



General Faculties Council  
 Academic Planning Committee  
 Approved Open Session Minutes

Wednesday, February 10, 2016  
 2-31 South Academic Building (SAB)  
 2:00 PM - 4:00 PM

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**ATTENDEES:**

Voting Members:

Steven Dew	Chair, Provost and Vice-President (Academic)
Susan Hamilton (Delegate)	Member, Vice-President (Research)
Scott Campbell	Member, Undergraduate Student at-Large
Philip Stack (Delegate)	Member, Vice-President (Finance and Administration)
Lise Gotell	Member, Academic Staff, Member of GFC
Fahim Rahman (Delegate)	Member, President (Students' Union)
Loren Kline	Member, Academic (A1.0) Staff-at-large
Pierre-Yves Mocquais	Member, Dean Representative
Colin More	Member, President (Graduate Students' Association)
Steve Patten	Member, Academic Staff, Member of GFC
Pamela Sewers	Member, NASA Member-at-large
Brayden Whitlock	Member, Graduate Student-at-Large

Presenter(s):

Steven Dew	Provost and Vice-President (Academic) and Chair, GFC APC
Kathryn Chandler	Department of Human Ecology
Lori Moran	Department of Human Ecology
Scott Jeffrey	Associate Dean, Faculty of Agricultural, Life and Environmental Sciences
Thomas Hidson	Assistant Registrar
Philip Stack	Associate Vice-President (Risk Management Services)

Staff:

Meg Brolley, Coordinator, GFC Academic Planning Committee  
 Marion Haggarty-France, University Secretary  
 Andrea Patrick, Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Kline/Mocquais

THAT the GFC Academic Planning Committee approve the Agenda.
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**CARRIED**

2. Approval of the Open Session Minutes of January 13, 2016

Materials before members are contained in the official meeting file.

Motion: Patten/Sewers

THAT the GFC Academic Planning Committee approve the Minutes of January 13, 2016.

**CARRIED**

3. Comments from the Chair

The Chair noted the appointment of a new Minister of Advanced Education (AE), the Honourable Marlin Schmidt. He also reported on the release of the Review of the University of Alberta's Response to Sexual Assault, and added that it will be taken to General Faculties Council for discussion in the near future. The Chair provided members with an update on the draft Institutional Strategic Plan (ISP), noting that a draft document would be circulated for discussion in the next month or so.

The Chair reported on a recent meeting with AE regarding tuition levels for professional Master's programs and the target student groups for these programs compared to other programs. He also indicated that AE has signaled that they would consider a joint submission from Comprehensive Academic and Research Institutions (CARI) for these types of programs. In response to a question, the Chair confirmed that the joint submission would touch upon the unique market for these programs and the development process.

**ACTION ITEMS**

4. Proposal for a new Bachelor of Science in Fashion Business Management, Faculty of Agricultural, Life & Environment Sciences

Materials before members are contained in the official meeting file.

*Presenter(s):* Kathryn Chandler, Human Ecology; Lori Moran, Human Ecology; Scott Jeffrey, Associate Dean, Faculty of Agricultural, Life and Environmental Sciences

*Purpose of the Proposal:* The Bachelor of Science in Fashion Business Management (FBM) constitutes a new degree program that builds on current business management programming in the Faculty of Agricultural, Life and Environmental Sciences (ALES) in collaboration with the School of Business.

*Discussion:*

Ms Chandler reported that the proposed program would combine two areas of expertise already in existence on campus and offers students a better program fit. She explained that the program is a joint endeavor between the Faculty of Agricultural, Life and Environmental Sciences and the Alberta School of Business and does not require additional resources to implement or sustain.

Ms Chandler reported that this program would be unique in western Canada but that another university outside the province is developing a similar program. A member, citing other programs offered in Alberta, enquired as to this proposal's uniqueness. In response, Ms Chandler noted that the proposed program would offer a four year degree and that the collaboration of the two Faculties would provide students with a strong foundation in business and fashion which would set this program apart. A member sought clarification surrounding the need for this program to be a four year degree as opposed to a two year diploma. Ms Chandler noted that University-level business courses are a crucial element in this program, and that future job market demands are indicative that this level of education is going to be a requirement in the field.

