



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

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General Faculties Council  
Academic Standards Committee  
Approved Open Session Minutes

Thursday, March 20, 2014  
2-31 South Academic Building (SAB)  
9:00 AM - 12:00 PM

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### **ATTENDEES:**

#### Voting Members:

Bill Connor	Chair (Delegate), Provost and Vice-President (Academic)
Gary Barron	Member (Delegate), Graduate Students' Association Vice-President (Academic)
Dion Brocks	Member (Delegate), Dean, Faculty of Pharmacy and Pharmaceutical Sciences
Janice Causgrove Dunn	Member (Delegate), Dean, Faculty of Physical Education and Recreation
Dustin Chelen	Member, Students' Union Vice-President (Academic)
Elaine Geddes	Member (Delegate), Dean, Faculty of Business
Gian Jhangri	Member (Delegate), Dean, School of Public Health
Nat Kav	Member (Delegate), Dean, Faculty of Agricultural, Life and Environmental Sciences
Kaysi Kushner	Member (Delegate), Dean, Faculty of Nursing
Stuart Landon	Member (Delegate), Dean, Faculty of Arts
Glen Loppnow	Member (Delegate), Dean, Faculty of Science
Raymond Matthias	Member (Delegate), Dean, Faculty of Engineering
Heather McRae	Member (Delegate), Dean, Faculty of Extension
Marc Moreau	Member (Delegate), Dean, Faculty of Medicine and Dentistry
Ada Ness	Member (Delegate), Vice-Provost and University Registrar
Natalie Sharpe	Member, Director of the Student Ombudservice
Paul Melancon	Member, Dean, Faculty of Graduate Studies and Research
Moin Yahya	Member (Delegate), Dean, Faculty of Law

#### Presenter(s):

Bill Connor	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Kathleen Brough	Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Lisa Collins	Vice-Provost and University Registrar
Naomi Krogman	Academic Director, Office of Sustainability, and Professor, Department of Resource Economics and Environmental Sociology, Faculty of Agricultural, Life and Environmental Sciences
Glen Loppnow	Acting Senior Associate Dean (Student Services), Faculty of Science

#### 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.

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

*Discussion:*

The Chair asked that items be reordered on the Agenda to accommodate a guest presenter.

Motion: Kav/Moreau

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

**CARRIED**

### 2. Approval of the Open Session Minutes of January 16, 2014

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 (ASC)

Motion: McRae/Ness

THAT the GFC Academic Standards Committee approve the Minutes of January 16, 2014.

**CARRIED**

### 3. Comments from the Chair

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

Members provided comments and questions in relation to the concept of an International College at the University of Alberta, and a member spoke to a student-oriented event sponsored by the University of Alberta's Centre for Teaching and Learning (CTL) aimed at recognizing students' experiences with excellent teaching.

## **ACTION ITEMS**

### 4. Items Deemed Minor/Editorial

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 (ASC)

*Discussion:*

There was no discussion.

Omnibus Motion: Moreau/Landon

4A. Faculty of Pharmacy and Pharmaceutical Sciences: Proposed Changes to Existing Admission/Transfer (Including Credit by Special Assessment (CSA)) and Academic Standing/Graduation Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer (including Credit by Special Assessment (CSA)) and academic standing/graduation 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 and Denials for March, 2014

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 B, to take effect upon final approval.

**CARRIED**

5. Faculty of Agricultural, Life and Environmental Sciences (ALES) Embedded Credit Certificate in Sustainability

Materials before members are contained in the official meeting file.

