

The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, February 13, 2019 meeting:

Agenda Title: **Proposal for a Joint Doctoral Degree Graduate Program, University of Alberta (Faculty of Graduate Studies and Research and Faculty of Medicine and Dentistry) and Saarland University, Germany**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the Joint Doctoral Degree Graduate Program between the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, University of Alberta, and Saarland University, Germany as set forth in Attachment 1, to take effect upon final approval

Item 4.

Agenda Title: **Proposal from the Faculty of Arts to change the name of the BMus Composition and Theory Route to the BMus Composition and Sonic Arts Route**

CARRIED MOTION: THAT GFC Academic Planning Committee approve the change of name for the Bachelor of Music (BMus) Composition and Theory Route to BMus Composition and Sonic Arts Route, to take effect upon final approval.

Item 5.

Agenda Title: **Proposed New Mandatory Student Instructional Support Fees, Proposed Change to Existing Mandatory Student Instructional Support Fees, and Proposed Deletion of Mandatory Student Instructional Support Fees**

CARRIED MOTION 1: THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the Board of Governors approve:

- the proposed New Mandatory Student Instructional Support Fees (set forth in Attachment 1)
- the proposed Deletion of Mandatory Student Instructional Support Fee (set forth in Attachment 3)
- the proposed Nomination Fee (set forth in Attachment 4)

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 MOTION 2: THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the Board of Governors approve the proposed Change to Existing Mandatory Student Instructional Support Fees (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.

Item 6.

Agenda Title: **University of Alberta 2019-2020 General Tuition Proposal**

CARRIED MOTION: THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve that domestic student tuition governed by the tuition fee regulation for 2019-20 be set at the 2014-15 rates, as directed by the Government of Alberta.

Item 7.

Agenda Title: **University of Alberta 2019-2020 International Tuition Fee Proposal**

CARRIED MOTION: THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve an increase of 2.77% to international tuition fees for 2019-20, as illustrated in the table below:

Undergraduate	2018-19	2019-20	Change ^e	
			\$	%
Arts and Science	\$ 21,668.40	\$ 22,267.20	\$ 598.80	2.76%
Business	\$ 28,503.12	\$ 29,291.04	\$ 787.92	2.76%
Engineering	\$ 26,002.08	\$ 26,720.64	\$ 718.56	2.76%
Juris Doctor (JD) Program	\$ 47,003.48	\$ 48,303.92	\$ 1,300.44	2.77%
Pharmacy (Pharm D)	\$ 48,149.76	\$ 49,480.64	\$ 1,330.88	2.76%
Economics Course	\$ 2,764.70	\$ 2,841.12	\$ 76.42	2.76%

Graduate ^a	2018-19 ^d	2019-20	Change ^e	
			\$	%
Course Based Master's	\$ 8,437.68	\$ 8,670.96	\$ 233.28	2.76%
Thesis 919 ^b	\$ 5,265.08	\$ 5,410.88	\$ 145.80	2.77%
Thesis Based Masters /PhD ^c	\$ 7,279.32	\$ 7,480.68	\$ 201.36	2.77%
Master's in Business Administration	\$ 16,519.68	\$ 16,976.16	\$ 456.48	2.76%
Integrated Petroleum Geosciences Course	\$ 3,015.86	\$ 3,099.24	\$ 83.38	2.76%
International Graduate Tuition Increase ^{f,g}	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%

Notes:

- (a) Values are based on full-time per term and full-time per year unless otherwise stated.
- (b) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).
- (d) As approved by the Board of Governors, March 16, 2018.
- (e) Figures may be rounded downwards at fee index level for administrative purposes, thus lowering the effective year over year percentage increase below 2.77 percent.
- (f) Per year for full time student, excluding Cost recovery and graduate course based Physical Therapy, Occupational Therapy, and Speech master's programs in Faculty of Rehabilitation Medicine.
- (g) \$4000 will be cost-neutral and offset by an equal amount of financial support.

Item 8.

Agenda Title: **University of Alberta 2019-2020 Budget**

CARRIED MOTION: THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve the 2019-20 consolidated budget as set forth in Attachment 2.

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**Governance Executive Summary
Action Item**

Agenda Title	Proposal for a Joint Doctoral Degree Graduate Program, University of Alberta (Faculty of Graduate Studies and Research and Faculty of Medicine and Dentistry) and Saarland University, Germany
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Motion

<p>THAT the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the Joint Doctoral Degree Graduate Program between the Faculty of Graduate Studies and Research and the Faculty of Medicine and Dentistry, University of Alberta, and Saarland University, Germany as set forth in Attachment 1, to take effect upon final approval</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Debby Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research Dennis Kunimoto, Acting Dean, Faculty of Medicine and Dentistry
Presenter(s)	Joe Casey, Professor, Director, International Research Training Group in Membrane Biology, Department of Biochemistry Tracy Raivio, Associate Dean, Faculty of Graduate Studies and Research

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	For the University of Alberta's Faculty of Medicine and Dentistry to offer a Joint Doctoral Program through an agreement with Saarland University, Germany. To contribute to the internationalization of graduate degree programs in Physiology or Biochemistry through collaboration with the Saarland University, Germany and to recruit strong graduate students.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Saarland University (SU) is a 17, 000 student university located 150 km SW of Frankfurt. Since 2012, the NSERC-CREATE funded training program, International Research Training Group in Membrane Biology ("IRTG"; based in Faculty of Medicine and Dentistry), has partnered with SU professors to train graduate students in our research area through annual joint meetings and exchange research visits.</p> <p>Students in this Joint Doctoral degree program may obtain a doctoral degree in Physiology or Biochemistry from the University of Alberta or a doctoral degree in Natural Sciences (Dr. rer. nat.) from Saarland University.</p> <p>The joint degree program would recognize the international research experience of graduate students with a parchment notation stating the program was jointly offered, naming both of the partner institutions. The Home institution will confer the degree.</p> <p>This would represent significant value-added for these students as we</p>

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	<p>anticipate it would make them more competitive in the job market.</p> <p>Potential Joint Degree Students must first be accepted into a graduate degree program in a department at their Home Institution, with a supervisor who is in the International Research and Training Group in Membrane Biology (“IRTG”). They must have written confirmation from a supervisor who is in IRTG at the Second Institution, agreeing to act as a member of their graduate program supervisory committee and to host their research in the supervisor’s laboratory.</p>
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Joe Casey, Professor, Director, International Research Training Group in Membrane Biology, Department of Biochemistry • Danielle Scott, Assistant Director (International Relations) UAI
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Janice Hurlburt, Governance and Policy Coordinator FGSR • Deborah Burshtyn, Interim Dean and Vice Provost, Faculty of Graduate Studies and Research • Tammy Hopper, Vice-Provost (Programs), Office of the Provost and Vice-President (Academic) • Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) • Office of General Council • Information and Privacy Office (IPO): No particular issues needed to be raised with them
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	<p>Faculty of Medicine and Dentistry Council: November 20, 2018 approved FGSR Council: January 23, 2019 approved GFC Academic Planning Committee: February 13, 2019 GFC Executive Committee: March 4, 2019 (for parchment wording)</p>

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success

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Legislative Compliance and jurisdiction	Post-Secondary Learning Act (PSLA) GFC Academic Planning Committee (APC) Terms of Reference GFC Academic Standards Committee (ASC) Terms of Reference UAPPOL Shared Credentials Policy UAPPOL Admissions Policy UAPPOL Academic Standing Policy
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Attachments (each to be numbered 1 - 3)

1. Proposal for a Joint Doctoral degree program between Saarland University, Germany and the Faculty of Medicine and Dentistry, UofA (page(s) 1 - 11)

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, jhurlburt@ualberta.ca

AGREEMENT FOR A JOINT DOCTORAL DEGREE PROGRAM

BETWEEN **SAARLAND UNIVERSITY**
As represented by the Faculty of Natural Sciences and
Technology and the Faculty of Medicine
Located in Saarbrücken and Homburg, respectively, Federal
Republic of Germany
("Saarland University")

AND **THE GOVERNORS OF THE UNIVERSITY OF ALBERTA**
As represented by the Faculty of Medicine & Dentistry
Located in Edmonton, Alberta, Canada
("UAlberta")

Collectively referred to as the "parties."

WHEREAS:

- A. The parties to this Agreement have entered into a memorandum of understanding ("MoU") that contemplates various forms of academic cooperation; and
- B. The parties wish to formalize the terms for an Agreement under which doctoral students from either party may pursue a Joint Degree Program.

NOW THEREFORE in consideration of the above and other good and valuable consideration, the parties agree as follows:

1. DEFINITIONS

1.1. In this Agreement:

- a) "Joint Degree Program" means a program of study under which students may obtain a doctoral degree in Physiology or Biochemistry from UAlberta through a program offered by the Faculty of Medicine and Dentistry or a doctoral degree in Natural Sciences (Dr. rer. nat.) from Saarland University. In each instance, the degree will be granted by the Home Institution, and the Home Institution will provide formal recognition of the completion of the Joint Degree Program through a notation on the transcript and on the parchment.
- b) "Joint Degree Students" mean those students who are participating in the Joint Degree Program.
- c) "Home Institution" means the institution where the student was originally admitted to a doctoral degree program in one of the degree programs covered by the Joint Degree Program.
- d) "Second Institution" means the institution which is not the Joint Degree Student's Home Institution.

2. LIAISON OFFICERS

- 2.1. Each party shall designate a liaison officer (“Liaison Officer”) who will be responsible for coordinating the specific aspects of the Joint Degree Program as well as advising and assisting students taking part in the Joint Degree Program.
- 2.2. The designated Liaison Officers for the Agreement are:

for Saarland University

Dr. Barbara Niemeyer
Professor
Dept. of Biophysics
Faculty of Medicine
Saarland University
Campus Homburg, Building 48
66424 Homburg/Saar
Germany
Telephone: +49-6841-16-16304
E-mail : barbara.niemeyer@uks.eu

for UAlberta

Dr. Joseph Casey
Professor
Dept. of Biochemistry
Faculty of Medicine and Dentistry
University of Alberta
4020-E Katz Group Centre
Edmonton, Alberta T6G 2E1
Canada
Telephone:+1-780-492-7203
E-mail: joe.casey@ualberta.ca

- 2.3 All notices sent pursuant to this Agreement must be sent to the above-mentioned Liaison Officers. The parties agree that either party may change its designated Liaison Officer by notifying the other party in writing of such change.
 - a) Any notice to be given by either party pursuant to this Agreement shall be in writing and may be delivered by commercial courier, registered mail (unless a postal strike or other disruption is currently in place), facsimile machine, or e-mail to the relevant Liaison Officer using the contact information set out above (or such other contact information as notified by a party by written notice given in accordance with this clause).
 - b) If a party receives a message that a notice sent to an e-mail address is undeliverable, or that the Liaison Officer is out of the office, or if the party has any other reason to believe that the delivery of a notice was ineffective, then the party will send the notice using a different method.

3. APPLICATION, SELECTION AND ADMISSION OF STUDENTS FOR THE JOINT DEGREE PROGRAM

- 3.1. A potential Joint Degree Student must meet the eligibility requirements outlined in Section 1 of Appendix A.
- 3.2. To be considered for the Joint Degree Program, a student must fill out the Shared Credentials Initial Approval form (see www.ualberta.ca/graduate-studies/prospective-students/apply-for-admission/shared-credential-applications) and present it to his/her Home Institution. If the Home Institution agrees to recommend the student, the form will be forwarded to the Second Institution. The application form must be submitted to the Second Institution by the deadline mutually agreed upon in writing by the Liaison Officers.

- 3.3. The Second Institution will determine at its sole discretion whether to admit the student into the Joint Degree Program.
 - a. At UAlberta, acceptance of students into the Joint Degree Program will be at the discretion of the relevant authority of either the Department of Physiology or Biochemistry.
 - b. At Saarland University, acceptance of students into the Joint Degree Program will be at the discretion of the Spokespersons of the IRTG and the relevant Faculty ("Promotionsausschuss").
 - c. Whenever possible, the Second Institution will inform the Home Institution of whether the student will be admitted to the Joint Degree Program within 14 days of receiving the relevant application from the potential student.
- 3.4. Each Second Institution will admit up to a maximum of four (4) Joint Degree Students from each Home Institution each academic year for the Joint Degree Program. The maximum number of students may be changed by mutual agreement of the parties and shall be expressed in writing.
- 3.5. While the number of incoming and outgoing Joint Degree Students may not be exactly equal every year, both parties will endeavour to exchange a similar number of Joint Degree Students. The expectation of the parties is that the number of students exchanged over the duration of this Agreement will be equal.

4. JOINT DEGREE PROGRAM REQUIREMENTS AND ADMINISTRATION

- 4.1. The parties will provide an adequate orientation as well as ongoing advice and support to the Joint Degree Students. At UAlberta and Saarland University, the relevant Faculties will take the lead on assisting Joint Degree Students. At UAlberta, the standard services of university of Alberta International and the offices under the Dean of Students will be available to Joint Degree Students as needed. Saarland University will provide the standard services of the GradUs programme and the International Office.
- 4.2. Joint Degree Students will follow a program of study and research which shall satisfy the requirements of their Home Institution, including any requirements for the Joint Degree Program outlined in Section 2 of Appendix A.
- 4.3. Either party may, at its sole discretion, require a Joint Degree Student to withdraw from the Joint Degree Program. If required to withdraw from the Joint Degree Program, the student will return to his/her studies at the Home Institution and will receive appropriate credit for work completed at the Second Institution while in the Joint Degree Program.
- 4.4. A student may withdraw, at any time, from the Joint Degree Program, and return to his/her studies at the Home Institution. The student will receive appropriate credit for work completed at the Second Institution while in the Joint Degree Program.
- 4.5. Upon successful completion of the graduate degree requirements of the Home Institution and any additional requirements for the Joint Degree Program, the Home Institution will confer on the Joint Degree Student the doctoral degree of that Institution for which the Joint Degree Student qualifies and shall inform the Second Institution of

this award. The designations on the Joint Degree Student's academic record will include the following:

- a) The UAlberta transcript notation will read: "Participating in a shared credential program offered jointly by this university and Saarland University."
- b) The Saarland University transcript notation will read: "Participating in a shared credential program offered jointly by this university and the University of Alberta."
- c) The UAlberta parchment notation will read: "having completed all the statutory requirements of the program offered jointly by the University of Alberta and Saarland University has been granted the degree of [Official Degree Name] and awarded all the rights and privileges pertaining to this degree."
- d) Saarland University parchment notation will read: "having completed all the statutory requirements of the program offered jointly by Saarland University and the University of Alberta has been granted the degree of Dr.rer.nat. and awarded all the rights and privileges pertaining to this degree".

