

The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, March 27, 2019 meeting:

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference-GFC Academic Planning Committee**

CARRIED MOTION:

THAT the GFC Academic Planning Committee recommend that General Faculties Council approve the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.

FINAL Item: 4

Agenda Title: **Proposal for substantive revisions to the curriculum of the Master of Library and Information Studies (MLIS) thesis-based program in the School of Library and Information Studies (SLIS), Faculty of Graduate Studies & Research**

CARRIED MOTION:

THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposal for revisions to the curriculum of the Master of Library and Information Studies (MLIS) thesis-based program in the School of Library and Information Studies, as proposed by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect July 1, 2019 (to be published in the 2020-2021 Calendar).

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FINAL Item No. 4

Governance Executive Summary
Action Item

Agenda Title	Proposed Revisions to Standing Committee Terms of Reference– GFC Academic Planning Committee
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Motion

<p>THAT the GFC Academic Planning Committee recommend that General Faculties Council approve the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.</p>
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Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	GFC Academic Planning Committee
Presenter(s)	Steven Dew, Chair, GFC Academic Planning Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (<i>please be specific</i>)	The proposal is before the committee to approve the revised terms of reference for the GFC Academic Planning Committee
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p>The Report of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority, endorsed by GFC on April 21, 2017, contained recommendations of a general nature applying to all standing committees and recommendations specific to the Academic Planning Committee. In addition, through discussion by APC, a number of other gaps in the terms of reference were identified.</p> <p><u>Added to terms of reference:</u></p> <ul style="list-style-type: none"> - Clear reference to research within the terms of reference to clarify the responsibilities of the committee to this area. - Delegated authority to approve of program terminations. - Under responsibilities: Internationalization, Indigenous, and Information Technology policies and initiatives <p><u>Changes to terms of reference:</u></p> <ul style="list-style-type: none"> - <i>Change in delegation:</i> It has been recognized that the key decision making point in program termination is actually at the time of program suspension. The terms of both APC and Academic Standards Committee (ASC) reflect a new pathway for suspensions that would progress with recommendations from ASC to APC to GFC and then the Board. APC would then be the final approver of terminations on the recommendation of ASC. - <i>Change in delegation:</i> Removal of APC recommending to the Board on certificates requiring government approval. This did not align with the approval authority for other programs wherein APC is the final approver. - <i>Change in responsibility:</i> The responsibility to recommend to GFC on policy directions for teaching and learning will be moved to the terms of the Committee on the Learning Environment (CLE) rather than having CLE recommend to APC and APC recommend to GFC. - <i>Change in responsibility:</i> The responsibility for the establishment of or change to general university admission or transfer policies

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	<p>affecting students will lie with ASC to recommend to GFC for approval rather than ASC recommending to APC who recommends to GFC</p> <ul style="list-style-type: none"> - As an expanded responsibility, ASC will be reviewing new, and revisions to existing, programs and providing comments to APC. - Enrollment and Planning has been revised to reflect current activities. <p><u>Changes to committee composition:</u></p> <ul style="list-style-type: none"> - Removal of cross representative from Executive to Academic Planning Committee - Addition of one elected faculty member from GFC - The recommendation to move the Vice-President (Finance and Administration) from an ex-officio member was rejected as the budget remains an important part of the committee's mandate - The Vice-Provost and University Registrar moves from a resource member to an ex-officio member to align voting status with that on GFC <p><u>Items that remain in the terms of reference pending further work:</u></p> <ul style="list-style-type: none"> - There were a number of recommendations from the ad hoc Committee Report related to the many components of program approval. On January 14, 2019 the GFC Executive Committee established an ad hoc committee to review current approval processes and propose revised pathways. Approved recommendations from this review will be incorporated into the APC terms of reference next year. - Proposals from the Centre collegial de l'Alberta (CCA) remain in the terms of reference for the time being.
<p>Supplementary Notes and context</p>	<p><u>Remaining unchanged – Committee Name</u></p> <p>The Report of the ad hoc Committee on Academic Governance including Delegated Authority noted that it was important to ensure that sufficient attention and priority is dedicated to research as an area of policy that is central to the university's success and stature as a major research-intensive university. The report recommended that APC's terms of reference be amended to clarify in more detail its delegated authority with regard to research-related issues, to clarify (for GFC and the university community) the place of research policy in governance, and to enhance the extent to which the committee would be more proactive in taking up research-related issues. A name change to the Academic and Research Planning was one of the ways suggested to accomplish this.</p> <p>Since the report was endorsed in April 2017, APC has discussed and revised the proposed terms at many meetings.</p> <p>Over the development of the proposed terms of reference, the structure and sub-titles of the document were revised to clearly articulate 'research and research policy' along with the committee's delegated authority and responsibilities in this area. These additions address the spirit of the ad hoc committee's recommendations by clarifying the role of APC on research-related issues, clearly placing research policy within governance, and positioning APC to be more proactive in taking up</p>

