



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

General Faculties Council  
Academic Planning Committee  
Approved Open Session Minutes

Wednesday, November 27, 2019  
2-31 South Academic Building (SAB)  
2:00 PM - 4:00 PM

### **ATTENDEES:**

Steven Dew, Chair  
Jason Acker  
Joel Agarwal (delegate)  
Chris Andersen  
Laura Beard (delegate)  
Shannon Erichsen  
Jelena Holovati  
Gitta Kulczycki

Susanne Luhmann  
Christopher Mackay  
Pirkko Markula  
Melissa Padfield  
Susan Sommerfeldt  
Samantha Tse  
Marc Waddingham (delegate)  
Yan Yuan

Akanksha Bhatnagar  
Fahed Elian  
Jerine Pegg  
Matthias Ruth  
Ding Xu

Staff:  
Marion Haggarty-France,  
University Secretary  
David Epp, Scribe

### **REGRETS:**

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Luhmann/Agarwal

THAT the GFC Academic Planning Committee approve the Agenda.

**CARRIED**

#### 2. Comments from the Chair (no documents)

The Chair noted that it was just announced that Melissa Padfield will be the new Vice-Provost and University Registrar effective December 1, 2019.

The Chair provided an update of relevant GFC motions from the November 25, 2019 meeting. The Statement on Free Expression was amended with an additional sentence and is now working through Board Committees on its way to the Board on December 13. GFC also approved the renewal of the GFC Committee on the Learning Environment (CLE) Terms of Reference. This was the final committee to be approved, following the recommendation of the Ad Hoc Committee on Academic Governance including Delegated Authority, and the three-year rolling renewal process will begin early in the new year for the first committees to be approved.

### **CONSENT AGENDA**

Consent Agenda Mover and Seconder: Padfield/Acker

#### 3. Approval of the Open Session Minutes of November 6, 2019

Materials before members are contained in the official meeting file.

THAT the GFC Academic Planning Committee approve the Open Session Minutes of November 6, 2019.

**CARRIED**

4. Proposed Increase to Minimum English Language Proficiency Entrance Requirement for Graduate Programs, Faculty of Graduate Studies and Research (for information)

*Purpose of the Proposal:* The proposal is before the committee to increase the minimum International English Language Testing System (IELTS) band score for graduate admission.

**DISCUSSION ITEMS**

5. Consultation on Program Approval Processes

Materials before members are contained in the official meeting file.

*Presenter(s):* Tammy Hopper, Vice-Provost (Programs)

*Purpose of the Proposal:* The proposal is before the committee to discuss and receive input into proposed changes to the process for program approval.

*Discussion:* The Vice-Provost provided some background information noting that the GFC Executive Committee struck an ad hoc committee to look at Program Approval Pathways on Campus in the context of the remaining recommendations from the Ad hoc Committee on Academic Governance Including Delegated Authority, and she provided committee members with an overview of the ad hoc committee's work, the timelines of consultation, and a draft Terms of Reference for the proposed GFC Programs Committee. The Vice-Provost noted that more consultation is scheduled for January 2020 before it goes to GFC for final approval and highlighted that the GFC Programs Committee would be concerned with governance issues while administrative concerns will be the responsibility of the Program Administration Support Committee (PASC) and a parallel Faculty of Graduate Studies and Research (FGSR) committee. She noted that the administrative committees duties will include similar duties of the current GFC Academic Standards Committee Subcommittee on Standards (SOS) and GFC Academic Standards Committee (ASC), and those two committees will be dissolved.

Comments and questions from members included, but were not limited to: support for the idea of having all aspects of program approval with one committee; the timeliness of having an administrative support committee; creating a toolkit to include and evaluate equity, diversity and inclusivity (EDI) content in program proposals; determining substantial or minor changes near the beginning of the approval process; and planning for a graduate student on PASC.

6. Quality Assurance (QA) Suite of Activities: 2018-2019 Excerpted QA Reports from the Faculty of Arts, Faculty of Science, Faculty of Medicine and Dentistry, Faculty of Nursing, Faculty of Engineering, and the Centre for Teaching and Learning (CTL)

*Presenter(s):* Tammy Hopper, Vice-Provost (Programs)

*Purpose of the Proposal:* To provide excerpted reports of the QA reviews undertaken in the 2018-2019 academic year at the University of Alberta.

*Discussion:* The Vice-Provost stated that the Campus Alberta Quality Council (CAQC) requires that academic units have a Quality Assurance review every seven years, and noted that it is not required by CAQC, but the university also reviews administrative units, and this year the Centre for Teaching and Learning (CTL) was chosen. The Vice-Provost noted that the Faculty of Nursing was also reviewed by the President's Visiting Committee (PVC), and that the Faculty of Engineering was reviewed by the Canadian Engineering Accreditation Board (CEAB) Visiting Team. Overall there were 262 specific, actionable recommendations. In general, reviewers noted the high quality of the programs and the good national and international reputations. Faculties spent a lot of time, energy and effort on the reviews and felt that it was useful to go through the reflective, self-study process. The Vice-Provost commented on the high calibre of the review committees and thanked staff members for all their hard work on the process.

Comments and questions from members included, but were not limited to: the source of some recommendations and the confidentiality of comments by reviewers; indigenous content; the feasibility of undergraduate teaching assistants; the accountability to recommendations and the transparency of responses; involvement of deans and senior administration; how students can access this information; historical review of recommendations to indicate either progress or whether they are repeated; equity, diversity and inclusivity (EDI) concerns, selecting review committee members with this in mind, and sharing these reports with the Vice-Provost (Indigenous Programming and Research); the review's focus on quality and delivery, not restructuring suggestions; and the value of mid-cycle interim reviews and the practice of occasionally inviting review committees back after one or two years to assess progress.

7. 2018-19 Mandatory Non-Instructional Fees (MNIFs) Annual Report

*Presenter(s)*: Wendy Rodgers, Deputy Provost

*Discussion*: The Deputy Provost noted that each year at about this time, APC receives the Mandatory Non-Instructional Fees (MNIF) Annual Report for discussion, noting that MNIF funding has been frozen since 2015. The Deputy Provost noted that the Student's Union does not get MNIF funding directly and that the Office of the Dean of Students provides more services than are listed in the MNIF Annual Report.

8. Budget Update

*Presenter(s)*: Steven Dew, Provost and Vice-President (Academic), and Chair, GFC APC; Gitta Kulczycki, Vice-President (Finance and Administration)

The committee went into Closed Session.

9. Question Period

The committee went into Open Session.

There were no questions.

**INFORMATION REPORTS**

10. Items Approved by GFC Academic Planning Committee by email ballots (no items to date)

11. Information Items Forwarded to Committee Members Between Meetings (no items to date)

**CLOSING SESSION**

12. Adjournment

The Chair adjourned the meeting at 4:00 p.m.