

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, November 02, 2015 meeting:

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Agenda Title: **Proposal from the Faculty of Science to add STAT 235 to the List of Courses with Consolidated Exams**

CARRIED MOTION: THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of STAT 235 Introductory Statistics for Engineering to the list of courses with Consolidated Final Examination, as submitted by the Faculty of Science, to take effect 2016-2017.

Final Item 6

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Agenda Title: **Proposal from the Faculty of Science to add MATH 300 to the List of Courses with Consolidated Exams**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of MATH 300 Advanced Boundary Value Problems I to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2016-2017.

Final Item 7

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Agenda Title: **Proposal from the Faculty of Science to Add MATH 134 Calculus for Life Sciences to the List of Courses with Consolidated Exams**

CARRIED MOTION: THAT the GFC Executive committee approve, under delegated authority from General Faculties Council, the addition of MATH 134 Calculus for Life Sciences to the list of courses with Consolidated Examinations, as submitted by the Faculty of Science, to take effect 2016-2017.

Final Item 8

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Agenda Title: **2016-17 Academic Schedule**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2016-2017, as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 1, and, in so doing, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

Final Item 9

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Agenda Title: **Proposed Changes to Terms of Reference - GFC Academic Planning Committee (Committee Composition)**

CARRIED MOTION: THAT the GFC Executive Committee recommend to General Faculties Council the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect upon final approval.

Final Item 10

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Agenda Title: **Proposed Changes to Terms of Reference - GFC Academic Planning Committee and GFC**

### **Academic Standards Committee**

CARRIED MOTION: THAT the GFC Executive Committee recommend to General Faculties Council, proposed changes to the Terms of Reference of the GFC Academic Planning Committee and the GFC Academic Standards Committee as set forth in Attachments 1 and 2, to take effect upon final approval.

Final Item 11

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Agenda Title: **Draft Agenda for the November 23, 2015 Meeting of General Faculties Council (GFC)**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the November 23, 2015 meeting of General Faculties Council.

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**OUTLINE OF ISSUE**

Agenda Title: **Proposal from the Faculty of Science to Add STAT 235 Introductory Statistics for Engineering to the List of Courses with Consolidated Exams**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of STAT 235 Introductory Statistics for Engineering to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2016-2017

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculty of Science
Presenter	David McNeilly (FSO/Undergraduate, Dept. of Math and Statistical Sciences) and Brenda Leskiw (Associate Dean, Faculty of Science)
Subject	Introduction of consolidated exams for STAT 235

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To add STAT 235 to the list of courses for which consolidated final exams are scheduled.
The Impact of the Proposal is	<p>The Department of Mathematics will have greater flexibility in scheduling sections of STAT 235 to accommodate the various Engineering programs that require the course. Exams and Timetabling will be impacted because they will need to operationalize the request for consolidated exams in a large enrolment course.</p> <p>Introduction of a consolidated exam in STAT 235 is a strong measure to help achieve greater consistency in evaluation across sections of the same course in a large enrolment second year course.</p> <p>Common exams in STAT 235 have been ensured by scheduling all the lectures in a single time slot. Engineering has requested that a new section of STAT 235 be added in Winter 2017 for students in Civil Engineering. This will require scheduling sections of this course in different time slots, hence the need for a consolidated exam. It is expected that the additional section of STAT 235 will result in additional 200 students taking the course each Winter.</p>
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2016/2017 academic year
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. <b>Post-Secondary Learning Act (PSLA):</b> Section 26(1)(d) of the PSLA gives GFC responsibility over "timetables for examination and for lectures and other instruction."

(please <u>quote</u> legislation and include identifying section numbers)	<p>2. <b>GFC Executive Committee Terms of Reference:</b> Mandate of the committee          “7. Examinations          b. The Executive Committee approves requests from Faculties which wish to schedule common examinations. (GFC 27 OCT 1980)”</p> <p>3. <b>UAPPOL Policy: Assessment and Grading, Consolidated Final Examinations Procedure</b>          “1a. Approval of consolidated examinations          Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Department Council, Department of Mathematical and Statistical Sciences (Sept 8, 2015); Brenda Leskiw, Associate Dean, Faculty of Science
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – November 2, 2015
Final Approver	GFC Executive Committee

## Attachments

1. STAT 235 Enrollment Summary 2011-2015 (page 1)

*Prepared by:* Dr. David McNeilly, FSO(Undergraduate), dam@math.ualberta.ca

## STAT 235 Enrollment

FALL 2011 - 105	WINTER 2012 - 315
FALL 2012 - 140	WINTER 2013 - 345
FALL 2013 - 175	WINTER 2014 - 411
FALL 2014 - 296	WINTER 2015 - 278
FALL 2015 - 381	WINTER 2016 - 300 (as of Sept 30/2015)

**OUTLINE OF ISSUE**

Agenda Title: **Proposal from the Faculty of Science to Add MATH 300 Advanced Boundary Value Problems I to the List of Courses with Consolidated Exams**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of MATH 300 - Advanced Boundary Value Problems I to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2016-2017

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculty of Science
Presenter	David McNeilly (FSO/Undergraduate, Dept. of Math and Statistical Sciences) and Brenda Leskiw (Associate Dean, Faculty of Science)
Subject	Introduction of consolidated exams for MATH 300

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To add MATH 300 to the list of courses for which consolidated final exams are scheduled.
The Impact of the Proposal is	<p>The Department of Mathematics will have greater flexibility in scheduling sections of MATH 300 to accommodate the various Engineering programs that require the course. Exams and Timetabling will be impacted because they will need to operationalize the request for consolidated exams in a large enrolment course.</p> <p>Introduction of a consolidated exam in MATH 300 is a strong measure to help achieve greater consistency in evaluation across sections of the same course in a large enrolment second year course.</p> <p>Common exams in MATH 300 have been ensured by scheduling all the lectures in a single time slot. Engineering has requested if the two section of MATH 300 offered in the Fall term can be scheduled at different times to accommodate the various programs that require it. To do so, a consolidated exam will be required to retain the common exams.</p>
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2016/2017 academic year
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. <b>Post-Secondary Learning Act (PSLA):</b> Section 26(1)(d) of the PSLA gives GFC responsibility over "timetables for examination and for lectures and other instruction."