5. FEES AND FINANCIAL MATTERS

5.1. During the Joint Degree Program, including while at the Second Institution, Joint Degree Students will pay to their Home Institution full tuition and all other mandatory and required fees associated with full-time registration in the graduate program to which they have been admitted at the Home Institution. Joint Degree Students will pay no application or tuition fees at the Second Institution. Other mandatory fees at the Second Institution may require payment. At Saarland University, examples of such fees would be the "Semesterbeitrag" (*semester fee*) and "Registrierungsgebühr" (*registration fee*). At UAlberta, examples of such fees would be the non-instructional fees for health and dental coverage and the mandatory public transportation pass (the "U-Pass").

5.2. Joint Degree Students must have sufficient personal funds to cover any and all expenses not covered by either institution as detailed in this Agreement. Such expenses include, but are not limited to:

- a. Tuition and other fees required by their Home and Second Institution;
- b. Cost of living (including rent, food, and health care costs);
- c. Recreation;
- d. Travel and transportation, including travel insurance;
- e. Text books and school supplies;
- f. All necessary immigration documents; and
- g. Any other expenses not specifically noted.

5.3. The participants shall have adequate insurance coverage. Joint Degree Students must have health insurance covering himself/herself sufficiently.

6. HOUSING

Each Second Institution shall endeavour to provide information to students regarding housing options, the cost of which must be paid by the student.

7. REGULATIONS GOVERNING STUDENTS

- 7.1. Joint Degree Students shall be bound by the rules, regulations, and codes of conduct of the university or universities at which they are registered.
- 7.2. Joint Degree Students shall be bound by the laws of the country in which they are resident.
- 7.3. Notwithstanding section 7.1, both institutions will work collaboratively to resolve any conflicts between Joint Degree Students and their supervisors.

8. INTELLECTUAL PROPERTY

- 8.1. At the outset of a Joint Degree Student's program, the parties will work together to establish, in writing, all necessary arrangements regarding the ownership and protection of any intellectual property generated as a result of any research conducted by the Joint Degree Student during their program. In addressing any such intellectual property arrangements, the parties shall involve the Joint Degree Student, have regard for any policies and procedures in place at each institution, and ensure the Joint Degree Student is provided with a copy of the final written arrangements.
- 8.2. Notwithstanding section 8.1, the parties acknowledge that the Joint Degree Student shall own copyright in his/her thesis.

9. ACCESS TO INFORMATION AND PRIVACY LEGISLATION

- 9.1. The parties acknowledge that UAlberta is a public body subject to the *Freedom of Information and Protection of Privacy Act (Alberta)* ("FOIP"), as amended and that Saarland University is a public body subject to the „Saarländisches Gesetz zum Schutz personenbezogener Daten (Saarländisches Datenschutzgesetz - SDSG)“. For further information about FOIP see www.ipa.ualberta.ca and for SDSG see http://sl.juris.de/cgi-bin/landesrecht.py?d=http://sl.juris.de/sl/gesamt/DSG_SL_2018.htm#DSG_SL_2018_rahmen.
- 9.2. The parties agree to only use any personal information exchanged for the purposes of this Agreement for the purposes of administering this Joint Degree Program.
- 9.3. No personal information related to any Joint Degree Student will be released by UAlberta to Saarland University without the student's prior written consent, except as permitted by law. At UAlberta such consent will be obtained through the Shared Credential Initial Approval Form or in such other form as UAlberta may provide from time to time.

10. CONFIDENTIALITY

- 10.1. Each party who receives any information from the other marked "Confidential" ("Confidential Information"), will take reasonable steps to protect its confidentiality, will not disclose to any third party such Confidential Information without the prior written consent of the other party, and will only use such Confidential Information for the purposes contemplated in this Agreement.

10.2. For the purposes of this Agreement, Confidential Information does not include information (a) that is or becomes part of the public domain through no act of the receiving party, (b) that was in the receiving party's possession before receipt from the disclosing party, (c) that was rightfully received by the receiving party from a third party without a duty of confidentiality, or (d) that is required to be disclosed under any applicable law or by order of a court.

11. DISPUTE RESOLUTION

11.1. Any dispute arising from this Agreement shall be resolved amicably through discussion between the parties' Liaison Officers. In the event the Liaison Officers are unable to resolve the matter within 60 days of referral, or such additional time as mutually agreed to by the parties, the dispute shall be referred to the President of Saarland University and the Provost of UAlberta. If they are unable to do so:

- a. The parties hereby attorn to the exclusive jurisdiction of the courts of the Province of Alberta for the resolution of any and all disputes, controversies or claims arising out of, in connection with, or relating to this Agreement, which are brought against UAlberta as the defendant.
- b. The parties hereby attorn to the exclusive jurisdiction of the courts of the state of Saarland for the resolution of any and all disputes, controversies or claims arising out of, in connection with, or relating to this Agreement, which are brought against Saarland University as the defendant.

12. LIABILITY AND INDEMNIFICATION

Each party ("Indemnifying Party") shall:

- a. be liable to the other party ("Indemnified Party") for; and
- b. indemnify and hold harmless the Indemnified party from and against:

any and all liabilities, damages, costs, claims, suits or actions, loss, injury, death, or damage to any third party (including students) occasioned by or as a result of the negligent acts, willful misconduct or breach of obligations assumed under this Agreement by the Indemnifying Party or their employees, officers, agents, and contractors.

Notwithstanding the above, in no event will either party be liable for any indirect, consequential, or incidental claims incurred by any Indemnified Party in respect of this Agreement.

13. SURVIVAL

Terms of this Agreement which, by their nature, require the parties' continued performance after this Agreement's termination, will continue in effect following any such termination.

14. COUNTERPARTS

This Agreement may be executed in any number of counterparts or duplicates, each of which being an original, and such counterparts or duplicates will together constitute one and the same agreement.

15. GENERAL

- 15.1. This Agreement constitutes the entire agreement and understanding between the parties with respect to the Joint Degree Program and replaces all earlier agreements and discussions between the parties.
- 15.2. The invalidity of any particular provision of this Agreement does not affect any other provision of it, but the Agreement is to be construed as if the invalid provision had been omitted.
- 15.3. Nothing in this Agreement shall make the relationship between the parties one of partnership, joint venture or employment. Nothing in this Agreement constitutes authority for one party to make commitments which bind the other party or to otherwise act on behalf of such other party.
- 15.4. No part of this Agreement may be assigned by either party without the consent of the other party.
- 15.5. Neither party will use, nor shall it permit any person employed by it to use, identifying marks of the other party, other than with the written consent of such other party, which may be arbitrarily withheld.

16. COMING INTO FORCE, TERMINATION, AND AMENDMENTS

- 16.1. This Agreement comes into effect on the date on which it has been signed by both parties and will continue in effect for a period of five (5) years, or until terminated in accordance with section 16.2. If this Agreement is not renewed, the parties agree that any students already in the Joint Degree Program will be given reasonable time to complete their studies under the terms of this Agreement.
- 16.2. The parties may mutually terminate this Agreement by written agreement. Alternatively, either party may terminate this Agreement by giving twelve (12) months' written notice of termination to the other party. Upon receipt of such notice, no additional students will be admitted to the Joint Degree Program. Students already in the Joint Degree Program will be given reasonable time to complete their studies.
- 16.3. The parties may amend or extend this Agreement by written agreement.

The parties have signed this Agreement on the dates indicated below.

Signed for and on behalf of
SAARLAND UNIVERSITY

the _____ day of _____ 2018.

Signed for and on behalf of
**THE GOVERNORS OF THE
UNIVERSITY OF ALBERTA**

the _____ day of _____ 2018.

Prof. Dr. Manfred Schmitt
President, Saarland University

Dr. Steven Dew
Provost and Vice-President (Academic)

the _____ day of _____ 2018.

Prof. Dr. Michael Menger
Dean, Faculty of Medicine

the _____ day of _____ 2018.

Prof. Dr. Guido Kickelbick
Dean, Faculty of Natural Sciences

the _____ day of _____ 2018.

Dr. Dennis Kunimoto
Acting Dean, Faculty of Medicine &
Dentistry

the _____ day of _____ 2018.

Dr. Deborah Burshtyn
Interim Vice-Provost and Dean,
Faculty of Graduate Studies and
Research

APPENDIX A

1. Joint Degree Program Eligibility:

In order to be considered for participation in the Joint Degree Program, a potential Joint Degree Student must meet the following requirements:

1.1. Potential Joint Degree Students must first be accepted into a graduate degree program in a department at their Home Institution, with a supervisor who is in the International Research and Training Group in Membrane Biology (“IRTG”).

1.2. Potential Joint Degree Students must also meet the regular academic admission requirements of the Host Institution.

1.3. English Language Proficiency Requirements:

- a. Potential Joint Degree Students from Saarland University must meet the English language proficiency requirements set by both the relevant department and Faculty of Graduate Studies and Research at UAlberta. Further details can be found in UAlberta’s Calendar in the section titled “Regulations of the Faculty of Graduate Studies and Research”: www.registrar.ualberta.ca/calendar/.
- b. Potential Joint Degree Students from UAlberta who are non-native English speakers have to demonstrate adequate knowledge (recommended level is B2 or above) of the English language by acceptable results in an internationally recognized test (admission criteria of the IRTG). Accepted tests are e.g. TOEFL or IELTS.

1.4. Potential Joint Degree Students must have written confirmation from a supervisor who is in IRTG at the Second Institution, agreeing to act as a member of their graduate program supervisory committee and to host their research in the supervisor’s laboratory.

2. Joint Degree Program Requirements and Administration:

2.1. Physical Residency Requirements:

- a. Joint Degree Students must spend at least one academic term at their Home Institution before attending the Second Institution.
- b. It is expected that students will successfully complete all their required courses and their candidacy exam, if any, at their Home Institution before visiting the Second Institution, unless a different set of courses at the other Second Institution is approved by the Joint Degree Student’s supervisory committee.
- c. Joint Degree Students from UAlberta must spend at least six (6) months at Saarland University doing research in a laboratory related to their graduate program. Joint Degree Students from Saarland University must spend at least

six (6) months at UAlberta. These residency periods at the Second Institution will be counted toward the residency requirements of their Home Institution.

2.2. Academic Program Requirements: Joint Degree Students will follow a program of study and research which shall satisfy the degree requirements of their Home Institution, including:

- a. While in Germany, Joint Degree Students whose Home Institution is UAlberta are required to participate in IRTG seminars and attend any other departmental seminars or industry visits that are scheduled.
- b. While in Canada, Joint Degree Students whose Home Institution is Saarland University are required to participate in IRTG seminars as well as departmental Research Day and Graduate Seminar Program, and attend any other departmental seminars or industry visits that are scheduled.
- c. For students whose Home Institution is Saarland University, the duration of doctoral studies in the Joint Degree Program is normally three (3) years but may be extended for up to five (5) years if both institutions and the respective supervisors agree. For students whose Home Institution is UAlberta, the average duration of doctoral studies in the Joint Degree Program is five (5) years but may be extended if both institutions and the respective supervisors agree.

2.3. Ethics Requirements:

- a. In accordance with UAlberta policy, every Joint Degree Student must meet UAlberta's ethics and academic integrity training requirements set by the UAlberta Faculty of Graduate Studies and Research. Further information regarding those requirements can be found here: <https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics>.
- b. In accordance with Saarland University policy, every Dual Degree Student must recognize Saarland University "Grundsätze der Universität des Saarlandes zur Sicherung guter wissenschaftlicher Praxis" (*Principles of the Saarland University to ensure good scientific practice*) and "Richtlinie zur Vermeidung von und zum Umgang mit wissenschaftlichem Fehlverhalten in der Universität des Saarlandes" (*Directive on the prevention and treatment of scientific misconduct at Saarland University*).
- c. Additionally, Joint Degree Students must follow all UAlberta and Saarland University policies and procedures relating to research involving either human participants or animals.

2.4. Professional Development Requirement: In accordance with UAlberta policy, every Joint Degree Student must meet UAlberta's professional development requirements set by the UAlberta Faculty of Graduate Studies and Research. Further information regarding those requirements can be found here: <https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement>.

2.5. Supervision: In accordance with UAlberta policy as well as with Saarland University policy, every Joint Degree Student in a thesis-based program must have a supervisor at each institution while in the Joint Degree Program.

2.6. Doctoral Supervisory Committee: Every Joint Degree Student must have a supervisory committee comprised of at least three (3) members, including the supervisors at both the Home Institution and the Second Institution as well as another member from the Home Institution.

- a. This committee is to be established within the first two (2) months after the student's entry into the Joint Degree Program.
- b. For Joint Degree Students whose Home Institution is UAlberta, the supervisory committee must hold meetings at least once per year in accordance with policy set by UAlberta's Faculty of Graduate Studies and Research.

2.7. Required Examinations:

- a. Joint Degree Students whose Home Institution is UAlberta must pass a doctoral candidacy examination before they can proceed to final thesis defense. The structure of the candidacy examination will be in accordance with UAlberta policies.
- b. Joint Degree Students whose Home Institution is Saarland University must write a doctoral thesis which has to be evaluated following §§ 6 and 8 of the Act of 13th November 2013 on the doctoral studies of the Faculty of Natural Sciences and Technology or §§ 7 and 8 of the Doctorate Regulations of the Faculty of Medicine from 9th November 2006.
- c. Every Joint Degree Student must successfully prepare and defend a thesis at their Home Institution before an examining committee that is set up in accordance with the relevant policies of the Home Institution, unless otherwise stated in this Agreement.
- d. An examining committee will be set up in accordance with the relevant policies of the Home Institution, unless otherwise stated in this Agreement. For Saarland University, the supervisor and all examiners of the written thesis have to be members of the examining committee, even if the defence takes places at UAlberta. Minutes of the proceedings of the defence shall be recorded and signed by the members of the Examination Board.
- e. Candidates who have passed their doctoral degree examination shall be awarded a general mark in accordance with §11 of the Act of 13th November 2013 on the doctoral studies of the Faculties of Natural Sciences and Technology and §11 of the Doctorate Regulations of the Faculty of Medicine from 9th November 2006, respectively at Saarland University.

