



General Faculties Council
Programs Committee
Approved Open Session Minutes

Thursday, March 18, 2021
Zoom Virtual Meeting
10:00 AM - 12:00 PM

ATTENDEES:

Tammy Hopper, Chair
J Nelson Amaral
David Draper
Joel Gehman
Florence Glanfield
Nathalie Kermaal
Heather Seyl Miyashita
Adekunle Mofolasayo
Donia Mounsef

Karsten Mundel
Melissa Padfield
Hanne Pearce
Brooke Milne
Victoria Ruetalo
Christopher Sturdy
Minn-Nyoung Yoon
non-voting:
Kate Peters
Natalie Sharpe

REGRETS:

Brad Hamdon
Sachiketha Reddy
Helen Vallianatos

Staff:

Heather Richholt, Coordinator

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Tammy Hopper, Vice-Provost (Programs), and Chair of GFC Programs Committee (PC)

Motion: Mundel/Ruetalo

THAT the GFC Programs Committee approve the agenda.

CARRIED

2. Comments from the Chair

- Revised Final Motions for January 14, 2021
- Certificate Handbook
- Non-credit Credentials Framework

Presenter(s): Tammy Hopper, Vice-Provost (Programs), and Chair of PC

Discussion:

In her comments, the Chair spoke about the following topics:

- The one-year anniversary of the move to remote delivery in light of the COVID-19 pandemic;
- The Remote Teaching Awards;
- Fall 2021 planning, the discussion planned for General Faculties Council on Monday, March 22, 2021, and the need to ensure decision-making aligned with public health regulations;
- Work-Integrated Learning as an area of focus for the Government of Alberta and the potential inclusion in the performance-based metrics that would be tracked in the Integrated Management Agreements;
- The updated Final Motions Summary for January 14, 2021 related to the withdrawal of a course by the Faculty of Education; and

- The certificate handbook and the non-credit credential framework as tools that would be useful for supporting the evaluation and approval of non-credit proposals.

A member requested that the requirements for the Certificate in Digital Learning, as set out in the revised final motions for January 14, 2021 as being withdrawn by the Faculty of Education, be subject to a motion to rescind. The Chair explained the authority of the Faculty Council to approve the course and minor changes and the role of PC to approve these motions in the absence of concerns. The Chair committed to examining how best to manage revisions to course and minor program changes in the approved documents and to bring back the item to the April meeting.

CONSENT AGENDA

Materials before members are contained in the official meeting file

Consent Agenda Mover and Seconder: Amaral/Sturdy

3. Approval of the Open Session Minutes of February 11, 2021

THAT the GFC Programs Committee approve the open session minutes of February 11, 2021.

CARRIED

4. Course and Minor Program Changes

- Arts
- Education
- Engineering

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the attached course and minor program change submissions from the Faculties of Arts, Education, and Engineering.

CARRIED

5. Items Deemed Minor/Editorial

- A. Proposed Changes to Admissions Charts 4 and 5
- B. Proposed Changes to Entrance and Program Requirements for the Maîtrise en sciences de l'éducation - Études en langue et culture
- C. Proposed Change to the Application Deadline for Graduate Programs in Psychology
- D. Proposed Changes to Entrance Requirements and Application Deadline for the Certificate in Indigenous Governance and Partnership

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council:

- A. the proposed changes to Admissions Charts 4 and 5, as set forth in attachment A.
- B. the proposed changes to entrance and program requirements for the Maîtrise en sciences de l'éducation - Études en langue et culture, as set forth in attachment B.
- C. the proposed change to the application deadline for graduate programs in Psychology, as set forth in attachment C.
- D. the proposed changes to entrance requirements and application deadline for the Certificate in Indigenous Governance and Partnership, as set forth in attachment D.

CARRIED

ACTION ITEMS

6. Ethics and Academic Citizenship Requirement for Graduate Students (formerly titled the Academic Integrity and Ethics Training)

Materials before members are contained in the official meeting file.

