



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Standards Committee
Approved Open Session Minutes

Thursday, May 16, 2013
2-31, South Academic Building
9:00 AM – 11:00 a.m.

ATTENDEES:

Voting Members:

Bill Connor (Delegate)	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Pat Schultz (Delegate)	Vice-Provost and University Registrar
Dustin Chelen	Vice-President (Academic), Students' Union
Colin More	Vice-President (Academic), Graduate Students' Association
Natalie Sharpe (Delegate)	Director, Student OmbudService
Stuart Landon (Delegate)	Dean, Faculty of Arts
Harry Prest (Delegate)	Dean, Augustana Faculty
Elaine Geddes (Delegate)	Dean, Faculty of Business
Ken Porteous (Delegate)	Dean, Faculty of Engineering
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
Liz Taylor (Delegate)	Dean, Faculty of Rehabilitation Medicine
Brenda Leskiw (Delegate)	Dean, Faculty of Science

Presenters:

Bill Connor	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Deborah Gougeon	Assistant Registrar (Admissions), Office of the Registrar
Bobbi Schiestel	Acting Portfolio Initiatives Manager, Office of the Provost and Vice- President (Academic)
Pat Schultz	Associate Registrar (Enrolment Management), Office of the Registrar
Lihong Yang	Assistant Registrar (International Admissions), Office of the Registrar

Staff:

Garry Bodnar	Coordinator, GFC Academic Standards Committee
Andrea Patrick	Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Prest/Porteous

THAT the GFC Academic Standards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of April 18, 2013

Materials before members are contained in the official meeting file.

Motion: Sharpe/Prest

THAT the GFC Academic Standards Committee approve the Minutes of April 18, 2013.

CARRIED

3. Comments from the Chair

Dr Connor commented on a number of relevant items 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.

Omnibus Motion: Leskiw/Porteous

4A. Faculty of Pharmacy and Pharmaceutical Sciences: Proposed Changes to Existing Admission Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission requirements, as submitted by the Faculty of Pharmacy and Pharmaceutical Sciences and as set forth in Attachment A, to be effective in 2014-2015.

CARRIED

4B. Office of the Registrar: Course Approvals for May, 2013

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposal for approval of transfer credit, as submitted by the Office of the Registrar

and as set forth in Attachment B, to take effect upon final approval.

CARRIED

4C. Faculté Saint-Jean: Proposed Changes to Existing Admission Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission requirements, as submitted by Faculté Saint-Jean and as set forth in Attachment C, to be effective in 2013-2014.

CARRIED

4D. Faculty of Science: Proposed Changes to Existing Admission and Academic Standing Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission and academic standing requirements, as submitted by the Faculty of Science and as set forth in Attachment D, to be effective in 2014-2015.

CARRIED

5. Final Grade 11/Grade 12 Courses Required for Early Offers of Admission – Proposal from the Office of the Registrar

Materials before members are contained in the official meeting file.

Presenters: Pat Schultz, Associate Registrar (Enrolment Management), Office of the Registrar; Lihong Yang, Assistant Registrar (International Admissions), Office of the Registrar; Deborah Gougeon, Assistant Registrar (Admissions), Office of the Registrar

Purpose of the proposal: To accept Final Grade 11/Grade 12 courses for 'Early Admission' to the University of Alberta.

Discussion:

Ms Schultz briefed members on the history of the proposal, noting that it originated within the Admissions Working Group in an attempt to refine standard practices backed by research. She explained that the current system has resulted in large numbers of 'Early Admission' students being turned away after final Grade 12 results are made available and that this has a negative impact on those students as well as enrolment planning across Faculties. She noted that in 2012, 615 students were refused at the final admission stage and that these numbers are increasing annually.

Ms Gougeon stated that the current practice includes reporting self-declared grades, which are not validated officially, and that the proposal addresses this by requesting all Grade 12 courses taken and those to be taken, as well as Grade 11 courses and final grades, if Grade 12 grades are not available. She noted that the current practice does not provide a good indicator of success, and the proposal provides a better foundation for early admission practices.

During the ensuing discussion, members expressed several comments and questions, including, but not limited to: clarity about the history of the current practice; discussion surrounding predictor data and how it is used to assess success of students moving from high school to a university setting; a suggestion to increase the early admission average; whether the Office of the Registrar could request high school transcripts; whether students will be able to understand the proposed wording of the policy; clarification about potential invocation of the Code of Applicant Behavior in case where the grades self-reported by a

student did not correspond to the final grades noted on their official transcript; that final Grade 11 grades should be requested; and support for the proposal as it provides students with more information about early admissions practices and guidelines.

A member suggested a 'friendly amendment' to change the words "may be used" to "will be used" within the proposal, with the agreement of the Mover and Secunder and the proposers.

Motion: Taylor/Causgrove Dunn

THAT GFC Academic Standards Committee recommend to the GFC Academic Planning Committee the proposed changes to Section 13.5.1 (Early Offers of Admission) of the University Calendar, as submitted by the Office of the Registrar and as set forth in Attachment 1, as amended, to be effective for Fall 2014 and for inclusion in the 2014-2015 calendar.