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	<p>research-related issues.</p> <p>At the March 13, 2019 meeting, members discussed whether it was necessary to refer specifically to research in the committee name as research is part of academic affairs. On March 25, the proposed terms of reference went to GFC for early consultation. Members at that meeting also questioned the need to include research in the name as it is part of academic affairs.</p> <p>With this feedback in mind, and with the revisions to the format and content of the terms of reference, APC recommends that the name of the committee remain as the Academic Planning Committee.</p>
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Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • GFC Academic Planning Committee • GFC Executive Committee Transition Committee • Vice-President (Academic) and Provost • Vice-President (Research)
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the ad hoc Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) Appendix 6: List of Consultations • General Faculties Council • GFC Executive Committee • GFC Executive Transition Committee
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • General Faculties Council
<p>Approval Route (Governance) (including meeting dates)</p>	<p><i>For the Public Good</i> Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.</p>	
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p>	
	<p><input type="checkbox"/> Enrolment Management</p> <p><input type="checkbox"/> Faculty and Staff</p> <p><input type="checkbox"/> Funding and Resource Management</p> <p><input type="checkbox"/> IT Services, Software and Hardware</p> <p><input checked="" type="checkbox"/> Leadership and Change</p> <p><input type="checkbox"/> Physical Infrastructure</p>	<p><input checked="" type="checkbox"/> Relationship with Stakeholders</p> <p><input checked="" type="checkbox"/> Reputation</p> <p><input type="checkbox"/> Research Enterprise</p> <p><input type="checkbox"/> Safety</p> <p><input type="checkbox"/> Student Success</p>
<p>Legislative Compliance and jurisdiction</p>	<p><i>Post-Secondary Learning Act (PSLA)</i> GFC Academic Planning Committee Terms of Reference</p>	

Attachments

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1. Proposed Terms of Reference - GFC Academic Planning Committee
2. Current Terms of Reference – GFC Academic Planning Committee

Prepared by: University Governance



1. Mandate and Role of the Committee

The GFC Academic Planning Committee (APC) is a standing committee of GFC charged with oversight of academic planning issues. APC is responsible for considering institution wide implications to the university's longer term academic, research, financial, and facilities development.

The Committee may be called upon to consider or recommend to GFC on any academic or research issue within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

2. Areas of Responsibility

Academic implications of:

- a. Academic programs
- b. Research and research policy
- c. Academic units and academic service units
- d. Budget matters
- e. Quality assurance
- f. Enrolment management
- g. Facilities planning
- h. Internationalization policies and initiatives
- i. Indigenous policies and initiatives
- j. Information Technology policies and initiatives

3. Composition

Voting Members (18)

Ex-officio (6)

- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance and Administration)
- Vice-Provost and University Registrar
- President, Students' Union
- President, Graduate Students' Association

Elected by GFC (12)

- 7 academic staff elected by GFC (A1.1, 1.5, 1.6, 1.7), at least five of which are members of GFC. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair
- 1 Dean
- 1 Department Chair-at-large
- 1 non-academic staff at-large (S1.0)
- 1 undergraduate student from GFC
- 1 graduate student from GFC

NOTE: One academic staff member of the GFC Academic and Research Planning Committee will be elected by the committee for cross appointment to the GFC Facilities Development Committee

Non-voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Academic Programs

- a. Approve the establishment of academic programs, the extension and/or substantive revision of existing programs
- b. Approve the termination of academic programs
- c. Approve certificates from all Faculties, and new non-credit programs and program expansions in the Faculty of Extension, as recommended by ASC, where additional funding and/or space is required
- d. Approve the establishment, extension and/or substantive revision of existing programs, and termination of programs from Centre collégial de l'Alberta de l'University of Alberta (including all admission/transfer, academic standing/graduation, and related matters)

4.2 Research and Research Policy

- a. Approve the establishment and termination of endowed and funded chairs
- b. Academic Centres and Institutes
 - Approve the establishment of academic centres and institutes
 - Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)

4.3 Academic Units and Academic Service Units

- a. Approve name changes to Departments and Divisions

4.4 Budget Matters

- a. Recommend to the Board of Governors on the academic and research implications of the annual budget, excluding budgets for ancillary units

