



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Planning Committee
Approved Open Session Minutes

Wednesday, May 19, 2021
Zoom Virtual Meeting
2:00 PM - 4:00 PM

ATTENDEES:

Steven Dew, Chair
Chris Andersen
Chris Beasley
Walter Dixon
Shannon Erichsen
Anas Fassih
Todd Gilchrist
Jelena Holovati

Rowan Ley
Susanne Luhmann
Pirkko Markula
Melissa Padfield
Jerine Pegg
Susan Sommerfeldt
Kisha Supernant
Yan Yuan

non-voting:
Kate Peters

REGRETS:
Brad Hamdon

Staff:
Heather Richholt, Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of GFC Academic Planning Committee (APC)

Discussion:

The Chair noted that Item 4 was listed as an action item on the agenda but that he was unsure if APC was ready to make a decision. He indicated that if the discussion went well and there was a decision to be made he would ask the Vice-Chair to step into the chair. He also noted that she would be asked to chair action Items 5 and 6.

Motion: Andersen/Supernant

THAT the GFC Academic Planning Committee approve the agenda.
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CARRIED

2. Comments from the Chair (no documents)

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of APC

Discussion:

In his comments, the Chair made note of the following:

- congratulations to Kate Peters who had accepted the position of GFC Secretary following her secondment into the role;
- 2021-2022 Investment Management Agreement and the Work-Integrated Learning metric as shared for information in Item 14; and
- upcoming committee vacancies on APC.

CONSENT AGENDA

Materials before members are contained in the official meeting file.

Consent Agenda Mover and Second: Padfield/Ley

3. Approval of the Open Session Minutes May 5, 2021

THAT the GFC Academic Planning Committee approve the open session minutes of May 5, 2021.

CARRIED

ACTION ITEMS

4. Metrics Associated With Academic Restructuring

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of APC

Purpose of the Proposal: The proposal is before the committee in response to a recommendation included in the report generated from the committee of the whole discussion at the GFC meeting on February 8, 2021.

Discussion:

The Chair noted that this item had been discussed by APC and the APC working group on metrics numerous times, and that GFC and Board committees had discussed it as well. He explained that the working group wanted APC to decide whether or not it was ready to come to GFC on June 7 for recommendation to the Board of Governors.

A member asked the Chair to explain what the financial metric meant and how it would be calculated. The Chair explained that the metric was modeled after the data that the Service Excellence Transformation (SET) group was providing to the Board, and included the sum of all the leaders' salaries and benefits with a target reduction of \$27 Million. Vice-President (University Services and Finance) Todd Gilchrist noted that year-end processing was underway and that the target was subject to change as a result.

Regarding the cost-reduction financial metric, members discussed:

- concern with how these numbers would be calculated and whether this metric overestimated the savings, due to the part-time nature of the majority of academic administration positions;
- the difficulty with accounting for fractions of full-time equivalency (FTE) leadership positions that exist "off the record" and whether an average or estimate could be used to determine a methodology;
- that the FTE numbers should be tracked and reported by the Faculties to allow for careful measurements to determine the real savings in the changes to academic leadership;
- that it was important to be able to measure the actual results against the predictions that were made early on in the restructuring conversation;
- that accurate accounting of the number of FTE positions released from leadership and moved back into teaching were essential;
- that the annualized cost would be reported in the month that the change occurred;
- that those numbers were already reported quarterly and that they would be reported monthly for this initiative through current mechanisms;
- the data existing in Tableau and the PeopleSoft payroll system, and numbers that might have to be calculated manually; and
- whether the numbers for academic and administrative leadership could be reported separately.

The Chair noted that he would bring the first draft calculation to APC for their information.

Regarding the quality assurance for shared services metric, members discussed:

- concerns about the quality of the monthly surveys and how to ensure they were meaningful;
- that the APC working group on metrics would be asked to provide input on the initial surveys;

- that different stakeholders would be asked to provide input depending on the service being measured;
- sample sizes, survey questions, and how to capture data beyond end use surveys; and
- the aim to collect feedback on any system that was being deliberately and significantly changed as a result of restructuring.

Dr Dew stepped out of the chair and Dr Markula assumed the role.

Motion: Dew/Gilchrist

THAT the GFC Academic Planning Committee recommend that General Faculties Council recommend that the Board of Governors approve the proposed metrics associated with academic restructuring, as set forth in Attachment 1, as amended.

CARRIED

5. Proposed Tuition Adjustment to Domestic Rates for 2021/22 - Master of Science in Internetworking, and Master of Science with Specialization in Multimedia

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of APC; Todd Gilchrist, Vice-President (University Services and Finance)

Purpose of the Proposal: To propose reversing the 7% increase for domestic tuition that was approved for Fall 2021 for these two programs.