(please <u>quote</u> legislation and include identifying section numbers)	<p>2. <b>GFC Executive Committee Terms of Reference:</b> Mandate of the committee          “7. Examinations          b. The Executive Committee approves requests from Faculties which wish to schedule common examinations. (GFC 27 OCT 1980)”</p> <p>3. <b>UAPPOL Policy: Assessment and Grading, Consolidated Final Examinations Procedure</b>          “1a. Approval of consolidated examinations          Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Department Council, Department of Mathematical and Statistical Sciences (Sept 8, 2015); Brenda Leskiw, Associate Dean, Faculty of Science
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – November 2, 2015
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - &lt;&gt;)

1. MATH 300 Enrollment Summary 2011-2015 (page 1)

*Prepared by:* Dr. David McNeilly, FSO (Undergraduate), dam@math.ualberta.ca

## **MATH 300 Enrollment**

FALL 2011 – 110	WINTER 2012 - 100
FALL 2012 - 115	WINTER 2013 - 76
FALL 2013 - 122	WINTER 2014 - 83
FALL 2014 - 130	WINTER 2015 - 119
FALL 2015 - 165	WINTER 2016 - 101 (as of Sept 30/2015)



**OUTLINE OF ISSUE**

Agenda Title: **Proposal from the Faculty of Science to Add MATH 134 Calculus for Life Sciences to the List of Courses with Consolidated Exams**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of MATH 134 Calculus for Life Sciences to the list of courses with Consolidated Final Examinations, as submitted by the Faculty of Science, to take effect 2016-2017

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculty of Science
Presenter	David McNeilly (FSO/Undergraduate, Dept. of Math and Statistical Sciences) and Brenda Leskiw (Associate Dean, Faculty of Science)
Subject	Introduction of consolidated exams for MATH 134

**Details**

Responsibility	Timetabling and Scheduling, Mathematical and Statistical Sciences
The Purpose of the Proposal is (please be specific)	To add MATH 134 to the list of courses for which consolidated final exams are scheduled.
The Impact of the Proposal is	<p>The Department of Mathematics will have greater flexibility in scheduling sections of MATH 134 to accommodate the various life sciences programs that is its target. Exams and Timetabling will be impacted because they will need to operationalize the request for consolidated exams in a large enrolment course.</p> <p>Introduction of a consolidated exam in MATH 134 is a strong measure to help achieve greater consistency in evaluation across sections of the same course in a large enrolment first year course.</p> <p>The initial requirement for 2016/2017 will be for a consolidated exam in the Fall term to accommodate roughly 300 students in two lecture sections. This could be expanded to 450 Fall term students and 300 Winter term students in the future, depending on the student uptake.</p>
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2016/2017 academic year
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<ol style="list-style-type: none"> <li><b>Post-Secondary Learning Act (PSLA):</b> Section 26(1)(d) of the PSLA gives GFC responsibility over “timetables for examination and for lectures and other instruction.”</li> <li><b>GFC Executive Committee Terms of Reference:</b> Mandate of the committee</li> </ol>

	<p>“7. Examinations b. The Executive Committee approves requests from Faculties which wish to schedule common examinations. (GFC 27 OCT 1980)”</p> <p><b>3. UAPPOL Policy: Assessment and Grading, Consolidated Final Examinations Procedure</b></p> <p>“1a. Approval of consolidated examinations Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Department Council, Department of Mathematical and Statistical Sciences (Sept 8, 2015); Brenda Leskiw, Associate Dean, Faculty of Science
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – November 2, 2015
Final Approver	GFC Executive Committee

*Prepared by:* Dr. David McNeilly, FSO (Undergraduate), dam@math.ualberta.ca

Revised: 11/2/2015

**OUTLINE OF ISSUE**

Agenda Title: 2016 - 2017 Academic Schedule

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2016 - 2017 (submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenter	Lisa Collins, Vice-Provost and University Registrar; and Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar
Subject	2016 - 2017 Academic Schedule

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide deadline dates for the 2016 - 2017 Academic Year.
The Impact of the Proposal is	Establishment of deadline dates for the 2016 - 2016 Academic Year
Replaces/Revises (e.g., policies, resolutions)	Academic Schedule section of the <i>University Calendar</i>
Timeline/Implementation Date	For publication in the 2016 - 2017 <i>University Calendar</i> (the dates of Academic Schedule run from July 1, 2016 – June 30, 2017).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>University Calendar</i> ; University Policies and Procedure Online (UAPPOL); <i>Dare to Discover Values</i> : to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA)</b>: GFC is responsible, generally, for the academic affairs of the University and specifically, for the Academic Schedule of the University (Sections 26(1), 26(1)(d)(e)(g) and (j) (<i>Powers of General Faculties Council</i>)).</p> <p>2. <b>GFC Executive Committee Terms of Reference (Section 3. (Mandate of the Committee))</b> states:  <b>"4. Academic Schedule</b>  a. Delegation  <i>Post-Secondary Learning Act (PSLA)</i> Section 26(l)(j) follows:  26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to... (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term....</p>

