



General Faculties Council  
Programs Committee  
Approved Open Session Minutes

Thursday, September 16, 2021  
Zoom Virtual Meeting  
10:00 AM - 12:00 PM

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**ATTENDEES:**

Janice Causgrove Dunn, Chair  
Jason Acker  
J Nelson Amaral  
Jennifer Branch-Mueller  
Daniela Carbajal  
Anas Fassih (delegate)  
Anna Hughes (delegate)  
Nathalie Kermaal  
Stacy Lorenz

Brooke Milne  
Heather Seyl Miyashita  
Adekunle Mofolasayo  
Abner Monteiro  
Donia Mounsef  
Hanne Pearce  
Nella Sajlovic (delegate)  
Christopher Sturdy  
Aman Ullah

*non-voting:*  
Kate Peters  
Natalie Sharpe

**REGRETS:**  
Brad Hamdon  
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):* Janice Causgrove Dunn, Vice-Provost (Programs), and Chair of GFC Programs Committee (PC)

*Discussion:*

The Chair began by reading a territorial acknowledgement:

The University of Alberta respectfully acknowledges that we are situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

Motion: Pearce/Sturdy

<p>THAT the GFC Programs Committee approve the agenda.</p>
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**CARRIED**

2. Comments from the Chair (no documents)

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs), Chair of PC

*Discussion:*

The Chair began the meeting by noting that at the June 24, 2021 meeting of PC, a motion to recommend the changes to the academic standing regulations section for the Faculty of Graduate Studies and Research (FGSR) Supervisory Initiatives proposal was defeated. She explained that this decision was reflected in the draft minutes that were included in the consent agenda for approval. She reported that the proposal was on the September 20, 2021 GFC agenda as an action item and that the GFC Executive Committee (Exec) had discussed the decision of PC at their September 13, 2021 meeting. She asked GFC Secretary Kate Peters to speak to their discussion.

Ms Peters explained that Exec had the responsibility to prepare the agenda for GFC and that they reviewed the materials for the FGSR item to determine if they were ready for decision-making at GFC. In making their decision

to place the item on the agenda, Ms Peters noted that Exec discussed at length the decision of PC not to recommend the changes to academic standing. She explained that there had been a motion to amend the GFC agenda to remove the item and that some members of Exec expressed a desire that the item be brought back to PC for further discussion. She then explained that bringing back an item that had already been decided upon was not good governance practice and after discussing this, the motion to remove the item from the agenda was defeated.

The Chair asked if there were any questions and there was no discussion.

3. GFC Committee Orientation

*Presenter(s):* Kate Peters, GFC Secretary and Manager, GFC Services, University Governance

*Discussion:*

Ms Peters began by emphasizing the important role played by PC in supporting the academic mission of the University. She provided an explanation of the limitations to the delegated authority of the committee including program approvals where the terms of reference noted that new credentials required GFC and Board approval; and proposals which involve new space or resources where the terms note that Academic Planning Committee (APC) approval was required. She also emphasized that the GFC-approved principles of delegation stated that GFC Standing Committees did not have to make decisions with their authority, and that if they felt that it was appropriate, they could always choose to ask GFC to make the decision.

Members discussed consultation and decision making at GFC standing committees.

**CONSENT AGENDA**

Materials before members are contained in the official meeting file.

Consent Agenda Mover and Seconder: Acker/Sturdy

4. Approval of the Open Session Minutes of June 24, 2021

THAT the GFC Programs Committee approve the open session minutes of June 24, 2021

**CARRIED**

5. Course and Minor Program Changes

- Agricultural, Life, and Environmental Sciences
- Arts
- Business
- Kinesiology, Sport, and Recreation
- Law
- Medicine and Dentistry
- Rehabilitation Medicine
- Science

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 Agricultural, Life, and Environmental Sciences, Arts, Business, Kinesiology, Sport, and Recreation, Law, Medicine and Dentistry, Rehabilitation Medicine, and Science.

**CARRIED**

6. Items Deemed Minor/Editorial

- A. Admission Requirements for Undergraduate Programs in Medical Laboratory Science

- B. Application Deadlines for Graduate Programs in Secondary Education
- C. Application Deadlines for Graduate Programs in Oncology

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the proposed changes to admission requirements for undergraduate programs in Medical Laboratory Science. **CARRIED**

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the proposed changes to application deadlines for graduate programs in Secondary Education. **CARRIED**

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the proposed changes to application deadlines for graduate programs in Oncology. **CARRIED**

### **ACTION ITEMS**

#### 7. Proposed Changes to Language Test Requirements for the Faculté Saint-Jean

Materials before members are contained in the official meeting file.

*Presenter(s):* Martine Cavanagh, Associate Dean, Faculté Saint-Jean

*Purpose of the Proposal:* To revise the section "Acceptable proof of language proficiency equivalent to DELF level 'strong B2'" to reduce redundancy. The level of competence required to pass the DALF C1 is higher than that of the "DELF B2 fort".

