



General Faculties Council
Academic Standards Committee
Approved Open Session Minutes

Thursday, September 19, 2013
2-31 South Academic Building (SAB)
9:00 AM - 12:00 PM

ATTENDEES:

Voting Members:

Bill Connor	Ex-Officio Chair (Delegate), Provost and Vice-President (Academic)
Nathalie Kermoal	Ex-Officio Member (Delegate), Dean, Faculty of Native Studies
Dustin Chelen	Ex-Officio Member, Students' Union Vice-President (Academic)
Joanna Harrington	Ex-Officio Member (Delegate), Dean, Faculty of Graduate Studies and Research
Natalie Sharpe	Ex-Officio Member, Director of the Student Ombudservice
Tim Joseph	Ex-Officio Member (Delegate), Dean, Faculty of Engineering
Nat Kav	Ex-Officio Member (Delegate), Dean, Faculty of Agricultural, Life and Environmental Sciences
Ada Ness	Ex-Officio Member (Delegate), Vice-Provost and University Registrar
Clive Hickson	Ex-Officio Member (Delegate), Dean, Faculty of Education
Dion Brocks	Ex-Officio Member (Delegate), Dean, Faculty of Pharmacy and Pharmaceutical Sciences
Elaine Geddes	Ex-Officio Member (Delegate), Dean, Faculty of Business
Gary Barron	Ex-Officio Member (Delegate), Graduate Students' Association Vice-President (Academic)
Glen Loppnow	Ex-Officio Member (Delegate), Dean, Faculty of Science
Harry Prest	Ex-Officio Member (Delegate), Dean, Augustana Faculty
Heather McRae	Ex-Officio Member (Delegate), Dean, Faculty of Extension
Janice Causgrove Dunn	Ex-Officio Member (Delegate), Dean, Faculty of Physical Education and Recreation
John Law	Ex-Officio Member (Delegate), Dean, Faculty of Law
Kaysi Kushner	Ex-Officio Member (Delegate), Dean, Faculty of Nursing
Marc Moreau	Ex-Officio Member (Delegate), Dean, Faculty of Medicine and Dentistry
Stuart Landon	Ex-Officio Member (Delegate), Dean, Faculty of Arts
Yvette d'Entremont	Ex-Officio Member (Delegate), Dean, Faculté Saint-Jean
Paul Newton	Elected Member, Academic Staff, Elected by GFC

Non-Voting Members:

Pat Schultz Member, Associate Registrar (Enrolment Management)

Presenter(s):

Bill Connor	Vice-Provost (Academic Programs and Instruction), Office of the Provost and Vice-President (Academic), University of Alberta
Kathleen Brough	Portfolio Initiatives Manager, Office of the Provost and Vice-President

	(Academic)
Deborah Eerkes	Director, Office of Student Judicial Affairs
Chris Hackett	Discipline Officer, Office of Student Judicial Affairs
Marion Haggarty-France	University Secretary
Nat Kav	Associate Dean, Faculty of Agricultural, Life and Environmental Sciences
Ada Ness	Associate Registrar (Enrolment Services, Office of the Registrar
Wade King	Advisor, Safe Disclosure and Human Rights

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: Causgrove Dunn/Prest

THAT the GFC Academic Standards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of June 20, 2013

Materials before members are contained in the official meeting file.

Discussion:

Mr Bodnar apprised members of an error within the attendance section of the Minutes of June 20, 2013.

Motion: Chelen/Joseph

THAT the GFC Academic Standards Committee approve the Minutes of June 20, 2013, as amended.

CARRIED

3. Comments from the Chair

The Chair invited members to introduce themselves and then commented on a number of relevant items to members.

4. Comments from the University Secretary for the New Academic Year

There were no documents.

Presenter: Marion Haggarty-France, University Secretary

Discussion:

Ms Haggarty-France thanked members for their service on the GFC Academic Standards Committee (ASC) and noted that the Committee's efforts continue to make the University of Alberta's Calendar and

policies, regulations, and procedures clearer for students, faculty, and staff. She thanked the members of the GFC ASC Subcommittee on Standards (SOS) for their hard work, as well, in pre-screening and considering material that is later reviewed by GFC ASC.

She noted that the collective membership of GFC ASC serves as an excellent University-wide resource.

She reminded members to reference the University Governance website for GFC ASC-specific information, including the Committee's Terms of Reference and orientation manual.

ACTION ITEMS

5. Items Deemed Minor/Editorial

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:

Mr Bodnar explained that there was an amendment to the material; on page 13, the section pertaining to criminal record checks should be omitted from consideration.

Following commentary from a number of members on the content of the items within the Omnibus Motion, the Chair reminded members that as *per* Committee procedure, anyone wishing to debate an item must contact the Committee Coordinator at least two days before the meeting in order for the item to be considered and discussed as a discrete agenda item.

Mr Bodnar noted that comments could be directed to the Faculties that had submitted the material in the first instance.