	<p>b. Academic Schedule Changes The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee.”</p> <p>3. <b>GFC Policy:</b> Section 25 (<i>Calendar Changes</i>) of the GFC Policy Manual states “[f]inal editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)”</p> <p>4. <b>UAPPOL Academic Schedule Policy</b> states: “[...]”</p> <p>2. <b>ACADEMIC SCHEDULE DELEGATION OF AUTHORITY</b></p> <p>The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council.</p> <p>The Registrar recommends on the Academic Schedule to the GFC Executive Committee.”</p> <p>5. <b>UAPPOL Academic Schedule Procedure</b> states: “Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year[...].</p> <p>Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.</p> <p>The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval. After the Academic Schedule has been approved, it will be published in the <i>University Calendar</i>.”</p> <p>For more on the Procedure see: <a href="https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Schedule-Procedure.pdf">https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Schedule-Procedure.pdf</a></p>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	<u>Distribution List:</u> Academic Schedule – First draft sent to the wider University community for review on July 27, 2015; Final version sent for review on September 14, 2015
Approval Route (Governance) (including meeting dates)	GFC Executive Committee - November 2, 2015



Final Approver	GFC Executive Committee
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Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page 1) 2016-2017 colored month calendar with important dates
2. Attachment 2 (pages 1 – 5): Major Dates and Deadlines from the 2016 - 2017 Academic Schedule
3. Attachment 3 (page 1): 2016 - 2017 Academic Schedule Hours of Instruction Summary
4. Attachment 4 (pages 1 – 7): Proposed Academic Schedule for 2016 – 2017

*Prepared by:* Anna Vocioni, Assistant Registrar (Examinations and Timetabling), [anna.vocioni@ualberta.ca](mailto:anna.vocioni@ualberta.ca)

*July - 2016*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*August - 2016*

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*September - 2016*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*October - 2016*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*November - 2016*

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*December - 2016*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*January - 2017*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*February - 2017*

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

*March - 2017*

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*April - 2017*

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*May - 2017*

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*June - 2017*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Convocation
	Exams
	First/Last Day of Classes
	Term Break
	Statutory Holiday University Buildings Closed

## **Major Dates and Deadlines from the 2016-2017 Academic Schedule**

### **Spring/Summer 2016 Term**

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#### **IMPORTANT**

Not all classes follow the dates listed below; check [www.registrarsoffice.ualberta.ca](http://www.registrarsoffice.ualberta.ca) for Spring/Summer nonstandard deadline dates and detailed information.

#### **Classes begin**

Spring Term		May 9, 2016
	First half	May 9, 2016
	Second half	May 30, 2016
Summer Term		July 4, 2016
	First half	July 4, 2016
	Second half	July 25, 2016
Spring/Summer	Both terms	May 9, 2016

#### **Registration: Add/Delete (No academic record)**

Spring Term		May 12, 2016
	First half	May 12, 2016
	Second half	June 2, 2016 (delete only)
Summer Term		July 7, 2016
	First half	July 7, 2016
	Second half	July 28, 2016 (delete only)
Spring/Summer	Both terms	May 12, 2016

#### **Audit and Credit to Audit**

Spring Term		May 9-12, 2016
Summer Term		July 4-7, 2016
Spring/Summer	Both terms	May 9-12, 2016

#### **Fee Payment (see note 1)**

Spring Term		May 12, 2016
Summer Term		July 7, 2016
Spring/Summer	Both terms	May 12, 2016

#### **Fee Refund (50%) (see note 2)**

Spring Term		May 24, 2016
	First half	May 16, 2016
	Second half	June 6, 2016
Summer Term		July 18, 2016
	First half	July 11, 2016
	Second half	August 2, 2016
Spring/Summer	Both terms	See note 3

#### **Withdrawal (grade of W)**

Spring Term		June 8, 2016
	First half	May 24, 2016
	Second half	June 10, 2016
Summer Term		August 3, 2016
	First half	July 19, 2016
	Second half	August 5, 2016
Spring/Summer	Both terms	July 7, 2016

#### **Classes End**

Spring Term		June 15, 2016
	First half	May 27, 2016
	Second half	June 15, 2016
Summer Term		August 10, 2016
	First half	July 22, 2016
	Second half	August 10, 2016
Spring/Summer	Both terms	August 10, 2016

## **Examinations**

### **Reappraisal Requests and Reexamination Applications**

Refer to "[Academic Regulations; Examinations \(Exams\)](#)" in the University calendar for procedures and application deadline dates.



## Fall 2016/Winter 2017 Term

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### Application to Convocate

	Undergraduate	Graduate
Fall Term	September 1, 2016	September 30, 2016
Winter Term	February 1, 2017	April 1, 2017

### Classes begin

Fall Term		September 1, 2016
	First half	September 1, 2016
	Second half	October 17, 2016
Winter Term		January 9, 2017
	First half	January 9, 2017
	Second half	March 6, 2017
Fall/Winter	Both terms	September 1, 2016

### Classes begin date exceptions

Augustana	Fall Term	Second half	October 18, 2016
	Winter Term	Second half	March 1, 2017

Law                      Fall Term                      September 7, 2016

**Additional class begin date exceptions may apply, students must contact their Faculty.**

### Registration: Add/Delete (No academic record)

Fall Term		September 15, 2016
	First half	September 15, 2016
	Second half	October 28, 2016 (delete only)
Winter Term		January 20, 2017
	First half	January 20, 2017
	Second half	March 17, 2017 (delete only)
Fall/Winter	Both terms	September 15, 2016

### Audit and Credit to Audit

Fall Term		September 16-22, 2016
Winter Term		January 23-27, 2017
Fall/Winter	Both terms	September 16-22, 2016

