

General Faculties Council  
Academic Planning Committee (APC)  
Approved Open Session Minutes

Wednesday, February 01, 2023  
SAB 2-31  
2:00 PM - 4:00 PM

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**ATTENDEES:**

Verna Yiu (Chair)

Heather Bruce (Vice-Chair)

Zengtao Chen

Chetan Dave

Todd Gilchrist

Tammy Hopper

Hiren Kaklotar (delegate, GSA)

Vadim Kravchinsky

Abner Monteiro

Milan Regmi

Aminah Robinson Fayek

Norma Rodenburg

Kent Rondeau

Heather Seyl Miyashita

Chris Sprysak

Regrets:

Jacqueline Leighton

Anas Fassih

Sandeep Agrawal

Brad Hamdon

Non-Voting Members:

Kate Peters

Staff Members:

Heather Richholt

Faiza Billo

**OPENING SESSION**

Before calling the meeting to order, the Chair acknowledged that the meeting was taking place on Treaty 6 territory and expressed respect for the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Verna Yiu, Interim Provost and Vice-President (Academic), and Chair of APC

The motion was moved and seconded.

THAT the GFC Academic Planning Committee approve the agenda.
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**CARRIED**

2. Comments from the Chair (no documents)

*Presenter(s):* Verna Yiu, Interim Provost and Vice-President (Academic), and Chair of APC

*Discussion:* The Chair noted that three College Deans had been appointed and congratulated Matina Kalcounis-Rueppell (College of Natural and Applied Sciences), Brenda Hemmelgarn (College of Health Sciences) and Dr Marvin Washington (College of Social Sciences and Humanities). She also provided a short update on the College review and committed to keeping APC informed of progress.

The Chair asked M Padfield, Deputy Provost (Students and Enrolment) to provide an update on the increase in funding for student mental health supports which include changes in systems supports, process simplification and increases to staffing and staff remuneration.

The Chair announced that Simaan Abourizk has extended his term for another year and that Andy Knight has agreed to serve as the University's Inaugural Provost Fellow in Black Excellence and Leadership. She further noted that February 1 marks the beginning of Black History Month.

### **CONSENT AGENDA**

Materials before members are contained in the official meeting file.

The motion to approve the items in the consent agenda was moved and seconded.

3. Approval of the Open Session Minutes of December 7, 2022

THAT the GFC Academic Planning Committee approve the open session minutes of December 7, 2022

**CARRIED**

4. Proposed Suspension of the Graduate Certificate in Bridging to Canadian Physical Therapy Practice, Rehabilitation Medicine and FGSR

THAT the GFC Academic Planning Committee recommend that the General Faculties Council approve the suspension of the Rehabilitation Medicine Graduate Certificate in Bridging to Canadian Physical Therapy Practice, to take effect July 21, 2023.

**CARRIED**

5. Proposed Suspension of the Graduate Certificate in Stroke Rehabilitation, Rehabilitation Medicine and FGSR

THAT the GFC Academic Planning Committee recommend that the General Faculties Council approve the Suspension of the Rehabilitation Medicine Graduate Certificate in Stroke Rehabilitation, to take effect July 1, 2023.

**CARRIED**

### **ACTION ITEMS**

6. Non-Regulated Exclusion to Program Fee Proposals

Materials before members are contained in the official meeting file.

*Presenter(s):* Norma Rodenburg, Acting Vice-Provost and Registrar; Lori Thorlakson, Professor and Director, International Program in Cortona, Faculty of Arts; Trevor Buckle, Learning Abroad Program, University of Alberta International; Linda Youell, Professor and Director Undergraduate Programs, Faculty of Nursing.

*Discussion:* The Chair began by reminding members that APC holds delegated authority to recommend to the Board on new fees. N Rodenburg provided background information on the legislative context noting these were non-regulated fees as set out in the provincial tuition framework.

Members asked questions about:

- requirements to consult students, student consultation in the Faculty of Nursing and the Faculty of Arts, and the classification of fees as non-regulated vs regulated fees;

- the number of students enrolled in School in Cortona, historic enrolment trends and the rationale for changes to the cost-recovery model for the Cortona program;
- cost drivers for the program including inflation, instructors, overhead costs, and the impact of the pandemic; and
- how surplus or shortfalls are managed in the Cortona program and whether the fee increases are being proposed to subsidize other program areas.

