

The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, December 11, 2013 meeting:

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Agenda Title: **Proposed Name Change for the Department of Speech Pathology and Audiology (SPA) to the Department of Communication Sciences and Disorders (CSD)**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed name change of the Department of Speech Pathology and Audiology (SPA) to the Department of Communication Sciences and Disorders (CSD), as submitted by Acting Dean of the Faculty of Rehabilitation Medicine and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 4

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Agenda Title: **Proposed Revisions from the Office of the Registrar to Section 13 of the University Calendar (Language Proficiency Requirements – English Language Proficiency (ELP) and Spoken English Requirements)**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, proposed revisions to Section 13 of the University Calendar (Language Proficiency Requirements – English Language Proficiency (ELP) and Spoken English Requirements), as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval and for publication in the 2014-2015 Calendar.

Final Item: 5

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Agenda Title: **Proposed Revisions from the Office of the Registrar to Section 12.2 of the University Calendar (Undergraduate Application Procedures - Definitions)**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, proposed revisions to Section 12.2 of the University Calendar (Undergraduate Application Procedures - Definitions), as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval and for publication in the 2014-2015 Calendar.

Final Item: 6

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Agenda Title: **Proposed University Calendar Revisions from the Office of the Registrar to Requirements for Police Information Checks**

CARRIED MOTION: That the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed University Calendar changes to the Police Information Check, as submitted by the Office of the Registrar (with the concurrence of affected Faculties) and as set forth in Attachment 1, to be effective upon final approval.

Final Item: 7

Agenda Title: **Proposal for the Establishment of the University of Alberta Multiple Sclerosis (MS) Centre (Faculty of Medicine and Dentistry)**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposal submitted by the Dean of the Faculty of Medicine and Dentistry for the formal establishment of the University of Alberta Multiple Sclerosis (MS) Centre to be housed in the Faculty of Medicine and Dentistry, as set forth in Attachment 2, to be effective upon final approval.

Final Item: 8

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Agenda Title: **Proposed Termination, Termination and Reclassification, and Renaming of University of Alberta Academic Centres and Institutes**

CARRIED MOTION I: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed termination of the following University of Alberta Academic Centres and Institutes at the request of and as set out in the attached correspondence from the Deans (or delegates) of the Faculty of Agricultural, Life and Environmental Sciences, Faculty of Arts, the Alberta School of Business, Faculty of Education, and Faculty of Medicine and Dentistry and from the Acting Provost and Vice-President (Academic), to take effect upon final approval:

**1a. Faculty of Arts:**

- Canadian Institute for Nordic Studies
- Canadian Building Energy End-use Data and Analysis Centre
- Medieval and Early Modern Institute
- Milan V Dimic Institute for Comparative Literature and Cultural Studies
- Centre for Theatre Creation
- Research Institute in Women's Writing

**1b. Faculty of Agricultural, Life and Environmental Sciences:**

- Centre for Enhanced Forest Management
- Alberta Veterinary Medicine Institute
- Material Culture Institute

**1c. Alberta School of Business:**

- Western Centre for Economic Research
- Centre for the Study of Professional Service Firm Management
- Centre for Enhanced Corporate Reporting

**1d. Faculty of Education:**

- Child Study Centre
- Curriculum and Pedagogy Institute

**1e. Provost and Vice-President (Academic):**

- Alberta Institute for American Studies

**1f. Faculty of Medicine and Dentistry:**

- Institute for Biomolecular Design
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CARRIED MOTION II: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed renaming of the following University of Alberta Academic Centres and Institutes at the request of and as set out in the attached correspondence from the Dean of the Alberta School of Business and the Dean of the Faculty of Engineering, to take effect upon final approval:

**1a. Alberta School of Business:**

- Canadian Centre for Social Entrepreneurship (to be renamed as the Canadian Centre for Corporate Social Responsibility)
- Canadian Centre for Retailing and Services (to be renamed as the School of Retailing)

**1b. Faculty of Engineering:**

- Imperial Oil Centre for Oil Sands Innovation (to be renamed as the Imperial Oil Institute for Oil Sands Innovation)
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**OUTLINE OF ISSUE**

Agenda Title: **Proposed Name Change for the Department of Speech Pathology and Audiology (SPA) to the Department of Communication Sciences and Disorders (CSD)**

**Motion:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed name change of the Department of Speech Pathology and Audiology (SPA) to the Department of Communication Sciences and Disorders (CSD), as submitted by Acting Dean of the Faculty of Rehabilitation Medicine and as set forth in Attachment 1, to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Robert Haennel, Acting Dean, Faculty of Rehabilitation Medicine
Presenter	Karen Pollock, Chair, Department of Speech Pathology and Audiology
Subject	Proposed Name Change for the Department of Speech Pathology and Audiology (SPA)

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To change the name of the Department of Speech Pathology and Audiology (SPA) to the Department of Communication Sciences and Disorders (CSD).
The Impact of the Proposal is	A more accurate depiction and improved visibility of the research, teaching, and service roles of the Department.
Replaces/Revises (eg, policies, resolutions)	See 'Purpose'.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	\$2500 (cost of new signs, office supplies, brochures, business cards).
Sources of Funding	Current operating revenue.
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>GFC Academic Planning Committee Terms of Reference/3. Mandate:</b></p> <p>“9. <b>Name Changes of Faculties, Departments, and Divisions</b> [...]</p> <p>b. To approve name changes of Departments and divisions.”</p>

**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<ul style="list-style-type: none"> <li>• Proposal justifying a name change sent to the Acting Dean of the Faculty of Rehabilitation Medicine and the Acting Provost and Vice-President (Academic) for information and comment, June 8, 2013.</li> <li>• Draft proposal discussed at a Speech Pathology and Audiology Department meeting in June, 2013.</li> <li>• Consultation with the Alberta College of Speech Language Pathologists and Audiologists, June, 2013.</li> <li>• Draft proposal discussed at a meeting of Deans' Council, June, 2013.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Revised name formally recommended by the Speech Pathology and Audiology Department Council, September 26, 2013.</li> <li>• Draft proposal discussed at a Faculty of Rehabilitation Medicine Executive Committee meeting on September 30, 2013.</li> <li>• Revised name approved by the Rehabilitation Medicine Faculty Council, October 1, 2013.</li> </ul>
Approval Route (Governance) (including meeting dates)	Faculty of Rehabilitation Medicine Council (October 1, 2013) – for recommendation; GFC Academic Planning Committee (December 11, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 3) - Proposal for the Name Change for the Department of Speech Pathology and Audiology (SPA) to the Department of Communication Sciences and Disorders (CSD)

*Prepared by:* Karen E Pollock, Department Chair and Professor, [karen.pollock@ualberta.ca](mailto:karen.pollock@ualberta.ca)



## Office of the Provost and Vice-President (Academic)

### NAMING REQUEST PROPOSAL FOR ACADEMIC ENTITIES

The Dean or Director consulted with the Provost and Vice-President (Academic) before beginning the naming process.

**Date:** May 19, 2013

**Type of Naming:**  Philanthropic  Honorific  Functional  Use of Name

#### Proposal

*In recognition of the expanded profile and work of the Department of Speech Pathology and Audiology (SPA), the department requests to change its name to the Department of Communication Sciences and Disorders.*

#### Background/Rationale

*The Department of Speech Pathology and Audiology at the University of Alberta was established as a department in the Faculty of Rehabilitation Medicine in 1976. Prior to that, a bachelor's degree in speech-language pathology was offered through the School of Rehabilitation Medicine. Although the degrees offered by the department have changed over the years (e.g., BSc from 1969 to 1993, MSLP-B from 1992 to 2004, MSLP-A from 1994 to 1999, MSc from 1986 to 2004, MScSLP from 2004 to present), the department name has remained the same.*

*The proposed name change reflects the fact that current research and teaching within the department extends beyond the training of clinical professionals and encompasses basic foundational science and collaborative work in fields such as psychology, linguistics, medicine, and neuroscience. The name change will enhance the profile of the department and be of benefit in the recruitment of graduate students and faculty members. It will enhance efforts to seek funding from agencies whose mandate does not include clinical work (e.g., NSERC, SSHRC).*

*The proposed department name change also reduces confusion about the types of degrees offered (i.e., we currently offer a degree in speech-language pathology but have never offered a degree in audiology). Each year, department staff receive dozens of inquiries from individuals wanting to know how to apply to the audiology program, which they assume exists based on the name of the department. Although the department is presently engaged in the process of proposing the addition of an audiology program, it is not known when this program will be approved or funded. Replacing both "speech pathology" and "audiology" with the more global term "communication" not only reduces confusion but is more consistent with current usage across North America (see appendix). The name "Communication Sciences and Disorders" would not preclude the addition of an audiology program, and in fact is commonly used by departments that offer degrees in both professions.*

*The name "Speech Pathology" is considered "old-fashioned" and does not reflect the current scope of the profession, which includes all aspects of communication (e.g., speech, language, voice, fluency) and swallowing. The current professional designation, "speech-language pathologist," reflects the inclusion of language disorders in the profession's scope of practice. Thus, the absence of "language" from the department name marks the program as out-of-date. In fact, the U of A is the only Canadian (English) program to use "Speech Pathology" in the department name. The U of Toronto uses "Speech-Language Pathology," UBC uses "Speech Sciences," and the other programs use "Communication Sciences and Disorders" or "Human Communication Disorders."*



*The current department name does not explicitly reflect the scientific foundations of our professions (e.g., speech science, hearing science, language science, swallowing science) which are an integral part of our curriculum and research programs. Many faculty members and graduate students in the department conduct research in these basic foundational areas. Therefore including “Sciences” as well as “Disorders” in the name more accurately reflects the scope of teaching and research in the department.*

*A review of comparable department names in other Canadian and American programs (see appendix) reveals a trend towards the use of “Communication (Sciences and) Disorders” or “Speech(-Language) and Hearing Sciences.” Two (of the five) other Canadian programs and 9 of the top American programs (based on the 2012 U.S. News and World Report rankings) use the name “Communication Sciences and Disorders.” One additional Canadian program and 3 U.S. programs use the name “Communication Disorders.” Most other U.S. programs use some variation of “Speech and Hearing Sciences” (e.g., Speech and Hearing Sciences, Hearing and Speech Sciences, Speech-Language-Hearing Sciences). None of the programs (Canadian or U.S.) use “Speech Pathology,” except for the French Canadian programs which use the equivalent term “orthophonie.” However, one Canadian program uses “Speech-Language Pathology.” The proposed name change to “Communication Sciences and Disorders” was selected over other alternatives (e.g., “Speech, Language, and Hearing Sciences and Disorders” or “Speech-Language-Hearing Sciences and Disorders”) because it is less cumbersome.*

*A department name change would result in a one-time cost (estimated at approximately \$2,500) to cover printing of new stationery, brochures, etc., as well as modifications to Faculty and Department publications, websites, and signage.*

## Support

*The vetting and approval process will be as follows:*

- *Proposal was sent to Acting Dean (FRM) and Acting Provost & VP (Academic) on June 8, 2013*
- *Draft proposal discussed and approved in principle at the June 2013 SPA Department meeting*
- *Proposal unanimously approved at the Fall 2013 SPA Department Council meeting (Sept 26, 2013)*
- *Proposal approved by the FRM Executive Committee (Sept 30, 2013) to go forward to FRM Council*
- *Proposal unanimously approved at the Fall 2013 meeting of the FRM Council (Oct 1, 2013)*
- *Final proposal and supporting documentation submitted to the Provost and VP (Academic)*

## Due Diligence Checklist

- Philanthropic Naming of Academic Entities/Honorary Naming of Academic Entities Procedure
- Naming Guidelines/Fundamental Gift Acceptance Principles/Controversial Donations Guidelines
- Gift Agreement

**Submit this completed form and all pertinent attachments to:  
Office of the Provost and Vice-President (Academic)  
2-10 University Hall**



**APPENDIX**  
**Summary of Department Names**  
**North American Programs in Speech-Language Pathology and Audiology**

<b>University</b>	<b>Department/Division Name</b>	<b>SLP</b>	<b>Aud</b>
<b>Canadian Programs (English)</b>			
University of Alberta	Speech Pathology & Audiology	YES	no
University of British Columbia	School of Audiology & Speech Sciences	YES	YES
Western University	School of Communication Sciences & Disorders	YES	YES
University of Toronto	Department of Speech-Language Pathology	YES	no
McGill University	School of Communication Sciences & Disorders	YES	no
Dalhousie University	School of Human Communication Disorders	YES	YES
<b>Canadian Programs (French)</b>			
Université de Montréal	École d'orthophonie et d'audiologie	YES	YES
Université d'Ottawa	Programme d'audiologie et d'orthophonie	YES	YES
Université de Laval	Programme de maîtrise en orthophonie	YES	no
<b>U.S. Programs (ranked top 25 according to 2012 U.S. News &amp; World Report Best Graduate Programs)</b>			
University of Iowa	Communication Sciences & Disorders	YES	YES
University of Wisconsin-Madison	Communication Disorders	YES	YES
University of Washington	Speech & Hearing Sciences	YES	YES
Vanderbilt University	Hearing & Speech Sciences	YES	YES
Northwestern University	Communication Sciences & Disorders	YES	YES
Purdue University – West Lafayette	Speech, Language, & Hearing Sciences	YES	YES
University of Arizona	Speech, Language, & Hearing Sciences	YES	YES
University of Kansas	Speech-Language-Hearing Sciences & Disorders	YES	YES
University of Pittsburgh	Communication Science & Disorders	YES	YES
University of Texas – Austin	Communication Sciences & Disorders	YES	YES
Indiana University	Speech & Hearing Sciences	YES	YES
University of Illinois	Speech & Hearing Science	YES	YES
University of North Carolina	Speech & Hearing Sciences	YES	YES
University of Texas – Dallas	Communication Disorders	YES	YES
University of Florida	Speech, Language, & Hearing Sciences	YES	YES
University of Memphis	Communication Sciences & Disorders	YES	YES
Ohio State University	Speech & Hearing Sciences	YES	YES
University of Maryland – College Park	Hearing & Speech Sciences	YES	YES
University of Minnesota – Twin Cities	Speech-Language-Hearing Sciences	YES	YES
University of Nebraska – Lincoln	Communication Disorders	YES	YES
Arizona State University	Speech & Hearing Sciences	YES	YES
Boston University	Speech, Language & Hearing Sciences	YES	no
Florida State University	Communication Science & Disorders	YES	no
Pennsylvania State University	Communication Sciences & Disorders	YES	no
MGH Institute of Health Professions	Communication Sciences & Disorders	YES	no
San Diego State University	Speech, Language & Hearing Sciences	YES	YES
University at Buffalo – SUNY	Communication Disorders & Sciences	YES	YES
University of Colorado – Boulder	Speech, Language, & Hearing Sciences	YES	YES

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Revisions from the Office of the Registrar to Section 13 of the University Calendar (Language Proficiency Requirements – English Language Proficiency (ELP) and Spoken English Requirements)**

**Motion:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, proposed revisions to Section 13 of the University Calendar (Language Proficiency Requirements – English Language Proficiency (ELP) and Spoken English Requirements), as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval and for publication in the 2014-2015 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar
Presenter	Pat Schultz, Associate Registrar (Enrollment Management), Office of the Registrar
Subject	Changes to English Language Proficiency (ELP) and Spoken English Requirements

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update in the University Calendar the ELP and Spoken Language Requirements content and organization so that they reflect current business practices and makes it easier to understand. In most instances, these revisions do not reflect changes to existing process and procedures but, rather, add clarity within the Calendar for existing processes. However, there are two changes which are not solely process/procedure related: (1) in Section 13.3.1(3)(b), the change is as a result of International Baccalaureate (IB) organization curriculum changes; and (2) in Section 13.3.2(4), there is the addition of the SPEAK test offered through the Faculty of Extension which assesses the spoken English proficiency for non-native speakers.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Sections 13.3.1 and 13.3.2 of the University Calendar.
Timeline/Implementation Date	To take effect upon final approval and for publication in the 2014-2015 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> Values: to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment. The Board has delegated its authority over admissions

numbers)

requirements and rules respecting enrolment to GFC and the GFC ASC (Academic Standards Committee). (Sections 26(1), 60(1)(c) and (d)).

**2. 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)

**3. 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."

**4. 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*).

For example, a change approved in May 2005 would be first published in the 2006-2007 *University Calendar* in March 2006. Therefore the statement cannot come into effect until September 2007 (affecting

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	<p>applicants who apply for the September 2007 term beginning July 2006).”</p> <p>b. 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.”</p> <p><b>5. GFC Academic Planning Committee (APC) Terms of Reference (Section 3./Mandate):</b></p> <p><b>“7. Admission, Transfer and Academic Standing</b></p> <p>a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change.”</p>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	GFC Academic Standards Committee Subcommittee on Standards (October 3, 2013) – for discussion
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (October 17, 2013) – for recommendation; GFC Academic Planning Committee (December 11, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments:

- Attachment 1 (pages 1 – 5) - Proposed Revisions from the Office of the Registrar to Section 13 of the University Calendar (English Language Proficiency (ELP) and Spoken English Requirements)

Prepared by: Bobbi Schiestel, Faculty Awards Facilitator, Office of the Registrar,  
[bobbischiestel@ualberta.ca](mailto:bobbischiestel@ualberta.ca)

Office of the Registrar  
2014-2015 University of Alberta Changes

Current	Proposed
<p><b>13.3 Language Proficiency Requirements</b> <b>13.3.1 English Language Proficiency</b></p> <p>English is the primary language of instruction in all Faculties except Faculté Saint-Jean. All undergraduate applicants to any program or course except Faculté Saint-Jean need an adequate level of English language proficiency before admission, regardless of their citizenship status or country of origin.</p> <p>The University of Alberta reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In some cases, additional English language testing, conducted by the Faculty of Extension, may be required to confirm English proficiency.</p> <p>Proficiency in English may be fulfilled in one of the following ways:</p> <p>(1) Successful completion of three years of full-time education in English</p> <p>a. In Canada <del>including the grade 12 year. This can be a combination of secondary and postsecondary education</del> (see Notes 1, 2 and 3).</p> <p>b. In another country where English is recognized as an official language of instruction (see Notes 1, 2, 3 and 5).</p> <p>c. At a recognized school/<del>institution</del> which uses English as the primary language of instruction (see Notes 1, 2, 3 and 5).</p> <p>(2) Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is other than English, but where the level of English proficiency required for graduation is equivalent to that in English language schools/institutions in Canada.</p> <p>(3) Completion of one of the following:</p> <p>a. A final blended grade of 75% or better in English Language Arts 30-1 from Alberta or English 12 from British Columbia. The blended grade is the final mark from the provincial Ministry of Education which includes the diploma or provincial examination mark,</p> <p>b. A predicted grade of 5 or better on the International Baccalaureate English A1, A2, or a grade of 6 or better on English B,</p>	<p><b>13.3 Language Proficiency Requirements</b> <b>13.3.1 English Language Proficiency</b></p> <p>English is the primary language of instruction in all Faculties except Faculté Saint-Jean. All undergraduate applicants to any program or course except Faculté Saint-Jean need an adequate level of English language proficiency before admission, regardless of their citizenship status or country of origin.</p> <p>The University of Alberta reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In some cases, additional English language testing, conducted by the Faculty of Extension, may be required to confirm English proficiency.</p> <p>Proficiency in English may be fulfilled in one of the following ways:</p> <p>(1) Successful completion of three years of full-time education in English</p> <p>a. In Canada (see Notes 1, 2, 3, and 8).</p> <p>b. In another country where English is recognized as an official language of instruction (see Notes 1, 2, 3, 5, and 8).</p> <p>c. At a recognized <u>secondary</u> school which uses English as the primary language of instruction (see Notes 1, 2, 3, 5, and 8).</p> <p><u>d. At a recognized postsecondary institution which uses English as the primary language of instruction (see Notes 1, 2, 3, and 5).</u></p> <p>(2) Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is other than English, but where the level of English proficiency required for graduation is equivalent to that in English language schools/institutions in Canada.</p> <p>(3) Completion of one of the following:</p> <p>a. A final blended grade of 75% or better in English Language Arts 30-1 from Alberta or English 12 from British Columbia. The blended grade is the final mark from the provincial Ministry of Education which includes the diploma or provincial examination mark,</p> <p>b. A <u>final or</u> predicted grade of 5 or better on the International Baccalaureate English A1, A2, or a grade of 6 or better on English B,</p> <p><u>c. A final or predicted grade of 5 or better on the International Baccalaureate English A: Literature or English A: Language and</u></p>