### Fee Payment (see note 1)

Fall Term		September 30, 2016
Winter Term		January 31, 2017
Fall/Winter	Both terms	September 30, 2016

### Fee Refund (50%) (see note 2)

Fall Term		October 4, 2016
	First half	September 27, 2016
	Second half	November 18, 2016
Winter Term		February 8, 2017
	First half	January 27, 2017
	Second half	March 24, 2017
Fall/Winter	Both terms	See note 4

### Withdrawal (grade of W)

Fall Term		November 30, 2016
	First half	October 11, 2016
	Second half	November 30, 2016
Winter Term		April 5, 2017
	First half	February 9, 2017
	Second half	April 5, 2017

<b>Classes end</b>	Fall/Winter	Both terms	January 20, 2017
	Fall Term		December 7, 2016
		First half	October 14, 2016
	Winter Term	Second half	December 7, 2016
		April 12, 2017	
<b>Classes end date exceptions</b>	Fall/Winter	First half	February 17, 2017
		Second half	April 12, 2017
	Augustana	Both terms	April 12, 2017

<b>Classes end date exceptions</b>	Augustana	Fall Term	December 6, 2016
			October 17, 2016
	Winter Term	Second half	December 6, 2016
			February 23, 2017

**Additional class end date exceptions may apply, students must contact their Faculty.**

## Examinations

### Reappraisal Requests and Reexamination Applications

Refer to "[Academic Regulations: Examinations \(Exams\)](#)" in the University calendar for procedures and application deadline dates.

#### Notes:

1. Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid installment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline.  
Refer to "[Deadline for Fee Payments](#)" in the University Calendar for details.
2. Students withdrawing after this date will be assessed full fees.
3. If you withdraw from a two-term course from May 24 to July 7, 2016, you will be assessed full fees for the Spring Term. If your Faculty determines that you may have special permission to withdraw from July 8 to 11, 2016, you will be assessed Spring Term fees and 50% of Summer Term fees. After July 11, 2016, you will be assessed full fees for both terms.
4. If you withdraw from a two-term course from October 4, 2016 to January 20, 2017, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 23 to February 8, 2017, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 8, 2017, you will be assessed full fees for both terms.

**2016-2017 ACADEMIC SCHEDULE**

**Hours of Instruction:**

<i>Fall Term</i>	<i>Teaching days</i>	<i>Nbr of days</i>	<i>Minutes</i>	<i>Total minutes</i>
	M W F	37	50	1850
	T R	26	80	2080
Term total		<b>63</b>		<b>3930</b>
<i>Winter Term</i>				
	M W F	38	50	1900
	T R	25	80	2000
Term Total		<b>63</b>		<b>3900</b>
<i>Fall/Winter total</i>		<b>126</b>		<b>7830</b>

**Number of evening classes:**

<i>Fall Term</i>	
Monday	11
Tuesday	13
Wednesday	13
Thursday	13
Friday	13
<i>Winter Term</i>	
Monday	13
Tuesday	13
Wednesday	13
Thursday	12
Friday	12

## **Academic Schedule 2016-2017**

Deadline dates in the schedule are marked by the ■ symbol.

### **July 2016**

- 1 One hundred and tenth University year begins.  
Canada Day. University buildings closed.
- 4 Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
- 4 Summer Term classes begin.
- 4-7 Auditor registrations for Summer Term courses will be accepted only on these days.
- 7
  - Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
- 7
  - Summer Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration available to midnight.) Students wishing to add or drop three-week courses offered during the second half of the term should seek assistance at department offices.
- 7
  - Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
- 8 Summer program ends for students in year one, two and three of the DDS program.
- 11
  - Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Summer Term will be assessed full fees after this date.
- 18
  - Summer Term Refund Deadline (for six-week courses): Students withdrawing from courses taught for six-weeks will be assessed full fees after this date.
- 19
  - Last day for withdrawal from courses taught in the first half of Summer Term.
- 22 Last day of classes for courses taught in the first half of Summer Term.
- 25 Classes begin for courses taught in the second half of Summer Term.
- 28
  - Second half Summer Term Registration Deadline (for three week courses): Last day to add or drop courses taught in the second half of Summer Term. Students must contact Department for assistance.
- 31
  - Deadline to write a special deferred examination for students who have missed a deferred examination for cause. Please see the Absence from Exams section of the University Regulations and Information for Students section of the Calendar.

### **August 2016**

- 1 Heritage Day. University buildings closed.
- 2
  - Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term will be assessed full fees after this date.
- 3
  - Last day for withdrawal from six-week courses in Summer Term.
- 5
  - Last day for withdrawal from courses taught in the second half of Summer Term.
- 8-12 Executive MBA one-week intensive.
- 8-19 FastTrack MBA two-week intensive.

- 10 Summer Term classes end.
- 11-12 Final examinations for Summer Term classes, exceptions may apply.
- 15 Orientation and classes begin for students in third and fourth year of the MD program.
- 15 Registration opens for Open Studies students in courses designated for delayed registration.
- 15-25 U of A International Undergraduate Academic Success program.
- 22-26 Orientation for MBA students.
- 26-30 Orientation for International Students.
- 26 Orientation for new Graduate students held by the Graduate Student Association.
- 29 Orientation and classes begin for all Dentistry program, year two of the Dental Hygiene program, year one and two MD program, year two of the Radiation Therapy program and phase I Medical Laboratory Science students.
- 31 Orientation for new Undergraduate Students.
- 31 - Sep 1 Orientation for first year Pharmacy students and new students in the School of Public Health.

