



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Standards Committee
Approved Open Session Minutes

Thursday, September 20, 2012
2-31, South Academic Building
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
Colten Yamagishi (Delegate)	Vice-President (Academic), Students' Union
Colin More (Delegate)	Vice-President (Academic), Graduate Students' Association
Natalie Sharpe (Delegate)	Director, Student OmbudService
William Street (Delegate)	Dean, Faculty of Arts
Nat Kav (Delegate)	Dean, Agricultural, Life and Environmental Sciences
Harry Prest (Delegate)	Dean, Augustana Faculty
Elaine Geddes (Delegate)	Dean, Faculty of Business
Clive Hickson (Delegate)	Dean, Faculty of Education
Raymond Matthias (Delegate)	Dean, Faculty of Engineering
Heather McRae (Delegate)	Dean, Faculty of Extension
René Poliquin (Delegate)	Dean, Faculty of Graduate Studies and Research
John Law (Delegate)	Dean, Faculty of Law
Brendan Hokowhitu	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
Ed Blackburn (Delegate)	Dean, Faculté Saint-Jean
Brenda Leskiw (Delegate)	Dean, Faculty of Science

Non-Voting Members:

Sharla King	Health Sciences Council Representative
Pat Schultz	Associate Registrar and Director of Enrolment Management, Office of the Registrar

Presenters:

Bill Connor	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
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Deborah Gougeon	Assistant Registrar (Admissions), Office of the Registrar
Marion Haggarty-France	University Secretary
Bobbi Schiestel	Acting Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Pat Schultz	Associate Registrar and Director of Enrolment Management, Office of the Registrar
Ada Schmude	Associate Registrar and Director of Records, Office of the Registrar
Kimberly Uniat	Manager, Communications, Office of the Registrar
Lihong Yang	Assistant Registrar (International Admissions), Office of the Registrar

Staff:

Garry Bodnar	Coordinator, GFC Academic Standards Committee
Marion Haggarty-France	University Secretary
Emily Paulsen	Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

A typographical error was noted.

Motion: Kav/Prest

THAT the GFC Academic Standards Committee approve the Agenda, as amended.

CARRIED

2. Approval of the Open Session Minutes of June 21, 2012

Materials before members are contained in the official meeting file.

Motion: Prest/Geddes

THAT the GFC Academic Standards Committee approve the Minutes of June 21, 2012.

CARRIED

3. Comments from the Chair

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

3A. Kick-Off and Introduction of the Appeals and Compliance Manager

Presenter: Marion Haggarty-France, University Secretary

Purpose of the Proposal: To provide new and continuing members of the GFC Academic Standards Committee with an (annual) orientation to the legislative and administrative frameworks in which this standing committee of General Faculties Council (GFC) will operate during the Academic Year 2012-2013.

Discussion:

Ms Haggarty-France welcomed members to the start of a new academic year. After providing introductory comments, she reminded members that there was an orientation manual available online that contains a number of valuable resource materials for GFC ASC including the Committee's Terms of Reference and related items, all of which she encouraged members to review.

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 Interim 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:

Dr Leskiw noted that although the changes made by the Faculty of Science (as set out in this omnibus item) seemed substantial, they were deemed minor (in accordance with GFC ASC's terms of reference) and, therefore, were considered by the Committee's Chair appropriate for inclusion within this omnibus Motion; the proposed revisions provided by the Faculty were largely intended to change existing language to better clarify information for students rather than to in any way significantly change current practice.

During the ensuing brief discussion, Dr Leskiw clarified that the Faculty of Science will no longer consider high school applicants for the Environmental Earth Sciences and Geology academic programs because the demand for these offerings is too high to be unrestricted; and a member suggested a friendly amendment (which, in turn, was accepted by members) to clarify the requirements associated with English Language Proficiency (as set out in Item 4H).

- 4A. Faculty of Arts – Proposed Changes to Existing Admission/Transfer and Academic Standing Requirements

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 existing admission/transfer and academic standing requirements, as submitted by the Faculty of Arts and as set forth in Attachment A of the documentation (as highlighted in green), to be effective in 2013-2014. <p style="text-align: right;">CARRIED</p>

- 4B. Faculty of Engineering – Proposed Changes to Existing Admission Requirements

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, a proposed change to existing admission requirements, as submitted by the Faculty of Engineering and as set forth in Attachment B of the documentation, to be effective in 2013-2014. <p style="text-align: right;">CARRIED</p>
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4C. Faculty of Graduate Studies and Research – Proposed Changes to Existing Admission/Transfer and Academic Standing/Graduation Requirements

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 existing admission/transfer and academic standing/graduation requirements, as submitted by the Faculty of Graduate Studies and Research and as set forth in Attachment C of the documentation, to be effective in 2013-2014.

CARRIED

4D. Faculty of Medicine and Dentistry – Proposed Changes to Existing Admission/Transfer Requirements

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 existing admission/transfer requirements, as submitted by the Faculty of Medicine and Dentistry and as set forth in Attachment D of the documentation, to be effective in 2013-2014.

