

General Faculties Council  
**ACADEMIC PROGRAM SUBCOMMITTEE**  
Approved Minutes

Meeting #40  
May 28, 2018, 2:00 p.m.

TI 230

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***Voting Members***

Leslie Reid, Co-Chair  
Joelle Welling, Academic Co-Chair  
Peggy Hedges  
Shahirose Premji  
Jessica Revington  
Angelique Saweczko  
U.T. Sundararaj

***Non-Voting Members***

Christine Johns  
Paul Rogers

***Secretary***

Cherie Tutt

***Scribe***

Jyoti Myers

***Regrets***

Jim Brandon  
Antony Ware

***Guests***

Danelle Greebe, Associate Director Domestic Programs, Continuing Education – present for Item 6\*  
MacDonald Oguike, Director - Business Programs, Continuing Education – present for Item 5\*  
Natasha Rajcevic, Program Manager, Continuing Education – present for Item 6  
Annette Tézli, Department of Sociology, Faculty of Arts – present for Item 4  
Virginia Tumas, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Arts – present for Item 4

***Observers***

Heather Smith-Watkins, Analyst, Planning and Reviews

\*by telephone

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The Co-Chair called the meeting to order at 2:05 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the May 28, 2018 Academic Program Subcommittee meeting be approved.

**Carried**

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

The Co-Chair welcomed Jessica Revington, representative of the Students' Union, as a new member of the Committee, and thanked retiring members for their work and contributions over the 2017-2018 year.

The Academic Co-Chair made no remarks.

## **3. Approval of the January 22, 2018 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

### **Moved/Seconded**

That the Minutes of the Academic Program Subcommittee meeting held on January 22, 2018 be approved.

**Carried**

## **4. Recommendation of the Creation of a Concentration in Social Inequalities and Social Justice in BA Sociology Program**

Documentation for this item was circulated with the Agenda. Annette Tézli and Virginia Tumas presented this item.

Highlights:

- The proponents provided an overview of the proposed Concentration in Social Inequalities and Social Justice (Concentration) within the existing Bachelor of Arts (BA) in Sociology program and explained that the Concentration aligns with the existing courses offered by the Department of Sociology and will focus on the history, causes, and impact of social stratification, race, and gender-based inequalities within and across societies
- In response to questions, the proponents explained that:
  - The timing of the launch of the new Concentration is in alignment with the recruitment of new staff, complements faculty expertise, supports University priorities and addresses student demand. It was noted that there are no budget implications associated with the new Concentration.
  - Enrolment in the Concentration is limited to students registered in the BA in Sociology program, however students who are registered in other academic programs may elect to enrol in the individual courses
  - The Concentration consists of eight courses that will be offered annually and students may choose to fulfil the elective component by completing two different topics under the same course code
- The Committee discussed the Concentration prerequisites and the requirements for completion
- The Committee discussed the importance and value of a formal assessment that will be conducted by the Faculty of Arts to evaluate the success of the Concentration, and whether the

Concentration would also be suitable as whether the Concentration would also be suitable as an Embedded Certificate credential

- The Committee provided some suggestions for changes for the Calendar copy, in particular to the course descriptions

**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Concentration in Social Inequalities and Social Justice for students registered in the Bachelor of Arts in Sociology program, effective September 2019, as set out in the proposal provided to the Committee.

**Carried****5. Recommendation of the Creation of a Frontline Leaders Non-Degree Credit Certificate, Continuing Education**

Documentation for this item was circulated with the Agenda. Sheila LeBlanc and MacDonald Oguike presented this item.

**Highlights:**

- The proponents provided an overview of the proposed non-degree credit Certificate for Front Line Leaders, Continuing Education (CE) and explained that the professional development program will target professionals moving into supervisory roles, and will offer progression into other Executive Education program pathways for students who have already completed CE's Emerging Leaders Certificate and want to further develop their leadership skills
- In response to questions, it was explained that:
  - The proposed Certificate requires the completion of 120 hours of coursework and is in alignment with other comparative front line leader certificate programs. The Committee suggested that this be reflected in the proposal.
  - The flexibility of the course offerings will allow students to close gaps in professional skills
  - Each course within the Certificate is designed by a subject matter expert and incorporates best practices in adult learning, instructional design, and classroom management guidelines
  - CE has consulted with industry Human Resources people across Calgary, and with the Haskayne Executive Education program, who have confirmed that the two programs will be complementary
- The Committee discussed the course content, enrolment, optimum class size and the fee structure
- The Committee requested that, prior to the proposal going forward to the Academic Planning and Priorities Committee, amendments be made to reflect:

