



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

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General Faculties Council  
Academic Planning Committee  
Approved Open Session Minutes

Wednesday, October 10, 2012  
Room 2-31, South Academic Building  
2:00 PM – 4:00 PM

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### **ATTENDEES:**

#### Voting Members:

Martin Ferguson-Pell	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Academic Planning Committee
Lorne Babiuk	Vice-President (Research)
Phyllis Clark	Vice-President (Finance and Administration)
Colten Yamagishi	President, Students' Union
Ashlyn Bernier	President, Graduate Students' Association
Deanna Williamson	Academic Staff Member, Member of GFC
Wendy Rodgers	Academic Staff Member, Member of GFC
Joanna Harrington	Academic Staff Member, Member of GFC
Loren Kline	Academic Staff Member-at-large
Keith McKinnon	Academic Staff Member-at-large
Anna Nilson	Graduate at-large
Geeta Sehgal	NASA Member-at-large
Marc Arnal	Dean, Campus Saint-Jean
Larry Prochner	Department Chair-at-large
Anna Nilson	Graduate Student-at-large

#### Non-Voting Members:

Gerry Kendal	Vice-Provost and University Registrar
Ed Blackburn	Member of the GFC Executive Committee
Bill Connor	Vice-Provost (Academic Programs and Instruction)

#### Presenters:

Bill Connor	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Martin Ferguson-Pell	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Academic Planning Committee
Deborah Gougeon	Assistant Registrar (Admissions), Office of the Registrar
Gerry Kendal	Vice-Provost and University Registrar
Bobbi Schiestel	Acting Portfolio Initiatives Manager, Office of the Provost and Vice- President (Academic)
Ada Schmude	Associate Registrar, Enrolment Services, Office of the Registrar

Staff:

Garry Bodnar	Coordinator, GFC Academic Planning Committee
Marion Haggarty-France	University Secretary
Andrea Patrick	Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Kline/Bernier

THAT the GFC Academic Planning Committee approve the Agenda.

**CARRIED**

2. Approval of the Open Session Minutes of September 12, 2012

Materials before members are contained in the official meeting file.

Motion: Williamson/Bernier

THAT the GFC Academic Planning Committee approve the Minutes of September 12, 2012.

**CARRIED**

3. Comments from the Acting Chair

The Chair commented on a number of items of interest to members.

**ACTION ITEMS**

4. Office of the Registrar – Proposed Revisions to University Calendar Section 23.8.3 (Requirement for Criminal Record Checks)

Materials before members are contained in the official meeting file.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction); Ada Schmude, Associate Registrar (Enrolment Services), Office of the Registrar

*Purpose of the Proposal:* To approve minor changes to Section 23.8.3 of the University of Alberta Calendar. This change provides clarification and states the possible consequence of not being able to satisfy the criminal record check requirement of some programs.

*Discussion:*

Ms Schmude introduced the topic, explaining to members that the change being proposed for inclusion in the University Calendar was to make it clear to students that if they do not pass a requisite criminal record check, they may be required to withdraw from their program.

Members voiced concern about the use of the word “clear” in the proposed changes and, in response, Dr

Connor clarified that the word refers to the individual's criminal record check being free from offences. Ms Schmude agreed that the word "clear" could be misinterpreted and further agreed to both discuss members' concerns with the University's General Counsel and replace it with an appropriate synonym, if warranted.

During the continuing discussion, members addressed several key issues relating to this amendment, including perceived biases within the legal system that could result in higher conviction rates for certain members of the population; the types of offences that would merit program withdrawal; alternative placement options with programs for those students with offences; the timing and frequency of the criminal records checks; and the University's duty to protect itself from a liability standpoint.

Dr Connor summarized by pointing out that the policy is permissive in its use of the word "may" and that the GFC Academic Standards Committee (ASC) will continue to review this regulation, with an aim to ensure fairness and to identify possible appeal avenues.

Members agreed that Ms Schmude's choice of a replacement word for "clear" could be inserted, if warranted, into the attendant proposed Calendar copy; otherwise, if no suitable alternate was identified after Ms Schmude consulted further on this matter, the proposed word "clear" could stand as is.

[After the meeting, Ms Schmude followed up, as requested, with General Counsel and, upon further discussion, determined that the word "clear" was, in fact, used appropriately and, as such, should be retained as set out originally.]

Motion: Kline/Harrington

That the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed changes to University Calendar Section 23.8.3 (Requirement for Criminal Record Checks), as submitted by the Office of the Registrar and as set forth in Attachment 1, to be effective upon final approval.

**CARRIED**

5. Office of the Registrar – Proposed Revisions to University Calendar Admission Chart 2 (Classification of High School Courses Used for Admission)

Materials before members are contained in the official meeting file.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction); Deborah Gougeon, Assistant Registrar (Admissions), Office of the Registrar

*Purpose of the Proposal:* To update wording, language curriculum courses for Languages other than English (LOE), and to add Mathematics 30-2 to Math/Sciences for consistency.

*Discussion:*

Ms Gougeon detailed the proposed amendments to the University Calendar's Admissions Chart 2, stating that it contains various editorial changes including updates to language curriculum courses deployed for the Languages other than English (LOE) and the clear addition of Mathematics 30-2 to the Math/Sciences. She pointed out that the proposed amendments had been presented to and discussed with affected Faculties.

Dr Arnal enquired about the possibility of international students facing difficulty in meeting prerequisite

requirements for admission, and Ms Gougeon clarified that the Office of the Registrar endeavours to 'translate' courses presented by international students into the appropriate Faculty/program-specific requirements, often in close consultation with the relevant Faculty.