Presenter(s): Brooke Milne, Vice-Provost and Dean, FGSR; Ali Shiri, Associate Dean, FGSR; Deanna Davis, Senior Lead, Educational Curriculum Developer, FGSR

Purpose of the Proposal: The proposal is before the committee because FGSR seeks to standardize academic integrity and ethics education by taking responsibility for the foundational training that all graduate students need.

Discussion:

Drs Shiri and Davis provided context on the need for the proposal including but not limited to:

- equal access to institutional training on ethics and academic citizenship;
- streamlined tracking and administration of the requirements;
- reduced workload for departments; and
- alignment of requirements related to academic integrity, plagiarism, research ethics, conflict of interest, and workplace ethics and self-care.

The presenters noted the creation of the course to ensure advanced training on ethical principles, including land acknowledgement and Indigenization, research and scholarship, intellectual property, academic citizenship, and ethical principles in university teaching. They explained that students would have multiple pathways to complete the training at both the Master's and PhD levels.

Members asked questions and made comments including, but not limited to:

- the integration of these new requirements with existing departmental training and resources and the ability of departments and faculties to eliminate their decentralised training in some cases;
- the need for all students to show completion of the courses through transcript notation as set out in the proposal;
- mechanisms for communication with students and the need to clarify the administrative processes required;
- the possibility that students register and complete the course before they begin their program, and the availability of personnel at FGSR to answer questions;
- the need for mechanisms necessary to support students in asynchronous delivery and the work that has been done with CTL to design courses with accessibility and Universal design in mind;
- specific needs of international students and the value of training on intercultural communications and understanding; and
- a recommendation that equity, diversity and inclusivity be explicitly expressed in the proposal and that plans for provision of training in French for students at Campus Saint-Jean be considered.

Members requested that a friendly amendment to the language as set out in the *University Calendar* be made to indicate that this is a zero-credit offering and not a non-credit course.

Motion: Pearce/Yoon

THAT the GFC Programs Committee recommend that General Faculties Council approve the revision of the Ethics and Academic Citizenship Requirement (formerly titled the Academic Integrity and Ethics Training Requirement) as set forth in Attachments 1-4 as amended, for immediate implementation, and inclusion in the 2022-2023 Calendar

CARRIED

7. Proposed New Course Designator, CCALS (Centre collégial de l'Alberta Anglais Langue Seconde), Centre collégial de l'Alberta, Faculté Saint-Jean

Item was deferred to the meeting of April 15, 2021.

8. Digital Marketing Certificate Program Proposal, Faculty of Extension

Presenter(s): Michael Splinter, Assistant Dean, Finance & Operations, Faculty of Extension; Megan Bertagnolli, Program Development Lead, Faculty of Extension

Purpose of the Proposal: The proposal is before the committee because The Faculty of Extension is developing a Digital Technology portfolio as part of its Continuing Professional Education (CPE) offerings.

Discussion:

Ms Bertagnolli and Mr Splinter presented the rationale behind the proposal including considerations of accessibility, women in technology, the need to accommodate diverse learners, and flexibility in delivery.

The committee discussed the need for the proposal to reflect understanding of Indigenous knowledge, equity, diversity and inclusivity, and the need to explicitly address how digital marketing can contribute to systemic racism.

Motion: Seyl Miyashita/Mundel

THAT the GFC Programs Committee approve, under delegated authority from General Faculties Council, the Digital Marketing Certificate as submitted by the Faculty of Extension and as set forth in Attachment 1.

CARRIED

1 Opposed: Glanfield

3 Abstained: Ruetalo/Sturdy/Drapeer

9. User Experience / User Interface Design Certificate Program Proposal, Faculty of Extension

Presenter(s): Michael Splinter, Assistant Dean, Finance & Operations, Faculty of Extension; Megan Bertagnolli, Program Development Lead, Faculty of Extension

Purpose of the Proposal: The proposal is before the committee because The Faculty of Extension is proposing a new User Experience / User Interface Design Certificate, as part of its Continuing Professional Education (CPE) offerings.

