



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

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General Faculties Council  
Academic Standards Committee  
Approved Open Session Minutes

Thursday, October 18, 2012  
2-31, South Academic Building  
9:00 AM – 12:00 PM

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### **ATTENDEES:**

#### Voting Members:

Bill Connor (Delegate)	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Ada Schmude (Delegate)	Vice-Provost and University Registrar
Dustin Chelen	Vice-President (Academic), Students' Union
Colin More (Delegate)	Vice-President (Academic), Graduate Students' Association
Natalie Sharpe (Delegate)	Director, Student OmbudService
William Street (Delegate)	Dean, Faculty of Arts
Jim Bohun (Delegate)	Dean, Agricultural, Life and Environmental Sciences
Harry Prest (Delegate)	Dean, Augustana Faculty
Elaine Geddes (Delegate)	Dean, Faculty of Business
Clive Hickson (Delegate)	Dean, Faculty of Education
Ken Porteous (Delegate)	Dean, Faculty of Engineering
Heather McRae (Delegate)	Dean, Faculty of Extension
René Poliquin (Delegate)	Dean, Faculty of Graduate Studies and Research
John Law (Delegate)	Dean, Faculty of Law
Marc Moreau (Delegate)	Dean, Faculty of Medicine and Dentistry
Brendan Hokowhitu	Dean, Faculty of Native Studies
Kaysi Kushner (Delegate)	Dean, Faculty of Nursing
Dion Brocks (Delegate)	Dean, Faculty of Pharmacy and Pharmaceutical Sciences
Janice Causgrove Dunn (Delegate)	Dean, Faculty of Physical Education and Recreation
Liz Taylor (Delegate)	Dean, Faculty of Rehabilitation Medicine
Ed Blackburn (Delegate)	Dean, Faculté Saint-Jean
Brenda Leskiw (Delegate)	Dean, Faculty of Science

#### Non-Voting Members:

Pat Schultz	Associate Registrar (Enrolment Management), Office of the Registrar
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#### Presenters:

Bill Connor	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Gerry Kendal	University Registrar
Bobbi Schiestel	Acting Portfolio Initiatives Manager, Office of the Provost and Vice-

Pat Schultz President (Academic)  
Ada Schmude Associate Registrar (Enrolment Management), Office of the Registrar  
Associate Registrar (Enrolment Services), Office of the Registrar

Staff:

Garry Bodnar Coordinator, GFC Academic Standards Committee  
Andrea Patrick Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Chelen/Causgrove Dunn

THAT the GFC Academic Standards Committee approve the Agenda.	<b>CARRIED</b>
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2. Approval of the Open Session Minutes of September 20, 2012

Materials before members are contained in the official meeting file.

Motion: Street/More

THAT the GFC Academic Standards Committee approve the Minutes of September 20, 2012.	<b>CARRIED</b>
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3. Comments from the Chair

The Chair commented on a number of items of interest to members.

**ACTION ITEMS**

4. The Following Proposal(s) are Deemed Minor/Editorial (GFC ASC's Terms of Reference (Mandate) (3.A.i and iii)) by the Vice-Provost (Academic Programs and Instruction) and Chair, GFC ASC, and are APPROVED UNDER DELEGATED AUTHORITY FROM GFC IN A SINGLE OMNIBUS MOTION.

Materials before members are contained in the official meeting file.

*Presenter:* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee

*Discussion:*

There was no discussion.

Motion: Moreau/Poliquin

- 4A. Faculty of Graduate Studies and Research – Proposed Changes to Existing Admission/Transfer, Academic Standing/Graduation, and Physical Examination/Immunization Requirements

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer, academic standing/graduation, and physical examination/immunization requirements, as submitted by the Faculty of Graduate Studies and Research and as set forth (and highlighted in yellow) in Attachment A of the documentation, to be effective in 2013-2014.

**CARRIED**

4B. Faculty of Medicine and Dentistry – Proposed Changes to Existing Admission/Transfer Requirements

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer requirements, as submitted by the Faculty of Medicine and Dentistry and as set forth in Attachment B of the documentation, to be effective in 2013-2014.

**CARRIED**

4C. Faculty of Nursing – Proposed Changes to Existing Admission/Transfer and Academic Standing (and Immunization) Requirements

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer and academic standing (and immunization) requirements, as submitted by the Faculty of Nursing and as set forth (and highlighted in yellow) in Attachment C of the documentation, to be effective in 2013-2014.

**CARRIED**

4D. Faculté Saint-Jean – Proposed Changes to Existing Admission/Transfer (Including Credit by Special Assessment) and Academic Standing/Graduation Requirements

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer (including credit by special assessment) and academic standing/graduation requirements, as submitted by Faculté Saint-Jean and as set forth (and highlighted in yellow) in Attachment D of the documentation, to be effective in 2013-2014.

**CARRIED**

4E. Office of the Registrar Course Approvals for October, 2012

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from GFC, the proposal for approval of transfer credit, as submitted by the Office of the Registrar and as set forth in Attachment E, to take effect upon final approval.

**CARRIED**

#### 4F. Faculty of Science – Proposed Changes to Existing Admission/Transfer Requirements

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer requirements, as submitted by the Faculty of Science and as set forth (and highlighted in yellow) in Attachment F of the documentation, to be effective in 2013-2014.