4.5 Enrolment Management

- a. Approve revisions to the Enrolment Management Procedure

5. Responsibilities Additional to Delegated Authority

5.1 Academic Programs

- a. Recommend to GFC on the suspension of academic programs

5.2 Research and Research Policy

- a. Receive, discuss and provide feedback on research policy issues including research ethics policy. Recommend to GFC on new policy suites and revisions to existing policy
- b. Receive, discuss and provide feedback on Centres and Institutes Committee Annual Report
- c. Receive, discuss and provide feedback on research performance summaries and reports

5.3 Academic Units and Academic Service Units

- a. Recommend to GFC on name changes of Faculties
- b. Recommend to GFC on the establishment and termination of Faculties, Departments, Schools and Divisions, and on mergers involving Faculties, Departments, or Divisions subject to Article 32 of the Faculty Agreement
- c. Recommend to the Board of Governors on the assignment of priorities for establishment of new Faculties, Departments or Schools
- d. Receive notification of name changes of campus units for information

5.4 Budget Matters

- a. Recommend to GFC on budget principles
- b. Recommend to the Board of Governors on the annual budget (excluding ancillary units)
- c. Recommend to GFC on any new fee that would be levied upon a substantial group of students

5.5 Quality Assurance

- a. Receive and discuss quality assurance reports for academic programs on an annual basis
- b. Receive and discuss reviews of academic and other academic service units
- c. Receive, discuss, and provide feedback on processes for quality assurance and unit reviews

5.6 Enrolment Management

- a. Receive, discuss, and provide feedback on enrolment reports
- b. Recommend to GFC on enrolment management processes

5.7 Facilities Planning

- a. Receive advice and comments from Facilities Development Committee (FDC) on any facilities-related matter including requests for additional space or major new construction projects which may affect academic programs
- b. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities
- c. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University
- d. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities
- e. Informed by advice from FDC, recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic or research implications, or financial impact on the University

5.8 International Policies and Initiatives

- a. Receive, discuss, and provide feedback on annual reports and future plans

5.9 Indigenous Policies and Initiatives

- a. Receive, discuss, and provide feedback on annual reports and future plans

5.10 Information Technology Policies and Initiatives

- a. Receive, discuss, and provide feedback on annual reports and future plans

6. Sub-delegations from Academic Planning Committee

Should be reviewed at least every three years and reported to GFC.

6.1 Academic Programs – Graduate Degree Specializations

All proposals for establishment, suspension and termination of graduate degree second level specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these approvals to APC.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to APC:

7.1 Academic Programs

- a. In cases where a new program proposal represents a new credential for the university, final approval resides with the Board of Governors

8. Reporting to GFC

The committee should regularly report to GFC with respect to its activities and decisions.

The committee should report annually to GFC on programs approved.

9. Definitions

The determination of what constitutes a "significant academic or research implication or financial impact" will be made by the Committee, either through an expression of consensus or a vote.

Substantial Group of Students – any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level

Academic Units – include Faculties, Departments, Schools and divisions. Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.

Academic Service Units – administrative units, excluding ancillary units, that have academic impact

Academic Centre or Institute – An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

[Centres and Institutes Policy](#)

Approved by General Faculties Council: [date]

GFC Academic Planning Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of Governors on a number of matters, including "the budget" and "academic planning." GFC has thus established an Academic Planning Committee (GFC APC), as set out below. GFC delegates certain of its powers to the GFC Academic Planning Committee.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Ex officio

- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance & Administration)
- President of the Students' Union
- President of the Graduate Students' Association

Members Elected by General Faculties Council

- Four academic staff elected by and from GFC (Category A1.1 and A1.6 and their counterparts in A1.5 and A1.7)
- Two academic staff-at-large (Category A1.1 and A1.6 and their counterparts in A1.5 and A1.7)
- One NASA member (Category S1.0) at-large
- One Dean
- One Department Chair-at-large
- One undergraduate student-at-large
- One graduate student-at-large

Non-Voting Members

- One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive.
- The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized the Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resource person. (GFC 29 SEP 2003)

NOTE: APC will elect one of the APC academic staff members to serve as Vice-Chair.

APC shall appoint one of its elected faculty members as a cross-representative to the FDC.

The President, as Chair of GFC, may attend at his or her discretion any meeting of APC in order to present any item or to receive advice from APC.

