



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Academic Planning Committee  
Approved Open Session Minutes

Wednesday, September 12, 2018  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

**ATTENDEES:**

Steven Dew, Chair  
Laura Beard (delegate)  
Robert Bilak  
Katy Campbell  
Shannon Erichsen  
Reed Larsen  
Christopher Mackay  
Roger Moore, Vice-Chair  
Melissa Padfield (delegate)

Jerine Pegg  
Sasha van der Klein

**REGRETS:**

Jason Acker  
Lisa Collins  
Gitta Kulczycki  
Matthias Ruth  
Susan Sommerfeldt  
Ding Xu

**Staff:**

Meg Brolley, Coordinator  
Marion Haggarty-France,  
University  
Secretary  
Heather Richholt, Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Moore/van der Klein

THAT the GFC Academic Planning Committee approve the Agenda.

**CARRIED**

2. Approval of the Open Session Minutes of June 20, 2018

Materials before members are contained in the official meeting file.

Motion: Pegg/Moore

THAT the GFC Academic Planning Committee approve the Open Session Minutes of June 20, 2018.

**CARRIED**

3. Comments from the Chair (no documents)

The Chair welcomed members and acknowledged that the university was situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

The Chair announced the following new staff appointments:

- Dale Askey - Vice-Provost (Learning Services) and Chief Librarian
- Bob Haennel, Dean, Faculty of Rehabilitation Medicine
- Shanthy Johnson, Dean, School of Public Health
- Deborah Burshtyn - Interim Vice Provost and Dean, Faculty of Graduate Studies and Research
- Dr. Frank Marsiglio - Interim Dean, Faculty of Science (as of October 1, 2018)
- Melissa Padfield - Interim Vice-Provost and University Registrar (as of October 15, 2018)

The Chair noted that the university had seen growth in applications provincially, nationally and internationally. He also noted that the committee would be considering enrollment management issues in the coming year.

The Chair reported that research revenues were at the second highest level ever, and that the university had a record year for philanthropic donations.

The Chair noted that the university is developing an advocacy strategy with other post-secondary institutions in the province related to growing capacity, student financial support mechanisms, and support for an innovation environment. He indicated that Alberta's post-secondary participation rate was amongst the lowest in the country and that it also ranked low in the amount of non-repayable financial supports available to students.

The Chair reminded the committee that the university's policy for unbudgeted revenue was to consider the funds on a one-time basis in the current year. He then gave an overview of the allocation of these unbudgeted funds to: 9.5 million for program development, program upgrades, and facility upgrades; 3.5 million to cover shortfall in benefits; 2 million for safety and security upgrades (particularly in the Fine Arts Building); 1 million toward *For the Public Good* initiatives; 500 thousand for special hires; and 250 thousand for student mental health supports.

The Chair mentioned that the 2019/2020 budget was in the planning stages and that an update would be provided to the committee including the 3 year horizon and an update on the budget model. He noted that the CIP would come to the committee in two parts as it had last year and that there would be an effort to make the budget plan more transparent and comprehensive.

The Chair also mentioned that an update would be forthcoming on the UniForum Service Benchmarking Program that was mentioned last year.

The Chair noted that the committee could expect continued work on the *ad hoc* committee's recommendations over the coming year including the committee's terms of reference. He also noted that the province's Credentials Framework would impact the work of the committee as the university works toward compliance of the framework.

#### 4. Committee Kick-Off and Orientation 2018-2019

Presenter(s): Marion Haggarty-France, University Secretary and Meg Brolley, Secretary to GFC and Manager of GFC Services

Ms Haggarty-France and Ms Brolley gave a presentation on the structure of academic governance at the University of Alberta and the recommendations of the GFC *ad hoc* Committee on Academic Governance Including Delegated Authority. They highlighted the recommendations that had been completed to date and gave an overview of GFC Principles for Delegation of Authority, GFC Principles for Standing Committee Composition, GFC Roles and Responsibilities of Members, GFC Meeting Procedural Rules, and the GFC Academic Planning Committee Terms of Reference including mandate, responsibilities and delegated authority.

### **ACTION ITEMS**

#### 5. Proposal from the Faculty of Graduate Studies and Research for a Program Expansion of the Master of Arts Digital Humanities to include a course-based route

Materials before members are contained in the official meeting file.

Presenter(s): Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research; Sean Gouglas, Professor, Faculty of Arts

*Purpose of the Proposal:* The proposal is before the committee to propose an expanded specialization of an existing thesis-based Master of Arts program to include a course-based route.

*Discussion:*

Dr Gouglas presented the benefits of the proposed program including the practical and experiential learning focus. He noted the alignment of this program with the principles of *For the Public Good* and the Faculty of Arts' 5 year plan as well as the Community Service Model which the Department had been operating for more than 10 years.

Members asked questions regarding funding within the program for research and teaching assistant positions, intellectual property agreements, and the anticipated demand for community partners.

