



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Standards Committee
Approved Open Session Minutes

Thursday, September 17, 2015
2-31 South Academic Building (SAB)
9:00 AM - 12:00 PM

ATTENDEES:

Voting Members:

Nataraj (Nat) Kav	Chair (Delegate), Provost and Vice-President (Academic)
Janice Causgrove Dunn	Vice-Chair, Dean or Delegate (Associate Dean, Undergraduate), Faculty of Physical Education and Recreation
Fraser Brenneis	Member (Delegate), Dean, Faculty of Medicine and Dentistry
Dion Brocks	Member (Delegate), Dean, Faculty of Pharmacy and Pharmaceutical Sciences
Faith Davis	Member (Delegate), Dean, School of Public Health
Yvette d'Entremont	Member (Delegate), Dean, Faculté Saint-Jean
Elaine Geddes	Member (Delegate), Dean, Alberta School of Business
Clive Hickson	Member (Delegate), Dean, Faculty of Education
Raymond Matthias (Delegate)	Member (Delegate), Dean, Faculty of Engineering
Brenda Leskiw	Member (Delegate), Dean, Faculty of Science
Deborah Burshtyn	Member (Delegate), Dean, Faculty of Graduate Studies and Research
Karsten Mundel	Member (Delegate), Dean, Augustana Faculty
Rebecca Nagel	Member (Delegate), Dean, Faculty of Arts
Melissa Padfield	Member (Delegate), Vice-Provost and University Registrar
Fahim Rahman	Member, Vice-President (Academic), Students' Union
Katherine Trepanier (Delegate)	Member (Delegate), Dean, Faculty of Nursing
Brent Epperson (Delegate)	Member, Director of the Student Ombudservice
Liz Taylor	Member (Delegate), Dean, Faculty of Rehabilitation Medicine
Harsh Thaker	Member, Graduate Students' Association Vice-President (Academic)
Jim Bohun	Member (Delegate), Dean, Faculty of Agricultural, Life and Environmental Sciences
Kasia Tymczak	Member, Undergraduate Student at-Large (Elected by GFC)

Non-Voting Members:

Sam Stowe	Member, Associate Registrar or Delegate
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Presenter(s):

Marion Haggarty-France	University Secretary
Pete Hurd	Associate Chair Undergraduate Programs, Psychology
Jeff Bisanz	Chair, Psychology
James Kehrer	Dean, Faculty of Pharmacy and Pharmaceutical Sciences
Terri Schindel	Associate Dean, Faculty of Pharmacy and Pharmaceutical Sciences

Deborah Burshtyn	Associate Dean, Faculty of Graduate Studies and Research
Janice Causgrove Dunn	Associate Dean (Undergraduate), Faculty of Physical Education and Recreation
Nataraj (Nat) Kav	Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee (ASC)
Melissa Padfield	Deputy Registrar
Sam Stowe	Associate Registrar, Office of the Registrar
Anna Vocioni	Assistant Registrar, Office of the Registrar
Kate Peters	Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Staff:

Meg Brolley, 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: Padfield/Brenneis

THAT the GFC Academic Standards Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of June 18, 2015

Materials before members are contained in the official meeting file.

Motion: Causgrove Dunn/Thaker

THAT the GFC Academic Standard Committee approve the Minutes of June 18, 2015.

CARRIED

3. Comments from the Chair

The Chair noted that a senior administration retreat was held in late August with all faculties represented by Deans or Vice-Deans. The retreat was organized around discussions on framing the big questions to guide the institutional strategic plan; members will hear more about this from the President in upcoming weeks. The Chair welcomed the committee to the start of the new year and thanked them for their contributions to the work of the committee.

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

Ms Marion Haggarty-France, University Secretary, welcomed committee members to the new academic year, and provided members with a brief summary of the GFC Academic Standards Committee (ASC) Terms of Reference. She emphasized that GFC is one of the hardest working standing committees of GFC in terms of the types of proposals presented to members, as well as to the volume of proposals. She reminded members that the University Governance website contains helpful resources to members, and

invited all to attend one of the scheduled "Governance 101" sessions. She thanked members for their service towards the academy.