**CARRIED**

### **DISCUSSION ITEMS**

#### 5. Withdrawal Deadlines

Materials before members are contained in the official meeting file.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee ; Ada Schmude, Associate Registrar (Enrolment Services), Office of the Registrar

*Purpose of the Proposal:* To discuss the proposed changes to Withdrawal Deadlines, as submitted by the Office of the Registrar and the Office of the Provost and Vice-President (Academic).

*Discussion:*

Dr Connor introduced this item to members by explaining that the University of Alberta's withdrawal deadlines tend to be quite early when compared to other major Canadian post-secondary institutions—he noted, for example, that the University of Calgary's withdrawal deadlines are the last day of classes in each of its terms. He indicated he hoped that, by extending the deadlines, students would have a greater chance to make strategic and smart decisions about course loads and related matters within the scope of their overall academic planning.

During the ensuing discussion, the following points and/or concerns were expressed by members: the benefit of this proposal to first-year students who are sometimes overwhelmed by their University experiences; the importance of Faculty involvement and consultation during and following the withdrawal process; reasons against automating the withdrawal process; the potential impact an individual student's late course withdrawal(s) could have on group projects; the idea of extending the withdrawal deadline for 100-level courses exclusively; the benefits the extension of withdrawal deadlines can have for students, both academically and personally; the concern expressed that it could allow students to avoid disciplinary procedures (or, at the very least, give the impression of being able to do so); and commentary that students, in fact, do not take course withdrawals lightly.

Dr Connor thanked members for their thoughtful comments and noted that he would take their expressed concerns under advisement.

#### 6. Protocol for Examination Disruptions

Materials before members are contained in the official meeting file.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee ; Ada Schmude, Associate Registrar (Enrolment Services), Office of the Registrar

*Purpose of the Proposal:* To engage members of GFC ASC in a discussion on possible protocols or guidelines for the conduct of examinations during which a fire alarm occurs or there is some other form of external disruption.

*Discussion:*

Ms Schmude explained that this proposal had been discussed by GFC ASC last year and is being presented once again for final consideration now that amendments have been made to the protocol before members.

Members made several suggestions for possible additional revisions to the protocol, including: that onus should not be on students to contact Faculties if an exam is disrupted but, rather, Faculties or Departments should be communicating with students; that the date for make-up exams should be changed (as currently set out in the proposed protocol), as students want to return home immediately following the end of Winter Term; that the level of emergency needs to be quantified in the wording so that appropriate options for most scenarios are obvious; that instructors may find it problematic to connect with the Vice-Provost (Academic Programs and Instruction), as currently noted in the protocol, and should, instead, contact their Faculties or Departments if they require advice following on a disrupted examination.

Dr Connor concluded that Ms Schmude will take members' recommendations under careful consideration in her efforts to finalize and take the protocol forward through the proper governance channels.

7. Annual Report on Enrolment from the Vice-Provost and University Registrar

Materials before members are contained in the official meeting file.

*Presenters:* Pat Schultz, Associate Registrar (Enrolment Management), Office of the Registrar; Gerry Kendal, University Registrar, Office of the Registrar

*Purpose of the Proposal:* Annual reporting of admission averages, targets and enrolment by Faculty, as required by GFC policy.

*Discussion:*

Mr Kendal presented his enrolment report to members, reviewing each individual attachment in detail, and Ms Schultz added that this annual report next year will hopefully be redesigned according to what stakeholders require.

Members identified several items for discussion including: the accuracy of admission/transfer averages identified within the report for the Faculties of Pharmacy and Pharmaceutical Sciences, Engineering, Science, and Graduate Studies and Research; the methodology of determining the varied definitions of different categories of students; comparative criteria for enrolment used within 'U15' group in Canada; the application of GFC Policy Manual Section 50 (Enrolment Management) and its requirements as it relates to this annual report; and the overall purposes of this annual report.

Dr Connor stated that it is anticipated GFC Policy Manual Section 50 will be rescinded, as discussed at the GFC Academic Planning Committee (APC) meeting of October 10, 2012 during that body's review of this 'omnibus' enrolment report.

8. External Programs for Review and Programs in Progress on Campus: Standing Item

There were no documents.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee ; Bobbi Schiestel, Acting Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

*Purpose of the Proposal:* For discussion/ information.

*Discussion:*

Ms Schiestel stated that there are currently no external reviews underway and further reported that there are four proposals still undergoing system coordination review: Master of Coaching (MCoach), Master of Arts in Community Engagement (MACE), Master of Arts (MA) in Women's and Gender Studies, and several Faculty of Agricultural, Life and Environmental Sciences programming proposals. There are two proposals currently undergoing Campus Alberta Quality Council (CAQC) review: Department of Laboratory Medicine and Pathology independent Doctor of Philosophy (PhD) and Master of Science (MSc) degree programs.

9. Question Period

There were no questions.

**INFORMATION REPORTS**

10. Items Approved by the GFC Academic Standards Committee by E-Mail Ballots

There were no items.

11. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

12. Adjournment

The Chair adjourned the meeting at 10:55 am.