<p>e. A grade of 4 or better on the Advanced Placement English College Board examination,</p> <p>d. A grade of B or better in an <u>O-level</u>, GCSE, <u>or</u> IGCSE English Language or Literature course,</p> <p>e. A grade of B+ or better in *6 of <u>transferable</u> university-level English <u>Language and Literature</u> completed at <u>an</u> English language institution.</p> <p>(4) Graduation from a degree program offered by an accredited university at which English is the primary language of instruction <u>and</u> in a country where English is the primary language (see Note 5).</p> <p>(5) One of the two TOEFL (Test of English as a Foreign Language) test formats with the appropriate score;</p> <p>a. Internet-based TOEFL (iBT) of at least 86, with no less than 21 on each band (see Note 4).</p> <p>b. Paper-based TOEFL of at least 580 with a TWE of 4.0 or better (see Note 4).</p> <p>(6) A score of at least 85 on the MELAB (Michigan English Assessment Battery) (see Note 4).</p> <p>(7) A score of at least 6.5 on the IELTS (International English Language Testing System) with no band less than 5.0 (see Note 4).</p> <p>(8) A score of at least 70 on the CAEL (the Canadian Academic English Language assessment exam) (see Note 4).</p> <p>(9) A score of at least 59 on the PTE Academic (Pearson Test of English Academic) (see Note 4).</p> <p>(10) A total score of at least 4.5 on all four sections (Reading, Writing, Speaking and Listening) on the CanTEST (Canadian Test of English for Scholars and Trainees) with no part lower than 4 (see Note 4).</p> <p>(11) A score of at least B on the CAE (Certificate in Advanced English) (see Note 4).</p> <p>(12) A score of at least C on the CPE (Certificate of Proficiency in English) (see Note 4).</p> <p>(13) Successful completion of the University of Alberta's EAP 140/145.</p> <p><b>Bridging Program Stages 1 and 2</b> Applicants with superior academic standing who do not meet the English language requirements but who have a minimum TOEFL score of 65 (internet-based), or 500 (paper-based), or a score of at least 5.0 on the IELTS and who meet all other</p>	<p><u>Literature</u>.</p> <p>d. A grade of 4 or better on the Advanced Placement English College Board examination,</p> <p>e. A grade of B or better in a <u>GCE Advanced Level (A-level) or Advanced Subsidiary Level (AS-level)</u>, GCSE, IGCSE or <u>O-level</u> English Language or Literature course,</p> <p>f. A grade of B+ or better in *6 of university-level English <u>Studies</u> completed at <u>a recognized</u> English language institution <u>which must be transferable as *6 of English at the University of Alberta</u>.</p> <p>(4) Graduation from a <u>recognized</u> degree program offered by an accredited university at which English is the primary language of instruction <u>or</u> in a country where English is the primary language (see Note 5).</p> <p>(5) One of the two TOEFL (Test of English as a Foreign Language) test formats with the appropriate score;</p> <p>a. Internet-based TOEFL (iBT) of at least 86, with no less than 21 on each band (see Note 4).</p> <p>b. Paper-based TOEFL of at least 580 with a TWE of 4.0 or better (see Note 4).</p> <p>(6) A score of at least 85 on the MELAB (Michigan English Assessment Battery) (see Note 4).</p> <p>(7) A score of at least 6.5 on the IELTS <u>Academic</u> (International English Language Testing System) with no band less than 5.0 (see Note 4).</p> <p>(8) A score of at least 70 on the CAEL (the Canadian Academic English Language assessment exam) (see Note 4).</p> <p>(9) A score of at least 59 on the PTE Academic (Pearson Test of English Academic) (see Note 4).</p> <p>(10) A total score of at least 4.5 on all four sections (Reading, Writing, Speaking and Listening) on the CanTEST (Canadian Test of English for Scholars and Trainees) with no part lower than 4 (see Note 4).</p> <p>(11) A score of at least B on the CAE (Certificate in Advanced English) (see Note 4).</p> <p>(12) A score of at least C on the CPE (Certificate of Proficiency in English) (see Note 4).</p> <p>(13) Successful completion of the University of Alberta's EAP 140/145.</p> <p><b>Bridging Program Stages 1 and 2</b> Applicants with superior academic standing who do not meet the English language requirements but who have a minimum TOEFL score of 65 (internet-based), or 500 (paper-based), or a score of at least 5.0 on the IELTS <u>Academic</u> and who meet</p>
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<p>Faculty-specific program requirements may be considered for admission to the Bridging Program Stage 1.</p> <p>Applicants with superior academic standing who do not meet the English language requirements but who have successfully completed Bridging Program Stage 1 or who have a TOEFL score between 70 and 85 (internet-based), or 530 and 577 (paper-based) or a score of at least 5.5 on IELTS and who meet all other Faculty-specific program requirements may be considered for admission to the Bridging Program Stage 2. For more information, students should contact the Office of the Registrar, <b>International Admissions Unit, 105 Administration Building, Edmonton, Alberta, T6G 2M7.</b></p> <p><b>Notes</b></p> <ol style="list-style-type: none"> <li>(1) Enrolment in English as a second language courses or programs will not be included in the calculation of three years of full time study. Enrolment must be in a regular high school or postsecondary for-credit program. Where students are registered in both EAP and regular programs, the EAP hours will be deducted from the total educational hours.</li> <li>(2) Proof of three years of education must be submitted in the form of official transcripts (including details on course enrolment and hours of instruction).</li> <li>(3) Failing grades/courses will not be counted when calculating full time attendance. Only courses with passing grades will be considered.</li> <li>(4) Standardized test results must be issued directly from the testing office. Photocopies will not be accepted. Test scores must be valid and verifiable.</li> <li>(5) For a list of countries and institutions that are recognized as having met the University of Alberta's English language proficiency requirement, visit our website at: <a href="http://www.studyincanada.ualberta.ca/ELPExemptions">www.studyincanada.ualberta.ca/ELPExemptions</a>.</li> <li>(6) When requesting official TOEFL test results to be forwarded to the University of Alberta, applicants should indicate institution code 0963 and department code 00.</li> <li>(7) Applicants who are asked to provide English Language Proficiency and who can demonstrate by other means that their proficiency exceeds the specified minimum levels, should direct inquiries to the Assistant Registrar, <b>International Admissions, Office of the Registrar, 105 Administration Building, Edmonton, Alberta, T6G 2M7.</b></li> </ol>	<p>all other Faculty-specific program requirements may be considered for admission to the Bridging Program Stage 1.</p> <p>Applicants with superior academic standing who do not meet the English language requirements but who have successfully completed Bridging Program Stage 1 or who have a TOEFL score between 70 and 85 (internet-based), or 530 and 577 (paper-based) or a score of at least 5.5 on IELTS <b>Academic</b> and who meet all other Faculty-specific program requirements may be considered for admission to the Bridging Program Stage 2. For more information, students should contact the Office of the Registrar.</p> <p><b>Notes</b></p> <ol style="list-style-type: none"> <li>(1) Enrolment in English as a second language courses or programs will not be included in the calculation of three years of full time study. Enrolment must be in a regular high school or postsecondary for-credit program. Where students are registered in both EAP and regular programs, the EAP hours will be deducted from the total educational hours.</li> <li>(2) Proof of three years of education must be submitted in the form of official transcripts (including details on course enrolment and hours of instruction).</li> <li>(3) Failing grades/courses will not be counted when calculating full time attendance. Only courses with passing grades will be considered.</li> <li>(4) Standardized test results must be issued directly from the testing office. Photocopies will not be accepted. Test scores must be valid and verifiable.</li> <li>(5) For a list of countries and institutions that are recognized as having met the University of Alberta's English language proficiency requirement, visit our website at: <a href="http://www.studyincanada.ualberta.ca/ELPExemptions">www.studyincanada.ualberta.ca/ELPExemptions</a>.</li> <li>(6) When requesting official TOEFL test results to be forwarded to the University of Alberta, applicants should indicate institution code 0963 and department code 00.</li> <li>(7) Applicants who are asked to provide English Language Proficiency and who can demonstrate by other means that their proficiency exceeds the specified minimum levels, should direct inquiries to the Assistant Registrar, Admissions, Office of the Registrar.</li> <li>(8) <b>The three years of full-time education in</b></li> </ol>
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<p><b>13.3.2 Spoken English Requirement</b> Besides demonstrating overall English language proficiency, applicants to the teaching and health sciences disciplines need a further level of spoken English proficiency, regardless of their citizenship status or country of origin. The University of Alberta reserves the right to use discretion in determining adequate levels of spoken English language proficiency. In some cases, additional English language testing, conducted by the Faculty of Extension, may be required. To determine whether or not proof of spoken English proficiency is required, applicants should verify specific admission requirements for intended program(s). See §15.</p> <p>Spoken English proficiency may be shown in any of the following ways:</p> <ol style="list-style-type: none"><li>(1) Six full years of education in English in Canada or the equivalent in another country where English is the principal language. Such education must include the Alberta Grade 12, or equivalent level, and can be in a combination of secondary and postsecondary training (see Notes 1, 2, 3 and 5).</li><li>(2) Successful completion of the equivalent of six years of full-time instruction in a school/institution in Canada in which the major language of instruction is other than English, but where the level of English proficiency required for graduation is equivalent to that in English language schools/institutions in Canada (see Notes 1, 2, 3 and 5).</li><li>(3) A minimum speaking score of 26 points on the TOEFL iBT test or a minimum speaking score of 7.5 on the IELTS test (see Note 4).</li></ol> <p>Notes</p> <ol style="list-style-type: none"><li>(1) Enrolment in English as a second language courses or programs will not be included in the calculation of six years of full time study. Enrolment must be in a regular high school or postsecondary for-credit program. Where students are registered in both EAP and regular programs, the EAP hours will be deducted from the total educational hours.</li><li>(2) Proof of six years of education must be submitted in the form of official transcripts (including details on course enrolment and hours of instruction)</li></ol>	<p><u>English must include Alberta grade 12 year (or equivalent) if secondary education is the highest level completed or if combination of secondary and postsecondary education is used.</u></p> <p><b>13.3.2 Spoken English Requirement</b> Besides demonstrating overall English language proficiency, applicants to the teaching and health sciences disciplines need a further level of spoken English proficiency, regardless of their citizenship status or country of origin. The University of Alberta reserves the right to use discretion in determining adequate levels of spoken English language proficiency. In some cases, additional English language testing, conducted by the Faculty of Extension, may be required. To determine whether or not proof of spoken English proficiency is required, applicants should verify specific admission requirements for intended program(s). See §15.</p> <p>Spoken English proficiency may be shown in any of the following ways:</p> <ol style="list-style-type: none"><li>(1) Six full years of education in English in Canada or the equivalent in another country where English is the principal language. Such education must include the Alberta Grade 12 (or equivalent), <u>if secondary education is the highest level completed or if combination of secondary and postsecondary education is used.</u></li><li>(2) Successful completion of the equivalent of six years of full-time instruction in a school/institution in Canada in which the major language of instruction is other than English, but where the level of English proficiency required for graduation is equivalent to that in English language schools/institutions in Canada (see Notes 1, 2, 3 and 5).</li><li>(3) A minimum speaking score of 26 points on the TOEFL iBT test or a minimum speaking score of 7.5 on the IELTS test (see Note 4).</li><li><u>(4) A minimum score of 50 on the University of Alberta's SPEAK test.</u></li></ol> <p>Notes</p> <ol style="list-style-type: none"><li>(1) Enrolment in English as a second language courses or programs will not be included in the calculation of six years of full time study. Enrolment must be in a regular high school or postsecondary for-credit program. Where students are registered in both EAP and regular programs, the EAP hours will be deducted from the total educational hours.</li><li>(2) Proof of six years of education must be submitted in the form of official transcripts (including details on course enrolment and hours of instruction)</li></ol>
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<p>(3) Failing grades/courses will not be counted when calculating full time attendance. Only courses with passing grades will be considered.</p> <p>(4) Standardized test results must be issued directly from the testing office. Photocopies will not be accepted. Test scores must be valid and verifiable.</p> <p>(5) For a list of countries and institutions that are recognized as having met University of Alberta's English language proficiency requirement, visit our website at: <a href="http://www.studyincanada.ualberta.ca/elp.aspx">www.studyincanada.ualberta.ca/elp.aspx</a></p>	<p>(3) Failing grades/courses will not be counted when calculating full time attendance. Only courses with passing grades will be considered.</p> <p>(4) Standardized test results must be issued directly from the testing office. Photocopies will not be accepted. Test scores must be valid and verifiable.</p> <p>(5) For a list of countries and institutions that are recognized as having met University of Alberta's English language proficiency requirement, visit our website at: <a href="http://www.studyincanada.ualberta.ca/elp.aspx">www.studyincanada.ualberta.ca/elp.aspx</a></p>
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**OUTLINE OF ISSUE**

Agenda Title: **Proposed Revisions from the Office of the Registrar to Section 12.2 of the University Calendar (Undergraduate Application Procedures - Definitions)**

**Motion:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, proposed revisions to Section 12.2 of the University Calendar (Undergraduate Application Procedures - Definitions), as submitted by the Office of the Registrar and as set forth in Attachment 1, to take effect upon final approval and for publication in the 2014-2015 Calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar
Presenter	Pat Schultz, Associate Registrar (Enrollment Management), Office of the Registrar
Subject	Changes to Undergraduate Application Procedures – Definitions (Section 12.2 of the University Calendar)

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To revise the definition of a Previous Student in the Undergraduate Application Procedures to include a student who is reapplying to the same program after <i>any absence</i> of 12 consecutive months or more rather than a <i>voluntary absence</i> (as currently stated).  These changes were initiated based on discussions that occurred at the GFC Campus Law Review Committee (CLRC) on June 6, 2013, which clarified Section 30.4.2(13)(f) (Suspension) of the Code of Student Behaviour regarding readmission after a suspension. Specifically, language was added to the Code of Student Behaviour that made it clear that, for suspensions of less than 12 months, students will be permitted to re-enroll in their program and added a reference to the Calendar for suspensions of greater than 12 months.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Section 12.2 of the University Calendar.
Timeline/Implementation Date	To take effect upon approval and for publication in the 2014-2015 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover Values</i> : to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and	1. <b>Post-Secondary Learning Act (PSLA)</b> : The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting

include identifying section numbers)

enrolment. The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC and the GFC ASC (Academic Standards Committee). (Sections 26(1), 60(1)(c) and (d)).

**2. 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)

**3. 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."

**4. 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*).

For example, a change approved in May 2005 would be first published in the 2006-2007 *University Calendar* in March 2006. Therefore the

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	<p>statement cannot come into effect until September 2007 (affecting applicants who apply for the September 2007 term beginning July 2006).”</p> <p>b. 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.”</p> <p><b>5. GFC Academic Planning Committee (APC) Terms of Reference (Section 3./Mandate):</b></p> <p><b>“7. Admission, Transfer and Academic Standing</b></p> <p>a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Deborah Eerkes, Director, Office of Student Judicial Affairs; Deborah Gougeon, former Assistant Registrar (Admissions), Office of the Registrar; Elaine Geddes, Associate Dean (Undergraduate Programs), Alberta School of Business
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (November 21, 2013) – for recommendation; GFC Academic Planning Committee (December 11, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments:

Attachment 1 (pages 1 – 2) – Comparative Table of Proposed Revisions to the 2014-2015 University Calendar

Prepared by: Bobbi Schiestel, Faculty Awards Facilitator, Office of the Registrar,  
[bobbi.schiestel@ualberta.ca](mailto:bobbi.schiestel@ualberta.ca)

Office of the Registrar  
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Current	Proposed																
<p><b>12 Undergraduate Application Procedures</b></p> <p>No changes until...</p> <p><b>12.2 Definitions</b> The following definitions pertain to the information contained in the subsequent chart.</p> <p>(1) Academic Year: The academic year is divided into four periods known as “terms” as follows:</p> <table data-bbox="147 533 683 667"> <tr> <td>July-August</td> <td>Summer Term</td> </tr> <tr> <td>September-December</td> <td>Fall Term</td> </tr> <tr> <td>January-April</td> <td>Winter Term</td> </tr> <tr> <td>May-June</td> <td>Spring Term</td> </tr> </table> <p>The eight-month period from September to April is referred to as Fall/Winter. The four-month period from May to August is referred to as Spring/Summer.</p> <p>(2) High School Student: A student whose most recent education has been taken in a high school and who has also never attended a postsecondary institution.</p> <p>(3) External Transfer Student: A student who is transferring from another postsecondary institution and who has not previously attended the University of Alberta.</p> <p>(4) Internal Transfer Student: A student who wishes to transfer from one program to another program within the same Faculty or to another Faculty.</p> <p>(5) Previous Student: A student who has been required to withdraw and is now reapplying to the same program, or a student who is reapplying after a <b>voluntary</b> absence of 12 consecutive months or more to the same program in which he or she was most recently enrolled. (If another institution has been attended in the interim, then the classification is External Transfer Student.)</p> <p>(6) Open Studies Student: A student who is registered in selected credit courses, but who is not following a degree or diploma program.</p> <p>(7) Special Student: A student who has been permitted to register in one or more courses which are not being taken for credit toward a degree or diploma at this or another institution. To be considered for admission as a Special Student, applicants must normally have received a university degree from an accredited postsecondary institution, must present a competitive admission grade point</p>	July-August	Summer Term	September-December	Fall Term	January-April	Winter Term	May-June	Spring Term	<p><b>12 Undergraduate Application Procedures</b></p> <p>No changes until...</p> <p><b>12.2 Definitions</b> The following definitions pertain to the information contained in the subsequent chart.</p> <p>(1) Academic Year: The academic year is divided into four periods known as “terms” as follows:</p> <table data-bbox="829 533 1365 667"> <tr> <td>July-August</td> <td>Summer Term</td> </tr> <tr> <td>September-December</td> <td>Fall Term</td> </tr> <tr> <td>January-April</td> <td>Winter Term</td> </tr> <tr> <td>May-June</td> <td>Spring Term</td> </tr> </table> <p>The eight-month period from September to April is referred to as Fall/Winter. The four-month period from May to August is referred to as Spring/Summer.</p> <p>(2) High School Student: A student whose most recent education has been taken in a high school and who has also never attended a postsecondary institution.</p> <p>(3) External Transfer Student: A student who is transferring from another postsecondary institution and who has not previously attended the University of Alberta.</p> <p>(4) Internal Transfer Student: A student who wishes to transfer from one program to another program within the same Faculty or to another Faculty.</p> <p>(5) Previous Student: A student who has been required to withdraw and is now reapplying to the same program, or a student who is reapplying after <b>any</b> absence of 12 consecutive months or more to the same program in which he or she was most recently enrolled. (If another institution has been attended in the interim, then the classification is External Transfer Student.)</p> <p>(6) Open Studies Student: A student who is registered in selected credit courses, but who is not following a degree or diploma program.</p> <p>(7) Special Student: A student who has been permitted to register in one or more courses which are not being taken for credit toward a degree or diploma at this or another institution. To be considered for admission as a Special Student, applicants must normally have received a university degree from an accredited postsecondary institution, must present a competitive admission grade point</p>	July-August	Summer Term	September-December	Fall Term	January-April	Winter Term	May-June	Spring Term
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Office of the Registrar  
2014-2015 University of Alberta Calendar Changes

<p>average, and meet English Language proficiency requirements as specified in §13.3. Special Students must apply for admission to the Faculty in which they plan to take the majority of their courses. Since the University is a limited enrolment institution, priority in admission is given to applicants to degree programs.</p> <p>(8) Visiting Students: Bona fide students of other universities or colleges who have been permitted to take one or more courses for transfer of credit to their own institutions which have agreed in advance to such an arrangement.</p> <p>(9) Admission and Readmission Documents: All students must submit two complete and official transcripts of work they have completed at institutions other than the University of Alberta before a final decision is made on admissibility. These documents must be submitted as soon as possible after the results of their most recent examinations are available. Note: A student will not be considered if any document or required item is received after the stated deadline.</p> <p>(10) Other Requirements: The other requirements column listed in the following chart refers to all students, whether applying for admission or readmission, unless otherwise stated.</p> <p>(11) Deadline: If the published deadline falls on a weekend or statutory holiday, that item will be accepted by the Office of the Registrar if it is received or postmarked by the end of the next full working day.</p>	<p>average, and meet English Language proficiency requirements as specified in §13.3. Special Students must apply for admission to the Faculty in which they plan to take the majority of their courses. Since the University is a limited enrolment institution, priority in admission is given to applicants to degree programs.</p> <p>(8) Visiting Students: Bona fide students of other universities or colleges who have been permitted to take one or more courses for transfer of credit to their own institutions which have agreed in advance to such an arrangement.</p> <p>(9) Admission and Readmission Documents: All students must submit two complete and official transcripts of work they have completed at institutions other than the University of Alberta before a final decision is made on admissibility. These documents must be submitted as soon as possible after the results of their most recent examinations are available. Note: A student will not be considered if any document or required item is received after the stated deadline.</p> <p>(10) Other Requirements: The other requirements column listed in the following chart refers to all students, whether applying for admission or readmission, unless otherwise stated.</p> <p>(11) Deadline: If the published deadline falls on a weekend or statutory holiday, that item will be accepted by the Office of the Registrar if it is received or postmarked by the end of the next full working day.</p>
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**OUTLINE OF ISSUE**

Agenda Title: **Proposed University Calendar Revisions from the Office of the Registrar to Requirements for Police Information Checks**

**Motion:** That the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed University Calendar changes to the Police Information Check, as submitted by the Office of the Registrar (with the concurrence of affected Faculties) and as set forth in Attachment 1, to be effective upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Registrar (with the concurrence of affected Faculties)
Presenters	Ada Ness, Associate Registrar (Enrollment Services), Office of the Registrar; Darin McKinley, Legal Counsel, Office of General Counsel
Subject	Proposed University Calendar Revisions from the Office of the Registrar to Requirements for Police Information Checks

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	These changes provide clarification and state the possible consequence to students of being unable to satisfy the Police Information Check requirement of some programs. Legal Counsel has been working with the Office of the Registrar in reviewing the language in the University Calendar that references the requirement of Police Information Checks in certain programs. This requirement is often either mandated by legislation (in the case of health care placements) or by the internal policies of the particular placement agencies. The University is attempting to create more consistent language across the various Faculties that may require such checks in relation to some of their programs.
The Impact of the Proposal is	Minimal; no change to existing process and procedures but, rather, adding clarity for existing processes with respect to Police Information Checks.
Replaces/Revises (eg, policies, resolutions)	Sections 23.8.3, 15.9.2, 15.9.9, 64.5, 74.1, 114.1, 133.2, 143.4.1, 162.2, 173.5, 194.2.5, 194.4.3, 194.5.7, 194.6.9, 194.10.6, 194.15.8, and 194.17.3 of the University Calendar.
Timeline/Implementation Date	Upon final approval and for publication in the 2014-2015 University of Alberta Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> Values: to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and	1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting

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include identifying section numbers)

enrolment. The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC and the GFC ASC (Academic Standards Committee). (Sections 26(1), 60(1)(c) and (d)).

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

3. **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.”

4. **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*).

For example, a change approved in May 2005 would be first published in the 2006-2007 *University Calendar* in March 2006. Therefore the statement cannot come into effect until September 2007 (affecting applicants who apply for the September 2007 term beginning July 2006).”

b. 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.”