### September 2016

- 1
  - Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
- 1 Fall Term and Fall/Winter Term classes begin, except for students in Faculty of Law, Faculty of Medicine and Dentistry, Faculty of Pharmacy, and Faculty of Rehabilitation Medicine.
- 1 Orientation for Faculty of Nursing undergraduate students in year one of the After Degree program and in year two of the Bilingual Nursing program.
- 6 Orientation for students in the Faculty of Law.
- 7 Fall Term classes begin for students in the Faculty of Law.
- 5 Labour Day. University buildings closed.
- 15
  - Fall Registration Deadline (Bear Tracks web registration system available to midnight): Last day to add or drop Fall Term and Fall/Winter Term courses. Students withdrawing after this date through October 4 will be assessed 50% fees for withdrawn courses. Exceptions may apply, students must consult with their Faculty office.
- 15 SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through [www.ihaveaplan.ca](http://www.ihaveaplan.ca).
- 16-22 Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
- 22-25 Alumni weekend.
- 27
  - Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term will be assessed full fees after this date.
- 27
  - Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
- 30
  - Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline.
- 30
  - Last day for graduate students in thesis-based programs to submit theses to and be

approved by the Faculty of Graduate Studies to ensure graduation at Fall Convocation.

- 30 \* Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation.
- 30 \* Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.

#### October 2016

- 4 \* Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Exceptions may apply, students must consult with their Faculty office.
- 10 Thanksgiving Day. University buildings closed.
- 11 \* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
- 14 Last day of classes for six-week courses offered in the first half of Fall Term.
- 15 University of Alberta Open House.
- 17 Last day of AUPAC classes offered in the first half of Fall Term in Augustana Faculty.
- 17 Classes begin for six-week courses offered in the second half of the Fall Term.
- 18 First day of AUPAC classes offered in the second half of Fall Term in Augustana Faculty.
- 17-21 Final exam week for undergraduate Nursing theory courses offered in the first half of Fall Term.
- 20-21 Augustana Faculty Fall Term break.
- 24 Classes begin for undergraduate Nursing courses offered in the second half of Fall Term.
- 28 \* Last day to drop six-week courses offered in the second half of the Fall Term. Students must contact Department for assistance.

#### November 2016

- 7-10 Fall Term Reading week. Classes withdrawn for a full week, except for students in Augustana Faculty, Faculty of Law; Faculty of Medicine and Dentistry; Faculty of Rehabilitation Medicine; Faculty of Nursing undergraduate programs; and students in Cooperative Education, Experiential Learning Placement and Work Placement terms.
- 10 Fall Term break for students in year two and three Dental Hygiene program.
- 11 Remembrance Day. University buildings closed.
- 15-16 Fall Convocation, Part I, Parts II and III
- 18 \* Fall Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.
- 30 \* Last day for withdrawal from six-week courses offered in the second half of Fall Term.
- 30 \* Last day for withdrawal from Fall Term courses. Exceptions may apply, students must consult with their Faculty office.

#### December 2016

- 7 Last day of Fall Term classes Exceptions may apply, students must consult with their Faculty office.
- 6 Last day of Fall Term classes for Augustana Faculty students.

- 9-19 Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty will normally not be allowed during this period.
- 9-21 Fall Term examinations (including consolidated examinations) Exceptions may apply, students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period December 12-21 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
- 9-22 Final exam period for year two Dental Hygiene students.
- 9 Last day of Fall Term for undergraduate Nursing clinical courses.
- 12 Last day of Fall Term classes for students in year two and three of Dental Hygiene.
- 13-23 Final exam period for year two and three Dental Hygiene students.
- 14-22 Final exam period for students in the Faculty of Law.
- 16 Last day of Fall Term classes for students in the DDS program and students in year one and two of the MD program
- 19-23 Final exam period for year three and four Dentistry students.
- 23 Last day of Fall Term classes for students in year three and four of the MD program.
- 25-31 Christmas holiday period. University buildings closed.

### January 2017

- 1 New Year's Day. University buildings closed.
- 2 New Year's Holiday. University building closed.
- 3 Winter Term classes begin for the MD and Dentistry programs and year two and three of the Dental Hygiene program.
- 5 Orientation for new International students.
- 9 Winter Term classes begin. Exceptions may apply, students must consult with their Faculty office.
- 20
  - Last day to withdraw from Fall/Winter two-term courses.
- 20
  - Winter Term Registration Deadline: Last day to add or drop Winter Term courses. (Bear Tracks system available to midnight.) Students withdrawing after this date through February 8 will be assessed 50% fees for withdrawn courses. Exceptions may apply, students must consult with their Faculty office.
- 23-27 Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
- 27
  - Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.
- 31
  - Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
- 31
  - Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.

### February 2017

- 1
  - Last day for Undergraduate students to apply through Bear Tracks for permission to

graduate at Spring Convocation.

- 1     ▪ Last day for application for reappraisal of final examinations for Fall Term courses.
- 2     ▪ Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs.
- 8     ▪ Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Exceptions may apply, students must consult with their Faculty office.
- 9     ▪ Last day for withdrawal from six-week courses offered in the first half of Winter Term.
- 14    Registration system opens for Spring/Summer 2017.
- 17    Last day of classes for six-week courses offered in the first half of Winter Term.
- 20    Statutory Provincial holiday. University buildings closed.
- 21-24 Winter Term Reading Week. Classes withdrawn for a full week, except for students in NURS 495, SC INF 495, Experiential Learning placement, third and fourth years of the MD program, fourth year Pharmacy and students in the clinical component of the Radiation Therapy program. Exceptions may apply, students must consult with their Faculty office.
- 28    Last day for first half of Winter Term AUPAC courses in Augustana Faculty.