In response to a concern that the number of students planned for this program seems low, Ms Chandler noted that although the initial numbers are limited now, there is the potential to increase them in the future. It was noted that there are two existing programs in ALES which follow this model and that there was an agreement with the School of Business for a set number of seats in the relevant business courses for the use of either program; these seats will also be available to students in the proposed program. It was noted that these seats are currently undersubscribed and the other programs will not be disadvantaged by this program.

A member enquired about potential resource requirements to implement this program and provide additional courses. Ms Chandler noted that there may be some additional demands on resources such as student advisors. She added that additional staff would be required should courses be added to the current course complement.

A member asked whether there are similar programs in eastern Canada and whether they have been successful. In response, Ms Chandler replied that there are longstanding programs in Toronto and Montreal which have strong ties to the fashion industry in those locations but had no further data on these programs.

Motion: Patten/Kline

THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed Bachelor of Science in Fashion Business Management as proposed by the Faculty of Agricultural, Life and Environmental Sciences, and as set forth in Attachment 1, to be effective upon final approval.

**CARRIED**

5. Proposed Changes to Existing Mandatory Student Instructional Fees, Proposed New Mandatory Student Instructional Support Fees, and the Updated Non-Instructional Fee Schedule

Materials before members are contained in the official meeting file.

*Presenter:* Thomas Hidson, Assistant Registrar

*Purpose of the Proposal:* To establish new Mandatory Student Instructional Support Fees, delete existing Mandatory Student Instructional Support Fee and establish new other fees as outlined in each proposal.

*Discussion:*

The Chair noted a request to split the current Motion into two: the first to include the proposed instructional fees, as contained within Attachments 1 and 2, and the second to include the proposed supplemental application fee for the Faculty of Medicine and Dentistry, as outlined within Attachment 3.

Motion: Stack/Rahman

THAT the GFC Academic Planning Committee approve the separation of Attachment 3, Proposed New Fees, from the Motion to approve those proposed in Attachments 1 and 2.

**CARRIED**

Mr Hidson, in relation to Motion I, highlighted the proposed new course fees and the deletion of a course fee. A member pointed out that a previous concern about one of the proposed fees was addressed by Mr Hidson prior to the meeting.

A member expressed concern that students may be caught off guard by some of the proposed fees. Mr Hidson stated that the Faculties proposing the fees work to ensure that students are fully aware of the costs ahead of registration noting that many of the course fees are for optional courses.

Mr Jonathan Hawkins, Assistant Registrar at Augustana Faculty, commented on how students are informed of the costs to ensure that students are aware of these costs prior to registration. He further noted that scholarship and funding opportunities are fully disclosed to students and that costs are clearly outlined.

A member expressed concern surrounding the fees proposed for the mandatory courses. Mr Hidson noted that these courses are all specific to a particular program; Dr George Buck, Associate Chair of the Department of Educational Psychology, further clarified that the fee will cover costs associated with the courses and that students are made aware of the fees.

Motion I: Kline/More

THAT the GFC Academic Planning Committee, with delegated authority from General Faculties Council, recommend the Board of Governors approve: the proposed new Mandatory Student Instructional Support Fees (set forth in Attachment 1) and the proposed Deletion of Mandatory Student Instructional Support Fee (set forth in Attachment 2), as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

**CARRIED**

In relation to Motion II, the proposal for a supplemental application fee for the MD program (Attachment 3), Mr Hidson noted that the admission process for the Faculty of Medicine and Dentistry has a number of steps beyond the regular processes of academic screening, such as Multiple Mini Interviews (MMIs), and that there are additional costs associated with these processes. A member noted that he has been involved in this interview process and that it is very thorough and intensive with regard to human, and other, resources.

Dr Marc Moreau from the Faculty of Medicine and Dentistry commented on the costs incurred to conduct the non-academic portion of the admission assessment process including the MMIs, information technology and software costs, data analysis, and the use and evaluation of emerging admission tools.

A member asked whether data exists indicating that advanced testing predicts better outcomes; Dr Moreau noted that the new area of psychometric testing has been increasingly used in the admissions process for medical schools and that the University of Alberta would like to explore this process. He noted that this information goes beyond admission, and could assist with student placement and career preparation.