*Discussion:*

Dr Cavanaugh clarified the decision that the committee was being asked to make to approve a more general statement about the DELF scores.

There was no discussion.

Motion: Mounsef/Mofolasayo

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the proposed changes to the French Language Test Requirements, as submitted by the Faculté Saint-Jean, and as set forth in Attachment 1, to take effect upon final approval and to be published in the 2022-2023 Calendar. **CARRIED**

#### 8. Proposed New Minor in Business for the Bachelor of Arts Degree, Faculty of Arts

Materials before members are contained in the official meeting file.

*Presenter(s):* Rebecca Nagel; Associate Dean (Student Programs), Faculty of Arts; Kristy Wuetherick, Senior Officer, Student Programs and Services, Faculty of Arts

*Purpose of the Proposal:* The proposal is before the committee to request approval of a new Minor in Business for undergraduate students in the Faculty of Arts

*Discussion:*

Dr Nagel presented the proposal and noted the importance of the new minor for incoming students. Members asked whether this minor would appear on a student's transcript and degree parchment and were informed that as per the Parchment Procedure, minors were not listed on the parchment or transcript.

Motion: Mofolasayo/Seyl Miyashita

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the Minor in Business in the Faculty of Arts, as submitted by the Faculty of Arts in collaboration with the Alberta School of Business and as set forth in Attachment 1, for implementation September 1, 2022.

**CARRIED**

9. Proposed New Course Based Master of Arts in Community Engagement (MACE) and Changes to the Thesis Based MACE, Faculty of Graduate Studies and Research and School of Public Health

Materials before members are contained in the official meeting file.

*Presenter(s):* Mary Beckie, Assistant Professor, Faculty of Extension; Brooke Milne, Vice-Provost and Dean, Faculty of Graduate Studies and Research

*Purpose of the Proposal:* The proposal is before the committee because the School of Public Health would like to develop a course-based MA in Community Engagement (MACE), which builds on the existing thesis-based MACE, situated in the School of Public Health.

*Discussion:*

Dr Beckie explained that a course-based MACE would increase access to graduate level programming in community engagement for a broader range of learners and would increase enrollment. She explained the thesis-based MACE was transitioned into the School of Public Health from the Faculty of Extension, and that course-based programming would have similar administrative needs. The course-based MACE would draw upon the existing thesis-based program for both course delivery and instructors.

Members asked about the duration of the program and the ability of students to complete content in one year when the program was currently delivered in two years. The Proponents noted that the two-year thesis-based program would continue to be offered and that the one-year format would be valuable for working professionals looking for shorter programs. They also recalled that the approval of the thesis-based MACE in 2013 included a goal of creating this program.

Members wondered whether there were provisions for students studying part-time or who find themselves out of synch in the program. The proponents explained that the program would accommodate students who wanted to participate part-time.

Motion: Acker/Pearce

THAT the GFC Programs Committee approve, with delegated authority from General Faculties Council, the new Course-Based stream of the MA in Community Engagement (MACE), as presented in the included documents, for implementation upon final approval.

**CARRIED**

Motion: Pearce/Mofolasayo

THAT GFC Programs Committee approve, with delegated authority from General Faculties Council, the proposed revisions to core courses, admission and program requirements for the Thesis-Based stream of the MA in Community Engagement (MACE), as presented in the included documents, for implementation upon final approval.

**CARRIED**

## **DISCUSSION ITEMS**

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

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs), and Chair of PC

*Discussion:*

The Chair noted that there were no University of Alberta program proposals currently with the Ministry, and that no new Ministry approvals had been received since the June PC meeting. She explained that the University had received two system-wide coordination requests since the June meeting:

- A proposal from the University of Calgary for a Bachelor of Science in Sustainable Systems Engineering, for which the review had been completed, and
- A proposal from Concordia University of Edmonton for a new Philosophy specialization in their BA program, which was currently being reviewed.

### 11. Question Period

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs), and Chair of PC

*Discussion:*

Members asked how to distinguish between major or minor changes.

Committee Coordinator Heather Richholt explained that minor changes were generally the responsibility of the teaching department, they were often routine or editorial changes, and they fell broadly under the authority of GFC. She noted that proposals for minor changes also came to the Undergraduate Program Support Team (UPST) or the Graduate Program Support Team (GPST) for review before coming to the Programs Committee.

The Chair noted that minor changes should relate to changes that were non-controversial and did not have broad institutional impact but asked members to continue to review the items that were included in the consent agenda and flag any proposals they felt required further discussion.

## **INFORMATION REPORTS**

### 12. Items Forwarded to Committee Members Between Meetings

- University of Alberta Mail - Request for an Electronic Vote of the GFC Programs Committee
- Link to posted Motions Approved by e-vote July, 2021- University of Alberta Mail
- Remote Meeting - First cycle of GFC Standing Committees

## **CLOSING SESSION**

### 13. Adjournment

- Next Meeting of PC: October 14, 2021
- Next Meeting of GFC: September 20, 2021

The Chair adjourned the meeting at 11:00 a.m.