

General Faculties Council  
Academic Planning Committee  
APPROVED Open Session Minutes

Wednesday, November 01, 2023  
SAB 2-31  
2:00 PM - 4:00 PM

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**ATTENDEES:**

Heather Bruce (Vice-Chair)  
Verna Yiu (Chair)  
Rija Kamran (Delegate)  
Christian Fotang  
Todd Gilchrist  
Tammy Hopper  
Vadim Kravchinsky  
Adrian Lam

Ola Mabrouk  
Heather Seyl Miyashita  
Norma Rodenburg  
Kent Rondeau  
Chris Sprysak  
Staff  
Faiza Billo

Non-Voting Members:  
Kate Peters

Regrets  
Sandeep Agrawal  
Zengtao Chen  
Chetan Dave  
John Lemieux  
Aminah Robinson Fayek

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Heather Bruce, Professor and Vice-Chair, GFC Academic Planning Committee (APC)

THAT the GFC Academic Planning Committee approve the agenda.

**CARRIED**

2. Comments from the Chair (no documents)

*Presenter(s):* Heather Bruce, Professor and Vice-Chair, GFC APC

*Discussion:*

The Vice-Chair made comments and announcements regarding:

- The commencement of the Vice-Provost and Dean of the Faculty of Graduate and Post-doctoral Studies, Tracy Raivio and of the Associate Vice-President (Student Experience), Tim Tang;
- Winners of the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching – Willow White and Filsan Ahmed Youssouf;
- The Continuous Administrative Service Improvement Program (CASIP) Townhall; and
- An invitation to a Budget Model 2.0 two-part workshop.

**CONSENT AGENDA**

3. Approval of the Open Session Minutes of October 4, 2023

Materials before members are contained in the official meeting file.

THAT the GFC Academic Planning Committee approve the open session minutes of October 4, 2023

**CARRIED**

## **DISCUSSION ITEMS**

### 4. Updated Non-Credit/Micro-Credential Framework and Non-Credit Micro-Credential Development Guide

Materials before members are contained in the official meeting file

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs); Jessica Butts Scott, Associate Vice-President, Online and Continuing Professional Education

*Discussion:* The Vice-Chair reminded members that they had been provided with an update on the work ongoing to support continuing and professional education from J. Butts Scott in October. J Causgrove-Dunn indicated that this was a revision to the Non-credit Credential Framework not the Undergraduate Embedded Certificate Framework approved by General Faculties Council (GFC). She provided background information on the proposed revision including the work of a steering committee who had reviewed the Framework. J Butts Scott spoke to the alignment between the Framework and an administrative guide that is intended to support proponents developing non-credit micro-credentials. She explained the rationale which was to simplify and provide greater clarity to units across the university. She noted the elimination of the category of "series" from the Framework.

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

- Whether there should be greater differentiation in expectations for assessment between diploma, certificate, and micro-course credentials;
- How quality assurance standards will be assured for non-credit offerings;
- How stackability for micro-credentials will support laddering into graduate offerings through pathways to credit programs;
- Whether there needed to be additional provisions in the collective agreement to support recruitment and employment of instructors for non-credit offerings;
- That for example, within the Faculty of Rehabilitation Medicine, development and some teaching is done by academic faculty, and that academic teaching staff are hired to teach non-credit course offerings;
- How the Framework could facilitate collaboration between faculties and a suggestion that faculties should be consulted on the content of the document;
- A suggestion that University of Alberta International could develop certificates for international stakeholders;
- The status of the Faculty of Extension and where the responsibility over Continuing Education now lies within the University; and
- Whether there would be any impact on for-credit certificates, especially embedded certificates.