*Presenter:* Naomi Krogman, Academic Director, Office of Sustainability, and Professor, Department of Resource Economics and Environmental Sociology, Faculty of Agricultural, Life and Environmental Sciences (ALES)

*Purpose of the Proposal:* To establish an embedded credit certificate entitled 'Certificate in Sustainability' open to students in undergraduate programs across the University of Alberta but more easily completed by those in the Faculties of ALES, Arts, Science, Business, Education, Extension, Native Studies, and Physical Education and Recreation and Augustana Faculty. The Certificate is "embedded" because it works within the existing academic framework and draws upon courses that already exist in the University Calendar. The Certificate will recognize and certify the knowledge about sustainability that undergraduates receive in the course of their academic career. Learning outcomes for the recipients of the Certificate include:

- Literacy in some substantive area central to sustainability sciences and studies, such as the history of sustainable development or the social, economic and social spheres of sustainability.
- Basic knowledge of the systemic nature of the driving problems of many societies living beyond their means and some of the integrated needs for viable solutions.
- Knowledge of theories, methods, techniques, and experiments associated with sustainability.
- Ability to apply and implement knowledge of sustainability at a personal, academic, and professional level. This may include the ability to assess the social, environmental, and economic impacts of individual and group actions, to think critically about sustainability

problems and their potential solutions, and to communicate these ideas to the broader community.

*Discussion:*

Dr Krogman began by thanking members of the GFC ASC Subcommittee on Standards (SOS) for their assistance refining the proposal while still in its draft form. She noted that the introduction of this embedded certificate represents an effort to address the prominent issue of sustainability, as documented within *Dare to Discover* and *Dare to Deliver* and other institutional documents. She noted that there was extensive consultation conducted while preparing the proposal and stated that proposed Certificate had received enthusiastic support from the Faculty of Agricultural, Life and Environmental Sciences (ALES) Council.

During the ensuing discussion surrounding this proposal, members expressed a number of comments and questions, including, but not limited to: clarification surrounding the inclusion of a specific course offered by the Faculty of Science; a suggestion for modification to the language of the proposal in relation to the timing of the awarding of the certificate; clarification about the use of the term “undergraduate degree”; identification of typographical errors; clarification with regard to the listing of similar courses within the proposal; an amendment to the title of an individual named with the proposal; clarification surrounding implementation date; a reminder of the requirement to provide students with official Calendar outlining program requirements and not just a website link; clarification on procedure related to the discovery of additional typographical errors within the proposal, after it is approved by GFC ASC; and clarification regarding courses listed within the proposal that have not yet been officially established.

The Mover and Secunder agreed to a series of suggested friendly amendments offered during the course of discussion on this proposal.

Motion: Kav/Chelen

That the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed embedded Credit Certificate in Sustainability, as submitted by the Faculty of Agricultural, Life and Environmental Sciences and as set forth in Attachment 1, as amended, for implementation in the Fall of 2015.

**CARRIED**

6. Faculty of Science’s Proposed Embedded Credit Research Certificate in Science (Biological Sciences)

Materials before members are contained in the official meeting file.

*Presenter:* Glen Loppnow, Acting Senior Associate Dean (Student Services), Faculty of Science

*Purpose of the Proposal:* To establish an embedded credit certificate entitled ‘Research Certificate in Science’ open to students in undergraduate programs across the University of Alberta but more easily completed by those in the Faculty of Science. The Research Certificate in Science is envisioned to have multiple streams, each discipline-specific, under an umbrella set of criteria established at the Faculty level. Presented for members’ consideration is the Biological Sciences stream. (Other streams, for example, in Chemistry and Psychology, are being developed but are not yet ready.) The Research Certificate in Science (Biological Sciences) will build upon the inquiry-based model established in the core courses in Biological Sciences to provide additional hands-on research skills in each of the student’s second, third and fourth year in a BSc program. These research skills will be honed in a series of courses (BIOL 298, BIOL 399 (or a combination of BIOL 398 and 498), BIOL 499) as students progress from guided to independent

research experiences. Two additional courses, offered by Biological Sciences, at the 300 and 400 levels, will round out the development of unique skills in analysis, data handling, interpretation, practical skills and techniques pertinent to the student's chosen area of concentration.

*Discussion:*

Dr Lopnow provided members with a brief description of the Certificate proposal and stated that it is the Faculty of Science's first certificate for implementation in 2014. He explained that it represents excellence in research and allows for specific credentials to appear on students' transcripts. He provided members with a brief description of the requirements of the Certificate, noting that it does not require any additional resources to implement. He explained that the Faculty of Science, by way of this embedded certificate program, has attempted to develop credentials as a way to recognize certain worthy student attributes.