### March 2017

- 1     First day of second half of Winter Term AUPAC classes in Augustana Faculty.
- 6     Classes begin for six-week courses offered in the second half of the Winter Term.
- 6     12:00 to 1:00 pm. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
- 9     Study abroad application deadline for certain University of Alberta International administered Summer programs.
- 17    ▪ Last day to drop from six-week courses offered in the second half of Winter Term. Students must contact Department for assistance.
- 24    ▪ Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.

### April 2017

- 1     Last day for students in thesis-based programs to submit theses to and be approved by the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
- 1     Last day for departments to submit Report of Completion of course-based master's, postgraduate diploma or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
- 1     Last day for Graduate students to apply through Bear Tracks to ensure graduation at Spring Convocation.
- 3     Comprehensive examination period begins for students in the fourth year of the MD program.
- 5     ▪ Last day for withdrawal from six-week courses offered in the second half of Winter Term.
- 5     ▪ Last day for withdrawal from Winter Term courses. Exceptions may apply, students must consult with their Faculty office.
- 12    Last day of classes for Nursing theory courses offered in the second half of the Winter Term and for all 13 week undergraduate Nursing courses offered in Winter Term.



- 12 Last day of Winter Term classes. Exceptions may apply, students must consult with their Faculty office.
- 13 Last day of Winter Term classes for students in year two and three Dental Hygiene.
- 13 Last day of classes for undergraduate Nursing clinical courses offered in second half of Winter Term.
- 14 Good Friday. University buildings closed.
- 17 Easter Monday. University buildings closed.
- 18-27 Final exam period for students in the Faculty of Law.
- 18-29 Final exam period for students in the year two and three Dental Hygiene.
- 18-29 Winter Term examinations (including consolidated examinations). Exceptions may apply, students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period April 19-28 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
- 19-28 Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
- 21 Last day of classes and clinics for students in the third and fourth years of the DDS program.
- 24-28 Fall/Winter Term final examination period for year three and four Dentistry.

## May 2017

- 5 Last day of classes and examinations for students in year one of the MD program and students in year one and two of the DDS program.
- 7 Orientation for Master of Arts in Communications and Technology (MACT) students.
- 8 Spring Term classes begin.  
MACT Spring Institute begins (three weeks).
- 8 Summer program begins for students in year one, two and three of the DDS program.
- 8-11 Auditor registrations for Spring Term courses will be accepted only on these days.
- 9 Charter Day.
- 11
  - Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
- 11
  - Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
- 11
  - Spring Term Registration Deadline (for six-week courses): Last day to add or drop courses. (Bear Tracks web registration will be available until midnight). Students wishing to add or drop three-week courses offered during the second half of the Spring Term should seek assistance at department offices.
- 15
  - Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term will be assessed full fees after this date.
- 22 Victoria Day. University buildings closed.
- 23
  - Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
- 23
  - Last day for withdrawal from courses taught in the first three weeks of Spring Term.
- 26 Last day of classes and examinations for students in the second year of the MD program.
- 26
  - Spring Term Registration Deadline (for 13-week courses): students must contact

teaching Department for assistance.

- 26 Last day of classes in the MACT Spring Institute.
- 26 ▪ Last day for classes taught in the first three weeks of Spring Term.
- 29 Classes begin for courses taught in the last three weeks of Spring Term.

## June 2017

- 1 ▪ Second half Spring Term Registration Deadline (for three-week courses): Last day to add or drop courses taught in the last three weeks of Spring Term. Students must contact Department for assistance.
- 2 Last day of program for fourth year students in the MD program.
- 4 Augustana Faculty convocation.
- 5 ▪ Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.
- 6-9 Spring Convocation, Parts I to VI.
- 7 ▪ Last day for withdrawal from six-week courses in Spring Term.
- 9 ▪ Last day for withdrawal from courses taught in the last three weeks of Spring Term.
- 12-15 Spring Convocation, Parts VII to XI.
- 14 Last day of Spring Term classes.
- 15-16 Final examinations for Spring Term courses. No classes held, exceptions may apply.
- 30 One Hundred and Tenth University year ends.

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Changes to Terms of Reference - GFC Academic Planning Committee (Committee Composition)**

**Motion:** THAT the GFC Executive Committee recommends to General Faculties Council the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Steven Dew, Provost and Vice-President (Academic) and Chair, Academic Planning Committee
Presenter	Steven Dew, Provost and Vice-President (Academic) and Chair, Academic Planning Committee
Subject	Proposed Changes to Terms of Reference - GFC Academic Planning Committee (Committee Composition)

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To revise the Terms of Reference to include the Deputy Provost as a non-voting, resource member.
The Impact of the Proposal is	See 'Purpose'
Replaces/Revises (eg, policies, resolutions)	Revises the Terms of Reference of GFC APC.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)).</p> <p>2. <b>General Faculties Council Terms of Reference</b></p> <p><b>(Section 3./Mandate of the Committee):</b></p> <p>“Powers Retained by General Faculties Council</p> <p>All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...]</p> <ul style="list-style-type: none"> <li>• alterations to the mandate, terms of reference, composition, or</li> </ul>

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	<p>structure of a Standing Committee[.] [...]”</p> <p><b>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee):</b></p> <p>“To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996) [...]”</p> <p><b>5. Agendas of General Faculties Council</b> GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.</p> <p>[...]”</p> <p><b>6. The current Terms of Reference for the GFC Academic Planning Committee</b> are set out in the left-hand column of Attachment 1.</p>
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**Routing (Include meeting dates)**