5. **PSLA:** The *PSLA* gives Faculty Councils the authority to “determine

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	<p>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)).</p> <p>6. <b>UAPPOL Academic Standing Policy:</b> "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."</p> <p>7. <b>UAPPOL Academic Standing Regulations Procedures:</b> "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.</p> <p>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.</p> <p>Normally, changes become effective once they are approved by GFC or its delegate and are published in the University Calendar."</p> <p>8. <b>GFC Academic Standards Committee (ASC) Terms of Reference (Mandate):</b> 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).</p> <p>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)</p> <p>9. <b>GFC Academic Planning Committee (APC) Terms of Reference (Section 3./Mandate):</b></p> <p style="padding-left: 40px;"><b>"7. Admission, Transfer and Academic Standing</b></p> <p style="padding-left: 80px;">a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change."</p>
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**Routing (Include meeting dates)**

<p>Consultative Route (parties who have seen the</p>	<p>Darin McKinley, Legal Counsel, Office of General Counsel; Nat Kav, Associate Dean (Academic), Faculty of Agricultural, Life and</p>
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proposal and in what capacity)	Environmental Science; Stuart Landon, Associate Dean (Student Programs), Faculty of Arts; Elaine Geddes, Associate Dean (Undergraduate Programs), Faculty of Business; Clive Hickson, Associate Dean (Undergraduate Student Services), Faculty of Education; Jennifer McPhee, Coordinator, Laboratory Medicine and Pathology, Faculty of Medicine and Dentistry; Fraser Brenneis, Vice-Dean (Education), Faculty of Medicine and Dentistry; Kaysi Kushner, Associate Dean (Undergraduate), Faculty of Nursing; Dion Brocks, Associate Dean (Undergraduate Student Affairs), Faculty of Pharmacy and Pharmaceutical Sciences; Gian Jhangri, Director, Graduate Education, School of Public Health; Liz Taylor, Associate Dean (Professional Programs and Teaching), Faculty of Rehabilitation Medicine; Julie Naylor, Assistant Dean (Programs and Operations), Faculty of Science; Mazi Shirvani, Vice-Provost and Dean, Faculty of Graduate Studies and Research
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (November 21, 2013) – for recommendation; GFC Academic Planning Committee (December 11, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (page 1 – 34) – Proposed University Calendar Revisions Regarding Requirements for Police Information Checks

*Prepared by:* Ada Ness, Associate Registrar (Enrollment Services), [ada.ness@ualberta.ca](mailto:ada.ness@ualberta.ca); Claire Burke, Acting Policy and Development and Issues Advisor, [claire.burke@ualberta.ca](mailto:claire.burke@ualberta.ca)

## Office of the Registrar University of Alberta Calendar Changes 2014-2015

### Current

### Proposed

<p><b>23.8.3 Requirement for <u>Criminal Record Checks</u></b></p> <p>The <i>Protection for Persons in Care Act</i> (<u>proclaimed January 1998</u>) includes a requirement that persons working or volunteering in designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must provide results of current <u>criminal record check</u> (also know as a <u>security clearance check</u>).</p> <p>Accordingly, students serving work experience placements in the form of internships, clinical practica, academic practica, cooperative program work placements, etc., in any of these designated agencies <u>may be required to</u> obtain a <u>criminal record check</u> from the appropriate law enforcement agency and/or the Solicitor General's office. A fee to obtain <u>this check may be charged</u> (see §22.2.3 Miscellaneous Fees). <u>This</u> fee will be determined by the law enforcement agency or Solicitor General's office. Details on whether or not a <u>criminal record check</u> is needed and the process to obtain this check are available from the Faculty or department which sponsors the placement.</p> <p>Students who are entering a program which requires this type of placement and who have concerns related to their ability to satisfy a <u>criminal record check</u> should consult with their Faculty or department program office immediately upon being admitted to the program. Students who fail to provide a clear <u>criminal record check</u> may be required to withdraw from their program. Although faculties and departments will attempt to assist students seeking placements, the ultimate responsibility for ensuring that required placements can be made lies with the student.</p>	<p><b>23.8.3 Requirement for <u>Police Information Checks</u></b></p> <p>The <i>Protection for Persons in Care Act</i> includes a requirement that persons working or volunteering in designated agencies (hospitals, nursing homes, lodges, group homes, <u>social service agencies</u>, etc.) must provide results of <u>a current Police Information Check</u> (also known as a <u>Criminal Record Check, Security Clearance Check, or Police Clearance</u>), <u>which must include a Vulnerable Sector Check</u>.</p> <p>Accordingly, students serving work experience placements in the form of internships, clinical practica, academic practica, cooperative program work placements, etc., in any of these designated agencies <u>must</u> obtain a <u>Police Information Check</u> from the appropriate law enforcement agency and/or the Solicitor General's office. A fee <u>may be charged by the law enforcement agency</u> to obtain <u>the Police Information Check</u> (see §22.2.3 Miscellaneous Fees). <u>The amount of the</u> fee will be determined by the law enforcement agency or Solicitor General's office <u>and is the responsibility of the student</u>. Details on whether or not a <u>Police Information Check</u> is needed and the process to obtain this check are available from the Faculty or department which sponsors the placement.</p> <p>Students who are entering a program which requires this type of placement and who have concerns related to their ability to satisfy a <u>Police Information Check</u> should consult with their Faculty or department program office immediately upon being admitted to the program. Students who fail to provide a clear <u>Police Information Check</u> may be required to withdraw from their program. Although faculties and departments will attempt to assist students seeking placements, the ultimate responsibility for ensuring that required placements can be made lies with the student.</p>
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**Faculty of Business  
Bachelor of Commerce  
Calendar Change Request Form**

Department: Alberta School of Business Co-operative Education Program

Implementation: Normal (effective 2014-2015) \_\_\_\_\_ Early  XX

Type of Change: Course Deletion \_\_\_\_\_ Course Change \_\_\_\_\_ New Course \_\_\_\_\_

Major Change \_\_\_\_\_ New Major \_\_\_\_\_ Program Change \_\_\_\_\_

Calendar Change (Other)  XX

CURRENT	PROPOSED
<p><b>64.5BCom (Cooperative Education Program)</b></p> <p><b>III. <del>Criminal Record Check</del></b>            Under the provisions of the <i>Protection for Persons in Care Act</i>, all new employees <del>and</del> volunteers in designated agencies such as hospitals, nursing homes, lodges, group homes, etc. must <del>provide the results of a criminal record check</del>. In <del>accordance with the Act</del>, certain agencies and educational facilities may also require that students present a criminal record check prior to entering a work experience term.</p> <p>Students who have concerns <del>about the possibility of a criminal record check</del> should contact the Associate Dean, Undergraduate Program. Students will be informed of the need for a <u>criminal record check</u> prior to specific field experience placements. <del>Please see §23.8.3 for general requirements and</del></p>	<p><b>64.5BCom (Cooperative Education Program)</b></p> <p><b>III. <u>Police Information Check</u></b>            Under the provisions of the <i>Protection for Persons in Care Act</i>, all new employees, <u>volunteers and other people engaged for services by</u> designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must <u>complete a Police Information Check (also known as a Criminal Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check</u>. In <u>addition</u>, certain <u>other agencies, organizations, and educational facilities</u> may require students to present a <u>Police Information Check</u> prior to entering a <u>practicum, work placement term, internship, or field experience placement</u>.</p> <p>Students who have concerns <u>related to their ability to provide a clear Police Information Check</u> should <u>consult with the Associate Dean, Undergraduate Program</u>. Students will be informed of the need for a <u>Police Information Check</u> prior to specific field experience placements. <u>See § 23.8.3 for more</u></p>

<del>provisions concerning the criminal records check.</del>	<u>information on the general requirements concerning Police Information Checks and the fees associated with them.</u>
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Rationale: Legal Counsel have been working with the Registrar's Office in reviewing the language in the University Calendar that references the requirement of criminal record checks in certain programs. This requirement is often either mandated by legislation (in the case of health care placements) or by the internal policies of the particular placement agencies. The University is attempting to create more consistent language across the various faculties that may require such checks in relation to some of their programs. This amendment to our Co-operative Education section of the Calendar is consistent with the changes that are being made across campus. This change has been reviewed and agreed to by the Director of Business Career Services.

Submitted By: Elaine Geddes, Associate Dean, Undergraduate Programs  
Date: October 23, 2013

Department Chair: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_



**Faculty of Education  
University of Alberta Calendar Changes 2014-2015**

**Current**

**Proposed**

<p><b>74.1 Criminal Record Check</b></p> <p>Students should be aware that under the <i>Protection for Persons in Care Act</i>, they may be required to satisfy a criminal record check before being allowed to serve a period of internship/practicum placement/field experience placement. Refer to §23.8.3 for more information.</p>	<p><b>74.1 Police Information Check</b></p> <p>Students should be aware that under the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies, organizations, and educational facilities may require students to present a Police Information Check prior to entering a practicum, work placement term, internship, or field experience placement.</p> <p>Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Undergraduate Student Services. Students will be informed of the need for a Police Information Check prior to specific internship/practicum/work experience placement. See § 23.8.3 for more information on the general requirements concerning Police Information Check and the fees associated with them.</p>
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## Faculty of Medicine and Dentistry 2014-2015 University Calendar Changes

### CURRENT

### PROPOSED

<p><b>15.9.2 BSc in Medical Laboratory Science</b> The current quota for Phase I students is 29.</p> <p><b>I. Preprofessional Year</b> Those wishing to enrol in the BSc Medical Laboratory Science program must complete a preprofessional year before applying for admission to the Faculty. The required courses or their equivalents are available at various universities and community colleges in Alberta. Students should where possible take these courses (equivalent to *30 at the University of Alberta) as one year of full-time study.</p> <p><b>II. Academic Requirements</b> A minimum of *30 are required including courses in introductory chemistry, organic chemistry, microbiology, genetics, and English. For University of Alberta students, appropriate courses would include the following:</p> <ol style="list-style-type: none"> <li>(1) English *6</li> <li>(2) General Chemistry *6</li> <li>(3) Organic Chemistry *6</li> <li>(4) Biology *3 (cell biology)</li> <li>(5) *3 from Biology, Genetics, Microbiology, or Zoology</li> <li>(6) Statistics *3</li> <li>(7) *3 options (any Faculty)</li> </ol> <p>This coursework is compatible with programs required of students in the preprofessional disciplines of Pharmacy, Medicine and Dentistry; with the specialization and honors programs in the Faculty of Science of Biochemistry, Cell Biotechnology, Genetics, Microbiology. All regulations of the Faculty in which the student is currently registered must be followed.</p> <p><b>III. Other Requirements</b></p> <ol style="list-style-type: none"> <li>(1) Selection Process: A minimum GPA of 2.0 is required in preprofessional coursework. Except for ENGL, all preprofessional courses are prerequisites for senior courses. Thus, deficiencies would normally have to be made up. The preprofessional program may be completed through full- or part-time study at a number of</li> </ol>	<p><b>15.9.2 BSc in Medical Laboratory Science</b> The current quota for Phase I students is 29.</p> <p><b>I. Preprofessional Year</b> Those wishing to enrol in the BSc Medical Laboratory Science program must complete a preprofessional year before applying for admission to the Faculty. The required courses or their equivalents are available at various universities and community colleges in Alberta. Students should where possible take these courses (equivalent to *30 at the University of Alberta) as one year of full-time study.</p> <p><b>II. Academic Requirements</b> A minimum of *30 are required including courses in introductory chemistry, organic chemistry, microbiology, genetics, and English. For University of Alberta students, appropriate courses would include the following:</p> <ol style="list-style-type: none"> <li>(1) English *6</li> <li>(2) General Chemistry *6</li> <li>(3) Organic Chemistry *6</li> <li>(4) Biology *3 (cell biology)</li> <li>(5) *3 from Biology, Genetics, Microbiology, or Zoology</li> <li>(6) Statistics *3</li> <li>(7) *3 options (any Faculty)</li> </ol> <p>This coursework is compatible with programs required of students in the preprofessional disciplines of Pharmacy, Medicine and Dentistry; with the specialization and honors programs in the Faculty of Science of Biochemistry, Cell Biotechnology, Genetics, Microbiology. All regulations of the Faculty in which the student is currently registered must be followed.</p> <p><b>III. Other Requirements</b></p> <ol style="list-style-type: none"> <li>(1) Selection Process: A minimum GPA of 2.0 is required in preprofessional coursework. Except for ENGL, all preprofessional courses are prerequisites for senior courses. Thus, deficiencies would normally have to be made up. The preprofessional program may be completed through full- or part-time study at a number of</li> </ol>
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## Faculty of Medicine and Dentistry 2014-2015 University Calendar Changes

CURRENT	PROPOSED
<p>postsecondary institutions that offer courses accepted as equivalent. The selection process is competitive, and applicants will be rank ordered according to the GPA in the required preprofessional courses. Preference will be given to those students who have completed the required *30 in one academic year. An applicant may not benefit from additional postsecondary courses.</p> <p>Deposit: Upon notification of acceptance, applicants will be required to confirm their intention to register by submitting a nonrefundable tuition deposit within a specified time. The deposit will be credited toward payment of tuition upon completion of registration. (See §13.5.4.).</p> <p>(2) Spoken English Requirement: Applicants must meet a spoken English requirement. (See §13.3.2.)</p> <p>(3) Letter of Intent: Applicants must submit a letter with their application for admission stating their career goals, knowledge of the profession, related experience, and reasons for seeking admission to Medical Laboratory Science. Prospective students are encouraged to tour a clinical laboratory, speak to staff in a clinical laboratory or investigate the career online to assist in their understanding of the program.</p>	<p>postsecondary institutions that offer courses accepted as equivalent. The selection process is competitive, and applicants will be rank ordered according to the GPA in the required preprofessional courses. Preference will be given to those students who have completed the required *30 in one academic year. An applicant may not benefit from additional postsecondary courses.</p> <p>Deposit: Upon notification of acceptance, applicants will be required to confirm their intention to register by submitting a nonrefundable tuition deposit within a specified time. The deposit will be credited toward payment of tuition upon completion of registration. (See §13.5.4.).</p> <p>(2) Spoken English Requirement: Applicants must meet a spoken English requirement. (See §13,3,2.)</p> <p>(3) Letter of Intent: Applicants must submit a letter with their application for admission stating their career goals, knowledge of the profession, related experience, and reasons for seeking admission to Medical Laboratory Science. Prospective students are encouraged to tour a clinical laboratory, speak to staff in a clinical laboratory or investigate the career online to assist in their understanding of the program.</p> <p>(4) <u>Police Information Checks: Applicants should be aware that a clear Police Information Check is required at the time of admission and that any criminal charges pending must be declared</u></p> <p><u>Under the <i>Protection for Persons in Care Act</i>, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement. Students are responsible for having a Police Information Check completed upon receiving admission to the Faculty.</u></p> <p><u>Students who have concerns related to their</u></p>

## Faculty of Medicine and Dentistry 2014-2015 University Calendar Changes

CURRENT	PROPOSED
<p><b>IV. Aboriginal Applicants</b> The Division of Medical Laboratory Science will give up to one position within the quota for the BSc MLS program to Aboriginal applicants. Students of Aboriginal ancestry within the meaning of the Constitution Act, 1982, Section 35, Part 2, or a person accepted by one of the Aboriginal peoples of Canada as a member of their community, will be considered in this category.</p> <p>Candidates will be subject to normal minimum admission requirements as outlined in §15.9.2 and approval by the Divisional Admissions Committee. If there are no qualified Aboriginal applicants in any given year, the position will be allocated to the general applicant pool.</p> <p>Aboriginal applicants should contact the Coordinator, Division of Medical Laboratory Science, for career planning.</p> <p><b>V. For More Information</b> Individuals considering entering the preprofessional year should contact the Division of Medical Laboratory Science, 5-411 Edmonton Clinic Health Academy, University of Alberta, Edmonton, AB T6G 1C9.</p>	<p style="background-color: yellow;">ability to provide a clear Police Information Check should consult with the Faculty. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by the clinical agency. See § 23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</p> <p><b>IV. Aboriginal Applicants</b> The Division of Medical Laboratory Science will give up to one position within the quota for the BSc MLS program to Aboriginal applicants. Students of Aboriginal ancestry within the meaning of the Constitution Act, 1982, Section 35, Part 2, or a person accepted by one of the Aboriginal peoples of Canada as a member of their community, will be considered in this category.</p> <p>Candidates will be subject to normal minimum admission requirements as outlined in §15.9.2 and approval by the Divisional Admissions Committee. If there are no qualified Aboriginal applicants in any given year, the position will be allocated to the general applicant pool.</p> <p>Aboriginal applicants should contact the Coordinator, Division of Medical Laboratory Science, for career planning.</p> <p><b>V. For More Information</b> Individuals considering entering the preprofessional year should contact the Division of Medical Laboratory Science, 5-411 Edmonton Clinic Health Academy, University of Alberta, Edmonton, AB T6G 1C9.</p>

FACULTY OF MEDICINE AND DENTISTRY  
 Changes - Dentistry Program  
 CALENDAR ENTRY  
 EARLY IMPLEMENTATION  
 Effective 2014-2015

November 2013

CURRENT	PROPOSED
<p><b>15.9.4 Dental Hygiene Diploma</b></p> <p>No further changes...</p> <p><b>II. Other Requirements</b></p> <p>(1) Language Proficiency Requirements: All applicants must meet the English Language Proficiency and Spoken English requirements (see §13.3).</p> <p>(2) Medical Testing and Immunization Requirements: Prior to orientation students admitted to the Dental Hygiene program are required to undergo medical testing for Hepatitis B and meet all immunization requirements. As well, a varicella titre test and a tuberculin skin test are required in the first year of the program.</p> <p>See §113.2.1(12) for regulations concerning medical testing and immunization. Note: For updates on changes to medical testing and immunization refer to the Faculty Office.</p> <p>(3) Proof of Residency Status: Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to present proof of residency status. See §13.2, residence requirements.</p> <p><b>New</b></p>	<p><b>15.9.4 Dental Hygiene Diploma</b></p> <p>No further changes...</p> <p><b>II. Other Requirements</b></p> <p>(1) Language Proficiency Requirements: All applicants must meet the English Language Proficiency and Spoken English requirements (see §13.3).</p> <p>(2) Medical Testing and Immunization Requirements: Prior to orientation students admitted to the Dental Hygiene program are required to undergo medical testing for Hepatitis B and meet all immunization requirements. As well, a varicella titre test and a tuberculin skin test are required in the first year of the program.</p> <p>See §113.2.1(12) for regulations concerning medical testing and immunization. Note: For updates on changes to medical testing and immunization refer to the Faculty Office.</p> <p>(3) Proof of Residency Status: Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to present proof of residency status. See §13.2, residence requirements</p> <p><b>(4) <u>Police Information Check:</u></b> Applicants should be aware that a clear <u>Police Information Check (PIC)</u> is required as a condition of admission and that any criminal charges pending must be declared.</p> <p><u>Under the <i>Protection for Persons in Care Act</i>, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.</u></p>

<p><b>15.9.7 Doctor of Dental Surgery</b> no changes until...</p> <p><b>II. Other Requirements</b></p> <p>(1) <b>Language Proficiency Requirements:</b> All applicants must meet the English Language Proficiency and Spoken English requirements (see §13.3).</p> <p>(2) <b>Medical Testing and Immunization Requirements:</b> Prior to orientation students admitted to the DDS program are required to undergo medical testing for Hepatitis B and meet all immunization requirements. As well, a varicella titre test and a tuberculin skin test are required in the first year of the program. See §113.2.1(12) for regulations concerning medical testing and immunization. Note: For updates on changes to medical testing and immunization refer to the Faculty Office.</p> <p>(3) <b>Proof of Residency Status:</b> Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to present proof of residency status. See §13.2, residence requirements.</p> <p><b>NEW</b></p>	<p><u>Police Information Checks are due at the time admission is confirmed. Applicants should plan to have their PIC complete prior to an offer of admission. Failure to submit a clear and complete PIC by the date noted in the offer of admission will result in the offer of admission being revoked.</u></p> <p><u>Students who have concerns related to their ability to provide a clear Police Information Check should consult with the School of Dentistry. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See § 23.8.3 and § 114.1 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</u></p> <p><b>15.9.7 Doctor of Dental Surgery</b> no changes until...</p> <p><b>II. Other Requirements</b></p> <p>(1) <b>Language Proficiency Requirements:</b> All applicants must meet the English Language Proficiency and Spoken English requirements (see §13.3).</p> <p>(2) <b>Medical Testing and Immunization Requirements:</b> Prior to orientation students admitted to the DDS program are required to undergo medical testing for Hepatitis B and meet all immunization requirements. As well, a varicella titre test and a tuberculin skin test are required in the first year of the program. See §113.2.1(12) for regulations concerning medical testing and immunization. Note: For updates on changes to medical testing and immunization refer to the Faculty Office.</p> <p>(3) <b>Proof of Residency Status:</b> Because residency status determines the competitive pool in which an applicant is ranked, applicants may be required to present proof of residency status. See §13.2, residence requirements.</p> <p>(4) <b>Police Information Check:</b> Applicants should be aware that a clear Police Information Check (PIC) is required as a condition of</p>
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admission and that any criminal charges pending must be declared.

Under the ***Protection for Persons in Care Act***, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.

Police Information Checks are due at the time admission is confirmed. Applicants should plan to have their PIC complete prior to an offer of admission. Failure to submit a clear and complete PIC by the date noted in the offer of admission will result in the offer of admission being revoked.

Students who have concerns related to their ability to provide a clear Police Information Check should consult with the School of Dentistry. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See § 23.8.3 and § 114.1 for more information on the general requirements concerning Police Information Checks and the fees associated with them.

**15.9.8 DDS Advanced Placement Program**  
**I. Admission Requirements**

No changes until...

**New**

~~(11)~~**National Dental Examining Board of Canada (or equivalent Examinations:** In accordance with National Dental Examining Board of Canada (NDEB) regulations, students enrolled in Advanced Placement programs are eligible to take the NDEB exams within three months of their expected

**15.9.8 DDS Advanced Placement Program**  
**I. Admission Requirements**

No changes until...

(11) **Police Information Check:** Applicants should be aware that a clear Police Information Check (PIC) is required as a condition of admission and that any criminal charges pending must be declared.

Under the **Protection for Persons in Care Act**, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement.

Police Information Checks are due at the time admission is confirmed. Applicants should plan to have their PIC complete prior to an offer of admission. Failure to submit a clear and complete PIC by the date noted in the offer of admission will result in the offer of admission being revoked.

Students who have concerns related to their ability to provide a clear Police Information Check should consult with the School of Dentistry. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See § 23.8.3 and § 114.1 for more information on the general requirements concerning Police Information Checks and the fees associated with them.

~~(12)~~**National Dental Examining Board of Canada (or equivalent Examinations:** In accordance with National Dental Examining Board of Canada (NDEB) regulations, students enrolled in Advanced Placement programs are eligible to take the NDEB exams within three months of their expected date of graduation. For



<p>date of graduation. For further information, refer to the NDEB by-laws governing examinations and certification eligibility, <a href="http://www.ndeb.ca">www.ndeb.ca</a>.</p> <p><b>(12) Deposit:</b> Upon notification of acceptance, successful applicants will be required to confirm their intention to register by submitting a non-refundable tuition deposit within a specified time. The deposit will be credited towards payment of tuition upon completion of registration.</p>	<p>further information, refer to the NDEB by-laws governing examinations and certification eligibility, <a href="http://www.ndeb.ca">www.ndeb.ca</a>.</p> <p><b>(13) Deposit:</b> Upon notification of acceptance, successful applicants will be required to confirm their intention to register by submitting a non-refundable tuition deposit within a specified time. The deposit will be credited towards payment of tuition upon completion of registration.</p>
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## Faculty of Medicine and Dentistry 2014-2015 University Calendar Changes

CURRENT	PROPOSED
<p><b>15.9.9 Doctor of Medicine (MD)</b></p> <p>(7) <b>Criminal Record</b> checks: Applicants should be aware that <del>criminal record checks are</del> required.</p>	<p><b>15.9.9 Doctor of Medicine (MD)</b></p> <p>(7) <b>Police Information Check:</b> Applicants should be aware that a clear Police Information Check is required as a condition of admission and that any criminal charges pending must be declared.</p> <p><i>Under the Protection for Persons in Care Act, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement. Students are responsible for having a criminal record check completed upon receiving conditional admission to the Faculty.</i></p> <p><i>Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Faculty. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See § 23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</i></p>

## Faculty of Medicine and Dentistry 2014-2015 University Calendar Changes

CURRENT	PROPOSED
<p><b>114.1 Protection for Persons in Care</b></p> <p>Students should be aware that under the Alberta Protection for Persons in Care Act, they can be required to satisfy a criminal records check before being allowed to serve a period of internship/practicum placement/work experience placement. Refer to §23.8.3.</p>	<p><b>114.1 Protection for Persons in Care</b></p> <p>Students should be aware that under the <i>Protection for Persons in Care Act</i>, all students going to any clinical placement or rotation in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement. Students are responsible for having a criminal record check completed upon receiving conditional admission to the Faculty.</p> <p>Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Faculty. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. See § 23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</p> <p>Should a student subsequently be charged or convicted while enrolled in the program, the student must advise the Faculty. Students should be aware that having an unclear Police Information Check can prevent them from securing a clinical placement and hence, preclude them from graduating from the program and/or becoming licensed to practice.</p>

**Rationale:** Clarify wording in the calendar regarding criminal record checks.

# Faculty of Nursing University of Alberta Calendar Changes 2014-2015

## Current

## Proposed

<p><b>133.2 Academic Standing and Graduation</b> No changes until (2) Health and Safety Requirements ...</p> <p>f. Police Information Check/<b>Criminal Record Check</b>: <b>By law</b>, all students going to any clinical placement in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement. Students are responsible for having a <b>criminal record check</b> completed prior to commencement of clinical practica.</p> <p>Students who have concerns related to their ability to <b>satisfy a criminal record check</b> should consult with the Faculty of Nursing, Undergraduate Nursing Office, immediately upon being admitted to the program. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. <b>A fee may be charged by the police department or RCMP detachment for the criminal record check. That fee is the responsibility of the student.</b> Other background checks may be required by a clinical agency such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. <b>For more information see §23.8.3.</b></p>	<p><b>133.2 Academic Standing and Graduation</b> ... (2) Health and Safety Requirements ...</p> <p>f. Police Information Check: <b>Under the Protection for Persons in Care Act</b>, all students going to any clinical placement in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The clinical practice site will determine the criteria for acceptance/denial of a placement. Students are responsible for having a <b>Police Information Check</b> completed prior to commencement of <b>their</b> clinical practica.</p> <p><b>Students who have an unclear Police Information Check may be unable to complete the required student placements and may be required to withdraw from the program.</b></p> <p>Students who have concerns related to their ability to <b>provide a clear Police Information Check</b> should consult with the Faculty of Nursing, Undergraduate Nursing Office, immediately upon being admitted to the program. The ultimate responsibility for ensuring that students meet the requirements of clinical agencies lies with the students. Other background checks may be required by a clinical agency, such as a child intervention record check. Students will be advised if any additional background checks are required by a clinical agency. <b>See § 23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</b></p>
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3-171 Edmonton Clinic Health Academy  
11405 – 87 Ave  
Edmonton, Alberta, Canada T6G 1C9  
Tel: 780.492.3362  
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www.pharmacy.ualberta.ca

## Calendar Change Request Form

Implementation Type:  Normal  Early Implementation Calendar Year: 2014-15

Type of Change:  Program Regulations  New Course  Course Deletion  Course Change  Editorial

Current	Proposed
<p><b>143.4.1 Practicum Policies and Requirements</b></p> <p>(1) Registration with Alberta College of Pharmacists <del>Section 2(1) of the Pharmaceutical Profession Act</del> requires that pharmacy students be registered as students (restricted practitioners) with the College in order to practice in the exclusive scope areas of pharmacy to which they are exposed in a clinical <del>rotation</del>. All fees and other costs associated with this registration are the responsibility of the student.</p> <p>(2) <del>Criminal Record Check: Students should be aware that under The Protection for Persons in Care Act, they can be required to satisfy a criminal records check before being allowed to serve a period of internship, practicum placement, work experience, or to complete a course requirement. Refer to §23.8.3 for more information.</del></p> <p><del>Students will be required to satisfy a criminal records check at entrance into the undergraduate program of the Faculty in order to meet PHARM 300 requirements. Subsequent criminal records checks must be satisfied for all practicum placements where it is required by the site, including all institutional site placements. All fees and other costs associated with obtaining security record</del></p>	<p><b>143.4.1 Practicum Policies and Requirements</b></p> <p>(1) Registration with Alberta College of Pharmacists: <u>The Health Professions Act</u> requires that pharmacy students be registered as students (restricted practitioners) <u>or if holding an undergraduate degree in pharmacy to be on the College's clinical register</u> in order to practice in the exclusive scope areas of pharmacy to which they are exposed in a clinical <u>placement</u>. All fees and other costs associated with this registration are the responsibility of the student.</p> <p>(2) <u>Police Information Check: Under the Protection for Persons in Care Act, all students going to any placement site in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. The Faculty requires this check prior to the start of the first experiential learning course. The placement site will determine the criteria for acceptance/denial of a placement.</u></p> <p><u>Police Information Checks will be collected at a designated time by the Experiential Education Office of the Faculty. Typically, one Police Information Check will be required for the duration of the program if continuously enrolled. However, students will be required to confirm annually that their Police Information Check remains clear. If there is a change in status, a new Police Information Check is</u></p>

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<p><del>checks are the responsibility of the student.</del></p> <p>Students who have an unclear <b>criminal record check</b> may be unable to complete the required experiential activities and may be required to withdraw from the program.</p>	<p><b>required. The Police Information Check must be dated no earlier than 90 days prior to the date of collection as determined by the Faculty's Office of Experiential Education.</b></p> <p>Students who have an unclear <b>Police Information Check</b> may be unable to complete the required experiential activities and may be required to withdraw from the program.</p> <p><b>Students who have concerns related to their ability to provide a clear Police Information Check should consult with the Faculty. The ultimate responsibility for ensuring that students meet the requirements of placement sites lies with the students. Other background checks may be required by a placement site, such as a child intervention record check. Students will be advised if any additional background checks are required by a placement site. See § 23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</b></p>
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**Rationale:**

The new Student Placement Agreement with Alberta Health Services requires the Faculty to now screen and collect Police Information Check and Vulnerable Sector Check.