Because of the technical nature of questions, the Chair asked N Rodenburg and M Padfield to describe the work of the Registrar's Advisory Committee on Fees (RACF). They spoke to:

- RACF's mandate and their responsibility for technical review of proposals through a rigorous and detailed examination of the costs
- That the committee confirms that proposals are limited non-instructional fees and reviews the program budget and cost recovery model if applicable; and
- the committee composition which includes financial experts and compliance officers;

Members expressed concerns about the motion which covered two proposals and asked that it be split between the Cortona and Nursing program fees.

The motion was moved and seconded

THAT the motion be divided into parts as set out as follows:

- the proposals for a new Non-Regulated Exclusion to Program Fees for the Faculty of Nursing Collaborative Program, Bilingual Program and After Degree program; be divided from
- the proposed new non-regulated exclusion to tuition fee for the School in Cortona

**CARRIED**

The Chair suggested that the committee turn their attention to the motion for the new non-regulated exclusion to program fees for the Faculty of Nursing. She asked if there was further discussion on the motion, and hearing none, she asked members to vote.

The motion was moved and seconded

THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the BFPC approve the proposed Change to Non-Regulated Exclusion to Program Fees for the Faculty of Nursing (set forth in Attachment 1\*).

\* as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

**CARRIED**

The Chair asked members if they had further questions on the School in Cortona proposal. Members asked for and received confirmation that this proposal was not increasing fees; rather, that the new non-regulated exclusion to program fee will be on a range that will be implemented based on fluctuations in program costs related to the drivers discussed. T Buckle, provided context on the cost-recovery fee model and confirmed that the rate for the upcoming Spring session is unchanged.

Members asked:

- Whether all 35 students enrolled had been informed about the changes and how it may impact them;
- When potential applicants will be informed about the change;
- What the impact on delaying approval of the program would be;

- Whether student representatives on the Organization for Arts Students and Interdisciplinary Studies (OASIS) had been consulted and that they could help to identify some of the barriers that students may encounter.

Committee members asked for an update on the student consultation and approved the proposal.

The motion was moved and seconded

THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the BFPC approve the proposed New Non-Regulated Exclusion to Program Fees for the School in Cortona (set forth in Attachment 2\*).

\* as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

**CARRIED**

## **DISCUSSION ITEMS**

### 7. Annual Report on Undergraduate Enrolment 2022-23

Materials before members are contained in the official meeting file.

*Presenter(s)*: Norma Rodenburg, Acting Vice-Provost and Registrar

*Discussion*: The Chair noted this was the 10th annual enrolment report and invited N Rodenburg to provide a short summary of the Report. She summarized the report, especially the objectives for enrolment increases, considerations for equity, diversity and inclusivity (EDI), and the impact of COVID on enrolment.

Members asked questions and made comments including:

- Whether the headcount numbers reflected full load equivalents (FLEs) or the number of individual students;
- The metrics used in the report to evaluate undergraduate enrolment and whether they are revised from year to year;
- Whether Artificial Intelligence (AI) is being used in the enrolment cycle;
- How the terminology could be clarified, especially terms describing applicants in different stages of the enrolment cycle;
- That mean admission averages seemed to be trending upwards across the Faculties and whether there were impacts on the University's plans to increase enrolment;
- Whether the University measures or assesses the number of students that have not been admitted;
- Whether selective admissions processes were being considered to create more diverse cohorts; and
- How demographic data from students was being used.

### 8. Update on Development of the University Strategic Plan

Materials before members are contained in the official meeting file.

*Presenter(s)*: Verna Yiu, Interim Provost and Vice-President (Academic), and Chair of APC

*Discussion*: The Chair summarized the consultations including the recent survey and diverse sessions involving about 1100 people. Internal and external stakeholders were involved early in the process and consultations allowed the steering committee to articulate several guiding questions for the process. She noted that the next step was a "What we Heard" document that would summarize themes from the feedback. She provided an overview of what had emerged from the data including the importance of research, growth, community impact; and the student experience and excellent teaching.

There was no discussion.

9. Introduction Vice-Provost & Dean, Faculty of Graduate Studies and Research (FGSR)(no documents)

*Presenter(s):* Melissa Padfield, Deputy Provost (Students and Enrolment); Roger Epp, Interim Vice-Provost and Dean, FGSR

*Discussion:* The Chair introduced the Interim Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR), Roger Epp. M Padfield noted that the graduate student experience was critical to the research mandate of the University and described plans for a unit review.

