

The following Motions and Documents were considered by the GFC Academic Planning Committee at its February 6, 2013 meeting:

Agenda Title: **Proposal for a Master of Business Administration/Master of Library and Information Studies (MBA/MLIS) Combined Degrees Program**

APPROVED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, a (new) Master of Business Administration/Master of Library and Information Studies (MBA/MLIS) Combined Degrees Program, as submitted by the Faculty of Graduate Studies and Research, the Alberta School of Business, and the Faculty of Education's School of Library and Information Studies and as set forth in Attachment 1, to take effect September, 2013.

Final Item: 4

Agenda Title: **Proposed Changes to Existing Mandatory Student Instructional Support Fees, Proposed New Mandatory Student Instructional Support Fees, Proposed New Non-Instructional Fees, and Proposed Changes to Existing Non-Instructional Fees**

Approved MOTION: 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), proposed new Mandatory Student Instructional Support Fees (set forth in Attachment 2), proposed new Non-Instructional Fees (set forth in Attachment 3), and proposed changes to existing Non-Instructional Fees (set forth in Attachment 4), 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.

Final Recommended Item: 5

OUTLINE OF ISSUE

Agenda Title: **Proposal for a Master of Business Administration/Master of Library and Information Studies (MBA/MLIS) Combined Degrees Program**

Motion: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, a (new) Master of Business Administration/Master of Library and Information Studies (MBA/MLIS) Combined Degrees Program, as submitted by the Faculty of Graduate Studies and Research, the Alberta School of Business, and the Faculty of Education's School of Library and Information Studies and as set forth in Attachment 1, to take effect September, 2013.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mazi Shirvani, Vice-Provost and Dean, Faculty of Graduate Studies and Research; Joseph Doucet, Interim Dean, Alberta School of Business; Joan White, Associate Dean, Alberta School of Business; Fern Snart, Dean, Faculty of Education; Ernie Ingles, Vice-Provost (Learning Services) and Director, School of Library and Information Studies
Presenters	René Poliquin, Vice-Dean, Faculty of Graduate Studies and Research; Joan White, Associate Dean, Alberta School of Business; Ernie Ingles, Vice-Provost (Learning Services) and Director, School of Library and Information Studies
Subject	Proposed MBA/MLIS Combined Degrees Program

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To offer an MBA/MLIS Combined Degrees Program (based on the existing MBA and MLIS programs) to excellent library studies students who recognize the value of combining library studies with advanced management skills and expertise.
The Impact of the Proposal is	To develop library and information professionals to pursue careers which require management and administrative expertise, as well as to develop future library leaders.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	September, 2013.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	Aligns with <i>Dare to Deliver</i> and <i>Dare to Discover Values</i>: Enrich the student experience; foster new joint degree programs that unite academic units/professional schools; promote interdisciplinary collaboration; create learning opportunities for students and creative collaborations to address global challenges and initiatives; provide an intellectually superior educational environment for students; diverse, yet inclusive, dynamic collegial community that welcomes change.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Further, the <i>PSLA</i> gives the Board of



(please quote legislation and include identifying section numbers)

Governors authority over certain admission requirements and rules respecting enrolment (Section 60(1)(c) and (d)). The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC. GFC has thus established an Academic Standards Committee (ASC).

2. **PSLA:** GFC may make recommendations to the Board of Governors on a number of matters including the budget and academic planning (Section 26(1)(o)). GFC delegates its power to recommend to the Board on the budget and on new or revised academic programs to the GFC Academic Planning Committee (APC).

3. **PSLA:** The *PSLA* gives Faculty Councils power to “provide for the admission of students to the faculty” (29(1)(c)).

4. **PSLA:** The *PSLA* gives Faculty Councils the authority to “determine the programs of study for which the faculty is established” (Section 29(1)(a)); to “provide for the admission of students to the faculty” (Section 29(1)(c)); and to “determine the conditions under which a student must withdraw from or may continue the student’s program of studies in a faculty” (Section 29(1)(d)).

5. **UAPPOL Admissions Policy:** “Admission to the University of Alberta is based on documented academic criteria established by individual Faculties and approved by GFC. This criteria may be defined in areas such as subject requirements, minimum entrance averages, and language proficiency requirements. In addition to academic requirements for admission, GFC authorizes each Faculty to establish such other reasonable criteria for admission of applicants as the Faculty may consider appropriate to its programs of study, subject to the approval of GFC (e.g. interview, audition, portfolio, etc.)

The admission requirements for any Faculty will be those approved by GFC as set forth in the current edition of the *University Calendar*. In addition to the admission requirements, selection criteria for quota programs, where they exist, will also be published in the current edition of the *University Calendar*.

The responsibility for admission decisions will be vested in the Faculty Admission Committees or in the Deans of the respective Faculties, as the councils of such Faculties will determine.”

6. UAPPOL Admissions Procedure:

“PROCEDURE

1. EFFECTIVE DATE OF CHANGES TO ADMISSION REGULATIONS

Following approval by GFC:

a. Where changes to admission regulations may disadvantage students in the current admission cycle, normally implementation will be effective after the change has been published in the *University Calendar* for one



full year (i.e., effective the second year that the information is published in the *University Calendar*). [...]

Where changes to admission regulations are deemed by the approving body to be “advantageous to students”, normally the date of implementation will be effective immediately or at the next available intake for the admitting Faculty.”

7. **PSLA:** The *PSLA* gives Faculty Councils the authority to “determine the conditions under which a student must withdraw from or may continue the student’s program of studies in a faculty” (Section 29(1)(d)).

8. **UAPPOL Academic Standing Policy:** “All current academic standing regulations, including academic standing categories, University graduating standards and requirements for all individual programs will be those prescribed by Faculty Councils and GFC as set forth in the *University Calendar*.”

9. **UAPPOL Academic Standing Regulations Procedures:** “All proposed new academic standing regulations and changes to existing academic standing regulations will be submitted by the Faculties or the Administration to the Provost and Vice-President (Academic). Faculties will also submit to the Provost and Vice-President (Academic) any proposed changes to the use and/or computation of averages relating to academic standing, including promotion and graduation.

If the Provost and Vice-President (Academic) determines the proposal to be in good order, the proposal will be introduced to the appropriate University governance process(es). In considering these proposals, governance bodies will consult as necessary with the Faculties and with other individuals and offices.

Normally, changes become effective once they are approved by GFC or its delegate and are published in the *University Calendar*.”

10. **GFC Academic Standards Committee (ASC) Terms of Reference (Mandate):** The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are substantial in nature. ASC’s terms of reference provide that “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” (3.A.ii).

Further, “ASC provides advice or recommends to the GFC Academic Planning Committee (APC) on proposals which involve substantial change to admission/transfer regulations or academic standing.” (3.B.iv)

11. **GFC Academic Planning Committee (APC) Terms of Reference (Mandate):** GFC delegated the following to GFC APC, the Provost and Vice-President (Academic) and the Dean of FGSR:

	<p>“Existing Undergraduate and Graduate Programs: - Extension and/or Substantive Revision of Existing Programs - Revisions to or Extension of Existing Degree Designations</p> <p>All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic). [...] The Provost and Vice-President (Academic), after consultation with relevant Offices, committees or advisors[,] will place the proposal before APC. APC has the final authority to approve such proposals unless, in the opinion of the Provost and Vice-President (Academic), the proposal should be forwarded to GFC with an attendant recommendation from APC. [...]” (3.13.)</p> <p>12. PSLA: “The Campus Alberta Quality Council may inquire into and review any matter relating to a proposal to offer a program of study leading to the granting of an applied, baccalaureate, master’s or doctoral degree other than a degree in divinity.” (Section 109(1))</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<p>Graduate Studies Policy Committee (GSPC) - MBA; Alberta School of Business Council; Curriculum Committee for the School of Library and Information Studies (SLIS), Faculty of Education; SLIS School Council; Faculty of Graduate Studies and Research Council, January, 2013 (date and method to be determined)</p> <p>Office of the Provost and Vice-President (Academic); GFC ASC Subcommittee on Standards (January 14, 2013) – for discussion</p>
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Standards Committee (January 17, 2013) – for recommendation of the (proposed) admission/transfer and academic standing requirements; GFC Academic Planning Committee (February 6, 2013) – for final approval</p>
Final Approver	GFC Academic Planning Committee

Attachments:

1. Proposal for a Master of Business Administration/Master of Library and Information Studies (MBA/MLIS) Combined Degrees Program (pages 1 – 12)

Prepared by: René Poliquin, Vice-Dean, Faculty of Graduate Studies and Research,
rene.poliquin@ualberta.ca

Program Approval Template A

Program changes are essential to program viability and maintenance of program quality and service to both the student and society. They flow from institutional vigilance and continued review of the needs of society and students. They are also carefully monitored for quality through established institutional processes (see *Quality Assurance at Alberta's Universities*).

This template is a common form that will be used for central vetting and approval at Alberta's public universities, and then submitted to Alberta Advanced Education for approval, in some cases after consultation with the Campus Alberta Quality Council (CAQC). Both reserve the right to ask for further information or clarification. (Note that individual universities have been permitted to develop their own version of the Template, which may list additional questions after the set of common ones.)

