

General Faculties Council  
Academic Planning Committee  
Approved Open Session Minutes

Wednesday, January 10, 2024  
Remote meeting by Zoom  
2:00 PM - 3:10 PM

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**ATTENDEES:**

Verna Yiu (Chair)  
Bishoi Aziz  
Heather Bruce  
Sandeep Agrawal  
Zengtao Chen  
Chetan Dave  
Christian Fotang  
Tammy Hopper

Vadim Kravchinsky  
Adrian Lam  
Ola Mabrouk  
Heather Seyl Miyashita  
Aminah Robinson Fayek  
Norma Rodenburg  
Chris Sprysak  
Deborah Williams (delegate)

Non-Voting Members:  
Kate Peters  
John Lemieux  
Regrets  
Todd Gilchrist

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Verna Yiu, Provost and Vice-President (Academic)

*Discussion:* The Chair began by acknowledging the territory and thanked members for volunteering to support the Campus Food Back. She requested that the Naming of Academic Entities agenda item be deferred to the January 31, 2024 meeting.

THAT the GFC Academic Planning Committee approve the agenda as amended.

**CARRIED**

2. Comments from the Chair (no documents)

*Presenter(s):* Verna Yiu, Provost and Vice-President (Academic)

*Discussion:* The Chair commented on the following:

- the retirement of Cen Huang as Vice-Provost and Associate Vice-President (International);
- an update on the Academic Materials Program initiative; and
- the recent closure of the Humanities Building due to an electrical vault fire.

Members asked about the request for proposals for the Academic Materials Program and the timelines for implementation.

3. Introduction of the Associate Vice-President, Human Resources, Health, Safety and Environment

*Presenter(s):* Verna Yiu, Provost and Vice-President (Academic)

*Discussion:* The Chair welcomed Marcie Chisholm, the new Associate Vice-President of Human Resources, Health Safety and Environment. M Chisholm thanked the Provost for the opportunity to meet with the Academic Planning Committee.

There were no questions.

### **CONSENT AGENDA**

Materials before members are contained in the official meeting file.

4. Approval of the Open Session Minutes of November 15, 2023
5. Suspensions from the Program Revitalization for the Bachelor of Commerce Program, Faculty of Business  
The motion was moved and seconded.

THAT the GFC Academic Planning Committee approve the open session consent agenda.

**CARRIED**

### **ACTION ITEMS**

6. Alberta Centre for Labour Market Research

*Presenter(s):* Joseph Marchand Professor, Faculty of Arts

*Discussion:*

The Chair invited members to discuss Items 6 and 7 together.

Members made comments and discussed the Alberta Centre for Labour Market Research (ACLMR), including but not limited to:

- The timelines and rationale for developing the ACLMR;
- The composition of the research committee for the Centre;
- The organizational structure;
- The budget for staffing and administration of the system;
- The sources of revenue for the ACLMR and the long-term sustainability of the Centre; and
- Consultation with the Vice-Provost Indigenous Programs and Research and plans to align with strategic objectives set out in *Braiding Past, Present, and Future*, the University of Alberta Indigenous Strategic Plan (*Braiding*);

Concerning the iSMART Research Centre, members asked about the Indigenous consultation and plans to align with *Braiding*.

The motion was moved and seconded.

That the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the creation of the Alberta Centre for Labour Market Research, effective upon approval.

**CARRIED**

7. Creation of the iSMART Research Centre

*Presenter(s):* Vivian Mushahwar Professor, Faculty of Medicine and Dentistry; Martin Ferguson-Pell Professor, Faculty of Rehabilitation Medicine

*Discussion:* Discussion for this item took place under Item 6.

The motion was moved and seconded.

That the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the creation of the Institute for SMart Augmentative and Restorative Technologies and Health Innovations (iSMART), effective upon approval.

**CARRIED**

## **DISCUSSION ITEMS**

### 8. University of Alberta Foundation Program

*Presenter(s):* Melissa Padfield, Deputy Provost (Students and Enrolment); Rebecca Nagel, Associate Professor, Faculty of Arts;

*Discussion:* The Chair noted that this proposal had been presented at the November 15, 2024 meeting of APC as a part of the Growth Strategy. She thanked R Nagel for her leadership on the initiative. M Padfield outlined the rationale for the Foundation Program, the planned criteria for admissions regulation, and the planned provisions to protect academic standards. She emphasized that the academic governance will rest with the University of Alberta and that all teaching will be delivered by the University. She noted that there was currently a Request for Proposal being developed to find a third party vendor to support with recruitment and admission of students.