Omnibus Motion: Moreau/Loppnow

(Abstention – Chelen)

5A. Faculty of Arts: Proposed Changes to Existing Admission/Transfer and Academic Standing/Graduation Requirements

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 Arts and as set forth in Attachment A, to be effective in 2014-2015 or in 2015-2016 (as duly noted in the material before members).

CARRIED

5B. Faculty of Education: Proposed Changes to Existing Admission/Transfer Requirements (Visiting Student Status)

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 Education and as set forth in Attachment B, to be effective in 2014-2015.

CARRIED

5C. Faculty of Medicine and Dentistry: Proposed Changes to Existing Admission/Transfer, Academic Standing/Graduation, Reexamination, and Physical Testing Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer, academic standing/graduation, reexamination, and physical testing requirements, as submitted by the Faculty of Medicine and Dentistry and as set forth in Attachment C, to be effective in 2014-2015 or in 2015-2016 (as duly noted in the material before members).

CARRIED

5D. Faculty of Pharmacy and Pharmaceutical Sciences: Proposed Changes to Existing Admission/Transfer Requirements (Doctor of Pharmacy (PharmD) Degree Program)

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 Pharmacy and Pharmaceutical Sciences and as set forth in Attachment D, to be effective in 2014-2015.

CARRIED

5E. Office of the Registrar: Course Approvals and Denials for September, 2013

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

5F. Faculty of Rehabilitation Medicine: Proposed Changes to Existing Reexamination Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing reexamination requirements, as submitted by the Faculty of Rehabilitation Medicine and as set forth in Attachment F, to be effective in 2014-2015.

CARRIED

5G. Faculté Saint-Jean: Proposed Changes to Existing Admission/Transfer Requirements

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer requirements, as submitted by Faculté Saint-Jean and as set forth in Attachment G, to be effective in 2014-2015.

CARRIED

5H. Faculty of Science: Proposed Changes to Existing Admission/Transfer and Academic Standing/Graduation Requirements

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 H (highlighted in green), to be effective in 2014-2015.

CARRIED

DISCUSSION ITEMS

6. Proposed Changes to University Calendar Section 23.3 (Attendance)

Materials before members are contained in the official meeting file.

Presenters: Nat Kav, Associate Dean, Faculty of Agricultural, Life and Environmental Sciences; Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar; Wade King, Advisor, Safe Disclosure and Human Rights

Discussion:

The Chair introduced the item to members, noting that it had been reviewed initially by members of the GFC ASC Subcommittee on Standards (SOS) at the September 5, 2013 meeting.

Dr Kav explained that, in Spring of 2013, a subcommittee was struck among members of GFC ASC to amend the University Calendar to clarify procedure in cases where students were unable to meet their academic requirements due to protected grounds and that he became the administrative lead on this subcommittee after the former lead, Dr Brenda Leskiw (Faculty of Science), stepped aside because of her impending administrative leave. He added that, since this time, there had been extensive consultation around this issue with several groups and that the revisions to the regulations are consistent with those of other Canadian institutions.

During the lengthy discussion surrounding this item, members expressed several comments and questions, including, but not limited to: that the revisions are not clear what the repercussions would be for not following the (revised) procedure; that the words "incapacitating" and "severe," which were in the current Calendar entry but proposed for removal, should remain within the procedure; that it is a lot of work to prepare examinations and that it is too onerous to expect accommodation surrounding every situation that may interfere with students being able to attend exams; concern about the inclusion of the word "mental" in the regulation; concern about the inclusion of the paragraph surrounding the weight of final examinations; that some of the language within the revisions is inconsistent with Canadian law; that the University's General Counsel should be consulted on this issue; that the section on mental and/or physical illness is drafted poorly; that Dr Robin Everall, Associate Dean of Students, should be invited to join discussions regarding these revisions; that the word "illness" refers to both mental and physical illness and does not represent a change in practice; that some changes are meant to be guideposts for students in the event that they require an exam deferral; that the proposed revisions remove ambiguity within the current procedure; that a hyperlink to the section of the University Calendar referring to the manner in which final exams should be weighted should be included in the revisions rather than as an excerpt of that section of the Calendar; that appeal processes differ between Faculties; and that there needs to be legal clarity surrounding the issue of the weight of final examinations as it applies to the duty to accommodate.

Mr King recommended that the University's General Counsel be consulted to ensure that the revisions appropriately reflect the duty to accommodate.

Dr Kav noted that he was motivated to take on administrative leadership of this subcommittee in order to put into place regulations that would serve to protect students and that he would not continue in the role if members did not share this guiding philosophy.

The Chair thanked members for their work on this project and stated that the item would be brought

forward once again to the next GFC ASC meeting.

7. Report from the Working Group on the Use of Text-Matching Software for Detecting Plagiarism in Student Work

Materials before members are contained in the official meeting file.