ACTION ITEMS

5. Items Deemed Minor/Editorial

The following proposal(s) were 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.

Discussion:

The Chair noted a member had raised a question about the 'Financial Assistance' section of the calendar copy for Item 5C: Faculty of Graduate Studies and Research: Proposed Changes to Existing Admission Requirements for PhD in Medical Sciences - Obstetrics and Gynecology. It was noted that this editorial clarification would be made prior to posting of final motions.

Motion: Leskiw/Taylor

5A. Office of the Registrar: Course Approvals and Denials for September 2015

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

5B. Faculty of Medicine and Dentistry, Dental Hygiene Program: Proposed Changes to Existing Admission/Transfer and Physical Testing (Immunization) Requirements

THAT GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer and physical testing (immunization) requirements for the Dental Hygiene Program as submitted by the Faculty of Medicine and Dentistry, as set forth in Attachment B, to be effective in 2016-17.

CARRIED

5C. Faculty of Graduate Studies and Research: Proposed Changes to Existing Admission Requirements for PhD in Medical Sciences - Obstetrics and Gynecology

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission requirements for PhD in Medical Sciences - Obstetrics and Gynecology as set forth in Attachment C to take effect upon approval.

CARRIED

5D. Faculty of Graduate Studies and Research: Proposed Changes to Admission Requirements for Existing Graduate Programs in Pharmacy and Pharmaceutical Sciences

THAT GFC Academic Standards Committee approve, under delegated authority from General Faculties

Council, proposed changes to existing admission requirements for existing graduate programs in Pharmacy and Pharmaceutical Sciences.

CARRIED

6. Proposal for an Embedded Research Certificate in Psychology, Faculty of Science

Materials before members are contained in the official meeting file.

Presenter: Pete Hurd, Associate Chair Undergraduate Programs, Psychology, and Jeff Bisanz, Chair, Psychology, Faculty of Science

Purpose of the Proposal: To establish an embedded credit Research Certificate in Psychology offered by the Faculty of Science to students in undergraduate programs from across the University.

Discussion:

Dr Hurd provided members with a brief summary of this proposal, noting that through this certificate, students would be given an opportunity to be recognized and rewarded for two years of research in the laboratory. He noted that the certificate conformed to the approved embedded certificate template and that *6 of statistics/methodology had been added to make it comparable to the Biology certificate.

A member enquired about whether Psychology students in the Faculty of Arts would be eligible; Dr Hurd indicated Arts students would be eligible. Dr Landon further noted that Arts would be working towards the development of a certificate.

Motion: Leskiw/Epperson

THAT GFC Academic Standard Committee approve, under delegated authority from General Faculties Council, the proposed Embedded Research Certificate in Psychology, as submitted by the Faculty of Science, and set forth in Attachments 1 and 2, to take effect Fall 2016.

CARRIED

7. Proposal for a Doctor of Pharmacy (PharmD) Program, Faculty of Pharmacy and Pharmaceutical Sciences

Materials before members are contained in the official meeting file.

Presenter(s): James Kehrer, Dean, Faculty of Pharmacy and Pharmaceutical Sciences; Terri Schindel, Associate Dean, Faculty of Pharmacy and Pharmaceutical Sciences

Purpose of the Proposal: To establish a proposed (new) undergraduate Doctor of Pharmacy (PharmD) program

Discussion:

Dr Kehrer thanked members for their consideration of this proposal, and reported that the Doctor of Pharmacy (PharmD) is a clinical undergraduate degree which will replace the current BSc in Pharmacy degree. He stated that the PharmD is currently offered at the University of Alberta, but only to practicing pharmacists.

