



General Faculties Council
Academic Planning Committee
Approved Open Session Minutes

Wednesday, September 17, 2014
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Carl Amrhein	Chair, Provost and Vice-President (Academic)
Nathan Andrews	Member, President of the Graduate Students' Association
Ingrid Johnston	Member (Delegate), Vice-President (Research)
Philip Stack	Member (Delegate), Vice-President (Finance and Administration)
Nadir Erbilgin	Member, Academic Staff-at-large
Lise Gotell	Member, Academic Staff, Member of GFC
Loren Kline	Member, Academic Staff-at-large
William Lau	Member, President of the Students' Union
John Law	Member, Academic Staff, Member of GFC
D. Douglas Miller	Member, Dean Representative
Jeremy Richards	Member, Academic Staff, Member of GFC
Wendy Rodgers	Member, Academic Staff, Member of GFC
Alexander Schlacht	Member, Graduate Student-at-Large
Pamela Sewers	Member, NASA Member-at-large

Non-Voting Members:

Lisa Collins	Member, Vice-Provost and University Registrar
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Presenter(s):

Carl Amrhein	Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee
Lisa Collins	Vice-Provost and University Registrar
Roger Epp	Vice-Provost (Academic) and Chair, Centres and Institutes Committee
Marion Haggarty-France	University Secretary
Ingrid Johnston	Associate Vice-President (Research)
Melissa Padfield	Assistant Registrar (Student Connect), Office of the Registrar
Philip Stack	Associate Vice-President (Risk Management Services)
Sunita Vohra	Professor, Department of Pediatrics, Faculty of Medicine and Dentistry
Earle Waugh	Director, Centre for Cross-Cultural Health, Department of Family Medicine
Lihong Yang	Assistant Registrar (Admissions), Office of the Registrar

Staff:

Garry Bodnar, Coordinator, GFC Academic Planning Committee
Marion Haggarty-France, University Secretary
Andrea Patrick, Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee

Motion: Kline/Erbilgin

THAT the GFC Academic Planning Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of June 25, 2014

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee

Motion: Gotell/Kline

THAT the GFC Academic Planning Committee approve the Minutes of June 25, 2014.

CARRIED

3. Comments from the Chair

The Chair commented on a number of relevant issues to members. He welcomed the Committee to the new Academic Year and recognized each new member in turn.

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 welcomed members to the 2014-2015 Academic Year and thanked them for their service towards academic governance at the University of Alberta. She provided a brief overview of the Terms of Reference for GFC APC as well as additional commentary in relation to the Committee's delegated authority, as provided by General Faculties Council (GFC). She noted that GFC APC is a senior Standing Committee of GFC and that the work done by members is key to the success of the institution. She reminded members of the mandate of the Committee, including the annual recommendation of the University's operating budget to the Board of Governors as well as a range of academic matters of importance.

Ms Haggarty-France reported on the retirement of the GFC APC Committee Coordinator and Secretary to GFC, Mr Garry Bodnar, planned for March, 2015, and recognized his 35 years of dedicated service to the academy. She invited members to review the Committee orientation page on the University Governance website, along with information in relation to the Governance 101 sessions planned throughout the year.

A member thanked Mr Bodnar for his service to the University of Alberta and added that his presence will be missed following his retirement.

ACTION ITEMS

5. Proposal for the Establishment of the Integrative Health Institute (IHI) at the University of Alberta

Materials before members are contained in the official meeting file.

Presenter(s): Ingrid Johnston, Associate Vice-President (Research); Roger Epp, Vice-Provost (Academic) and Chair, Centres and Institutes Committee; Sunita Vohra, Professor, Department of Pediatrics, Faculty of Medicine and Dentistry; Earle Waugh, Director, Centre for Cross-Cultural Health, Department of Family Medicine

Purpose of the Proposal: The Integrative Health Institute (IHI) builds on existing expertise in integrative health research and education across ten Faculties to create a position of strength provincially, nationally, and internationally. The Institute is designed to promote interdisciplinary collaboration at all levels of research. The goal is scholarship that will inform health policy and practice on a topic that is of great relevance in Canada and internationally. The IHI will focus on three priority areas based on the University's strengths and our ability to develop national and global leadership in the field. The themes are: natural health products/functional foods; mind-body therapies, such as mindfulness meditation; traditional and indigenous health practices, such as Aboriginal health practices, Traditional Chinese Medicine, *et cetera*.