This Template applies to

- Program requirement FLE (full-load equivalents) and load weight changes above 5%
- Major/specialization title changes (e.g., History to Historical Studies)
- Minor degree title changes (e.g., BSc Nutrition to BSc Nutritional Science)
- Short-term suspensions (note: add an enrolment projection table)
- Terminations (note: add an enrolment projection table)
- For-credit certificate and diploma changes

Basic Information

1. Title of the program: The existing Masters of Library and Information Studies (MLIS) and Master of Business Administration (MBA) programs will be offered as a combined program and will be referred to as the *MBA/MLIS Combined Degrees Program*.
2. Proposed start date: Fall 2013
3. Length of the program (years): 3 years
4. University and academic unit:
 - University of Alberta
 - a) Faculty of Graduate Studies and Research, Faculty of Education, Department: School of Library and Information Studies; and
 - b) Faculty of Graduate Studies and Research, Faculty: Alberta School of Business
5. Collaborating partners at other institutions: N/A
6. Contact person, with telephone number and e-mail address:
 1. Faculty of Education:
 - a. Dr. Fern Snart, Dean, 780-492-3751, fern.snart@ualberta.ca
 - b. Ernie Ingles, Vice-Provost (Learning Services) and Director (School of Library and Information Studies), 780-492-3932, ernie.ingles@ualberta.ca
 2. Alberta School of Business:
 - a. Dr. Joseph Doucet, Dean, 780 492-7644, joseph.doucet@ualberta.ca
 - b. Dr. Joan White, Associate Dean, 780 492-5412, jwhite@ualberta.ca
7. Completed/proposed approval path: 1) Curriculum Committee School of Library and Information Studies; Faculty of Education; 2) SLIS School Council; 3) Graduate Studies Policy Committee (GSPC), School of Business; 4) Business Council, School of Business; 5) Faculty of Graduate Studies and Research; 6) Academic Standards Committee (ASC); 7) Academic Planning Committee (APC) on delegated authority of the General Faculties Council; 8) For notification: Alberta Advanced Education and Technology
8. Attach proposed program and course University Calendar changes and other supporting documentation.

Please see appendix B and appendix C.

Program Impact and Rationale

9. Describe the nature of the change.

The combined MBA/MLIS program recognizes the market and student demand for librarians and information professionals with management and administrative expertise. The MBA/MLIS program incorporates those elements of the MLIS program and the MBA program at the University of Alberta that have been foundational to the School of Library and Information Studies (SLIS) and the Alberta School of Business's reputations of excellence.

The proposed MBA/MLIS combined program will:

- Include relevant educational content and subject matter within library and information studies (LIS) (e.g., library and information centre management and administration, digital libraries, LIS options, and technology);
- Include relevant educational content and subject matter within business administration (e.g., accounting and economic foundations, marketing, and management and leadership studies);
- Address the growing demand for librarians trained in the field of business administration and management;
- Expand the number of opportunities for students to take courses delivered by subject experts;
- Offer an entirely new combined degree program in Canada; and
- Create synergies across departments and faculties at the University of Alberta.

The proposed MBA/MLIS combined program at the University of Alberta is unique across Canada. No Canadian university offers such an MBA/MLIS degree and just three universities in the United States offer the combined degree (Kent State, Dominican University, and UCLA). The proposed program recognizes the need for library and information professionals who are educated in library and information studies and business management and administration. The proposed program builds upon student demand and market demand for these educated and trained professionals, as well as the SLIS vision to develop future library leaders.

Students in the MBA/MLIS combined program will meet the admission requirements of both the MBA and MLIS programs. Applicants to the program must meet the admission requirements of both the Alberta School of Business's MBA program and the School of Library and Information Studies' MLIS program. The combined degree program requires three years of full-time study and upon successful completion of the combined program, graduates will receive both an MBA and an MLIS degree.

Students in the MBA/MLIS combined program complete 81 credits. Similar to other combined MBA programs (e.g., MBA/JD), the MBA requirements for the combined program are reduced from 57 to 45 credits. There are two proposed changes for the MLIS requirements. First, the MLIS requirements for the combined program are reduced from 48 credits to 36 credits. Second, LIS 504 (Leadership and Management Principles for Library and Information Services) is removed from the list of required core MLIS courses for students in the MBA/MLIS combined program. The material covered in LIS 504 is covered in greater depth by four of the MBA core courses--BUS 505 (Ethics and Corporate Social Responsibility with Communications), SMO 500 (Managing People), SMO 652 (Leadership Skills), and MGTSC 501 (Data Analysis and Decision Making). Students in the regular MLIS degree program are permitted to take up to nine (9) credits in relevant courses offered in other faculties and departments outside of SLIS. Students enrolled in the MBA/MLIS combined program will take the nine (9) credits from the required MBA management courses.

In the first year students will take 24 MLIS credits, in the second year students will take 30 MBA credits, and in the third year students will take 15 credits in the MBA program and 12 credits in the MLIS program. In total, students will complete 36 MLIS credits and 45 MBA credits. Students in the full-time program will normally have 36 months to complete the degree requirements.

Similar to the individual MLIS program and the individual MBA program, the MBA/MLIS combined program consists of courses to be taken in an order that optimizes the learning process (moving from general to more advanced concepts and theories). LIS (library and information studies) courses 501, 502, and 503 are taken in the first term as they are pre- or co-requisites for all other courses. All students enrolled in the MBA/MLIS combined program will take each program's respective required courses (except for LIS 504). In accordance with the Faculty of Graduate Studies and Research policy, students will be assigned an academic advisor from

both the School of Library and Information Studies, and the Alberta School of Business. They will also be assisted by the two programs' Graduate Coordinators.

10. What is the rationale for the proposed change?

Employers across North America (and beyond) are actively seeking out ALA (American Library Association) accredited librarians that have a strong background in business administration. For example, the CEO of Edmonton Public Libraries (EPL), Linda Cook, recently reported that "training in business management, marketing, and human resources is a critical asset for librarians to have when seeking out employment with EPL." Similarly, SLIS graduates and current students have suggested that additional opportunities to learn about business administration and management are advantageous in securing employment.

The MBA/MLIS combined program targets a select group of MLIS and MBA students. The proposed enrolment is three to seven students (full-time or part-time) per year who recognize the value of combining library and information studies with management and administrative knowledge, skills, and expertise. In offering this program, both SLIS and the Alberta School of Business are providing a unique opportunity for University of Alberta students to expand the areas of expertise in which they can pursue careers and to deepen their understanding of business administration and management. The current demand for graduates with MBA/MLIS education is expected to increase as training in business administration is often desired by library and information organizations seeking to hire new employees. Conversely, business organizations are increasingly seeking to hire new employees with a background in information studies and management.

The School of Library and Information Studies and the Alberta School of Business are ideally situated to respond to the current demand for librarians and information professionals with expertise in business management and administration. The rationale for the proposed changes includes:

- Drawing upon the strengths of both the School of Library and Information Studies and the Alberta School of Business to create a specific program that meets the current and future demand for skilled librarians with business administration education;
- Fostering connections between the School of Library and Information Studies and the Alberta School of Business, practicing librarians and information professionals, and professional organizations;
- Having a strategic presence in shared learning initiatives between Schools and faculties at the University of Alberta; and,
- Attracting outstanding students to SLIS from inside and outside the prairie region, as well as inside and outside of Canada.

A number of SLIS graduates have earned an MBA or taken business courses after completing an MLIS. Formalizing the MBA/MLIS combined program will allow the University of Alberta to market the program to potential students and to attract exceptional students to both the MLIS and MBA programs. Our primary goals are to meet student demand for such a program, to attract outstanding students to the programs, and to fulfill the demand in the workplace for professionals with an educational background in library and information studies and business administration. Offering this program allows SLIS to be more competitive in attracting exceptional students to our program.

11. Provide the expected enrolment (or other) impact on the academic unit(s) offering the program and other affected units if applicable. Include current enrolment.

While there is potential for the MBA/MLIS combined program to grow as it will be the only program of its kind offered in Canada, the intent of the program is to fulfill the need for MLIS students and business students to acquire the additional specific education and training delivered in each respective program. It is anticipated that the overall number of students admitted to the MLIS and the MBA programs will remain comparable to the average admitted during any other academic year. However, within the cohort of new students, a small number will opt to take the MBA/MLIS combined program. The proposed MBA/MLIS combined program will be similar to the joint MLIS/HUCO (Humanities Computing) degree currently offered at SLIS. Typically, two to four students enrol in the MLIS/HUCO program per year and it is expected that the number of students who opt to take the combined MBA/MLIS program will be slightly larger. Please see Appendix A for anticipated enrolment projections.

The effects of the proposed program on the School of Library and Information Studies as well as the Alberta School of Business are minimal. Faculty areas of responsibility will remain in the areas of curriculum

development and student advising. It is anticipated that students opting to take the MBA/MLIS combined program will not place any additional demands on faculty and staff at SLIS or the Alberta School of Business.

12. Do you anticipate an enrolment (or other) impact on programs at other institutions or regulatory bodies? Describe any consultations that have occurred with other institutions and professional organizations.

No, we do not anticipate enrolment or any other impact on programs at other institutions or regulatory bodies.

13. Are there any resource implications (budget, information technology (IT), library (Library Impact Statement), laboratory, space, student services, administrative services (e.g. Registrar's Office) as applicable) for the proposed change? If so please provide detail and evidence of consultation with affected unit(s) and/or appropriate University officers/committees.

The students enrolled in the MBA/MLIS combined program are expected to come from within the cohort of new students at SLIS. Consequently, there are no projected changes for resource requirements including University of Alberta Libraries' resources.

Please see the Library Impact Statement.

Appendix A – Sample Enrolment Table

Proposed Enrolment	2013-2014	2014-15	2015-16	Annual Ongoing
• Total Full-Time head count	3	7	11	11
• Full-Time Year 1	3	4	4	
• Full-Time Year 2		3	4	
• Full-Time Year 3			3	
• Total Part-Time head count	1	2	3	3
• Part-Time Year 1	1	1	1	
• Part-Time Year 2		1	1	
• Part-Time Year 3			1	
• Part-Time Year 4				
• Total Work Experience hc	0	0	0	0
• Work Experience Year 1				
• Work Experience Year 2				
• Work Experience Year 3				
• Work Experience Year 4				
• Total FLE	0	0	0	0
• FLE Year 1				
• FLE Year 2				
• FLE Year 3				
• FLE Year 4				
• Anticipated Number of Graduates	0	0	3	6

six years of part-time study. Students in the on-line offering of the MLIS program are not eligible for the combined MBA/MLIS program.