FINAL Item No. 5

Governance Executive Summary
Action Item

Agenda Title	Proposal from the Faculty of Arts to change the name of the BMus Composition and Theory Route to the BMus Composition and Sonic Arts Route
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Motion

THAT GFC Academic Planning Committee approve the change of name for the Bachelor of Music (BMus) Composition and Theory Route to BMus Composition and Sonic Arts Route, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Lesley Cormack, Dean of Arts
Presenter(s)	Scott Smallwood, Department of Music

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee because the Department of Music would like to change the name of the Composition and Theory Route in the Bachelor of Music (BMus) to Composition and Sonic Arts Route.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>“Composition and Sonic Arts” better reflects teaching and learning in the Department of Music and emerging naming conventions for this discipline across Canada.</p> <p>Students are expected to find the new name more relevant to their academic interests and career goals. Instructors are expected to find the new name more accurately reflects their teaching, research, and creative activity.</p> <p>Costs are administrative and anticipated to be minimal. The Department and Faculty offices will update websites, pamphlets, advising materials/systems, and other promotional materials. The Registrar’s Office will create and implement the new coding for admissions, records and convocation systems.</p> <p>The name change has been seen in the process for course and minor program changes. It was circulated under Section 37 without challenge.</p>
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the</p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Undergraduate and Graduate student members of the following Faculty of Arts Committees: Department of Music, Faculty of Arts Academic Affairs Committee, Arts Executive, Arts Faculty Council • Faculty members, Academic Affairs Committee, Arts Executive, Arts Faculty Council
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Item No. 5

protocol see the Governance Resources section Student Participation Protocol >	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Undergraduate Students, Department of Music • Rebecca Nagel, Associate Dean (Student Programs) • Lesley Cormack, Dean of Arts • Robin A Cowan, Senior Officer, Student Programs and Services • Kate Peters, Portfolio Initiatives Manager • Tammy Hopper, Vice Provost (Programs)
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Dr Laurie Radford (University of Calgary, School of Creative and Performing Arts)
Approval Route (Governance) (including meeting dates)	<p>Faculty of Arts, Academic Affairs Committee – March 29, 2017 Faculty of Arts, Arts Executive Committee – May 11, 2017 Faculty of Arts, Arts Faculty Council – May 25, 2017 GFC Circulation (Section 37) – December 22, 2017 GFC Academic Planning Committee — February 13, 2019</p>

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>Goal: Excel Objective 14: “Inspire, model, and support excellence in teaching and learning” Strategy i: “Foster, encourage, and support innovation and experimentation in curriculum development, teaching, and learning at the individual, unit, and institutional levels.”</p>		
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td style="vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success		
Legislative Compliance and jurisdiction	<p>Post-Secondary Learning Act GFC Academic Planning Committee Terms of Reference</p>		

Attachments

1. Program/Specialization Name Change template (5 pages)
2. Calendar copy (page(s) 1 - <>)

Prepared by: Rebecca Nagel, Associate Dean (Student Programs), Faculty of Arts,
rebecca.nagel@ualberta.ca

Proposal Template: Program/Specialization Name Change

This template is for proposals to change the title of a ministry-approved program or specialization within an existing program.

Name change proposals for degree programs and applied degree programs are typically subject to review by the Campus Alberta Quality Council.

SECTION 1: PROPOSAL INFORMATION

1.1 Basic Information *(Complete the table below):*

Institution	University of Alberta
Current program/specialization name	Composition and Theory
Credential awarded	BMus
Proposed implementation date	September 2018

1.2 Proposed New Name *(Answer the following questions)*

1.2.1 *Specify the new name that is being proposed.*

Composition and Sonic Arts

1.2.2 *Specify if the new name is for a program or a specialization within a program?*

Program

Specialization

1.3 Rationale for Proposed New Name *(Answer the following questions)*

1.3.1 *Describe the rationale for the proposed name change.*

The primary reason for the name change is to better reflect what our program does, as well as more generally reflecting changes in the culture and industries of music creation. The old name “Composition and Theory” is a holdover from a time when it was common to lump music theory and composition together, and that you might, for example, graduate someone whose emphasis is theory instead of composition. But, in fact, the Composition and Theory route is really not designed to accommodate this student, as can be seen by the required curriculum. It is clearly a composition program, and the music theory included in

the curriculum is essentially the same theory core that all BMus routes must take, plus a couple of extra courses related to contemporary compositional practices. Students who are interested in theory would typically do this through the BMus General route, or as a BA student. Therefore, it simply does not make sense for this program to include “theory” in the title, any more than “history” or “culture,” which are also large components of the BMus core.

Why not, then, just call it Composition? We feel that the addition of “Sonic Arts” in the title better reflects the direction our program has taken, as well as the shift in music culture and industry more generally. The term “composition” implies writing music using common Western notational practices, which is then performed by acoustic musicians. However, this is no longer the primary mode of music creation, either by our students or by the larger culture of music. Technology has reshaped all disciplines, of course, but with music this has also meant fundamental changes in how music can be defined, how it is used in various industries, and what skills are to be expected of today’s composers. We want to reflect the diversity of artistic voices, skill sets, and job opportunities available to students today. “Composition and Sonic Arts” allows us to reflect our roots in acoustic composition and notation, which is still a large part of our program, as well as our commitment to current practices of digital creation (i.e. electronic and electroacoustic music, video game and film music, interactive media, improvisation, sound art, sound design).

1.3.2 *Is comparable nomenclature used for similar programs/specializations offered across Campus Alberta and, where relevant, in other jurisdictions?*

The specific term “sonic arts” has gained considerable agency in recent years to reflect the totality of what we might have called “electronic music” a few years ago. Sonic arts can be understood to capture a wide diversity of ways of creating art that is sound-based. There are many institutions now offering graduate degrees in sonic arts. For example: Brooklyn College’s MFA in Sonic Arts, Goldsmith’s MMus in Sonic Arts, Sheffield’s MA in Sonic Arts, and Alberta’s own University of Calgary, which is now offering both MMus and PhDs in Sonic Arts. At the undergraduate level, we are also starting to see this term being used to capture a collection of courses that deal with technology-based creativity with sound. University of Calgary currently offers both a certificate and a minor in Sonic Arts. At the New Zealand School of Music, they are now offering a Sonic Arts concentration for any of their BMus programs. The City College of New York and the University of Adelaide are both now offering a BMus in Sonic Arts.

We consulted with Dr. Laurie Radford from University of Calgary, since they have a concentration in Sonic Arts that can be added to music degrees, as well as graduate programs in Sonic Arts. He mentioned that the Sonic Arts moniker was positive for them in terms of opening the program up for interdisciplinary work, but also pointed out to me that they maintain a separate composition program, distinct from the sonic arts program. This is true at the graduate level as well. We, on the other hand, are not trying to create a

parallel, but separate program. Instead, we are acknowledging that we do both (and have done both for quite some time) within our composition program. The six courses, for example, that UC requires for the Sonic Arts concentration is very similar to the courses we offer within our composition program.

Radford indicated that receiving applications to their Sonic Arts program from students who had a BMus in composition and Sonic Arts would be “indicative (at least initially) of the skills and experience we are looking for in the graduate programs.” He also agreed with our assessment that “Composition and Theory” is an outmoded moniker, and that, in his view, “‘theory’ has been subsumed into musicology (in its many guises),” and that students interested in pursuing theory would typically do this through their more academic programs.

SECTION 2: SYSTEM IMPACT

2.1 Impact on Learners *(Answer the following questions)*

2.1.1 *Were students consulted regarding this proposed name change? If so, what was the feedback received as a result of this consultation?*

In consulting students (anecdotally), we have noted very positive response from current students, as well as those not in the program. One student even said something along the lines of “well of course!”

2.1.2 *Describe benefits for students of proposed new name.*

We believe that this revision will have the added advantage of appealing to a broader audience, which should increase interest and ultimately registrations in the program. Although the number of majors is low, it does not reflect the actual numbers in many of our courses, which fill easily with BA students, particularly those having to do with sonic arts. We believe that there is capacity to translate some current BAs in Music into the BMus, and welcome new students who may not have otherwise been interested in our program.

2.1.3 *Describe plans to accommodate:*

- a) *active students who may wish to graduate with the established credential; and*
- b) *previous graduates who may request to exchange their parchment for one with the new program or specialization name.*

2.2 Potential Risks (*Identify the potential risks associated with implementing the name change, if any, and your institution's risk mitigation strategies.*)

Given that this name change is not accompanied by curricular changes to the program, we feel that the impact on current students is minimal.

2.3 Consultation/Collaboration (*Answer the following questions*)

2.3.1 *Identify which stakeholder groups, if any, were consulted:*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Employers |
| <input type="checkbox"/> Advisory committee | <input type="checkbox"/> Other (identify below) |
| <input type="checkbox"/> Regulatory bodies/professional associations | |

2.3.2 *Summarize feedback received including anticipated impacts on stakeholders.*

2.4 Communication (*Describe how information about the name change will be communicated to students and applicants.*)

SECTION 3: INSTITUTIONAL AND REGULATORY APPROVAL/SUPPORT

3.1 *Provide specific information about which internal governance body approved this proposed name change and the date of approval.*

Faculty of Arts, Academic Affairs Committee – March 29, 2017
Faculty of Arts, Arts Executive Committee – May 11, 2017
Faculty of Arts, Arts Faculty Council – May 25, 2017
GFC Circulation (Section 37) – December 22, 2017
GFC Academic Planning Committee — February 13, 2019

3.2 *If applicable, describe authorization/endorsement(s) from relevant professional organizations, regulatory bodies, and/or advisory committees.*

RECOMMENDATION (FOR DEPARTMENT USE)

Do Any Issues or Information Gaps Remain?

Recommendation(s):

Rationale for Recommendation:

Reviewer(s):

Date Completed:

Composition and Sonic Arts Route [Arts]

Year 1 (33)

- ★6 of Junior ENGL
- OR
- ★3 of Junior ENGL AND
- WRS 101 - Exploring Writing

- MUSIC 102 - Introduction to World Music
- MUSIC 125 - Applied Music
- MUSIC 151 - Aural and Keyboard Skills I
- MUSIC 155 - Music Theory I
- MUSIC 156 - Music Theory II

- MUSIC 170 - Introduction to Composition, and Sonic Arts OR
- Music, Arts, or Science option (★3)

- MUSIC 280 - Introduction to the Study of Western Music History
See Notes below

One of

- MUSIC 140 - Choral Ensemble OR
- MUSIC 141 - Instrumental Ensemble

Year 2 (33)

- MUSIC 225 - Applied Music
- MUSIC 251 - Aural and Keyboard Skills II
- MUSIC 255 - Music Theory III
- MUSIC 256 - Music Theory IV
- MUSIC 263 - Instrumentation and Arranging
- MUSIC 270 - Composition and Sonic Arts 1
- MUSIC 283 - Western Art Music, 1600-1850
- MUSIC 284 - Western Art Music, 1850-present

One of

- MUSIC 192 - Contemporary Music OR
- MUSIC 193 - Experimental Improvisation Ensemble

One of

- MUSIC 463 - Orchestration OR
- MUSIC 480 - Survey of Contemporary Music and Sonic Arts OR
- MUSIC 481 - Topics in Contemporary Music and Sonic Arts

Year 3 (30)

- MUSIC 245 - Introduction to Music Technologies
- MUSIC 445 - Electroacoustic Music
- MUSIC 455 - Music Theory V
- MUSIC 458 - Music Theory VI
- MUSIC 470 - Composition and Sonic Arts 2
- MUSIC 471 - Composition and Sonic Arts 3

One of

- MUSIC 463 - Orchestration OR

- [MUSIC 480 - Survey of Contemporary Music and Sonic Arts](#) OR
- [MUSIC 481 - Topics in Contemporary Music and Sonic Arts](#)

One of

- [MUSIC 193 - Experimental Improvisation Ensemble](#) OR
- [MUSIC 493 - Experimental Improvisation Ensemble](#)
- One language other than English (★6)

Year 4 (30)

Music options (★6)

- [MUSIC 570 - Composition and Sonic Arts 4](#)
- [MUSIC 571 - Composition and Sonic Arts 5](#)
- Senior Music, Arts or Science options (★3)
- Non-Music Arts or Science or specified non-Arts options (★6)

One of

- [MUSIC 463 - Orchestration](#) OR
- [MUSIC 480 - Survey of Contemporary Music and Sonic Arts](#)
OR
- [MUSIC 481 - Topics in Contemporary Music and Sonic Arts](#)

Two of

See note 2(e).

- [MUSIC 463 - Orchestration](#)
- [MUSIC 480 - Survey of Contemporary Music and Sonic Arts](#)
- [MUSIC 481 - Topics in Contemporary Music and Sonic Arts](#)

One of

- [MUSIC 545 - Interactive Sounds and Systems](#)
- [MUSIC 555 - Issues in Theory and Analysis](#)
- [MUSIC 556 - Seminar in Music Theory](#)

One of (or approved alternative)

- [MUSIC 545 - Interactive Sounds and Systems](#)
 - [MUSIC 555 - Issues in Theory and Analysis](#)
 - [MUSIC 556 - Seminar in Music Theory](#)
-



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Calendar Search

Search Results [\[Modify search options\]](#)

[Sorting](#) [Alphabetical](#) | [Ranked](#)

Courses - Prefix/Code Matches

Search contains no valid course prefix or code

No matches.

Courses - Keyword/Phrase Matches

Results for phrase "sonic arts"

MUSIC 170 - Introduction to Composition, and Sonic Arts

MUSIC 270 - Composition and Sonic Arts 1

MUSIC 470 - Composition and Sonic Arts 2

MUSIC 471 - Composition and Sonic Arts 3

MUSIC 480 - Survey of Contemporary Music and Sonic Arts

MUSIC 481 - Topics in Contemporary Music and Sonic Arts

MUSIC 570 - Composition and Sonic Arts 4

MUSIC 571 - Composition and Sonic Arts 5

Programs - Keyword/Phrase Matches

Results for phrase "sonic arts"

Bachelor of Music (BMus)

Composition and Sonic Arts Route [Arts]

Music [Arts]

The Degree of MMus with a specialization in Composition (Music) [Graduate]

**Governance Executive Summary
Action Item**

Agenda Title	Proposed New Mandatory Student Instructional Support Fees, Proposed Change to Existing Mandatory Student Instructional Support Fee, Proposed Deletion of Mandatory Student Instructional Support Fee and Proposed New Nomination Fee.
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Motion 1

<p>THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the Board of Governors approve:</p> <ul style="list-style-type: none"> • the proposed New Mandatory Student Instructional Support Fees (set forth in Attachment 1) • the proposed Deletion of Mandatory Student Instructional Support Fee (set forth in Attachment 3) • the proposed Nomination Fee (set forth in Attachment 4) <p>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.</p>
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Motion 2

<p>THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the Board of Governors approve:</p> <ul style="list-style-type: none"> • the proposed Change to Existing Mandatory Student Instructional Support Fees (set forth in Attachment 2) <p>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.</p>
--

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Interim Vice-Provost and University Registrar and the Faculties and Departments that have proposed new and changed fees.
Presenter(s)	Melissa Padfield, Interim Vice-Provost and University Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To establish new Mandatory Student Instructional Support Fees, Change Existing Mandatory Student Instructional Support Fee, Deletion of existing Mandatory Student Instructional Support Fee and Propose New Nomination Fee.

