



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Standards Committee
Approved Open Session Minutes

Thursday, November 15, 2012
2-31, South Academic Building
9:00 AM – 12:00 PM

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
Colten Yamagishi (Delegate)	Vice-President (Academic), Students' Union
Colin More (Delegate)	Vice-President (Academic), Graduate Students' Association
Jayson MacLean (Delegate)	Director, Student OmbudService
William Street (Delegate)	Dean, Faculty of Arts
Nat Kav (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
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
Sentil Senthilselvan (Delegate)	Dean, School of Public Health
Liz Taylor (Delegate)	Dean, Faculty of Rehabilitation Medicine
Ed Blackburn (Delegate)	Dean, Faculté Saint-Jean
Brenda Leskiw (Delegate)	Dean, Faculty of Science

Non-Voting Member:

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
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Susan Fawcett Academic Leader, Alberta School of Radiation Therapy, Alberta Health Services
Sandy McEwan Chair, Department of Oncology
Heather McRae Associate Dean (Engaged Learning), Faculty of Extension
Bobbi Schiestel Acting Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Ada Schmude 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.

Dr Connor noted that Item 8 (Examination Dates, Religious Observances, and Accommodation Issues/Policies) was being withdrawn from the Agenda at the request of the GFC ASC member who had asked initially for this discussion to occur (ie, Associate Dean Brenda Leskiw). It will now first be considered at an upcoming GFC ASC Subcommittee on Standards (SOS) meeting.

Motion: Kav/Prest

THAT the GFC Academic Standards Committee approve the Agenda, as amended.	CARRIED
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2. Approval of the Open Session Minutes of October 18, 2012

Materials before members are contained in the official meeting file.

Motion: Taylor/Leskiw

THAT the GFC Academic Standards Committee approve the Minutes of October 18, 2012	CARRIED
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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.

Omnibus Motion: Poliquin/Kav

4A. Faculty of Agricultural, Life and Environmental Sciences – Proposed Suspension of Admission/Transfer Into the Bachelor of Science in Agriculture’s Crop Science Major

Materials before members are contained in the official meeting file.

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed suspension of admission/transfer into the Bachelor of Science in Agriculture’s Crop Science Major, as submitted by the Faculty of Agricultural, Life and Environmental Sciences and as set forth (and highlighted in gray) in Attachment A of the documentation, to be effective in 2013-2014.

CARRIED

4B. Augustana Faculty - Proposed Changes to Section 12.7 (Admission and Readmission Deadlines) of the University Calendar

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 Section 12.7 (Admission and Readmission Deadlines) of the University Calendar, as submitted by Augustana Faculty and as set forth in Attachment B of the documentation, for implementation in Spring, 2013.

CARRIED

4C. Faculty of Education – Proposed Changes to Existing Admission/Transfer 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 and academic standing/graduation requirements, as submitted by the Faculty of Education and as set forth (and highlighted in gray) in Attachment C of the documentation, to be effective in 2013-2014.

CARRIED

4D. Faculty of Graduate Studies and Research – Proposed Changes to Existing Admission and Academic Standing Requirements (Including Suspension of Admission to the Master of Engineering (MEng) in Mechanical Engineering)

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 and academic standing requirements (including the suspension of admission to the Master of Engineering (MEng) in Mechanical Engineering), as

submitted by the Faculty of Graduate Studies and Research and as set forth (and highlighted in yellow) in Attachment D of the documentation, to be effective in 2013-2014.

CARRIED

4E. Faculty of Native Studies – Proposed Changes to Existing Admission and Academic Standing 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 and academic standing requirements, as submitted by the Faculty of Native Studies and as set forth in Attachment E of the documentation, to be effective in 2013-2014.

CARRIED

4F. Faculty of Nursing – Proposed Changes to Existing Admission/Transfer Requirements (Transition Year Program for Aboriginal Applicants)

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/ requirements (Transition Year Program for Aboriginal Applicants), as submitted by the Faculty of Nursing and as set forth in Attachment F of the documentation, to be effective in 2013-2014.

CARRIED

4G. Office of the Registrar – Course Approvals for November, 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 G, to take effect upon final approval.

CARRIED

4H. Office of the Registrar – Proposed Changes to IB (International Baccalaureate) and AP (Advanced Placement) Courses Approved for Advanced Standing (Admission Charts 6 and 7 of the University Calendar)

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 IB (International Baccalaureate) and AP (Advanced Placement) courses approved for advanced standing (Admissions Chart 6 and Admission Chart 7, respectively), as submitted by the Office of the Registrar and as set forth in Attachment H of the documentation, to be effective in 2013-2014.

