



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

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General Faculties Council  
Academic Standards Committee  
Approved Open Session Minutes

Thursday, April 18, 2013  
2-31, South Academic Building  
9:00 AM – 11:00 a.m.

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### **ATTENDEES:**

#### Voting Members:

Bill Connor (Delegate)	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee
Ada Ness (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
Nataraj Kav (Delegate)	Dean, Agricultural, Life and Environmental Sciences
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
Marc Moreau (Delegate)	Dean, Faculty of Medicine and Dentistry
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
Brenda Leskiw (Delegate)	Dean, Faculty of Science

#### Presenters:

Claire Burke	Acting Policy Development and Issues Advisor, Office of the Registrar
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)
Ada Ness	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.

*Discussion:*

Dr Connor noted that, as requested by Dr Leskiw, an additional "Discussion Item" would be added to the Agenda as "Item 7: Examination Dates, Religious Observances, and Accommodation Issues/Policies."

Motion: Kav/Sharpe

THAT the GFC Academic Standards Committee approve the Agenda, as amended.

**CARRIED**

### 2. Approval of the Open Session Minutes of February 21, 2013

Materials before members are contained in the official meeting file.

Motion: Street/Leskiw

THAT the GFC Academic Standards Committee approve the Minutes of February 21, 2013.

**CARRIED**

### 3. Comments from the Chair

Dr Connor commented on a number of relevant items 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:*

Dr Connor noted that Item 4B was withdrawn from consideration at this meeting of GFC ASC and would likely return in a revised form to the Committee at its May, 2013 meeting.

Omnibus Motion: Taylor/Moreau

### 4A. Office of the Registrar: Course Approvals and Denials for April, 2013

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, the proposal for approval of transfer credit, as submitted by the Office of the Registrar

and as set forth in Attachment A, to take effect upon final approval.

**CARRIED**

## **DISCUSSION ITEMS**

### 5. Major Academic Program Changes: University and Other Processes

There were no documents.

*Presenters:* Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee; Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar; Claire Burke, Acting Policy Development and Issues Advisor, Office of the Registrar; Bobbi Schiestel, Acting Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

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

*Discussion:*

Dr Connor requested that Faculties contemplating possible proposals in response to institutional budgetary constraints should involve the Office of the Provost as a first step in the process.

Mr Bodnar distributed a document to members entitled "Briefing Notes Regarding Governance Processes" and, in doing so, stated that Dr Connor had requested that the document be provided to members at this meeting. He explained that the document is a summarized extrapolation of various General Faculties Council (GFC) Standing Committee Terms of Reference and is meant as a guide for providing possible routing on varying proposals that may move through University governance structures, culminating, in the majority of scenarios, with the proposals receiving either GFC and/or Board of Governors approval.

Ms Schiestel updated members on the approval processes that may be invoked after certain proposals had received internal (ie, University) approval, stating that a number of proposals, notably some program deletions and suspensions, do require Ministry approval. She advised members to contact her if they require any clarification or if changes are being contemplated. She stated that Ministry templates are in the process of revision and that the new versions will be made available by the Provincial Government sometime in June, 2013. Ms Schiestel pointed out that there are documents regarding program deletions on the University Governance website as well as a comprehensive flow-chart and a checklist.

Ms Burke reported that the University Calendar will be impacted by such changes and that it can take a year for certain of these changes to be reflected within an upcoming edition of the Calendar. She directed members to review the Calendar Guide available online as it contains detailed information about how to prepare Calendar copy as well as important deadlines for individual Calendar submissions. She reminded members that late changes can be difficult to accommodate. In addition, she advised members that the Office of the Registrar is available for consultation with individuals who may require assistance with proposals.

During the ensuing discussion, members expressed a number of comments and questions including, but not limited to: the reason for the revision of Ministry templates; clarification about which changes require Ministry approval; that the current financial climate requires Faculties to review programs; clarification about the timing of program changes as they relate to the publication of the Calendar; that valuable time is being spent formulating a strategy to adhere to the new budget, at the expense of academics; clarification about the definition of a program suspension; that accreditation impacts a Faculty's ability (or inability) to make certain changes; the impact of restricting or ceasing admission into certain programs; possible ways

to accommodate Mount Royal University students who have been or will be displaced by changes there; that there is confusion surrounding Deputy Premier Thomas Lukaszuk's recent statements within the media relating to Ministry approval of program changes; a brief update about the recent Board of Governors Strategic Retreat; and that any discussion surrounding retirement should not automatically include reference to age.

6. 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 following items:

**External Reviews:**

- Health Sciences Council is reviewing a proposal from Canadian University College for a Bachelor of Science in Wellness Management.
- The Faculty of Physical Education and Recreation is reviewing a proposal from Mount Royal University for a Bachelor of Health and Physical Education.
- The Faculty of Science is reviewing a proposal from Athabasca University for a Bachelor of Science in Applied Mathematics.
- The Faculty of Arts is reviewing a proposal from the University of Lethbridge for a Bachelor of Arts major in Spanish.

**University of Alberta Program Proposals with Enterprise and Advanced Education (EAE):**

- Proposals currently undergoing system coordination review are:
  - 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
    - Nutritional and Food Science changes (Honours in Food Science program, Honours in Nutrition program, Specialization in Dietetics, Specialization in Food Science and Technology, revised Nutrition and Food Major)
    - Plant Biotechnology and Agronomy majors
  - Name change for the Bachelor of Commerce Major in Management and Organization (to Strategic Management and Organization)
  - Post-Baccalaureate Certificate in Sexual Health
  - Name change for the Bachelor of Arts Major in Women's Studies (to Women's and Gender Studies)
- Proposals currently undergoing CAQC review are:
  - Northern Systems Major in the Bachelor of Science in Environmental and Conservation Sciences degree program
- EAE has approved:

- o The Bachelor of Science in Radiation Therapy degree program

7. Examination Dates, Religious Observances, and Accommodation Issues/Policies

There were no documents.

*Presenter:* Brenda Leskiw, Senior Associate Dean (Student Services), Faculty of Science

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

*Discussion:*

Dr Leskiw updated members on the status of the GFC ASC subcommittee reviewing religious accommodation issues, noting that, due to her upcoming administrative leave, she will not be able to chair the subcommittee.

Dr Kav volunteered to chair this group, and Dr Kushner reiterated her willingness to serve on the subcommittee. Ms Sharpe also volunteered to serve on the subcommittee (in lieu of her colleague, Dr Jayson MacLean, who had previously volunteered to serve). Dr Leskiw reported that a list of all additional volunteers and/or appropriate external members is noted within the Minutes from the February 21, 2013 GFC ASC meeting.

Dr Leskiw noted that she will forward all relevant materials to Dr Kav as well as arrange a meeting to discuss the major issues.

Members expressed several comments and questions in relation to this item, including, but not limited to: a suggestion that Mr Wade King, Advisor, Office of Safe Disclosure and Human Rights, be invited to serve on the subcommittee; concerns about the logistics of creating policy that formally recognizes each individual religious observance; that the discussion needs to include a broad range of topics including the impact of religious observances within a clinical education setting; a suggestion to create an attendant procedure to existing policy within the University of Alberta Policies and Procedures On-Line (UAPPOL) (rather than formulate a new policy statement); that this area requires specialized attention if the University of Alberta plans to continue to increase its international student enrolment; and clarification about what other Canadian institutions are doing with regard to religious accommodation.

**INFORMATION REPORTS**

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

There were no items.

9. Information Items Forwarded to Committee Members Between Meetings

There were no items.

**CLOSING SESSION**

10. Adjournment

The Chair adjourned the meeting at 10:25 am.