CARRIED

4E. Faculty of Medicine and Dentistry – Proposed Changes to Existing Re-examination/Academic Standing Requirements

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 existing re-examination/academic standing requirements, as submitted by the Faculty of Medicine and Dentistry and as set forth in Attachment E of the documentation, to be effective in 2013-2014.

CARRIED

4F. Faculty of Native Studies – Proposed Changes to Existing Admission/Transfer Requirements

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 existing admission/transfer requirements, as submitted by the Faculty of Native Studies and as set forth in Attachment F of the documentation, to be effective in 2013-2014.

CARRIED

4G. Faculty of Pharmacy and Pharmaceutical Sciences – Proposed Changes to Existing Admission/Transfer and Academic Standing/Graduation Requirements

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 existing admission/transfer and academic standing requirements, as submitted by the Faculty of Pharmacy and Pharmaceutical Sciences and as set forth in Attachment G of the documentation, to be effective in 2013-2014.

CARRIED

4H. Office of the Registrar – Proposed Revisions to University of Alberta Calendar Section 13.3.1 (English Language Proficiency/Requirements for the CanTEST (Canadian Test of English for Scholars and Trainees))

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed changes University Calendar Section 13.3.1 (English Language Proficiency) with regard to the scoring of the CanTEST (Canadian Test of English for Scholars and Trainees), as submitted by the Office of the Registrar and as set forth in Attachment H (as amended), to take effect upon approval (with publication in the 2013-2014 University Calendar).

CARRIED

4I. Office of the Registrar Course Approvals for September, 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 I, to take effect upon final approval.

CARRIED

4J. Faculty of Science – Proposed Admission/Transfer and Academic Standing/Graduation Requirements

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 existing admission/transfer and academic standing requirements, as submitted by the Faculty of Science and as set forth in Attachment J of the documentation (as highlighted in green), to be effective in 2013-2014.

CARRIED

Omnibus Motion: Street/Leskiw

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the above-noted proposed editorial changes to existing admission/transfer, academic standing/graduation, re-examination, and English language proficiency requirements and the proposed new transfer courses, as set out in Items 4A – 4J.

CARRIED

5. Office of the Registrar – Proposed Revisions to University Calendar Section 23.8.3 (Requirement for Criminal Record Checks)

Materials before members are contained in the official meeting file.

Presenter: Ada Schmude, Associate Registrar and Director of Records, Office of the Registrar

Purpose of the Proposal: To approve minor changes to Section 23.8.3 of the University of Alberta Calendar. This change provides clarification and states the possible consequence of not being able to satisfy the criminal record check requirement of some programs.

Discussion:

Ms Schmude explained to members that the proposed change to the University Calendar, as set out in the material before members, was to make it clear to students that if they do not pass a security check required within their respective programs, they may be required to withdraw from that program.

A member explained a situation in which a student in a health science program was not able to acquire a necessary placement because of a failed security clearance, thereby prohibiting the student from obtaining the requirements to finish their degree.

Members discussed how this may affect the student appeal process, and it was recommended that affected Faculties should review the language in their appeal documentation to make sure that it is compliant with these proposed changes.

Members prepared to vote on this matter with the understanding that the arising appeal issues would be looked into further with the University's General Counsel.

Motion: Schmude/Leskiw

That the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee the proposed changes to University Calendar Section 23.8.3 (Requirement for Criminal Record Checks), as submitted by the Office of the Registrar and as set forth in Attachment 1, to be effective upon final approval.

CARRIED

6. Office of the Registrar – Proposed Revisions to University Calendar Admission Chart 2 (Classification of High School Courses Used for Admission)

Materials before members are contained in the official meeting file.

Presenter: Deborah Gougeon, Assistant Registrar (Admissions), Office of the Registrar

Purpose of the Proposal: To update wording, language curriculum courses for Languages other than English (LOE), and adding Mathematics 30-2 to Math/Sciences for consistency.

Discussion:

Ms Gougeon explained to members that the proposed revisions were to keep the relevant University Calendar entries and the requirements set out therein current and to provide for greater clarity.

There were no questions or comments from members.

Motion: Moreau/Yamigishi

THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee the proposed changes to the Classification of High School Courses used for Admission (Admission Chart

2, University Calendar), as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon approval (with publication in the 2013-2014 University Calendar).

CARRIED

7. Office of the Registrar – Removal of References to the Test of Spoken English (TSE) in the University Calendar and Concurrent Clarification on the University’s Spoken English Requirement

Materials before members are contained in the official meeting file.

Presenter: Lihong Yang, Assistant Registrar (International Admissions), Office of the Registrar

Purpose of the Proposal: To remove the occurrences of the Test of Spoken English (TSE) and its associated score as this test was discontinued in 2010; to change the wording of “Test of Spoken English” to “Spoken English Requirement” throughout the University Calendar for clarity’s sake.