Concern was expressed by a member about students being required to pay an extra fee without receiving any benefit as the majority of applicants do not progress past the academic screening stage of the admission process. A member noted that the proposed fee does not seem to be linked to any data. A member noted that the budget does not specifically indicate the associated costs for which the supplemental fee would be collected. Members expressed concern about what the supplemental application fee would be used for. A member enquired whether other options for obtaining the fee were explored, such as assessing the fee only to those students moving beyond the initial academic screening. Mr Hidson noted that application fees normally spread the costs of admission across the pool of applicants.

Motion II: Mocquais/Kline

THAT the GFC Academic Planning Committee, with delegated authority from General Faculties Council, recommend the Board of Governors approve the proposed new fee (set forth in Attachment 3), as submitted on behalf of the Faculty of Medicine and Dentistry by the Registrar's Advisory Committee on Fees (RACF), to take effect on July 1, 2016.

**DEFEATED**

Providing feedback on the proposal, members suggested that the determination of the supplemental admission fee amount should be based on concrete, articulated costs and that there may be value in having a supplemental fee but that the fee structure seems uncertain.

6. University of Alberta's Comprehensive Institutional Plan (CIP) (2016)

Materials before members are contained in the official meeting file.

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic); Philip Stack, Associate Vice-President (Risk Management Services)

*Purpose of the Proposal:* Under guidelines from Advanced Education, the University of Alberta has prepared the Comprehensive Institutional Plan (CIP) that incorporates the academy's goals, initiatives, outcomes and measures with appendices on: budget and financial information; enrolment plan and proposed programming changes; research, applied research and scholarly activities; community outreach and underrepresented learners; internationalization; capital plan; and information technology. The CIP is for approval by the Board of Governors and is then filed with the Minister of Innovation and Advanced Education.

*Discussion:*

The Chair noted that feedback on the recent, joint GFC APC and Board of Governors Budget Briefing had been favorable. The committee also expressed support for the joint briefing and provided further questions and comments on the document.

Regarding increasing diversity among faculty members, a member enquired whether this could be achieved without impacting the quality of faculty hired. The Chair confirmed that excellence would continue to be the goal. A member added that it was essential that the recruitment process ensure that well qualified applicants were sought out in order to achieve diversity.

A member expressed support for the CIP, but identified some inconsistencies between the body of the document and the appendices; it was confirmed that editing of the document was still ongoing and would strive to remove such inconsistencies.

A member noted support for the inclusion of experiential learning in the document and asked whether the University had the capacity to support this. The Chair noted that both demand and capacity continue to grow.

A member noted that the graduate student professional development was included and suggested the addition of professional development for faculty members. The Chair responded that the government had provided specific funding for this initiative and the reference in the CIP was reporting on this. On the inclusion of teaching training for graduate students within the CIP which had not been identified by the Graduate Students' Association (GSA) or the Faculty of Graduate Studies & Research, it was noted the reference was in recognition that graduate students do teach and want to include this experience on their CVs.

A member noted that the decrease in bursary funding is troubling.

A member cautioned that feedback on the document was helpful but should not be used to dilute the strategic institutional priorities contained in the CIP.

Motion: Stack/Patten

THAT the GFC Academic Planning Committee recommend to the Board of Governors the 2016 University of Alberta Comprehensive Institutional Plan (CIP), as provided by the President's
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Executive Committee and as set forth in Attachment 1, with the exception of information pertinent to Ancillary Services' budgets which is not within the purview of GFC APC to consider and/or recommend, to take effect upon final approval, and to empower administration to make any editorial changes to the CIP, as needed, as long as the changes do not have the force of policy.

**CARRIED**

### **DISCUSSION ITEMS**

7. Question Period

There were no questions.

### **INFORMATION REPORTS**

8. Information Items Forwarded to Committee Members Between Meetings

There were no items.

9. Items Approved by the GFC Academic Planning Committee by email Ballots

There were no items.

### **CLOSING SESSION**

10. Adjournment

The Chair adjourned the meeting at 3:30 p.m.