Discussion:

Ms Bertagnolli explained the rationale behind the certificate including growing demand for digital skills and specifically, user-experience focused design.

Committee members asked about the difference between credit and non-credit in the realm of professional development and consultation of internal stakeholders at the University.

The presenters provided information about the consultation process including work with the Department of Art & Design in the Faculty of Arts reflecting the direct connection between the User Experience / User Interface Design Certificate program and the expertise in the University.

Motion: Mundel/Amaral

THAT the GFC Programs Committee approve, under delegated authority from General Faculties Council, the User Experience / User Interface Design Certificate Program Proposal as submitted by the Faculty of Extension and as set forth in Attachment 1.

CARRIED

10. Full Stack Web Development Diploma Program Proposal, Faculty of Extension

Presenter(s): Michael Splinter, Assistant Dean, Finance & Operations, Faculty of Extension; Megan Bertagnolli, Program Development Lead, Faculty of Extension

Purpose of the Proposal: The proposal is before the committee because The Faculty of Extension is proposing a new Full Stack Web Development Diploma as part of its Continuing Professional Education (CPE) offerings.

Discussion:

Ms Bertagnolli provided some context for the development of the diploma built upon existing offerings developed in collaboration by the Provincial Government and the Technology Training Centre at the University of Alberta. The diploma includes core content, electives, and multiple pathways. Ms Bertagnolli explained that a phased approach was anticipated with the full range of course offerings made available over the next two years.

There was no discussion.

Motion: Glanfield/Gehman

THAT the GFC Programs Committee approve, under delegated authority from General Faculties Council, the Full Stack Web Development Diploma Program Proposal as submitted by the Faculty of Extension and as set forth in Attachment 1.

CARRIED

11. Proposed New Graduate Certificate in Coaching, Faculty of Kinesiology, Sport and Recreation, and Faculty of Graduate Studies and Research

Presenter(s): Brooke Milne, Vice-Provost and Dean, FGSR; Normand Boule, Associate Dean, Graduate, Faculty of Kinesiology, Sport and Recreation (KSR); Jill Cameron, Manager, International and Community Education, KSR.

Discussion:

Dr Milne noted the approval by the FGSR Policy Review Committee. Ms Cameron and Dr Boule noted that this proposal was the fourth graduate certificate offered by the Faculty of Kinesiology, Sport and Recreation (KSR) and explained how it fit with other certificate offerings and the Masters in Coaching. The proponents also noted a friendly amendment to the proposal related to the mandatory zero-credit seminar included in the materials.

Members and presenters discussed the admission requirements including:

- alignment with the FGSR minimum admission standards;
- the precedent for consideration of life-experience to ensure accessibility;
- the willingness of FGSR to work with Faculties on admissions of students who may not meet the minimum standards;
- the desire to ensure flexibility for learners who were working full-time; and
- the possibility that the GPA requirements may act as barriers to some students.

The committee discussed their authority over the financial information included in the proposal. The Chair explained that the template for new certificates required program budgets whereas the template for non-credit certificates did not. The Chair further clarified that the delegated authority of the Programs Committee was limited to admissions, academic standing and program requirements and that the Academic Planning Committee had the responsibility to review the program budgets where new resources were required.

Motion: Seyl Miyashita/Padfield

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the new Graduate Certificate in Coaching, as submitted by the Faculty of Kinesiology, Sport, and Recreation, and as set forth in the included attachments, for implementation upon final approval.

CARRIED

12. Proposed New Graduate Certificate in Educational Studies, Faculty of Education and Faculty of Graduate Studies and Research

Presenter(s): Brooke Milne, Vice-Provost and Dean, FGSR; Douglas Gleddie, Associate Dean, Faculty of Education

Discussion:

Dr Gleddie noted that the previous discussion on KSR admission criteria was applicable to this proposal. Dr Gleddie explained the proposed certificate would provide students with valuable professional development in alignment with professional standards.

