



General Faculties Council
Academic Planning Committee
Approved Open Session Minutes

Wednesday, March 23, 2016
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Steven Dew	Chair, Provost and Vice-President (Academic)
Scott Campbell	Member, Undergraduate Student at-Large
Phyllis Clark	Member, Vice-President (Finance and Administration)
Nadir Erbilgin	Member, Academic (A1.0) Staff-at-large
Florence Glanfield	Member, Department Chair at-large
Lise Gotell	Member, Academic Staff, Member of GFC
Navneet Khinda	Member, President (Students' Union)
Loren Kline	Member, Academic (A1.0) Staff-at-large
Pierre-Yves Mocquais	Member, Dean Representative
Colin More	Member, President (Graduate Students' Association)
Steve Patten	Member, Academic Staff, Member of GFC
Pamela Sewers	Member, NASA Member-at-large
Eleni Stroulia	Member, Academic Staff, Member of GFC

Non-Voting Members:

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

Lisa Collins	Vice-Provost and University Registrar
Marc Moreau	Assistant Dean (Admissions), Faculty of Medicine and Dentistry
Richard N Fedorak	Interim Dean, Faculty of Medicine and Dentistry
Dennis Kunimoto	Vice-Dean (Faculty Affairs), Faculty of Medicine and Dentistry
David Zygun	Division Director, Critical Care, Faculty of Medicine and Dentistry
Steven Dew	Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee (APC)
Anne Bailey	Director, Internal Communications, Office of University Relations
Amy Dambrowitz	Strategic Development Manager, Office of the Provost and Vice-President (Academic)
Phyllis Clark	Vice-President (Finance and Administration)

Staff:

Meg Brolley, Coordinator, GFC Academic Planning Committee
Andrea Patrick, Scribe

OPENING SESSION

1. Approval of the Agenda

Material before members is contained in the official meeting file.

Discussion:

The Chair noted that the Agenda would be re-ordered to accommodate a presenter's schedule.

Motion: Kline/Mocquais

THAT the GFC Academic Planning Committee approve the Agenda, as amended.

CARRIED

2. Approval of the Open Session Minutes of February 24, 2016

Materials before members are contained in the official meeting file.

Motion: More/Kline

THAT the GFC Academic Planning Committee approve the Minutes of February 24, 2016.

CARRIED

3. Comments from the Chair

The Chair reported on highlights of the recent federal budget including a \$2 billion investment over three years in infrastructure around research facilities, \$95 million to the tri-councils, pieces with respect to students finances, and more investment in Indigenous education. In response to a question on how the federal grants would be dispersed, the Chair noted that the process would be competitive and would require matching funds.

The Chair further reported that, on March 18, 2016, the Board of Governors approved the budget and the following Dean appointments: Dr Neal Davies as the Dean of the Faculty of Pharmacy and Pharmaceutical Sciences, and Dr André Costopoulos as Vice-Provost and Dean of Students.

The Chair also noted the official opening this week of the Wahkohtowin Lodge, the new Indigenous student meeting place at Augustana Faculty.

Mr More, President of the Graduate Students' Association (GSA), introduced the incoming GSA President, Sarah Ficko.

ACTION ITEMS

4. Proposed Supplemental Application Fee for the Doctor of Medicine Program

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar; Marc Moreau, Assistant Dean (Admissions), Faculty of Medicine and Dentistry

Purpose of the Proposal: To establish a Supplemental Application Fee for the Doctor of Medicine program in the amount of \$55 to cover costs of the application process within the Faculty of Medicine and Dentistry. The Supplemental Application Fee of \$55 would be collected from all applicants to the MD program, in addition to the University of Alberta undergraduate application fee (currently set at \$125 for new applicants and \$75 for current or former UAlberta students).

Discussion:

Ms Collins provided an overview of the proposal to members, noting that it had been revised since last coming before the Committee in February 2016. She noted that the proposed supplemental fee of \$55 would be in

addition to the regular application fee and that funds would be used to, in part, cover the secondary application process for the MD program. Ms Collins emphasized that this application process is rigorous for students to undergo and expensive to run. She also acknowledged that it is common practice to assess one application fee for all applicants to highly competitive programs realizing that not all applicants would progress through the entire process.

In response to a question about the lack of a letter of support from the Medical Students' Association within the proposal, Dr Moreau confirmed that students were invited to a town hall event. On the question of how the Faculty has managed these costs to date, Dr Moreau noted that the costs have been managed within the Medicine budget, but that these costs having been rising each year. The Registrar noted that similar situations are seen at the Registrar's Advisory Committee on Fees (RACF) where costs increase but budgets have not kept pace; in such circumstances, RACF considers where it is permissible and possible to recover these costs.

