



General Faculties Council  
Academic Standards Committee  
Approved Open Session Minutes

Thursday, September 18, 2014  
2-31 South Academic Building (SAB)  
9:00 AM - 11:00 AM

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**ATTENDEES:**

Voting Members:

Brenda Leskiw	Chair (Delegate), Provost and Vice-President (Academic)
Dion Brocks	Member (Delegate), Dean, Faculty of Pharmacy and Pharmaceutical Sciences
JC Cahill	Member (Delegate), Dean, Faculty of Science
Janice Causgrove Dunn	Member (Delegate), Dean, Faculty of Physical Education and Recreation
John Boeglin	Member (Delegate), Dean, Faculté Saint-Jean
Elaine Geddes	Member (Delegate), Dean, Faculty of Business
Joanna Harrington	Member (Delegate), Dean, Faculty of Graduate Studies and Research
Clive Hickson	Member (Delegate), Dean, Faculty of Education
Tim Joseph	Member (Delegate), Dean, Faculty of Engineering
Nathalie Kermoal	Member (Delegate), Dean, Faculty of Native Studies
Kaysi Kushner	Member (Delegate), Dean, Faculty of Nursing
Stuart Landon	Member (Delegate), Dean, Faculty of Arts
Bill Connor	Member, Acting Dean, Faculty of Extension
Marc Moreau	Member (Delegate), Dean, Faculty of Medicine and Dentistry
Ada Ness	Member (Delegate), Vice-Provost and University Registrar
Kathryn Orydzuk	Member, Vice-President (Academic), Students' Union
Harry Prest	Member (Delegate), Dean, Augustana Faculty
Natalie Sharpe	Member, Director of the Student Ombudservice
Liz Taylor	Member (Delegate), Dean, Faculty of Rehabilitation Medicine
Harsh Thaker	Member (Delegate), Graduate Students' Association Vice-President (Academic)

Presenter(s):

Kathleen Brough	Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Lisa Collins	Vice-Provost and University Registrar
Marion Haggarty-France	University Secretary
Sheree Kwong See	Director, Centre for Teaching and Learning
Brenda Leskiw	Associate Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Ada Ness	Associate Registrar (Enrolment Services), Office of the Registrar
Melissa Padfield	Assistant Registrar (Student Connect), Office of the Registrar
Lihong Yang	Assistant Registrar (Admissions), Office of the Registrar
Olive Yonge	Deputy Provost

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:* Brenda Leskiw, Associate Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee

*Discussion:*

The Chair proposed to re-order the Agenda to accommodate the schedule of a guest presenter.

Motion: Kushner/Prest

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

**CARRIED**

2. Approval of the Open Session Minutes of June 19, 2014

Materials before members are contained in the official meeting file.

*Presenter:* Brenda Leskiw, Associate Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee

Motion: Joseph/Orydzuk

THAT the GFC Academic Standards Committee approve the Minutes of June 19, 2014.

**CARRIED**

3. Welcome and Introductions from the Deputy Provost

There were no documents.

*Presenter:* Olive Yonge, Deputy Provost

The Deputy Provost thanked Dr Bill Connor, Past-Chair of the GFC Academic Standards Committee (ASC), for his years of dedication to the Committee and, in turn, acknowledged the new Chair, Dr Brenda Leskiw. She reminded members to act for the benefit of the whole University during their service on the Committee, given the nature of the work done by GFC ASC. She also noted that members should keep students uppermost in mind while serving on this GFC standing committee.

Dr Yonge provided members with a summary of historical accounts in relation to educational initiatives at the University of Alberta and invited members to remember the roots upon which the University of Alberta was established and further built. She stated that GFC ASC is thoughtful, hard-working, and productive, and she thanked members for their service to the University of Alberta.

4. Comments from the Chair

The Chair introduced herself to members and invited members, in turn, to introduce themselves. She welcomed all to the first meeting of GFC ASC for the 2014-2015 Academic Year.

#### 4.1 Plans for the 2014-2015 Academic Year

The Chair stated that she is looking forward to chairing the GFC Academic Standards Committee (ASC) and provided members with a brief outline of possible items which may appear before the Committee in the coming year, considering the fiscal realities of the University of Alberta and the emerging focus on revenue generation at the institution. She added, as well, that the Board of Governors' 'Change Agenda' lists academic transformation as a major goal. She encouraged members to consider thoughtfully each proposal coming before the Committee, with an aim to making sound decisions on behalf of the University and also to playing a role in fine-tuning proposals which will require final approval through other governance bodies.