Item No. 6

<p>Executive Summary (<i>outline the specific item – and remember your audience</i>)</p>	<p>The impacts of the proposals are stated in the purpose and outline in each attached proposal.</p> <p>Implementation dates for each proposal may vary; see attachments for details.</p> <p>After final approval by the Board of Governors, the proposed fees would be implemented by the Office of the Registrar, Financial Services and the corresponding units proposing fee changes. The Office of the Registrar will communicate the approval of all fees to the proposers of the various fees contained in this proposal. All of these categories of fees are listed on the Office of the Registrar’s website and the units initiating the proposal are responsible for communicating any fees to the impacted students.</p>
<p>Supplementary Notes and context</p>	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> As outlined in various proposals
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> As outlined in various proposals
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> As outlined in various proposals
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Academic Planning Committee – February 13, 2019 Board Finance and Property Committee – February 26, 2019 Board of Governors – March 15, 2019</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>Objective 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>i. Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p> <p>ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.</p>
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Item No. 6

Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> and Regulations Board of Governors General Terms of Reference Board Finance and Property (BFPC) Terms of Reference, Section 3(d) UAPPOL Student Instructional Support Fees Policy and Procedures University of Alberta Calendar GFC Academic Planning Committee Terms of Reference	

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 5 - 11): Proposals for New Mandatory Student Instructional Support Fees
2. Attachment 2 (page(s) 12 - 14): Proposal for Change of Mandatory Student Instructional Support Fee
3. Attachment 3 (page(s) 15 - 17): Proposal for Deletion of Mandatory Student Instructional Support Fee
4. Attachment 4 (page(s) 18 - 22): Proposal for New Nomination Fee

Prepared by: Angelene Lavers, Specialist - Fees and Registration, angelene.lavers@ualberta.ca

Attachment 1

Proposals for New Mandatory Student Instructional Support Fees

Course	Implementation	Fee	Page Number
BOT 306	September 1, 2019	\$150 - \$200	6
BIOL 333	September 1, 2019	\$30 - \$60	8
REN R 333	September 1, 2019	\$30 - \$60	10

Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. All mandatory instructional support fees require the approval of the Board of Governors.

Definition is taken from UAPPOL Student Instructional Support Fee Definition of Mandatory Instructional Support Fee.

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 27, 2018

Action item No. <06>

Request for Approval for: BOT 306 Biology of Fungi

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee / Revenue Generation**
- Other**

OUTLINE OF ISSUE: We are requesting to have Mandatory Student Instructional Support Fees for BOT 306. Last year the Department covered costs for a weekend field trip, but the department does not have the funds to cover all costs associated with the field trip every year. Thus, we are requesting the ability to have students cover some of the costs associated with this valuable component of the course.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Science/Dept. of Biological Sciences
Dean/Chair	Dr. Frank Marsiglio / Dr. Michael Caldwell
Primary Contact (Name, phone number, and e-mail)	Dr. Toby Spribille, 780-492-8957, toby.spribille@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Dr. Jocelyn Hall, 780-492-0076, jocelyn.hall@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Field trip fees to cover transportation, food and accommodation
Proposed Amount	\$150 to \$200
Previous Fee Amount (if this is a new fee, please indicate that here)	New
Requested Implementation Date	Fall 2019
The Impact of the Fee (number of students affected, etc.)	24
Collected Centrally or by Department	Centrally

Course Information (if fee is attached to a course)

Course Name(s)	BOT 306: Biology of Fungi
Required Course(s)	<input type="checkbox"/> Yes: <input checked="" type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing
New or Existing Program (include name)	We have just put in Calendar change for this course to be listed in List A (Biological Diversity) for the Ecology, Evolution and Environmental Biology Honors and Specialization programs. The course is also listed as an option for two suspended programs (Plant Biology; Evolutionary Biology).
Course Description(s)	BOT 306. Biology of the Fungi *3 (fi 6) (first term, 3-0-3). The Kingdom Fungi, including yeasts, molds, mushrooms, rusts, smuts, mildews, etc. is one of the most diverse groups of living organisms and plays important roles in nutrient cycling in ecosystems, pathogenesis in plants and animals, industrial processes, etc. This course offers a systematic overview of the morphology and ecology of fungi and the relevance of these organisms to human affairs. Laboratories offer a selection of fungi for detailed study and permit students to develop and identify pure cultures of fungi from soil, wood and other materials. Prerequisites: BIOL 108 or SCI 100 and a 200-level Biological Sciences course. BOT 205 recommended.

Details

Estimated Costs (Budget information may be included here or as an attachment)	Field trip to Marten Lakes Campus of Northern Lakes College, about 70 km N of Slave Lake, AB. Associated costs, supplies, food: \$1000 Accommodation: \$700 Transportation: \$3000 Total expenditures: \$4700
Explanatory Notes	N/A

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	N/A
Student Group Consultative Route	N/A
Advisory Route (RACF) Include dates	November 27, 2018
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 27, 2018

Action item No. <07a>

Request for Approval for: BIOL 333, Wetland Science and Management

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee / Revenue Generation**
- Other**

OUTLINE OF ISSUE BIOL 333 and RENR 333 are cross-listed courses that are offered by the Faculty of Science and the Faculty of Agricultural, Life & Environmental Sciences. That is, the two courses are taught as a single course with the same instructors. Two field trips are essential for students to visit local wetland sites to collect data for laboratory analysis. One field trip takes place on a Saturday in September (all day) and the second field trip is during lab/lecture time slot in October. We are requesting that a fee be applied to this course in order to offset the cost of transportation fees associated with these field trips.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Science/Biological Sciences
Dean/Chair	Dr. Frank Marsiglio / Dr. Michael Caldwell
Primary Contact (Name, phone number, and e-mail)	Dr. Kevin Devito, 492-9387, kevin.devito@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Dr. Jocelyn Hall, 492-0076, Jocelyn.hall@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Field Trip Fees to cover costs of transportation
Proposed Amount	\$30 to \$60
Previous Fee Amount (if this is a new fee, please indicate that here)	New
Requested Implementation Date	Fall 2019
The Impact of the Fee (number of students affected, etc.)	18 (total enrollment for BIOL 333 and RENR 333 is 36, 18 per class)
Collected Centrally or by Department	Centrally

Course Information (if fee is attached to a course)

Course Name(s)	BIOL 333, Wetland Science and Management
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing
New or Existing Program (include name)	BIOL 333 is listed as course option for List C (Ecology and Environmental Biology) for the Ecology, Evolution and Environmental Biology honors/specialization program.
Course Description(s)	BIOL 333, Wetland Science and Management. ★ 3 (fi 6) (first term, 3-0-3) The course includes an introduction to the hydrology, biogeochemistry and ecology of wetland ecosystems. Topics covered include classification, geomorphic setting, distribution, functions and ecosystem services of wetlands. Human use, alteration and management of wetlands are examined. An emphasis is placed on wetlands and wetland management in Western Canada, including boreal peatlands and prairie marshes. A full day field trip on a Saturday is required. Prerequisite: one of BIOL 208, REN R 250, or EAS 201. Credit may be obtained in only one of BOT 333 and BIOL 333.

Details

Estimated Costs (Budget information may be included here or as an attachment)	Saturday field trip: Bus transportation: \$860.00 October field trip: Bus transportation: \$500.00 Total: \$1360.00
Explanatory Notes	We are requesting that the up to 36 students (18 registered in BIOL 333; 18 registered in RENR 333) cover the transportation fees for these field trips. All other costs (e.g., technical support staff, hip-wader boots) will be provided by departments.

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	N/A
Student Group Consultative Route	N/A
Advisory Route (RACF) Include dates	November 27, 2018
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 27, 2018

Action item No. <07b>

Request for Approval for: REN R 333, Wetland Sciences and Management

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee / Revenue Generation**
- Other**

OUTLINE OF ISSUE: BIOL 333 and RENR 333 are cross-listed courses that are offered by the Faculty of Science and the Faculty of Agricultural, Life & Environmental Sciences. That is, the two courses are taught as a single course with the same instructors. Two field trips are essential for students to visit local wetland sites to collect data for laboratory analysis. One field trip takes place on a Saturday in September (all day) and the second field trip is during lab/lecture time slot in October. We are requesting that a fee be applied to this course in order to offset the cost of transportation fees associated with these field trips.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Renewable Resources/ALES
Dean/Chair	Ellen Macdonald
Primary Contact (Name, phone number, and e-mail)	Dr. David Olefeldt, 240-1814, olefeldt@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Ellen Macdonald, 780-492-3070, emacдона@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Field Trip Fees to cover costs of transportation
Proposed Amount	\$30 to \$60
Previous Fee Amount (if this is a new fee, please indicate that here)	New
Requested Implementation Date	Fall 2019
The Impact of the Fee (number of students affected, etc.)	18 (total enrollment for BIOL 333 and RENR 333 is 36, 18 per class)
Collected Centrally or by Department	Centrally

Course Information (if fee is attached to a course)

Course Name(s)	REN R 333, Wetland Sciences and Management
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing
New or Existing Program (include name)	REN R 333 is frequently taken as an approved program elective for students in the BSc Environmental and Conservation Sciences program (Conservation Biology and Land Reclamation majors) and sometimes by students in the BSc Forestry program.
Course Description(s)	<p>REN R 333 - Wetland Sciences and Management</p> <p>★ 3 (fi 6) (first term, 3-0-3) The course includes an introduction to the hydrology, biogeochemistry and ecology of wetland ecosystems. Topics covered include wetland classifications, geomorphic settings, distributions, functions and ecosystem services. Human use, alteration and management of wetlands are examined. An emphasis is placed on wetlands and wetland management in Western Canada, including boreal peatlands and prairie marshes. A full day field trip on a Saturday is required. Prerequisite: BIOL 208 or EAS 201, or consent of instructor. Credit will only be given for one of REN R 333 and BIOL 333.</p>

Details

Estimated Costs (Budget information may be included here or as an attachment)	Saturday field trip: Bus transportation: \$860.00 October field trip: Bus transportation: \$500.00 Total: \$1360.00
Explanatory Notes	We are requesting that the up to 36 students (18 registered in BIOL 333; 18 registered in REN R 333) cover the transportation fees for these field trips. All other costs (e.g., technical support staff, hip-wader boots) will be provided by departments.

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	N/A
Student Group Consultative Route	N/A
Advisory Route (RACF) Include dates	November 27, 2018
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachment 2

Proposals for Changes to Existing Mandatory Student Instructional Support Fees

Course	Implementation	Current Fee	Proposed Fee	Page Number
EDPY 520	September 1, 2019	\$325 - currently attached to EDPY 519	\$325 – move existing fee to EDPY 520	13

Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. All mandatory instructional support fees require the approval of the Board of Governors.

Definition is taken from UAPPOL Student Instructional Support Fee Definition of Mandatory Instructional Support Fee.

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: January 2019

Item No. <1>

Request for Approval for: Student Instructional Support Fees for practicum test materials for students in EDPY 520: Assessment for Effective Intervention Practicum

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee / Revenue Generation**
- Other**

OUTLINE OF ISSUE: Upon review of the School and Clinical Child Psychology (SCCP) M.Ed. and Ph.D. program requirements, the SCCP program faculty realized that more practicum experience was required in the Masters program, and that the practicum experience currently embedded in EDPY 519 would be better represented as a standalone practicum course. EDPY 519 was redesigned to address the theory and principles of psychological assessment in school and clinical settings with an emphasis on informing evidence-based interventions. The practicum components of EDPY 519 were removed and EDPY 520 was created to accommodate the practicum elements previously housed in EDPY 519.

A mandatory instructional fee of \$325 had been awarded previously to EDPY 519 to support the costs of test protocols required for the then practicum component of the course. We are requesting that the instructional fee that was assigned to EDPY 519 be removed from that course and reassigned to EDPY 520 which is now the practicum course supplementing the theory taught in EDPY 519.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Education / Department of Educational Psychology
Dean/Chair	Dr. Jennifer Tupper / Dr. George Buck
Primary Contact (Name, phone number, and e-mail)	Liz Grieve, Assistant Chair (Administration) 2-2606 / grieve@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Dr. Sophie Yohani, Associate Chair (Graduate Studies) 2-2389 /sophie.yohani@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	The fee is to be used to support the costs of test protocols and supplies used by the students when working with clients.
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Proposed Amount	\$325
Previous Fee Amount (if this is a new fee, please indicate that here)	For the purposes of this course, it is a new fee; however, in actuality it is a transfer of the fee from EDPY 519 to EDPY 520 which is now covering the practicum content of EDPY 519
Requested Implementation Date	September 1, 2019
The Impact of the Fee (number of students affected, etc.)	Maximum enrolment per section is 12
Collected Centrally or by Department	Centrally

Course Information (if fee is attached to a course)

Course Name(s)	EDPY 520: Assessment for Effective Intervention Practicum
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	New Course
New or Existing Program (include name)	Existing Program: School and Clinical Child Psychology
Course Description(s)	This practicum provides supervised applied experience in both assessment and intervention with a focus on working with children and adolescents

Details

Estimated Costs (Budget information may be included here or as an attachment)	\$325/student
Explanatory Notes	

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dr. George Buck, Chair, Educational Psychology Dr. Doug Gleddie, Vice Dean, Education, on behalf of the Dean Dr. Sophie Yohani, Associate Chair (Graduate Studies), Educational Psychology, Dr. Damien Cormier, Program Coordinator, SCCP, Educational Psychology Faculty members in the School and Clinical Child Psychology program Dr. Jacqueline Pei, Director of Assessment, Clinical Services, Education
Student Group Consultative Route	
Advisory Route (RACF) Include dates	RACF January 2019
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachment 3

Proposal for Deletion of Mandatory Student Instructional Support Fee

Course	Implementation	Proposed Fee	Page Number
PAC 345	September 1, 2019	\$0	16
PEDS 305	September 1, 2019	\$0	16
RLS 462	September 1, 2019	\$0	16

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 27, 2018

Action item No. <08>

Request for Approval for: PAC 345 – Analysis and Instruction of Golf, PEDS 305 – Adventure Education Leadership, and RLS 462 – Outdoor Recreation Resources.

