



The following Motions and Documents were considered by the General Faculties Council at its Monday, March 18, 2019 meeting:

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference - GFC Academic Standards Committee**

CARRIED MOTION:

THAT General Faculties Council approve the proposed changes to the GFC Academic Standards Committee Terms of Reference as recommended by the GFC Academic Standards Committee and the GFC Executive Committee, and as set forth in Attachment 1, to take effect July 1, 2019.

FINAL Item: 6

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Revisions to Standing Committee Terms of Reference - GFC Academic Standards Committee (ASC)
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Motion

THAT General Faculties Council approve the proposed changes to the GFC Academic Standards Committee Terms of Reference as recommended by the GFC Academic Standards Committee and the GFC Executive Committee, and as set forth in Attachment 1, to take effect July 1, 2019.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	GFC Academic Standards Committee (ASC)
Presenter(s)	Tammy Hopper, Chair ASC

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to recommend the revised terms of reference for the GFC Academic Standards Committee
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Report of the <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority, endorsed by GFC on April 21, 2017, made 10 recommendations specific to ASC. The following 6 recommendations are addressed in the draft Terms of Reference attached:</p> <p><i>THAT the ex-officio membership on ASC remain unchanged; and that the membership be expanded to include two additional elected GFC members and the Associate Dean of Students as a non-voting member</i></p> <p><i>THAT the role of Academic Standards Committee be expanded to allow the committee to comment on all academic portions of program proposals including program structure of new programs and changes to programs</i></p> <p><i>THAT the delegated authority to approve the suspension of a program move from Academic Standards Committee to the Academic Planning Committee</i></p> <p><i>THAT the Academic Standards Committee recommend to the Academic Planning Committee on program terminations and suspensions and vet the Calendar language for such proposals</i></p> <p><i>THAT the Academic Standards Committee recommend to the Academic Planning Committee on program changes</i></p> <p><i>THAT the Academic Standards Committee be given the delegated authority to approve establishment, termination and changes to certificates for all Faculties; those requiring additional funding and/or space would be recommended to the Academic Planning Committee for approval * Currently those requiring government approval are recommended to APC who recommends to the Board. This pathway</i></p>

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was originally developed when certificates were first being introduced. The Board approves new credentials; degree programs stop at APC.

Work on the remaining 4 recommendations, listed below, will be undertaken by the ad hoc Committee on Program Approval Processes which was established by the GFC Executive Committee on January 14, 2019:

THAT, over the next year, the ASC Subcommittee on Standards be charged with reviewing and revising the policy on course and minor program changes

THAT the delegated authority to ratify new course designators and to approve renumbering of courses move from the Executive Committee to the Academic Standards Committee

THAT the Academic Standards Committee review and approve courses associated with new programs, subject to challenge through the normal course circulation process

THAT the Academic Standards Committee be given delegated authority to approve the establishment, termination and changes to college level diploma and certificate programs from the Centre collégial de l'Alberta; those requiring additional funding and/or space would be recommended to the Academic Planning Committee for approval

Other Changes:

The proposed terms of reference reflect a standard template that will be used for all GFC standing committees which has been designed to provide increased clarity on mandate, responsibilities, and delegated authority.

Removals of:

- Institutional marking and grading policies and/or procedures
- Institutional term work policies and/or procedures
- Maintaining a dialogue with secondary and other post-secondary institutions
- Changes to the *University Calendar* on Missed Term Work
- Monitoring the implementation of the consolidated final examination policy

Next Review of Terms of Reference

ASC will be reviewing and proposing further revisions to its terms of reference within the next year resulting from:

- recommendations arising from the work of the GFC Executive ad hoc committee on program approval processes
- implications raised by added responsibilities around program review and ensuring the composition is appropriate to the responsibilities
- current work led by the Registrar's Office on transfer credit procedures

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Supplementary Notes and context	
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Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • ad hoc Committee on Academic Governance Including Delegated Authority • GFC Executive Committee Transition Committee • ASC • ASC Subcommittee on Standards (SOS)
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the ad hoc Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) Appendix 6: List of Consultations • GFC Executive Committee – February 11, 2019 early consultation • General Faculties Council – February 25, 2019 early consultation
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • General Faculties Council • Board of Governors has been provided with brief highlights of the work of the ad hoc Committee on Academic Governance Including Delegated Authority
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC ASC – February 14, 2019 GFC Executive Committee – March 4, 2019 General Faculties Council – March 18, 2019</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>For the Public Good</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>		
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td> <input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) GFC Executive Committee Terms of Reference GFC Academic Standards Committee Terms of Reference</p>		

Attachments

1. Proposed GFC Academic Standards Committee Terms of Reference
2. Current GFC Academic Standards Committee Terms of Reference

Prepared by: University Governance



1. Mandate and Role of the Committee

The Academic Standards Committee (ASC) is a standing committee of General Faculties Council (GFC) charged with oversight on matters related to admissions and transfer, academic standing, and academic programs.

