kinnear presented this item.

Highlights:

- The presenters provided an overview of the changes, explaining that the operating standard was revised to reflect recordings made in online synchronous classes and noting that the changes include clarifications on the masking of student identities in recordings and guidelines for re-using recordings from previous course offerings
- In response to questions, it was explained that:
 - Student identities recorded in one cohort would need to be masked for the recording to be shared with another cohort or another section of the course with different students
 - The interval for the destruction of the recording is not specifically defined in the University's retention rules and the Operating Standard will be updated to state that this will be at the discretion of the instructor
 - Recording of the instructor only can be used as a video artifact for assessment if there is no identifiable student content
- The Committee discussed:
 - Concerns with recordings that have been made in previous course offerings where masking of student identities may not have been done, and members of the Committee were encouraged to inform their colleagues to reach out to Leslie Reid and Katharine Kinnear for guidance on re-using recordings
 - How the operating standard will apply to recordings used for peer review purposes
 - Next steps and the communications plan for informing the campus community of these revisions
- The Committee suggested that:
 - It be made clear in Section 4.3 that the masking of identities is also required when using a recording for multi-section courses, not just subsequent course offerings
 - Inconsistencies around when a recording should be deleted or can be reused should be addressed

9. Addition of a Standing Agenda Item Related to "Future Planning"

The Chair presented this Item.

The Co-Chair asked the Committee for feedback on the addition of a standing agenda item to discuss upcoming items of strategic importance to the University.

The Committee discussed the importance of broad perspectives and supported the addition of a “Future Planning” standing agenda item starting at the June 21, 2021 meeting.

10. Calendar and Curriculum Subcommittee Report for the May 20, 2021 Meeting

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

11. GFC Subcommittee 2019-20 Annual Reports:

- **Calendar and Curriculum Subcommittee**
- **Academic Program Subcommittee**
- **Graduate Academic Program Subcommittee**
- **Campus Facilities and Development Subcommittee**

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

12. Status of Program Approvals Report

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

13. Other Business

There was no other business.

14. Adjournment

Moved/Seconded

That the Academic Planning and Priorities Committee adjourn the June 7, 2021 meeting.

Carried

The meeting was adjourned at 3:28 p.m.

Susan Belcher
University Secretary