R Epp observed that the external unit review of FGSR was an important opportunity for quality improvement. He spoke to the plans to implement minimum PhD funding, the considerable challenges facing graduate students and the strong commitment of the Provost and support of associate deans to move this forward. He briefly summarized enrolment data from the current cycle including data on deferrals granted because of COVID impacts. He described the efforts to improve processes in FGSR and a desire to change the narrative around the role of FGSR to improve efficiencies. He provided the example of exam procedures and policies which respect local program contexts. R Epp noted that in December, the University had waived application fees from students from Iran to allow applicants who faced systemic barriers from their government to apply. The initiative has resulted in a spike in applications which are currently being processed and echoed similar initiatives at the University of Toronto and others.

Members discussed:

- The size of comparator institution graduate student bodies;
- The vision for graduate education especially given the change from traditional experiences on Campus in laboratories to integration with industry and in the field; and
- How comparator institutions had been successful in creating opportunities across the university through stackable certificates.

In closing, R Epp noted that the role of FGSR must not be confined to assuring academic standards but also to supporting graduate education innovation.

10. Budget Update (standing item)

*Presenter(s):* Verna Yiu, Interim Provost and Vice-President (Academic), and Chair of APC; Todd Gilchrist, Vice-President (University Services and Finance)

*Discussion:* The Chair noted that GFC had discussed the development of the budget model and the co-creation of expert groups. T Gilchrist provided an update on the budget process including the special session with APC and the approval process through APC on March 8th and to the Board Finance and Property Committee on March 9th.

Members discussed whether there would be any equations or levies in the budget model or whether it would be based on the current structure where Faculties are given responsibility over their allocation.

11. Question Period

*Presenter(s):* Verna Yiu, Interim Provost and Vice-President (Academic), and Chair of APC

*Discussion:* Members asked about timelines for the release of the College Model Review report which will be drafted by D Marshall, former Provost and Vice-President (Academic) from the University of Calgary who was tasked with conducting the review. The Chair responded that she hopes to distribute the report to the community in March.

Members asked about cost savings from the college model and whether this would factor into the review or be tracked in a meaningful way. The Chair referred to the College Progress and Plans presentation at GFC and the examples of savings from consolidating services. She also noted that the complexity of the Service Excellence Transformation (SET) initiatives and ongoing academic restructuring initiatives made savings difficult to isolate.

The Chair noted that course rationalization was a priority, especially given the high demand for some courses. She asked APC to think about whether foundational years might be something that the University should explore. She pointed to the Bachelor of Health Sciences as an example of how to develop these kinds of programs to respond to student demand and respect Faculty priorities.

Members asked about how the University Strategic Plan (USP) would intersect or influence the development of the University budget and the new budget model and commented that the processes appeared to be discrete and needed to be in better dialogue. The Chair noted that broad accountability for both lies with the Provost and that the intention is that the USP will underpin all of the strategy development at the university. She cited other strategic planning initiatives such as Equity, Diversity and Inclusivity, a Climate Action Plan, Research Innovation, and Facilities optimization plans. She further noted that budget model needs to keep moving forward and the different expert groups are cognisant of the need to connect into the USP.

Members asked about the Summit which brought together members of the Board of Governors, the Senate and GFC to discuss USP and how the feedback would be integrated. The Chair noted that the "What We Heard" document will come back to APC. She emphasized that the plan would focus on the strategic directions not the tactical actions that would flow from the plan.

Members asked about the participation rates listed in the International Strategy Implementation Plan and the proposed doubling of enrolment. The Chair committed to providing a response offline.

## **INFORMATION REPORTS**

- 12 Information Items Forwarded to Committee Members Between Meetings
  - APC - January 11 – Cancelled
- 13 Metrics Associated with Academic Restructuring and University Operating Model (UAT/College and University Metrics) ● Interdisciplinarity
- 14 International Strategy Implementation Plan Annual Report

## **CLOSING SESSION**

15. Adjournment
  - Joint Budget Briefing: February 16, 2023
  - Next Meeting of APC: March 8, 2023
  - Next Meeting of GFC: February 27, 2023