### 5. Student Financial Support Annual Report To Our Community and Accompanying Overview

Materials before members are contained in the official meeting file

*Presenter(s):* Norma Rodenburg, Acting Vice-Provost and University Registrar; Roger Epp, Special Advisor to the Deputy Provost (Students and Enrolment)

*Discussion:* The Chair noted that APC has the responsibility to consider University enrolment. N Rodenburg provided an overview of the report noting that this was the first report that covered both undergraduate and graduate enrolment. She provided an overview of the report including:

- Total financial support;
- Merit, need, and hybrid supports for undergraduate and graduate students;
- Need-based spending;

- Bursary demand and total enrolment;
- Affordability initiatives including the recommendations from the Advisory Group on Moderate Standard of living and bursary applications and the guaranteed minimum PhD funding;
- Access and the increase in need-based awards through tuition offset revenue;
- Partnerships between government, the University and students;
- Equity, diversity, and Inclusion student survey data; and
- Strategic enrollment initiatives including undergraduate access awards, hybrid funding, graduate community engagement scholarship and FGSR Award for part-time Indigenous Students.

Members discussed:

- Who determines the forms of proof of financial need for international students;
- The difficulties faced by students who arrive after currency devaluation in their home countries and face significant financial challenges;
- Whether changes were needed at the federal level to support increased transparency for the costs for international students;
- The role of Universities Canada as an advocate in this space and that there are forthcoming changes to the system of immigration of international students;
- How financial need is determined for domestic students;
- The important context for professional faculties who face similar challenges in terms of access to needs based funding; and
- Thanks from the members for the presentation.

6. PhD Minimum Funding

*Presenter(s):* Tracy Raivio, Vice-Provost and Dean, Faculty of Graduate and Postdoctoral Studies (FGPS); Roger Epp, Special Advisor to the Deputy Provost (Students and Enrolment)

*Discussion:* The Chair noted that the Provost may bring items that fall within APC's responsibilities to the attention of APC for review and discussion. This proposal is being developed by the Vice-Provost and Dean of the FGPS who are looking for advice on an administrative process that would support students. R Epp noted that the proposal continues to evolve and that there is broad endorsement to put in place a guarantee. He spoke to an implementation working group that will be examining operational considerations. The group hopes to establish a process through the official offer letter, which could act as a mechanism to guarantee minimum funding. The letter may also include a list of expectations for applicants who accept the offer, such as a Teaching Assistant role, or exceptions to the guarantee, for example for working professionals like nurses. The letter would then be the mechanisms for working professionals or sponsored students to choose to decline minimum funding.

R Epp noted that to make this proposal work, a fund may be available to cover gaps; that backstop or transition funding may be necessary; and that data was necessary to make the proposal work. He noted that the FGPS Council will be asked to endorse an operating standard.

Members asked what the total fund may be valued at; about timelines for implementation; and how language could be articulated for working professionals in an offer letter;

7. Budget Update (standing item)

*Presenter(s):* Todd Gilchrist, Vice-President (University Services and Finance); Darrell Dancause, Associate Vice-President Finance, Procurement and Planning

*Discussion:*

T Gilchrist informed the committee:

- There were no updates on the Government of Alberta budget planning process or the upcoming Campus Alberta Grant funding;
- The Fiscal 2024 annual operating deficit is forecast at \$35M on a budgeted deficit of \$38.8M before taking into account endowment contributions;
- \$11.3M unexpected endowment contributions are expected to reduce the deficit to \$26.4M however there is ongoing uncertainty which may reduce further the deficit;
- There will be a slight decrease to tuition revenue because of lower than expected international enrolments;
- Regarding the Fiscal Year 2025, the Resource Planning group is meeting with constituents across the University to establish fiscal estimates;
- University-wide Service portfolios are working through their functional planning and will present to the President's Executive Committee for early review in November, with formal planning to continue through December into January; and
- That faculty functional planning is forthcoming with presentation dates set for the end of November for Deans and College Deans.

There were no questions.

8. Question Period

*Presenter(s):* Heather Bruce, Professor and Vice-Chair, GFC APC

*Discussion:*

Members expressed their thanks to T Gilchrist and V Yiu for the additional consultation of GFC in the form of the Budget model 2.0 Town halls. They expressed support for the responsiveness of this gesture.

**INFORMATION REPORTS**

9. Information Items Forwarded to Committee Members Between Meetings  
- APC - October 4, 2023 meeting

**CLOSING SESSION**

10. Adjournment  
- Next Meeting of APC: November 16, 2023  
- Next Meeting of GFC: November 20, 2023