Motion: Beard/Moore

THAT the GFC Academic Planning Committee, with delegated authority from General Faculties Council, approve the program expansion of the Master of Arts Digital Humanities to include a course-based route, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, to take effect Fall 2019

**CARRIED**

6. Proposal from the Faculty of Graduate Studies and Research for a Program Expansion of the Master of Arts Philosophy to include a course-based route

Materials before members are contained in the official meeting file.

*Presenter(s):* Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research; Ingo Brigandt, Associate Chair, Department of Philosophy, Faculty of Arts

*Purpose of the Proposal:* The proposal is before the committee to establish an expanded specialization of an existing thesis-based Master of Arts program to include a course-based route.

*Discussion:*

Dr Brigandt gave an overview of the proposed program and noted that similar course-based programs are offered at other Canadian universities.

Members asked questions and commented on the fees for the program, how the course-based route would be distinguished from the thesis based route, the feedback from current students in the thesis-based program, the length of study required for an international student to qualify for a post-degree study permit, and the existence of a similar course-based Master of Arts program in the Department of History and Classics.

Motion: Erichsen/Campbell

THAT the GFC Academic Planning Committee, with delegated authority from General Faculties Council, approve the program expansion of the Master of Arts Philosophy to include a course-based route, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Arts, and as set forth in Attachment 1, to take effect Fall 2019.

**CARRIED**

7. Proposal from the Faculty of Graduate Studies and Research for Program Changes to the Master's and Doctoral Programs in Nursing

Materials before members are contained in the official meeting file.

*Presenter(s):* Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research; Diane Kunyk, Associate Dean, Graduate Studies, Faculty of Nursing

*Purpose of the Proposal:* To ensure that all program requirement for the Master and Doctoral programs in the Faculty of Nursing are reflected in the University Calendar.

*Discussion:*

Dr Causgrove Dunn noted that the Faculty of Graduate Studies and Research was currently working with its Departments on a calendar compliance project and that items 7, 8, and 9 are the results of that project.

A member noted the importance of accuracy in the calendar as this was the university's contract with students.

Dr Kunyk gave a brief explanation of the changes that were being proposed and the work that was done to make the calendar entry accurate.

Motion: van der Klein/Beard

THAT the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the proposed changes to existing Master and Doctoral programs in Nursing, as submitted by the Faculty of Nursing and the Faculty of Graduate Studies & Research, as set forth in Attachment 1, to take effect upon approval.

**CARRIED**

8. Proposal from the Faculty of Graduate Studies and Research for Program Changes to the Doctoral program in Business

Materials before members are contained in the official meeting file.

*Presenter(s):* Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research; David Deephouse, Associate Dean, Business PhD Program, Alberta School of Business

*Purpose of the Proposal:* To ensure course requirements for the Doctoral program in the Faculty of Business are contained in the University Calendar.

*Discussion:*

Dr Deephouse presented the proposed changes and spoke about the work that was done to ensure the information was complete and accurate.

Motion: van der Klein/Erichsen

THAT the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the proposed program changes for the Doctoral program in Business, as submitted by the Faculty of Graduate Studies and Research and the Faculty of Business, and as set forth in Attachment 1, to take effect upon approval.

**CARRIED**

9. Proposed changes to existing minimum Academic Standing Regulations for graduate programs, Faculty of Graduate Studies & Research

Materials before members are contained in the official meeting file.

*Presenter(s):* Janice Causgrove Dunn, Associate Dean, Faculty of Graduate Studies and Research; Tammy Hopper, Vice-Provost (Programs)

*Purpose of the Proposal:* To revise existing minimum Academic Standing requirements for graduate programs.

*Discussion:*

Dr Hopper noted that the Faculty of Graduate Studies and Research (FGSR) was engaged in the same calendar compliance project as its departments and that the proposed changes encompassed the regulations that had been published in the Graduate Program Manual on FGSR's website.

A member asked about the grading scale that was in use and the Chair explained the change from the former 9 point scale to the current system.

THAT the GFC Academic Planning Committee, with delegated authority from General Faculties Council, approve the proposed revisions to existing minimum Academic Standing Regulations for graduate programs, as recommended by the GFC Academic Standards Committee, as submitted by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect upon approval.

**CARRIED**

10. Election of a cross-representative to serve on GFC Facilities Development Committee

Dr Mackay agreed to put his name forward as a cross-representative to serve on GFC Facilities Development Committee and was acclaimed into the position.

**DISCUSSION ITEMS**

11. Question Period

There were no questions.

**ACTION ITEMS**

12. Calendar Entry for the Master of Education in Educational Studies

Materials before members are contained in the official meeting file.

*Purpose of the Proposal:* The proposal is before the committee to formalize the inclusion of all program requirements and academic regulations in the University Calendar.

13. Calendar Entry for the Master of Education in Health Sciences Education

Materials before members are contained in the official meeting file.

*Purpose of the Proposal:* The proposal is before the committee to formalize the inclusion of all program requirements and academic regulations in the University Calendar.

**INFORMATION REPORTS**

14. Items Approved by GFC Academic Planning Committee by e-mail Ballots

There were no items.

15. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

15. Adjournment

The Chair adjourned the meeting at 3:50 p.m.