Discussion:

Dr Dew explained the rationale for the reversal of the tuition increase for the included programs.

There was no discussion.

Motion: Dew/Padfield

THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve the following exceptions to the approved 2021-22 domestic tuition fees proposal:

- the Master of Science in Internetworking, and
- the Master of Science with Specialization in Multimedia programs,

as set forth in Attachment 1, to take effect for Fall 2021.

CARRIED

6. Proposed Tuition Rates: New Graduate Certificates in Adapted Physical Activity; Coaching; and Educational Studies

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of APC; Todd Gilchrist, Vice-President (University Services and Finance)

Purpose of the Proposal: To propose tuition rates for three recently approved graduate certificates.

Discussion:

Dr Dew noted that the graduate certificates had been approved by the GFC Programs Committee but without tuition rates. He explained that APC was now being asked to recommend on tuition for these certificates to the Board.

Members discussed:

- the justification for the tuition levels and related consultation;
- whether the tuition level was made clear throughout consultation and when the program was being considered;
- whether students outside the certificate programs could access the courses and the discretion of the Faculty;
- the role of the Registrar's Advisory Committee on Fees (RACF) to ensure compliance with university policy; and
- that budget and tuition should be part of the overall program proposal and that members required more information to make an informed decision.

Motion: Dew/Gilchrist

THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve the tuition proposal for new graduate certificates in Adapted Physical Activity; Coaching; and Educational Studies, as described in Attachment 1, and including:

- 2021-22 Domestic tuition to take effect in July 2021;
- 2021-22 International tuition to take effect in July 2021; and
- 2022-23 International tuition to take effect in Fall 2022.

CARRIED

Dr Markula stepped out of the chair and Dr Dew resumed the role.

DISCUSSION ITEMS

7. International Strategy Implementation Plan

Materials before members are contained in the official meeting file.

Presenter(s): Cen Huang, Vice-Provost and Associate Vice President (International); Doug Weir, Executive Director, Student Programs & Services, University of Alberta International

Purpose of the Proposal: The proposal is before the committee to provide an update on progress towards completion of initiatives identified in the University's International Strategy Implementation Plan.

Discussion:

Dr Huang acknowledged the significant impacts of the COVID-19 pandemic on the International Strategy and the work of University of Alberta International (UAI). She explained that the report covered the targets and core activities identified in the strategy and documented the progress made on the eleven objectives.

A member asked about the completion rates noted in the report for undergraduate international students. Vice-Provost and Registrar Melissa Padfield pointed out that completion rates had improved over the past years and the numbers in the report were based on students admitted in 2014.

A member asked about the range of countries that the University of Alberta collaborated with. Dr Huang replied that research, history, relationships, and mobility all played a role and that UAI facilitated and worked with Faculties according to their different priorities. She also noted that her team was working on a matrix to help with this.

8. Graduate Student Enrolment Report 2020-2021

Materials before members are contained in the official meeting file.

Presenter(s): Brooke Milne, Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)

Purpose of the Proposal: To present the 2020-2021 report on graduate enrolment. The report provides a 'snapshot' of current enrolments across all graduate programs and highlights areas to watch in coming years. These data will help guide institutional planning and resourcing as it relates to graduate education and programming, and graduate student needs.

Discussion:

Dr Milne gave a brief overview of the report and indicated that she was happy to take questions here as well as offline after the meeting.

During the discussion, members asked questions and expressed comments including but not limited to:

- completion rates of domestic and international PhD students and correlation with full-time employment;
- how increasing enrollment trends were identified across professional graduate programs, course-based graduate programs, and thesis-based graduate programs;
- the development of graduate certificates that could ladder in to graduate degrees and how to differentiate those programs in the data;
- the impact of funding packages on completion rates; and
- whether master's students transferring into PhD programs were included in attrition numbers.

9. University of Alberta for Tomorrow Update

Item was deferred.

10. Alberta 2030 (no documents)

Item was deferred.

11. Budget Update (no documents)

Item was deferred.

12. Question Period

There were no questions.

INFORMATION REPORTS

13. Items Approved by GFC Academic Planning Committee by email ballots

There were no items.

14. Information Items Forwarded to Committee Members Between Meetings

- 2021-2022 Investment Management Agreement
- Message May 6, 2021 - WANTED: Academic & Support Staff to serve on University Governance Committees!

CLOSING SESSION

15. Adjournment

- Next Meeting of APC: June 23, 2021
- Next Meeting of GFC: June 7, 2021

The Chair adjourned the meeting at 4:00 p.m.