



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Planning Committee
Approved Open Session Minutes

Wednesday, February 22, 2012
3-15, UHALL
2:00 PM – 4:00 PM

ATTENDEES:

Voting Members:

Phyllis Clark	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Academic Planning Committee
George Pavlich (Delegate)	Vice-President (Research)
Philip Stack (Delegate)	Acting Vice-President (Finance and Administration)
Emerson Csorba (Delegate)	President, Students' Union
Roy Coulthard	President, Graduate Students' Association
Deanna Williamson	Academic Staff Member, Member of GFC
Christina Rinaldi	Academic Staff Member, Member of GFC
Loren Kline	Academic Staff Member-at-large
Susan Barker	Department Chair at-large
Nathan Andrews	Graduate Student-at-large
Jessica Zvonkovic	Undergraduate Student-at-large

Non-Voting Members:

Gerry Kendal	Vice-Provost and University Registrar
Bill Connor	Vice-Provost (Academic Programs and Instruction)

Presenters:

Phyllis Clark	Acting Provost and Vice-President (Academic) and Acting Chair, GFC Academic Planning Committee
Bill Connor	Vice-Provost (Academic Programs and Instruction)
Gerry Kendal	Vice-Provost and University Registrar
Ada Schmude	Associate Registrar and Director of Records, Office of the Registrar

Staff:

Garry Bodnar	Coordinator, GFC Academic Planning Committee
Emily Paulsen	Scribe, GFC Academic Planning Committee

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Members agreed to the Agenda, as circulated.

2. Approval of the Open Session Minutes of February 8, 2012

Materials before members are contained in the official meeting file.

Motion: Pavlich/Kline

THAT the GFC Academic Planning Committee approve the Minutes of February 8, 2012.

CARRIED

3. Comments from the Chair

Acting Chair Phyllis Clark commented on a number of items of interest to members.

ACTION ITEMS

4. Proposed Changes to Existing Mandatory Student Instructional Support Fees, Proposed New Mandatory Student Instructional Support Fees, and Proposed New Non-Instructional Fees

Materials before members are contained in the official meeting file.

Presenter: Gerry Kendal, Vice-Provost and University Registrar

Purpose of the Proposal: To establish new Mandatory Student Instructional Support Fees, to change certain existing Mandatory Student Instructional Support fees, and to establish new Non-Instructional Fees.

Discussion:

Mr Kendal introduced this annual omnibus item to members, noting that many of the fees-related proposals before members on this occasion were, for the most part, to offset travel expenses for students enrolled in the affected courses. Mr Kendal explained that these courses are typically optional to the students' programs so total cost of instruction for individual programs is not increased.

Mr Csorba noted that, while he appreciated the student consultation listed on some of the proposals, it is important, in his view, that the Faculty students' associations be consulted, as well.

Mr Coulthard confirmed with Mr Kendal that, in regard to the proposal set out in Attachment 3, the confirmation deposit collected in this instance would go towards the tuition costs for students enrolled in the Master of Science in Integrated Petroleum Geosciences (MSc in IPG).

It was clarified that some proposed fees are marked with a range (eg, \$25 - \$50) because, although the courses are not yet fully planned, it was important to ensure students were notified that there will be an additional fee associated with individual courses.

Mr Csorba asked for clarification of what was meant by a "general increase in costs" on page three of the first attachment. Mr Jonathan Hawkins, Registrar, Augustana Faculty, who was in attendance, responded that this was worded in this manner as to allow some flexibility in planning and to account for costs that rise, generally, on an annual basis.

Motion: Williamson/Kline

THAT the GFC Academic Planning Committee recommend to the Board of Governors the approval of the proposed changes to existing Mandatory Student Instructional Support Fees (set forth in Attachment 1), new Mandatory Student Instructional Support Fees (set forth in Attachment 2), and the new Non-Instructional Fees (set forth in Attachment 3), as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

CARRIED

5. Elimination of Fees for Deferred Examinations

Materials before members are contained in the official meeting file.

Presenters: Bill Connor, Vice-Provost (Academic Programs and Instruction); Gerry Kendal, Vice-Provost and University Registrar; Ada Schmude, Associate Registrar and Director of Records, Office of the Registrar

Purpose of the Proposal: To eliminate fees charged to students writing deferred examinations. The Office of the Registrar proposes the elimination of fees for examination deferrals in recognition of Section 44.8 of the GFC Policy Manual (University of Alberta Reasonable Accommodation Policy) and, in addition, the need to maintain fairness to and consistency for all University of Alberta students granted deferred exams.

Discussion:

Mr Kendal explained that last year, after a request for a deferred exam was granted for a student, that student chose to appeal the fee collected for the exam on the basis of reasonable accommodation; this served, in turn, to open up a dialogue with the University Administration which ultimately resulted in a decision that the student be accommodated and that collection of the fee in this case was inappropriate. This led to further discussion on the issue of collection of the deferred exam fee. After considerable consultation on the matter, the general consensus appeared to be that this fee be eliminated, with many feeling that the collection of the fee was unfair to those students writing deferred exams.

Mr Kendal noted that many felt that the fee had no deterrent value, and he clarified that the monies accruing from the fee do not go back directly to the Faculties or to the Office of the Registrar. Further, he explained that the new policy (ie, no longer collecting this fee) would be implemented if and when it is finally approved at by the Board of Governors.

Motion: Csorba/Coulthard

THAT the GFC Academic Planning Committee recommend to the Board of Governors a proposal submitted by the Office of the Registrar for the elimination of fees for deferred examinations, as set forth in Attachment 3, to take effect upon final approval and for publication in the 2013-2014 *University Calendar*.

CARRIED

DISCUSSION ITEMS

6. Question Period

There were no questions.

INFORMATION REPORTS

7. Items Approved by the GFC Academic Planning Committee by E-Mail Ballots

There were no items.

8. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

9. Adjournment

The Chair adjourned the meeting at 2:35 pm.