These themes will allow for research across the spectrum (basic science to clinical research to population health and health policy/services research). Of note, 'translational' research in this field describes not only bench-to-bedside but also bedside-to-bench (research that explores mechanism of action for clinically relevant benefits or harms) and evidence-to-practice and policy.

Discussion:

The Chair provided a brief opening commentary in relation to the development of this proposal, adding that the Vice-President (Research) was approached to act as the oversight authority of IHI and that, as was the case with pre-existing models of non-decanal supervision of centres and institutes, this was determined to be the most appropriate course of action. He further explained that following extensive discussion surrounding funding for IHI, Central Administration had pledged two years of start-up funding as the mandate of IHI aligns with certain institutional priorities, including those of the Office of Advancement. Dr Amrhein noted that space considerations for IHI will be determined by the Office of the Vice-President (Facilities and Operations), according to existing protocols.

Dr Johnston provided members with a brief summary of the proposal, noting that the cross-Faculty nature of IHI makes its reporting to the Vice-President (Research) intuitive. She detailed the proposed mandates of IHI and how they align with institutional goals. She invited members to review the letters of support included with the proposal.

Dr Epp explained that the Centres and Institutes Committee (CIC) reviewed this proposal, and some of the concerns expressed at that level have now been adequately addressed in the proposal before members. He stated, as well, that the University Initiatives Committee (UIC) also reviewed and supported the proposal.

Dr Vohra provided a more detailed overview of the proposal, utilizing a PowerPoint presentation to provide additional details surrounding IHI. During her presentation, she set out additional information in relation to: integrative health; examples of complementary and alternative therapies; an overview of recent evidence in

relation to integrative health practices; that scholarship is essential to inform policy and practice in this area; and the vision, mission, and interested participants associated with the Institute. She stated that IHI may attract donations to the University of Alberta and provided details in relation to this entity's budget. Dr Vohra explained that there is a realistic opportunity, through the establishment of IHI, for the University of Alberta to become a leader in this field. She summarized that the goal of IHI is advanced health through scholarship.

Dr Waugh explained that similar previous proposals in this field have come close to obtaining funding and that the University of Toronto has just funded a similar structure at that institution. He noted that professionals and scholars in this field have enquired whether the University of Alberta would be creating such an institute.

During the discussion surrounding this proposal, members provided numerous comments and questions, including, but not limited to: clarification on how leadership could be attained in this field when there are several other similar established programs across the nation; that, although it has been presented as a cross-Faculty institute, it appears the majority of letters of support are from members of one Faculty; a request for clarification surrounding how cross-Faculty integration will occur within this proposed institute; that there appears to be several other similar centres and institutes at the University of Alberta dealing with similar issues and a request for clarification on how IHI is different from these existing bodies; that there is diversity within the letters of support from the Faculty of Medicine and Dentistry and room in the proposal for additional participation and support; an expression of support for the proposal and commentary that the presentation was compelling; that although members of specific units within the Faculty of Medicine and Dentistry provided letters of support for IHI, the Faculty of Medicine and Dentistry and the Department of Pediatrics do not support the proposal; that the proposal lacks administrative oversight and resourcing details; clarification that the Faculty of Medicine and Dentistry and the Department of Pediatrics are not providing funding for the proposed institute; clarification as to whether the proposers collaborated with the Health Sciences Council in relation to this proposal; and commentary that there is room in the field nationally for leadership to be demonstrated by the University of Alberta.