He explained that the Association of Faculties of Pharmacy of Canada and the Deans of Pharmacy made an agreement in 2010 to offer the new PharmD degree by 2020, and that five out of 10 Canadian institutions currently offer the PharmD degree.

A member noted that there were workload implications for faculty and staff as the program transitioned from the BSc to the PharmD and commended the Faculty for providing this transition support which would be of the benefit to the students.

Motion: Brocks/Burshtyn

THAT the GFC Academic Standards Committee recommends to the GFC Academic Planning Committee the admission and academic standing requirements for an undergraduate Doctor of Pharmacy (PharmD) as submitted by the Faculty of Pharmacy and Pharmaceutical Sciences and as set forth in Attachments 1 and 2, to be effective upon approval.

CARRIED

8. Proposed Removal of Requirement for GRE scores for Applicants with Degrees from outside North America applying to Graduate Programs in the Department of Biochemistry, as submitted by Faculty of Graduate Studies and Research

Materials before members are contained in the official meeting file.

Presenter: Deborah Burshtyn, Associate Dean, Faculty of Graduate Studies and Research

Purpose of the Proposal: To remove the GRE requirement which is seen as an added obstacle that may deter qualified students with degrees from outside North America from applying to graduate programs in the Department of Biochemistry.

Discussion:

Dr Burshtyn reported that this proposal would remove the GRE scores entrance requirement for all applicants with degrees from outside North America for the Department of Biochemistry. She noted that GRE scores are not a good indicator of preparedness, and that other programs at the university have also removed this requirement.

Motion: Thaker/Rahman

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to the entrance requirements for graduate programs in the Department of Biochemistry as set forth in Attachment 1 and as submitted by the Faculty of Graduate Studies and Research, for early implementation in 2015-2016.

CARRIED

9. Clarification for "Pass subject to revisions" for both master's and doctoral final oral examinations, Faculty of Graduate Studies and Research

Materials before members are contained in the official meeting file.

Presenter: Deborah Burshtyn, Associate Dean, Faculty of Graduate Studies and Research

Purpose of the Proposal: This proposal recommends that similar language be used for thesis-based master's examinations and final doctoral examinations, thus clarifying that when an examining committee decides that the outcome of an exam is "Pass subject to revisions", it must also identify what those revisions are, recognizing that if a student does not make the required revisions, he or she then fails. The change should reduce disputes arising over the substance of revisions that are required.

Discussion:

The Chair provided his opinion that the GFC Academic Standards Committee (ASC) is the correct body to approve the proposal, and a member affirmed this by stating that this proposal contains items which impact academic standing.

In regards to the details surrounding this proposal, Dr Burshtyn reported that it was drafted after concerns were raised regarding situations where one or more examination committee members attempted to add additional revision requirements after the actual examination. She noted the proposal includes clarification that if a student passes an examination "subject to revisions", that it must be clear what those revisions are, recognizing that if the student does not make the revisions, the result is a fail.

During the discussion in relation to this proposal, members expressed a number of comments and questions, including, but not limited to: that students are in support of this proposal; that the Student Ombudservice supports this proposal; clarification in regards to the time allotted to the Chair of the examining committee to report to the Dean regarding required revisions; and, concern about possible increased workload for Chairs.

Motion: Epperson/d'Entremont

THAT the GFC Academic Standards Committee approves, under delegated authority from General Faculties Council, the proposed changes to clarify "Pass Subject to Revisions" from the Faculty of Graduate Studies and Research, as set forth in Attachment 1, to take effect 2016-2017.

CARRIED

10. Proposed Changes to Admission/Transfer and Academic Standing Requirements, Faculty of Physical Education and Recreation

Materials before members are contained in the official meeting file.

Presenter: Janice Causgrove Dunn, Associate Dean (Undergraduate), Faculty of Physical Education and Recreation

Purpose of the Proposal: Proposed changes to existing admission/transfer and academic standing requirements.

