



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Standards Committee
Approved Open Session Minutes

Thursday, May 17, 2012
3-15, UHALL
9:00 AM – 12:00 PM

ATTENDEES:

Voting Members:

Bill Connor (Delegate)	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Ada Schmude (Delegate)	Vice-Provost and University Registrar
Dustin Chelen	Vice-President (Academic), Students' Union
Huimin Zhong (Delegate)	Vice-President (Academic), Graduate Students' Association
Natalie Sharpe (Delegate)	Director, Student OmbudService
Nat Kav (Delegate)	Dean, Agricultural, Life and Environmental Sciences
Harry Prest (Delegate)	Dean, Augustana Faculty
Elaine Geddes (Delegate)	Dean, Faculty of Business
Doug Clark (Delegate)	Dean, Faculty of Engineering
Walter Archer (Delegate)	Dean, Faculty of Extension
René Poliquin (Delegate)	Dean, Faculty of Graduate Studies and Research
Marc Moreau (Delegate)	Dean, Faculty of Medicine and Dentistry
Gurston Dacks (Delegate)	Dean, Faculty of Native Studies
Kaysi Kushner (Delegate)	Dean, Faculty of Nursing
Dion Brocks (Delegate)	Dean, Faculty of Pharmacy and Pharmaceutical Sciences
Janice Causgrove Dunn (Delegate)	Dean, Faculty of Physical Education and Recreation
Sentil Senthilselvan (Delegate)	Dean, School of Public Health
Ed Blackburn (Delegate)	Dean, Faculté Saint-Jean
Brenda Leskiw (Delegate)	Dean, Faculty of Science
Mike McGinn	Undergraduate at-large

Non-Voting Members:

Lihong Yang (Delegate)	Associate Registrar
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Presenters:

Bill Connor	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Elaine Geddes	Associate Dean (Undergraduate Programs), Faculty of Business
Bobbi Schiestel	Acting Portfolio Initiatives Manager, Office of the Provost and Vice- President (Academic)

Lihong Yang Acting Associate Registrar and Director of Enrolment Management, Office
of the Registrar

Staff:

Garry Bodnar Coordinator, GFC Academic Standards Committee
Emily Paulsen Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Kav/Prest

THAT the GFC Academic Standards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of April 19, 2012

Materials before members are contained in the official meeting file.

The Coordinator noted the Minutes from the April 19, 2012 meeting of GFC ASC would be available at the Committee's next meeting for approval.

3. Comments from the Chair

The Chair commented on a number of items of interest to members.

ACTION ITEMS

4. The Following Proposal(s) are Deemed Minor/Editorial (GFC ASC's Terms of Reference (Mandate) (3.A.i and iii)) by the Vice-Provost (Academic Programs and Instruction) and Chair, GFC ASC, and are APPROVED UNDER DELEGATED AUTHORITY FROM GFC IN A SINGLE OMNIBUS MOTION.

Materials before members are contained in the official meeting file.

Presenter: Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee

Discussion:

There was no discussion.

4A. Office of the Registrar Course Approvals for May, 2012

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from GFC, the proposal for approval of transfer credit, as submitted by the Office of the Registrar and as set forth in Attachment 4A, to take effect upon approval.

CARRIED

4B. Faculty of Physical Education and Recreation Proposed Changes to Admission Criteria for High School Applicants (Subject 5)

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 15.3 (Admission Requirements by Faculty/Faculty of Physical Education and Recreation) of the University Calendar, as submitted by the Faculty of Physical Education and Recreation and as set out in Attachment 4B of the documentation, to be effective in 2013-2014.

CARRIED

Omnibus Motion: Dacks/Causgrove Dunn

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the above-noted proposed editorial changes to existing admission/transfer requirements and the proposed new transfer courses, as set out in Items 4A – 4B.

CARRIED

5. Faculty of Business' Proposed Embedded Credit Certificate in Leadership

Materials before members are contained in the official meeting file.

Presenter: Elaine Geddes, Associate Dean (Undergraduate Programs), Faculty of Business

Purpose of the Proposal: To establish an embedded credit certificate entitled Certificate in Leadership open to undergraduate students in the Faculty of Business (Alberta School of Business) at the University of Alberta.

Discussion:

Professor Geddes explained to members that the proposed Certificate in Leadership would cover a period of two years and would comprise a small group of students exposed to an array of outstanding leaders. She added that it would be a very interactive, intense, and personal experience for the participants.

During the ensuing discussion, the presenter addressed questions and comments including, but not limited to, the following: the involvement of the Business Students' Association (BSA) in development of the certificate proposal; and a suggestion to include a statement within the University Calendar descriptions for the courses offered in support of this certificate (ie, SMO 470 and 471) that they are restricted to students enrolled in the leadership program to improve clarity and, in part, to help publicize the program.