The Committee may be called upon to provide advice to the Provost and Vice-President (Academic) on items which may include academic advisement, official University academic records-keeping, and registration.

2. Areas of Responsibility

- a. Admission/Transfer and Academic Standing Regulations
- b. Transfer
- c. Physical Testing and Immunization of Students
- d. Credit and Non-Credit Certificates
- e. Faculty of Extension Non-Credit Courses and Programs
- f. Program Proposals

All proposals for consideration of the Committee are first submitted to the Provost and Vice-President (Academic) who will consult as necessary with the Faculties and other individuals and offices in its consideration of these proposals.

3. Composition

Voting Members (26)

Ex-officio (22)

- Provost and Vice-President (Academic), Chair
- Dean of each Faculty or School (18)
- Vice-Provost and University Registrar
- Vice-President (Academic), Students' Union
- Vice-President (Academic), Graduate Students' Association

Elected by and from GFC (4)

- 3 academic staff (A1.1, 1.5, 1.6, 1.7), 1 of whom will be elected as Vice-Chair
- 1 undergraduate student

NOTE: One ex-officio Dean or delegate of ASC will be cross appointed to the GFC Undergraduate Awards and Scholarships Committee, as elected by ASC

NOTE: One ex-officio Dean or delegate of ASC will be cross appointed to the GFC Student Conduct Policy Committee, as elected by ASC

Non-voting Members

- Associate Dean of Students
- Director of the Student Ombuds
- Associate Registrar
- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Admission /Transfer and Academic Standing Regulations

- a. Approve routine and/or editorial changes to admission/transfer and academic standing regulations
- b. Approve changes to International Baccalaureate (IB) and Advanced Placement (AP) regulations

4.2 Transfer

- a. Approve (for inclusion in the Alberta Transfer Guide) and deny courses for transfer credit to the University of Alberta which are offered by Alberta Council on Admissions and Transfer (ACAT) member institutions and institutions within the Alberta Postsecondary Six-Sector Model with specific exceptions outlined in the [Transfer Credit Articulation Procedure](#).
- b. Monitor, and rescind if necessary, entries in the Alberta Transfer Guide relevant to the University of Alberta

4.3 Physical Testing and Immunization of Students

- a. Approve individual Faculty regulations concerning physical testing and immunization of students.

4.4 Credit and Non-Credit Certificates

- a. Approve the establishment and termination of credit and non-credit certificates subject to resource limitations.

4.5 Faculty of Extension Non-Credit Programs

- a. Approve new non-credit programs and program expansions in the Faculty of Extension subject to resource limitations
- b. Decide on any challenge made to an Extension non-credit course which the Provost and Vice-President (Academic) has been unable to resolve.

5. Responsibilities Additional to Delegated Authority

5.1 Calendar

- a. Provide advice to the GFC Executive Committee (EXEC) on the preparation and publication of the University Calendar

5.2 Admissions, Transfer, and/or Academic Standards Regulations

- a. Recommend to GFC on changes to admissions, transfer and/or academic standards regulations with institutional scope
- b. Receive and discuss the Report of the Senate Committee of Lay Observers of the Admissions Process in Quota Programs

5.3 Program Proposals

- a. Review new program proposals and substantial revisions to programs, and provide recommendations to the GFC Academic Planning Committee (APC)
- b. Review and recommend program suspensions and terminations to APC

6. Sub-delegations from the GFC Academic Standards Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to ASC:

7.1 Admission/Transfer and Academic Standing Regulations

- a. Substantial changes and those with institutional scope are recommended to GFC

7.2 Transfer

- a. ASC considers course transfers for the institutions indicated in the [Transfer Credit Articulation Procedure](#)

7.5 Certificates

- a. Where additional funding and/or space is required to support the offering of the proposed certificate ASC would provide a recommendation on the proposal to APC

7.6 Faculty of Extension Non-credit Programs

- a. Where additional funding and/or space is required, ASC would provide a recommendation on the proposed program to APC

8. Reporting

8.1 The Committee should regularly report to GFC with respect to its activities and decisions.

8.2 The Committee should report on approved changes to individual Faculty regulations concerning physical testing and immunization of students to EXEC for information.