3. Mandate of the Committee

The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. As such, it is not only responsible to GFC (or the Board) for the specific matters itemized below, but may also ask to consider or recommend to GFC on any academic issue, including 1) those issues under the purview of other GFC committees, 2) any academic issue related to restructuring, 3) any research-related issue, or 4) issues linked to academic service units where those issues have a significant academic impact. In like manner, the President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies. (GFC 29 SEP 2003)

APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following:

1. Planning and Priorities

To recommend to GFC and/or the Board of Governors on planning and priorities with respect to the University's longer term academic, financial, and facilities development. (GFC 29 SEP 2003)

2. Units

a. Subject to Article 32 of the Faculty Agreement, to recommend to GFC on the establishment and termination of Faculties, Departments, Schools and divisions, and on mergers involving Faculties, Departments or Schools. (Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.)

With respect to any proposal to terminate, merge or reorganize a Faculty, Department or School, the Provost and Vice-President (Academic) will ensure that before a proposal is placed before APC, the Dean(s) is notified, provided with supporting documentation, and is given a reasonable amount of time to take the matter to the Faculty Council(s).

b. To recommend to the Board of Governors on the assignment of priorities for the establishment of new Faculties, Departments or Schools, and on the establishment, merger, or termination of support units, except ancillary units.

c. To receive and discuss recommendations from the President or the appropriate Vice-President concerning reviews of campus units and to take appropriate action.

3. Enrollment and Planning

a. To recommend to GFC on University-wide enrollment targets for undergraduate and graduate students.

b. To recommend to GFC on enrollment management processes, including the establishment of new quotas for individual Faculties and programs.

c. To recommend to the Board of Governors on changes to existing quotas for individual Faculties or programs.

4. Budget Matters

a. To recommend to GFC on budget principles.

b. To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units.

c. To seek the recommendation of GFC regarding any new fee that will be levied upon a substantial group of students, prior to the recommendation by APC of any such fees to the Board of Governors. (A substantial group of students is defined as any one (or all) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level.)

Note: On February 12, 1996, General Faculties Council agreed that:

- a. An information session on the proposed budget take place at GFC each year just prior to being introduced to the [APC] and Board approval process; and
- b. Information, however 'soft,' be provided to GFC at its first meeting in September. (GFC 12 FEB 1996)

5. Facilities

- a. To recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities. (GFC 29 SEP 2003)
- b. To recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University. (GFC 29 SEP 2003)
- c. To recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities.
- d. To recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic and/or financial impact on the University. (The determination of what constitutes a "significant academic and/or financial impact" will be made by the Provost and Vice-President (Academic).

6. Teaching and Learning

- a. To recommend to GFC on broad policy directions for excellence in teaching and learning in a manner that ensures accountability of all Faculties in this matter.
- b. To receive and discuss advice and/or recommendations from the GFC Committee on the Learning Environment, when provided, and to take appropriate action. (GFC 29 SEP 2003)

7. Admission, Transfer and Academic Standing

- a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change
- b. To consider advice or recommendation from the GFC ASC on proposals which involve substantial change to admission/transfer regulations or to academic standing regulations.

8. Establishment/Termination of Academic Programs

NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.

- a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.
- b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)

c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.

d. Where additional funding and/or space is required to support the offering of a proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) the certificate required Government approval, ASC would provide a recommendation on the (proposed) initiative to APC. APC, in turn, would have the GFC delegated authority to give final approval for the proposal in those cases where Government approval of the certificate is not required; in cases where Government approval is required, APC would provide recommendation on the proposal to the Board of Governors (or delegate body). (GFC 31 MAY 2005).

9. Name Changes of Faculties, Departments, and Divisions

- a. To recommend to GFC on proposals to change the names of Faculties.
- b. To approve name changes of Departments and divisions.

10. Endowed and Funded Chairs

To establish or terminate endowed and funded chairs.

11. Centres and Institutes

All proposals for establishment of academic centres and institutes shall be submitted in accordance with University policy and procedure as set out in the University of Alberta Policies and Procedures Online (UAPPOL). (GFC 27 MAY 2002)

12. Graduate Degree Specializations

All proposals for establishment of graduate degree specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these approvals to APC. Proposals which constitute new programs and/or which do involve base operating or capital funds will be considered and decided upon by APC.

13. Existing Undergraduate and Graduate Academic Programs:

- Extension and/or Substantive Revision of Existing Programs**
- Revisions to or Extension of Existing Degree Designations**

All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic). (Minor program changes are circulated for challenge to interested parties as set out in Section 37 of this Manual.) In cases where it is not clear if a change is major or minor, the Vice-President (Academic) will decide.