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee / Revenue Generation**
- Other**

OUTLINE OF ISSUE: Delete fees

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Kinesiology, Sport, and Recreation
Dean/Chair	Kerry Mummery, Dean, Faculty of Kinesiology, Sport, and Recreation (KSR)
Primary Contact (Name, phone number, and e-mail)	Amanda Schwalbe, Academic Programs Manager, KSR Tel: (780) 492-8025; amanda@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Angela Bayduza, Interim Associate Dean (Undergraduate Programs), KSR; ksradu@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Delete fees
Proposed Amount	N/A
Previous Fee Amount (if this is a new fee, please indicate that here)	N/A
Requested Implementation Date	Fall 2019
The Impact of the Fee (number of students affected, etc.)	N/A
Collected Centrally or by Department	N/A

Course Information (if fee is attached to a course)

Course Name(s)	N/A
Required Course(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	N/A
New or Existing Program (include name)	N/A
Course Description(s)	N/A

Details

Estimated Costs (Budget information may be included here or as an attachment)	N/A
Explanatory Notes	N/A

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Program Committee – May 10, 2018 Faculty Executive Committee – May 16, 2018 Faculty Council – May 23, 2018
Student Group Consultative Route	
Advisory Route (RACF) Include dates	November 27, 2018
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachment 4

Proposal for New Nomination Fee

Course	Implementation	Proposed Fee	Page Number
School of Cortona	May 1, 2019	\$250	19

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: April 24, 2018

Item No. <02>

Request for Approval for: School in Cortona Courses

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee
- Alternate Delivery Fee
- Cost Recovery Fee / Revenue Generation
- Other – Application/Administration Fee

OUTLINE OF ISSUE: Increase in School in Cortona Fees

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Arts
Dean/Chair	Dean Lesley Cormack
Primary Contact (Name, phone number, and e-mail)	Vice-Dean Mike O'Driscoll 780.248.1115 mo@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Ms. Sherilyn Trompetter 780.492.4389 sherilyn.trompetter@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	<p>The cost recovery fee is proposed to cover increased operating and administrative expenses for the program in Cortona, Italy. The cost-recovery formula of 2 * fee index * # fee index has been in place since implementation of the program. While revenues have increased as fee index has increased throughout the years, the Faculty consistently has a modest revenue shortfall compared to expenses incurred for the program.</p> <p>The majority of our expenses can be covered through the existing cost-recovery formula. We are also sensitive to student costs to participate in the School in Cortona program and would like to keep it as accessible as possible to students and will make changes to the expenses of the program before changing the existing cost-recovery formula for the program.</p> <p>Implementing a \$250 nomination fee on the approximately 130 participants we send annually on the program would increase our revenues by \$32,500. We would only charge a student this fee once per academic year, thereby not penalizing the student if they choose to participate in the School in Cortona for more than one Term. This amount would allow us to still break even on our expenses while not discouraging students to participate in the School in Cortona with increased tuition rates overall. As shown in the attached Budget 2018-</p>
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	<p>2019, there would be a surplus of \$1,309 if we had 130 participants and their associated nomination fees. There is a potential risk for lower revenues on the enrollments side if students take fewer courses in the Spring, therefore leaving the Faculty of Arts with a modest shortfall. The nomination fee acts as a small buffer for this variance.</p> <p>The \$250 nomination fee will also put us in line with all of the study abroad opportunities offered through UAI's Education Abroad Program where all of their study and work abroad opportunities have a mandatory \$250 nomination fee upon acceptance into a program. Last year 221 Faculty of Arts students participated in Education Abroad programs, with 104 (47%) of them already paying a \$250 nomination fee.</p> <p>Outside of UAI, the Alberta School of Business charges an exchange application fee of \$75 and an acceptance/administration fee of \$175 upon nomination from the host exchange institution for a total fee of \$250 for each student participating on an exchange program.</p>
Proposed Amount	\$250 Nomination Fee assessed on all applicants to the School in Cortona once per Academic year.
Previous Fee Amount (if this is a new fee, please indicate that here)	N/A
Requested Implementation Date	May 2019
The Impact of the Fee (number of students affected, etc.)	Approximately 130 students per academic year
Collected Centrally or by Department	Collected by Faculty (Application is currently through UAI online Horizons System, an external link to Faculty of Arts' subline conference registration system would be instituted for the collection of this nomination fee)

Course Information (if fee is attached to a course)

Course Name(s)	Will vary each year. Fee will be applied to any course offered in Cortona, Italy. Regardless of the courses taken, the student would only pay one nomination fee per academic year.
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input checked="" type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing UAlberta courses
New or Existing Program (include name)	School in Cortona
Course Description(s)	Will vary each year. Courses offered in Cortona vary from year to year.

Details

Estimated Costs (Budget information may be included here or as an attachment)	See attached.
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Explanatory Notes	See attached.
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Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Faculty of Arts – Vice Dean (Michael O'Driscoll) and Senior Financial Officer (Rose Yu) Office of the Registrar – Tom Hidson (Assistant Registrar), Angelene Lavers (Fee and Registration Specialist) UAI (Education Abroad Program) – Trevor Buckle (Assistant Director)
Student Group Consultative Route	N/A
Advisory Route (RACF) Include dates	April 24, 2018
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>)
1 – School in Cortona Budget 2018-2019

RACF School in Cortona
FULL YEAR BUDGET AND REVENUE SCENARIOS

Faculty of Arts School in Cortona				
Budget 2018-2019 (Winter, Spring I, Spring II)				
			\$1,250.16	
REVENUES	Class Enrollments	RATE	TOTAL	NOTES
Spring I and II Course Enrollments	120	\$ 1,063	\$ 127,500	85% of fees to Faculty; Assume 100 students; 30 @ 2 courses, 70 @ 1 course
Winter Course Enrollments	90	\$ 1,063	\$ 95,625	85% of fees to Faculty; Assume 30 students @ 3 courses each (minimum requirement)
Nomination Fees	130	\$ 250	\$ 32,500	Assume 130 nominations @ \$250
TOTAL REVENUES			\$ 255,625	
EXPENSES			Total	
In-Country Sessionals			\$ 81,000	Assume 9 courses taught @ \$9000 per course
UAlberta Lecturers			\$ 27,000	Assume 3 UAlberta instructors @ \$9000 per course
Classroom Rental			\$ 6,000	
Travel (UAlbertaInstructors)			\$ 6,000	Assume 3 UAlberta instructors per academic year
Accommodation(UAlberta Instructor)			\$ 4,500	Assume 3 UAlberta instructors per academic year, maximum reimbursement 1000 Euros (1.5 currency exchange)
Travel (Administration)			\$ 4,000	Assume 2 trips per year (1 to Italy; 1 to UAlberta) each for 1 week
Accommodation and Per Diem (Administration)			\$ 3,954	Assume 2 trips per year (1 to Italy; 1 to UAlberta) each for 1 week
In-country orientations			\$ 1,950	Based on 130 participants @ \$15 each
In-country farewell receptions			\$ 1,950	Same as above
Academic Field Trips			\$ 11,000	
Administrative Costs (@ UAlberta)			\$ 42,199	Assumption of 0.5 FTE NASA Grade 8 position = \$34,323 base + \$7, 876 benefits
Managerial Costs (@ UAlberta)			\$ 31,763	Assumption of 0.25 FTE APO position = \$26,250 + \$5,513 benefits
In-Country Administrative Costs (Coordinator)			\$ 30,000	
Marketing and Promotions			\$ 3,000	
TOTAL EXPENSES			\$ 254,316	
TOTAL SURPLUS/(SHORTFALL)			\$ 1,309	

Note: Tuition is based on 2* current per index value * # fee index For 2017/18 CPI is \$104.18

Note: Students must enroll in a minimum of 3 courses in Winter semester and 1 course in Spring semester

FINAL Item No. 7 & 8
Governance Executive Summary
Action Item

Agenda Title	2019-2020 Tuition Fee Proposal
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Motions

Motion 1: THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve that domestic student tuition governed by the tuition fee regulation for 2019-20 be set at the 2014-15 rates, as directed by the Government of Alberta.

Motion 2: THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve an increase of 2.77% to international tuition fees for 2019-20, as illustrated in the table below:

Undergraduate	2018-19	2019-20	Change ^e	
			\$	%
Arts and Science	\$ 21,668.40	\$ 22,267.20	\$ 598.80	2.76%
Business	\$ 28,503.12	\$ 29,291.04	\$ 787.92	2.76%
Engineering	\$ 26,002.08	\$ 26,720.64	\$ 718.56	2.76%
Juris Doctor (JD) Program	\$ 47,003.48	\$ 48,303.92	\$ 1,300.44	2.77%
Pharmacy (Pharm D)	\$ 48,149.76	\$ 49,480.64	\$ 1,330.88	2.76%
Economics Course	\$ 2,764.70	\$ 2,841.12	\$ 76.42	2.76%

Graduate ^a	2018-19 ^d	2019-20	Change ^e	
			\$	%
Course Based Master's	\$ 8,437.68	\$ 8,670.96	\$ 233.28	2.76%
Thesis 919 ^b	\$ 5,265.08	\$ 5,410.88	\$ 145.80	2.77%
Thesis Based Masters /PhD ^c	\$ 7,279.32	\$ 7,480.68	\$ 201.36	2.77%
Master's in Business Administration	\$ 16,519.68	\$ 16,976.16	\$ 456.48	2.76%
Integrated Petroleum Geosciences Course	\$ 3,015.86	\$ 3,099.24	\$ 83.38	2.76%
International Graduate Tuition Increase ^{f,g}	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%

Notes:

- (a) Values are based on full-time per term and full-time per year unless otherwise stated.
- (b) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).
- (d) As approved by the Board of Governors, March 16, 2018.
- (e) Figures may be rounded downwards at fee index level for administrative purposes, thus lowering the effective year over year percentage increase below 2.77 percent.
- (f) Per year for full time student, excluding Cost recovery and graduate course based Physical Therapy, Occupational Therapy, and Speech master's programs in Faculty of Rehabilitation Medicine.
- (g) \$4000 will be cost-neutral and offset by an equal amount of financial support.

Item No. 7 & 8

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic) and Vice-President (Finance & Administration)
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) and Gitta Kulczycki, Vice-President (Finance & Administration)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance & Administration)
The Purpose of the Proposal is (<i>please be specific</i>)	To approve that the domestic tuition and mandatory non-instructional fees for 2019-20 be set at the amounts directed by the Government of Alberta, as well as to set international tuition fees for the same year.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p>For 2019-2020, Alberta's Ministry of Advanced Education announced an extension of a freeze to regulated tuition. The regulation does not apply to international differential fees or surcharges assessed to individuals who are not Canadian citizens or permanent residents of Canada.</p> <p>A 2.77% increase to international tuition is proposed. This is consistent with the University of Alberta's principle that revenues should increase at a rate commensurate with actual costs to avoid degradation of quality.</p> <p>Details regarding the proposal are outlined in Attachment 1, while Attachment 2 provides a comparison of tuition rates amongst the University of Alberta peer institutions (the U15 group of research-intensive universities across Canada).</p>
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> • Provost and Vice-President (Academic) • Vice-President (Finance & Administration) • Office of the Registrar • Faculty of Graduate Studies and Research • University of Alberta International • Office of Resource Planning
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • Tuition Budget Advisory Committee (November 28 and December 4, 2018; January 23, 2019) • President's Executive Committee - Operational (January 10 and February 7, 2019)
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – February 13, 2019 (recommendation) Board Finance and Property Committee (recommendation) – February

Item No. 7 & 8

	26, 2019 Board of Governors (approval) – March 15, 2019
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Strategic Alignment

Alignment with <i>For the Public Good</i>	Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans. OBJECTIVE 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals. i. Strategy: Seek and secure resources needed to achieve and support our strategic goals. ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> BFPC Terms of Reference	

Attachments:

- Attachment 1 (3 pages): University of Alberta Tuition Proposal, 2019-20
- Attachment 2 (1 page): U15 International Tuition Comparators, 2018-19

Prepared by: Giovana Bianchi, Senior Administrative Officer, Finance and Administration
(giovana.bianchi@ualberta.ca)



Tuition Proposal 2019-20

TUITION BACKGROUND

Tuition fee revenue is integral to the University's continued vitality and success. It is the second largest source of unrestricted operating funds and represents approximately 30 percent of total operating revenues.

In June 2015, Alberta Advanced Education announced a two-year tuition freeze and the rollback of market modifiers approved in December 2014. In October 2016 and in November 2017, Alberta Advanced Education extended this regulated tuition freeze by an additional year, and a similar announcement was made in October 2018, extending the freeze to the 2019-2020 academic year. The freeze will also continue for market modifiers and mandatory non-instructional fees, but as in prior years, it does not apply to international tuition.

Bill 19: *An Act to Improve the Affordability and Accessibility of Post-Secondary Education* has received Royal Assent on December 11, 2018, and will come into force on February 1, 2019. The new rules will impact tuition assessment from 2020-2021 on. So while we are diligently working to clarify the details of Bill 19 and the subsequently announced framework, and will engage students through consultation, this proposal does not contemplate the new requirements as it refers to 2019-20 tuition only.

THE BUDGET CONTEXT

The University of Alberta continues to face budget challenges. Despite the institution's success in addressing its structural deficit, costs continue to grow at higher rates than the revenues received. Cost increases are estimated at 2.77% for 2019-20 fiscal year.

In 2018-19, the institution benefitted from a 2% Campus Alberta grant increase and tuition backfill funding, which was higher than budgeted. The excess funds have been applied to worthy initiatives primarily focused on teaching and research, on a one-time basis during the current year, and are being rolled into base funding for the 2019-2020.

The institution continues to approach the upcoming fiscal year with caution due to the uncertainty generated by the upcoming 2019 provincial election and the province's ongoing fiscal challenges. As a result, this year's budget is being developed assuming no additional funding or tuition backfill in Campus Alberta Grant.

Tuition fee revenue is important in preserving the academic quality in the institution. Moreover, there is an explicit requirement that international students' tuition cover the costs of their education, hence the need to increase international tuition in line with the increase in our costs to deliver all programs.

TUITION PROPOSAL

It is recommended that, effective September 1, 2019, international tuition fees increase by 2.77 percent, as per details outlined in the table below.

International Fees:

Undergraduate	2018-19	2019-20	Change ^e	
			\$	%
Arts and Science	\$ 21,668.40	\$ 22,267.20	\$ 598.80	2.76%
Business	\$ 28,503.12	\$ 29,291.04	\$ 787.92	2.76%
Engineering	\$ 26,002.08	\$ 26,720.64	\$ 718.56	2.76%
Juris Doctor (JD) Program	\$ 47,003.48	\$ 48,303.92	\$ 1,300.44	2.77%
Pharmacy (Pharm D)	\$ 48,149.76	\$ 49,480.64	\$ 1,330.88	2.76%
Economics Course	\$ 2,764.70	\$ 2,841.12	\$ 76.42	2.76%

Graduate ^a	2018-19 ^d	2019-20	Change ^e	
			\$	%
Course Based Master's	\$ 8,437.68	\$ 8,670.96	\$ 233.28	2.76%
Thesis 919 ^b	\$ 5,265.08	\$ 5,410.88	\$ 145.80	2.77%
Thesis Based Masters /PhD ^c	\$ 7,279.32	\$ 7,480.68	\$ 201.36	2.77%
Master's in Business Administration	\$ 16,519.68	\$ 16,976.16	\$ 456.48	2.76%
Integrated Petroleum Geosciences Course	\$ 3,015.86	\$ 3,099.24	\$ 83.38	2.76%
International Graduate Tuition Increase ^{f,g}	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%

Notes:

- (a) Values are based on full-time per term and full-time per year unless otherwise stated.
- (b) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).
- (d) As approved by the Board of Governors, March 16, 2018.
- (e) Figures may be rounded downwards at fee index level for administrative purposes, thus lowering the effective year over year percentage increase below 2.77 percent.
- (f) Per year for full time student, excluding Cost recovery and graduate course based Physical Therapy, Occupational Therapy, and Speech master's programs in Faculty of Rehabilitation Medicine.
- (g) \$4000 will be cost-neutral and offset by an equal amount of financial support.

