



The following Motions and Documents were considered by the Board Learning and Discovery Committee at its September 24, 2012 meeting:

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**Agenda Title: Augustana Faculty's Proposed Termination of Augustana University College (AUC) Three-Year Bachelor of Arts (BA) (General) and Bachelor of Science (BSc) (General) Degrees**

APPROVED MOTION: THAT the Board Learning and Discovery Committee, on the recommendation of General Faculties Council, recommend that the Board of Governors approve the proposal submitted by Augustana Faculty for the termination of the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees, as set forth in Attachment 1, to take effect upon final approval.

Final Recommended Item: 6

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**Agenda Title: Review of Committee Terms of Reference and Approval of 2012-13 Committee WorkPlan**

APPROVED MOTION: THAT the THAT the Board Learning and Discovery Committee approve the proposed changes to the Committee's 2012-13 WorkPlan, as set forth in Attachment 1.

Final Item: 7

**OUTLINE OF ISSUE**

Agenda Title: **Augustana Faculty's Proposed Termination of Augustana University College (AUC) Three-Year Bachelor of Arts (BA) (General) and Bachelor of Science (BSc) (General) Degrees**

**Motion:** THAT the Board Learning and Discovery Committee, on the recommendation of General Faculties Council, recommend that the Board of Governors approve the proposal submitted by Augustana Faculty for the termination of the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees, 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	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Allen Berger, Dean, Augustana Faculty
Subject	To consider the proposed termination of the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To terminate the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees.
The Impact of the Proposal is	None. As part of the official merger agreement between the University of Alberta (UofA) and Augustana University College (AUC), dated July 1, 2004, all baccalaureate degree programs offered by AUC that were not approved by GFC would be phased out over a period of seven years from the effective date of the agreement. The two degrees noted here were the only two programs that came under these criteria. As such, these programs were maintained for the possibility of student completion until June 30, 2011. Effectively, this meant that any student desiring to obtain one of these degrees was required to graduate no later than the Fall, 2011, UofA Convocation ceremonies. Current enrollment is 0.
Replaces/Revises	Termination of existing academic programs.
Timeline/Implementation Date	To take effect upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The deletion of the remaining references to these degrees in the UofA <i>Calendar</i> are set out in the draft <i>University Calendar</i> copy associated with this proposal to terminate the above-noted program of study—this information is described in <i>Appendix 2</i> to the (attached) proposal.

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
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>1. Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)).</li> <li><b>2. GFC Academic Standing Committee Subcommittee on Standards (SOS) Terms of Reference:</b> According to GFC ASC SOS's Terms of Reference (Mandate/Section 3), the Committee is "[t]o review and make</li> </ol>

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	<p>recommendations to the GFC Academic Standards Committee (ASC) with respect to a number of issues which affect all students at the University of Alberta. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a. examination policy</li> <li>b. academic definitions</li> <li>c. academic standing regulations</li> <li>d. admission/transfer requirements.”</li> </ul> <p><b>3. GFC Academic Planning Committee (APC) Terms of Reference:</b> According to GFC APC’s Terms of Reference (Section 3.8.b), the Committee is “[t]o recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.”</p> <p><b>4. Board Learning and Discovery Committee (BLDC) Terms of Reference:</b></p> <p>“3. MANDATE OF THE COMMITTEE</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 <i>Post-Secondary Learning Act</i>, 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>[...]</p> <p>The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.</p> <p><b>4. LIMITATIONS ON DELEGATION BY THE BOARD</b></p> <p>This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:</p> <p>[...]</p> <ul style="list-style-type: none"> <li>b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).</li> </ul>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	Vice-Provost (Academic Programs and Instruction); Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic); ASC Subcommittee on Standards (SOS) (April 3, 2012) – for discussion
Approval Route (Governance) (including meeting dates)	Augustana Faculty Academic Council and Executive Councils – for recommendation;



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	Augustana Faculty Council (April 2, 2012) – for recommendation; GFC Academic Planning Committee (April 11, 2012) – for recommendation; General Faculties Council (May 28, 2012) – for recommendation; Board Learning and Discovery Committee (September 24, 2012) – for recommendation; Board of Governors (October 19, 2012) – for final approval
Final Approver	Board of Governors

Attachments:

1. Proposal for the Termination of the Three-Year Augustana University College Bachelor of Arts (General) and Bachelor of Science (General) Degrees (4 pages)

Prepared by: Jonathan Hawkins, Assistant Registrar, Augustana Campus ([jh12@ualberta.ca](mailto:jh12@ualberta.ca))

## Program Approval Template A

Program changes are essential to program viability and maintenance of program quality and service to both the student and society. They flow from institutional vigilance and continued review of the needs of society and students. They are also carefully monitored for quality through established institutional processes (see *Quality Assurance at Alberta's Universities*).