Members provided a number of comments and questions regarding this proposal during the ensuing discussion, including, but not limited to: commendation for this proposal; concern with the language used within the Calendar copy in regard to the broad usage related to "Biological Sciences"; clarification about whether the statement within the proposal with respect to increased student recruitment is evidence-based and a suggestion to accordingly adjust the language within the proposal; that this represents a great opportunity for undergraduate students and that other Faculties may want to develop similar certificate programs; and that credentials like this may help in the selection of well-qualified medical students. Members, including the Mover and Secunder, agreed to a couple of minor editorial revisions to the proposal.

Motion: Landon/Moreau

That the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed embedded Credit Research Certificate in Science (Biological Sciences), as submitted by the Faculty of Science and as set forth in Attachment 1, as amended, for implementation in the Fall of 2014.

**CARRIED**

## **DISCUSSION ITEMS**

### 7. Annual Report for Undergraduate Enrolment

Materials before members are contained in the official meeting file.

*Presenter:* Lisa Collins, Vice-Provost and University Registrar

*Purpose of the Proposal:* To provide governance committees with an updated annual report on undergraduate enrolment and to solicit feedback from members.

*Discussion:*

Ms Collins reported that the Annual Report before members mainly contains information relating to undergraduate students and that data on graduate student enrolment is managed primarily by the Faculty of Graduate Studies and Research (FGSR). She noted that, in the future, this Report could include more information on graduate enrolment. She commented that this is a much more comprehensive report than in previous years, in part to stimulate a conversation surrounding institutional enrolment management.

She reported that a new UAPPOL policy suite on enrolment management is under development by the Office of the Provost and Vice-President (Academic) in concert with the Office of the Registrar. She stated

that this policy suite will replace relevant sections on enrolment management set out currently in the General Faculties Council (GFC) Policy Manual.

Ms Collins highlighted key sections of the Report, including information related to the undergraduate full-load equivalent (FLE) forecast, averages for admission, admission offers, applicant origins, and retention and completion.

During the discussion in relation to the Annual Report, members provided a number of comments and questions, including, but not limited to: clarification surrounding the data relating to retention for First Nations, Metis, and Inuit undergraduate students; that the problem of over-enrolment stems from concerns about under-enrolment; clarification surrounding the direction of international student enrolment; clarification surrounding the University of Alberta's quota processes in comparison to those at Red Deer College; whether there could be an institution-wide 'conversation' regarding operational processes in relation to admissions at the University of Alberta; whether there are any updates from the Provincial Government on FLE targets in relation to diminished institutional funding; that the Annual Report, in this form, is a very useful document; and clarification regarding both the national and provincial origins of undergraduate students at the University of Alberta.

#### 8. Transfer Credit and Comprehensive Academic and Research Institutions (CARIs)

Materials before members are contained in the official meeting file.

*Presenter(s):* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee (ASC); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

*Purpose of the Proposal:* Input from GFC ASC on possible high-level policy directions for student mobility between the Comprehensive Academic and Research Institutions (CARIs) in Alberta (ie, University of Alberta, University of Calgary, University of Lethbridge, and Athabasca University).

*Discussion:*

Dr Connor introduced this item to members and noted that this topic has been the focus of recent attention from the Provincial Government. He stated he would like members to discuss and contemplate the matter, with a possible outcome being the articulation of institutional policy on the transfer of credit between the University of Alberta and other CARIs. Dr Connor noted that this had been a topic for discussion at a recent meeting of the Provost's Academic Policy and Process Review Task Force (APPRTF).

Ms Brough added that there has been some discussion in relation to institutional and Faculty involvement in determining and carrying out credit transfers.

Ms Ness pointed out the Alberta Learning Information Service (ALIS) website provides admission and transfer information, including an online search tool to search for course and program transfer agreements between Alberta Transfer System member institutions, which include a number of post-secondary institutions in Alberta, British Columbia, Northwest Territories, Nunavut, and Yukon.