Discussion:

Dr Causgrove Dunn provided members with a summary of the proposal. She reported that the proposal includes the removal of the specific grade requirement for English, which will eliminate current problems with administration of transfer students, and aligns the Faculty's admission requirements with those of other University of Alberta Faculties.

She explained that the second change relates to providing additional clarification in regards to special student status to clarify that admission is for graduates of the Faculty of Physical Education and Recreation or similar faculties.

Dr Causgrove Dunn further indicated that, in situations where a student has failed probation or is required to withdraw for the second time, they may not apply for re-admission for five years. This is in alignment with the current practice in the Faculty of Science. The committee discussed the merits of a five year period. Dr Causgrove Dunn noted that this received considerable discussion within the faculty. It was noted that statistics from the Faculty of Science indicated that the success rates for students at five years was very

high, so this time frame was chosen as the best chance of student success. It was further noted that the stakes for a student are very high as a third 'required to withdraw' (RTW) would leave the student in a position of never being able to apply back to the faculty, and could prevent them from being admitted to other faculties or institutions. Members also indicated that sometimes RTW's arise from mental health issues which require sufficient time to be treated. Another member noted that there are admission committees at some faculties which would consider re-applications after RTW's.

The Chair acknowledged member commentary concerning the future discussion topic of readmission and mental health issues.

Motion: Taylor/Brocks

That GFC Academic Standards Committee approves, under delegated authority from General Faculties Council, proposed changes to admission/transfer and academic standing requirements, Faculty of Physical Education and Recreation, as set forth in Attachment 1, to be effective 2016-2017.

CARRIED

11. Proposed Changes to the Admission Decision Process Related to Self-Recorded Grades for High School Applicants, Office of the Registrar

Materials before members are contained in the official meeting file.

Presenter: Melissa Padfield, Deputy Registrar

Purpose of the Proposal: Proposed changes to the admission decision process regarding self-recording of grades for High School Applicants as reflected in the University Calendar.

Discussion:

Ms Melissa Padfield, Deputy Registrar, reported that the proposed changes would allow students to self-record grades (i.e. manually input grade data from official documents directly into the application for admission) in order to be considered for admission. She explained that the proposal also clearly directs students to submit final and official transcripts by the document deadline. She stated that this proposal will allow members of the Office of the Registrar the opportunity to extend admission offers earlier.

In response to several concerns related to the misrepresentation and/or falsification of self-reported grades, Ms Padfield indicated that the consequences of such action will be clearly outlined within admission letters.

Motion: Leskiw/Causgrove Dunn

THAT Academic Standards Committee recommends to GFC Academic Planning Committee the proposed changes to the Admission Decision Process related to Self-Recorded Grades for High School Applicants, as submitted by the Office of the Registrar and as set forth in Attachment 1, for implementation in 2015-2016 (with publication in the University Calendar in 2016-2017).

CARRIED

12. Proposed Revisions to the Terms of Reference for the GFC Academic Standards Committee

Materials before members are contained in the official meeting file.

Presenter(s): Nataraj (Nat) Kav, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee (ASC); Kate Peters, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: Proposed Revisions to the Terms of Reference for the GFC Academic Standards Committee (ASC).

Discussion:

Ms Peters reported that this proposal aims to revise the Terms of Reference for the GFC Academic Standing Committee (ASC), specifically to remove the requirement for ASC to recommend to the GFC Academic Planning Committee (APC) on proposed certificates which require government approval. She added that the Terms of Reference would specify that ASC has the delegated authority to approve proposals for the establishment and termination of credit and non-credit certificates where no additional funding and/or space is required.

There was no further discussion.

Motion: Leskiw/d'Entremont

THAT GFC Academic Standards Committee recommends to the GFC Executive Committee proposed revisions to the GFC ASC Terms of Reference as set forth in Attachment 1, to take effect upon final approval.

CARRIED

DISCUSSION ITEMS

13. Update on the Implementation of the Electronic Calendar Project, Office of the Registrar

Materials before members are contained in the official meeting file.