R Nagel explained her role as liaising with faculties to support implementation and noted that each faculty will be working to find opportunities for Foundation students to enroll in their programs.

The Provost noted that another motivating factor is to support Alberta students through the additional revenues anticipated from the initiative, which will be directed to rural and Indigenous students.

Members asked questions and made comments including:

- what will be the expectations for students to be supported in their integration into the University and Canada to ensure their success;
- that the International Student Visiting Program already includes more than two courses per term;
- who will be supporting the process for immigration of students and ensuring smooth transitions for International students;
- how the English Language School and EAP 137 course, as well as the Bridging program, will be integrated into the initiative;
- whether students admitted will be integrated into the same classes as the domestic and other international students or whether they will be in distinct sections;
- that the Law Practice Program in the Faculty of Law supports students moving through the National Committee on Accreditation process which may offer a useful template;
- what happens at the end of the first year of foundational courses and how students will show they are meeting academic standards in order to progress in their programs; and
- whether students will need to show they are meeting financial minimum requirements at the outset of the Foundation program and if they will be informed of the cost for the full duration of their academic program.

The Chair thanked members for their engagement and questions.

### 9. Authority over Non-regulated Exclusion to Program Fees

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

*Discussion:* The Chair reminded members of their responsibility to review and in some cases make recommendations on budget matters. N Rodenburg explained how fees are classified according to the Tuition Fee Regulation, and provided the definition of non-regulated fees and examples of some of the 259 approved non-regulated exclusions to program fees. She explained that some fees are approved in the form of a range to cover several possible cost options. She presented the administrative process to prepare proposals which includes the Registrar's Advisory Committee on Program Budgets and Fees (RACF), a high-level technical and advisory committee that falls under the authority of the Provost and vice-President (Academic), and noted that the RACF is composed of technical experts who review proposals to ensure they are complete. She then informed the committee about five proposals that will be presented to the committee at its January 31, 2024 meeting .

Members asked questions about the process and their decision-making authority, including:

- how faculties can use non-regulated program fees to cover the costs of instruction;
- whether the University can collect fees from students in other ways than through these non-regulated exclusions;
- whether fees are reviewed annually or if they are approved for a set time period;
- if fees are calculated to recover costs or to generate revenue;
- how fees are communicated to students and whether students are informed about additional fees before they enroll; and
- when costs are associated with mandatory courses, if there are student financial supports available to students.

In conclusion, the Chair noted that after recommendation by APC, proposals are presented to the Board Finance and Property Committee for approval.

#### 10. Budget Update (standing item)

*Presenter(s):* Verna Yiu, Provost and Vice-President (Academic); Darrell Dancause, Associate Vice-President (Finance, Procurement and Planning)

*Discussion:* D Dancause provided a short update on the budget planning process. He explained that the University anticipates an annual operating deficit of \$19.2M on a budgeted deficit of \$38.8M before taking into account endowments. He provided some additional information including an increase in investment income from \$50M to \$55M due to market conditions, and noted that the University is still significantly behind in its reserve spending and is forecasted to spend approximately \$15.3M of the allowed carry-forward. Concerning the 2025 Budget planning process, he explained that University-wide portfolios have completed the functional planning process and that Faculties are preparing their budgets and multi-year accountability plans. The tour of deans meetings with all faculties will occur in February.

Members asked about flex spending and whether the Ministry will allow for use of reserves to move into the next fiscal year where necessary.

#### 11. Question Period

*Presenter(s):* Verna Yiu, Provost and Vice-President (Academic)

*Discussion:* There were no questions.

### **INFORMATION REPORTS**

#### 10. Metrics

11. Information Items Forwarded to Committee Members Between Meetings- Meeting Cancellation and Campus Food Bank Group Volunteering Opportunity

**CLOSING SESSION**

12. Adjournment
  - Next Meeting of APC: January 31, 2024
  - Next Meeting of GFC: January 29, 2024