During the lengthy discussion surrounding this matter, members provided comments and questions, including, but not limited to: clarification about individual program requirements in relation to transfer credits; that this gives students a false impression of how many credits they have; that not all similar courses from outside the institution are truly equivalent to University of Alberta courses; that all institutions are unique; that there is danger in disregarding the complexities of institutional mandates and program mandates in relation to the issue of transfer credits; that there are other complicating factors like that of the

CARI designation, itself; that there have been groups established previously to discuss exactly these issues, such as the Transfer Credit Task Force and Transfer Credit Working Group; clarification surrounding how non-transferrable credits are represented on a University of Alberta transcript as well as credits earned extra to a degree; that the Alberta Council on Admissions and Transfer (ACAT) provides a transfer credit tool for students; that it would be helpful to include program-specific applicability of transfer credits; whether there could be a broad statement added to the University Calendar with respect to the transferability of courses between CARIs; that this is a political issue and, as such, there may be value in creating an institutional statement addressing the matter; that there is an unwritten principle across all larger research-intensive institutions that they recognize each other's courses; that the present system clearly shows students what they need to enter a program and offers comprehensive information; that there should be increased efforts to demonstrate the uniqueness and elite status of the University of Alberta within Campus Alberta; whether compliance with the objectives of the Provincial Government without compromising the integrity and uniqueness of the institution would be feasible; the similarities between this discussion and those concerning the Bologna Accord; that certain Faculties have excellent transfer processes in place with other CARIs; that the Provost and Vice-President (Academic) should be engaged in developing a strategy in relation to this issue; that there are a number of different articulation committees of ACAT on which several members of the University of Alberta participate; and a reminder that a recent proposal for a new Master of Arts in Women's and Gender Studies at the University of Alberta was recently declined by the Provincial Government, citing duplication of programming with the University of Lethbridge, and that this dichotomy (ie, the seamless comparability of and transferability between Alberta's post-secondary institutions vs the avoidance of duplicate programming) has to be considered when discussing this issue.

9. Guidelines for Off-Shore Delivery of Alberta Post-Secondary Program and Training (December 2013) (Publication of the Alberta Government)

Materials before members are contained in the official meeting file.

*Presenter(s):* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee (ASC); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

Dr Connor introduced the document to members. He noted that anyone involved in programming should be mindful of this document when developing programs in cooperation with international partners.

Ms Brough, in turn, invited members to provide feedback on how these guidelines might impact Faculties.

Members provided a number of comments and questions in relation to this document, including, but not limited to: that certain Faculties are already aware of and deploying the guidelines contained within this document and are reporting that it has not caused difficulties for program delivery; that it a useful guide; expressions of concern regarding the recommendation within the document surrounding financial auditing; and a suggestion to provide this document centrally in an electronic form for ready access by the wider University community.

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

There were no documents.

*Presenter(s):* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee (ASC); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

*Purpose of the Proposal:* For discussion/information.

*Discussion:*

Ms Brough provided an update with regard to programs currently being considered by the Provincial Government:

Currently with the Ministry of Innovation and Advanced Education (IAE) Undergoing System Coordination Review:

- Faculty of Extension Proposal for Master of Arts (MA) in Community Engagement

Recently Approved:

- Faculty of Agricultural, Life and Environmental Sciences (ALES) Proposal for the Sustainable Agriculture Major

External Reviews of Proposals from Other Institutions:

Completed:

- Doctor of Philosophy (PhD) in Computing and Information Systems at Athabasca University (Science)
- Bachelors of Arts in Psychology at Concordia University College (Arts)

Outstanding:

- Bachelor of Health Sciences in Aboriginal Health at the University of Lethbridge (Extension)

A member enquired about the status of the University's MA in Women's and Gender Studies, as submitted by the Faculty of Arts.

**INFORMATION REPORTS**

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

- E-Mail Vote by the GFC Academic Standards Committee (ASC) on Omnibus Agenda Item #4 (Faculty-Specific Editorial/Routine and Transfer Credit Course Proposals) [E-Mailed to Members on February 24, 2014]

12. Information Items Forwarded to Committee Members Between Meetings

There were no items.

13. Question Period

There were no questions.

**CLOSING SESSION**



14. Adjournment

The Chair adjourned the meeting at 11:20 am.