This template is a common form that will be used for central vetting and approval at Alberta's public universities, and then submitted to Alberta Advanced Education for approval, in some cases after consultation with the Campus Alberta Quality Council (CAQC). Both reserve the right to ask for further information or clarification. (Note that individual universities have been permitted to develop their own version of the Template, which may list additional questions after the set of common ones.).

This Template applies to

- Program requirement FLE (full-load equivalents) and load weight changes above 5%
- Major/specialization title changes (eg, History to Historical Studies)
- Minor degree title changes (eg, BSc Nutrition to BSc Nutritional Science)
- Short-term suspensions (note: add an enrolment projection table)
- Terminations** (note: add an enrolment projection table)
- For-credit certificate and diploma changes

### Basic Information

1. Title of the program: **Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees.**
2. Proposed start date: **NA**
3. Length of the program (years): **3 years**
4. University and academic unit: **University of Alberta, Augustana Faculty (maintaining two AUC programs as mandated by the 2004 merger agreement between the University of Alberta (UofA) and AUC).**
5. Collaborating partners at other institutions: **NA**
6. Contact person, with telephone number and e-mail address: **Harry Prest, Associate Dean – Academic Programs, Augustana Faculty. (780) 679-1520, harry.prest@ualberta.ca.**
7. Completed/proposed approval path: **Augustana Faculty Academic Council, Executive Council, and Faculty Council (anticipated April 2, 2012).**
8. Attach proposed program and course University Calendar changes and other supporting documentation. **Deletion of current section 54.8 from UofA Calendar (see attached Appendix 2).**

### Program Impact and Rationale

9. Describe the nature of the change. **Termination of the AUC 3-year BA and BSc degree programs.**
10. What is the rationale for the proposed change? **As part of the official merger agreement between UofA and AUC, dated July 1, 2004, all baccalaureate degree programs offered by AUC that were not approved by GFC would be phased out over a period of seven years from the effective date of the agreement. The two degrees noted here were the only two programs that came under these criteria. As such, these programs were maintained for the possibility of student completion until June 30, 2011. Effectively, this meant that any student desiring to obtain one of these degrees was required to graduate no later than the Fall, 2011, UofA Convocation ceremonies.**
11. Provide the expected enrolment (or other) impact on the academic unit(s) offering the program and other affected units if applicable. Include current enrolment. **Current enrolment is 0. Enrolment over the last few years has been small, as a handful of students attempted to complete the program by the June 30, 2011 deadline (see attached Appendix 1).**
12. Do you anticipate an enrolment (or other) impact on programs at other institutions or regulatory bodies? Describe any consultations that have occurred with other institutions and professional organizations. **NA**
13. Are there any resource implications (budget, information technology (IT), library (Library Impact Statement), laboratory, space, student services, administrative services (eg, Registrar's Office), as applicable) for the proposed change? If so, please provide detail and evidence of consultation with affected unit(s) and/or appropriate University officers/committees. **No**

## Appendix 1 – Sample Enrolment Table

Proposed Enrolment	2007-08	2008-09	2009-10	2010-11	Annual Ongoing
• <b>Total Full-Time head count</b>	24	5	4	2	0
• <b>BA (General)</b>	17	5	4	2	
• <b>BSc (General)</b>	7	0	0	0	
• <b>Total Part-Time head count</b>	9	7	6	6	0
• <b>BA (General)</b>	4	4	4	3	
• <b>BSc (General)</b>	5	3	2	3	
• <b>Total enrolled head count</b>	33	12	10	8	
• <b>Anticipated Number of Graduates</b>	17	7	4	10*	0


\*:Of the remaining students registered in 3 year degree programs in 2010-2011, all 8 enrolled in courses at UofA successfully completed their programs, and 2 other students completed their programs by meeting degree requirements with credits transferred in from other institutions.





**Date:** 3 April 2012

**To:** Carl Amrhein, Provost and Vice President (Academic)

**From:** Allen Berger, Dean and Executive Officer  
Augustana Campus 

**Cc:** Harry Prest

**Re:** **Elimination of Augustana's Three-Year Degrees**

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Yesterday, 2 April 2012, the Faculty Council of the Augustana Faculty unanimously passed the following motion:

THAT the Augustana Faculty approve the termination of three-year Bachelor degree programs in accordance with:

1. The overview and strategic plan for the merger distributed to the faculty on December 3, 2003, and
2. The Merger Agreement, dated July 1, 2004.