Each student must complete a Faculty of Graduate Studies and Research application form which will be received by both programs. A letter indicating the intention to apply to the MBA/MLIS program including a statement of the applicant's background and interests should also be enclosed. During, and up to the completion of the first year in the MLIS program, students will have the option to apply to the combined MBA/MLIS program.

Entrance Requirements

Students wishing to apply for the MBA/MLIS combined program need only complete one online application form by selecting "MBA/MLIS" as the program. The application will be received by both programs. Students must satisfy the entrance requirements for both programs. Administrators of the two programs will consult regarding admission to the combined degree. There is limited enrolment and the entrance process is competitive.

Program Requirements

The course requirements are normally as follows:

First year:

24 MLIS credits as follows:

- ★ 12 credits LIS required courses (LIS 501, LIS 502, LIS 503, and LIS 505)
- ★ up to 6 credits in required Information Technology courses (see SLIS website for current offerings)
- ★ up to 9 credits in LIS electives

Second year:

- ★ 30 credits MBA required courses

Third year:

- ★ 15 credits MBA (one required course SMO 641 and 4 electives)
- ★ 12 credits MLIS (LIS electives and up to one Information Technology course)

Length of Program

A full-time student who is registered for the combined MBA/MLIS program normally will be able to complete the degree requirements in three years. Students may undertake the combined program on a part-time basis. The duration of the total program must not exceed six consecutive calendar years.

Academic Standing

Respective academic standing provisions for each program apply. Students taking the MBA/MLIS program must meet each program's academic standing requirements. If a student withdraws from one of the degree programs or is required to withdraw because of unsatisfactory academic standing, but wishes to remain in the other degree program, the student may be

205.37 Library and Information Studies

205.37.1 General Information

...

205.37.5 The Degree of MLIS

Program Requirements

The minimum requirement for the MLIS degree is either ★39 in graduate courses and a thesis, or ★48 in graduate courses and a capping exercise. Students may, with approval, include up to ★9 offered by a department other than the School of Library and Information Studies.

The following courses are required for both the thesis and course-based routes of the MLIS program: LIS 501, 502, 504, 505, and ★6 from the approved Information Technology courses (see SLIS website for current offerings). LIS 501 is normally a prerequisite for the rest of the program. LIS 597 (or equivalent) is a requirement in the thesis route of the MLIS program.

Credit for courses taken elsewhere may be granted as transfer credit by the Dean of the Faculty of Graduate Studies and Research, on the recommendation of the School of Library and Information Studies. Contact the School for details.

205.37.6 The Degree of MA/MLIS

New

permitted to continue the program of study in which the student retains good academic standing.

...

No Change until...

205.37.7 The MBA/MLIS Combined Program

The School of Library and Information Studies and the Faculty of Business offer a program of combined study which enables students to earn both the MBA and MLIS degrees after three calendar years of full-time study or six years of part-time study. Students in the on-line offering of the MLIS program are not eligible for the combined MBA/MLIS program.

Each student must complete a Faculty of Graduate Studies and Research application form which will be received by both programs. A letter indicating the intention to apply to the MBA/MLIS program including a statement of the applicant's background and interests should also be enclosed. During, and up to the completion of the first year in the MLIS program, students will have the option to apply to the combined MBA/MLIS program.

Entrance Requirements

Students wishing to apply for the MBA/MLIS combined degree need only complete one online application form by selecting "MBA/MLIS" as the program. The application will be received by both programs. Students must satisfy the entrance requirements for both programs. Administrators of the two programs will consult regarding admission to the combined degree. There is limited enrolment and the entrance process is competitive.

Program Requirements

The course requirements are normally as follows:

First year:

24 MLIS credits as follows:

- ★ 12 credits LIS required courses (LIS 501, LIS 502, LIS 503, and LIS 505)
- ★ up to 6 credits in required Information Technology courses (see SLIS website for current offerings)
- ★ up to 9 credits in LIS electives

Second year:

- ★ 30 credits MBA required courses

Third year:

- ★ 15 credits MBA (one required course SMO 641 and 4 electives)
- ★ 12 credits MLIS (LIS electives and up to one Information Technology course)

Length of Program

A full-time student who is registered for the combined MBA/MLIS program normally will be able to complete the degree requirements in three years. Students may undertake the combined program on a part-time basis. The duration of the total program must not exceed six consecutive calendar years.

Academic Standing

Respective academic standing provisions for each program apply. Students taking the MBA/MLIS program must meet each program's academic standing requirements. If a student withdraws from one of the degree programs or is required to withdraw because of unsatisfactory academic standing, but wishes to remain in the other degree program, the student may be permitted to continue the program of study in which the student retains good academic standing.

Appendix C—Fees Example

MBA Course Fees from the Faculty of Graduate Studies and Research

Full-Time Fees (in Canadian dollars)			
Based on a standard full-time MBA course load of *15 per term worth <i>fi 30</i> each term (i.e. 5 courses worth *3 each)			
	Fall	Winter	Total
Instructional Fees			
Canadian/Permanent Resident	3,090.00	3,090.00	6,180.00
International	6,180.00	6,180.00	12,360.00
MBA Program Fees			
Canadian/Permanent Resident	2,959.80	2,959.80	5,919.60
International	5,919.60	5,919.60	11,839.20
Non-instructional Fees			
	951.37	558.47	1,509.84
Canadian/Permanent Resident			
	\$7,001.17	\$6,608.07	\$13,609.44
International			
	\$13,050.97	\$12,658.07	\$25,709.04

The 45-credit MBA portion of the MBA/MLIS combined degree, is approximately \$20,414.16 for Canadian/Permanent Residents and \$38,563.56 for International (visa) students.

Fees are adjusted each year by the approved increase in graduate instructional fees.

MLIS Course Fees

Full-Time Fees (in Canadian dollars)			
Based on a standard full-time course load of *9 per term worth <i>fi 18</i> each term (i.e. 3 courses taken per term, each worth *3)			
	Fall	Winter	Total
Instructional Fees			
Canadian/Permanent Resident	1,854.00	1,854.00	3,708.00
International	3,708.00	3,708.00	7,416.00
Non-instructional Fees			
	951.17	558.27	1,509.44
Canadian/Permanent Resident			
	\$2,805.17	\$2,412.27	\$5,217.44
International			
	\$4,659.17	\$4,266.27	\$8,925.44

The 36-credit MLIS portion of the MBA/MLIS combined degree is approximately \$10,434.88 for Canadian/Permanent Residents and \$17,850.88 for International (visa) students.

Fees are adjusted each year by the approved increase in graduate instructional fees.

Total Approximate Fees for 45 MBA credits and 36 MLIS credits

Full-Time Fees (in Canadian dollars) for the Combined MBA/MLIS			
	MBA	MLIS	Total
Instructional Fees			
Canadian/Permanent Resident	20,414.16	10,434.88	\$30,849.04
International	38,563.56	17,850.88	\$56,414.44

NEW ACADEMIC PROGRAM LIBRARY IMPACT STATEMENT

Proposal for MBA/MLIS submitted by School of Business and School of Library and Information Studies

The Associate Dean, MBA Program in the School of Business has provided documentation for a MBA/MLIS Combined Degree Program. This 3 year program combines 36 credit Master of Library and Information Studies degree with the 45 credit Master of Business degree.

No new business or SLIS courses are proposed. No growth is projected in the number of students in the MBA or SLIS programs. The anticipated total annual ongoing enrollment is 11 full time and 3 part time students per year.

Given there are no new courses and no overall increase in student enrollment, the proposed program would essentially have no impact on the Library.

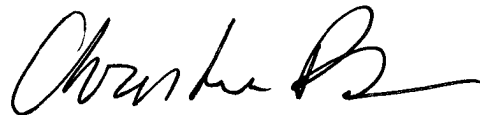
Submitted by



Kathy West

Head, Winspear Business Library

Date: Sept. 11/2012

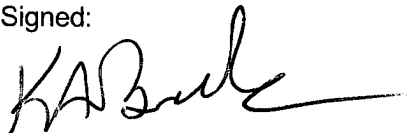


Christine Brown

Head, Humanities & Social Sciences Library

Date: Sept 11/2012

Signed:



Kathryn Arbuckle

Acting Chief Librarian

Date: Sept. 14, 2012



OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to Existing Mandatory Student Instructional Support Fees, Proposed New Mandatory Student Instructional Support Fees, Proposed New Non-Instructional Fees, and Proposed Changes to Existing Non-Instructional Fees**

Motion: 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), proposed new Mandatory Student Instructional Support Fees (set forth in Attachment 2), proposed new Non-Instructional Fees (set forth in Attachment 3), and proposed changes to existing Non-Instructional Fees (set forth in Attachment 4), 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.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar and the Faculties and Departments that have proposed the new and changed fees.
Presenter	Gerry Kendal, Vice-Provost and University Registrar
Subject	<u>Mandatory Student Instructional Support Fees</u> – proposed new fees and proposed changes to existing fees; and <u>Non-Instructional Fees</u> – proposed new fees and proposed changes to existing fees

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To establish new Mandatory Student Instructional Support Fees, to change existing Mandatory Student Instructional Support fees, to establish new Non-Instructional Fees, and to change existing Non-Instructional Fees.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Adjusts certain existing and creates new Mandatory Student Instructional Support Fees and adjusts certain existing and creates new Non-Instructional Fees.
Timeline/Implementation Date	Implementation dates vary; please see attachments.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	Representatives of the proposing units will also be in attendance at the February 6, 2013 meeting of GFC APC to respond to questions.

Alignment/Compliance

Alignment with Guiding Documents	<i>University of Alberta Calendar</i> ; UAPPOL (University of Alberta Policies and Procedures On Line)
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA): Sections 61(1) and (2)(a) - "Tuition fees" 61 (1) The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution. (2) The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre (a) must be set in accordance with the regulations[.]”