Presenters: Deborah Eerkes, Director, Office of Student Judicial Affairs; Chris Hackett, Discipline Officer, Office of Student Judicial Affairs

Purpose of the Proposal: For information/discussion.

Discussion:

The Chair welcomed Ms Eerkes and Mr Hackett to the meeting.

Ms Eerkes briefed members on the history of the Working Group on the Use of Text-Matching Software for Detecting Plagiarism in Student Work, adding that the 2011 report of the Academic Integrity Task Force recommended that General Faculties Council (GFC) strike such a working group to formally review text-matching software (TMS). She reported that the GFC Campus Law Review Committee (CLRC) had established the group, and the final report is now before members for discussion.

Mr Hackett noted that although the issue is controversial, the report contains useful, current information on the usage and implications of TMS and that the members of the Working Group endeavored to provide comprehensive information to those who may be impacted by TMS, including students and instructors. He reported that members of the University of Alberta community are already bound to adhere to existing policies and laws regarding privacy and that new ones specific to TMS usage are not necessarily warranted.

During the ensuing discussion of this report, members expressed a number of comments and questions in relation to this item, including, but not limited to: concerns about the protection of student work and privacy in relation to TMS usage; concerns about differing jurisdictional privacy legislation in relation to the physical location of TMS databases; concern that TMS companies could profit off of student work; a suggestion to add this to the University Calendar to provide some clarity around TMS usage; that some instructors use their own versions of TMS programs to attempt to detect plagiarism; that recommendation #6 does warrant the creation of a new policy that informs instructors of their obligation to protect student work; that the majority of students do not plagiarize and that the report is balanced in this regard; that instructors should be disclosing their usage of TMS to students; that many people are unaware of the details of the Freedom of Information and Protection of Privacy (FOIPP) Act; a question concerning how best to circulate the contents of this report to the University community; whether using Google as TMS is appropriate; clarification about the length of time papers can be stored in an internal database; clarification about TMS usage data across the University of Alberta; whether any education sessions on TMS usage are currently planned; whether "tip sheets" are available; the necessity to update the University Calendar to prevent adverse situations from occurring; that anything digitized is not private; concerns about the culture of assumed guilt in relation to plagiarism detection; and that it will be extremely difficult to catch some students who possess skills to effectively plagiarize.

The Chair thanked the presenters for their efforts and members for their commentary on this subject.

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

Ms Brough provided hand-outs to members and these are contained in the official meeting file.

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

Purpose of the Proposal: For discussion/information.

Discussion:

Ms Brough provided an update of current programs being considered by the Provincial Government:

Currently with Enterprise and Advanced Education (EAE) Undergoing System Coordination Review

Agricultural, Life and Environmental Sciences: Proposals for the Sustainable Agriculture Major and for changes to the Nutritional and Food Science programs

Arts: Master of Arts (MA) in Women's and Gender Studies

Arts: Name change for the Women's Studies undergraduate program to Women's and Gender Studies

Extension: Master of Arts (MA) in Community Engagement

Currently with Campus Alberta Quality Council Undergoing Quality Review

Agricultural, Life and Environmental Sciences: Proposal for new Plant Biotechnology and Agronomy Majors

Recently Approved

Agricultural, Life and Environmental Sciences: Northern Systems Major in (Environmental and Conservation Sciences (ENCS), in partnership with Yukon College

Name change for the Bachelor of Commerce (BCom) (Management and Organization) program to the BCom (Strategic Management and Organization)

External Reviews of Proposals from Other Institutions

New Proposals:

Doctor of Philosophy (PhD) in Population Studies and Health from the University of Lethbridge

Bachelor of Interior Design from Mount Royal University

Recently Completed:

Master of Nursing (MNurs) proposal from University of Lethbridge

Four-year history program proposal from St Mary University College

Ms Brough distributed a document to members entitled "Program Suspensions Guideline Document" and explained that the document has been recently revised to simplify the information contained therein and to provide clear examples of program suspensions and terminations. She requested that members review the document for its usefulness and invited additional questions and feedback. She noted that the document is not intended to be a replacement for proper contact and consultation with the Office of the Provost and Vice-President (Academic), University Governance, and the Office of the Registrar.

Mr Bodnar noted that the document is located on the University Governance website.

Ms Brough updated members on the new Provincial Government templates for program proposals, adding

that, while they have not been finalized, she is already working with some of the new templates. She reminded members to contact her with any program proposals so that she may appropriately advise which templates to use.

INFORMATION REPORTS

9. Items Approved by the GFC Academic Standards Committee by E-Mail Ballots
 - Course Approvals for August, 2013 [E-Mailed to Members on August 8, 2013]
10. Information Items Forwarded to Committee Members Between Meetings
 - E-Mail to Members of the GFC Academic Standards Committee (ASC) from Dr Bill Connor, Chair [E-mailed to members June 21, 2013]

CLOSING SESSION

11. Adjournment

The Chair adjourned the meeting at 11:10 am.