This motion had previously received support from Augustana's Academic Council (Dean, Vice Dean, Associate Deans, Chairs) and from our Executive Council. It has my full support. I should add that there are no longer any students in the pipeline for the three-year degrees. Our final student graduated at the Fall Convocation.

My understanding is that Academic Planning Committee requires this letter of confirmation from the Dean.



**OUTLINE OF ISSUE**

Agenda Title: **Review of Committee Terms of Reference and Approval of 2012-13 Committee WorkPlan**

**Motion:** THAT the Board Learning and Discovery Committee approve the proposed changes to the Committee’s 2012-13 WorkPlan, as set forth in Attachment 1.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mr Ove Minsos, Chair, Board Learning and Discovery Committee
Presenter	Mr Ove Minsos, Chair, Board Learning and Discovery Committee
Subject	Review of Committee Terms of Reference and Approval of 2012-13 Committee WorkPlan

**Details**

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To review the Committee Terms of Reference and review and approve the 2012-13 Committee WorkPlan
The Impact of the Proposal is	This proposal does not affect the core mandate of the Committee.
Replaces/Revises (eg, policies, resolutions)	Committee-approved 2011-2012 WorkPlan
Timeline/Implementation Date	Immediately upon approval
Estimated Cost	
Sources of Funding	
Notes	No changes are proposed related to the Committee Terms of Reference.

**Alignment/Compliance**

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><b>1. <i>Post Secondary Learning Act (PSLA)</i>, Section 60 (1)(b):</b> “The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p><b>2. <i>Board of Governors General Terms of Reference</i>, Section b:</b> “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>...</p> <p>“...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;...”</p> <p><b>3. <i>Board Learning and Discovery Committee Terms of Reference</i>:</b></p> <p>3. MANDATE OF THE COMMITTEE</p> <p>Except as provided in paragraph 4 hereof and in the Board’s General</p>

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	<p>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>q) annually review the terms of reference for the committee and recommend to the Board any required changes.</p>
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**Routing** (Include meeting dates)

Consultative Route	
Approval Route (Governance) (including meeting dates)	Board Learning and Discovery Committee – September 24, 2012 (for approval) Board of Governors – October 19, 2012 (for information)
Final Approver	Board Learning and Discovery Committee

Attachments:

1. Board Learning and Discovery Committee 2012-2013 WorkPlan (3 pages) – for approval
2. Board Learning and Discovery Committee Terms of Reference (3 pages) – for information

Prepared by: Juli Zinken, Committee Coordinator and Assistant Board Secretary, [juli.zinken@ualberta.ca](mailto:juli.zinken@ualberta.ca)

Scope of Duty	Key Activities	Sep 24/12	Nov 19/12	Jan 28/13	Feb 25/13	Apr 22/13	May 31/13	Comments
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.	Program proposals – recommendations from GFC or GFC Executive  UAPPOL policy	as needed						
Review and approve initiatives related to the overall academic mission and related plans and policies of the University;	• Dare to Discover							Off until 2015
	• Academic Plan							Off until 2015
	• Faculty Unit Reviews	as needed						
Review, provide feedback and approve teaching and research policies;		as needed						
Review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;		as needed						
Review and approve the establishment, modification and removal of enrolment quotas and annually review such quotas;	• Annual Enrolment Report (from GFC)	x						
Review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;	Changes to appeals policies from GFC Executive or GFC	as needed						
	<a href="#">Annual Report from Appeals Coordinator</a>		x (disc)					
	<a href="#">Annual Report from Office of Student Judicial Affairs</a>		x (disc)					

Scope of Duty	Key Activities	Sep 24/12	Nov 19/12	Jan 28/13	Feb 25/13	Apr 22/13	May 31/13	Comments
Review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate:	<del>Risks relating to Academic Reputation, Enrolment Growth and Complexity, Learning and Discovery or Research Growth, Complexity and Stewardship</del> <u>Institutional Risk Indicator Summary and Emerging Risks</u>		x				x	
	<u>Institutional Risk Summary</u>						x	
Undertake studies and review academic matters that pertain to the quality of the educational experience at the University		as needed						
Monitor educational and research trends, community expectations and demands		as needed						
Monitor all matters related to intellectual property and technology transfer of research at the University		as needed						
Ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University	Report on Entities Affiliated with the University of Alberta (Centres and Institutes)		x				x	
Consider future educational expectations and challenges to be faced by the University		as needed						
Review proposals and recommendations of GFC concerning the establishment, continuation and re-organization of faculties, schools, departments and make recommendations to the Board in respect thereof;		as needed						