2. *Post Secondary Learning Act (PSLA) Regulations – Alberta Regulation 273/2006 – Section 2:*

“Definition of tuition fees for Act purposes, etc.

2. For the purposes of the Act and this Regulation, ‘tuition fees’ in respect of an institution means the following:

(a) fees identified in the institution’s calendar or in a supplement to its calendar as tuition fees or fees for instruction for courses that are part of programs approved by the Minister under the *Programs of Study Regulation* (AR 91/2009) or for the purposes of the *Student Financial Assistance Act*, excluding the following:

- (i) courses taken as part of a distance delivery program by individuals who do not reside in Alberta;
- (ii) apprenticeship programs under the *Apprenticeship and Industry Training Act*;
- (iii) off-campus cost recovery instruction programs;
- (iv) courses provided under a third party contract;
- (v) any differential or surcharge in fees that the board of the institution may set for courses taken by individuals who are not Canadian citizens or permanent residents of Canada;

(b) mandatory fees that are payable to the institution by students for materials and services that facilitate instruction in the courses included in clause (a), excluding the following:

- (i) fees for equipment or materials that are retained or leased by students;
- (ii) fees charged in respect of work placements or practicum experience where the persons or unincorporated bodies providing the work placement or practicum experience do not receive funding from the Government in respect of it.”

3. *Post-Secondary Learning Act (PSLA):* The *PSLA* gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of Governors on a number of matters including the budget and academic planning. GFC has thus established an Academic Planning Committee (GFC APC), as set out in Section 3 of the GFC Policy Manual. GFC delegates its power to recommend to the Board on the budget to the GFC APC.

4. *Board of Governors General Terms of Reference, Section 1 (b):*

“The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”

5. *Board Finance and Property (BFPC) Terms of Reference, Section 3(d):*

“3. Without limiting the generality of the foregoing, the Committee shall:
[. . .]



	<p>d) review and recommend to the Board tuition and other like fees[.]”</p> <p>6. UAPPOL Student Instructional Support Fee Definition of Mandatory Instructional Support Fee: “Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. All mandatory instructional support fees require the approval of the Board of Governors.”</p> <p>7. University of Alberta Calendar Section 22.2.3: “The University of Alberta complies with the Government of Alberta’s Tuition Fee Policy which states that postsecondary institutions may charge mandatory student fees for instruction to support the provision of supplies, equipment, materials and services to students.”</p> <p>8. GFC Academic Planning Committee (APC) Terms of Reference, Section 3.4.b: GFC APC is “[t]o recommend to the Board of Governors on the annual budget [which includes all of the above-noted fees-related matters], excluding budgets for ancillary units.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Registrar’s Advisory Committee on Fees (RACF), at which each proposal was discussed with the Committee members and the representatives from the Faculties and Departments that were recommending the new or revised fees.
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – February 6, 2013 (for recommendation); Board Finance and Property Committee – February 26, 2013 (for recommendation); Board of Governors – March 15, 2013 (for final approval)
Final Approver	Board of Governors

Attachments:

Attachment 1: Proposals for Changes to Existing Mandatory Student Instructional Support Fees (pages 1 – 4)

Attachment 2: Proposals for New Mandatory Student Instructional Support Fees (pages 1 – 18)

Attachment 3: Proposals for New Non-Instructional Fees (pages 1 – 8)

Attachment 4: Proposal for Changes to Existing Non-Instructional Fees (pages 1 – 6)

Prepared by: Susan Oliver, Office of the Registrar, susan.oliver@ualberta.ca

Attachment 1

Proposals for Changes to Existing Mandatory Student Instructional Support Fees

Course	Implementation	Current Fee	Proposed Fee	Page Number
REN R 299	May 2014	\$1,400 - \$1,900	\$1,600 - \$2,400	1

Mandatory Student Instructional Support fees are mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. Please refer to the UAPPOL policy and procedures for further details/guidelines on Mandatory Student Instructional Support Fees.

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Nov 27, 2012

Request for Approval for: Fee Range Increase for REN R 299 Field School

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

OUTLINE OF ISSUE: The proposed fee range increase is to cover rising costs for the 3-week REN R 299 field school. Adjustments to the fee range were last requested in 2007.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Department of Renewable Resources (Faculty of Agricultural, Life & Environmental Sciences)
Dean/Chair	Dean: Dr. John Kennelly Chair: Dr. Victor Lieffers
Primary Contact (Name, phone number, and e-mail)	Alex Drummond, Field Schools Coordinator 2-2056 / alex.drummond@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Bob Longworth, Assistant Chair (Administration) 2-1428 / bob.longworth@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	The fee covers student costs for this 3 week field school, including transportation, accommodations, full meals, recreation fee at hosting institution, and course pack.
Proposed Amount	\$1600 - \$2400
Previous Fee Amount (if this is a new fee, please indicate that here)	\$1400 - \$1900
Requested Implementation Date	Spring 2014
The Impact of the Fee (number of students affected, etc.)	Approximately 75 students enroll in the course each year.
Collected Centrally or by Department	Collected by Department.

Course Information (if fee is attached to a course)

Course Name(s)	REN R 299 Environmental and Conservation Sciences and Forestry Field School
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New or Existing Course(s)	Existing
New or Existing Program	Existing: BSc Environmental and Conservation Sciences and BSc

(include name)	Forestry
Course Description(s)	<p>REN R 299 Environmental and Conservation Sciences and Forestry Field School *3 (fi 6) (Spring/Summer, 3 weeks). Combines the concepts, theories and practices of environmental, conservation and forest sciences in an off-campus field experience. Field skill proficiency in planning, measurement, analysis and reporting is emphasized for biophysical and socioeconomic components of the environment. Prerequisites: *45 university credit and REN R 110. SOILS 210 and a plant identification course are strongly recommended. Students must complete this course prior to completion of the final *30 of their program. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar.</p> <p>Consent of Instructor is required for students outside the Faculty of Agricultural, Life and Environmental Sciences. [Renewable Resources] Credit may not be obtained in this course if previous credit has been obtained for ENCS 308 or ENCS 207 or FOR 302/303/304.</p> <ul style="list-style-type: none"> This course is an intensive field-based 3-week experience introducing students to basic concepts and principles of integrated resource management and planning, and provides an invaluable opportunity for consolidation and field application of skills and techniques learned in the first two years of the student's program.

Details

Estimated Costs (Budget information may be included here or as an attachment)	<p>Illustrative Budget:</p> <table> <tr> <td>Housing</td> <td>\$425</td> </tr> <tr> <td>Recreation fee</td> <td>\$25</td> </tr> <tr> <td>Food Services</td> <td>\$825</td> </tr> <tr> <td>Vehicles</td> <td>\$250</td> </tr> <tr> <td>Course pack</td> <td>\$100</td> </tr> <tr> <td>Ft. McMurray trip</td> <td>\$325</td> </tr> <tr> <td></td> <td>\$1,950</td> </tr> </table> <p>The existing fee range was approved in 2007. With an eye to 2014, we are requesting an increased range in keeping with a steady increase of costs for transportation, accommodation and meals. We are close to reaching the top of the existing range, and wish to extend the range to cover anticipated annual expense increases into the future.</p> <p>We are very sensitive to the financial implications for our students, and are careful in managing expenses each year in that context. Significant efforts go each year into keeping fees reasonable for our students through, among other things, the partnership arrangements outlined below. A key factor in selecting the institutions at which the field school is based, is affordability for our students.</p> <p>The Department of Renewable Resources has also long offered a deferral option whereby students are able to defer full payment of the fee until Fall Term, easing financial demands when students may be short of funds particularly early in the summer. In addition, in light of the course being held off-campus, arrangements have been made so that Edmonton-based University undergraduate athletic and health care fees are not charged.</p>	Housing	\$425	Recreation fee	\$25	Food Services	\$825	Vehicles	\$250	Course pack	\$100	Ft. McMurray trip	\$325		\$1,950
Housing	\$425														
Recreation fee	\$25														
Food Services	\$825														
Vehicles	\$250														
Course pack	\$100														
Ft. McMurray trip	\$325														
	\$1,950														
Explanatory Notes	A key feature of our field school is collaboration with government,														

	<p>industrial, and other third-party agencies that assist with logistics and partner in the delivery of course content throughout the course. These partnerships are key to delivery of the academic content, and also provide significant in-kind contributions towards course costs. Presentations, tours and discussions with external experts add greatly to the students' experience, and also support development of future employment contacts.</p> <p>The course has historically been offered from different base locations in Alberta over the years, selected for the availability of suitable, economically-viable facilities in locations near to the diverse wildland sites, protected areas, and industrial study locations required for effective course delivery.</p> <p>The majority of the field school days are based at non-profit institutions such as Portage College in Lac la Biche, or the government-run Hinton Training Centre, allowing costs to be kept low. Such institutions are able to meet our needs for accommodation, meals, classroom/computer facilities, services, and recreational facilities. Other days are based from motel accommodations during side trips to locations such as Fort McMurray.</p> <p>The course involves tours, field demonstrations and assignments based in a range of settings; considerable amounts of daily driving are required to reach diverse locations most effective for the specific field activities.</p>
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Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Faculty of Agricultural, Life & Environmental Sciences: Associate Dean (Academic), Assistant Dean (Administration), Forestry Program Chair, Environmental and Conservation Sciences Program Chair, Department of Renewable Resources Department Chair.
Advisory Route (RACF) Include dates	November 27, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachment 2

Proposals for New Mandatory Student Instructional Support Fees

Course	Implementation	Fee	Page Number
REN R 721	Sept 2013	\$15	1*
REN R 722	Sept 2013	\$40 – \$100	1*
REN R 729	Sept 2013	\$2,500 – \$4,000	1*
REN R 741	Sept 2013	\$50	1*
REN R 770	Sept 2013	\$20	1*
REN R 782	Sept 2013	\$45	1*
Multi-Faculty Interdisciplinary Education Abroad EDSE 401/501 or Drama 407/507	May 2013	\$1,000 – \$2,000	6
INT D 225 – Special Topics in Japan	May 2013	\$2,000 – \$3,000	8

* This was submitted as one proposal to RACF but listed individually

Mandatory Student Instructional Support fees are mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. Please refer to the UAPPOL policy and procedures for further details/guidelines on Mandatory Student Instructional Support Fees.