Members discussed the information used in determining the increase in fees, as well as whether evidence exists to support that a more complicated application process results in a better outcome for students. Ms Khinda and Mr Campbell expressed opposition to the proposal.

Motion: Erbilgin/Kline

THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the Board of Governors approve the proposed Supplemental Application Fee for the Doctor of Medicine Program, as set forth in Attachment 1, to take effect July 1, 2016.

CARRIED

5. Proposal for the creation of a Critical Care Department, Faculty of Medicine and Dentistry

Materials before members are contained in the official meeting file.

Presenter(s): David Zygun, Division Director, Critical Care, Faculty of Medicine and Dentistry; Richard N Fedorak, Interim Dean, Faculty of Medicine and Dentistry; Dennis Kunimoto, Vice-Dean (Faculty Affairs), Faculty of Medicine and Dentistry

Purpose of the Proposal: To transform the existing free standing Division of Critical Care Medicine into a Department of Critical Care Medicine. The Division currently operates much like a Department, with a director who sits on the Faculty Evaluation Committee (for evaluation of its own members) and on the Faculty's Chairs Committee. The Division has the responsibility for managing its own budget and teaching plan. We also recommend the current division director become chair of the department.

Discussion:

Dr Fedorak spoke to the proposal noting that the transition to a department would provide the status necessary for the unit to move forward.

Dr Zygun noted that the field of critical care medicine has advanced beyond health care delivery to include research, quality assurance, and the establishment of best practices. He reported that the current Division includes 50 academic members and clinical academic colleagues from across the city and houses a fully accredited residency training program. He noted that other Canadian programs are departmentalized or moving in that direction and that this transition would increase the unit's competitiveness in recruiting researchers and educators.

During the discussion, presenters confirmed various details including that the proposal would require no additional resources and that there would be no impact on students.

A member questioned the governance and organizational structure of the proposed department; Dr Zygun responded that an organizational chart and further governance information could be provided.

In response to a concern about graduate student funding, Dr Zygun noted that graduate students are not currently base funded but, due to their training, already receive a base salary with further operational funding supplied by their supervisor. The proposal would have no impact on this.

Dr Zygun affirmed that the non-departmental status of the Division continues to negatively impact recruitment efforts. As well, Dr Zygun confirmed there were no new space requirements for this proposal.

A member asked whether the proposal reflected an update in name only; Dr Zygun confirmed this adding that the Division has been functioning like a Department for some time.

A member noted that when a similar proposal was developed within recent years, that a template was provided and that several documents and details were needed as part of the proposal. It was agreed that the additional information noted will be added to the proposal prior to consideration by the GFC Executive Committee.

Motion: Kline/Mocquais

THAT the GFC Academic Planning Committee recommend to General Faculties Council the establishment of a Department of Critical Care Medicine, as submitted by the Faculty of Medicine and Dentistry, and as set forth in Attachment 1, and the concurrent termination of the Division of Critical Care Medicine, to take effect July 1, 2016.

CARRIED

DISCUSSION ITEMS

6. Institutional Strategic Plan - First Draft

Materials before members are contained in the official meeting file.

Presenter: Steven Dew, Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee (APC); Anne Bailey, Director, Internal Communications, Office of University Relations; Amy Dambrowitz, Strategic Development Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: Review and discussion on the first draft of the Institutional Strategic Plan (ISP).

Discussion:

Dr Bailey and Dr Dambrowitz provided members with a summary of the draft ISP document.

Dr Bailey noted that following extensive consultation, and with guiding advice from members of the ISP Advisory Planning Committee, the draft document had been prepared around five verbs: Build, Experience, Excel, Engage, and Sustain.

In conjunction with a PowerPoint presentation, Dr Dambrowitz reported that the document is structured around these themes is meant to tell the story of the University of Alberta, from its history to its future aspirations. She reported that the draft ISP has been written so that readers can read it quickly or engage in a more detailed view of the contents of the plan. She explained that the document is intended to provide direction, reflect institutional values and define the University of Alberta's purpose as a public university.

During the discussion in relation to this item, a member pointed out that the document does not consistently use terms of Inuit, First Nations, Metis, Aboriginal and Indigenous; Dr Bailey noted that this would be addressed in the final draft. In addition, she noted that the strategies surrounding building a response to the Truth and Reconciliation Commission (TRC) Report does not reflect the ongoing, collaborative level of engagement already well-established at the academy. The member further commented that the focus should be advancing this cooperative and respectful partnership, not just in response to the TRC Report.