Scope of Duty	Key Activities	Sep 24/12	Nov 19/12	Jan 28/13	Feb 25/13	Apr 22/13	May 31/13	Comments
Review recommendations of GFC Academic Planning Committee concerning the Comprehensive Institutional Plan (CIP) and/or a similar document as required, and make recommendations to the Board in respect thereof;	Comprehensive Institutional Plan (CIP): Academic Chapter		x (info)		x (rec)			
<u>Review and recommend to the Board any annual reports and any other major issues within the mandate of the committee;</u>		<u>as needed</u>						
<u>Receive for information proposals approved by the GFC Academic Planning Committee respecting Shared Credential Programs;</u>		<u>as needed</u>						
<u>Annually provide advice to the President, through the chair of the Board Human Resources and Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice Presidents whose responsibilities are within the mandate of the Committee</u>				x <u>In-camera</u>				
Recommend Board approval of the Committee's proposed amendments to its Terms of Reference		x						



## BOARD LEARNING AND DISCOVERY COMMITTEE Terms of Reference

### 1. AUTHORITY

- (a) The Board Learning and Discovery Committee (the "Committee") is created by and responsible to the Board of Governors (the "Board") of the University of Alberta (the "University").
- (b) The Provost and Vice-President (Academic) and the Vice-President (Research) shall provide management support to the Committee.
- (c) University Governance shall provide administrative support to the Committee.
- (d) The Committee shall function in accordance with the Board's General Committee Terms of Reference.

### 2. COMPOSITION OF THE COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members)
  - i) A Board member from the membership category identified by the Post-Secondary Learning Act (*the Act*) as *academic staff of the University*;
  - ii) A Board member from the membership category identified by the Act as an *undergraduate student nominated by the council of the undergraduate student association*;
  - iii) A Board member from the membership category identified by the Act as a *graduate student nominated by the council of the graduate student association*;
  - iv) Four Board members from the membership categories identified by the Act as general public, alumni and senate;
  - v) The Board Chair, by virtue of office
  - vi) The President and Vice-Chancellor, by virtue of office
  - vii) The Chancellor, by virtue of office
- b) Non-Voting Officials appointed by the President
  - i) Provost and Vice- President (Academic)
  - ii) Vice-President (Research)
  - iv) University Secretary
  - v) Committee Secretary
  - vi) Other officers, as determined by the President
- c) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2 a) iv), upon recommendation of the Board Chair,

- d) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

### 3. MANDATE OF THE COMMITTEE

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.

Without limiting the generality of the foregoing the Committee shall:

- a. review and approve initiatives related to the overall academic mission and related plans and policies of the University;
- b. review, provide feedback and approve teaching and research policies;
- c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters;
- d. review and approve the establishment, modification and removal of enrolment quotas and annually review such quotas;
- e. review and approve the Code of Student Behaviour, the Code of Applicant Behaviour and the Practicum Intervention Policy;
- f. review and provide recommendations on the University's enterprise-wide risks and risk measures related to the Committee mandate;
- g. undertake studies and review academic matters that pertain to the quality of the educational experience at the University;
- h. monitor educational and research trends, community expectations and demands;
- i. monitor all matters related to intellectual property and technology transfer of research at the University.
- j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University;
- k. consider future educational expectations and challenges to be faced by the University;
- l. review proposals and recommendations of GFC concerning the establishment, continuation and re-organization of faculties, schools, departments and make recommendations to the Board in respect thereof;
- m. review recommendations of GFC Academic Planning Committee concerning the Comprehensive Institutional Plan (CIP) and/or a similar document as required, and make recommendations to the Board in respect thereof;
- n. review and recommend to the Board any annual reports and any other major issues within the mandate of the committee;
- o. receive for information proposals approved by the GFC Academic Planning Committee respecting Shared Credential Programs;

- p. review the performance of the University, in the areas of responsibility of the Committee, against performance measure reports and results in place from time to time and report thereon to the Board; annually provide advice to the President, through the Chair of the Human Resources & Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice-Presidents whose responsibilities are within the mandate of the Committee; and
- q. annually review the terms of reference for the committee and recommend to the Board any required changes.

The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.

4. LIMITATIONS ON DELEGATION BY THE BOARD

This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:

- a. the establishment, continuation, reorganization or abolition of faculties, schools and departments;
- b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).

5. REPORTING TO THE BOARD

As provided in the Board's General Terms of Reference the Committee shall regularly report to the Board with respect to its activities and decisions.

**Decision History:**

Date	Decision-Maker	Decision
2011-09-26	Board Learning and Discovery Committee	Recommended to the Board
2011-10-21	Board of Governors	Approved