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Nov 27, 2012

Request for Approval for: Establishment of field trip fees for 6 new 700-level graduate courses supporting course-based Masters programs, to be identical to those in their existing undergraduate counterpart courses

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

OUTLINE OF ISSUE: The Department of Renewable Resources is creating a series of 700-level graduate courses in support of course-based Master degrees (MAg, MBA/MAg, MF, and MBA/MF). In each case, these courses are direct counterparts of existing undergraduate courses. In 6 such cases, the counterpart undergraduate course has an existing Mandatory Student Instructional Support Fee.

Each 700-level graduate course will routinely be offered concurrently with its counterpart undergraduate course, whereby students enrolled in the undergraduate course and those in the graduate course will be attending the same lectures and field trip activities side by side. Thus, this proposal requests the establishment of fees for the new 700-level courses, identical to the existing field trip fees already approved for the 6 counterpart undergraduate courses – fees that have been already been approved for these exact field trips.

Proposer

Faculty/Department	Department of Renewable Resources (Faculty of Agricultural, Life & Environmental Sciences)
Dean/Chair	Dean: Dr. John Kennelly Chair: Dr. Victor Lieffers
Primary Contact (Name, phone number, and e-mail)	Bob Longworth, Assistant Chair (Administration) 2-1428 / bob.longworth@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Dr. Glen Armstrong, Associate Chair (Graduate Studies) 2-8221 / gwa@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Proposed fees in the 6 new 700-level courses are identical to those in their matching counterpart undergraduate course; all are for field trips.
Proposed Amount	See attachments
Previous Fee Amount (if this is a new fee, please indicate that here)	"New" fees – though they are to be identical to those in each course's existing undergraduate counterpart courses, previously approved by RACoF for these exact field trips

Requested Implementation Date	Sept 2013-14
The Impact of the Fee (number of students affected, etc.)	Fewer than 10 Renewable Resources graduate students are currently enrolled in these course-based Masters programs; it is anticipated that program enrollments will grow over time partly through the creation of the new series of 700-level courses. A given student in one of these Masters programs will choose from a range of courses and will not necessarily enroll in any of these 6 particular 700-level courses with MSIS fees.
Collected Centrally or by Department	Collection of the fees is to match the situation for the existing counterpart courses; all are to be collected centrally except for REN R 729, International Forest Conservation and Management (counterpart course with existing approved fee: REN R 456).

Course Information (if fee is attached to a course)

Course Name(s)	REN R 721 Forest Ecosystems REN R 722 Silviculture REN R 729 International Forest Conservation and Management REN R 741 Soil Formation and Landscape Processes REN R 770 Utilization of Wildlife Resources REN R 782 Soil Remediation (see attachments)
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	New 700-level courses are being created, that are direct counterparts to existing undergraduate courses; both have nearly identical calendar descriptions.
New or Existing Program (include name)	Existing: MAg, MBA/MAg, MF, MBA/MF
Course Description(s)	See Attachment #2

Details

Estimated Costs (Budget information may be included here or as an attachment)	Fees for the 700-level courses must be kept identical to those already approved for the counterpart undergraduate courses, as both courses will typically be delivered simultaneously by the same instructor (including field trip components). See attachments for the fee amount of each course.
Explanatory Notes	

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Calendar descriptions for these 700-level courses, including references in each case to an associated course fee, are proceeding through the University's full 2013-14 calendar change approval process, originating from the Department of Renewable Resources.
Advisory Route (RACF) Include dates	Nov 27, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)

academic year	
Final Approver	Board of Governors

Attachments

1. Summary Table: Existing Counterpart Course with Current Mandatory Student Instructional Support Fee, and New 700-Level Course
2. Calendar Descriptions and Existing/Proposed Fees:
New 700-Level Graduate Courses for Students in Course-based Masters Programs

1. Existing Counterpart Course with Current MSISF, and New 700-Level Course

Existing Counterpart Course with Current MSISF	Counterpart Course Name after 2013-14 Renaming to REN R	Course Title (new 700-level graduate course, <u>and</u> existing counterpart undergraduate course)	New 700-level Course	Field Trip Fee
FOR 322	REN R 322	Forest Ecosystems	REN R 721	\$15
FOR 323	REN R 323	Silviculture	REN R 722	\$40-\$100
REN R 456	(formerly FOR 456)	International Forest Conservation and Management	REN R 729	\$2,500-\$4,000
SOILS 420	REN R 441	Soil Formation and Landscape Processes	REN R 741	\$50, variable
ENCS 474	REN R 474	Utilization of Wildlife Resources	REN R 770	\$20
ENCS 455	REN R 482	Soil Remediation	REN R 782	\$45

2. Calendar Descriptions and Existing/Proposed Fees: New 700-Level Graduate Courses for Students in Course-based Masters Programs

**Rationale for all: Creation of a series of courses to address the needs of course-based Masters students.
Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.**

<p style="text-align: center;">New 700-Level Course, with requested fee identical to the Existing Counterpart Course fee Pending 2013/14 Calendar Entry</p>	<p style="text-align: center;">Existing Counterpart Course (after pending 2013-2014 course renaming, calendar changes and retention of existing fees)</p>	<p style="text-align: center;">Existing Counterpart Course Fee/Purpose, and Requested Identical 700-Level Fee/Purpose</p>
<p>REN R 721 Forest Ecosystems</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-3). Analysis of the structure and function of forest ecosystems. Topics include physical processes, energy flow, productivity, carbon dynamics and credits, nutrient cycling, impacts of natural and anthropogenic disturbance, regeneration, succession, community composition, biodiversity, and ecosystem classification. Lab exercises during the first month are held outside. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Not available for students with credit in REN R 322 or FOR 322. Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.</p>	<p>REN R 322 Forest Ecosystems (Formerly FOR 322)</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-3). Analysis of the structure and function of forest ecosystems. Topics include physical processes, energy flow, productivity, carbon dynamics and credits, nutrient cycling, impacts of natural and anthropogenic disturbance, regeneration, succession, community composition, biodiversity, and ecosystem classification. Lab exercises during the first month are held outside. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Prerequisite: BIOL 208 or both (BIOL 108 and REN R 120) or consent of Instructor. Credit may be obtained for only one of REN R 322 or FOR 322.</p>	<p style="text-align: center;">Field trip \$15</p>

<p align="center">New 700-Level Course, with requested fee identical to the Existing Counterpart Course fee Pending 2013/14 Calendar Entry</p>	<p align="center">Existing Counterpart Course (after pending 2013-2014 course renaming, calendar changes and transfer of existing fees)</p>	<p align="center">Existing Counterpart Course Fee/Purpose, and Requested Identical 700-Level Fee/Purpose</p>
<p>REN R 722 Silviculture</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-3). Forest regeneration principles and techniques; stand tending including fertilization, thinning, pruning and drainage; harvesting systems for reforestation; nursery practices; reforestation, the law and current practices. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Not available for students with credit in REN R 323 or FOR 323. Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.</p>	<p>REN R 323 Silviculture (Formerly FOR 323)</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-3). Forest regeneration principles and techniques; stand tending including fertilization, thinning, pruning and drainage; harvesting systems for reforestation; nursery practices; reforestation, the law and current practices. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Prerequisite: BIOL 208 or consent of instructor. Credit may be obtained for only one of REN R 323 or FOR 323.</p>	<p align="center">Field trip \$40-\$100</p>

<p align="center">New 700-Level Course, with requested fee identical to the Existing Counterpart Course fee</p> <p align="center">Pending 2013/14 Calendar Entry</p>	<p align="center">Existing Counterpart Course</p> <p align="center">(after pending 2013-2014 course renaming, calendar changes and transfer of existing fees)</p>	<p align="center">Existing Counterpart Course Fee/Purpose, and Requested Identical 700-Level Fee/Purpose</p>
<p>REN R 729 International Forest Conservation and Management</p> <p>*3 (<i>fi 6</i>) (Winter/Spring/Summer, variable). Participation in a trip to a selected region is required as part of the course. Biophysical, social, historical and economic factors that influence forest conservation and management are examined; forest resources, ecological services, forest conservation and management practices, policies and regulations are evaluated and discussed. Students complete background research, participate in seminar discussions, and complete a report on the region visited. A different region is visited each year. Course may not be offered every year. Students must contact the instructor at least 4 months prior to the departure date. Requires payment of additional miscellaneous fees, including a non-refundable deposit that is due at least 3 months prior to the departure date. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Not available for students with credit in REN R 456 or FOR 456. Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.</p>	<p>REN R 456 International Forest Conservation and Management</p> <p>*3 (<i>fi 6</i>) (Winter/Spring/Summer, variable). Participation in a trip to a selected region is required as part of the course. Biophysical, social, historical and economic factors that influence forest conservation and management are examined; forest resources, ecological services, forest conservation and management practices, policies and regulations are evaluated and discussed. Students complete background research, participate in seminar discussions, and complete a report on the region visited. A different region is visited each year. Course may not be offered every year. Students must contact the instructor at least 4 months prior to the departure date. Requires payment of additional miscellaneous fees, including a non-refundable deposit that is due at least 3 months prior to the departure date. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Credit will not be received for both FOR 456 and REN R 456.</p>	<p align="center">Field trip \$2,500 - \$4,000</p>