**Notes:** For the 2014-2015 Calendar.

<p><b>Submitted by:</b> Ann Thompson, Director of Experiential Education July 24, 2013</p>		<p><b>Approval:</b> James Kehrer, Dean July 25, 2013</p>	
<p><b>Faculty Approval:</b></p>	<p><input type="checkbox"/> Curriculum Committee Date: N/A</p> <p><input checked="" type="checkbox"/> Faculty Council Date: September 12, 2013</p>		

# Faculty of Rehabilitation Medicine University of Alberta Calendar Changes 2014-2015

Current

Proposed

Current	Proposed
<p><b>173.5 Fieldwork/Clinical Practice Requirements</b> ...</p> <p>No Changes until</p> <p>(4) <del>Security Clearance Check: Students should be aware that under the <i>Protection for Persons in Care Act</i>, they may be required to satisfy a criminal records check before being allowed to serve a period of internship, practicum placement, work experience or to complete a course requirement. Refer to §23.8.3.</del></p>	<p><b>173.5 Fieldwork/Clinical Practice Requirements</b> ...</p> <p>No Changes until</p> <p>4) <b>Police Information Check:</b> Under the <i>Protection for Persons in Care Act</i>, all students going to any clinical placement in Alberta are required to complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. Clinical agencies/practice sites may require additional background checks, such as a Child Intervention Record Check. Students will be advised if a clinical agency/practice site requires any additional background checks. See §23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</p> <p>Each Department will collect Police Information Checks at a time designated by that Department. Typically, only one Police Information Check will be required for the duration of a student's program. The Police Information Check must be dated no earlier than 90 days prior to the date of collection as designated by each Department.</p> <p>The ultimate responsibility for ensuring that a student meets the requirements of clinical agencies/practice sites lies with that student. A student for whom a Police Information Check reveals a criminal record may be unable to complete the required clinical placements and may be required to withdraw from his/her program. The clinical agency/practice site will determine the criteria for acceptance/denial of a placement if the Police Information Check reveals a criminal record. A student who has concerns related to the possibility that a Police Information Check might reveal a criminal record should consult with the Faculty of the Department in which s/he is enrolled.</p>



2014-2015 Calendar Changes  
School of Public Health

Current	Proposed	Rationale
<p><b>New</b></p>	<p><b><u>162.2 Police Information Check</u></b>  <u>Under the provisions of the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, group homes, social service agencies, etc.) must complete a Police Information Check (also known as a Criminal Record Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies or organizations may require students to present a Police Information Check, Vulnerable Sector Check or Child Intervention Check prior to entering a field practicum.</u></p> <p><u>Students who have concerns related to their ability to provide a clear Police Information Check or other such checks should consult with the Faculty. Students will be informed of the need for a Police Information Check or other such checks prior to specific field practicum. See § 23.8.3 for more information on the general requirements concerning Police Information Checks and the fees associated with them.</u></p>	<p>As per the University requirements.</p>



## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

Current	Proposed
<p><b>194.2.5 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Biological Sciences (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program and who have also successfully completed BIOL 400.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately four-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus BIOL 400. BIOL 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in BIOL 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are</p>	<p><b>194.2.5 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Biological Sciences (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program and who have also successfully completed BIOL 400.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately four-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus BIOL 400. BIOL 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in BIOL 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are</p>

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 Department Contact: \_\_\_\_\_



## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

Current	Proposed
<p><b>194.4.3 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Chemistry (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September, or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956, plus CHEM 400. CHEM 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in CHEM 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in CHEM 400.</p>	<p><b>194.4.3 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Chemistry (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September, or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956, plus CHEM 400. CHEM 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in CHEM 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in CHEM 400.</p>

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## Faculty of Science Program Changes 2014-2015

**Current**

**Proposed**

<p>Interested students should see the Industrial Internship Advisor in the Department of Chemistry for more information.</p>	<p>Students should be aware that under the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must complete a Criminal Record Check (also known as a Police Information Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies, organizations, and educational facilities may require students to present a Criminal Record Check prior to entering a practicum, work placement term, internship, or field experience placement.</p> <p>Students who have concerns related to their ability to provide a clear Criminal Record Check should consult with the Senior Associate Dean, Undergraduate. Students will be informed of the need for a Criminal Record Check prior to specific practicum (field experience) placement. See § 23.8.3 for more information on the general requirements concerning Criminal Record Checks and the fees associated with them.</p> <p>Interested students should see the Industrial Internship Advisor in the Department of Chemistry for more information.</p>
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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

Current	Proposed
<p><b>194.5.7 Industrial Internship Program</b></p> <p>Industrial Internship Program (IIP), similar to a co-op program, is offered to students in the Specialization or Honors programs in Computing Science (see §192.11 for program guidelines). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact with the student and the person designated by the employer to be responsible for the student's progress. The student's progress is reviewed at approximately three-month intervals. If the review is unsatisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity.</p> <p>The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus CMPUT 400. CMPUT 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in CMPUT 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in</p>	<p><b>194.5.7 Industrial Internship Program</b></p> <p>Industrial Internship Program (IIP), similar to a co-op program, is offered to students in the Specialization or Honors programs in Computing Science (see §192.11 for program guidelines). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact with the student and the person designated by the employer to be responsible for the student's progress. The student's progress is reviewed at approximately three-month intervals. If the review is unsatisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity.</p> <p>The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus CMPUT 400. CMPUT 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in CMPUT 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in</p>

Submitted on: \_\_\_\_\_ GFC Circulated on: \_\_\_\_\_ 5  
 Department Contact: \_\_\_\_\_



## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

Current	Proposed
<p><b>194.6.9 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Earth and Atmospheric Sciences (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus EAS 401. EAS 401 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in EAS 401 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in EAS 401.</p>	<p><b>194.6.9 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Earth and Atmospheric Sciences (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus EAS 401. EAS 401 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in EAS 401 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in EAS 401.</p>

Submitted on: \_\_\_\_\_ GFC Circulated on: \_\_\_\_\_ 7  
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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

<p>Interested students should see the Industrial Internship Advisor in the Department of Earth and Atmospheric Sciences for more information.</p>	<p>Students should be aware that under the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must complete a Criminal Record Check (also known as a Police Information Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies, organizations, and educational facilities may require students to present a Criminal Record Check prior to entering a practicum, work placement term, internship, or field experience placement.</p> <p>Students who have concerns related to their ability to provide a clear Criminal Record Check should consult with the Senior Associate Dean, Undergraduate. Students will be informed of the need for a Criminal Record Check prior to specific practicum (field experience) placement. See § 23.8.3 for more information on the general requirements concerning Criminal Record Checks and the fees associated with them.</p> <p>Interested students should see the Industrial Internship Advisor in the Department of Earth and Atmospheric Sciences for more information.</p>
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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

Current	Proposed
<p><b>194.10.6 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Mathematical and Statistical Sciences (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus MATH or STAT 400. MATH or STAT 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in MATH or STAT 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in MATH or STAT 400. Neither</p>	<p><b>194.10.6 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Mathematical and Statistical Sciences (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus MATH or STAT 400. MATH or STAT 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in MATH or STAT 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in MATH or STAT 400. Neither</p>

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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

<p>MATH 400 nor STAT 400 can be used for credit toward a Specialization or Honors degree offered by the Department of Mathematical and Statistical Sciences.</p> <p>Interested students should see the Industrial Internship Advisor in the Department of Mathematical and Statistical Sciences for more information.</p>	<p>MATH 400 nor STAT 400 can be used for credit toward a Specialization or Honors degree offered by the Department of Mathematical and Statistical Sciences.</p> <p style="background-color: yellow;">Students should be aware that under the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must complete a Criminal Record Check (also known as a Police Information Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies, organizations, and educational facilities may require students to present a Criminal Record Check prior to entering a practicum, work placement term, internship, or field experience placement.</p> <p style="background-color: yellow;">Students who have concerns related to their ability to provide a clear Criminal Record Check should consult with the Senior Associate Dean, Undergraduate. Students will be informed of the need for a Criminal Record Check prior to specific practicum (field experience) placement. See § 23.8.3 for more information on the general requirements concerning Criminal Record Checks and the fees associated with them.</p> <p>Interested students should see the Industrial Internship Advisor in the Department of Mathematical and Statistical Sciences for more information.</p>
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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

<b>194.15.8 Industrial Internship Program</b>	<b>194.15.8 Industrial Internship Program</b>
<p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Physics (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus PHYS 400. PHYS 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in PHYS 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in PHYS 400.</p>	<p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Physics (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>Students approved to enter this stream register for a continuous sequence of Science Work Experience courses (WKEXP 955, 956, 957, 958), starting in May, September or January. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript. The Industrial Internship Program Advisor maintains contact at approximately three-month intervals with the student and the person designated by the employer to be responsible for the student's progress. This arrangement ensures satisfaction on all sides. If the review shows the situation is not satisfactory, the internship may be terminated and the student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 955 and 956 plus PHYS 400. PHYS 400 must be taken in the first term immediately following completion of the WKEXP period. If required by the employer, the student's written report and oral presentation in PHYS 400 may be classified confidential. The employer also assesses the student's performance during the work term. Based on the student's written report and oral presentation, and the report from the employer, students are awarded a grade in PHYS 400.</p>

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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

<p>Interested students should see the Industrial Internship Advisor in the Department of Physics for more information.</p>	<p>Students should be aware that under the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must complete a Criminal Record Check (also known as a Police Information Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies, organizations, and educational facilities may require students to present a Criminal Record Check prior to entering a practicum, work placement term, internship, or field experience placement.</p> <p>Students who have concerns related to their ability to provide a clear Criminal Record Check should consult with the Senior Associate Dean, Undergraduate. Students will be informed of the need for a Criminal Record Check prior to specific practicum (field experience) placement. See § 23.8.3 for more information on the general requirements concerning Criminal Record Checks and the fees associated with them.</p> <p>Interested students should see the Industrial Internship Advisor in the Department of Physics for more information.</p>
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 Department Contact: \_\_\_\_\_

## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

Current	Proposed
<p><b>194.17.3 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Psychology (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>The paid work experience is normally undertaken after completion of a minimum of 75, and not more than 105, units of course weight of an Honors or Specialization degree program. Students who have maintained good academic standing in an Honors or Specialization program are eligible for the program. Students who are approved to enter this stream and find an internship placement are registered for a continuous sequence of Science Psychology Work Experience courses (WKEXP 931, 932, 933, 934) starting in May or September. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript; students are not permitted to register in any academic courses during the Industrial Internship Program. The Industrial Internship Program Advisor maintains contact with the student and the person designated by the employer to be responsible for the student's progress. If the placement is not satisfactory for either party, the internship may be terminated and the</p>	<p><b>194.17.3 Industrial Internship Program</b></p> <p>An Industrial Internship Program, similar to a co-op program, is offered to students in the Specialization or Honors programs in Psychology (see §192.11 for guidelines to the program). The Industrial Internship designation will appear on the degree parchments of students who have participated in the program.</p> <p>The paid work experience is normally undertaken after completion of a minimum of 75, and not more than 105, units of course weight of an Honors or Specialization degree program. Students who have maintained good academic standing in an Honors or Specialization program are eligible for the program. Students who are approved to enter this stream and find an internship placement are registered for a continuous sequence of Science Psychology Work Experience courses (WKEXP 931, 932, 933, 934) starting in May or September. During the program, students are considered full-time students of the University. Work experience courses have no weight and are graded credit/no credit, and recorded on the student's transcript; students are not permitted to register in any academic courses during the Industrial Internship Program. The Industrial Internship Program Advisor maintains contact with the student and the person designated by the employer to be responsible for the student's progress. If the placement is not satisfactory for either party, the internship may be terminated and the</p>

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## Faculty of Science Program Changes 2014-2015

### Current

### Proposed

<p>student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 931 and 932, WKEXP 933 (12 to 16 continuous months) plus PSYCO 410. PSYCO 410 must be taken in the first term immediately following completion of the WKEXP period. The employer also assesses the student's performance during the work term.</p> <p>Interested students should see the Industrial Internship Advisor in the Department of Psychology for more information.</p>	<p>student would then return to classes at the next available opportunity. The graduation requirements for the Industrial Internship program designation include successful completion of at least WKEXP 931 and 932, WKEXP 933 (12 to 16 continuous months) plus PSYCO 410. PSYCO 410 must be taken in the first term immediately following completion of the WKEXP period. The employer also assesses the student's performance during the work term.</p> <p><b>Students should be aware that under the <i>Protection for Persons in Care Act</i>, all new employees, volunteers and other people engaged for services by designated agencies (hospitals, nursing homes, lodges, group homes, etc.) must complete a Criminal Record Check (also known as a Police Information Check, Security Clearance Check, or Police Clearance), which must include a Vulnerable Sector Check. In addition, certain other agencies, organizations, and educational facilities may require students to present a Criminal Record Check prior to entering a practicum, work placement term, internship, or field experience placement.</b></p> <p><b>Students who have concerns related to their ability to provide a clear Criminal Record Check should consult with the Senior Associate Dean, Undergraduate. Students will be informed of the need for a Criminal Record Check prior to specific practicum (field experience) placement. See § 23.8.3 for more information on the general requirements concerning</b></p>
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Submitted on: \_\_\_\_\_ GFC Circulated on: \_\_\_\_\_ 14  
 Department Contact: \_\_\_\_\_

**Faculty of Science  
Program Changes 2014-2015**

**Current**

**Proposed**

	<p><b>Criminal Record Checks and the fees associated with them.</b></p> <p>Interested students should see the Industrial Internship Advisor in the Department of Psychology for more information.</p>
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Submitted on: \_\_\_\_\_ GFC Circulated on: \_\_\_\_\_ 15  
Department Contact: \_\_\_\_\_

**OUTLINE OF ISSUE**

Agenda Title: **Proposal for the Establishment of the University of Alberta Multiple Sclerosis (MS) Centre (Faculty of Medicine and Dentistry)**

**Motion:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposal submitted by the Dean of the Faculty of Medicine and Dentistry for the formal establishment of the University of Alberta Multiple Sclerosis (MS) Centre to be housed in the Faculty of Medicine and Dentistry, as set forth in Attachment 2, to be effective upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Douglas Miller, Dean, Faculty of Medicine and Dentistry
Presenters	Douglas Miller, Dean, Faculty of Medicine and Dentistry; Christopher Power, Professor, Department of Medicine (Neurology), and Interim Director, Multiple Sclerosis (MS) Centre; Barbara Ballerman, Chair, Department of Medicine
Subject	Establishment of the University of Alberta Multiple Sclerosis (MS) Centre in the Faculty of Medicine and Dentistry.

**Details**

Responsibility	Provost and Vice President (Academic)
The Purpose of the Proposal is (please be specific)	The principal objective of the University of Alberta Multiple Sclerosis (MS) Centre over the next decade is to define and eradicate the cause(s) underlying MS. Further, the MS Centre will foster outstanding and innovative clinical care for all individuals living with or affected by MS, including addressing the personal, economic, and societal impacts of MS. The MS Centre represents a base for University of Alberta research, education, and innovative clinical care relevant to MS and encompasses preclinical and clinical areas of strength, ensuring efficient translation of important research findings into clinical realities. Additional information with regard to this proposal is included in Attachment 2.
The Impact of the Proposal is	See 'Purpose' and the attached proposal (Attachment 2).
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	See attached proposal.
Sources of Funding	See attached proposal.
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> ; <i>Dare to Deliver</i> ; Comprehensive Institutional Plan (CIP)
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>Post-Secondary Learning Act (PSLA)</i> gives General Faculties Council (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 below. GFC delegates certain of its powers to the GFC Academic Planning Committee.



**2. University of Alberta Policies and Procedures On-Line (UAPPOL)**  
- According to the **University of Alberta's Centres and Institutes Policy**:

“1. ACADEMIC CENTRES AND INSTITUTES

The University of Alberta shall create academic centres and institutes which shall engage in scholarship and carry forward the mission of the University through specific attention to an area of study or research.

Each academic centre or institute will report to a Dean, except in exceptional circumstances and at the discretion of the Provost when an academic centre or institute may report directly to a Vice-President.

The Provost and Vice-President (Academic) shall have final authority in determining whether an academic centre or institute falls under this policy.

Academic centres and institutes shall highlight a department's, a Faculty's, and/or the University's research and scholarly excellence in an area.”

It should be noted the Provost has determined the proposed School of Building Science and Engineering, for organizational and governance purposes, fall under this policy and its attendant procedures.

**2. University of Alberta Policies and Procedures On-Line (UAPPOL)**  
- According to the **University of Alberta's Academic Centres and Institutes Establishment Procedure**:

“1. The proposal to establish an academic centre or institute must define its vision and purpose, explain the need for the unit within the priorities of the Faculty and/or University, and demonstrate that the proposed Centre/Institute does not duplicate other efforts at the University. Centres and Institutes are expected to position the University of Alberta as a national and international leader, therefore, the proposal must demonstrate the established or emerging excellence of the group of faculty involved, and the qualifications of the proposed director. The benefits and risks to the University must be presented, and support from partners within and outside the University must be documented.

[...]

3. All proposals for establishment of academic centres and institutes shall be submitted initially to the Provost and Vice-President (Academic) for assessment. Proposals deemed to be in good order will be forwarded by the proposer(s) to the GFC Academic Planning Committee (APC) for final approval. When the University of Alberta forms a partnership with another entity in creating an academic centre or institute, full approval processes must be followed with all partner entities prior to operation.

The use of the words 'Centre' and 'Institute' are reserved by GFC, therefore, initiatives shall not use these words in public documentation

**FINAL Item No. 8**

	<p>prior to receipt of notice of approval. All academic centres and institutes operating but not approved by APC shall come into compliance immediately or cease to use the reserved titles of 'Centre' or 'Institute'.</p> <p>[...]"</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	The consultative route this proposal has taken is outlined in the attached documentation. In addition, the Centres and Institutes Committee (Office of the Provost) reviewed the document and provided advice which has been incorporated in the document submitted to GFC APC.
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (December 11, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (page 1) - Covering Letter from Dr Christopher Power, Interim Director, MS Centre (Dated November 27, 2013)
2. Attachment 2 (pages 1 – 13) - University of Alberta Multiple Sclerosis (MS) Centre Proposal
3. Attachment 3 (pages 1 – 17) - MS Centre Proposal Appendices/Letters of Support

*Prepared by:* Cindy Watt, Committees Manager, Office of the Provost and Vice-President (Academic), [cindy.watt@ualberta.ca](mailto:cindy.watt@ualberta.ca)



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Academic Planning Committee  
University of Alberta  
Edmonton, AB

November 27, 2013

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*Basic Scientist*

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**D Westaway**, PhD  
Tel: 780.492.9377

Dear Colleagues,

**RE: Multiple Sclerosis Centre**

Attached is a revised version of the Multiple Sclerosis (MS) Centre proposal in which we have addressed the specific questions raised by the Centres and Institutes Committee in October of this year. We have attempted to address each of the concerns raised below.

- 1) We have revised the organizational chart to reflect the equality amongst the different hubs
- 2) On page 5, we have amplified the discussion of education and training opportunities provided through the MS Centre
- 3) The absence of the Faculty of Physical Education and Recreation Centre was raised, particularly with reference to the Steadward Centre. As potential stakeholders, we have contacted the Steadward Centre and spoke to Karen Slater, who indicated that at this time there is nobody actively involved in MS related research. We have also contacted investigators within the Faculty of Physical Education and Recreation to determine whether or not there is any particular interest and these discussions are ongoing. I will address this issue during the meeting.
- 4) We have clarified the responsibilities for the AHS employees on page 9 as requested.
- 5) An excellent suggestion was made regarding the eventual space for the MS Centre. The plan is to continue using the previous clinical space for research purposes in the Clinical Sciences Building, but eventually we will look for more inviting space in the future somewhere on the north campus.
- 6) The committee asked that the percentage salary contribution of individual members of the MS Centre be eliminated which we have done.

We hope that with these revisions, together with general revisions that have been implemented throughout the proposal, that this version of the MS Centre proposal is acceptable for approval by the Academic Planning Committee.