U15 International Tuition, 2018-19

International undergraduate tuition at the U of A is below the U15 average.

Overall, U of A's international undergraduate tuition is 8th amongst U15 institutions. Excluding the Quebec institutions, U of A's undergraduate tuition is higher than only four institutions: U of C, Dalhousie, Manitoba and Saskatchewan.

At the Masters and PhD level, U of A is approximately 50% of the national average, however, graduate tuition is only one part of a complex student support package. In 2018-19 both U of T and uOttawa significantly dropped their international PhD tuition in order to gain access to government funding.

	Arts & Social Science	Rank	M.A. (thesis)	Rank	PhD	Rank
University of Alberta	\$ 21,668	8	\$ 7,279	13	\$ 7,279	10
Dalhousie University	\$ 17,148	10	\$ 17,598	6	\$ 19,116	2
McMaster University	\$ 27,977	7	\$ 17,096	7	\$ 17,096	4
Queen's University	\$ 41,614	2	\$ 12,927	9	\$ 12,927	6
University of British Columbia	\$ 36,588	3	\$ 8,605	12	\$ 8,605	9
University of Calgary	\$ 18,338	9	\$ 12,696	10	\$ 12,696	7
University of Manitoba	\$ 14,382	14	\$ 10,916	11	\$ 10,916	8
University of Saskatchewan	\$ 17,019	11	\$ 6,536	14	\$ 6,536	14
University of Waterloo	\$ 29,230	5	\$ 20,514	3	\$ 20,310	1
Western University	\$ 28,743	6	\$ 17,889	5	\$ 7,067	12
University of Ottawa	\$ 31,444	4	\$ 22,149	2	\$ 7,074	11
University of Toronto	\$ 49,800	1	\$ 22,640	1	\$ 6,900	13
McGill University	\$ 16,816	12	\$ 16,816	8	\$ 15,094	5
Université Laval	\$ 16,438	13	\$ 19,578	4	\$ 17,584	3
AVERAGE Excluding UofA	\$ 26,580	-	\$ 15,843	-	\$ 12,456	-
AVERAGE Excluding UofA and Quebec Institutions	\$ 28,389	-	\$ 15,415	-	\$ 11,749	-

Source: All data used in the average calculation is sourced from the U15 Data Exchange.

Notes:

- 1) Université de Montréal excluded due to omissions in the submitted data.
- 2) Dalhousie, McGill and Laval domestic tuition is for out-of-province students
- 3) Undergraduate data are for Arts & Social Science programs.
- 4) Graduate data are for the first 12 months of an thesis MA/PhD program.
- 5) U of A international graduate tuition figures do not include the \$4,000 Graduate International Tuition (Reduction), which is charged and then remitted.

FINAL Item No. 9

Governance Executive Summary
Action Item

Agenda Title	University of Alberta 2019-20 Budget
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Motion

<p>THAT the Academic Planning Committee, with delegated authority from the General Faculties Council, recommend that the Board of Governors approve the 2019-20 consolidated budget as set forth in Attachment 2.</p>

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic) and Vice-President (Finance & Administration)
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) and Gitta Kulczycki, Vice-President (Finance & Administration)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance & Administration)
The Purpose of the Proposal is <i>(please be specific)</i>	To propose the University of Alberta 2019-20 Budget for recommendation to the Board of Governors
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The attached document provides a comprehensive overview of the university's budget, inclusive of all its component parts. It has been developed internally, for our university community. Free from the prescriptive requirements of the CIP, this document is meant to provide a plain language review of the budget. Our goal is to increase both the transparency and understanding of the university's budget. It is also meant to highlight considerations that have informed assumptions and decisions. The enclosed memo provides additional details regarding the approval process.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Provost and Vice-President (Academic) • Vice-President (Finance & Administration) • Office of the Registrar • Faculty of Graduate Studies and Research • University of Alberta International • Office of Resource Planning
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Tuition Budget Advisory Committee (November 28 and December 4, 2018; January 23, 2019) • President's Executive Committee - Operational (January 10 and February 7, 2019)

Item No. 9

	<u><i>Those who have been informed:</i></u> •
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – February 13, 2019 (recommendation) Board Finance and Property Committee (recommendation) – February 26, 2019 Board of Governors (approval) – March 15, 2019

Strategic Alignment

Alignment with <i>For the Public Good</i>	Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans. OBJECTIVE 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals. i. Strategy: Seek and secure resources needed to achieve and support our strategic goals. ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> BFPC Terms of Reference	

Attachments:

1. Memo from Provost and Vice-President (Finance and Administration): University of Alberta Consolidated Budget 2019-20 (2 pages)
2. University of Alberta 2019-20 Budget (18 pages)

Prepared by: Giovana Bianchi, Senior Administrative Officer, Finance and Administration
(giovana.bianchi@ualberta.ca)

**Offices of the Provost and Vice-President (Academic)
and the Vice-President (Finance and Administration)**
South Academic Building (SAB), Edmonton, Alberta, Canada T6G 2G7

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Date: February 4, 2019

To: Members of the Board and of the Academic Planning Committee

From: Steven Dew, Provost and Vice-President (Academic)
Gitta Kulczycki, Vice-President (Finance and Administration)

Re: University of Alberta Consolidated Budget 2019-20

The purpose of this memo is to overview a change in approach to the review and approval of the university's budget.

In years past it had been the university's practice to review the budget document as part of the Comprehensive Institutional Plan (CIP). This posed a number of challenges. While the board-approved CIP is due to government on June 30, we must have an approved budget in place for April 1. This pushed tremendous workload in a constrained period of time to prepare all of the elements of the CIP, aside from the budget. Also, the CIP is a government-required document with a format and content that is highly prescribed. Communicating the budget in a manner understandable to the university community while keeping to the prescribed disclosure requirements has been a challenge.

In the last couple of years the budget has been reviewed and approved separately from the rest of the CIP, with the budget numbers accompanied by a short synopsis. This has allowed us to have an approved budget in place for the start of the fiscal year, April 1. But this has not been ideal either.

This year marks the start of a different approach to the review and approval of the university's budget. With this memo, we are distributing a comprehensive budget document, developed internally for our university community. Free from the prescriptive requirements of the CIP, this document is meant to provide a plain language review of the university's budget inclusive of all its component parts. Our goal is to increase both the transparency and understanding of the university's budget. It is meant to highlight considerations that have informed budget assumptions and decisions. This document is a base we intend to build on in future years.

There is one element of complexity that we cannot undo. There is a statutory requirement that the budget be disclosed as an integral part of the annual audited consolidated financial statements for the university. Because of this requirement, the budget numbers necessarily must follow Public Sector Accounting Standards. This introduces the necessity for calculating such things as tuition deferral for days of teaching that occur after March 31, and translating the capital budget to deferral of capital funding to the period of time that the underlying asset is amortized. That is why we've also included a "near cash" overview of the capital budget to show the numbers minus this complexity.

We are now formally de-linking the budget approval process from the CIP. In coming months, the CIP will be brought through the governance review and approval process as required. It will include elements of the budget as government requires, in the format government prescribes.

Because what you have been provided is a budget document, the capital plan that had been included in prior years as part of the CIP approval process is no longer included. The capital budget (as distinct from the capital plan) however, is included. The capital plan will be a component of the CIP, as required.

The content for the budget briefing presentation on February 8 will be a summary of our new budget document. It will contain no new information, but rather will be an overview to assist in understanding, in discussion and in responding to questions. Because you have the comprehensive document in hand, we are not planning to distribute the presentation in advance of the meeting.

Subsequent to the joint briefing, the Academic Planning Committee (APC) will consider the budget at their February 13 meeting. This Committee has delegated authority from General Faculties Council to: “recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units.” APC will thus be asked to separately approve the tuition and student fee recommendations, and the budget, but not the fee increases incorporated in some of the ancillary units.

On February 26, the Board Finance and Property Committee (BFPC) will “review and recommend to the Board the annual and other budgets and major issues of policy related to budgets” and “review and recommend to the Board tuition and other like fees”, as per the terms of reference for the Committee. Thus BFPC will be asked to separately approve the tuition and student fee recommendations and the consolidated budget, each on the recommendation by APC. It will not be asked to deal with the approval of the capital plan. That will be dealt with later as part of the CIP approval process. BFPC has also had a practice of separately approving residence and meal rates, although that specificity does not appear in their terms of reference.

Finally, on March 15, the Board of Governors will deal with each of the recommendations coming from BFPC and assuming all the recommendations are passed at that point we will have an approved university budget for the year starting April 1.

We look forward to your feedback on the budget document, as we look to further develop it in future years.



Steven Dew



Gitta Kulczycki

University of Alberta

2019-20 Budget



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1. Introduction

The University of Alberta’s 2019-20 budget has been developed at a time of significant uncertainty. A provincial election is pending. It is not known whether a provincial budget for 2019-20 will be introduced or passed prior to the election date. In the second quarter update, the Ministry of Finance projected a 2018-19 in-year provincial deficit of \$7.5 billion. The update highlighted substantial uncertainty related to oil revenues. As a result, Alberta real GDP growth forecasts for 2018 and 2019 have been revised downward to 2.5% and 2.0% from the 2.7% and 2.5% estimates in the provincial 2018 budget. Net financial debt (the difference between financial assets and liabilities) on March 31, 2019 is estimated to be \$28.1 billion.

In the context of this, the university has developed the budget with an assumption of no increase in the Campus Alberta grant and no tuition backfill beyond what was provided by the Province for 2018-19. Additionally the assumption has been made that the Infrastructure Maintenance Program funding remains at the same level as for 2018-19 (at \$34.9 million) and that all prior capital funding announcements made by government proceed as approved in the Government of Alberta Capital Plan.

2. Consolidated Budget

The consolidated budget for the upcoming year, as well as projections for the following two years, are presented below and include all university activities.

(\$000's)	2017-18	2018-19		2019-20	2020-21	2021-22
	Actual	Budget	Forecast	Budget	Projection	Projection
Revenue (Including deferrals)						
Government of Alberta grants	955,343	1,021,681	1,000,999	983,086	971,503	973,463
Federal and other government grants	196,782	190,510	204,393	196,265	203,299	211,404
Student tuition and fees	336,129	341,218	353,970	359,053	365,156	363,478
Sales of services and products	215,471	218,863	211,148	215,928	220,090	226,442
Donations and other grants	153,900	115,243	143,641	138,061	142,494	148,286
Investment income	72,101	70,984	83,327	84,682	84,788	84,493
Total revenue	1,929,726	1,958,499	1,997,478	1,977,075	1,987,330	2,007,566
Expense						
Salaries	944,063	992,918	969,378	976,351	976,987	981,247
Employee benefits	192,156	193,909	190,510	199,075	201,832	211,710
Materials, supplies and services	270,994	310,552	285,291	298,588	302,473	308,913
Scholarships and bursaries	120,038	116,417	125,623	130,124	135,244	140,544
Maintenance and repairs	125,317	92,566	121,972	107,061	99,219	102,985
Utilities	52,214	55,904	49,503	50,174	49,264	48,459
Amortization of tangible capital assets	172,139	181,878	179,582	177,953	179,601	184,594
Total expense	1,876,921	1,944,144	1,921,859	1,939,326	1,944,620	1,978,452
Annual operating surplus (deficit)	52,805	14,355	75,619	37,749	42,710	29,114
Impact of Future Benefit Liability	(16,598)	(15,903)	(24,682)	(26,233)	(28,303)	(24,430)
Annual operating surplus (deficit)	36,207	(1,548)	50,937	11,516	14,407	4,684

In addition to the consolidated budget above, which will appear in the institution's audited financial statements, Public Sector Accounting Standards (PSAS) also require a budget for the Statement of Change in Net Financial Assets. This budget is derived from the figures included in the consolidated budget and represents the budgeted change in the institution's financial assets (including endowments) less financial liabilities:

(\$000's)	2017-18	2018-19	2019-20
	Actual	Forecast	Budget
Annual surplus	105,980	75,619	37,749
Acquisition of tangible capital assets	(197,691)	(150,825)	(188,945)
Amortization of tangible capital assets	172,139	179,582	177,953
Loss on disposal of tangible capital assets	4,443	-	-
	(21,109)	28,757	(10,992)
Change in prepaid expenses	(782)	(136)	(170)
Change in spent deferred capital contribution:	(21,515)	(48,591)	(41,051)
Change in re-measurement gains and losses	26,673		
Increase (decrease) in net financial assets	89,247	55,649	(14,464)
Net financial assets, beginning of year	1,076,805	1,166,052	1,221,701
Net financial assets, end of year	1,166,052	1,221,701	1,207,237

The consolidated budget for the institution includes the Operating, Ancillary, Research, Capital and Special Purpose funds.

- **Operating** relates to the funds within the university's budget that represent the general operations of the institution. The revenue sources support the core teaching activities and the indirect costs of research. The university's budget process focuses on the allocation of these funds.
- **Ancillary** relates to cost recovery operations within the University of Alberta. These units are expected to be stand-alone enterprises that are funded by their own revenues. Major operations include residence and hospitality services, parking services and utilities.
- **Research** includes the annual spending allocation for research-related endowments and other research funding used in the direct pursuit of research endeavours. These are generally subject to restrictions and can only be used for the purposes for which the funds were provided.
- **Capital** includes both restricted and unrestricted funding used for major capital projects and large deferred maintenance projects.
- **Special Purpose** relates primarily to the Academic Medicine and Health Services Program (AMHSP), and the annual spending allocation for undergraduate student awards and non research-related endowment funds held by the university.

One other comment to note about the university's budget. There is a line towards the bottom of the numbers presented above called: Impact of Future Benefit Liability. This relates to a reduction in the benefit liability for the university's employee pension plans. It is removed from the overall financial picture as these amounts represent the change in the pension obligations and are not funds available to be used for any other purpose.

Following is the consolidated budget segregated into the various funds identified above.