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> <li>• Those who have been informed</li> <li>• Those who have been consulted</li> <li>• Those who are actively participating</li> </ul>	<p>Director of General Faculties Council Services and Secretary to GFC University Governance and Provost and Vice-President Academic September 26, 2014; Board Learning and Discovery Committee, September 29, 2014 Vice-Provost (Academic Programs and Instruction), University Secretary, GFC Secretary and Manager GFC Services; Chief of Staff, Office of the President; Senior Manager and Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), April 22, 2015 Academic Planning Committee (APC) – September 23, 2015</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee – November 2, 2015; General Faculties Council – November 23, 2015</p>
<p>Final Approver</p>	<p>General Faculties Council</p>

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page 1) Comparative Table of Proposed Changes GFC Academic Planning Committee (APC) Terms of Reference

<b>Current</b>	<b>Proposed</b>
<p data-bbox="228 235 808 296"><b>GFC Academic Planning Committee Terms of Reference</b></p> <p data-bbox="228 331 808 363"><b>2. Composition of the Committee</b></p> <p data-bbox="228 401 293 432">[...]</p> <p data-bbox="228 468 537 499"><b>Non-Voting Members</b></p> <ul data-bbox="256 506 808 810" style="list-style-type: none"> <li data-bbox="256 506 808 590">• One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive</li> <li data-bbox="256 596 808 810">• The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized that the Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resources person (GFC 29 SEP 2003)</li> </ul>	<p data-bbox="815 235 1385 296"><b>GFC Academic Planning Committee Terms of Reference</b></p> <p data-bbox="815 331 1385 363"><b>2. Composition of the Committee</b></p> <p data-bbox="815 401 880 432">[...]</p> <p data-bbox="815 468 1123 499"><b>Non-Voting Members</b></p> <ul data-bbox="842 506 1385 835" style="list-style-type: none"> <li data-bbox="842 506 1385 590">• One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive</li> <li data-bbox="842 596 1385 835">• The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized that the <b>Deputy-Provost and the</b> Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resources person (GFC 29 SEP 2003)</li> </ul>

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Revisions to Terms of Reference for the GFC Academic Planning Committee and GFC Academic Standards Committee**

**Motion:** THAT the GFC Executive Committee recommends to General Faculties Council proposed revisions to the Terms of Reference of the GFC Academic Planning Committee and the GFC Academic Standards Committee as set forth in Attachments 1 and 2, to take effect upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Steven Dew, Provost and Vice-President (Academic) and Chair, Academic Planning Committee; Nat Kav, Vice-Provost (Academic Programs and Instruction) and Chair, Academic Standards Committee
Presenter	Steven Dew, Provost and Vice-President (Academic) and Chair, Academic Planning Committee
Subject	Proposed Revisions to the Terms of Reference for the GFC Academic Planning Committee and the GFC Academic Standards Committee

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To revise the Terms of Reference of the GFC Academic Planning Committee (APC) and the GFC Academic Standards Committee (ASC) to recommend that GFC ASC have the delegated authority to approve all certificates which do not require additional funding and/or space.
The Impact of the Proposal is	Currently, the GFC ASC recommends to GFC APC on certificates (all faculties) when the certificate requires government approval. These certificates require further approval by GFC APC, the Board Learning and Discovery Committee (BLDC) and the Board of Governors. In recent years there has been a move for faculties to create more certificate programs with a cost recovery model. These free-standing credit certificates require government approval. By revising the terms of reference, free-standing credit certificates which do not require additional funding and/or resources will receive final approval at GFC ASC prior to being submitted to government for approval. By streamlining the internal approval pathway, faculties will be able to respond more quickly to emerging opportunities to develop and deliver certificate programs. Certificates which require additional funding and/or space will continue to be submitted to GFC APC for approval as is current practice.
Replaces/Revises (eg, policies, resolutions)	Revises the Terms of Reference of GFC APC and GFC ASC.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver
Compliance with Legislation, Policy and/or Procedure	1. <b>Post-Secondary Learning Act (PSLA):</b> The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over

<p>Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>academic affairs (Section 26(1)).</p> <p>2. <b>PSLA:</b> The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and provides that GFC may make recommendations to the Board of Governors on a number of matters including the budget, academic planning, and related matters (Section 26(1)(o)). GFC has thus established an Academic Planning Committee (GFC APC), as set out in the GFC APC Bylaws.</p> <p><b>2. General Faculties Council Terms of Reference</b></p> <p><b>(Section 3./Mandate of the Committee):</b></p> <p>“Powers Retained by General Faculties Council</p> <p>All powers and responsibilities under Section 26 of the <i>PSLA</i> not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...]</p> <ul style="list-style-type: none"> <li>• alterations to the mandate, terms of reference, composition, or structure of a Standing Committee[.] [...]”</li> </ul> <p><b>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee):</b></p> <p>“To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996) [...]</p> <p><b>5. Agendas of General Faculties Council</b> GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.</p> <p>[...]”</p>
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	<p><b>6. Board Learning and Discovery Committee (BLDC) Terms of Reference:</b> “[...]”</p> <p><b>3. <u>MANDATE OF THE COMMITTEE</u></b></p> <p>Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: [...]</p> <p>c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters[.] [...].”</p> <p><b>7. The current Terms of Reference for the GFC Academic Planning Committee</b> are set out in the left-hand column of Attachment 1.</p> <p><b>8. The current Terms of Reference for the GFC Academic Standards Committee</b> are set out in the left-hand column of Attachment 2.</p>
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**Routing (Include meeting dates)**