CARRIED

4I. Faculty of Science – Proposed Changes to Existing Admission/Transfer and Academic Standing 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/graduation requirements, as submitted by the Faculty of Science and as set forth in Attachment I of the documentation, to be effective in 2013-2014.

CARRIED

4J. Faculté Saint-Jean – 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 and academic standing requirements, as submitted by Faculté Saint-Jean and as set forth in Attachment J of the documentation, to be effective in 2013-2014.

CARRIED

5. Proposal for a Bachelor of Science (BSc) in Radiation Therapy Degree Program in the Faculty of Medicine and Dentistry – Proposed Admission/Transfer, Academic Standing/Graduation, Physical Testing (Immunization), and Re-examination Requirements

Materials before members are contained in the official meeting file.

Presenters: Sandy McEwan, Chair, Department of Oncology; Susan Fawcett, Academic Leader, Alberta School of Radiation Therapy, Alberta Health Services

Purpose of the Proposal: There has been a clear demonstration of the need for this new degree program to ensure that radiation therapists entering clinical practice have the appropriate scientific and clinical knowledge to assure the highest level of care. As the practice of radiation therapy expands, this baccalaureate program will be flexible enough to allow an increase in cohort size, as appropriate, and provide expanded career opportunities for Albertans.

Discussion:

Dr Connor introduced this proposal by stating that it had been considered at the last GFC ASC Subcommittee on Standards (SOS) meeting, at which a number of valuable suggestions were offered by members to the proposers.

Dr McEwan stated that the delivery of radiation therapy to patients is the combined efforts of three different disciplines: the oncologist (MD), the medical physicist, and the radiation therapist (the person who faces the patients and operates the imaging machinery). This role over the last ten years has become more complex, along with the technology and treatment plans. In Alberta, training has consisted of a two-year diploma program, with four to five students graduating each year. There was an early move in Ontario to create a similar degree program, and this has proliferated across the country. The degree has evolved around the complexities of radiation therapy. The other justification for the proposal is the difficulty in recruitment, because other provinces already provide a degree program. He explained that when the Provincial Government called for proposals to establish this degree program within Alberta, the University of Alberta acted immediately, the end result of which is the degree program proposal now before members. He thanked members of GFC ASC SOS for their suggestions and guidance during the planning process.

Dr MacEwan continued by describing the details of the proposed degree program. There will be a heavy physics component as the imaging technology relies on physics. Anatomy is fundamental to radiation oncology. The emphasis on cross-sectional anatomy as part of this program will benefit other University programs as well as act as a resource that can be used across campus. The program addresses an emerging issue within oncology, the manner in which tissue reacts to radiation, and this will have significant research implications. Clinical training will ensure that true clinicians graduate from the program and not just technicians. The computer lab in University Terrace, featuring cross-sectional anatomy and imaging, will facilitate the instruction of creating treatment plans.

He added that the budget details are not finalized yet, as the program would benefit from the addition of a crucial piece of teaching equipment, a linear accelerator. This exposes students to the realities of clinical units. Dr MacEwan commented that the addition of this equipment has made a huge difference at The Michener Institute, a post-secondary institution in Toronto, Ontario, that educates applied health science professionals, in terms of providing students with necessary training reflective of the current realities within radiation oncology.

He summarized by stating that they expect to build in a Master's program, as well, at some point in the future.

Ms Fawcett added that this program will add substantial value to patient care, as currently there is a real need for degree-level involvement.

Members had several questions and/or concerns about this proposal, including, but not limited to: clarification about the re-examination policy to be applied to students in this degree program; how this program will impact current radiation therapists who may wish to earn the degree; the absence of a Statistics course within the program; the assessment of a non-refundable admission fee; and the absence of a completed budget.

Dr MacEwan responded by stating that students would not be penalized for failing grades on exams if demonstrated personal crises existed. He added that current radiation therapists wishing to earn the degree would have to complete approximately two years of online learning and complete clinical skills upgrading. The details of this will be established. Dr MacEwan stated that the Statistics component was considered, and the proposers added it into the program within the research module, as students will be working with statisticians to complete some of their required projects. He expects that Statistics will be a requirement within the Master's program. Dr MacEwan noted that the budget is within 10% of the original amount, without the late addition of the linear accelerator. He is not sure that they will receive the additional funding to purchase the linear accelerator.

Mr Bodnar pointed out a contradiction in University Calendar Sections 113.2.6 (proposed) and 23.5.5 (current) regarding re-examinations and suggested a 'friendly amendment' to provide more clarity. Dr MacEwan agreed to this and noted he would amend the proposal appropriately.