<p align="center">New 700-Level Course, with requested fee identical to the Existing Counterpart Course fee</p> <p align="center">Pending 2013/14 Calendar Entry</p>	<p align="center">Existing Counterpart Course</p> <p align="center">(after pending 2013-2014 course renaming, calendar changes and transfer of existing fees)</p>	<p align="center">Existing Counterpart Course Fee/Purpose, and Requested Identical 700-Level Fee/Purpose</p>
<p>REN R 741 Soil Formation and Landscape Processes</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-3). Soil formation, with emphasis on landscape processes as factors in soil development; pedogenic processes and their relation to environmental issues; soils; vegetation, and geological associations; kinds and distribution of soils in Canada; soil classification; field examination and computer-assisted learning of soils and their landscape. Field trips. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Not available for students with credit in REN R 441 or SOILS 420. Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.</p>	<p>REN R 441 Soil Formation and Landscape Processes (Formerly SOILS 420)</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-3). Soil formation, with emphasis on landscape processes as factors in soil development; pedogenic processes and their relation to environmental issues; soils; vegetation, and geological associations; kinds and distribution of soils in Canada; soil classification; field examination and computer-assisted learning of soils and their landscape. Field trips. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Prerequisite: REN R 210 or SOILS 210 or consent of instructor. Credit may be obtained for only one of REN R 441 or SOILS 420.</p>	<p align="center">Field trip \$50 variable</p>

<p align="center">New 700-Level Course, with requested fee identical to the Existing Counterpart Course fee Pending 2013/14 Calendar Entry</p>	<p align="center">Existing Counterpart Course (after pending 2013-2014 course renaming, calendar changes and transfer of existing fees)</p>	<p align="center">Existing Counterpart Course Fee/Purpose, and Requested Identical 700-Level Fee/Purpose</p>
<p>REN R 770 Utilization of Wildlife Resources</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-1). Issues, principles and science surrounding sustainable use of wildlife resources. Hunting, angling and trapping for subsistence, recreational and commercial purposes. Sociopolitical dimensions of harvest regulation, wildlife administration, and human demographic changes. Field trips. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Not available for students with credit in REN R 474 or ENCS 474. Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.</p>	<p>REN R 474 Utilization of Wildlife Resources (Formerly ENCS 474)</p> <p>*3 (<i>fi 6</i>) (first term, 3-0-1). Issues, principles and science surrounding sustainable use of wildlife resources. Hunting, angling and trapping for subsistence, recreational and commercial purposes. Sociopolitical dimensions of harvest regulation, wildlife administration, and human demographic changes. Field trips. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Prerequisite: minimum of *6 of Renewable Resources or Biological Sciences courses at the 300-level or higher. Credit may be obtained for only one of REN R 474 or ENCS 474.</p>	<p align="center">Field trip \$20</p>

<p align="center">New 700-Level Course, with requested fee identical to the Existing Counterpart Course fee Pending 2013/14 Calendar Entry</p>	<p align="center">Existing Counterpart Course (after pending 2013-2014 course renaming, calendar changes and transfer of existing fees)</p>	<p align="center">Existing Counterpart Course Fee/Purpose, and Requested Identical 700-Level Fee/Purpose</p>
<p>REN R 782 Soil Remediation</p> <p>*3 (<i>fi 6</i>) (first term, 3-3s-0). Principles and methods of biological, chemical, and physical remediation of soils contaminated by hazardous chemicals and other pollutants. Topics include bioremediation of hydrocarbon contaminated soils; chemical restoration of heavy metal polluted soils, acid soils and mine spoils, and salt-affected soils; physical and biological restoration of compacted soils and hydrophobic soils contaminated with organic compounds or wastes; and risk analysis and soil quality criteria in soil remediation. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Not available for students with credit in REN R 482 or ENCS 455. Available only to students in MAg, MBA/MAg, MF, or MBA/MF, or by consent of Department.</p>	<p>REN R 482 Soil Remediation (Formerly ENCS 455)</p> <p>*3 (<i>fi 6</i>) (first term, 3-3s-0). Principles and methods of biological, chemical, and physical remediation of soils contaminated by hazardous chemicals and other pollutants. Topics include bioremediation of hydrocarbon contaminated soils; chemical restoration of heavy metal polluted soils, acid soils and mine spoils, and salt-affected soils; physical and biological restoration of compacted soils and hydrophobic soils contaminated with organic compounds or wastes; and risk analysis and soil quality criteria in soil remediation. Prerequisites: At least *75 university credit with emphasis on biophysical courses, and REN R 442 or SOILS 430 recommended. Credit may be obtained for only one of REN R 482 or ENCS 455. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar.</p>	<p align="center">Field trip \$45</p>

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Nov. 27, 2012

Request for Approval for: The Multi-Faculty Interdisciplinary Education Abroad Group Program

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

OUTLINE OF ISSUE: Dr. Diane Conrad (Secondary Education) and Jan Selman and Jane Heather (Drama) have been awarded the **Multi-Faculty Interdisciplinary Education Abroad Group Program Grant 2012** (\$33,000 over 3 years) from **University of Alberta International** to develop an international summer course with partners Indra Congress (UK) and Aga Khan University (Kenya, Tanzania) – alternating years. The location of the course will change from year-to-year based on the location of the engagement with the international partner (e.g. the site of Indra Congress events also change from year-to-year). A student support fee is required to allow for student travel abroad. In summer 2013, for its first offering, the course will travel to Derry, Northern Ireland.

Proposer

Faculty/Department	Education/Secondary Education; Arts/Drama
Dean/Chair	Dean Fern Snart/Chair Florence Glanfield; Dean Lesley Cormack/Chair Kate Weiss
Primary Contact (Name, phone number, and e-mail)	Diane Conrad, 780-492-5870, diane.conrad@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Jan Selman, 780-492-8799, jan.selman@ualberta.ca Jane Heather, 780-492-8721 jane.heather@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Accommodations, meal plan, ground transportation, excursion fees, facility fees,
Proposed Amount	Total = \$1,256 Request for range to accommodate subsequent years in various locations: \$1,000-\$2,000
Previous Fee Amount (if this is a new fee, please indicate that here)	New fee
Requested Implementation Date	May 2013
The Impact of the Fee (number of students affected, etc.)	15
Collected Centrally or by Department	Collected Centrally

Course Information (if fee is attached to a course)

Course Name(s)	Undergraduate or graduate students will register in one of the following (these are course numbers reserved for “special topics” in both Departments) EDSE 401 or 501 or Drama 407 or 507 Facilitating Performing Arts for Social Justice Note: for Graduate Students fees for the course offered in Spring/Summer will not be covered under program fees
Required Course(s)	X No
New or Existing Course(s)	New Course
New or Existing Program (include name)	Existing Programs – Secondary Education BEd/MEd; Drama BA/MA
Course Description(s)	This course focuses on using the performing arts for social justice in a global context. Through drama facilitation it connects popular theatre and popular education methods for educators and drama practitioners with an international social justice focus. The course model will be flexible, to interact in different ways with different partners in different locations from year to year. Based on the particular focus of the partner institution and location in any given year, the social justice themes for the course will vary including: peace-building, conflict resolution, anti-racism, and global health within the context of drama facilitation/education. The course will allow opportunities for interaction with international university students, international community-based youth arts groups and/or other community groups, and community members and institutions in the given location. As a course which involves experiential learning within community contexts, it will link with the Community Service Learning initiative at the U of A, inherently fulfilling the CSL community interaction requirements. A course-based ethics application will also be submitted to gain approval for community-based research activities.

Details

Estimated Costs (Budget information may be included here or as an attachment)	See attached.
Explanatory Notes	See attached.

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar’s Advisory Committee on Fees and in what capacity)	<ul style="list-style-type: none"> • Erika Therriault, Undergraduate Program Administrator, Secondary Education • Florence Glanfield, Interim Chair, Secondary Education • Lucy De Fabrizio, APO/Coordinator, International Office, in Education • Connie Golden, Undergraduate Advisor, Drama • Kate Weiss, Chair, Drama • Heather Zwicker, Vice-Dean, Faculty of Arts • Dr René Poliquin, Vice-Dean, Faculty of Graduate Studies and Research • Zhi Jones, Associate Director Education Abroad, University of Alberta International
Advisory Route (RACF) Include dates	November 27, 2012
Approval Route* (Governance) *The approval process is	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)

initiated in January for the next academic year	Board of Governors (BG)
Final Approver	Board of Governors

Attachments

#1. Estimated Costs and Explanatory Notes

Attachment #1

This is a sample budget based on the location for Summer 2013. Costs will vary from location-to-location in subsequent years. All amounts are in Canadian Dollars.

Requested amount is for a range to accommodate subsequent years in various locations: \$1,000-2,000

The amounts below are approximate per student costs for Derry (June 23-July 6) with a visit to Queen's University Belfast (July 7-12) in summer 2013.