Discussion continued with members providing additional comments and questions, as follows: whether there could be student representation on the Advisory Board for IHI; that the proposal is a good cross-Faculty initiative; a suggestion to remove references to "patient centered" from the proposal and replace them, instead, with "person and health centered"; that there could have been wider consultation during the development of this proposal which could have added to the proposal additional support from different Faculties; that the proposal is a continuation of work done previously at the University of Alberta in this field; a query as to whether the Faculty of Native Studies supports this proposal; clarification regarding the pledged start-up funding from Central Administration and what would happen if IHI does not continue in the longer term; whether there is an established annual review for centres and institutes; that, although there are numerous letters of support from individuals at the University of Alberta for this proposal, it is important to distinguish between personal letters of support and expressions of support from the unit in which the author resides and that the individual governance processes of those units be respected in the process of vetting proposals; that it will be crucial for IHI to reach out to many Faculties, with a request for clarification on how this will be achieved; that it is of utmost importance to carefully consider why and how new centres and institutes are established at the University; concern about budget details in relation to proposals to create new centres and institutes and that these should be clearly outlined; and that an important issue to consider in relation to the creation of new centres and institutes is whether a group of people collaborating together could achieve similar outcomes, without the framework of centre and institute status.

Dr Vohra confirmed her agreement to add a student representative to the IHI Advisory Board, as suggested during the discussion.

Motion: Lau/Kline

Abstention: Miller

THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposal submitted by the Vice-President (Research) for the formal establishment of the Integrative Health Institute (IHI), an inter-Faculty Academic Institute to be overseen by the Vice-President (Research), as set forth in Attachment 1, as amended, to be effective upon final approval.

CARRIED

DISCUSSION ITEMS

6. Centres and Institutes Committee (CIC), Office of the Provost and Vice-President (Academic): 2013-2014 Annual Report

Materials before members are contained in the official meeting file.

Presenter: Roger Epp, Vice-Provost (Academic) and Chair, Centres and Institutes Committee

Purpose of the Proposal: To provide the 2013-2014 Centres and Institutes Committee (CIC) Annual Report for information to the President's Executive Committee – Operations (PEC-O), to the GFC Academic Planning Committee (APC), and to the Board Audit Committee in compliance with UAPPOL procedures.

Discussion:

Dr Epp provided a summary of the findings within the aforementioned Annual Report to members, noting that the pruning of 30 to 40 centres and institutes is evidence of the rigour involved in the new procedures surrounding monitoring centres and institutes at the University of Alberta. He reported that there are now institutional procedures in place to ensure that every existing centre and institute at the University of Alberta is reviewed every five years and that sponsoring Deans and Vice-Presidents are now providing annual reports.

Members provided a number of comments and questions during the discussion of the Report, including, but not limited to: support for the inclusion of a philanthropy update for each centre and institute within the annual report; clarification surrounding the current annual reporting requirements for centres and institutes; that the template on the annual report form could include a simple question about financial status; that Grants 3.0 might aid in the identification of involvement and affiliation of faculty members participating in activities of centres and institutes; an expression of concern about Faculties bearing the weight of in-kind costs associated with centres and institutes operating on a non-Faculty level and clarification on how those costs can be monitored, assessed and managed; clarification on how the academic activities and merit of centres and institutes are evaluated, particularly in relation to the membership composition of CIC; a suggestion to add more scrutiny to the process of collecting faculty member letters of support for centres and institutes, as it is unclear whether the letters determine individual support or unit support; clarification surrounding the time commitment of faculty members participating in the activities of centres and institutes; and that it is important to consider the academic success, as opposed to just financial success, of centres and institutes.

Dr Epp thanked members for their comments and stated he would bring their suggestions and concerns back to the CIC for further review and discussion.

7. Enrolment Management Plan – Pilot Project Submitted by the Vice-Provost and University Registrar

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar; Melissa Padfield, Assistant Registrar (Student Connect), Office of the Registrar; Lihong Yang, Assistant Registrar (Admissions), Office of the Registrar

Purpose of the Proposal: To announce a pilot project for changes to the admissions process for direct entry undergraduate programs, including the implementation of a single category of admission (no longer 'early', 'early final', 'final')

Discussion:

Ms Collins introduced her fellow presenters to members and reported on the Enrolment Management Plan – Pilot Project. She pointed out that the project is based on several longstanding issues at the University of Alberta, including: enrolment pressures; application pressures; budgetary pressures; governmental pressures; and heightening competition for excellent students from other post-secondary institutions. She provided members with the key features of the enrolment management plan, adding that the University of Alberta will propose to offer a single, firm admission offer in the spring of each year as well as put into place 'offer acceptance' from those to whom offers of admission have been extended. She stated that this would include formal acceptance of offers of admission through Bear Tracks by paying likely of a \$500 acceptance deposit. She outlined a new system of determining admission based on Grade 11 and Grade 12 grades for high school applicants and, where requested by certain Faculties or programs, incorporating fall term grades and second-term registrations for post-secondary transfer applicants.