(\$000's)	Ancillary					Total
	Operating	Operations	Research	Capital	Special Purpose	
Revenue (Including deferrals)						
Government of Alberta grants	679,517	-	120,996	111,122	71,451	983,086
Federal and other government grants	20,157	-	155,969	20,139	-	196,265
Student tuition and fees	359,053	-	-	-	-	359,053
Sales of services and products	106,676	94,838	14,181	-	233	215,928
Donations and other grants	10,759	-	86,791	26,208	14,303	138,061
Investment income	15,000	-	48,952	-	20,730	84,682
Total revenue	1,191,162	94,838	426,889	157,469	106,717	1,977,075
Expense						
Salaries	720,496	20,063	183,216	-	52,576	976,351
Employee benefits	151,718	4,352	28,621	-	14,384	199,075
Materials, supplies and services	113,883	23,470	136,403	3,609	21,223	298,588
Scholarships and bursaries	40,248	-	79,412	-	10,464	130,124
Maintenance and repairs	37,186	24,999	4,159	40,618	99	107,061
Utilities	42,792	6,956	426	-	-	50,174
Amortization of tangible capital assets	51,008	10,534	-	116,411	-	177,953
Total expense	1,157,331	90,374	432,237	160,638	98,746	1,939,326
Annual operating surplus (deficit)	33,831	4,464	(5,348)	(3,169)	7,971	37,749
Impact of Future Benefit Liability	(26,233)	-	-	-	-	(26,233)
Annual operating surplus (deficit)	7,598	4,464	(5,348)	(3,169)	7,971	11,516

An overview for each individual fund follows, including the key assumptions used in the development of the budget.

2.1. Operating Budget

The 2018-19 operating budget was originally developed with the assumption that provincial government funding would remain the same as the previous year. The university also planned to reduce the operating budget reliance on investment income to support ongoing expenses, and needed to address its structural deficit. Therefore, the institution implemented a 4% budget reduction to all faculties and units for the 2018-19 fiscal year.

In developing the 2018-19 operating budget, the university introduced a multi-year planning process to encourage planning of expenditures on a longer term basis. For the two out years (2019-20 and 2020-21), the planning parameters incorporated further budget reductions of 2.5% in each year.

Ultimately, as confirmed in the Campus Alberta grant received in the summer of 2018, the university was allocated a 2% grant increase along with tuition backfill funding to compensate for the government imposed tuition freeze for domestic students. This additional funding amounted to a total of \$16.9 million for the 2018-19 fiscal year, for which the university is very grateful.

As is the university's normal process to address budget changes subsequent to the official approval of the budget, the funds received were allocated on a one-time basis for 2018-19, with the base funds incorporated in the development of the next budget for 2019-20. The one-time allocations include:

- \$9.5 million for program development in faculties (determined by the Provost through a faculty submission process)
- \$2 million for student safety and security infrastructure
- \$1 million for new *For the Public Good* initiatives (including experiential learning, signature areas, professional and leadership development)
- \$0.5 million for special hires (spousal hires, deans, etc.)
- \$0.25 million for student mental health initiatives
- \$3.5 million to partially cover benefit cost increases

The above amounts were distributed in the latter half of the 2018-19 fiscal year with spending estimates incorporated in the forecast for 2018-19, and in the budgeted expenditures for the 2019-20 fiscal year.

With this additional \$16.9 million in base funding, the university was able to update the planning parameter for 2019-20, to incorporate 0% change to faculty and unit budget allocations, versus the 2.5% budget reduction incorporated in the planning parameters a year ago for 2019-20.

2.1.1. Operating Revenues

2.1.1.1. Government of Alberta Grants

As noted in the introduction, the institution continues to approach the upcoming fiscal year with caution due to the uncertainty generated by the upcoming 2019 provincial election and the province's ongoing fiscal challenges. As a result, the budget has been developed assuming no additional funding or tuition backfill in the Campus Alberta Grant. Additionally, the Infrastructure Maintenance Program grant is assumed to remain flat.

2.1.1.2. Federal and Other Government Grants

The largest component of this category relates to the Federal Research Support Fund provided to the institution in order to support research grants provided by the Tri-Council agencies. The amount budgeted for the 2019-20 fiscal year is consistent with the amount forecasted to be received in the current year, \$18.4 million.

2.1.1.3. Student Tuition and Fees

The 2019-20 budget as it relates to tuition and fees follows the same approach as in 2018-19. With the recent approval of Bill 19 and subsequent changes to the Post Secondary Learning Act, the way that the university sets, assesses, and communicates tuition and fees for both domestic and international students will change in future. The Office of the Registrar is currently working through the system changes that will be required to implement Bill 19. By October of 2019 when offers of admission for prospective new students for September 2020 enrollment commence, changes required by Bill 19 will need to be incorporated in offer letters. But as noted, there is no change in approach for the 2019-20 academic year.

The overall budgeted increase in tuition and fees is driven by a proposed international tuition increase as well as the impact of tuition deferrals. Given the government's continuation of the tuition freeze for the 2019-20 academic year, domestic student tuition remains unchanged.

Tuition and fees for 2019-20 have been calculated on the basis of 35,775 full learning equivalent students. This same number was used for the 2020-21 and 2021-22 tuition and fees computation. This is essentially the same number as in the forecast for 2018-19. Given the timing of when this budget is prepared, versus the process for confirmation of the entering class for September 2019, the final number is bound to be slightly different.

International student tuition is proposed to increase by 2.77%, in line with the expected overall increase in the university's costs to deliver programs. This rate has been calculated based on external sources for wage growth and the Alberta consumer price index (CPI) for the upcoming fiscal year. It is the government's expectation that international tuition be set at a level which covers the full costs of education for international students, and none of the Campus Alberta grant may be used to subsidize these costs.

Tuition deferral results from our academic year being out of synch with our fiscal year. From a financial accounting perspective, there is a requirement to defer tuition equating to the number of days of instruction that fall into the next fiscal year (meaning the number of days after March 31). As our budget is required (by government) to be presented alongside the audited financial results, we must follow all accounting rules in calculating our budget numbers. Each day of instruction that falls in the next fiscal year equates to \$1.9 million in tuition deferral.

2.1.1.4. Investment Income

As noted in previous years, the University of Alberta had become reliant on investment income to support ongoing expenditures. Given the uncertainty inherent to this type of income, a strategy was developed to reduce dependence on this income stream at a measured pace. Hence, the investment income expected to support operational expenditures is reduced from \$17 million in the 2018-19 fiscal year to \$15 million in 2019-20. Any investment revenues realized in excess of these amounts will be set aside as reserves, first to fully fund the required 17% reserve calculated on the principal of funds invested to allow for market fluctuations, and subsequently to fund the strategic initiatives fund, which is envisioned as a component of the new budget model to be implemented in the 2020-21 fiscal year. The 17% reserve is required as the cash flow the university invests to generate these earnings is otherwise owed to faculties, units and researchers.

2.1.1.5. All Other Sources of Revenues

These revenue streams are budgeted with an increase comparable to Alberta CPI for the year. These funds flow directly to the faculty or unit from which they are generated, and as a result, have no impact on the amount of budget allocation that is distributed by the university.

2.1.2. Operating Expenditures

Unless otherwise stated, expenditures associated with materials and supplies are expected to grow by 2.20% in the 2019-20 fiscal year, representing the estimated Alberta CPI.

2.1.3.1. Salaries

Salaries are expected to increase in the year, primarily due to the impact of merit increases to both academic and support staff.

2.1.3.2. Benefits

The increase in benefits is driven by increased salaries and an overall increase in the cost of the employee benefit plans. These increases include some of the following items:

- Increased contribution maximums for both CPP and EI.
- Increased costs related to health and dental benefits provided to university employees.
- Increased pension costs related to the overall increase in salaries. Pension costs represent approximately 50% of the institution's overall benefit costs.

Benefit costs have been increasing annually at a rate of 5 to 6%. Containing benefits costs will be a significant challenge in the years ahead.

2.1.3.3. Institutional Budget Priorities and One-time funding (continuation from 2018-19 fiscal year)

In addition to the general inflationary cost increases noted, other known factors are built into the expenditure budgets for the 2019-20 fiscal year. This includes estimates for the spending of the one-time budget funds allocated in 2018-19 and the following institutional base budget priorities:

- Funding for pre-existing liabilities \$1.9 million
- Strategic funding and faculty supports \$2.0 million
- Fundraising and outreach activities \$3.5 million
- Funding targeted to reduce the deferred maintenance liability \$1.0 million
- Institutional contract obligations \$1.0 million

2.1.3. Overall Budget Planning Assumptions

The above discussion provides insights into the assumptions and planning parameters used to develop the operating budget for next fiscal year. The table below provides a summary of these, along with the similar figures used for the next two years.

Revenue	2019-20	2020-21	2021-22
Operating Grant	0%	-3%	-2%
Domestic Tuition	0%	2%	2%
International Tuition	2.77%	2.77%	2.77%
Investment Income	\$15 million	\$13 million	\$11 million

Expenditures	2019-20	2020-21	2021-22
ATB (NASA & AASUA)	TBN	TBN	TBN
Merit (NASA & AASUA)	1.06%	1.06%	1.06%
ATB (graduate students and post-doctoral fellows)	TBN	TBN	TBN
Employee Benefits	Custom	Custom	Custom
Other Costs	2.20%	2.00%	2.00%

ATB - Across the board salary increase

TBN - To be negotiated

Custom - benefits amounts are calculated using a combination of staff headcounts, staff salaries and benefit costs / rates particular to each employee group

Additional explanatory comments:

- The decrease in the government grant noted in both projection years is a cautious approach to support provided by government in a period of provincial fiscal uncertainty.
- The increase in domestic tuition is consistent with the recently introduced Bill 19, which generally caps tuition increases for domestic students at Alberta CPI starting in the fall of 2020.
- As the University of Alberta continues to evaluate the international tuition requirements imposed by Bill 19 starting in 2020-21, the tuition increase proposed for 2019-20 was incorporated in each of the next two years as a placeholder. What is ultimately decided is not yet known, but almost certainly will be different than 2.77%.

Another key consideration in developing the institutional budget is the underlying sensitivities concerning major revenue sources and expenditure types. The following represent the key sensitivities.

Sensitivity	Amount
Operating Grant (1% change)	\$6.5M
Domestic Tuition (1% change)	\$1.5M
International Tuition (1% change)	\$1.1M
Mandatory Non-Instructional Fees (1% change)	\$0.3M
ATB (1% for NASA and AASUA)	\$6.5M
Merit (annual impact)	\$7.0M

Employee Benefits (1% increase in staff headcount)	\$1.6M
Employee Benefits (1% increase in salary of current staff)	\$0.8M

Given the above planning parameters and assumptions, projections have been developed with 2.5% budget reductions applied in each of 2020-21 and 2021-22 fiscal years. This is preliminary and subject to annual review as part of the multi-year planning process.

The table below provides an overall outline of the following in relation to the operating budget:

- Actual results for 2017-18
- Budget and forecast for the year ending March 31, 2019
- Budget for the year ending March 31, 2020
- Projections for the years ending March 31, 2021 and March 31, 2022

(\$000's)	2017-18	2018-19		2019-20	2020-21	2021-22
	Actual	Budget	Forecast	Budget	Projection	Projection
Revenue (Including deferrals)						
Government of Alberta grants	663,018	665,688	679,517	679,517	659,748	647,203
Federal and other government grants	1,414	1,559	19,723	20,157	20,560	20,971
Student tuition and fees	336,098	341,218	353,970	359,053	365,156	363,478
Sales of services and products	103,797	103,207	104,380	106,676	108,810	110,986
Donations and other grants	11,277	11,347	10,527	10,759	10,974	11,194
Investment income	23,663	17,000	17,000	15,000	13,000	11,000
Total revenue	1,139,267	1,140,019	1,185,117	1,191,162	1,178,248	1,164,832
Expense						
Salaries	692,811	711,502	713,539	720,496	713,112	708,284
Employee benefits	147,527	147,692	142,835	151,718	152,954	160,991
Materials, supplies and services	100,515	110,640	108,165	113,883	111,229	111,415
Scholarships and bursaries	37,404	37,417	39,382	40,248	41,053	41,874
Maintenance and repairs	29,073	32,842	35,437	37,186	36,476	37,205
Utilities	45,876	48,407	42,566	42,792	42,235	41,700
Amortization of tangible capital assets	52,009	54,227	54,227	51,008	52,137	52,958
Total expense	1,105,215	1,142,727	1,136,151	1,157,331	1,149,196	1,154,427
Annual operating surplus (deficit)	34,052	(2,708)	48,966	33,831	29,052	10,405
Impact of Future Benefit Liability	(16,598)	(15,903)	(24,682)	(26,233)	(28,303)	(24,430)
Annual operating surplus (deficit)	17,454	(18,611)	24,284	7,598	749	(14,025)

2.2. Ancillary Operations

Ancillary operations at the university are comprised of the following:

- Residence and dining services located on Edmonton campuses
- Augustana residence and dining services
- Parking
- ONEcard office
- Bookstore
- Commercial property and real estate
- Utilities

As noted earlier in the document, ancillary operations are expected to be stand-alone enterprises that are funded by their own revenues. This means they each are expected to cover their operating costs, as well as establish appropriate and adequate operating and capital reserves. To the extent loans may be required for capital enhancements or to address deferred maintenance, the revenues must also cover the cost of debt repayment, together with the applicable interest.

In the interest of keeping rates as low as possible, for many years the University's residence and meal plan rates have not been sufficient to cover all of the operating costs while also allowing for adequate investments in maintenance and renewal activities. As a result, new residence projects and major refurbishments are mostly debt-financed. In addition, operating and capital reserves are currently in a deficit position of approximately \$10.6 million, and residence and dining services have an accumulated deferred maintenance liability of \$93 million.

Here is the forecast, budget and reserve information for residences and hospitality services in the Edmonton facilities:

Edmonton Residence and Dining Services			
(\$000's)	2018-19		2019-20
	Budget	Forecast	Budget
Revenue	\$ 42,043	\$ 37,563	\$ 40,387
Expense	40,114	38,770	37,764
Annual operating surplus (deficit)	1,929	(1,207)	2,623
Reserves			
Operating	\$ (8,698)	\$ (10,637)	\$ (21,518)
Capital	1,913	-	-
Total reserves (deficit)	\$ (6,785)	\$ (10,637)	\$ (21,518)

The following guiding principles have been established to govern residence and dining services:

- Quality housing and good nutrition are critical to student academic and experiential success.
- Residence and dining services must operate on a financially sustainable basis having due regard for operating costs, addressing deferred maintenance, as well as maintaining operating and capital reserves. No profit is sought, but no loss is acceptable either.