Thank you for consideration of my remarks,

Christopher Power  
Professor

Interim Director MS Centre

Departments of Medicine (Neurology), Medical Microbiology & Immunology, and Psychiatry  
University of Alberta

University of Alberta Template for Proposals to Establish New Academic Centres and Institutes					
<p>Proposers will complete and submit this template to the Office of the Provost for approval in accordance with UAPPOL Policy. This template may be used in two ways:</p> <ol style="list-style-type: none"> <li>1. As a cover document to be attached to a completed proposal which has already been approved by the University for submission for external funding. In this case, the template must present the academic arguments for establishing an academic centre or institute, and provide required information that is absent from the original proposal.</li> <li>2. As an expandable template to be completed. In this case, the completed template may be up to 8 to 10 pages in length (not including letters of support or other appendices relevant to the proposal).</li> </ol> <p>Before developing a proposal and completing this template, please contact the Office of the Provost (Cindy Watt) to discuss the scope of the proposed initiative to discuss the steps for review under the UAPPOL Centres and Institutes Policy, as well as associated procedures for academic centres and institutes – <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a>.</p>					
1.	<p><b>Faculty Dean Signature</b></p> <table border="1"> <tr> <td>Signature:</td> <td>Date:</td> </tr> <tr> <td style="height: 40px;"></td> <td style="width: 150px;"></td> </tr> </table>	Signature:	Date:		
Signature:	Date:				
2.	<p><b>Name of the Proposed Centre or Institute:</b></p> <p><b>University of Alberta Multiple Sclerosis Centre</b></p>				
3.	<p><b>Academic Justification for Establishment of a Centre or Institute</b></p> <ul style="list-style-type: none"> <li>• <i>Define the vision and purpose of the proposed unit</i></li> </ul> <p><b>The principal objective of the University of Alberta Multiple Sclerosis (MS) Centre over the next decade is to define and eradicate the cause(s) underlying MS. Further, the MS Centre will foster outstanding and innovative clinical care for all individuals living with or affected by MS, including addressing the personal, economic and societal impacts of MS. The MS Centre represents a base for University of Alberta research, education and innovative clinical care relevant to MS and encompasses preclinical and clinical areas of strength, ensuring efficient translation of important research findings into clinical realities.</b></p> <p>MS is a lifelong disease that affects the brain, optic nerves and spinal cord. It afflicts more than 100,000 Canadians including children and adults (female:male ratio, 3:1) with often debilitating motor, visual, sensory, coordination and mental disabilities. Not only is there no cure but the cause of MS remains unknown. MS causes enormous social and personal costs—over \$1 billion a year—to Canadians. Alberta’s MS rate is one of the highest in the world, more than 340 cases per 100,000. With more than 5,000 persons with MS in northern Alberta alone, developing an MS Centre for this region would lead to substantial medical, economic and societal gains. Extensive expertise and infrastructure at the University of Alberta (UofA) makes it a potential world leader in MS research and patient care. The UofA has a long history of internationally recognized MS patient care and research, together with numerous facilities linked to MS including the Peter Allen Imaging Centre, the Centre for Neuroscience, the Li Ka Shing Institute of Virology, Women’s and Children’s Health Research Institute, the UofA Transplant Institute and the Neurochemical Research Unit. UofA researchers who are recognized worldwide focus on neuroimmunology, virology, mechanisms of pain, metabolomics, neuropsychology and experimental therapeutics, all key to MS research.</p> <p>The UofA MS Centre will build upon this strong foundation and raise it to the next level, attracting the best clinical and experimental scientists, educators and care providers to set a new standard for MS research and patient care. These multidisciplinary leaders will have all the tools necessary</p>				

to translate leading-edge knowledge of cause and prevention to state-of-the-art treatments. The MS Centre's guiding principle is to embrace this inclusive and integrated approach as we strive to understand and prevent MS for the improved health of Canadians and MS patients around the world.

Historically, much of the MS-related research at the University of Alberta (UofA) was performed through the MS Patient Care and Research Clinic in the Clinical Sciences Building. However, in July 2012, all MS-related clinical activities moved to the Kaye Edmonton Clinic. The MS Clinic is now largely a service clinic under aegis of Alberta Health Services. Creating a UofA MS Centre will address broader issues facing MS research, education and innovative care by bringing together all MS-associated investigators, educators and clinicians; such an affiliation has not existed at UofA, nor does it exist elsewhere in Canada.

- *Demonstrate that the proposed Centre/Institute does not duplicate other efforts at the University*

No organization or agency is devoted to MS-related research, education and care in Alberta (or at the UofA). To date the UofA Centre for Neuroscience has been an educational structure, functioning as an undergraduate and graduate student program with associated activities. The Centre for Neuroscience's established and functional links to research activities are limited to its students without involvement of postdoctoral fellows or residents and minimal interactions with translational research (clinical investigations, epidemiology, and health outcomes/economics). This mandate is very different from the MS Centre's proposed mission and goals. Creation of the MS Centre will complement the Centre for Neuroscience's activities—graduate students working with MS Centre investigators may register in the Centre for Neurosciences graduate program and related activities (e.g., Neuroscience Graduate Student Association). Nonetheless, the emergence of an Institute for Neuroscience and Mental Health would provide a welcome foundation for the MS program at the UofA. Of note, the University of Calgary's Hotchkiss Brain Institute oversees a MS research group with a strong emphasis on clinical (industry) trials related to MS (see letter of support).

- *Document the emerging or established excellence of the group of faculty involved, and describe how the proposed Centre or Institute will position the University of Alberta as a national and international leader*

No MS Centres are established in Canada, a situation in sharp contrast to the USA and Europe where MS centres are common and a highly effective means to galvanize MS research, education and clinical initiatives. The UofA, as one of the top research-intense universities in Canada, is an ideal site to develop a Centre dedicated to a disease (MS) that is endemic in Alberta. The robust infrastructure and expertise, exemplified in the facilities and areas of research excellence outlined above, can make this MS Centre a world class initiative. The Neurochemical Research Unit, led by Dr. Glen Baker (Director of Discovery Research), offers an example of excellence within a potential UofA MS Centre. This unit is one of the few in Canada devoted to the analysis of neurochemical biomarkers (e.g. biogenic amines, amino acids, neuroactive steroids), drugs and drug metabolites and to drug development in neuropsychiatry including MS. It is a major centre of neurochemical analysis for UofA departments and faculties, and for neuroscience and related departments at the University of Calgary, McGill University (including the Montreal Neurological Institute), the University of Toronto (including the Centre for Addiction and Mental Health), Queen's University and the University of Saskatchewan.

Over 20 faculty members at the UofA have published on MS-related subjects as senior or co-authors in the past 3 years; all are associated with the MS Centre and are listed in section 7 below. Several of these investigators hold peer-reviewed grants directed toward MS-related research, from the CIHR, MS Society of Canada (MSSoC) and NSERC. In addition, Drs. Power, Baker, Blevins and Broadhurst hold an AI-HS CRIO grant for MS-related research. Further, the MS Centre recently received a CFI award (Leader's Opportunity competition) for its further development with matching private funds. Thus since conception of the MS Centre in 2012, it has

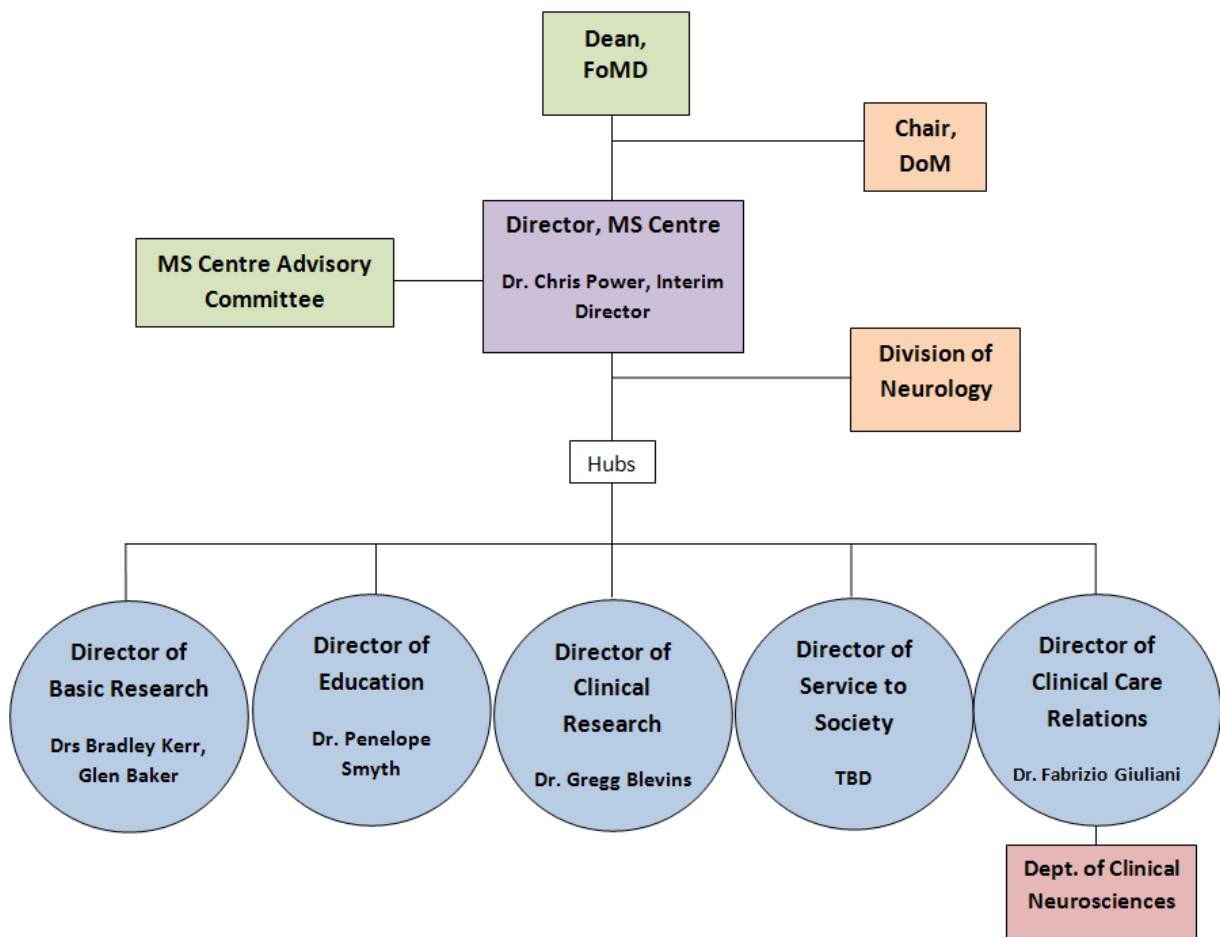
	<p>already garnered peer-reviewed funds and established an identity for itself nationally. The likelihood of the UofA becoming an international leader in MS research and care is high because Alberta has among the highest rates of MS globally, the public is very much aware of MS of this high prevalence, and the UofA has a critical mass of MS-dedicated investigators, clinicians and educators. Moreover, an existing endowment (~\$4 million) and the commitment of an unoccupied endowed Chair (~\$1.5 million) from the Faculty of Medicine and Dentistry provides the MS Centre with core funding and a catalyst to raise more funds.</p> <p>The UofA has the established infrastructure and linkages in place to optimize development of the MS Centre. Space on the 9<sup>th</sup> floor of the CSB is currently used for MS research. The Centre's associated clinicians (Drs. Power, Blevins, Smyth and Giuliani [MS Clinic Director]) sustain direct links to the MS Clinic at Kaye Edmonton Clinic. The unified model is in the vanguard of organizing, executing and building capacity in MS-related research, education and innovative clinical care, ideally positioning the UofA to develop a world class MS Centre. This is in contrast to the past situation in which multiple investigators, educators and clinicians seek support and funding independently. Moreover, a Centre will enrich collaborations within and outside the UofA.</p>
4.	<p><b>Provide a statement of the priority of the proposed centre or institute within the overall priorities of the Faculty and/or the University of Alberta. Include a <u>statement of benefits</u> the University of Alberta could expect to receive through creation of the proposed centre or institute, including benefits to students.</b></p> <p>Development of an MS Centre at the UofA is closely aligned with the University's Strategic Research Plan, which emphasizes (1) building on existing research strengths, (2) partnership with governments, industry and other sectors to advance a knowledge-based economy that optimally utilizes human and natural resources, (3) flexible and enhanced interdisciplinary relationships within and outside the University, (4) optimizing the benefits of research through technology transfer, and (5) support of education at the graduate and undergraduate levels. <b>Neuroscience</b> and <b>infection/immunity</b> are explicitly noted in the Strategic Research Plan as areas of perceived strength and future development at the UofA. Based on the recent (and resounding) approval of the MS Centre by Faculty Council in the Faculty of Medicine and Dentistry (FoMD), the MS Centre is viewed as a vital component of the Faculty's future endeavors. In terms of benefits to the UofA, the MS Centre will be the focal point for research and education on MS and related inflammatory neurodegenerative disorders, with direct links to clinical care. The Centre will bring researchers together to optimize transfer of knowledge and expertise, ultimately implementing a quantum leap in MS translational research. For these types of advances to occur, the proposed MS Centre is the essential focal point for collaborations among MS researchers, educators, and care providers.</p> <p>The Centre's overall multidisciplinary strategy will be to define and eliminate the causes and consequences of MS, a strategy to be translated by developing new preventative and therapeutic approaches. Having a Centre devoted to MS research increases the likelihood of expedient translation of research findings into beneficial commercial and clinical applications. Within this Centre, a major priority is recruiting and training high quality personnel who represent the future of health care research and delivery. An MS Centre will facilitate recruitment of high quality investigators and trainees participating in MS research. It will also enhance the learning atmosphere at the UofA by providing opportunities for greater interactions between trainees, educators and investigators from diverse fields through symposia, seminars and courses that focus on MS and related subjects. By creating an MS Centre, the UofA will position itself for donations or gifts related to MS as well as strengthening its position in peer-reviewed research competitions for operating funds and infrastructure grants. Thus, the primary benefits the UofA can expect upon the formation of the MS Centre include:</p> <ol style="list-style-type: none"> <li>1. Leading-edge fundamental and translational research at the UofA.</li> <li>2. New educational opportunities for students and postgraduates at the UofA.</li> </ol>

3. Attraction of new funds to the U of A through philanthropy as well as industrial partnerships.
4. Greater collaboration among researchers, educators and clinicians within and outside the UofA.
5. Intellectual property generation for the UofA.
6. Improved patient care at the UofA.
7. Enhancement of the UofA's image provincially, nationally and globally.

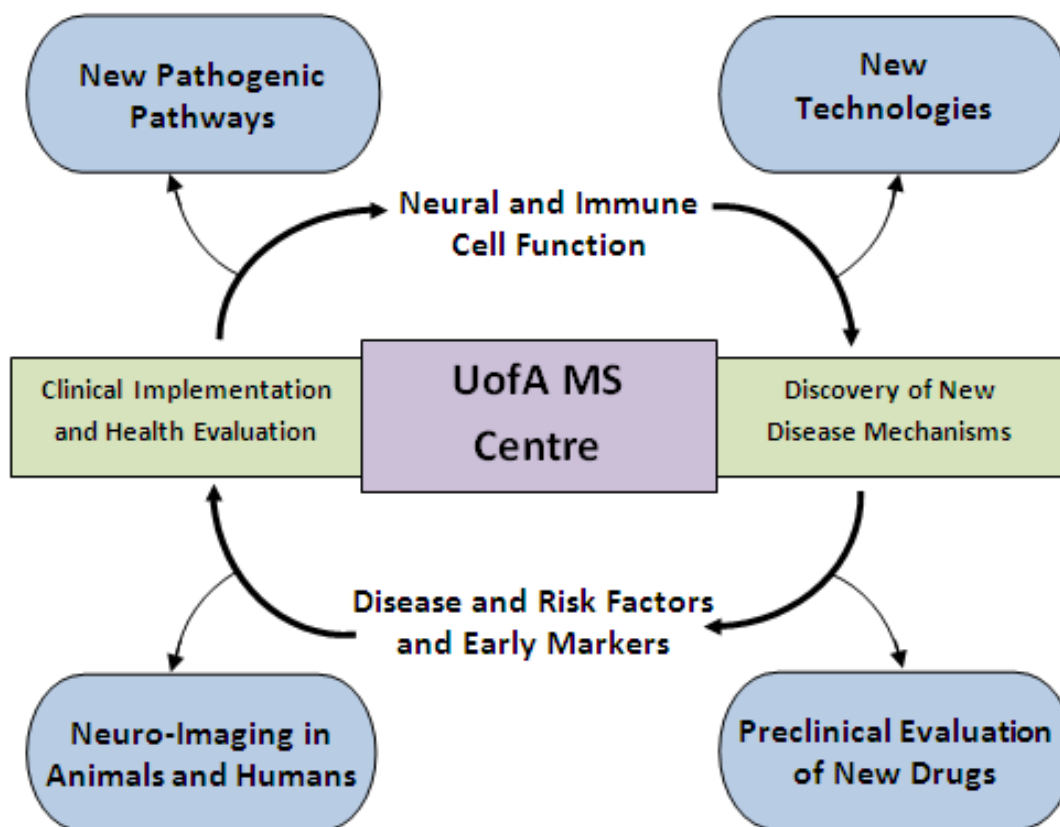
5. **Provide a description of the proposed centre/institute governance structure/reporting lines. Include a diagram of organizational structure.**

The governing body responsible for MS Centre decision making will comprise the Centre Director and Directors of Hubs: Clinical Care Relations, Basic Research, Clinical Research, Education, and Service to Society. The MS Centre Director will report to the Dean of the FoMD and will likely be a member of the Department of Medicine (DoM); this department has the closest links to MS related research, education and care. The Director will provide updates to the Centre's Advisory Committee and the Chair of the DoM. The members of the MS Centre Advisory Committee are still to be determined, along with the Committee's Terms of Reference.

### Organizational structure of the University of Alberta MS Centre



## Circle of Research



**CORE AREAS OF ACTIVITY:** All studies will be integrated through a clinical electronic database of all individuals with MS in Northern Alberta.

### Research:

1. Fundamental research:  
Molecular/cellular pathogenesis and neural cell function, survival and associated immune/infectious determinants, myelin biology, innate and adaptive immune mechanisms, drug development, metabolomics, infectious agents as co-morbidities
2. Biomedical/Clinical research:  
Neuroimaging, tissue/CSF biobank, biomarker identification, therapeutic and preventative vaccine trials, neuropsychiatric dysfunction including chronic pain studies
3. Epidemiology and health outcomes:  
Cohort studies, disease risk factors, early markers and co-morbidities
4. Health services and implementation:  
Health evaluation and outcomes; health economics/outcome and quality of life analyses

### Education and training:

1. Undergraduate and graduate students: participation of students enrolled in pertinent programs (Centre for Neuroscience, Departments of Medicine, Psychiatry, Medical Microbiology & Immunology, School of Public Health) in MS Centre seminars, conferences (EndMS summer school), and specific UofA courses (e.g., Neuro 210 and 410).
2. Experimental and clinical post-doctoral fellows: weekly seminars (e.g., Neuroinflammation rounds), EndMS conferences.
3. Residents, medical students: rotations already exist but the Centre will provide an



opportunity for additional MS research.

Through its mandate, the Centre will offer an interdisciplinary training program for fellows and graduate students in all aspects of MS. This program will extend to residents and medical students, providing novel aspects of training to supplement their learning. Our approach will ensure a new generation of uniquely qualified health care professionals and researchers providing optimal MS care. Current trainees to be associated with the MS Centre include seven graduate students and six post-doctoral fellows funded by CIHR, MSSoC/End MS Program, or AI-HS.

An important goal of the MS Centre is to enhance existing seminars such as Neuroinflammation rounds (monthly), EndMS monthly video conferences, and EndMS summer school. We will add invited speakers to increase the transfer of knowledge among those associated with the MS Centre.

**Outreach to the community:**

1. Alberta Health Services (AHS) liaisons
2. MSSoC
3. Alberta Health (previous called Alberta Health & Wellness)
4. Community groups (Rotarians, etc.)
5. Partnerships with MS Centres in MS-endemic regions e.g., Norwegian Multiple Sclerosis Competence Centre, Bergen, Norway; MS Centre, Edinburgh, Scotland; Mayo Clinic, Minnesota)

**MS Centre Stakeholders (see letters of support):**

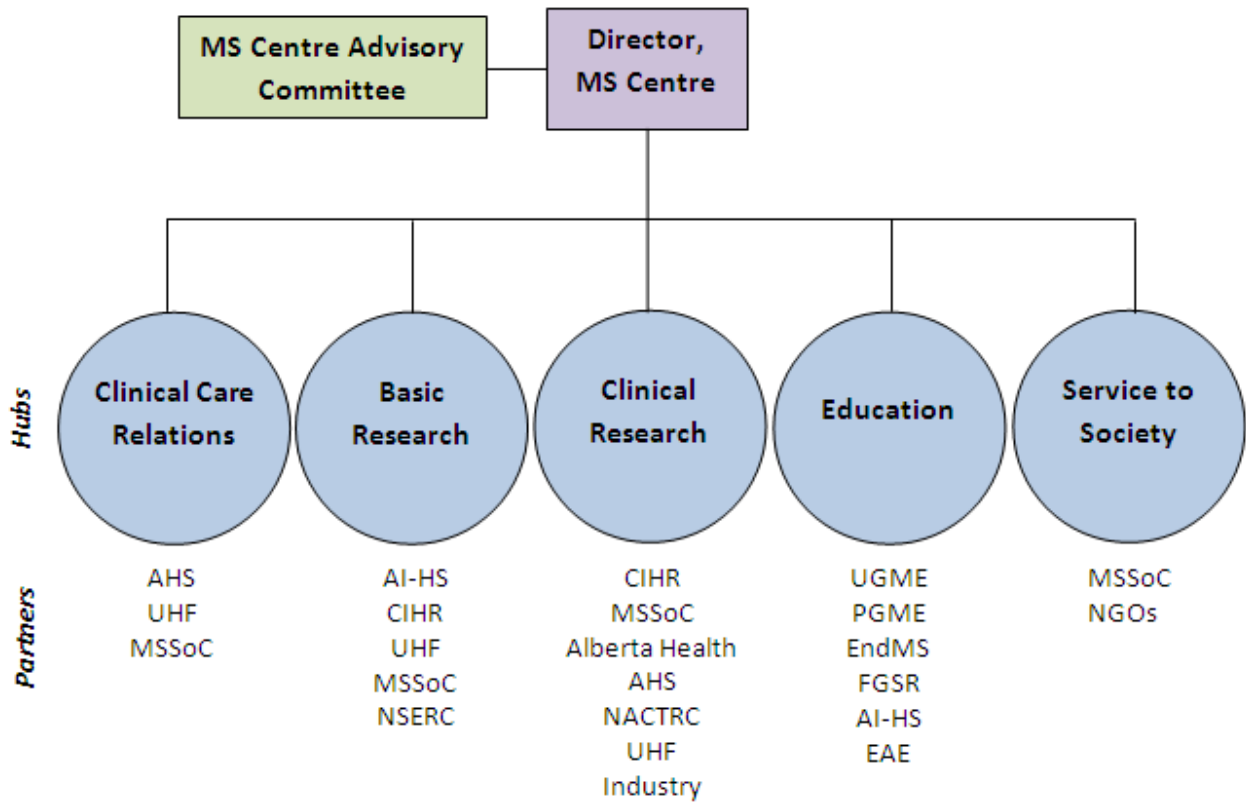
University of Alberta:

1. Division of Neurology/Department of Medicine
2. Department of Psychiatry
3. Faculty of Medicine and Dentistry
4. Faculty of Rehabilitation Medicine
5. School of Public Health
6. Division of Physical Medicine
7. Faculty of Nursing
8. Faculty of Science
9. Department of Medical Microbiology and Immunology
10. UofA Centre for Neuroscience

Partners:

1. Multiple Sclerosis Society of Canada [MSSoC]
2. Alberta Health Services [AHS]
3. Northern Alberta Clinical Trials Research Centre [NACTRC]
4. Enterprise and Advanced Education [EAE]
5. Alberta Innovates-Health Solutions [AI-HS]
6. National Sciences and Engineering Research Council [NSERC]
7. Undergraduate Medical Education [UGME]
8. Post-graduate Medical Education [PGME]
9. Faculty of Graduate Studies and Research [FGSR]
10. Non-Government Organizations [NGOs]

## University of Alberta MS Centre Hubs and Partners



6. **Provide a statement of the role and qualifications of the centre/institute lead of the proposed centre or institute.**

The MS Centre Director will be an internationally recognized leader in MS-related research, education or care who champions translation to the clinic and population. In the future, the MS Centre will recruit a permanent Director of Canada Research Chair caliber. The interim Director of the MS Centre is Dr. Christopher Power, M.D., F.R.C.P(C). He is a Professor of Neurology in the Department of Medicine, holds a CRC (Tier 1) in Neurologic Infection and Immunity and is Fellow of the Canadian Academy of Health Sciences. Dr. Power is a nationally and internationally recognized clinician-scientist studying the pathogenesis and treatment of neuroinflammatory diseases including MS. He is an author on over 150 peer-reviewed publications with a current *h* index of 45. He sits on the provincial board of the MSSoC and regularly reviews grant applications pertinent to MS at the request of the MSSoC, CIHR, Wellcome Trust and INSERM. Dr. Power's research record demonstrates internationally recognized achievement focused on chronic neurological infectious and immune diseases. Over the last decade, his efforts have concentrated on elucidating the molecular determinants of MS and HIV-associated neurocognitive disorders early in their courses. He aims to prevent and alleviate disease through translation of his laboratory's findings into clinical benefits for patients afflicted with these diseases. These studies have been supported by provincial (AI-HS/AHFMR, MHRC, OHTN), national (CIHR, NSERC, MSSoC, CANFAR) and international (NIH) funding agencies. He chaired the CIHR Infection and Immunity Institute Advisory Board (2006–2011), which advises the Institute Scientific Director on policy and research initiatives. His leadership in this role has fostered the development of new areas of research in Canada including greater understanding of the microbiome in health and disease and the development of a comprehensive research agenda for HIV/AIDS in Canada. As well, he has served on multiple national and international research-related committees (grant review panels, etc.). He organized several meetings including the

annual University of Alberta Translational Neuroscience Symposia (2009 and 2010) and Visions for MS research (2008). For these meetings, he raised funds to provide opportunities for faculty and trainees to present their studies and to host high caliber international investigators.