The Provost and Vice-President (Academic), after consultation with relevant Offices, committees or advisers will place the proposal before APC. APC has the final authority to approve such proposals unless, in the opinion of the Vice-President (Academic), the proposal should be forwarded to GFC with an attendant recommendation from APC. The Provost and Vice-President (Academic) may seek the advice of FDC on space-related matters inherent to the proposal prior to its consideration by APC.

Where additional funding and/or space is required for new non-credit programs and program expansions in the Faculty of Extension, the GFC ASC will recommend to APC.

14. Diploma Programs Offered by Centre collégial de l'Alberta de l'University of Alberta

GFC delegates to APC the sole authority to consider and approve proposals from Centre collégial de l'Alberta de l'University of Alberta for the establishment of or termination of diploma programs (including all admission/transfer, academic standing/graduation, and related matters) to be offered by this unit. Where a new funding model is proposed for a new or existing diploma program, however, APC will forward the proposal (with recommendation) on to the appropriate standing committee of the Board of Governors. (GFC EXECUTIVE COMMITTEE 03 DEC 2012)

15. Other

- a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.
- b. To decide on any routine academic matters not already covered by GFC's delegations to the Provost and Vice-President (Academic) or its other committees.

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

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Approved November 26, 2007 (GFC)

FINAL Item No. 5

Governance Executive Summary
Action Item

Agenda Title	Proposal for substantive revisions to the curriculum of the Master of Library and Information Studies (MLIS) thesis-based program in the School of Library and Information Studies (SLIS), Faculty of Graduate Studies & Research
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Motion

<p>THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposal for revisions to the curriculum of the Master of Library and Information Studies (MLIS) thesis-based program in the School of Library and Information Studies, as proposed by the Faculty of Graduate Studies & Research, and as set forth in Attachment 1, to take effect July 1, 2019 (to be published in the 2020-2021 Calendar).</p>
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Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Debby Burshtyn, Interim Dean, Faculty of Graduate Studies and Research Jennifer Tupper, Dean of Education
Presenter(s)	Toni Samek, Chair, Faculty of Education - School of Library and Information Studies Ali Shiri, Associate Chair & Graduate Coordinator, School of Library and Information Studies Victoria Ruetalo, Associate Dean, FGSR

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee because the School of Library and Information Studies wants to reduce the course-load for the thesis-based MLIS program by *9 in elective courses, reducing the total course-load from *39 to *30 plus submission of a thesis.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The longstanding 39 course-load in the MLIS thesis-based program is no longer in the best interests of MLIS students given developments in higher education and the global academic enterprise.</p> <p>The load change for the course-based MLIS (from *48 to *39) was approved by Advanced Education on February 8, 2019.</p> <p>An email (March 2, 2019) received from the Director of American Library Association, Office of Accreditation, acknowledged the course reduction for the thesis-based MLIS “as an appropriate decision” (see attached email).</p>
Supplementary Notes and	Once approved by the Academic Planning Committee, the proposed

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context	load change will be submitted to government for final approval. Implementation will take place after this.
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Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Ali Shiri, Associate Chair & Graduate Coordinator, School of Library and Information Studies • Toni Samek, Chair, Faculty of Education - School of Library and Information Studies • Grace Jamieson, Graduate Program Administrator, School of Library and Information Studies
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Faculty of Graduate Studies and Research • University Governance • Office of the Provost and Vice-President (Academic) • Director of American Library, Association, Office of Accreditation • School of Library and Information Studies Council membership includes the Dean of the Faculty of Education, or designate; two master's level SLIS student representatives from the Library and Information Studies Student Association (LISSA) • All current MLIS students were surveyed (see appendix)
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
<p>Approval Route (Governance) (including meeting dates)</p>	<p>School of Library and Information Studies Academic Council School of Library and Information Studies Council – February 14, 2018</p> <p>FGSR Council delegated to the Dean of the teaching Faculty the authority for making the final decision for approval of changes to the graduate program requirements, so long as those changes do not result in a program requirement falling below the minimum University standards.</p> <p>GFC Academic Planning Committee – March 27, 2018</p>

Strategic Alignment

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and	Post-Secondary Learning Act	

Item No. 5

jurisdiction	GFC Academic Planning Committee terms of reference
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Attachments (each to be numbered 1 – 9)

1. Load Change Template for MLIS thesis-based program, support documents and Calendar Change Request

Prepared by: Janice Hurlburt, Graduate Governance and Policy Coordinator, FGSR, jhurlbur@ualberta.ca

Proposal Template: Load Change

This template is for the presentation of proposals for changes in specialization load characteristics, including Program Length, Terms, Instructional Credits/Hours and Practicum Credits/Hours.