- All funds received from students for shelter and food stay within the residence and dining system.
- No student tuition or government base, capital, or maintenance funding is available for investment in residences or dining operations.
- Residences will be operated as a system.
- Student input is highly valued. Students will assist in shaping the development of residence and dining plans and priorities to sustain and improve the residence and food system.

Obviously this is an area of university operations that we will need to pay close attention to in coming years as we come to grips with substantial residence upgrade and deferred maintenance requirements and work our way through the financial challenges.

The overall increase in ancillary revenues (for all ancillary operations) is driven predominantly by the following rate increases:

- A 5% proposed increase in all residence rates except for Augustana Campus which is proposed at 3%.
- A 2.27% proposed increase in meal plan rates except for Augustana Campus which is proposed at 3%.
- A 2.27% increase in monthly parking rates, with visitor parking rates remaining unchanged.

The decrease in expenditures for the 2019-20 fiscal year is driven by cost containment and efficiencies within a number of the ancillary units. The combined figures for all ancillary operations are below:

(\$000's)	2017-18	2018-19		2019-20	2020-21	2021-22
	Actual	Budget	Forecast	Budget	Projection	Projection
Revenue (Including deferrals)						
Government of Alberta grants	-	-	-	-	-	-
Federal and other government grants	-	-	-	-	-	-
Student tuition and fees	16	-	-	-	-	-
Sales of services and products	97,324	104,606	92,466	94,838	96,713	100,729
Donations and other grants	1	-	10	-	-	-
Investment income	11	-	1	-	-	-
Total revenue	97,352	104,606	92,477	94,838	96,713	100,729
Expense						
Salaries	24,065	25,677	22,313	20,063	20,226	20,404
Employee benefits	5,251	5,469	4,621	4,352	4,363	4,414
Materials, supplies and services	23,793	28,810	24,981	23,470	23,892	24,857
Scholarships and bursaries	-	-	-	-	-	-
Maintenance and repairs	20,694	26,424	24,732	24,999	25,962	25,993
Utilities	5,952	7,096	6,532	6,956	6,582	6,290
Amortization of tangible capital assets	8,377	10,960	8,664	10,534	10,560	10,591
Total expense	88,132	104,436	91,843	90,374	91,585	92,549
Annual operating surplus (deficit)	9,220	170	634	4,464	5,128	8,180

2.3. Research

Research revenues at the University of Alberta come from five major sources:

- Government of Alberta grants from a number of Ministries
- Federal government grants including those provide by the Tri-Council Agencies
- Fee-for-service research activities for outside entities
- Donations and nongovernmental grants
- The endowment spending allocation resulting from research-related endowments

Research productivity is expected to remain strong but the budgeted research revenues are expected to slightly decrease in the upcoming fiscal year. There are a number of factors that drive this decrease:

- The Research Support Fund (approximately \$18M) is budgeted as part of the Operating fund and not the Research fund where it had been in previous fiscal years. This change was made as these funds are intended to support indirect research costs that are generally recorded within the operating fund.
- Research revenues in the previous two fiscal years were exceptionally strong due to large awards received from the Canada First Research Excellence Fund and the Strategic Investment Fund (SIF). There are no known replacements for these revenue streams at this time. This factor also impacts both federal and provincial grants as both levels of government contributed to the SIF program.
- Partially offsetting the impact of the above two factors is an expected 1% increase in the overall level of research funding to be received from provincial and federal sources that do not relate to the above two specific types of grants.
- In addition, the increase in investment income relates to an overall increase in the value of the research-related endowment funds leading to a larger spending allocation.

(\$000's)	2017-18	2018-19		2019-20	2020-21	2021-22
	Actual	Budget	Forecast	Budget	Projection	Projection
Revenue (including deferrals)						
Government of Alberta grants	146,271	148,623	127,600	120,996	126,074	131,487
Federal and other government grants	175,246	171,769	164,482	155,969	162,515	169,492
Student tuition and fees	15	-	-	-	-	-
Sales of services and products	13,897	10,850	14,041	14,181	14,323	14,466
Donations and other grants	87,601	79,384	91,204	86,791	90,273	93,982
Investment income	24,564	29,730	46,601	48,952	50,428	51,623
Total revenue	447,594	440,356	443,928	426,889	443,613	461,050
Expense						
Salaries	172,699	197,987	177,880	183,216	188,713	194,374
Employee benefits	26,978	27,999	27,787	28,621	29,480	30,364
Materials, supplies and services	123,701	139,037	129,907	136,403	143,225	150,386
Scholarships and bursaries	72,029	67,416	75,630	79,412	83,383	87,552
Maintenance and repairs	3,772	2,557	3,961	4,159	4,367	4,585
Utilities	386	401	405	426	447	469
Amortization of tangible capital assets	-	-	-	-	-	-
Total expense	399,565	435,397	415,570	432,237	449,615	467,730
Annual operating surplus (deficit)	48,029	4,959	28,358	(5,348)	(6,002)	(6,680)

2.4. Capital

2.4.1. Capital Investments

While there are capital items purchased or funded with operating and other funds (such as learning materials, IT equipment and certain renovation projects), the capital budget incorporates significant building maintenance projects and larger scale building construction and renovation projects.

Throughout this section, it is important to note that the capital plan and the resulting capital budget are developed as 'point-in-time' items. Due to the unpredictable nature with which, for example, government grants, borrowing resolutions, and philanthropic gifts materialize, capital projects may be added or the scope changed throughout the year. All material changes, regardless of when they occur, remain subject to the institution's normal governance and approval processes.

The capital budget included within the University of Alberta consolidated budget is subject to complex financial accounting requirements. The figures throughout the capital budget have been translated for the purposes of being presented with the institution's audited financial statements.

2.4.2. Capital Plan Development

The University develops an annual capital plan and, further, identifies its capital requirements in a submission to the Government of Alberta through the Building and Land Inventory System (BLIMS). Recent submissions, the latest dated August 2018, included a number of priorities which focus on the

renewal and refurbishment of existing buildings. The following capital budget is reflective of the information contained within the capital plan and that which was provided within our BLIMS submission.

2.4.3. Capital Budget

(\$000's)	2017-18		2018-19		2019-20	2020-21	2021-22
	Actual	Budget	Forecast	Budget	Budget	Projection	Projection
Revenue (Including deferrals)							
Government of Alberta grants	86,077	100,988	119,032	111,122	111,122	111,299	117,416
Federal and other government grants	20,122	17,181	20,188	20,139	20,139	20,224	20,941
Student tuition and fees	-	-	-	-	-	-	-
Sales of services and products	-	-	-	-	-	-	-
Donations and other grants	31,547	21,004	26,287	26,208	26,208	26,303	27,235
Investment income	277	-	-	-	-	-	-
Total revenue	138,023	139,173	165,507	157,469	157,469	157,826	165,592
Expense							
Salaries	-	-	-	-	-	-	-
Employee benefits	-	-	-	-	-	-	-
Materials, supplies and services	5,814	-	1,374	3,609	3,609	1,961	-
Scholarships and bursaries	-	-	-	-	-	-	-
Maintenance and repairs	71,750	30,661	57,752	40,618	40,618	32,310	35,099
Utilities	-	-	-	-	-	-	-
Amortization of tangible capital assets	111,753	116,691	116,691	116,411	116,411	116,904	121,045
Total expense	189,317	147,352	175,817	160,638	160,638	151,175	156,144
Annual operating surplus (deficit)	(51,294)	(8,179)	(10,310)	(3,169)	(3,169)	6,651	9,448

Due to the nature of Public Sector Accounting Standards that govern the preparation of our audited financial statements, it adds the complexity of revenue deferrals. In essence, a large portion of the revenue in this fund cannot be recognized until the underlying expenses (predominantly amortization of tangible capital assets) have been incurred. In order to remove this impact, the following three tables provide a view of the capital budget for next year on a near "cash" basis.

The key figures in the following tables are:

- Government of Alberta grants which provides the expected amount of government funding in relation to capital projects.
- Maintenance and repairs which provides the expected amount of maintenance, repair and deferred maintenance to be conducted on a stand-alone basis as well as the expected amount that will be performed as capital projects are completed. These costs are expensed as they do not extend the useful life of the building.

The following table provides an outline of anticipated Government of Alberta revenues on a cash basis:

Capital Budget: Revenue			
(\$000's)	2019-20	2020-21	2021-22
	Budget	Projection	Projection
Provincial Government Grants			
Infrastructure Maintenance Program	34,914	34,914	34,914
Dentistry/Pharmacy Renewal	48,000	49,000	44,000
Greater Campus Area Utility System Upgrade*	9,100	4,900	1,900
Other			
Other Projects - Donation Presidents Circle	35	-	-
Total revenue	92,049	88,814	80,814

*This utility system serves: UofA North Campus; Alberta Health Services (UofA Hospital, Stollery Children's Hospital, Mazankowski Alberta Heart Institute, Kaye Edmonton Clinic and the Cross Cancer Institute); Alberta Infrastructure (Canadian Blood Service and Jubilee Auditorium); and others such as St. Joseph's College, Stephen's College and the National Institute for Nanotechnology).

The following table outlines maintenance and repair projects planned within the capital fund (others do occur within the operating and ancillary budgets).

Capital Budget: Maintenance and Repairs			
(\$000's)	2019-20	2020-21	2021-22
	Budget	Projection	Projection
Project			
Central Academic Building (Main and Lower Level)	3,700	50	-
Chemistry West (Lab Renewal)	3,000	-	-
ECERF - Nano Fab Lab Ventilation Renewal	1,000	-	-
HRIF - MSB Lab Renewal Program 2017-2018	600	550	-
Van Vliet Men's Change Rooms	900	125	-
Van Vliet Women's Change Room	900	125	-
Subtotal	10,100	850	-
Other Renovations	2,354	1,546	185
Infrastructure Maintenance Program	28,164	29,914	34,914
Total maintenance and repairs	40,618	32,310	35,099

Major renovation projects often involve both repairs and maintenance as well as capital additions or overall improvements to buildings. The following capital projects represent capital additions to buildings as defined by accounting standards. In this case, the expenditures do not appear on the statement of operations; rather they are captured as investments in tangible capital assets on the university's statement of financial position.

One significant project, the Lister (Classic) Tower refurbishment included in the table below is worthy of mention. A request for approval to access debt financing through the Alberta Capital Finance Authority in the amount of \$75.5 million was submitted to government in May of 2018. This project cannot proceed until and unless that approval is granted.

Capital Additions

(\$000's)

Project	2019-20	2020-21	2021-22
	Budget	Projection	Projection
Biological Sciences Renewal	848	-	-
Central Academic Building (Air Handling)	1,500	-	-
Chemistry Electrical Vaults	6,000	2,000	994
Dentistry/Pharmacy Renewal	20,000	65,000	75,000
Edmonton Clinic Health Academy	2,600	2,300	1,085
HRIF - Wet Lab Development (BARB)	1,300	950	-
Peter Lougheed Hall	500	-	-
South Campus Infrastructure Development	1,850	500	-
South Campus Power Service (CUBE)	918	-	-
Greater Campus Area Utility System Upgrade*	9,100	4,900	1,900
UA Botanic Garden	1,000	64	-
Van Vliet East Mechanical	700	-	-
Van Vliet Electrical Vault	5,500	-	-
Subtotal	51,816	75,714	78,978
Other Capital Projects	1,752	-	1
Energy Management Envision	4,255	4,000	1,500
Capital Interest	2,068	-	-
Total tangible capital acquisitions	59,891	79,714	80,479

Operating & Ancillary

(\$000's)

Project	2019-20	2020-21	2021-22
	Budget	Projection	Projection
Lister (Classic) Towers Renewal	25,000	25,000	25,000
NREF Renewal	13,000	4,000	365
R.E. Phillips Building Renovation	4,519	-	-
RCRF (South Campus Services)	1,000	2,500	-
Total tangible capital acquisitions (100/310)	43,519	31,500	25,365

*This utility system serves: UofA North Campus; Alberta Health Services (UofA Hospital, Stollery Children's Hospital, Mazankowski Alberta Heart Institute, Kaye Edmonton Clinic and the Cross Cancer Institute); Alberta Infrastructure (Canadian Blood Service and Jubilee Auditorium); and others such as St. Joseph's College, Stephen's College and the National Institute for Nanotechnology).

2.4.4. Deferred Maintenance

Excellence in teaching and research needs to be supported by well-functioning labs, classrooms, and other building infrastructure. Unfortunately, government grants alone have been incapable of addressing the necessary maintenance activities across our campuses to avoid an increase to our deferred maintenance liabilities. As of December 31, 2018, the deferred maintenance liability stands at \$309 million with a five-year projected aggregate liability of \$893 million. In the upcoming budget, we have made a modest additional investment of \$1 million in base funding from the operating budget to address deferred maintenance. Ideally it would be more, but our operating resources are constrained. It is our intent to increase support for attending to deferred maintenance needs as resources permit.

2.5. Special Purpose

The overall decrease in both revenues and expenditures relates primarily to a shift in the Academic Medicine and Health Services Program agreements, as certain activities have been shifted to Alberta Health Services. This shift has already commenced in the current year, subsequent to the development of the 2018-19 budget.

(\$000's)	2017-18	2018-19		2019-20	2020-21	2021-22
	Actual	Budget	Forecast	Budget	Projection	Projection
Revenue (Including deferrals)						
Government of Alberta grants	59,977	106,382	74,850	71,451	74,382	77,357
Federal and other government grants	-	-	-	-	-	-
Student tuition and fees	-	-	-	-	-	-
Sales of services and products	453	200	261	233	244	261
Donations and other grants	23,474	3,508	15,613	14,303	14,944	15,875
Investment income	23,586	24,254	19,725	20,730	21,360	21,870
Total revenue	107,490	134,344	110,449	106,717	110,930	115,363
Expense						
Salaries	54,488	57,752	55,646	52,576	54,936	58,185
Employee benefits	12,400	12,748	15,267	14,384	15,035	15,941
Materials, supplies and services	17,171	32,065	20,864	21,223	22,166	22,255
Scholarships and bursaries	10,605	11,585	10,611	10,464	10,808	11,118
Maintenance and repairs	28	83	90	99	104	103
Utilities	-	-	-	-	-	-
Amortization of tangible capital assets	-	-	-	-	-	-
Total expense	94,692	114,232	102,478	98,746	103,049	107,602
Annual operating surplus (deficit)	12,798	20,112	7,971	7,971	7,881	7,761

3. Concluding Comments

As noted at the outset, this budget has been prepared at a time of significant uncertainty. Hence we have adopted conservative budget assumptions and will proceed forward on a note of caution and prudence.

We continue to focus on delivering our vision: To inspire the human spirit through outstanding achievements in learning, discovery, and citizenship in a creative community, building one of the world's great universities for the public good.