7. **Employees**

*Provide a statement of the employment status of employees (i.e., are they University of Alberta employees?)*

The MS Centre will include both existing and new UofA employees.

**Current university employees who will be a part of the UofA MS Centre:**

Title	Name	Rank/Funding
Director, MS Centre, <i>interim</i>	Dr. Christopher Power	Professor (with tenure), A-ARP* funded
Director of Clinical Care	Dr. Fabrizio Giuliani	Associate Professor, A-ARP funded
Director of Discovery Research	Drs. Brad Kerr & Glen Baker	Associate Professor, Professor
Director of Clinical Research	Dr. Gregg Blevins	Associate Professor, A-ARP funded
Director of Education	Dr. Penelope Smyth	Assistant Professor, A-ARP funded
Director of Service to Society	TBD	

*\*Salary support from the UofA academic-associated revenue program (A-ARP)*

**Current MS Investigators associated with the MS Centre:**

1. Sharon Warren (Professor, epidemiology)
2. Brian Sykes (Professor, metabolomics)
3. Marek Michalak (Professor, myelin development)
4. Alan Wilman (Assoc. Professor, neuroimaging)
5. Christian Beaulieu (Assoc. Professor, neuroimaging)
6. Brad Kerr (Assoc. Professor, neurotoxicity and neuropathic pain)
7. Babita Agrawal (Assoc. Professor, adaptive immunology)
8. Giseon Heo (Assoc. Professor, biostatistics)
9. Esther Fujiwara (Assoc. Professor, neuropsychology)
10. Michael Houghton (Professor, virology)
11. Deborah Burstyn (Professor, innate immunology)
12. Glen Baker (Assoc. Professor, neurochemistry/experimental therapeutics)
13. Dick Stein (Professor, motor control)
14. David Broadhurst (Assist. Professor, systems biology/metabolomics)
15. Linda Carroll (Professor, School of Public Health, epidemiology)
16. Xi-Min Li (Professor, remyelination/experimental therapeutics)
17. Kathryn Todd (Professor, neuroinflammation)

**Current MS-related Clinicians associated with the MS Centre:**

1. Kenneth Warren (Professor of Neurology)
2. Christopher Power (UofA, A-ARP funded Professor of Neurology)
3. Fabrizio Giuliani (UofA, A-ARP funded Assoc. Professor of Neurology)
4. Gregg Blevins (UofA, A-ARP funded Assoc. Professor of Neurology)
5. Penelope Smyth (UofA, A-ARP funded Assistant Professor of Neurology)
6. Physiatry (Drs. John Guthrie, Sami Zaki)
7. Psychiatry (Drs. Nick Mitchell)
8. Pediatric Neurology (Drs. Jerome Y. Yager and Lawrence Richer)
9. Neuropathology (Drs. Edward Johnson and Jian Qiang Lu)
10. Neuroradiology (Dr. Derek Emery)

11. Psychology (Dr. Jennifer Rodgers)
12. Community neurologists: Drs. MaryLou Myles, Jennifer McCombe, Ken Makus, Bert Witt, Jodie Kashmere, etc.

**Current MS-Associated Research Personnel:**

1. Investigator-funded research (endowment): clinical cohort database, tissue/fluid biobank, one research nurse (K. Warren/C. Power/G. Blevins/F. Guiliani)
2. Contract (industry)-funded research: drug trials (Phase 2/3) (Guiliani, Smyth and Blevins)
3. Neuroimaging: (Emery, Wilman and Beaulieu)
4. Alberta Health Services epidemiology databases (L. Svensen)
5. Experimental laboratories: (Power, Li, Michalak, Stein, Burstyn, Agrawal, Kerr, Baker, Giuliani, Sykes, Houghton, Todd)
6. Bioinformatics/biostatistics/metabolomics (Broadhurst, Heo)
7. Neuropsychology (Fujiwara)
8. Epidemiology (Carroll)

**Employees to be recruited on inception of the MS Centre:**

Title	Employer
Director, MS Centre	UofA (A-ARP)
Neuropsychologist (Part-time)	AHS*
Social Worker (Part-time)	MSSoC*
Genetics Counselor	AHS*
Occupational Therapist/Physiotherapist	AHS*
Administrative Director	UofA
Administrative Assistant	UofA
Research Nurses (2)	UofA (through clinical trials)

**\*All AHS- and MSSoC-supported employees would remain accountable to whatever agency supports their salary and benefits.**

8. **Financial Plan**

*Include key sources of operating funds, and include revenue sources and expenditures for [ideally] 5 years projected.*

*State specific source(s) of any "University funding"*

*Provide a plan for the sustainable funding of the operation of the centre or institute.*

The UofA MS Centre has a committed endowment of approximately \$4 million from private donations. These funds will be used to support the MS Centre including a proposed MS Chair to which the FoMD has committed \$1.5M.

**Assumptions:**

1. *2.0% Inflation in costs per year*
2. *Benefits:* The benefits for the MS Centre Director, Administrative Assistant to the Director, and the Administrative Director are calculated based on 23% of their salaries.

**Detailed budget and plans for sustainability:**

1. **Private Endowment:** Based on ~\$4 million (principle value)
2. **Director of the MS Centre:**  
The Director position will require no salary expenditure in years 1 and 2. Dr. Chris Power will be Interim Director of the MS Centre for years 1 and 2 and his salary is already being paid. In year 3 and beyond, the Director salary will be a P12 grade Rank Based Salary: \$150,000/yr @ 80% of time dedicated to MS Centre = \$120,000 (year 3).
3. **Administrative Assistant to the MS Centre Director:**  
The Administrative Assistant to Dr. Power will assume this role for years 1 and 2, with no salary expenditure needed in those years. The salary of this position is based on a UofA

	<p>Grade 7 Administrative Assistant position.</p> <p><b>4. Centre-Related Expenses:</b> The MS Centre's expenses will include seminars, conferences, visiting speakers and an annual lecture series. As the Centre grows it expects to support trainees and research.</p> <p><b>5. UofA Rank Based Salaries, Director and Directors of Hubs:</b> see Appendix A</p> <p><b>6. UofA Rank Based Salaries, Support Staff:</b> see Appendix B</p> <p><b>7. Research Nurses:</b> The Research nurses at the MS Centre are supported by existing MS-related research funds through clinical trials.</p> <p><b>8. Future sustainability:</b></p> <ol style="list-style-type: none"> <li>Core funding for the MS Centre derives from the endowments currently held by Dr. Ken Warren (~\$4.0M) at the UofA, which he has committed to the MS Centre upon his retirement in 2014. These funds currently support an administrator who is maintaining and further developing the MS Centre's clinical research database (CSB 9<sup>th</sup> floor).</li> <li>Members of the MS group [Drs. Guiliani and Power] are in active discussions with government, industry and private donors regarding potential large philanthropic donations (&gt;\$1 million) to the MS Centre. Given the high prevalence of MS in Alberta, potential for donations is immense.</li> <li>Several clinicians and investigators associated with the MS Centre are closely linked with industry and have been successful in obtaining funds for MS-related initiatives. These include both peer-reviewed research with industrial partners (AIHS-CRIO grant) and contract research through clinical trials. These sources of funds are likely to grow as the MS Centre is established and moves forward.</li> </ol>
9.	<p><b><u>Space Requirements.</u></b></p> <p>Space required? Yes <input type="checkbox"/> No-<b>X</b></p> <p>If "No" selected, where is current space? Clinical Sciences Building 9<sup>th</sup> floor</p> <p>If "Yes" selected, complete the following:</p> <p><input type="checkbox"/> On-site at the University of Alberta</p> <p><input type="checkbox"/> Awaiting allocation</p> <p><input type="checkbox"/> Rent/lease required</p> <p>If rent/lease is required, has this been budgeted for? Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p> <p>Is funding required? Yes <input type="checkbox"/> No-<b>X</b> Reasons: The existing space on the CSB 9<sup>th</sup> floor has adequate infrastructure for the MS Centre.</p> <p>Address the following questions:</p> <p><i>If rent/lease or license is required, what is the University of Alberta's commitment?</i> Not applicable</p> <p><i>If new space or modifications to existing space are required, has Facilities and Operations been contacted and has this been included in the budget?</i> Not applicable</p>
10	<p><b><u>Potential Risks to the University of Alberta</u></b></p> <p>State any reputational, financial, and/or operational risks to the University of Alberta.</p> <p>Outline plans to mitigate/manage those risks.</p> <p>Risk Management Services may be consulted.</p> <p>Risks associated with the MS Centre are those already inherent in research and education. Risks are unlikely given the consistent, high quality records of the MS Centre members and associated university organizations. No other risks to the UofA have been identified at this time.</p>

11	<p><b><u>Annual Reporting and Strategic Review: In accordance with UAPPOL Policy</u></b></p> <p><i>State a provision for annual reporting to the Reporting Dean</i>  <i>State a provision for annual reporting to the Office of the Provost</i>  <i>State a provision for strategic and operational review by the Reporting Dean (or delegate) at no less frequency than every five years.</i></p> <p>As per the UofA's Academic Centres and Institutes Establishment Procedure, the MS Centre will submit annual reports to the Dean (FoMD) and Provost, containing the following elements:</p> <ul style="list-style-type: none"> <li>A. Progress towards the goals and objectives of the five year business plan</li> <li>B. Funding by source</li> <li>C. Expenditures by major line item</li> <li>D. Budget variance report</li> <li>E. Benefits/innovations in care to individuals with MS</li> <li>F. Benefits/innovations to the FoMD and the UofA</li> </ul> <p>A five-year strategic review will be submitted to the Dean (FoMD) that will project future strategies and operational procedures.</p>
12	<p><b><u>Intellectual Property (IP) and Copyright</u></b></p> <p><i>Will any copyright or patentable IP be created, and if so, how will it be handled?</i>  <i>How will ownership and commercialization of IP be handled?</i></p> <p>All copyright or patentable IP created by the MS Centre will be handled according to the Patent Policy and Commercialization of Patentable Intellectual Property Procedure of UAPPOL.</p>
13	<p><b><u>Termination Plan/Provisions</u></b></p> <p><i>Exigency plan for termination: If physical and/or financial resources will remain upon termination, a plan for consultation with donors or agencies associated with the centre or institute must be included in the dissolution plan.</i></p> <p><b>Staff:</b> Current UofA A-ARP physicians, clinical physicians and UofA staff would remain with the UofA as per their individual appointments/agreements. Encumbrances and Obligations for non-UofA physicians and staff.</p> <p><b>Facilities &amp; Equipment</b> (unless a virtual centre is created): All facilities and equipment designated to and for use by the MS Centre would be returned to the FoMD for redistribution at the discretion of the Office of the Dean.</p> <p><b>Financial:</b> Encumbrances and Obligations: All financial encumbrances and contractual obligations would become the responsibility of the FoMD for resolution, fulfillment or termination through the Office of the Dean.</p> <p><b>Donor Gifts:</b> Donor agreements provide that the gift be aligned with the donor's wishes as closely as possible. If the MS Centre is dissolved, or the disease is cured, or a researcher leaves the UofA, funding would remain with the FoMD. The gift documentation states that the UofA will re-allocate these funds to a purpose that closely matches or best honors the donor's intent e.g., if the MS Centre were to dissolve, funding could be used for MS research outside the Centre or perhaps for other neurological disease research. The Dean (FoMD) would make this decision.</p> <p>As per the Canada Revenue Agency (CRA) regulations, the donor does not have control of any funding decisions after giving the gift. However, consultation regularly occurs with donors in order for them to provide feedback on the use of their gifts and to maintain healthy relationships.</p> <p><b>Grants and Sponsored Research:</b> Generally speaking, PIs can only redirect grants and sponsored research - not donations. The university controls these funds explicitly.</p>
14	<p><b><u>Letters of Support:</u></b> <i>Attach letters from relevant on- and off-campus sources</i></p>

.	Please see attached letters.
15 .	Provide, if applicable, any <b><u>agreements and/or memoranda of understanding between the University of Alberta and its partner(s)</u></b> to establish, fund and operate the proposed academic centre or institute

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**Appendix A: UofA Rank Based Salaries, Director and Directors of Hubs**

**Drs. Christopher Power, Fabrizio Giuliani, Gregg Blevins, Penny Smyth**

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<b>Total, UofA Rank Based Salaries</b>	<b>\$ 221,935</b>
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**Appendix B: UofA Rank Based Salaries, Support Staff**

Administrative Assistants to Drs. Power, Giuliani, Blevins and Smyth

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<b>Total, UofA Admin Assistant Salaries</b>	<b>\$ 103,500</b>
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# Attachment 3

## Appendices

### University of Alberta Multiple Sclerosis Centre

Appendix 1: Detailed Research Funding: MS Centre Proposed Budget

Appendix 2: Letters of Support

- Alberta Health Services – Prof Nigel L Ashworth
- Government of Alberta – Health and Wellness – Larry Svenson
- Multiple Sclerosis Society of Canada – Neil Pierce
- Alberta Innovates Health Solutions – Jacques Magnan
- Canadian Institutes of Health Research – Dr. Marc Ouellette
- University of Calgary Faculty of Medicine Clinical Neurosciences – V. Wee Yong
- Department of Medicine – Barbara J Ballermann
- Department of Psychiatry and the Centre of Neuroscience – Kathryn G. Todd
- Department of Pediatrics – R. Helly Goetz & Jerome Y. Yager
- Department of Medical Microbiology and Immunology – David Evans
- School of Neuroscience – Dr. William F. Colmers
- Faculty of Science – Gregory Taylor
- Faculty of Rehabilitation Medicine – Martin Ferguson-Pell

## MS CENTRE PROPOSED BUDGET

As at January 27, 2012

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Revenue</b>					
Private Endowment (Note 1)	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000
Partially endowed Chair (Note 2)	107,000	107,000	107,000	107,000	107,000
Donations	25,000	25,000	25,000	25,000	25,000
Clinical Trial revenue	50,000	55,500	60,000	65,000	70,000
<b>Total Revenue</b>	<b>372,000</b>	<b>377,500</b>	<b>382,000</b>	<b>387,000</b>	<b>392,000</b>

<b>Expenses</b>					
Clinical Trial Expenses	-	-	-	-	-
<b>Additional Personnel</b>					
Director (Note 3)	-	-	120,000	122,400	124,848
Administrative Assistant to Director (Note 4)	-	-	45,000	45,900	46,818
Administrative Director (Note 5)	119,983	122,382	124,830	127,327	129,873
<b>Additional Personnel Benefits</b>					
Director	-	-	27,600	28,152	28,715
Administrative Assistant to Director	-	-	10,350	10,557	10,768
Administrative Director	27,596	28,148	28,711	29,285	29,871
<b>Net Surplus (Deficit)</b>	<b>147,579</b>	<b>150,530</b>	<b>356,491</b>	<b>363,621</b>	<b>370,893</b>

## MS Centre Existing Resources

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Existing Personnel</b>					
U of A Rank Based Salary (Note 6)	221,935	226,374	230,901	235,519	240,230
Social Worker (Note 7)	25,000	25,500	26,010	26,530	27,061
Neuropsychologist (Note 8)	50,000	51,000	52,020	53,060	54,122
U of A Rank Based Salary Support Staff (Note 9)	103,500	105,570	107,681	109,835	112,032
RN (Research Nurse) (Note 10)	80,000	81,600	83,232	84,897	86,595
Genetics Counsellor (Note 11)	50,000	51,000	52,020	53,060	54,122
<b>Total Resources</b>	<b>530,435</b>	<b>541,044</b>	<b>551,865</b>	<b>562,902</b>	<b>574,160</b>

November 28<sup>th</sup>, 2011

Christopher Power MD FRCP(C)

Professor

Department of Medicine

University of Alberta

Edmonton, AB

Dear Chris,

**RE: University of Alberta MS Centre**

As the current head of the department of clinical neuroscience, Edmonton zone, Alberta Health Services I am writing to indicate my strong support for the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the Centre will be an inclusive initiative devoted to research, education and enhanced care in the area of MS that builds on the long and productive history of MS research and care at the University of Alberta. The department of clinical neuroscience will have a substantial interest in the Centre because its mission overlaps with our objectives. I look forward to seeing how the Centre progresses and best of luck with this important effort.

Sincerely,



Prof Nigel L Ashworth

Head, Dept Clinical Neuroscience

Alberta Health Services (Edm zone)

**Surveillance and Assessment Branch**  
10025 Jasper Avenue  
P.O. Box 1360, Station Main  
Edmonton, Alberta  
T5J 2N3

January 13, 2012

Christopher Power, MD, FRCPC  
Professor  
Department of Medicine  
University of Alberta  
6-11 Heritage Medical Research Centre  
Edmonton, AB T6G 2S2

Dear Dr. Power:

**RE: University of Alberta MS Centre**

I am pleased to write this letter of support for the development of a Multiple Sclerosis Centre at the University of Alberta. As outlined in your executive summary describing the vision and goals of the Centre, the Centre will be an inclusive initiative devoted to research, education, and enhanced care in the area of MS. The Centre represents a natural evolution building on the long and productive history of world-class MS research and care at the University of Alberta.

As you know, Alberta Health and Wellness has had active collaborations related to the epidemiology of MS for more than 15 years. These collaborations have been fruitful and Alberta was the first province to establish MS surveillance activities in Canada. The collaborations that will be fostered through the Centre will help establish as a world-leader in MS.

I look forward to seeing how the Centre progresses and the ensuing activities and opportunities for collaboration.

Sincerely,



Larry Svenson  
Senior Manager  
Epidemiology and Surveillance



**Alberta & Northwest Territories  
Division**  
150-9405 50 St  
Edmonton, AB T6B 2T4  
Telephone: (780) 463-1190  
Fax: (780) 479-1001  
Toll Free: 1-800-268-7582  
[www.mssociety.ca](http://www.mssociety.ca)

November 9<sup>th</sup>, 2011

Christopher Power MD FRCP(C)

Professor

Department of Medicine

University of Alberta

Edmonton, AB

Dear Chris,

**RE: University of Alberta MS Centre**

I am writing to indicate the MS Society of Canada's (Alberta Division) willingness to support the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the Centre will be an inclusive initiation devoted to research, education and enhanced care in the area of MS that builds on the long and productive history of MS research and care at the University of Alberta.

The MS Society has a substantial interest in the Centre because its mission overlaps with our own strategic objectives of achieving better coordination and alignment of services between the clinic and community care & support services within the Capital and rural regions served by the Centre.

We look forward to working closely with Centre staff to support the vision and goals as articulated.

Sincerely,

A handwritten signature in black ink that reads 'Neil Pierce'.

Neil Pierce, President

MS Society of Canada, Alberta Division

December 1, 2011

Christopher Power MD FRCP(C)  
Professor  
Department of Medicine  
6-11 Heritage Medical Research Centre  
University of Alberta  
Edmonton, AB T6G 2S2

Dear Dr. Power,

**RE: University of Alberta Multiple Sclerosis Centre**

It is with great interest that I have read the executive summary of the plans to develop a Multiple Sclerosis (MS) Centre at the University of Alberta. I am aware of the high incidence of MS in Alberta and of the significant impact that MS has on the people affected, on the people who support them and on the health system as well. I am therefore strongly supportive of the efforts of enhancing care for patients suffering from MS, and as the CEO of Alberta Innovates - Health Solutions (AIHS) clearly even more supportive of doing this through the evidence provided by research.

The mandate of AIHS is to support research and innovation focusing on improving the health of Albertans, the efficiency and quality of the health system and in providing overall improvements in the quality of life for our population. The vision and goals for the Centre as outlined in the executive summary are well aligned with our own vision of transforming health and wellness through research and innovation. Therefore, I am indicating the willingness of AIHS to work with you to impact the burden of MS in the province.

We clearly encourage the plans to create an inclusive approach in building on the long history of successes in MS research and care in Alberta. On that note, we would urge you to reach across Alberta (and beyond) in building the Centre on the principle of supporting quality in research, as well as relevance of the activity to the challenges facing the patients and the health care system.

Please do not hesitate to call on AIHS if you feel that there is anything of substance that we can do to further the development of the Centre.

Best wishes for success in creating this activity.

Sincerely,



**Jacques Magnan, Ph.D.**  
Chief Executive Officer  
Alberta Innovates Health Solutions



Freedom To Create. Spirit To Achieve.

Funded by the ALBERTA HERITAGE FOUNDATION  
FOR MEDICAL RESEARCH Endowment Fund

Government of Alberta

Institute of Aboriginal Peoples' Health

Institute of Aging

Institute of Cancer Research

Institute of Circulatory and Respiratory Health

Institute of Gender and Health

Institute of Genetics

Institute of Health Services and Policy Research

Institute of Human Development, Child and Youth Health

Institute of Infection and Immunity

Institute of Musculoskeletal Health and Arthritis

Institute of Neurosciences, Mental Health and Addiction

Institute of Nutrition, Metabolism and Diabetes

Institute of Population and Public Health

Institut de la santé des Autochtones

Institut du vieillissement

Institut du cancer

Institut de la santé circulatoire et respiratoire

Institut de la santé des femmes et des hommes

Institut de génétique

Institut des services et des politiques de la santé

Institut du développement et de la santé des enfants et des adolescents

Institut des maladies infectieuses et immunitaires

Institut de l'appareil locomoteur et de l'arthrite

Institut des neurosciences, de la santé mentale et des toxicomanies

Institut de la nutrition, du métabolisme et du diabète

Institut de la santé publique et des populations

November 28<sup>th</sup>, 2011

Dr. Christopher Power, MD FRCP (C)  
Professor  
Department of Medicine  
University of Alberta  
Edmonton, AB

**Subject: University of Alberta MS Center**

Dear Chris,

I am writing to indicate my strong support for the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the Centre will be an inclusive initiative devoted to research, education and enhanced care in the area of MS that builds on the long and productive history of MS research and care at the University of Alberta. The CIHR and its Institutes have a substantial interest in this research area and the mission of your proposed Centre overlaps with CIHR objectives to improve the health of Canadians through excellence in research. I look forward to seeing how the Centre progresses and best of luck with this important effort.