CARRIED

DISCUSSION ITEMS

6. Number of Program Choices Changing from Three to Two on the Undergraduate Application to the University of Alberta

Materials before members are contained in the official meeting file.

Presenters: Pat Schultz, Associate Registrar (Enrolment Management), Office of the Registrar; Lihong Yang, Assistant Registrar (International Admissions), Office of the Registrar; Deborah Gougeon, Assistant Registrar (Admissions), Office of the Registrar

Purpose of the Discussion: To change the number of program choices on the Undergraduate Application to the University.

Discussion:

Ms Gougeon explained that the current University of Alberta application for admission for new undergraduate applicants includes three program choices, resulting in both confusion for applicants surrounding their options as well as additional work for staff in the Office of the Registrar. She noted that moving from three to two choices on the application would decrease processing time and would help alleviate situations in which applicants may arbitrarily indicate program choices, especially high school applicants who might lack awareness of eligibility criteria and other related considerations.

Ms Yang added that applicants would still be able to change program choices by the application deadlines and that the Office of the Registrar would maintain current practice to add choices for applicants to optimize their admission options. She noted that applicants could submit multiple applications if they wish to apply for more than two programs.

Members expressed several comments and questions during the ensuing discussion, including, but not limited to: the impact of the proposal on applicants who select aspirational program choices; that some applicants lack understanding of the process, including required pre-requisites and other details related to program requirements; whether Faculty of Law and Faculty of Medicine and Dentistry programs should remain as options for applicants at the time they complete applications; whether there could be a separate application for professional programs; whether the process could be automated; and clarification on whether applicants are required to pay to submit more than one application.

7. Transfer Credit Manual

Materials before members are contained in the official meeting file.

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

Purpose of the Proposal: The draft University of Alberta Transfer Credit Manual is being prepared as a tool to help inform and assist Faculties and Departments with the ACAT (Alberta Council on Admissions and Transfer) system and the transfer proposal review process facilitated by the Office of the Registrar.

Discussion:

Ms Gougeon briefed members on the history of the draft University of Alberta Transfer Credit Manual, adding that it is the tangible result of a recommendation stemming from work of the Transfer Credit Task Force; she noted that the draft document was based upon materials originally authored by the Faculty of Arts. She explained that the issue of transferability has been recently emphasized by the Ministry of Enterprise and Advanced Education (EAE) and that there is additional need to provide a comprehensive guide for Faculties relating to transfer. She stated that the Manual has been amended to include information about block transfers and could be expanded to include more details with regard to such issues as study abroad programs. She reported that following consultation, the Office of the Registrar would formalize the Manual and distributed it to Faculties as a supporting document. She further commented that another aim of this document is to familiarize members of the University of Alberta community with the Alberta Council on Admission and Transfer (ACAT) and its role and mandate.

During the ensuing discussion, members expressed several comments and questions in relation to this item, including, but not limited to: that certain Faculties do not offer block transfers; Faculties need to be advised against granting transfer credit for courses outside of their purview without first consulting with the resident authorities on these courses; there is a level of angst among students who are unclear about how transfers impact their educational goals; clarification about how instructor/professor credentials and qualifications impact transfers; a suggestion to distribute the completed Manual to smaller colleges; that it is the role of University of Alberta committees reviewing transfers to advocate on behalf of students; a lot of time and energy is spent in committee work reviewing these issues in depth; and clarification about which individuals are best qualified to make determinations about transfers.

8. External Programs for Review and Programs in Progress on Campus: Standing Item and Government Program Submission Templates

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 updated members on the following items:

External Reviews:

- The Faculty of Science has completed a review of a proposal from Athabasca University for Bachelor of Science in Applied Mathematics

University of Alberta Program Proposals with Enterprise and Advanced Education (EAE):

- Proposal(s) currently undergoing system coordination review:
 - Master of Arts in Community Engagement
 - Master of Arts in Women's and Gender Studies
 - Faculty of Agricultural, Life and Environmental Sciences (ALES) proposals which include:
 - Sustainable Agriculture 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)
 - Plant Biotechnology and Agronomy majors
 - Name change for the Bachelor of Commerce Major in Management and Organization (to Strategic Management and Organization)
 - Post-Baccalaureate Certificate in Sexual Health
 - Name change for the Bachelor of Arts Major in Women's Studies (to Women's and Gender Studies)

- Proposal(s) currently undergoing CAQC review:
 - Northern Systems major in the Bachelor of Science in Environmental and Conservation Sciences degree program

Ms Schiestel noted that, along with Dr Connor, she will be attending a meeting with the Government of Alberta to discuss new program submission templates and that she will provide an update on this matter at the next meeting of GFC ASC.

INFORMATION REPORTS

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

There were no items.

10. Information Items Forwarded to Committee Members Between Meetings

- ASC Information Item: Faculty Association Task Force Report [Provided by the Students' Union] [E-Mailed to Members on April 24, 2013]

CLOSING SESSION

11. Adjournment

The Chair adjourned the meeting at 10:30 am.