For degree programs, substantive changes to curriculum resulting in load changes may require referral to the Campus Alberta Quality Council.

Basic Information

Institution	University of Alberta
Program/specialization title	Master of Library & Information Studies (MLIS)- Thesis Based Program
Credential awarded	Graduate Degree
Proposed Implementation Date	July 1, 2019

- Specify the change(s) to load characteristics being proposed. In cases where load changes reflect changes to existing curriculum, please attach revised course lists including calendar-level information (course titles, descriptions, weights).

The School of Library Information Studies proposes to reduce the course-load of the MLIS thesis-based program from the current 39 credits of coursework to 30 credits, by reducing the number of required elective courses by 9 credits. This change will require students to take 10 3-credit courses rather than 13 3-credit courses. The 9 credit reduction will only apply to elective courses.

Note: This change only applies to the thesis-based MLIS program and does not apply to the combined MA/MLIS program.

- Describe the institution’s approval process for the proposed change(s).

The proposal for the reduction of course-load from the current 39 credits of coursework to 30 credits was approved by the School of Library and Information Studies Academic Council and School Council on February 14, 2019. (See Appendix A)

- Provide a rationale for the proposed change(s). (Factors may include, but need not be limited to changes in the relevant body of knowledge and/or technology, changes in regulatory and/or professional standards, feedback from students or employers, or alignment with similar/related programs at other institutions.)

Rationale: The longstanding 39 course-load in the MLIS thesis-based program is no longer in the best interests of MLIS students given developments in higher education and the global academic enterprise (e.g., institutional, pedagogical, economic, cultural, political, and so on). In order to sustain the time-honoured rigour and quality in our MLIS program, evidenced in part by continuous accreditation status, and the concomitant educational experiences of our students, a reduction of course-load from 39 to 30 is recognized as favourable. Conditions that support this favourability include but are not limited to:

- Our MLIS program is assessed, sustained and valued by measures of rigour and quality.
- Professional graduate education is deepened by experiential learning and professional development activities. SLIS believes that the reduction of required credits will allow students to benefit from a wider range of professional development activities and experiential learning opportunities.
- Numerous graduate professional programs in the Faculty of Education and more broadly at the University of Alberta require lower than 30 credits.
- Other ALA accredited Masters' programs offer less than 39 credits (and some have reduced their required credits) and maintained their accreditation status without issue.
- The MLIS program currently allows students to take up to three 3-credit courses outside the program in order to diversify and enhance their knowledge base and professional development.

Student feedback: A survey was conducted to collect feedback from MLIS students registered in both online and on-campus teaching offerings. More than 84% of the surveyed students (190 students) support the credit reduction change to the MLIS program.

4. Describe anticipated impacts on students, and plans to ameliorate any such impacts.

This impact will affect current students. This change will allow active students the choice of whether to complete their MLIS early, with the new change of reduced electives, or continue their program with the existing credits. We will continue to work closely with individual students that want the reduced electives and guide them through the process. Then we will continue with our faculty advisors who will actively help students work through these changes and help them select appropriate courses to achieve their goals.

SLIS has made effective use of online and on-campus forums and the department website to inform current/prospective students of this change.

5. Where appropriate, provide evidence of consultation with external stakeholders (e.g. employers, professional/ regulatory organizations) and describe any anticipated impacts on those stakeholders.

SLIS School Council consists of Library and Information Studies academic staff and representatives of other stakeholder groups with voting privileges as follows:

- **The President of the University, or designate;**
- **The Dean of the Faculty of Education, or designate;**
- **The Chair of SLIS, who shall be Chair of SLIS School Council; and**
- **All continuing full-time members of SLIS academic staff drawn from Academic Council.**
- **At the University of Alberta academic staff is interpreted to mean all continuing academic staff**
- **The Chief Librarian of the University, or designate;**
- **The Chief Executive Officer of the Edmonton Public Library (EPL), or designate;**
- **The Provincial Archivist of the Provincial Archives of Alberta or President of ARMA,**
- **Edmonton Chapter (rotating vote);**
- **The Director, Public Library Services, Library Services Branch, Municipal Affairs; and**
- **One representative for all SLIS Sessional Instructors and SLIS Adjunct Faculty (includes only teaching sessional instructors and teaching adjunct faculty for current academic year).**
- **One SLIS Alumnus/Alumna from the Library and Information Studies Alumni Association (LISAA) (President or designate);**
- **Two master's level SLIS student representatives from the Library and Information Studies Student Association (LISSA) (normally the President & Vice-president, or otherwise nominated); and**
- **One SLIS doctoral student representative (subject to PhD enrolment at SLIS).**
- **Digital Humanities Program of the Faculty of Arts (Appointed by the Dean);**
- **Faculty of Education (Appointed by the Dean)**
- **MBA Program, Alberta School of Business (Associate Dean, MBA**