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> <li>• Those who have been informed</li> <li>• Those who have been consulted</li> <li>• Those who are actively participating</li> </ul>	<p>Director of General Faculties Council Services and Secretary to GFC University Governance and Provost and Vice-President Academic September 26, 2014; Board Learning and Discovery Committee, September 29, 2014 Vice-Provost (Academic Programs and Instruction), University Secretary, GFC Secretary and Manager GFC Services; Chief of Staff, Office of the President; Senior Manager and Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), April 22, 2015 Academic Standards Committee (ASC) – September 17, 2015 Academic Planning Committee (APC) – September 23, 2015</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Academic Standards Committee (ASC) – September 17, 2015 Academic Planning Committee (APC) – September 23, 2015 GFC Executive Committee – November 2, 2015; General Faculties Council– November 23, 2015 Board Learning and Discovery Committee – November 27, 2015 Board of Governors – December 11, 2015</p>
<p>Final Approver</p>	<p>Board of Governors – December 11, 2015</p>

Attachments (each to be numbered 1 - <>)





**Item No. 11**

1. Attachment 1 (page(s) 1 – 2) Comparative Table of Proposed Revised GFC Academic Planning Committee Terms of Reference
2. Attachment 2 (page 1) Comparative Table of Proposed Revisions to GFC Academic Standards Committee Terms of Reference

Current	Proposed
<p data-bbox="240 233 743 296"><b>GFC Academic Planning Committee Terms of Reference</b></p> <p data-bbox="240 365 641 396"><b>3. Mandate of the Committee</b></p> <p data-bbox="240 436 289 468">[...]</p> <p data-bbox="240 499 686 562"><b>8. Establishment/Termination of Academic Programs</b></p> <p data-bbox="240 600 797 751">NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.</p> <p data-bbox="240 783 797 905">a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.</p> <p data-bbox="240 936 797 1087">b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)</p> <p data-bbox="240 1119 797 1329">c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.</p> <p data-bbox="240 1360 797 1822">d. Where additional funding and/or space is required to support the offering of a proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) the certificate required Government approval, ASC would provide a recommendation on the (proposed) initiative to APC. APC, in turn, would have the GFC delegated authority to give final approval for the proposal. in those cases where Government approval of the certificate is not required; in cases where Government approval is required, APC would provide recommendation on the proposal to the Board of Governors (or delegate body). (GFC 31 MAY 2005).</p> <p data-bbox="240 1854 289 1885">[...]</p>	<p data-bbox="824 233 1328 296"><b>GFC Academic Planning Committee Terms of Reference</b></p> <p data-bbox="824 365 1226 396"><b>3. Mandate of the Committee</b></p> <p data-bbox="824 436 873 468">[...]</p> <p data-bbox="824 499 1271 562"><b>8. Establishment/Termination of Academic Programs</b></p> <p data-bbox="824 600 1382 751">NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.</p> <p data-bbox="824 783 1382 905">a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.</p> <p data-bbox="824 936 1382 1087">b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)</p> <p data-bbox="824 1119 1382 1329">c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.</p> <p data-bbox="824 1360 1382 1581">d. Where additional funding and/or space is required to support the offering of a proposed certificate ASC would provide a recommendation on the (proposed) initiative to APC. APC, in turn, would have the GFC delegated authority to give final approval for the proposal. (GFC 31 MAY 2005).</p> <p data-bbox="824 1612 873 1644">[...]</p>

**13. Existing Undergraduate and Graduate Academic Programs: - Extension and/or Substantive Revision of Existing Programs – Revisions to or Extension of Existing Degree Designations**

All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic). (Minor program changes are circulated for challenge to interested parties as set out in Section 37 of **this** Manual.) In cases where it is not clear if a change is major or minor, the Vice-President (Academic) will decide.

[...]

**13. Existing Undergraduate and Graduate Academic Programs: - Extension and/or Substantive Revision of Existing Programs – Revisions to or Extension of Existing Degree Designations**

All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) **and certificates** shall be submitted to the Provost and Vice-President (Academic). (Minor program changes are circulated for challenge to interested parties as set out in Section 37 of **the GFC** Manual.) In cases where it is not clear if a change is major or minor, the **Provost and** Vice-President (Academic) will decide.

[...]

<b>Current</b>	<b>Proposed</b>
<p data-bbox="228 233 808 296"><b>GFC Academic Standards Committee Terms of Reference</b></p> <p data-bbox="228 331 808 363"><b>3. Mandate of the Committee</b></p> <p data-bbox="228 401 289 432">[...]</p> <p data-bbox="228 468 808 531"><b>G. Certificates (All Faculties): Approval Route</b></p> <p data-bbox="228 569 808 993">GFC delegated to ASC the authority to approve proposals for the establishment of and termination of credit and non-credit certificates, regardless of the proposing academic unit. Where additional funding and/or space is required to support the offering of the proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) (or delegate), the certificate requires Government approval, ASC would provide a recommendation on the (proposed) initiative to the GFC Academic Planning Committee (APC). (GFC 31 MAY 2005) (EXEC 12 JAN 2009)</p>	<p data-bbox="813 233 1385 296"><b>GFC Academic Standards Committee Terms of Reference</b></p> <p data-bbox="813 331 1385 363"><b>3. Mandate of the Committee</b></p> <p data-bbox="813 401 873 432">[...]</p> <p data-bbox="813 468 1385 531"><b>G. Certificates (All Faculties): Approval Route</b></p> <p data-bbox="813 569 1385 905">GFC delegated to ASC the authority to approve proposals for the establishment and termination of embedded credit certificates and non-credit certificates, regardless of the proposing academic unit. Where additional funding and/or space is required to support the offering of an embedded credit certificate, ASC would provide a recommendation on the (proposed) initiative to the GFC Academic Planning Committee (APC). (GFC 31 MAY 2005) (EXEC 12 JAN 2009)</p>