Motion: Geddes/Kushner

That the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed embedded Credit Certificate in Leadership, as submitted by the Faculty of Business and as set forth in Attachment 1, for implementation in 2012-2013.

CARRIED

6. Use of SAT Reasoning Test Results and ACT Scores to Fulfill Undergraduate Admission Requirements for High School Applicants from the American Education System (Proposed Changes to University Calendar Section 17.2.2 (Admission from the United States and Other Countries and

Schools That Offer American-Based Curricula))

Materials before members are contained in the official meeting file.

Presenter: Lihong Yang, Acting Associate Registrar and Director of Enrolment Management, Office of the Registrar

Purpose of the Proposal: To adjust the options available to students under American-based high school curricula for meeting University of Alberta admission requirements. Currently, admission for these students depends on equating specific matriculation subjects to the Alberta system by examining level and years of study. This does not work well for students under American-based curricula as the curricula in the American system vary from state to state. For example, some curricula only include one full year of study in each of the sciences (biology, physics, and chemistry) which may be taken in Grades 9, 10, 11, or 12. The transcripts from high schools alone do not always present the academic competency of applicants. The proposed standardized test results are better indication of the students' academic preparedness to the undergraduate programs at the University of Alberta.

Discussion:

Dr Yang introduced the proposal to members, noting that the University of Alberta is one of the few post-secondary institutions that do not require students from the American high school system to submit SAT or ACT scores as part of their application. She noted that since this is a commonplace requirement, students are neither discouraged nor upset by this request; rather, it serves to help the University to be more competitive. Dr Yang added that, with the introduction of these altered requirements, applicants from the American system to the University of Alberta are expected to increase in number and quality.

Motion: Archer/Prest

THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee proposed changes to existing undergraduate admission requirements for high school applicants from the American Education System (University Calendar Section 17.2.2 (Admission from the United States and Other Countries and Schools That Offer American-Based Curricula)), as submitted by the Office of the Registrar and as set forth in Attachment 2, to take effect in 2013-2014.

CARRIED

DISCUSSION ITEMS

7. Conduct of Examinations, Fire Alarms, and Other Class Disruptions

Materials before members are contained in the official meeting file.

Presenter: Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee

Purpose of the Proposal: To engage members of GFC ASC in a discussion on possible protocols or guidelines for the conduct of examinations during which a fire alarm occurs or there is some other form of external disruption.

Discussion:

The discussion began with Dr Causgrove Dunn describing to members a recent event in which a fire alarm was set off during a final exam administered by the Faculty of Physical Education and Recreation. She

noted the majority of the class had already finished the exam and left the building. After considerable work on the part of the course instructor, marks were assigned appropriately to all students, based on the varying circumstances in which they found themselves; she indicated that, after the marks were distributed to the affected students, there were no requests for deferred exams nor were there any complaints. This event, she commented, shed light on the increasing need for the University to work to establish a set of best practices for situations such as this for the future.

During the ensuing discussion, members spoke on issues including, but not limited to, the following: whether or not students are able to take their personal items with them if a fire alarm is set off; a desire to focus on transparency and to ensure that the protocols developed are as fair as possible to all those involved; the possibility of creating a protocol for interrupted mid-term exams as well as final exams; the complications that would arise from the interruption of exams for very large classes; researching the practices of other institutions to determine how they handle similar situations to those described during this discussion; providing guidelines to professors that will allow them to make informed, quick decisions at times of need; the need for guidelines that speak to other examination complications, such as the loss of exam papers or optically-scored answer sheets; the benefit of providing options to students after these types of situations occur; which mode of communication would be best to relay new guidelines/protocols, once created; and providing these guidelines/protocols, once created, to students as well as to instructors.

8. External Programs for Review and Programs in Progress on Campus: Standing Item

There were no documents.

Presenters: Bill Connor, Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee; Bobbi Schiestel, Acting Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: For discussion/information.

Discussion:

Ms Schiestel spoke to a series of the external program reviews being conducted by representatives of the University of Alberta, which included a review by the Health Sciences Council of a proposal from Athabasca University for a Doctor of Philosophy (PhD) in Health Disciplines and a review by the Faculty of Engineering of a proposal from SAIT Polytechnic for a Bachelor of Science (BSc) in Petroleum Production Engineering degree. She also noted that the University of Alberta's Master of Coaching (MCoach) is still undergoing Provincial system coordination review.

9. Question Period

There were no questions.

INFORMATION REPORTS

10. Items Approved by the GFC Academic Standards Committee by E-Mail Ballots

There were no items.

11. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

12. Adjournment

The Chair adjourned the meeting at 10:20 a.m.