Discussion:

Dr Yang explained to members that the Test of Spoken English (TSE) was discontinued and, therefore, no longer appropriate to include in the University Calendar. Affected Calendar text would be modified to make reference to only the “Spoken English Requirement,” as necessary for individual Faculties.

It was clarified that these changes would be applicable to the 2013-2014 year.

Motion: Causgrove Dunn/Prest

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the removal of references to the Test of Spoken English (TSE) from the University Calendar and the concurrent clarification on the University of Alberta’s Spoken English Requirement, as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon approval (with publication in the 2013-2014 University Calendar).

CARRIED

8. University of Alberta Handbook on Certificate Development from the Offices of the Provost and Vice-President (Academic) and the Registrar

Materials before members are contained in the official meeting file.

Presenters: Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee; Ada Schmude, Associate Registrar and Director of Records, Office of the Registrar

Discussion:

The presenters introduced the item to members, noting that the Handbook on Certificate Development is a ‘living document’ and, as such, will be reviewed and revised, as necessary, on an ongoing basis.

During the ensuing discussion, the presenters addressed questions and comments, including, but not limited to, the following: commentary noting that courses supporting certificates are usually at the 300- and 400-levels but that, on occasion, some are appropriately included at the 200-level, such as language courses; the imposition of a two-certificate limit on students was very likely appropriate because, in combination with the student fulfilling requirements for both a major and a minor, the need to accommodate required classes becomes extremely difficult; clarification on whether or not it was possible for graduate students to receive undergraduate certificates; whether or not it was necessary for students to formally

apply to a certificate program; and clarification with regard to the templates to be used for the submission of proposed certificates.

Members recommended a series of 'friendly amendments' to the proposed Handbook—these revisions were agreed upon both by the proposers and by Committee members.

Motion: Leskiw/Kav

THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee the approval of the University of Alberta Handbook on Certificate Development as the guidelines for certificate development at the University, as submitted by the Offices of the Provost and Vice-President (Academic) and the Registrar and set forth in Attachment 1 (as amended), to take effect upon final approval.

CARRIED

DISCUSSION ITEMS

9. 'Student Connect' – Presentation from the Office of the Registrar

Materials before members are contained in the official meeting file.

Presenters: Ada Schmude, Associate Registrar and Director of Records, Office of the Registrar; Pat Schultz, Associate Registrar and Director Enrolment Management, Office of the Registrar; Kimberly Unit, Manager, Communications, Office of the Registrar

Purpose of the Proposal: To provide information relative to the Welcome Centre Project initiated by the Office of the Registrar in June, 2011. This will be an update on the progress of that project and an outline of next steps, particularly as it relates to Faculties and other units at the University of Alberta.

Discussion:

Aided by a PowerPoint presentation, MS Unit provided an overview of the "Student Connect" initiative, which will be a new service delivery model with a strong focus on students. With extensive consultation, the Office of the Registrar plans to create new and better ways of connecting that will involve University of Alberta International, alumni, student groups, a wide variety of other service units, and the Faculties. The creation of both new physical and virtual spaces is being planned with the major goal of more efficient and accurate referrals.

MS Schultz added that 'Student Connect' is in the design phase. She noted that recruiting high-quality people as central points of contact is an important factor of this initiative.

During the ensuing discussion, the presenters answered questions and comments, including, but not limited to, the following: clarification on what is meant by advising and the impact of the initiative on Faculties; the need to ensure that students still take a responsible and leading role in the process of navigating through the institution, its policies, and its processes; the need to allow for mechanisms for feedback during this time of development and into the future; and the plans for Financial Services, for which the presenters are continuing to seek advice in terms of an appropriate location their services in this new model.

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

There were no documents.

Presenters: 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 reported on the following:

External Reviews:

- None in progress

Program Proposals from the University of Alberta:

Proposals currently undergoing system coordination review (stage one of a two stage process) with Enterprise and Advanced Education (EAE) are:

- Master of Coaching (MCoach)
- Master of Arts in Community Engagement (MACE)
- Master of Arts (MA) in Women's and Gender Studies
- Department of Laboratory Medicine and Pathology independent Doctor of Philosophy (PhD)
- Master of Science (MSc) degree programs (including the addition of a new course- and practicum-based route to the existing thesis-based MSc program)
- Faculty of Agricultural, Life and Environmental Sciences (ALES) proposals which include:
 - Sustainable Agriculture major
 - Northern Systems major
 - Nutritional and Food Science changes (honours in Food Science program, honours in Nutrition program, specialization in Dietetics, specialization in Food Science and Technology, revised Nutrition and Food major)

11. Question Period

There were no questions.

INFORMATION REPORTS

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

Message from Bill Connor to Members of ASC [Regarding Representatives on Department Chair Selection and Review Committees] [E-Mailed to Members on September 4, 2012]

13. Information Items Forwarded to Committee Members Between Meetings

GFC ASC - Transfer Course Approvals for July, 2012 [E-Mailed to Members on August 3, 2012]

CLOSING SESSION

14. Adjournment

The Chair adjourned the meeting at 11:00 am.

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