8.3 The Committee should report annually to APC on new and terminated certificates.

9. Definitions

Routine and/or Editorial - refers to proposals which do not involve or affect other Faculties or units and do not form part of a proposal for a new program. Editorial or routine changes include any and all changes to the wording of faculty or program specific admissions or academic standing regulations.

Substantial - refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.

Dispute - If there is any dispute or question as to which of the above categories a proposal falls under, the Provost and Vice-President (Academic) (or delegate) will decide.

Embedded Certificate – Defines a specific area of focus for the student and is completed during the course of an undergraduate or graduate degree program.

Free-standing Credit Certificate – Stand-alone programs at the undergraduate or graduate level.

Free-standing Non-Credit Certificate – Stand-alone programs for professional development and continuing education.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

10. Links

Admissions Policy

Transfer Credit Articulation Procedure
Undergraduate Admissions Procedure

Academic Standing Policy
Academic Standing Regulations Procedure

Approved by General Faculties Council: [date]

GFC Academic Standards Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). Further, the *Post-Secondary Learning Act* (sections 60(1)(c) and (d)) gives the Board of Governors authority over certain admission requirements and rules respecting "enrolment of students to take courses." The Board has delegated its authority over these areas to GFC. GFC has thus established an Academic Standards Committee (GFC ASC), as set out below, and has delegated certain of its powers to the GFC ASC.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Ex Officio

Provost and Vice-President (Academic) (or delegate); (Chair) (GFC 31 MAY 2005)

Dean (or delegate) of each Faculty or School;

Vice-Provost and University Registrar (or delegate)

Students' Union Vice-President (Academic) (or delegate);

Graduate Students' Association Vice-President (Academic) (or delegate) (GFC 29 SEP 2003) (GFC 31 MAY 2005)

Director of the Student Ombudservice (or delegate)

Elected Members

One academic staff member (Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7*) elected by GFC (GFC 29 SEP 2003)

One undergraduate student elected by GFC, who may be a transferee from an Alberta College

Appointed Member

A representative of the Health Sciences Council, appointed by the Council (GFC 29 SEP 2003)

* See UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff.

Non-Voting Members

Associate Registrar (or delegate) (GFC 29 SEP 2003) (GFC 31 MAY 2005)

The Chair of the GFC Academic Appeals Committee (or delegate) (EXEC 03 FEB 2003)

University Advisor – International Educational Experiences (EXEC 04 OCT 2010)

Chair and Vice-Chair

ASC is chaired by the Provost and Vice-President (Academic) or delegate. A faculty member from among the *ex-officio* membership, appointed by the Chair, will serve as Vice-Chair. (EXEC 06 OCT 2008)

Normally the Chair of ASC (or delegate) will serve as the University's representative on the Alberta Council on Admissions and Transfer (ACAT). (EXEC 06 JUN 1984) (GFC 26 JAN 1987) (GFC 26 JUN 1989)

3. Mandate of the Committee

The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

A. Definitions

i. "Routine and/or Editorial"

In the responsibilities which follow, the term "routine and/or editorial" refers to proposals which do not involve or affect other Faculties or units; do not form part of a proposal for a new program; and which do not involve alteration of an existing quota or establishment of a new quota. Editorial or routine changes include any and all changes to the wording of an admissions or academic standing policy.

ii. "Substantial"

In the responsibilities which follow, the term "substantial" refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.

iii. Dispute

If there is any dispute or question as to which of the above categories a proposal falls under, the Provost and Vice-President (Academic) (or delegate) will decide. (GFC 31 MAY 2005)

B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)

i. All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005) (EXEC 04 DEC 2006)

ii. ASC acts for GFC in approving routine and/or editorial changes to both admission/transfer policies and academic standing regulations, and acts for GFC in approving all proposals for a) change to examination regulations, b) change to existing International Baccalaureate (IB) and Advanced Placement (AP) policies and procedures and c) change to the *University Calendar* Section on Missed Term Work (under the Section entitled *Evaluation Procedures and Grading System*. (EXEC 18 NOV 1996) (EXEC 04 DEC 2006)

iii. In consultation with the Office of the Provost and Vice-President (Academic) and the Office of the Registrar and Student Awards, ASC monitors the implementation of the consolidated final examination policy.

iv, ASC provides advice or recommends to the GFC Academic Planning Committee (APC) on proposals which involve substantial change to admission/transfer regulations or to academic standing regulations.

v. ASC provides advice or recommends to APC on general University admission or transfer policies affecting students, including policies which affect Open Studies.

