



General Faculties Council  
 Academic Planning Committee  
 Approved Open Session Minutes

Wednesday, September 26, 2018  
 2-31 South Academic Building (SAB)  
 2:00 PM - 3:30 PM

**ATTENDEES:**

Steven Dew, Chair  
 Laura Beard (delegate)  
 Robert Bilak  
 Katy Campbell  
 Lisa Collins  
 Shannon Erichsen  
 Gitta Kulczycki

Reed Larsen  
 Susan Sommerfeldt  
 Sasha van der Klein  
 Ding Xu

**REGRETS:**

Jason Acker  
 Christopher Mackay

Roger Moore  
 Jerine Pegg

**Staff:**

Meg Brolley, Coordinator  
 Heather Richholt, Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: van der Klein/Beard

THAT the GFC Academic Planning Committee approve the Agenda.

**CARRIED**

2. Approval of the Open Session Minutes of September 12, 2018

Materials before members are contained in the official meeting file.

Motion: Campbell/Bilak

THAT the GFC Academic Planning Committee approve the Open Session Minutes of September 12, 2018.

**CARRIED**

3. Comments from the Chair (no documents)

The Chair noted good discussion at the GFC meeting earlier in the week on: update on the implementation of the recommendations of the *ad hoc* committee, the new Alberta Credentials Framework, and the Report of the Cannabis Working Group.

The Chair noted that government had signaled that tuition would be moved out of regulation and embedded into legislation and would also stipulate some predictability on international tuition.

The Chair updated the committee on the 25 tech seats in Computing Science that were created as a result of the provincial government's \$50 million in funding that was announced earlier this year as an initiative to increase tech-related seats at post-secondary institutions in Alberta under Bill 2. He informed the committee that the province is now calling for submissions around continuing education and Dean Campbell from the Faculty of Extension was currently working on this.

**DISCUSSION ITEMS**

4. UniForum Benchmarking Initiative for Administrative Functions

Materials before members are contained in the official meeting file.

*Presenter(s):* Deborah Williams, Associate Vice President, Disclosure, Assurance and Institutional Research

*Discussion:*

Ms Kulczycki noted that this presentation was in response to a request for further information from the June meeting of APC.

Ms Williams gave an overview of the UniForum initiative which would include collection of data from a satisfaction survey that would allow the university to make decisions on administrative services across campuses. She noted that the study would be completed in late 2019. She noted that the University of British Columbia, York University, McMaster University and University of Toronto were also participating in this initiative which would allow for comparative data in the Canadian context in addition to comparisons with institutions in other countries.

The Chair pointed out that this initiative would give administration another tool in an overall financial strategy to ensure that investments in administrative services were appropriate. He also noted that as other Canadian universities join the initiative the comparative analysis would be more complete.

During the discussion members expressed several comments and questions, including but not limited to: collaborative data sharing and best practices; the sample size of the surveys; the growing attractiveness of this initiative to other Canadian universities; the usefulness of comparisons with international universities; the motivation for participation; and the name and location of the company that owned UniForum: Cubane Consulting - Australia.

5. Budget Update (no documents)

*Presenter(s):* Gitta Kulczycki, Vice-President Finance & Administration; Steven Dew, Provost & Vice-President Academic

*Discussion:*

The Chair noted that the budget would follow the three year horizon that was introduced last year with firm budgeting in year one and projections for year two and three that would allow for adjustments as needed. He noted that the 16.9 million surplus that was received this year was allocated to one-time funding as itemized at the previous APC meeting on September 12, 2018.

Ms Kulczycki explained that the three year planning process was necessarily based on assumptions about revenue coming from tuition and the Campus Alberta Grant. She noted that the university continued to move away from relying on investment income to fund its operating budget; this income would instead be used to fund one-time strategic investments. She noted that there would be a discussion of the budget model at a later meeting of APC.

Ms Kulczycki spoke about the factors that impact revenue, projections about the strength of Alberta's economy, deferred maintenance, and reported that the structural deficit had been largely dealt with. She reviewed the accountability documents required by government and noted that the operating and capital budget documents that the committee would see this year would also include information to help in understanding the budget for university purposes. Ms Kulczycki then provided information on three different budget scenarios based on three different revenue levels.

Members discussed and commented on: philanthropic donations and restrictions, cost pressures, partial privatization of some American universities, the impact of current labour negotiations, the land trust, and intellectual property and commercialization.

6. Question Period

There were no questions.

**INFORMATION REPORTS**

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

There were no items.

8. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

9. Adjournment

The Chair adjourned the meeting at 3:15 p.m.