Motion: Blackburn/Geddes

THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee (proposed) admission/transfer, academic standing/graduation, physical testing (immunization), and re-examination requirements for a (new) Bachelor of Science (BSc) in Radiation Therapy Degree Program, as submitted by the Faculty of Medicine and Dentistry and as set forth in Attachment 1 [highlighted in yellow], as amended, to take effect September, 2013.

CARRIED

6. Office of the Registrar – Proposed University Calendar Revisions Based on Changes Regarding Faculty of Extension English as Second Language (ESL) Courses to English for Academic Purposes (EAP) Courses

Materials before members are contained in the official meeting file.

Presenter: Heather McRae, Associate Dean (Engaged Learning), Faculty of Extension

Purpose of the Proposal: That, with the recent approval of the new course designator EAP (English for Academic Purposes) by the GFC Executive Committee, it is now necessary to change the occurrences throughout the University Calendar of English as a Second Language (ESL) courses to EAP courses for consistency.

Discussion:

Dr McRae stated that the proposed EAP designation has been requested repeatedly within the Faculty of Extension in order to provide formal clarification for students and staff and to clearly outline the separation between current non-credit ESL courses from credit courses designed to prepare students for English-speaking institutions.

Dr Blackburn enquired about the appropriateness of the grade requirements associated with certain criteria set out in Section 13.3.1 (Language Proficiency Requirements/English Language Proficiency [ELP]) of the University Calendar. Dr Connor replied that the proposal being considered was to accommodate the new EAP designator within current policy and not to address the broader ELP requirements. Mr Bodnar suggested that the item could be introduced, instead, for discussion at an upcoming GFC ASC Subcommittee on Standards (SOS) meeting; Dr Connor and Dr Blackburn agreed to develop the item further to allow for such a discussion at SOS.

Members made several comments about this proposal, including, but not limited to: whether or not this proposal would affect the content of the coursework; and the fact that course designators do not guarantee that such courses fulfill certain program requirements simply based on their designator categorization.

Dr McRae responded by clarifying that the designator proposal is only a name change and that the coursework has always been aligned with and for English for Academic Purposes (EAP).

Motion: Street/Prest

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposed changes to admission/transfer (including English Language Proficiency and Spoken English requirements) as submitted by the Office of the Registrar (in consultation with the Faculties of Extension and Business) and as set forth in Attachment 1, to take effect upon approval (with publication in the 2013-2014 University Calendar).

CARRIED

DISCUSSION ITEMS

7. Protocol for Examination Disruptions – Continuing Discussion

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 thanked members of the Committee for their input into the first draft of this proposal and pointed out that the amendments made reflect a sensible order and address changes in types of exams. She noted further that she inserted information about notification of students, as suggested by members at the last GFC ASC meeting. She expressed her hope that this document will be utilized in time for those exams held in December, 2012.

Members discussed the proposed protocol at some length, addressing several issues including, but not limited to: the importance of Faculty consultation and direction following a disrupted exam; whether or not there should be a requirement of a replacement exam following a disrupted exam; that disrupted exams negatively impact students; the implications of communication between students following a disrupted, incomplete exam; the importance of being flexible and ensuring fairness to the entire class following a disrupted exam; and that the order of the headers skipped "B" within the document. At the conclusion of discussion, members agreed the amended protocol was in good order and should be deployed for use this Fall Term.

Ms Schmude thanked members for their advice and suggestions on this matter.

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 updated members on the status of current programs undergoing review.

External Reviews:

A review of a proposal from Concordia University College of Alberta for a Master of Public Health is being undertaken by the School of Public Health.

Program Proposals from the University of Alberta with the Ministry of Enterprise and Advanced Education (EAE):

- Proposals currently undergoing system coordination review (stage one of a two stage process):
 - Master of Arts in Community Engagement
 - Master of Arts in Women's and Gender Studies
 - Faculty of Agricultural, Life and Environmental Sciences (ALES) proposals which include:
 - Sustainable Agriculture Major
 - Northern Systems Major
 - Nutritional and Food Science academic programming changes

- Proposals currently undergoing CAQC review (stage two of a two stage process):
 - Master of Coaching (change from last month's report; moved from stage one to two)
 - Department of Laboratory Medicine and Pathology's independent Doctor of Philosophy (PhD) and Master of Science (MSc) degree programs

Dr Kav asked when the ALES items would be moving on to stage two, and Ms Schiestel replied that she expects this to occur within the next two months. She noted she would follow-up on this issue.

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 10:20 am.