Best wishes,



Dr. Marc Ouellette  
Scientific Director  
Institute of Infection and Immunity



FACULTY OF MEDICINE | UNIVERSITY OF CALGARY

November 30, 2011

Dr. Christopher Power  
Professor  
Department of Medicine  
University of Alberta

**CLINICAL NEUROSCIENCES**  
Health Sciences Centre  
3330 Hospital Drive NW  
Calgary, AB, Canada T2N 4N1  
T 403.220.3544  
F 403.210.8840  
W [www.ucalgary.ca/~vyong](http://www.ucalgary.ca/~vyong)  
E [VYONG@ucalgary.ca](mailto:VYONG@ucalgary.ca)

Dear Chris:

**RE: University of Alberta MS Center**

I am delighted to hear of the creation of the University of Alberta MS Center under your leadership. You informed me of that effort and I am pleased to note that it has come to fruition.

Alberta is an area of world-leading MS prevalence, resulting in the common perception of “MS is Alberta’s disease”. It is also the home of significant MS research activities. Indeed, the University of Alberta is home to several well known MS researchers. I am therefore delighted to hear that your University is recognizing the strength of MS research activities and has created the University of Alberta MS Center to help coordinate research and education activities.

This letter is to emphasize my strong support for the University of Alberta MS center. As you know, I co-direct the MS Program at the Hotchkiss Brain Institute at the University of Calgary. I can speak from experience that a coordinated program (MS Center in your case) will help not only to coalesce research and training activities, facilitate interactions between clinical and basic scientists, but it will also be the focus of philanthropic support.

I am also the Director of the Alberta endMS Regional Research & Training Center (RRTC). Our ongoing activities the past three years have included monthly teleconferences with trainees and investigators at the Universities of Alberta, Calgary and Lethbridge, and other activities aimed at increasing the strength and capacity of MS research and training across the province. Researchers at the University of Alberta have already been a significant part of the Alberta endMS RRTC, for which you are one of our steering-committee members. The creation of the MS Center at the



University of Alberta will certainly help to make our Alberta-wide research and training activities that more effective.

In summary, I strongly support your University of Alberta MS Center. I can speak for the MS Program at the Hotchkiss Brain Institute, and on behalf of the Alberta endMS RRTC that your center's success will help overcome "MS being Alberta's disease". Your center should also mean better research and educational activities in MS, and ultimately in the well-being of patients afflicted with MS.

Good luck in your efforts. I am happy to provide input whenever you need.

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Wee Yong', enclosed in a thin black rectangular border.

V. Wee Yong, PhD  
Professor  
Canada Research Chair in Neuroimmunology  
Co-Director, Hotchkiss Brain Institute MS Program  
Director, Alberta endMS Regional Research and Training Center

13-103 Clinical Sciences Building  
11350 – 83 Ave  
Edmonton, Alberta, Canada T6G 2G3  
Tel: 780.248.1861  
Fax: 780.248.1637  
ballermannadmin@med.ualberta.ca  
www.medicine.med.ualberta.ca

02 December 2011

Verna Yiu, MD, FRCP(C)  
Interim Dean, Faculty of Medicine and Dentistry  
2J2.03 WC Mackenzie Hlth Sci Ctr  
Edmonton, AB  
Canada T6G 2R7

**RE: University of Alberta Multiple Sclerosis Centre**

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Dear Dr. Yiu,

This letter is written to indicate my strong support as Chair of the Department of Medicine for the development of a Multiple Sclerosis Centre at the University of Alberta. As you are aware, multiple sclerosis (MS) is an often debilitating inflammatory disease with no known cause or cure that affects more than 60,000 Canadians at enormous societal costs. Alberta, in particular, has one of the highest MS rates in the world, with more than 340 cases per 100,000 population.

Given the prevalence of MS in the province and region, as well as the University of Alberta's long history of valuable and productive MS care and research, I believe this institution is perfectly poised to establish new standards of excellence for patients through the creation of an MS Centre. Under the initial leadership and direction of Dr. Christopher Power, this centre would utilize the university's internationally renowned investigators, basic scientists, educators, and clinical researchers and care providers under one academic research unit. This truly translational focus would help us advance our understanding of MS for new, leading-edge treatments and diagnostic tools for optimized patient care.

Another critical aim of the MS Centre would see the establishment of an interdisciplinary training program for residents, fellows and graduate students, all of whom would be educated in all aspects of this disease. Raising the quality of curriculum and training would further enhance the Department of Medicine's ability to fulfill our academic mission, ensuring the university remains an internationally recognized leader in MS patient care and research for decades to come, something as Chair, I consider to be of the utmost importance.

In summary, I firmly believe the proposed University of Alberta Multiple Sclerosis Centre would significantly enhance the quality of MS research, education and clinical care for the good of all Albertans, Canadians and the world. Given the prevalence of the disease, the university's past leadership in MS research and care, and an opportunity for enhanced education, translational study and patient care, the Department of Medicine and the University of Alberta are uniquely positioned to make the medical advancements needed to improve the health and quality of life for all MS patients.

Best regards,



Barbara J. Ballermann, MD, FRCP(C)  
Chair, Department of Medicine

November 28<sup>th</sup>, 2011

Christopher Power MD FRCP(C)  
Professor  
Department of Medicine  
University of Alberta  
Edmonton, AB

Dear Chris,

**RE: University of Alberta MS Centre**

I am writing on behalf of the Department of Psychiatry and the University Centre of Neuroscience to indicate we enthusiastically support the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the MS Centre will be an inclusive initiative devoted to research, education and enhanced care in the area of MS that builds on the long and productive history of MS research and care at the University of Alberta. The University Centre for Neuroscience and the Department of Psychiatry will have a substantial interest in the MS Centre because its mission overlaps with our objectives. I look forward to seeing how the MS Centre progresses and best of luck with this important effort.

Sincerely,



Kathryn G. Todd, PhD  
Interim Chair, Department of Psychiatry and  
Director, Centre for Neuroscience  
University of Alberta

4-588 Edmonton Clinic Health Academy  
11405 – 87 Avenue  
Edmonton, Alberta, Canada T6G 1C9  
Tel: 780.248-5630  
Fax: 1.888.353.1163

January 16, 2012

Christopher Power MD FRCP(C)  
Professor  
Department of Medicine  
University of Alberta  
Edmonton AB

Dear Chris,

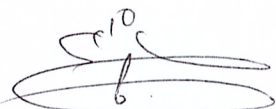
**RE: University of Alberta MS Centre**

I am writing to indicate Division of Pediatric Neurology's and Pediatric Neurosciences support for the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the Centre will be an inclusive initiation devoted to research, education and enhanced care at the University of Alberta.

Pediatric Neurology at the Stollery Children's Hospital/University of Alberta has had a substantial involvement in MS care and research in children over the last number of years. In this regard, we have significantly contributed to a Multi-Centred Collaborative Study of Demyelinating Disease in Children across Canada, having developed one of the largest cohorts of children with demyelination in the world. The proposed MS Centre at the University of Alberta, will provide a unique opportunity for patients in Alberta, for education and access to cutting edge therapies, as these are increasingly developed in the near future.

Pediatric Neurology therefore has a keen interest in the Centre given that its mission overlaps significantly with our objectives. We look forward to the progress of the Centre, and look forward to working with you in this endeavor

Sincerely,



R. Helly Goez, MD  
Associate Professor  
Director  
Division of Pediatric Neurology  
Department of Pediatrics



Jerome Y. Yager, MD  
Professor and Head  
Pediatric Neuroscience  
Director of Research  
Department of Pediatrics

6-020 Katz Group Centre  
Edmonton, Alberta, Canada T6G 2E1  
Tel: 780.492.2309  
Fax: 780.492.7521

November 28, 2011

Dr. Christopher Power, MD FRCP(C)  
Professor, Department of Medicine  
University of Alberta  
Edmonton, AB

**RE: University of Alberta MS Centre**

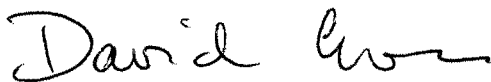
Dear Chris,

I am writing to provide my wholehearted support for the development of your proposed MS Centre at the University of Alberta. As you well know, MS is a complex disease and trying to find the cause(s) and devise new therapeutic approaches will depend upon bringing together clinicians and researchers with diverse expertise in topics like immunology, biochemistry, cell biology, neurobiology, inflammatory diseases, and infectious diseases. It will also require access to state-of-the-art research tools like flow cytometry, advanced and high-content imaging, and genomics technologies.

The faculty and students in the Department of Medical Microbiology & immunology (MMI) are pursuing research relating to many of the research topics of relevance to the MS project, and colleagues like Drs. Baldwin, Houghton, Ingham, Kane and Ostergaard (among others) will have a substantial interest in the MS Centre because its mission will overlap with our own research objectives. MMI also manages a number of research cores and services on behalf of the Faculty of Medicine & Dentistry (imaging, flow, high-containment, siRNA screening, as well as wash and infectious waste management services) and these are, of course, also available to support the Centre's activities.

I look forward to seeing how the Centre progresses and wish you best of luck with this important effort.

Sincerely,



David Evans, Ph.D.  
Professor and Chair (MMI)  
Associate Director, Li Ka Shing Institute of Virology



School of Neuroscience

December 6, 2011

Christopher Power MD FRCP(C)  
Professor  
Department of Medicine  
University of Alberta  
Edmonton, AB

Dear Chris,

**RE: University of Alberta MS Centre**

I am writing to indicate the School of Neuroscience's willingness to support the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the Centre will be an inclusive institution devoted to research, education and enhanced care in the area of MS that builds on the long and productive history of MS research and care at the University of Alberta. We also take a keen interest in the development of new research and therapeutic approaches to other neuroinflammatory diseases that may emerge from the research on MS to which the Centre will be dedicated. The School of Neuroscience will have a substantial interest in the Centre because its mission overlaps with our objectives. I look forward to seeing how the Centre progresses and best of luck with this important effort.

Sincerely,

A handwritten signature in blue ink, appearing to read 'W. Colmers'.

Dr. William F. Colmers  
Professor, Pharmacology and Neuroscience  
AHFMR Medical Scientist  
Lead, School of Neuroscience

WFC/bc

**Faculty of Science**  
Office of the Dean  
6-189 Centennial Centre for Interdisciplinary Science (CCIS)  
Edmonton, Alberta, Canada T6G 2E1

Tel: 780.492.4757  
Fax: 780.492.9434  
gregory.taylor@ualberta.ca  
www.science.ualberta.ca

Date: Tuesday, January 10, 2012

To: Christopher Power MD FRCP(C), Professor  
Department of Medicine

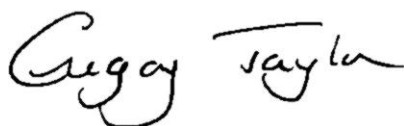
From: Gregory Taylor, Dean  
Faculty of Science

Re: **University of Alberta MS Centre**

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I am writing to indicate the Faculty of Science's willingness to support the development of the MS Centre at the University of Alberta. As outlined in the executive summary describing the vision and goals of the Centre, the Centre will be an inclusive initiative devoted to research, education and enhanced care in the area of MS that builds on the long and productive history of MS research and care at the University of Alberta. The Faculty of Science will have a substantial interest in the Centre because its mission overlaps with our objectives. I look forward to seeing how the Centre progresses and best of luck with this important effort.

Sincerely,



Gregory Taylor

GJT/rb





November 28, 2011

Christopher Power MD FRCPC  
Professor  
Departments of Medicine, Psychiatry, Medical Microbiology & Immunology  
University of Alberta  
Edmonton AB

Dear Chris:

**RE: University of Alberta Multiple Sclerosis Centre**

I am writing to indicate that the Faculty of Rehabilitation Medicine would strongly support the development of a MS Centre at the University of Alberta. As you know, MS is an endemic disease in Alberta and causes substantial physical and mental disabilities with important implications for the personal, social and economic well being of persons with MS and their caregivers. Thus, it is timely to establish a Centre of excellence focused on MS at the University of Alberta. The Faculty of Rehabilitation Medicine represents an important partner for the Centre because of MSs' immediate impact of our activities in terms of research and educational priorities. I look forward to hearing about the Centre's progress and wish you the best of luck with its development.

Sincerely,

Martin Ferguson-Pell, PhD  
Dean, Faculty of Rehabilitation Medicine

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Termination, Termination and Reclassification, and Renaming of University of Alberta Academic Centres and Institutes**

**Motion I:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed termination of the following University of Alberta Academic Centres and Institutes at the request of and as set out in the attached correspondence from the Deans (or delegates) of the Faculty of Agricultural, Life and Environmental Sciences, Faculty of Arts, the Alberta School of Business, Faculty of Education, and Faculty of Medicine and Dentistry and from the Acting Provost and Vice-President (Academic), to take effect upon final approval:

**1a. Faculty of Arts:**

- Canadian Institute for Nordic Studies
- Canadian Building Energy End-use Data and Analysis Centre
- Medieval and Early Modern Institute
- Milan V Dimic Institute for Comparative Literature and Cultural Studies
- Centre for Theatre Creation
- Research Institute in Women's Writing

**1b. Faculty of Agricultural, Life and Environmental Sciences:**

- Centre for Enhanced Forest Management
- Alberta Veterinary Medicine Institute
- Material Culture Institute

**1c. Alberta School of Business:**

- Western Centre for Economic Research
- Centre for the Study of Professional Service Firm Management
- Centre for Enhanced Corporate Reporting

**1d. Faculty of Education:**

- Child Study Centre
- Curriculum and Pedagogy Institute

**1e. Provost and Vice-President (Academic):**

- Alberta Institute for American Studies

**1f. Faculty of Medicine and Dentistry:**

- Institute for Biomolecular Design

AND

**Motion II:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed renaming of the following University of Alberta Academic Centres and Institutes at the request of and as set out in the attached correspondence from the Dean of the Alberta School of Business and the Dean of the Faculty of Engineering, to take effect upon final approval:

**1a. Alberta School of Business:**

- Canadian Centre for Social Entrepreneurship (to be renamed as the Canadian Centre for Corporate Social Responsibility)
- Canadian Centre for Retailing and Services (to be renamed as the School of Retailing)

**1b. Faculty of Engineering:**

- Imperial Oil Centre for Oil Sands Innovation (to be renamed as the Imperial Oil Institute for Oil Sands Innovation)

FINAL Item No. 9

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research) and Chair, Centres and Institutes Committee (CIC); Lloyd Steier, Professor, Alberta School of Business
Subject	Proposed Termination, Termination and Reclassification, and Renaming of University of Alberta Academic Centres and Institutes

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	<p>The following background information and context in which these proposals forwarded to GFC APC are made was included in the GFC Outline of Issue that accompanied the 2012-2013 Centres and Institutes Committee (CIC) Annual Report (considered by GFC APC at its meeting on October 9, 2013).</p> <p><b>BACKGROUND:</b> As a result of 2009 Office of the Auditor General recommendations, University of Alberta Internal Audit Services (IAS) undertook a risk-based assessment of affiliated centres and institutes policy framework (final report prepared in February, 2013). The objective was to determine whether adequate and effective oversight processes were in place for the creation, monitoring, and termination of affiliated centres and institutes.</p> <p>The conclusion of the IAS review was that “new centres are created and terminated in accordance with policy expectations. However, improvements were required to demonstrate effective monitoring of affiliations, and compliance with audit requirements of accountability and reporting.”</p> <p>Excerpt from University of Alberta Internal Audit Services February 2013 Report: <i>Affiliated Centres and Institutes Oversight Processes Audit</i>: “The Office of the Auditor General of Alberta (OAG) reviewed the affiliated centres and institutes and provided the following recommendations:</p> <p><i>“We recommend the University of Alberta develop processes to:</i></p> <ul style="list-style-type: none"> <li>• <i>Identify and maintain a list of all incorporated and unincorporated entities that the University controls, are a member of, have a significant influence in or entered into a joint venture with other entities.</i></li> <li>• <i>Assess the financial, business and legal risks associated with the identified entities.”</i></li> </ul> <p>While the OAG recommendation is broader than affiliated centres and institutes, these centres were deemed to be key contractual relations that link to the academic programming and reputation of the university. <u>The Board Audit Committee endorsed a review of university processes surrounding affiliated centres and institutes in</u></p>

the 2011-13 internal audit plan in September 2011.”

Murray Gray joined the Office of the Provost and Vice-President (Academic) as Vice-Provost (Academic) in January, 2012 (and was also appointed Associate Vice-President (Research) in February 2012). A key part of Dr Gray’s vice-provostial mandate was to chair the CIC and to initiate a review and renewal of academic and affiliated centres and institutes policy, processes, and procedures based on OAG recommendations and, ultimately, comments and recommendations arising from the October 2012 – February 2013 IAS audit. Dr Gray recognized early in the review that OAG and IAS comments and recommendations on affiliated centres and institutes could similarly be applied to academic centres and institutes.

In early 2012, Dr Gray initiated an intensive and ongoing round of communication and consultation with all Faculty Deans and/or Vice-Presidents responsible for oversight of either academic or affiliated institutes at the University of Alberta. Directors/Executive Directors of academic and affiliated institutes were also consulted. The end result of this intensive 18-month exercise in review and renewal has been the following:

- Determination by Faculty Deans or Vice-Presidents that a significant number of Academic Centres and Institutes were either inactive, no longer sustainable, did not meet minimum UAPPOL requirements for centres and institutes at the University of Alberta, or were historically incorrectly identified as a centre or institute. The attached report provides a detailed list of termination, renaming, and/or reclassification of a number of centres and institutes as determined by Deans or Vice-Presidents.
- Establishment of a single repository for all affiliated centre or institute agreements/MOUs that the University has signed with external partners.
- A definitive, accurate and comprehensive online list of all active and in good standing academic and affiliated centres and institutes at the University of Alberta. This list is maintained by the Office of the Provost and Vice-President (Academic).
- Establishment of a mechanism for compliance with the UAPPOL requirement for an annual declaration to the Provost from all academic centres and institutes.
- Establishment of a mechanism and schedule for the UAPPOL requirement for five-year strategic review and renewal of Academic Centres and Institutes (note that Affiliated Centres and Institutes undergo strategic review and renewal as dictated by executed affiliation agreements).
- UAPPOL Policy and Procedure revisions and UAPPOL form updates that:
  - address Faculty Deans’ recommendations and Faculty priorities;
  - are in alignment with the University’s vision, mandate and

**FINAL Item No. 9**

	<p>priorities;</p> <ul style="list-style-type: none"> <li>o reinforce demonstration of excellence and sustainability and reserve use of the words “centre” and “institute” by GFC;</li> <li>o satisfy OAG and IAS recommendations and UAPPOL requirements;</li> <li>o provide clarity of intention, ensure integrity of process, and provide mechanisms of compliance.</li> </ul> <p>Communication with Faculty Deans and centre and institute Directors will be ongoing. Additionally, Dr Gray has met with executives from the Students’ Union (SU) and the Graduate Students’ Association (GSA) to provide a review and briefing on the CIC Annual Report.</p>
The Impact of the Proposal is	See attached correspondence from the Deans (or delegates) of the Faculties of Agricultural, Life, and Environmental Sciences, Arts, Business, Education, Engineering, and Medicine and Dentistry and from the Acting Provost and Vice-President (Academic).
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The Government of Alberta’s <i>Post-Secondary Learning Act</i> gives the Board of Governors the authority to “develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the education or cultural advancement of the people of Alberta” (Section 60(1)).</p> <p>2. <b>GFC Academic Planning Committee (APC) Terms of Reference:</b></p> <p>“1. <b>Authority</b></p> <p>The <i>Post-Secondary Learning Act</i> gives General Faculties Council (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 below. GFC delegates certain of its powers to the GFC Academic Planning Committee. [...]</p> <p>3. <b>Mandate of the Committee</b> [...]</p> <p>11. <b>Centres and Institutes</b></p> <p>All proposals for establishment of academic centres and institutes</p>

**FINAL Item No. 9**

	<p>shall be submitted in accordance with University policy and procedure as set out in the University of Alberta Policies and Procedures Online (UAPPOL). (GFC 27 MAY 2002)”</p> <p><b>3. UAPPOL Academic Centres and Institutes Termination Procedure:</b> The following UAPPOL procedure was in place at the time the attached proposals were considered by the Deans (or delegates) of the affected units and by the Office of the Provost and Vice-President (Academic).</p> <p>[...]</p> <p><b>2. TERMINATION:</b></p> <p>Termination of academic centres and institutes shall occur by one of two means:</p> <ul style="list-style-type: none"> <li>- by resolution of APC on the recommendation of the <b>Reporting Dean</b>, or the University Administration;</li> <li>- by lack of submission of annual reports to the Reporting Dean for a period of two consecutive years. In such cases, the University Administration shall inform APC of the relevant unit’s failure to report and notice of closure.</li> </ul> <p>Termination plans must include details of any financial encumbrances, physical resources, or effect on teaching or other dissemination obligations. The termination of an academic centre or institute must be included in APC’s annual report to General Faculties Council.</p> <p>[...]”</p> <p><b>4. UAPPOL Academic Centres and Institutes Operation Procedure:</b></p> <p>[...]</p> <p><b>3. PROPOSALS FOR MAJOR CHANGES TO ACADEMIC CENTRES OR INSTITUTES</b></p> <p>All proposals for major changes to academic centres and institutes shall be submitted to the Academic Planning Committee (APC) for approval.</p> <p>Where there is a question or dispute regarding whether or not a proposed change to a centre or institute is major, the Provost and Vice-President (Academic) will make the determination after consulting with the Vice-President (Research) and other appropriate parties.</p> <p>[...]”</p>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the	The proposed terminations, termination and reclassification, and renamings included herein were presented in the 2012-2013 Centres
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**FINAL Item No. 9**

proposal and in what capacity)	<p>and Institutes Committee (CIC) Annual Report. That annual report has been received for information and/or considered and discussed by the following:</p> <ul style="list-style-type: none"> <li>• Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research) and Chair, Centres and Institutes Committee, Office of the Provost and Vice-President (Academic);</li> <li>• Centres and Institutes Committee (by e-mail) - September 16, 2013 – for information;</li> <li>• Centres and Institutes Committee Meeting of October 11, 2013 – for discussion;</li> <li>• Meeting with the Students’ Union and Graduate Students’ Association Executives, September 18, 2013 – for information and consultation;</li> <li>• Vice-Provosts’ Council, September 23, 2013 – for information and advice;</li> <li>• President’s Executive Committee-Operations (PEC-O), September 26, 2013 – for information and advice;</li> <li>• GFC Academic Planning Committee, October 9, 2013 - for discussion/information;</li> <li>• Board Learning and Development Committee, September 30, 2013 – for discussion/information;</li> <li>• Board Audit Committee, September 30, 2013 – for discussion/information</li> <li>• Board of Governors, October 18, 2013 – for information</li> </ul>
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (December 11, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments (each to be numbered):

1. Attachment 1 (pages 1 – 29): Supporting Documentation for Motions I and II from Faculty Deans (or their Delegates) and the Acting Provost and Vice-President (Academic)
2. Attachment 2 (pages 1 – 3): Centres and Institutes Committee 2012-2013 Annual Report

*Prepared by:* Cindy Watt, Committees Manager, Office of the Provost and Vice-President (Academic), [cindy.watt@ualberta.ca](mailto:cindy.watt@ualberta.ca)

## **Motion 1**

## **ATTACHMENT 1**

### **1a. Faculty of Arts:**

- Canadian Institute for Nordic Studies
- Canadian Building Energy End-use Data and Analysis Centre
- Medieval and Early Modern Institute (MEMI)
- Milan V. Dimic Institute for Comparative Literature and Cultural Studies
- Centre for Theatre Creation
- Research Institute in Women's Writing

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# UNIVERSITY OF ALBERTA

## University of Alberta – Strategic Review Report for Academic Centres and Institutes

Academic Centres and Institutes are required to report annually to the responsible Dean. The Dean is expected to undertake a strategic review at intervals of at most five years. This report template is provided for reporting on these strategic reviews.