Total = \$1,500

Accommodations in Derry & Belfast (includes some meals) - \$1,000

Meal Plans - \$150

Ground transportation = \$100

Facility fees = \$100

Excursions = \$150

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Dec 11, 2012

Request for Approval for: Special Topics course to be held in Kyoto, Japan

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

OUTLINE OF ISSUE: *In Summer 2013, the Department of East Asian Studies and the Prince Takamado Centre for Teaching and Research, will offer INT D 225 - A Special Topics in Japan course: Understanding Japanese Game Culture, to be held in Kyoto, Japan, at the Kinugasa Campus of Ritsumeikan University. As this is a selected topics course, the topic may change, however a Mandatory Student Instructional Support Fee is required to cover student expenses to be incurred in Japan.*

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Arts/East Asian Studies
Dean/Chair	Dr. Lesley Cormack/Dr. Ryan Dunch
Primary Contact (Name, phone number, and e-mail)	Dr. Kaori Kabata, Assoc Professor, Department of East Asian Studies and Director, Prince Takamado Centre for Teaching and Research
Secondary Contact (Name, phone number, and e-mail)	Joanne McKinnon, Assistant Chair (Admin), East Asian Studies; 780-492-0130; joanne.mckinnon@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Cover costs associated with the Special Topics in Japan: Summer Course in Kyoto Japan (June 24-July 5, 2013)
Proposed Amount	\$2,000 – \$3,000
Previous Fee Amount (if this is a new fee, please indicate that here)	New fee (although INT D 225:Special Topics courses are scheduled by the Office of Interdisciplinary Studies, this topic is new and has not been offered previously).
Requested Implementation Date	May 1, 2013
The Impact of the Fee (number of students affected, etc.)	15-20 students
Collected Centrally or by Department	Collected by Department

Course Information (if fee is attached to a course)

Course Name(s)	InterD 225:Special Topics in Japan – Understanding Japanese Game Culture
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	InterD 225 is an existing course, but this is a new Topic and Section
New or Existing Program (include name)	
Course Description(s)	Theme: Understanding Japanese Game Culture (see attached)

Details

Estimated Costs (Budget information may be included here or as an attachment)	\$2,300 (see attached).
Explanatory Notes	Students will arrange and pay for their own flights to and from Japan, but there are several costs while in that country that will be managed by the proposers.

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	East Asian Studies; Prince Takamado Japan Centre for Teaching and Research; Undergraduate Student Services, Faculty of Arts
Advisory Route (RACF) Include dates	December 11, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>)

1- Budget

INT D 225:A & B - Special Topics in Japan: Summer Course in Kyoto, Japan

Instructor: Dr. Geoffrey Rockwell

Course Theme: Understanding Japanese Game Culture

Course Description

The Japanese videogame industry is one of the most creative in the world. Global companies like Nintendo and Sony produce high quality and popular video games, as well as the console gaming platforms and hand-held gaming devices used to play them. Supporting this industry is an active fan game culture in Japan. In this course, we will look at Japanese game culture from a number of perspectives. We will look at the history of videogames, the spaces of games and "*otaku*" culture and we will examine the close connections between Japanese manga, anime, and videogames. The course will include taking field trips to Japanese game centres (arcades) in Kyoto, to Nipponbashi in Osaka, and Akihabara in Tokyo

Field Trips:	Kyoto Arcade	\$300
	Nipponbashi (Osaka)	\$300
	Akihabara (Tokyo) (includes overnight stay in Tokyo)	\$500
Transportation:	Transportation in Japan	\$350
	- Japan R pass (1 week)	
Meals/Accommodations:	Kyoto	<u>\$850</u>
		\$2,300

Students will be required to arrange and pay for their own transportation to and from Japan.

Attachment 3

Proposal for New Non Instructional Fees

Title	Implementation	Fee	Page Number
Admission Confirmation Deposit – BSc Radiation Therapy	Sept 2014	\$500.00	1
Admission Confirmation Deposit – PharmD Program	Sept 2014	\$1,000.00	3

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: September 25, 2012

Request for Approval for: Non-refundable tuition deposit for new program – Bachelor of Science in Radiation Therapy

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee
- Alternate Delivery Fee
- Cost Recovery Fee
- Other

OUTLINE OF ISSUE: Non-refundable tuition deposit upon acceptance into proposed Bachelor of Science in Radiation Therapy degree program. Request is as a result of recommendations of other bachelor degree programs across Canada to ensure full enrolment of small programs. Deposit will be paid by students in year two of the program only.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Medicine and Dentistry; Department of Oncology
Dean/Chair	Dr. Sandy McEwan
Primary Contact (Name, phone number, and e-mail)	Susan Fawcett, 780-643-4534, susan.fawcett@albertahealthservices.ca
Secondary Contact (Name, phone number, and e-mail)	Dr. Sandy McEwan, 780-432-8524, mcewan@ualberta.ca sandy.mcewan@albertahealthservices.ca

Item

Purpose of Fee (what it is to be used for)	Non-refundable tuition deposit to ensure full enrollment into the small program. Deposit would be required upon acceptance into program after the pre-professional year. The Bachelor of Science in Radiation Therapy will consist of a pre-professional year and an additional three years.
Proposed Amount	\$500.00
Previous Fee Amount (if this is a new fee, please indicate that here)	Proposed new program and new fee
Requested Implementation Date	September 2014
The Impact of the Fee (number of students affected, etc.)	Initial intake will be 15 students, subsequent intakes will increase to a maximum of 25 students
Collected Centrally or by Department	Centrally

Course Information (if fee is attached to a course)

Course Name(s)	Applicants will apply into the BSc in Radiation Therapy program after a pre-professional year (30 credits)
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New or Existing Course(s)	New
New or Existing Program (include name)	New – Bachelor of Science in Radiation Therapy Pre-professional year + 3 years
Course Description(s)	

Details

Estimated Costs (Budget information may be included here or as an attachment)	N/A Applies to Tuition
Explanatory Notes	N/A

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Chair, Department of Oncology – Dr. Sandy McEwan Vice-Dean, Education, Faculty of Medicine & Dentistry, Dr. Fraser Brenneis
Advisory Route (RACF) Include dates	September 25, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>)

Office of the Dean
2J2.00 WMC
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September 20, 2012

Professor Gerry Kendal PhD
Registrar, University of Alberta
Office of the Registrar

Dear Dr Kendal:

RE: Non-refundable Admission Deposit Disposition for Proposed BScRT Program

As you are aware, the Faculty of Medicine & Dentistry is bringing forward a new BSc program in Radiation Therapy through the university governance process. This letter is to acknowledge that the Faculty of Medicine & Dentistry understands the disposition of the non-refundable admission deposit of \$500.00 for this program. The Faculty will comply with the guidelines of the Registrar's Office that should a prospective student forfeit the admission deposit for the BScRT program, those funds will remain with the Registrar's Office for distribution to university-wide student awards and bursaries.

Thank you for attention to this,



Fraser R. Brenneis, MD, CCFP, FCFP
Vice-Dean, Education
Faculty of Medicine & Dentistry
University of Alberta

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: **December 11, 2012**

Request for Approval for: **PharmD Program**

Faculty of Pharmacy and Pharmaceutical Sciences

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other – Admission Confirmation Fee**

OUTLINE OF ISSUE: The Post-Professional Doctor of Pharmacy (PharmD) program is a 12-14 month full-time program designed for professional pharmacists. Part-time options will be available for practicing pharmacists. Enrollment is capped at 30 students and we anticipate a high demand for the program. Prospective pharmacy students receive conditional acceptance offers in the fall semester of their final year in the BScPharm program and final acceptance will occur once all requirements are met for example, completion of a BScPharm degree and license to practice pharmacy (late summer). We are seeking approval of an Confirmation of Admission Deposit of \$1000 to confirm acceptance to the program following conditional acceptance.

Proposer

Faculty	Pharmacy & Pharmaceutical Sciences
Dean	James P. Kehrer
Primary Contact (Name, phone number, and e-mail)	Terri Schindel 780.492.6134 tschin@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	James P. Kehrer 780.492.0204 jkehrer@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	The purpose of the Admissions Confirmation Fee is to confirm acceptance of conditional admission to the Post-Professional Doctor of Pharmacy degree (PharmD) program. The Admissions Confirmation Fee is due within two weeks of receipt of conditional acceptance to the program (late fall). The Admissions Confirmation Fee will be applied to the tuition for the program. If the student subsequently refuses admission or withdraws from the program, the Admissions Confirmation Fee will not be refunded. The fee will be refunded if the student is refused admission (spring) by the Faculty.
Proposed Amount	\$1000
Previous Fee Amount (if this is a new fee, please indicate that here)	New
Requested Implementation Date	2014 admissions
The Impact of the Fee (number of students affected, etc.)	30
Collected Centrally or by Department	Centrally

Course Information (if fee is attached to a course)

Course Name(s)	See attached
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New or Existing Course(s)	N/A
New or Existing Program (include name)	N/A
Course Description(s)	N/A

Details

Estimated Costs (Budget information may be included here or as an attachment)	N/A
Explanatory Notes	See attached – Information Sheet

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	N/A
Advisory Route (RACF) Include dates	N/A
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	N/A
Final Approver	N/A

Routing (For Cost Recovery and Alternate Delivery)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	<p>Please refer to the attachment for a list of original consultations. The original proposal was discussed with representatives from the Provost and Registrar's offices.</p> <p>Additional consultations in 2012 include:</p> <p>Faculty of Pharmacy and Pharmaceutical Services, Doctor of Pharmacy program Director, course coordinators Michelle MacDonald – Primary Care Network, Alberta Health Services Gaily Hufty – Alberta Health Services Susan Oliver – Registrar's Office Ada Schmude – Registrar's Office</p>
Advisory Route (RACF) Include dates	December 11, 2012
Approval Route* (Governance)	Provost Office
Final Approver	Provost and Vice-President (Academic)

Information Sheet

University of Alberta - Faculty of Pharmacy and Pharmaceutical Sciences Doctor of Pharmacy (PharmD) Program Overview – November 2012

Background

The Faculty of Pharmacy and Pharmaceutical Sciences' Doctor of Pharmacy (PharmD) proposal was approved by the Ministry of Advanced Education and Technology (AET) in October, 2011.

With a transition in professional roles of pharmacists, increasing complexity in the healthcare environment, and changes in health care needs over the last 50 years, the nature and delivery of professional education is changing. Canadian pharmacists have increasingly become part of primary health care, working on teams, and as prescribers of medications. The program focuses on the background and clinical skills required for the provision of optimal patient-centred care and preparation for pharmacists' increased scope of practice, additional prescribing authority, and contributions to team-based care. The program will also provide a critical conduit to generate the clinical practice preceptors required for our programs in the future.