- The minimum grade requirements for assessments and completion
- The inclusion of an assessment rubric that would outline the summary guidelines for the final assessment journal
- The removal of Appendix II from the proposal based upon the consultation with Human Resources
- How the tuition fee structure for the Certificate was set

**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a non-degree-credit Front Line Leaders Certificate, in Continuing Education, as set out in the proposal provided to the Committee, with the requested amendments to the proposal documents.

**Carried**

**5. Recommendation of the Creation of an Academic and Career Advising Non-Degree Credit Certificate, Continuing Education and the Suspension and Termination of the Certificate in Career and Academic Advising, Continuing Education**

Documentation for this item was circulated with the Agenda. Natasha Rajcevic and Danelle Greebe presented this item.

**Highlights:**

- The proponents provided an overview of the proposal for the creation of a new non-degree credit Certificate in Career Development and Academic Advising (CDAA Certificate) and the suspension and eventual termination of the existing Career and Academic Advising (CAA) Certificate, and noted that the proposed Certificate will allow for a more robust program expansion of the existing CAA Certificate and also ensure alignment with the new education requirements for the Certified Career Development Professional (CCDP) designation
- In response to questions, it was explained that:
  - The criteria for designation in the new CDAA Certificate has been increased to 200 hours of instruction to align with the Canadian National Standards for certificate education set by the CDAA and the CCDP, and the curriculum follows the Canadian Standards and Guidelines for Career Development Practitioners (S&Gs)
  - The program's alignment with the S&Gs and the program's online delivery method should result in increased student enrolment, and ensure overall student success and retention
  - Students who enrol in the new CDAA Certificate will be able to expand their skills beyond the core competencies required by the professional body and may select optional courses that best suit their career
  - The new CDAA Certificate is the only non-degree certificate currently offered in Alberta and is unique in that it meets the professional development needs of both academic advisors and career development practitioners. Students are eligible for admission if they are 18 years or older and have completed a high school diploma. However, for this

Certificate, it is recommended that they have some experience in Human Resources.

- The Committee discussed the value of the program and importance of the course content and in particular, the need for core competencies that will enable all career development practitioners to develop their knowledge and skills in the areas of facilitation, program evaluation, ethics, and coaching to support mental wellness and work-life balance
- The Committee discussed the budget impacts of the suspension/creation, anticipated enrolment and graduation rates, and the 5-year program completion timeframe.
- The Committee requested that :
  - A timeline for closure of the existing program be added to the proposal
  - A budget table showing existing revenue for the CAA Certificate and anticipated revenue for the CDAA Certificate be included with the proposal

**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Career Development and Academic Advising non-degree-credit Certificate, Continuing Education, effective September 2018, as set out in the proposal provided to the Committee.

**Carried**

**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective July 2018 and eventual termination of the Career and Academic Advising non-degree-credit Certificate, Continuing Education, as set out in the proposal provided to the Committee.

**Carried**

**6. Annual Committee Performance Review and Review of the APS Terms of Reference**

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

Highlights:

- The Co-Chairs discussed the value and importance of the Committee's work, and thanked the Committee for completing an impressive amount of work with the large volume of program proposals and approvals that were brought forward to the Committee. It was noted that the Committee's supportive approach to the proponents ensured a richer tapestry and consistency in the recommendations that were made by the Committee.

- The Committee discussed the program approvals process and commented that the process has evolved since it was created in 2013
- The Committee commented on the Curriculum Review Report items that are brought to the Committee for information and whether there is a more appropriate governance body to review these reports. The Committee noted that the development of a template for the reports would be beneficial and would create consistency in structure and format

**7. Status of Program Approval Reports**

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

**8. Other Business**

There was no other business.

**9. Adjournment**

**Moved/Seconded**

The May 28, 2018 Academic Program Subcommittee meeting was adjourned by consensus.

**Carried**

The meeting was adjourned at 3:48 p.m.

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Cherie Tutt  
Meeting Secretary