- vi. ASC provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures.
- vii. ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures (with the exception of that noted in B. ii).
- viii. ASC maintains a dialogue with the Provost and Vice-President (Academic) on major admission/transfer and academic standing issues. (GFC 29 SEP 2003)
- ix. ASC maintains a dialogue with secondary and other post-secondary institutions, as requested by the Provost and Vice-President (Academic). (GFC 31 MAY 2005)
- x. ASC responds to proposals that may affect the admission or transfer of students to the University of Alberta.
- xi. ASC acts for GFC in approving either of the following kinds of proposed changes to courses **recommended or required for admission**: a. a course previously recommended for admission is now required for admission; or b. a course previously required for admission is now only recommended for admission.

C. Quotas

- i. Proposals which involve a new quota or a revision to an existing quota are submitted to the Provost and Vice-President (Academic) (or delegate) for consideration by the GFC Academic Planning Committee (APC); ASC's advice will be sought on the admissions/ transfer component of such proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005)
- ii. ASC undertakes studies on the effects of admission/transfer requirements, and where such studies involve quotas, consults with the Provost and Vice-President (Academic).
- iii. ASC receives annually and considers the Report of the Senate Committee of Lay Observers of the Admissions Process in Quota Programs. (GFC 29 SEP 2003)

D. Alberta Transfer Guide

- i. ASC approves, for inclusion in the Alberta Transfer Guide, courses for transfer credit to the University of Alberta which are offered by non-University institutions in Alberta. Approval will be based upon an assessment of course content and level of instructor qualifications.
- ii. ASC denies courses for transfer credit to the University of Alberta which are offered by non-University institutions in Alberta.
- iii. ASC monitors the entries in the Alberta Transfer Guide relevant to the University of Alberta.
- iv. ASC rescinds, if necessary, the entries in the Alberta Transfer Guide relevant to the University of Alberta.

E. Physical Testing and Immunization of Students

ASC approves on GFC's and the Board's behalf, all individual Faculty policies concerning physical testing and immunization of students, and files a report with the GFC Executive Committee for information. (GFC 27 SEP 1999) (GFC 29 SEP 2003)

F. Faculty of Extension Courses and Programs: Approval Route

- i. GFC delegated to ASC the authority to approve new non-credit programs and program expansions in the Faculty of Extension. Where additional funding and/or space is required, ASC would provide a recommendation on the proposed program to the GFC Academic Planning Committee (APC); (GFC 29 SEP 2003)
- ii. GFC delegated to the Provost and Vice-President (Academic) the authority (a) to approve new non-credit courses or major changes in the content or delivery of existing non-credit courses in the Faculty of Extension and (b) to receive and resolve challenges concerning these courses. (GFC 29 SEP 2003)
- iii. GFC delegated to ASC the authority to make a decision on any challenge made to an Extension non-credit course which the Provost and Vice-President (Academic) has been unable to resolve. (GFC 30 MAR 1981) (GFC 29 SEP 2003)
- iv. Credit programs and courses in the Faculty of Extension will follow the normal route as outlined in policies on course and program changes. (GFC 29 SEP 2003)

G. Certificates (All Faculties): Approval Route

GFC delegated to ASC the authority to approve proposals for the establishment of and termination of credit and non-credit certificates, regardless of the proposing academic unit. Where additional funding and/or space is required to support the offering of the proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) (or delegate), the certificate requires Government approval, ASC would provide a recommendation on the (proposed) initiative to the GFC Academic Planning Committee (APC). (GFC 31 MAY 2005) (EXEC 12 JAN 2009)

H. Other Matters

The Chair of ASC will bring forward to ASC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the Committee. These matters may include, but are not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other post-secondary institutions and the University of Alberta, and registration. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

Approved September 19, 2008 (GFC)
Updated August 2014

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