Presenter(s): Sam Stowe, Associate Registrar, and Anna Vocioni, Assistant Registrar, Office of the Registrar

Purpose of the Discussion: To provide an update on implementation of the Electronic Calendar Project: Phase One.

Discussion:

Ms Stowe reported that her presentation is meant to demonstrate the details of Phase One of the Electronic Calendar Project, and noted that on November 20, 2015, the first draft of the 2016-2017 calendar will be available. She added that the tool utilized for this project is called Acalog, which was selected based on meeting 90% of specified project requirements. She emphasized that there is ongoing Faculty consultation in regards to how this tool is being utilized. She noted that the tool will not support section numbers or charts, and that lists will be used to present some of the material. She noted that the tool is responsive and usable across several devices and that the search function is quite robust.

Following a live demonstration of Acalog, members expressed several comments and questions, including, but not limited to: whether Acalog will interface with Bear Tracks so that specific course information can be available, including available spots in classes; it was noted that this will be part of phase 2. On the question of whether archived versions of the University Calendar will still be available and whether archived versions of the University Calendar will include live links, it was noted that links would be unique in order to reach

into old calendars which are available on the website. Ms Vocioni noted that they will request testing of this, to ensure functionality.

Following a lengthy discussion in which members expressed serious concerns about the removal of Calendar section numbers, Ms Stowe replied that consultation with Faculties is ongoing, but that now may be a key time to address how current communications operate, and ways in which they may need to evolve given the way that students search for information. She added, as well, that most Canadian universities do not utilize Calendar section numbers, or are no longer using them.

Members expressed several comments and questions, including, but not limited to: whether there is an easy way to sift through the University Calendar to identify Faculty-specific information, using the search engine; whether the Office of the Registrar will be inviting students to comment on their experiences using Acalog; clarification as to other universities using Acalog; clarification as to why institutions are no longer using section numbers; that content in the University Calendar is outdated, and that this process allows an opportunity for a review of how the university displays its information; a suggestion to provide training sessions, especially in how to present information and how to refer students to the appropriate part of the calendar without a section number.

Ms Vocioni responded that work is ongoing to ensure that search functions will be robust and responsive to the way people search for information. The Registrar's Office indicated that they follow up with the information on other universities using Acalog. (*Note: this information was provided by the Registrar's Office and is included at the end of the minutes*).

The Chair thanked presenters and noted that further updates would be welcomed.

14. External Programs for Review and Programs in Progress on Campus: Standing Item (no documents)

There were no documents.

Presenter(s): Nataraj (Nat) Kav, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee (ASC); Kate Peters, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Discussion: For discussion/information.

Discussion:

Ms Peters provided members with an update in regards to proposals being considered by the Ministry of Innovation and Advanced Education (IAE):

To be Proposed to Government pending GFC APC approval:

- PharmD Program, Faculty of Pharmacy and Pharmaceutical Sciences

Currently with IAE undergoing System Coordination Review:

- Program Proposal for a Diploma in Tourism Management
- Program Proposal for MSc in Urban and Regional Planning
- Program Proposal for MSc in Audiology
- Suspension proposal for Honors & Specialization Programs – Biological Sciences & Computing Sciences (Bioinformatics)
- Suspension proposal for Diploma in Dental Hygiene

Completed System Coordination Review, under review by Campus Alberta Quality Council Review:

- Master of Accounting

Recently Approved by System Coordination Review:

- Two post-Master's certificates in Business Fundamentals, Innovation and Entrepreneurship

Members discussed the Master of Accounting proposal as well as how the Business Fundamentals items will be introduced to the graduate student community.

15. Question Period

There were no questions.

INFORMATION REPORTS

16. Items Approved by the GFC Academic Standards Committee by e-Mail Ballot (non-debatable)

There were no items.

17. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

18. Adjournment

The Chair adjourned the meeting at 10:55 a.m.