#### 5. Comments from the University Secretary for the New Academic Year

There were no documents.

*Presenter:* Marion Haggarty-France, University Secretary

*Discussion:*

Ms Haggarty-France welcomed members to the first meeting of GFC for the current Academic Year and thanked them for their dedication towards collegial academic governance at the University of Alberta. She provided members with a brief orientation regarding the specific mandate of GFC ASC as well as information in relation to those delegations of authority within academic governance stemming from General Faculties Council (GFC). She encouraged members to review orientation material on the University Governance website and to consider registering for one of a number of Governance 101 sessions planned throughout the coming year.

Ms Haggarty-France announced the upcoming retirement this winter of Mr Garry Bodnar, Director of GFC Services and Secretary to GFC, and thanked him for his 35 years of service to the University of Alberta. She noted finally that University Governance exists to assist members of the University community with understanding their role within academic governance at the institution, and she encouraged members to contact any member of the University Governance team if they required any assistance and/or information.

### **ACTION ITEMS**

#### 6. 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 Associate 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:* Brenda Leskiw, Associate Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee

Omnibus Motion: Brocks/Landon

6A. Faculty of Arts: Proposed Changes to Existing Admission/Transfer 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 and academic standing/graduation requirements, as submitted by the Faculty of Arts and as set forth in Attachment A (text highlighted in green), to be effective in 2015-2016.

**CARRIED**

6B. Augustana Faculty: Proposed Admission Requirements (AUBIO 219 (Research Experience in Biology))

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed admission requirements (AUBIO 219 (Research Experience in Biology)), as submitted by Augustana Faculty and as set forth in Attachment B (text highlighted in green), to be effective in 2014-2015.

**CARRIED**

6C. Faculty of Graduate Studies and Research: 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 Graduate Studies and Research and as set forth in Attachment C (text highlighted in green), to be effective in 2014-2015 or in 2015-2016 (as duly noted in the material before members).

**CARRIED**

6D. Faculty of Medicine and Dentistry: Proposed Changes to Existing Admission/Transfer and Physical Testing Requirements

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 (text highlighted in green), to be effective in 2015-2016 or in 2016-2017 (as duly noted in the material before members).

**CARRIED**

6E. Faculty of Physical Education and Recreation: Proposed Changes to Existing Admission/Transfer Requirements

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 Physical Education and Recreation and as set forth in Attachment E (text highlighted in yellow), to be effective in 2015-2016.

**CARRIED**

6F. Office of the Registrar: Course Approvals and Denials for September, 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 F, to take effect upon final approval.

**CARRIED**

6G. Faculty of Science: Proposed Changes to Existing Admission/Transfer 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 and academic standing/graduation requirements, as submitted by the Faculty of Science and as set forth in Attachment G (text highlighted in green), to be effective in 2015-2016.

**CARRIED**

7. Recording Lectures - Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar

Materials before members are contained in the official meeting file.

*Presenter:* Sheree Kwong See, Director, Centre for Teaching and Learning (CTL)

*Purpose of the Proposal:* To update the required statement in course outlines detailing recording of course content to reflect changes in the learning environment. Since the original wording was proposed to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, students and instructors are more actively engaged in creating digital content, and this content is in need of safeguarding. Further clarification is needed in the wording to outline the conditions under which such material can be used and the permissions required for use.

*Discussion:*

Dr Kwong See provided a brief introduction of the proposal to members, noting that the University of Alberta is trying to increase blended learning courses and that, as decided by the Provost's Digital Learning Committee (PDLC), funding has been allocated towards this endeavor through CTL. She reported that, as this issue is further investigated, there are number of immediate changes required—in this instance, it is related to a (proposed) update to the language set out in Section 23.4 of the University Calendar to reflect this new digital platform. She concluded her comments by commenting that she had conducted extensive consultation with respect to this proposal before presenting it formally to GFC ASC.