In addition, members noted that the document does not address the work and scope of Ualberta North, nor the partnerships between the Students' Union (SU) and the University of Alberta in relation to assessing risk at the institution. Finally, a member suggested including more local cities within the Community section of the document.

The presenters thanked members for their comments and reminded members that further comments could be made on the ISP website.

7. Review of GFC Academic Planning Committee Terms of Reference

Materials before members are contained in the official meeting file.

Presenter: Steven Dew, Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee

Purpose of the Proposal: To review the GFC Academic Planning Committee's current delegated authority from General Faculties Council (GFC) to ensure that it remains current and appropriate and to provide recommendations to General Faculties Council by way of the GFC Executive Committee on the renewal of, or revisions to, the delegated authority.

Discussion:

The Chair reported that General Faculties Council has been discussing its delegations of authority to its Standing Committees; each GFC Standing Committee has been asked to review its Terms of Reference accordingly. He noted that GFC APC has delegations to approve items and to recommend to GFC or the Board of Governors. He also noted that the committee has the ability to forward items to GFC even if the committee has the delegated authority to approve such items.

The Chair led members through a review of the current Committee Terms of Reference, and invited members to comment on any issues requiring further discussion.

During the review of the membership section, members acknowledged that a proposal to add the Deputy Provost as a non-voting member of GFC APC was tabled by GFC in the fall. Members also sought clarification surrounding the methods in which cross-appointments from committee to committee are made, and whether the process includes an election. It was noted that GFC APC does not have a Vice Chair at the current time. A member asked why it is mandated that the Vice Chair be a member of the academic staff. The Chair noted that in future years, this role could be replenished annually.

Members expressed several comments in relation to the mandate section, including clarification surrounding GFC APC's relationship with both the GFC Committee on the Learning Environment (GFC CLE), and the GFC Facilities Development Committee (GFC FDC). A member suggested that it would be useful to have an organizational chart to describe the roles between GFC APC, GFC CLE, and GFC FDC. A member pointed out that as a senior Standing Committee of GFC it appears that the Committee has broad scope. A member noted that GFC APC seems to always exercise its delegated authority based on proposals which have come through the Committee in the past, but that this does not mean that members are not mindful of GFC's role in considering strategic items. A member sought clarification about the committee's role in recommending to GFC

on budget principles; Ms Clark noted that these are standard around which decisions are made and that she would bring them forward to members for review.

In response to a question about the lack of policy items being recommended by GFC FDC, Dr Kline explained that there has not been any policy changes in recent years. The Chair stated that he would discuss this with the Chair of GFC FDC.

Members engaged in a lengthy discussion surrounding the terms “schools”, “units”, “campus”, “Faculty”, and their definitions and meaning at the institution. The Chair acknowledged that this issue is important, not only for the community, but because the University’s governance structures are based on exact terms included within the *Post-Secondary Learning Act*. A member stated that the creation of the Peter Lougheed Leadership College was controversial because of its classification as an administrative unit and not a “college”. Members agreed that the institutional use of these terms needs further review.

In relation to the Committee’s role in terminating endowed and funded chairs, it was suggested that this be a recommendation rather than an approval due to the legal implications of this.

Members discussed the role of GFC FDC in relation to the mandate of GFC APC. As the cross-appointed member of GFC APC and GFC FDC, Dr Kline provided a summary of items reviewed by GFC FDC. To begin, he noted that the capital projects process is detailed and complicated, and items come back to GFC FDC for approval or discussion at different stages of development. In addition, he noted that several offices are involved in these proposals, such as individual Faculties, the University Architect, and various members of Facilities and Operations. He explained that GFC FDC reviews these proposals through an academic lens, and that student members, in particular, offer a lot of helpful advice. A member noted that perhaps these proposals could be brought forward to GFC FDC and GFC APC concurrently.

Following this, the Chair asked Dr Kline to assume the role of Acting Chair as he had to leave the meeting.

8. Update on the Budget

There were no documents.

Presenter: Phyllis Clark, Vice-President (Finance and Administration)

Purpose of the Proposal: For information and discussion.

Discussion:

Ms Clark reported that the Board of Governors had approved the 2016 Comprehensive Institutional Plan (CIP) at their meeting of March 18, 2016. In addition, she noted that Administration is awaiting the Provincial Budget announcement and are expecting a 2% increase. She added that if the amount is less, alternative budget scenarios have been developed.

In response to a question, Ms Clark confirmed that no changes were made to the budget within the CIP following its recommendation to the Board of Governors from GFC APC. She noted, however, that small editorial changes were made to the document.

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 Acting Chair adjourned the meeting at 4:05 p.m.