The program is built on the foundation of the existing BSc curriculum that has evolved to address educational outcomes of a PharmD education expected by the accreditation organization for the PharmD programs in Quebec and the United States. Graduates of this program will develop leadership and evidence-based practice skills to contribute to team-based, collaborative care, and abilities to educate patients, care-givers, team members, and health professional students. The program will meet the educational outcomes adopted by the Association of Faculties of Pharmacy of Canada in June 2010.

The major features of the program include:

- An optional professional doctorate program completed **after** a Bachelor of Pharmacy degree. Entry-to-practice requirements in Alberta remain unchanged.
- Competencies that align with the Association of Faculties of Pharmacy of Canada Educational Outcomes
- Initial enrolment of 10% of the graduating pharmacy class (13 students), increasing up to 30 students in 3 years.
- Flexibility to admit practicing pharmacists into the program thereby providing access to pharmacy practitioners and diversity in the learning environment. Ten practicing pharmacists are expected to enroll annually, starting in 2014. Part-time studies will be accommodated.
- Total annual graduates are expected to be no more than 30 over the next five years.
- Evaluation of the program in terms of employer and student demand, and its impact in the practice environment will be undertaken before any significant changes are made to the enrolment cap.

The new program is described in the following section.

Post-Professional PharmD

The title and length of the program. Post-Professional Doctor of Pharmacy (PharmD): This program is a combination of course work and supervised experiential education through the Faculty of Pharmacy and Pharmaceutical Sciences following the completion of the BSc (Pharmacy) degree. In addition, admitted students will be required to hold a license to practice pharmacy in Canada (specifically in the province where they do their experiential activities). This is an undergraduate, professional doctorate. This will be the first entry-level English language PharmD program in Canada.

The program will offer flexibility to accommodate admission of professional students following successful completion of a BSc program at any accredited pharmacy program in Canada. Students will complete required courses that meet the PharmD educational outcomes as defined by the program. Credit by special assessment will be considered to recognize the practice experience and knowledge base of practicing pharmacists who want to complete this program. The application and assessment process will be internal to

the Faculty and will involve an interview. Over the first few years, most students will be enrolled in full-time studies and will complete the work in 12-14 months, with a maximum of 2 years allowed. Plans to allow flexibility for part-time studies, for up to 4 years to complete the work, are underway.

Numbers of students. We accepted 13 students (10% of the graduating class) in the first year of the program, and plan to increase this to 30 students over 3 years, based on demand. This will include up to 10 practicing pharmacists in the program each year. If all students successfully complete the program, we would graduate a maximum of 30 PharmD students each year. This will provide a core number of pharmacy practitioners with additional experiential training for the province that currently has about 4200 pharmacists.

Program Structure. The PharmD program consists of 18 credits of course work and 36 weeks of structured experience in patient care through the Faculty of Pharmacy and Pharmaceutical Sciences.

Course work will involve 4 courses in the fall term followed by structured practical experiences. These experiences will consist of 36 weeks of clinical rotations. For students completing the BSc curriculum that was implemented in 2004, credit for 6 weeks of experiential education will be given. Practicing pharmacists can apply for credit for up to 50% of experiential work, particularly if an accredited residency was previously completed. Practicing pharmacists who intend to apply to the program will be able to take some of the classroom courses through Practice Development office or through distance delivery.

The Alberta College of Pharmacists has confirmed that students completing the program will qualify for immediate application for prescriptive authority.

Tuition. Tuition for the Doctor of Pharmacy (PharmD) program is based on \$425/credit. The tuition for the 54-credit program is \$22,950.

Transfer credit. Students entering the program following completion of the BScPharm program introduced in 2004 will be eligible for 6 credits transferred to the PharmD program. Doctor of Pharmacy courses completed through distance learning courses through the University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences or through the Practice Development office will be eligible for credit in the PharmD program. A fee will not be charged for the transfer credit.

Credit by special assessment. Some students will be eligible to apply for credit by special assessment. The fee for credit by special assessment will be the full tuition fee of \$425/credit.

Comparison with other programs. There are no programs in Canada that are comparable.

The University of Colorado non-resident tuition for the Doctor of Pharmacy program ranges from \$37,000 - \$49,000. More information is available at <http://www.ucdenver.edu/academics/colleges/pharmacy/Admissions/NontraditionalPharmD/Pages/Tuition.aspx>

The University of Florida program tuition is approximately \$32,000 and with other program fees ranges from \$46,000 – 58,000. More information is available at <http://pharmd.distancelearning.ufl.edu/admissions/tuition/pharm-d-tuition/>

Attachment 4

Proposals for Changes to Existing Non Instructional Fees

Course	Implementation	Current Fee	Proposed Fee	Page Number
Application Fee for Visiting and Exchange Graduate Students	Sept 2014	\$100	\$0	1

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: December 11, 2012

Request for Approval for: **Removal of Application Fee for Visiting and Exchange Graduate Students**

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

OUTLINE OF ISSUE: *The UA is trying to encourage formal exchanges, research visits (RSRCH 900), and other such formal activity. The application fee is viewed as a disincentive. To reduce that impact, currently, FGSR picks up the entire \$100 application fee for RSRCH 900, and almost every formal exchange application fee is paid (or reimbursed) by the host department. In accordance with the Western Deans' Agreement (WDA) applicants eligible under that agreement do not pay application fees.*

Although the cost in manpower hours and associated wages for these internal transactions is nominal, retaining a business practice in which we move dollars internally to replicate the traditional application process with the associated \$100 application fee with no actual income to the University for processing these applications represents a redundant charge and process.

We propose that formal exchange and Research 900 students should be treated the same as WDA applicants regarding the application fee and ask that the application fee for these applicants be removed.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Graduate Studies and Research
Dean/Chair	Dr. Mazi Shirvani
Primary Contact (Name, phone number, and e-mail)	Lindsey Rose, 2-6091, Lindsey.rose@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Grace Tsang, 2-1971, Grace.tsange@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	N/A
Proposed Amount	\$0.00
Previous Fee Amount (if this is a new fee, please indicate that here)	\$100.00
Requested Implementation Date	September 2013
The Impact of the Fee (number of students affected, etc.)	On average, 60 applications are currently processed in this way annually via a variety of application categories (Research 900, Formal Exchange

	<p>Agreement, Western Deans' Agreement). Approximately, two thirds of these application fees are paid for by FGSR. The remaining application fees are paid either primarily by the department or occasionally by the student, except in the case of the Western Deans Agreement under which, no application fee is collected.</p> <p>The impact is on the FGSR, respective departments and the Registrar's Office in terms of manpower required to process this fee which is paid to the University from departments and faculties of the University. It does not generate actual income to the institution. Time for data entry of each application is approximately 10 minutes. At staffing costs of >\$30/hour processing this fee with internal funds, unnecessarily costs the University \$>300/year in wages but more importantly it takes staff time from other activities that could actually benefit the institution. Although the dollar amount is minimal it is significant that there is no institutional benefit associated with processing this application fee.</p> <p>The additional impact if the application fee is retained is on the University's ability to increase the number of formal exchange agreements and research visits.</p> <p>The impact on these students is that the current process adds 4-15 additional days to the time to admission approval. That further adds a negative message to potential partners and visiting students. Removing the additional processing time to the standard 2-day turn around time for the FGSR to admit these students should positively impact the reputation of the institution and its' interest in visiting research students.</p>
Collected Centrally or by Department	N/A

Course Information (if fee is attached to a course)

Course Name(s)	N/A
Required Course(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
New or Existing Course(s)	N/A
New or Existing Program (include name)	N/A
Course Description(s)	N/A

Details

Estimated Costs (Budget information may be included here or as an attachment)	N/A
Explanatory Notes	N/A

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Registrar's Office (Ada Schmude, Susan Oliver)
Advisory Route (RACF) Include dates	December 11, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)

academic year	
Final Approver	Board of Governors

Routing (For Cost Recovery and Alternate Delivery)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	N/A
Advisory Route (RACF) Include dates	N/A
Approval Route* (Governance)	Provost Office
Final Approver	Provost and Vice-President (Academic)

Attachments (each to be numbered 1 - <>)

- 1 – Visiting Application Types x payee
- 2 – Research 900 Fall 2012/Winter 2013 Sample Fee Assessments

Visiting application type	Application	Application fee	Application fee Paid by	Process
Formal exchange	U of A	\$100CAD	Applicant/ Department	Paper application (letter of permission) > UAI (approval signature) > FGSR > Department (recommendation & optional manual registration form) > RO (date entry & process payment) > FGSR (admit)
WDA	WDA	\$0	-	WDA application > Department (approval signature) > RO (date entry) > FGSR (admit)
RSCH 900	U of A	\$100CAD	FGSR	Paper application (letter of permission) > Department (recommendation & manual registration form) > FGSR (Indent) > RO (date entry & process payment) > FGSR (admit)

- Application sent to RO for data entry & process payment can take up to 4-15 business days
- Once the application return to FGSR with recommendation, process will usually takes 1-2 business days to admit and issue admission letter

Term	Total Formal Exchange	Total Research 900 - pd by FGSR	Total Western Dean Students	Total Visiting Students (includes Formal Exchange)	TOTAL Forma Exchg plus RSRCH 900
Fall 2010	28	18	5	43	46
Winter 2011	21	26	16	55	47
Spring 2011	5	17	1	18	22
		61	22	116	61
Summer 2011	1	17	3	19	18
Fall 2011	26	25	2	51	51
Winter 2012	35	31	6	58	66
Spring 2012	13	19	3	25	32
		92	14	153	
Summer 2012	2	15		29	17
Fall 2012	35	25	3	68	60
Winter 2013	35	17		37	52
		57	3	134	57

Out of total visiting students, rsch 900 students are not in any particular course, just doing rsch work

Out of total visiting students, total western dean students are students taking a specific u of a course (not rsch 900)