Committee members asked about the ability to pursue different disciplinary areas of focus and requested revisions to the proposal to ensure increased clarity about how the certificate would be implemented.

Specifically, suggestions were made to:

- revise the course description for the Indigenous Education course, which was currently limited to a single Indigenous worldview;
- revise the Calendar entry to indicate how students might pursue one of the disciplinary areas of focus;
- clarify in the Calendar entry whether students who take any of the four courses listed would obtain a certificate; and
- clarify the possibility of pursuing study in a cohort in the program proposal.

A motion to table the proposal was made and passed.

Motion: Gehman/Ruetalo

THAT the Proposed New Graduate Certificate in Educational Studies, Faculty of Education and Faculty of Graduate Studies and Research be tabled until the proponents have made revisions to the proposal and the calendar language.

CARRIED

2 Opposed: Milne/Ruetalo

DISCUSSION ITEMS

Motion: Amaral/Mundel

Motion from the floor:

THAT the GFC Programs Committee extend the meeting until 12:15 p.m.

CARRIED

13. Faculty of Graduate Studies and Research Graduate Supervisory Initiatives

Presenter(s): Brooke Milne, Vice-Provost and Dean, FGSR

Discussion:

Before opening the floor for discussion, the Chair expressed the value of having opinions and comments shared within the committee. Members were encouraged to avoid using informal mechanisms to communicate opinions to some members in advance of the meeting. The Chair noted that University Governance was responsible for distributing materials and that if members wished to submit information for the consideration of the committee,

they should do so through the committee coordinator. The Chair explained that collegial governance depends on the ability of members to engage in candid discussion within the governance bodies and that distribution of documents outside the formal mechanisms undermines best practice in collegial governance. The Chair then asked Dr Milne to provide some high level comments on the proposal.

Dr Milne provided background on the proposal including the:

- work with Campus stakeholders to capture best practice on campus,
- need to develop tools and resources to support effective communication,
- value of timely and relevant feedback, and
- need for transparency in supervision processes.

Dr Milne provided an update on the work done on the forms provided to GFC committees in 2019 and the creation of electronic forms in response to feedback. She noted that the user interface in development was easy to use and currently being tested in the Faculty of Law.

Dr Milne explained the purpose of creating a membership structure to complement the new procedures for graduate supervision. She noted that the membership structure reflected best practice in peer-set universities and spoke to the intensive work to develop training in consultation with internal stakeholders.

Dr Milne commented on the documentation that supported the proposal including data gleaned from quality assurance reports across all units, disciplines and programs. She concluded by explaining the vision that these tools would strengthen the culture of excellent supervision in the University and would ensure students and supervisors had consistently successful outcomes.

Members expressed comments and opinions, including but not limited to:

- The value of providing training for graduate students and the process to update course content in the training modules;
- A question of how Canadian cultural components would be managed in the training especially with respect to different cultural, religious or ethnic backgrounds, and approaches to research;
- An opinion that the newly created Colleges had a role to play in supporting students and the role of FGSR in providing checks and balances.

At this point, the extended meeting time was reached and there was no opportunity for further feedback from committee members.

Dr Milne noted that FGSR had collected a considerable amount of advice throughout the consultation process and she hoped that students would continue to support the evolution of the tools and training through feedback. Dr Milne confirmed that FGSR was the home Faculty for graduate students and held specific legislated responsibilities.

14. External Programs for Review and Programs in Progress on Campus: Standing Item (no documents)

Item was deferred.

15. Question Period

Item was deferred.

INFORMATION REPORTS

16. Items Approved by GFC Programs Committee by email ballots

There were no items.

17. Information Items Forwarded to Committee Members Between Meetings
There were no items.

CLOSING SESSION

18. Adjournment
- Next Meeting of PC: April 15, 2021
- Next Meeting of GFC: March 22, 2021

The Chair adjourned the meeting at 12:15 p.m.