Motion: Yamagishi/Babiuk

THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed changes to the Classification of High School Courses used for Admission (Admission Chart 2, University Calendar), as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon approval (with publication in the 2013-2014 University Calendar).

**CARRIED**

6. University of Alberta Handbook on Certificate Development from the Offices of the Provost and Vice-President (Academic) and the Registrar

Materials before members are contained in the official meeting file.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction); Ada Schmude, Associate Registrar, Enrolment Services, Office of the Registrar; Bobbi Schiestel, Acting Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

*Purpose of the Proposal:* To approve the Handbook on Certificate Development so that guidelines are in place for both governing committees and proposers of certificates.

*Discussion:*

Dr Connor introduced the item to members noting that as the creation of certificates increases at the University of Alberta, the need for clear guidelines has become more evident. The document before members initially came out of an *ad hoc* committee that Vice-Provost and Associate Vice-President (Academic) Skidmore had created, with a subcommittee of the GFC Academic Standards Committee (ASC) finalizing the editorial and process changes within it. He commented further that the Handbook is intended to streamline the process of certificate development and that, without such a guiding document, this process could be problematic.

Ms Schiestel highlighted a few minor editorial changes to the document that had been made after the material had been provided to members.

Members discussed the issue of graduate students enrolling in certificate programs. Dr Connor replied that there is a current limit of two embedded certificates per student, but that this could be amended specifically for graduate students if necessary. Dr Ferguson-Pell noted that certificates could be promoted to graduate students, from a career development perspective, as is the case with the Teaching and Learning in Higher Education certificate program. Dr Arnal quoted from *Dare to Deliver* and stated that the institutional academic plan directly relates to certificate development.

Professor Rodgers stated that the Handbook lacked consistency in terms of the number of required courses, calling into question the worth of each individual certificate. Dr Connor acknowledged the wide range of course requirements and noted that they did not want to add any restrictions that may preclude a program which may be beneficial to students. He added that as certificates are an interest-driven endeavor, they did not want to limit the range of certificate programs available.

Mr Yamagishi asked if the Handbook should be adopted as policy rather than as a set of guidelines, and Dr Connor clarified that all certificate programs must go forward through governance committees to gain academy approval, so due process does exist at all stages of certificate development. He added that as this area is still growing rapidly, solidifying a policy on this issue would be premature.

Mr Bodnar pointed out a friendly amendment to the Motion, inserting the word "University" before "Certificate" on its second line, to which members agreed.

Motion: Williamson/Bernier

THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the University of Alberta Handbook on University Certificate Development as the guidelines for certificate development at the University, as submitted by the Offices of the Provost and Vice-President (Academic) and the Registrar and set forth in Attachment 1 (as amended), to take effect upon final approval.

**CARRIED**

## **DISCUSSION ITEMS**

### 7. Annual Report on Enrolment from the Vice-Provost and University Registrar

Materials before members are contained in the official meeting file.

*Presenter:* Gerry Kendal, Vice-Provost and University Registrar

*Purpose of the Proposal:* Annual reporting of admission averages, targets and enrolment by Faculty, as required by GFC policy.

*Discussion:*

Mr Kendal presented his enrolment report to members, reviewing each individual attachment in detail.

Mr Yamagishi commented that the prepared report was not as specific as GFC guidelines require, and Mr Kendal replied that GFC Policy Manual Section 50 is now considered archaic and outdated. He continued that he is close to finalizing the 2012 data, but that it remains challenging and complicated.

Mr Yamagishi asked if GFC APC had the ability to reset the target within Engineering, and Mr Kendal replied that, while the Committee does have purview over this issue, it cannot unilaterally increase or decrease targets. He concluded that this would require close consultation with the Ministry of Enterprise and Advanced Education (EAE).

Mr Yamagishi then asked if the policy should be rescinded, since it is no longer relevant. Mr Bodnar replied that, on the understanding that the Administration is working on a replacement policy for Section 50 within the UAPPOL environment and with the ongoing decommissioning of the GFC Policy Manual, GFC Policy Manual Section 50 could be taken forward to the GFC Executive Committee for rescinding. He noted that, as this is an issue of considerable relevance and important to both the Offices of the Registrar and the Provost and Vice-President (Academic), it should be these offices that drive this forward.

### 8. Question Period

A member enquired as to whether Faculty resources will be affected by pending changes to the Faculty of

Graduate Studies and Research, and Dr Ferguson-Pell replied that this will be analyzed, even though his expectation is that this will not impact staffing within that unit. He continued that the impact will depend primarily on the process of consultation surrounding the changes and the feedback that is received. He stated that his goal is to address the needs of the graduate students and improve the quality of their educational experience at the University.

Ms Bernier noted that the graduate students are looking forward to a more detailed proposal which would address their specific concerns and on which they could provide targeted comment.

A member asked if there were any updates from the Ministry, and Dr Ferguson-Pell replied that, aside from ongoing discussions about graduate tuition and fees, the changes being contemplated to this Faculty will not require Government approval.

### **INFORMATION REPORTS**

#### 9. Items Approved by the GFC Academic Planning Committee by E-Mail Ballots

There were no items.

#### 10. Information Items Forwarded to Committee Members Between Meetings

There were no items.

### **CLOSING SESSION**

#### 11. Adjournment

The Chair adjourned the meeting at 3:25 pm.