Members provided a number of comments and questions in relation to this proposal, including, but not limited to: clarification on whether Special Support and Disability Services (SSDS) was consulted during the development of this proposal; clarification surrounding signed consent for recorded lectures; clarification regarding whether this applies to just one course or is larger in scope; an expression of concern about privacy issues with regard to recorded lectures; that strategies to address the procedures described in this proposal do not need to be put into formal institutional policy/procedure; that there are strategies to address instances where students do not give their consent to be recorded; that the GFC ASC Subcommittee on Standards (SOS) had also discussed the instructor's role inherent within this platform; and clarification about referencing "content authors" in classroom presentations.

Motion: Geddes/Taylor

THAT the GFC Academic Standards Committee recommend to the GFC Executive Committee proposed

changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, as submitted by the Director of the Centre for Teaching and Learning and as set forth in Attachment 1, to be effective upon approval.

**CARRIED**

## **DISCUSSION ITEMS**

### 8. Enrolment Management Plan – Pilot Project Submitted by the Vice-Provost and University Registrar

Materials before members are contained in the official meeting folder.

*Presenter(s):* Lisa Collins, Vice-Provost and University Registrar; Melissa Padfield, Assistant Registrar (Student Connect), Office of the Registrar; Lihong Yang, Assistant Registrar (Admissions), Office of the Registrar

*Purpose of the Proposal:* To announce a pilot project for changes to the admissions process for direct entry undergraduate programs. If successful, the changes set out in this pilot will result in earlier capture of high-quality students, providing Faculties with a better indicator of expected enrolment for their programs.

*Discussion:*

The presenters introduced themselves to members of the Committee and, in turn, Ms Collins provided members with a summary of the rationale for the Enrolment Management Plan – Pilot Project. She reported that the proposal is based on several longstanding issues faced by the University of Alberta, including: enrolment pressure; application pressure; budgetary pressure; governmental pressure; and competition from other post-secondary institutions. She commented on the key features of the enrolment management plan, including: the introduction of a single, firm admission offer to applicants in the Spring of each year; the creation of formal offer acceptance from students, which would likely include a \$500 acceptance deposit; the adoption of a new system of determining the basis of admission based on, at a minimum, Grade 11 grades for high school students and, where requested by certain Faculties or programs, the consideration of Fall term grades and second term registrations for transfer applicants.

She noted that the Faculty of Engineering has requested to be exempt from this project and that several other Faculties will require extensive assistance, especially in the area of transfer students. She observed that the Office of the Registrar is still attempting to outline a plan which includes the complexities inherent within international admissions. She announced that there will be alignment with Residence Services to provide the top students admitted with housing options, which will be an excellent recruitment tool for the University of Alberta.

Ms Collins explained that, during the development of this project, there was extensive consultation completed and that the feedback about this initiative has generally been very positive.

During the discussion in relation to this item, members expressed a number of comments and questions, including, but not limited to: expressions of support for this plan; clarification surrounding the decision of the Faculty of Engineering to request exemption from participation and whether there is a plan to integrate them into the process at some point; clarification about the proposed admission practices surrounding the use of Grade 11 and Grade 12 grades; that this needs to be widely communicated to recruiters, as they play an important role in the institution's admissions processes; that the University needs to be aligned in terms of recruitment efforts; clarification regarding the amount charged for the acceptance deposit and whether any comparative data on such deposits exists in relation to the University's peer institutions; that acceptance deposits can delay registration; that this plan addresses several deeper issues including the quality of and access to post-secondary institutions in the Province of Alberta; an expression of gratitude

for the wide degree of consultation undertaken as part of this project; positive feedback about the usage of acceptance deposits in some Faculties; a suggestion to also align scholarship opportunities upon admission to attract bright students; and clarification about the acceptance deposit being refundable.

9. University of Alberta Policies and Procedures Online (UAPPOL) Transfer Credit Articulation Procedure – Proposed Changes from the Office of the Registrar

Materials before members are contained in the official meeting file.

*Presenter:* Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar

*Purpose of the Proposal:* To invite early discussion of proposed changes being drafted by the Office of the Registrar for inclusion in the existing Transfer Credit Articulation Procedure in UAPPOL (University of Alberta Policies and Procedures Online). The Office of the Registrar has been working with Faculties through the Transfer Credit Working Group to discuss possible clarifications and updates to the Transfer Credit Articulation Procedure. It is likely that a number of changes will ultimately be proposed, including the addition of a new process for managing block credit agreements. Further consultation is planned.