Ms Collins noted that there have been several iterations of this plan, based on extensive consultation with a number of Faculties and, given that the project focuses on the admission of undergraduate applicants, with the Students' Union (SU). She stated that Faculty representatives generally have been very supportive of the proposed changes and have offered helpful advice to her team. She reported that the Pilot will take effect in 2015 and that the wider community will be kept informed as it advances through the governance process.

At this point, Dr Amrhein provided information in relation to the historical background of the University of Alberta's involvement with past pilot projects and, in turn, with institutional enrolment management strategies and their relation to admissions processes. He stated that more details on the latter issues will be forthcoming.

During the discussion in relation to this item, members expressed a number of comments and questions, including, but not limited to: that some Faculties have used rolling admission for years, which is a sensible approach; that, according to evidence, students consider the location of the institutions in which they have some interest, that Edmonton does not seem to be a contender in that category, and that this needs to be a factor in the University's enrolment strategy; clarification about the appropriate amount to charge for the acceptance deposit; support for this pilot to occur sooner rather than later and that the enrolment pressures are urgent; expressions of support for the (earlier) single, firm offer of admission; that Grade 11 marks will be a good predictor of a quality student and that the use of these grades will certainly please parents; that students feel good about early offers; clarification surrounding implementation across several programs and a suggestion for GFC APC to continue to be apprised of this project; whether proposers consulted with the Faculty of Education; clarification about combined offers; and clarification regarding the margin of error for the admission of applicants, as described in the proposal.

8. Update on the University of Alberta Budget

There were no documents.

Presenter(s): Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee; Philip Stack, Associate Vice-President (Risk Management Services)

Purpose of the Proposal: For information/discussion.

Discussion:

Mr Stack provided members with an update regarding the University of Alberta's budget, adding that members play a crucial role in recommending the annual tuition and fees proposals (as well as the University's Comprehensive Institutional Plan (CIP)) to the Board of Governors Finance and Property Committee (BFPC). He stated that it is expected that the University of Alberta will receive a 0% increase to its Campus Alberta Grant and noted that, as tuition is regulated by the Provincial Government, it is expected that there will be an increase of 2.2% for 2015-2016.

He identified that the University of Alberta will be entering negotiations with the Association of Academic Staff - University of Alberta (AASUA) and the Non-Academic Staff Association (NASA), as agreements with both entities are coming to an end in 2015, and that it is unclear how this will impact the institutional budget.

He commented that, as the University of Alberta transitions to a different budget model, staff benefits will move into Faculties in 2016-2017, although Central Administration will continue to fund them for the present time. He noted that, as part of the new budget model, Faculties will also be responsible for the costs of across-the-board increases as well as merit increases in 2015-2016.

Mr Stack reported that the Vice-President (Finance and Administration) continues to monitor interest rates, as this is an important source of income for the University, and that it is forecasted that equity markets will remain strong. He added that, although revenues for the institution are relatively stagnant, expenditures continue to increase, which he hopes will be addressed through revenue generation. He explained that measures are being taken now to plan for the possibility that there may be more than a 0% increase in the Campus Alberta Grant, in terms of distributing any additional resources across the institution.

During the ensuing discussion, members expressed a number of comments and questions, including, but not limited to: whether tuition increases would be distributed to the Faculties; concern that Faculties will struggle to assume the costs associated with across-the-board increases and merit; whether there are plans to transfer the full cost of vacated faculty positions to the Faculties; clarification regarding the assumptions being utilized with respect to predicting the across-the-board increases in future staff agreement settlements; concern that Deans may withhold merit increases as a cost-savings measure; and whether members could view the different budget models, complete with numbers.

9. Question Period

There were no questions.

INFORMATION REPORTS

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

There were no items.

11. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

12. Adjournment

The Chair adjourned the meeting at 4:30 pm.