We have representatives from the School of Library and Information Studies Student Association on the School Council, and they had an opportunity to provide input on the reduction of the number of credits in the program. In addition, a student survey was conducted in September 2018 to gather feedback from all students registered in the MLIS program. (See Appendix B)

6. Discuss any anticipated impacts of the proposed change(s) on institutional operations and resources (e.g. operating budget, staffing, student services, information technology, library, classroom and lab space).

SLIS does not anticipate any impact on student services, information technology, library, classroom and lab space. It is anticipated that the proposed changes will enhance efficiency and operation of the program and will have a positive impact on staffing. Impact on elective course delivery and sessionals will be that SLIS will save financial and human resources by reducing the number of sessionals teaching elective courses.



Fwd: [slis-faculty] SLIS School Council Motion for MLIS Credit Reduction

From: Cameron Mosimann <mosimann@ualberta.ca>
Date: February 1, 2019 at 3:48:24 PM MST
To: undisclosed-recipients;
Subject: [slis-faculty] SLIS School Council Motion for MLIS Credit Reduction

Good Afternoon

Please see below for a message from SLIS Chair Toni Samek about the motion to reduce the thesis-based MLIS, followed by the motion itself.

Dear School Council 2018-19,

Happy New Year!

Thank you again for your unanimous vote supporting credit reduction in the MLIS program (see [minutes](#) of our October 12, 2018 meeting) We are now in the process of channeling our work forward in a series of steps through the Faculty of Graduate Studies (FGSR) for vetting and then the University's Academic Planning Committee (APC) for vote.

After vetting approval from FGSR, in December 2018, we presented a motion to APC for the course-based credit reduction (from 48 to 39) and received unanimous support. It was a very positive experience and we were green-lighted to follow up with a sister motion for the thesis-based MLIS (from 39 to 30), as thesis-based and course-based routes are considered separate streams by FGSR.

Only 3% of our MLIS students have pursued the thesis route in the last five years, however it is an educational lane we intend to keep open for the future. By its nature, the thesis-based MLIS has always had a smaller course-load than the course-based degree. A course-load reduction for the thesis-based MLIS has the same implication as with the course-based MLIS: three less elective courses. FGSR recommends the motion as phrased below for clarity.

Thus, we now, by electronic ballot, seek your support on this sister motion, encouraged by both the Faculty of Graduate Studies and the Academic Planning Committee.

Toni Samek, PhD
Professor and Chair
School of Library and Information Studies

Motion for the MLIS thesis-based route credit reduction change:

To reduce the course-load of the MLIS thesis-based program from the current 39 credits of coursework to 30 credits, by reducing the number of required elective courses by 9 credits.

An electronic vote will be sent via Google Form to all voting School Council members following this email. Voting members should submit their vote by the end of February 14, 2019. And for all, please do not hesitate to contact us should you have any questions.

Thank You
Cameron Mosimann
Program Assistant

Educational Policy Studies | School of Library and Information Studies
Direct 780 492 7288 | Office 780 492 7625
7-106 Education North
University of Alberta
Edmonton, AB Canada

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

slis-faculty mailing list
slis-faculty@mailman.srv.ualberta.ca
<http://www.mailman.srv.ualberta.ca/mailman/listinfo/slis-faculty>

Online Vote for MLIS (Thesis-Based) Credit Reduction

Per the email that has been sent to you, the School of Library and Information Studies has been granted approval from the Faculty of Graduate Studies and Research to proceed to the University's Academic Planning Committee with a motion to reduce the course-load of the thesis-based MLIS program.

Please record your vote on the following page. All votes must be in by the end of February 14, 2019.

* Required

1. Email address *

Motion


To reduce the course-load of the MLIS thesis-based program from the current 39 credits of coursework to 30 credits, by reducing the number of required elective courses by 9 credits.

2. Do you approve the motion? *

Mark only one oval.

- Yes
 No
 Abstain

Send me a copy of my responses.