*Discussion:*

Ms Ness provided members with an update with regard to the proposed changes to the existing Transfer Credit Articulation Procedure being drafted by the Office of the Registrar. She clarified that, while the Committee is being asked to discuss and provide advice on the proposed changes set out in the material before them, the Provost and Vice-President (Academic) has the delegated authority to finally approve the Procedure's revisions.

Members provided a number of comments and questions in relation to this proposal, including, but not limited to: concern about the process surrounding block transfers; a suggestion for a coordinated, campus-wide communication plan announcing these changes to this procedure, once they are approved; and clarification as to why this is associated with the Admissions Policy in UAPPOL.

A member enquired why the Block Transfer Agreement is in the form of a Letter of Agreement (LOA) rather than a Memorandum of Understanding (MOU). [Note from University Governance: In relation to this specific question raised during discussion of this item, Ms Ness provided additional clarification following the meeting. She noted, in checking with University General Counsel, she was told that, since the terms of the arrangement needed to have some level of certainty, a binding LOA rather than a non-binding MOU was chosen.]

10. Program Approval Processes and Resources

Materials before members are contained in the official meeting file.

*Presenter(s):* Brenda Leskiw, Associate 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)

*Purpose of the Proposal:* To provide members of GFC ASC with information regarding program approval processes and the resources that are available to them to facilitate program proposal development.

*Discussion:*

The Chair noted that, in anticipation of the proposals which very likely will be coming before the Committee in the next year, it is imperative for quality program proposals to move through the governance process smoothly; she added that it is her responsibility, in concert with the role of Ms Kathleen Brough, as Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), to provide assistance to attain this level of seamlessness. She stated that Ms Brough's level of expertise in this area is valuable and encouraged members to utilize her skills early in the process of program proposal development.

Ms Brough updated members on the status of the various program templates and stated that a new program approval chart has been drafted. She commented that she has also developed a checklist for proposal developers.

During the discussion in relation to this item, members expressed a number of comments and questions, including, but not limited to: support for the program approval chart; that a number of individuals at the University of Alberta are still unaware which programs require Provincial Government approval and a suggestion to add that information to the chart; that this information also applies to program terminations; clarification regarding a new guidebook about certificate development; and a reminder to consult with Ms Brough early on with respect to program proposals.

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

There were no documents.

*Presenter(s):* Brenda Leskiw, Associate 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)

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

*Discussion:*

Ms Brough provided an update with respect 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 the Master of Arts in Community Engagement (MACE)

Currently with Campus Alberta Quality Council Undergoing Quality Review:

- Arts Proposal for the Master of Arts in Gender and Social Justice Studies

External Reviews of Proposals from Other Institutions:

Completed:

- Clinical Psychology Doctoral Program New Degree Program proposed by Concordia University College (Arts – Chair of Psychology)
- Master of Science, Environmental Science New Degree Program proposed by Athabasca University (Science)



- Southern Alberta Institute of Technology (SAIT) Proposal for new Majors in the Bachelor of Business Administration: Financial Services, Human Resource Management, Management, Marketing and Supply Chain Management (Business)
- Bachelor of Arts, Major in Psychology New Degree Program proposed by Ambrose University College (Arts – Chair of Psychology); Education: Chair of Educational Psychology

Outstanding:

- Master of Landscape Architecture Degree Program proposed by the University of Calgary (Science)
- Bachelor of Science in Energy and Engineering proposed by the University of Calgary (Engineering)

The Chair noted that the Doctoral Program in Psychology at Concordia University College has also been reviewed by the University of Alberta Faculty of Education.

**INFORMATION REPORTS**

12. Question Period

There were no questions.

13. Items Approved by the GFC Academic Standards Committee by E-Mail Ballots (non-debatable)

- Course Approvals for August, 2014 [E-Mailed to Members on August 8, 2014]

14. Information Items Forwarded to Committee Members Between Meetings

- GFC Academic Standards Committee (ASC): Message from the Chair [E-Mailed to Members on September 10, 2014]

**CLOSING SESSION**

15. Adjournment

The Chair adjourned the meeting at 11:00 am.