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 Google Forms

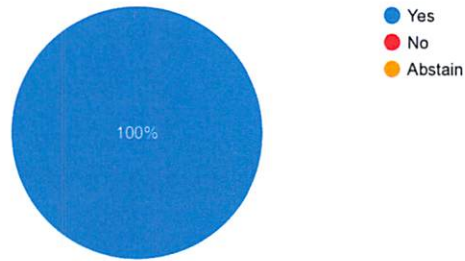
Online Vote for MLIS (Thesis-Based) Credit Reduction

15 responses

Motion

Do you approve the motion?

15 responses



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Google Forms



Fwd: Credit load reduction decision

Grace Jamieson <gjamieso@ualberta.ca>
To: - slis <slis@ualberta.ca>

Mon, Mar 4, 2019 at 1:17 PM

Begin forwarded message:

From: Karen O'Brien <kobrien@ala.org>
Date: March 2, 2019 at 7:45:45 AM MST
To: "asamek@ualberta.ca" <asamek@ualberta.ca>
Subject: Fwd: Credit load reduction decision

With grammatical correction.

Office for Accreditation
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Toll free 800-545-2433, x 2432



Fax 312-280-2433
TDD 312-944-7298
Toll free TDD 888-814-7692
www.ala.org/accreditation

TO: Toni Samek, Professor and Chair, School of Library and Information Studies, Faculty of Education, University of Alberta

Dear Dr. Samek:

This is to acknowledge as an appropriate decision by the Faculty of Education of the School of Library and Information Studies to bring forward for approval a reduction of credit load from 39 to 30 for the thesis-based option of the accredited Master's of Library and Information Studies program. It is understood that this involves a reducing in the number of elective courses.

Sincerely,

A handwritten signature in cursive script, appearing to read "Karen L. O'Brien".

Karen L. O'Brien kobrien@ala.org

Director, Office for Accreditation 312-280-2434

Homepage <http://www.ala.org/aboutala/offices/accreditation>

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Killam Centre for Advanced Studies
2-29 Triffo Hall Edmonton AB Canada T6G 2E1
Tel: 780.492.2816 / Fax: 780.492.0692
www.gradstudies.ualberta.ca

2020-2021 University of Alberta Proposed Calendar Graduate Program Changes: load-change to the thesis-based MLIS program from *39 to *30.

Current	Proposed
<p>Graduate Programs</p> <p>Library and Information Studies [Graduate] School of Library and Information Studies 3-20 Rutherford South University of Alberta Edmonton, Alberta T6G 2J4 E-mail: slis@ualberta.ca www.slis.ualberta.ca</p> <p>[...]</p> <p>Graduate Program Requirements</p> <p>The Degree of MLIS (Library and Information Studies) [Graduate]</p> <p>Program Requirements The minimum requirement for the MLIS degree is either *39 in graduate courses and a thesis, or *48 in graduate courses and a capping exercise. Students may, with approval, include up to *9 offered by a department other than the School of Library and Information Studies.</p> <p>The following courses are required for both the thesis and course-based routes of the MLIS program: LIS 501, LIS 502, LIS 503, LIS 504, LIS 505 and *6 from the approved Information Technology courses (see SLIS website for current offerings). LIS 501 is normally a prerequisite for the rest of the program. LIS 597 (or equivalent) is a requirement in the thesis route of the MLIS program.</p>	<p>Graduate Programs</p> <p>Library and Information Studies [Graduate] School of Library and Information Studies 3-20 Rutherford South University of Alberta Edmonton, Alberta T6G 2J4 E-mail: slis@ualberta.ca www.slis.ualberta.ca</p> <p>[...]</p> <p>Graduate Program Requirements</p> <p>The Degree of MLIS (Library and Information Studies) [Graduate]</p> <p>Program Requirements The MLIS program may be taken as either a course-based or a thesis-based degree.</p> <p>[...]</p> <p>Thesis-based MLIS Students must complete a minimum of *30 in coursework and a thesis.</p> <p>Required courses (*24)</p> <ul style="list-style-type: none"> LIS 501 - normally a prerequisite for the rest of the program LIS 502 LIS 503 LIS 504 LIS 505 LIS 597 (or equivalent) Two *3 courses from the approved Information Technology courses (see SLIS website for current offerings) <p>Elective courses (*6)</p>

[...]	<ul style="list-style-type: none">• Two ★ 3 courses. <p>Thesis</p> <ul style="list-style-type: none">• Registration in 900-level THES [...]
Justification: Approved by: School of Library and information Studies School Council February 14, 2019	