Name of centre or institute	Canadian Institute for Nordic Studies
Faculty	Arts
Director of institute	Nathalie Van Deusen
Date of establishment	Pre 2009
Budget for centre or institute in current year	\$25K
Budget for programs (not including director and staff salaries, office expenses)	\$25K
External funding, % of budget	100 percent

1. Does the mission of the centre or institute support the strategic goals of the Faculty?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ **X**

2. Which faculty members actively participate in the centre or institute?  
 The centre is mainly focused on organizing visiting speakers and student scholarships. A board includes representatives from several departments

3. Is the centre or institute recognized, at least nationally, for its leadership, and research and scholarly excellence within its mandated scope of activity? (provide examples of metrics used to measure "excellence."  
 Yes \_\_\_\_\_ No **X**

The institute is unique within the domain of Nordic Studies within Canada, but its scope is too small to be recognized internationally.

4. Is the funding for the centre or institute sustainable?  
 Yes \_\_\_\_\_ No **X**

The institute lacks funding to create a range of activities and a profile consistent with a university institute.

5. Recommendation:  
 Renew for 5 years \_\_\_\_\_  
 Renew for \_\_\_\_\_ years to address deficiencies \_\_\_\_\_  
 Terminate **X**  
 Rename to end use of terms "centre" or "institute" \_\_\_\_\_  
 The group would continue activity as "Canadian Initiative for Nordic Studies" under the administration of the Department of Modern Languages and Comparative Studies.

6. If the recommendation is "Renew for 5 years", and the answer to questions 1, 3, or 4 is "No", or if in question 2 only one faculty member is engaged, please provide a justification. If the recommendation is to renew for less than 5 years, list the deficiencies that must be corrected.

2.



**UNIVERSITY OF  
ALBERTA**

Signature of Dean: <i>[Handwritten Signature]</i>	Date: <i>Aug 2, 2013</i>
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3.



# UNIVERSITY OF ALBERTA

## University of Alberta – Strategic Review Report for Academic Centres and Institutes

Academic Centres and Institutes are required to report annually to the responsible Dean. The Dean is expected to undertake a strategic review at intervals of at most five years. This report template is provided for reporting on these strategic reviews.

Name of centre or institute	Canadian Building Energy EndUse Data and Analysis Centre
Faculty	Arts
Director of Institute	David Ryan
Date of establishment	2008?
Budget for centre or institute in current year	\$0
Budget for programs (not including director and staff salaries, office expenses)	\$0
External funding, % of budget	0
1. Does the mission of the centre or institute support the strategic goals of the Faculty? Yes <input type="checkbox"/> X <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2. Which faculty members actively participate in the centre or institute?	
3. Is the centre or institute recognized, at least nationally, for its leadership, and research and scholarly excellence within its mandated scope of activity? (provide examples of metrics used to measure "excellence." Yes <input type="checkbox"/> X <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4. Is the funding for the centre or institute sustainable? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
5. Recommendation: Renew for 5 years <input type="checkbox"/> Renew for _____ years to address deficiencies <input type="checkbox"/> Terminate <input checked="" type="checkbox"/> Rename to end use of terms "centre" or "institute" <input type="checkbox"/>	
6. If the recommendation is "Renew for 5 years", and the answer to questions 1, 3, or 4 is "No", or if in question 2 only one faculty member is engaged, please provide a justification. If the recommendation is to renew for less than 5 years, list the deficiencies that must be corrected.	
Signature of Dean:	Date: <u>July 17, 2013</u>



# UNIVERSITY OF ALBERTA

## University of Alberta – Strategic Review Report for Academic Centres and Institutes

Academic Centres and Institutes are required to report annually to the responsible Dean. The Dean is expected to undertake a strategic review at intervals of at most five years. This report template is provided for reporting on these strategic reviews.

Name of centre or institute	<u>Medieval and Early Modern Institute</u>
Faculty	<u>Arts</u>
Director of Institute	<u>Felice L'fishitz</u>
Date of establishment	
Budget for centre or institute in current year	<u>\$2170.34</u>
Budget for programs (not including director and staff salaries, office expenses)	<u>\$</u>
External funding, % of budget	<u>0</u>
1. Does the mission of the centre or institute support the strategic goals of the Faculty? Yes <u>  </u> No <u>  X  </u>	
2. Which faculty members actively participate in the centre or institute? <u>Felice L'fishitz</u>	
3. Is the centre or institute recognized, at least nationally, for its leadership, and research and scholarly excellence within its mandated scope of activity? (provide examples of metrics used to measure "excellence." Yes <u>  </u> No <u>  X  </u>	
4. Is the funding for the centre or institute sustainable? Yes <u>  </u> No <u>  X  </u>	
5. Recommendation: Renew for 5 years <u>  </u> Renew for <u>  </u> years to address deficiencies <u>  </u> Terminate <u>  </u> Rename to end use of terms "centre" or "Institute" <u>  X  </u>	
6. If the recommendation is "Renew for 5 years", and the answer to questions 1, 3, or 4 is "No", or if in question 2 only one faculty member is engaged, please provide a justification. If the recommendation is to renew for less than 5 years, list the deficiencies that must be corrected.	
Signature of Dean: <u>Felice L'fishitz</u>	Date: <u>July 17, 2013</u>

5.



# UNIVERSITY OF ALBERTA

## University of Alberta – Strategic Review Report for Academic Centres and Institutes

Academic Centres and Institutes are required to report annually to the responsible Dean. The Dean is expected to undertake a strategic review at intervals of at most five years. This report template is provided for reporting on these strategic reviews.

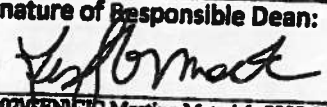
Name of centre or institute	<input type="checkbox"/> m.c. <input checked="" type="checkbox"/> institute
Faculty	Arts
Director of Institute	none
Date of establishment	1986
Budget for centre or institute in current year	\$0
Budget for programs (not including director and staff salaries, office expenses)	\$0
External funding, % of budget	0
1. Does the mission of the centre or institute support the strategic goals of the Faculty? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2. Which faculty members actively participate in the centre or institute? <u>Jonathan Hart, Rene Swynky, Odile Cisneros</u>	
3. Is the centre or institute recognized, at least nationally, for its leadership, and research and scholarly excellence within its mandated scope of activity? (provide examples of metrics used to measure "excellence." Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
4. Is the funding for the centre or institute sustainable? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
5. Recommendation: Renew for 5 years <input type="checkbox"/> Renew for _____ years to address deficiencies <input type="checkbox"/> Terminate <input checked="" type="checkbox"/> Rename to end use of terms "centre" or "institute" <input type="checkbox"/>	
6. If the recommendation is "Renew for 5 years", and the answer to questions 1, 3, or 4 is "No", or if in question 2 only one faculty member is engaged, please provide a justification. If the recommendation is to renew for less than 5 years, list the deficiencies that must be corrected.	
Signature of Dean: 	Date: <u>July 17, 2013</u>

6.



**University of Alberta – Strategic Review Report for Academic Centres and Institutes**

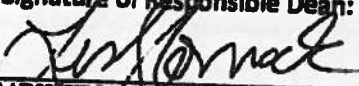
Centres and Institutes are required to report annually to the responsible dean. The dean is expected to undertake a strategic review at intervals of at most five years. This report template is provided for reporting on these strategic reviews.

Name of centre or Institute	Centre for Theatre Creation
Faculty Dean	Lesley Cormack, Arts
Director of Institute	Kim McCaw
Date of establishment	2007
Budget for centre or Institute in current year	\$0
Budget for programs (not including director and staff salaries, office expenses)	\$0
External funding, % of budget	
1. Does the mission of the centre or Institute support the strategic goals of the Faculty? Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2. Which faculty members actively participate in the centre or institute?  Kathleen Weiss, Jan Selman	
3. Is the centre or Institute recognized, at least nationally, for its leadership, and research and scholarly excellence within its mandated scope of activity? (provide examples of metrics used to measure "excellence." Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4. Is the funding for the centre or Institute sustainable? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
5. Recommendation: Continue operation <input type="checkbox"/> Terminate <input checked="" type="checkbox"/>	
6. If the recommendation is "Continue operation", and the answer to questions 1, 3, or 4 is "No", or if in question 2 only one faculty member is engaged, please provide a justification:	
Signature of Responsible Dean: 	Date: Nov 14, 2013

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**University of Alberta – Strategic Review Report for Academic Centres and Institutes**

Centres and Institutes are required to report annually to the responsible dean. The dean is expected to undertake a strategic review at intervals of at most five years. This report template is provided for reporting on these strategic reviews.

Name of centre or Institute	Research Institute in Women's Writing
Faculty Dean	Lesley Cormack, Arts
Director of Institute	Isobel Grundy
Date of establishment	Mid 1990s
Budget for centre or Institute in current year	\$0
Budget for programs (not including director and staff salaries, office expenses)	\$0
External funding, % of budget	0
1. Does the mission of the centre or Institute support the strategic goals of the Faculty? Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2. Which faculty members actively participate in the centre or Institute?  This Institute – which was the home of the much lauded Orlando Project, has been absorbed into an MCRI and CFI funded project entitled the Canadian Writing Research Collaboratory – see <a href="http://www.cwrc.ca/en/">http://www.cwrc.ca/en/</a> . There are many U of A researchers involved in that Initiative.	
3. Is the centre or Institute recognized, at least nationally, for its leadership, and research and scholarly excellence within its mandated scope of activity? (provide examples of metrics used to measure "excellence." Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4. Is the funding for the centre or Institute sustainable? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
5. Recommendation: Continue operation <input type="checkbox"/> Terminate <input checked="" type="checkbox"/>	
6. If the recommendation is "Continue operation", and the answer to questions 1, 3, or 4 is "No", or if in question 2 only one faculty member is engaged, please provide a justification:	
Signature of Responsible Dean: 	Date: Nov 14, 2013

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## **Motion 1**

### **1b. Faculty of Agricultural, Life and Environmental Sciences**

- Centre for Enhanced Forest Management
- Alberta Veterinary Research Institute
- Material Culture Institute





October 25, 2013

**Faculty of Agricultural, Life & Environmental Sciences**

2-14 Agriculture-Forestry Centre  
Edmonton, Alberta, Canada T6G 2P5

[www.aales.uaberta.ca](http://www.aales.uaberta.ca)

Tel: 780.492.4831  
Fax: 780.492.8524

**Dr. Murray Gray**  
Vice-Provost (Academic)  
Office of the Provost and Vice-President (Academic)  
University of Alberta  
2-36 SAB

Dear Dr. Gray

**RE: Changes to Centres and Institutes in Faculty of Agricultural, Life and Environmental Sciences (ALES)**

From our review of the currently listed Centres and Institutes in the Faculty of ALES, we have identified three units that require approval for termination.

I hereby request termination of the *Centre for Enhanced Forest Management*, *Alberta Veterinary Research Institute*, and the *Material Culture Institute (MCI)*, following the GFC policy for "Academic Centres and Institutes Termination Procedure", as approved December 9, 2011. These units have no funding from external sources, and therefore are no longer financially sustainable. The faculty members involved have been encouraged to continue their academic collaborations, but without the formal recognition from the University as a Centre or Institute. These units do not have any employees, and there are no residual funds, allocated space or equipment associated with their closure.

The Faculty of ALES also recognizes that the *Environmental Research and Studies Centre (ERSC)* currently faces many of the same challenges as the three units named above, in terms of financial sustainability and academic critical mass and activity level, and might thus be identified as a candidate for closure. However, several major emerging research initiatives within the Faculty of ALES that might be most appropriately positioned under the banner of the ERSC lead us to request the retention of this unit on our list of Centres and Institutes for one more year. Our rationale for this request is that these new research initiatives could lead to a rejuvenation of the existing ERSC and thereby avoid the protracted and onerous process of creating a new Centre or Institute to replace it, if it were to be terminated based on its status at the present time.

Please let me know if your office will consider this request and also if there would be any conditions that would need to be met in order for the request to be granted.

Sincerely yours,

Walter T. Dixon, PhD  
Associate Dean (Research and Graduate Studies)  
Faculty of Agricultural, Life and Environmental Sciences

10.

## **Motion 1**

### **1c. School of Business:**

- **Western Centre for Economic Research**
- **Centre for the Study of Professional Service Firm Management**
- **Centre for Enhanced Corporate Reporting**



OFFICE OF THE DEAN

July 23, 2013

Dr. Martin Ferguson-Pell  
Acting Provost and Vice-President (Academic)  
2-10 University Hall

Dear Dr. Ferguson-Pell:

**RE: Closure of the Western Centre for Economic Research**

The *Western Centre for Economic Research (WCER)* has run out of funds and is now inactive; therefore, I request that the Academic Planning Committee officially vote to terminate this centre. The *Western Centre for Economic Research* has no remaining physical resources, effect on teaching or other dissemination obligations.

There is one residual fund associated with WCER and the Alberta School of Business has an arrangement with the Department of Environment and Sustainable Resource Development (the original source of these residual funds) to provide advice and resources to ensure this balance is fully depleted to zero by September 30, 2013.

The two staff of WCER have been terminated according to the collective bargaining agreement parameters.

The significant external funder of WCER (Department of Environment and Sustainable Resource Development) has been notified.

I hereby request termination of the *Western Centre for Economic Research* following the GFC policy for "Academic Centres and Institutes Termination Procedure", as approved December 9, 2011.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Joseph Doucet".

Joseph Doucet  
Stanley A Milner Professor and Dean

UNIVERSITY OF ALBERTA

4-40 Business Building | Alberta School of Business | University of Alberta | Edmonton, Alberta, Canada T6G 2G6  
Tel: 780 492 4083 | Fax: 780 492 2510 | www.business.uofalberta.ca

July 23, 2013

Dr. Martin Ferguson-Pell  
Acting Provost and Vice-President (Academic)  
2-10 University Hall

Dear Dr. Ferguson-Pell:

**RE: Closure of Centre for the Study of Professional Service Firm Management**

The *Centre for the Study of Professional Service Firm Management (CPSFM)* is inactive; therefore, I request that the Academic Planning Committee officially vote to terminate this centre. The Centre for the Study of Professional Service Firm Management has no remaining physical resources, effect on teaching or other dissemination obligations.

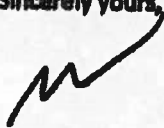
There are no residual funds or equipment associated with the *Centre for the Study of Professional Service Firm Management*.

There are no staff associated with the Centre.

There is no donor involvement with the Centre.

I hereby request termination of the *Centre for the Study of Professional Service Firm Management*, following the GFC policy for "Academic Centres and Institutes Termination Procedure", as approved December 9, 2011.

Sincerely yours,



Joseph Doucet  
Stanley A Milner Professor and Dean

July 23, 2013

Dr. Martin Ferguson-Pell  
Acting Provost and Vice-President (Academic)  
2-10 University Hall

Dear Dr. Ferguson-Pell:

**RE: Closure of Centre for Enhanced Corporate Reporting**

The *Centre for Enhanced Corporate Reporting (CECR)* has become inactive; therefore, I request that the Academic Planning Committee officially vote to terminate this centre. The *Centre for Enhanced Corporate Reporting* has no physical resources, effect on teaching or other dissemination obligations.

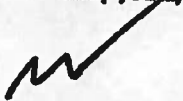
There are no residual funds/equipment associated with the Centre.

There are no staff associated with the Centre.

There is no donor involvement with the Centre.

I hereby request termination of the *Centre for Enhanced Corporate Reporting* following the GFC policy for "Academic Centres and Institutes Termination Procedure", as approved December 9, 2011.

Sincerely yours,



Joseph Doucet  
Stanley A Milner Professor and Dean

## **Motion 1**

### **1d. Faculty of Education:**

- **Child Study Centre**
- **Curriculum and Pedagogy Institute**



**UNIVERSITY OF ALBERTA  
FACULTY OF EDUCATION**

**OFFICE OF THE DEAN**

845 Education South  
Edmonton, Alberta, Canada T6G 2G6  
Tel: 780.492.8781  
Fax: 780.492.0238  
www.education.umiberta.ca

January 21, 2013  
Dr Martin Ferguson-Pell  
Acting Provost and Vice-President (Academic)  
2-10 University Hall

Dear Dr Ferguson-Pell

**RE: Changes to Centres and Institutes in Faculty of Education**

As we plan for the review of the centres and institutes in the Faculty of Education, we have identified two units that require approval for termination or reclassification.

The Child Study Centre has operated as a service facility for over 40 years, and is not an academic centre or Institute as defined under UAPPOL policy. We request that this centre be terminated as an academic centre, and approved as a physical entity. Under the UAPPOL procedure for "Named Entities", the naming of academic entities for functional purposes is the responsibility of the Office of the Provost and Vice-President (Academic), in consultation with the Office of the Vice-President (University Relations). This centre was inadvertently included in the 2004 APC grandfathering exercise.

The Curriculum and Pedagogy Institute (CPI) was inadvertently included in the 2004 APC grandfathering exercise for academic centres and institutes but has never operated as an institute. Therefore, I request that the Academic Planning Committee officially vote to formally terminate this institute (as defined in the UAPPOL). The Curriculum and Pedagogy Institute has no physical resources, effect on teaching or other dissemination obligations. There are no staff, active financial accounts, or endowments associated with this Institute.

I hereby request termination of the Child Study Centre and the Curriculum and Pedagogy Institute, following the GFC policy for "Academic Centres and Institutes Termination Procedure," as approved December 9, 2011. I further request approval for the Child Study Centre as an academic functional entity, following the GFC policy for "Named Entities" as approved March 23, 2007.

Sincerely yours,

F Snart  
Dean of Education

12/16



## **Motion 1**

### **1e. Vice-President (Academic):**

- **Alberta Institute for American Studies**

17.





**UNIVERSITY OF  
ALBERTA**

# Interdepartmental Correspondence

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Office of the Provost and Vice-President (Academic)  
2-38 South Academic Building (SAB)  
Edmonton, Alberta, Canada T6G 2G7

Tel: 780.492.3443  
Fax: 780.492.1438  
www.provost.ualberta.ca

**Date:** October 11, 2013

**To:** Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research)  
Chair of the Centres and Institutes Committee (CIC)

**From:** Martin Ferguson-Pell, Ph.D.  
Acting Provost and Vice-President (Academic)

**Re:** Alberta Institute for American Studies (AIAS) – Request for Termination under UAPPOL  
Procedure for Termination of Academic Centres and Institutes

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Dear Murray,

Thank you for your email of March 19, 2013, in which you reported that the AIAS Governing Council unanimously approved the following resolution at its March 15, 2013 meeting:

"To recommend to the Acting Provost the termination of the Alberta Institute for American Studies, effective June 30, 2013."

All financial commitments, personnel matters, and other business were completed by June 30, 2013 (the final day of AIAS Acting Director, Michael O'Driscoll's term).

Thank you and the AIAS for careful consideration of this issue. I recommend that AIAS should be terminated under UAPPOL Termination Procedure for Centres and Institutes

Martin Ferguson-Pell

c: C. Watt

Office of the Provost and Vice-President (Academic)  
2-98 South Academic Building (SAB)  
Edmonton, Alberta, Canada T6G 2G7

Tel: 780.492.2280  
Fax: 780.492.1438  
www.provost.ualberta.ca

**Date:** September 30, 2013

**To:** Dr Martin Ferguson-Pell  
Acting Provost and Vice-President Academic

**From:** Murray Gray  
Vice-Provost (Academic) and Associate Vice-President (Research)

**Re:** Recommendation for Motion to GFC-APC for Closure of the American Institute for American Studies

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The American Institute for American Studies (AIAS) reports to the Provost, with a Governing Council consisting of representatives from the Faculties of ALES, Arts, Business and Law, with the Provost or designate as chair. Following the decision by the Office of the Provost in February 2013 not to provide further funding to AIAS in 2013-14, the deans of the four faculties also indicated that they would not provide further financial support.

At its final meeting of March 16, 2013, the Governing Council of AIAS considered the following motion:

**MOTION – That the Governing Council recommend to the Acting Provost closure of the Alberta Institute for American Studies effective June 30, 2013.**

- Moved by Barry Scholnik (School of Business). Seconded by Heather Zwicker (Arts).
- CARRIED unanimously.

Following this decision, the AIAS wound up its activities and ceased operation on June 30, 2013. The accounts of the Institute were closed, the Director, Michael O'Driscoll, completed his term, and the support staff person was given notice.

I hereby request termination of the American Institute for American Studies (AIAS), following the GFC policy for "Academic Centres and Institutes Termination Procedure", as approved December 9, 2011. The activities of the Institute were completed in June 2013, so there are no residual funds. The space and office equipment provided by the Faculty of Arts has been redirected for other Faculty needs. The sole employee of the Institute was given termination notice following the provisions of the NASA agreement.

Murray Gray

cc. Cindy Watt

19.

## **Motion 1**

### **1f. Faculty of Medicine and Dentistry**

- **Institute for Biomolecular Design**

COPY

File  
A007-1NB  
C. C. W. H.  
M. Graj

3-47 Medical Sciences Building  
Edmonton, Alberta  
Canada T6G 2H7

Fax: 780.492.0888  
Tel: 780.492.1848  
fliegel@ualberta.ca

January 24, 2013

To Dr. Martin Ferguson Pell,  
Acting Provost and Vice-President Academic,

Re Name Change for "IBD", Institute for Biomolecular Design,

Dear Dr. Ferguson Pell,

I am writing to you regard the matter of a name change for a core facility. As this is an approved and recognized institute my understanding is that your approval is required according to University Policy. "IBD", Institute for Biomolecular Design, is a core facility that provides mass spectrometry for the University, along with a few other services. I am director of the facility along with Dr. Richard Fahlman. The name originated many years ago in a CFI grant when there was some thought of molecular design, which never came to be. As noted, we are principally a mass spectrometry facility. We provide services to a large number of faculty including increasingly, clinicians. The name IBD is inappropriate because it has little to do with the services we provide. Also, it has the unfortunate identical acronym to "Inflammatory Bowel Disease", which is commonly used medically and I believe is absolutely no reflection on our services, which are highly regarded.

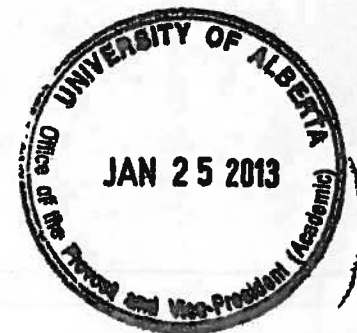
We would like to change the name to "Biomolecular Mass Spectrometry Core", which has the acronym BMSC. The name more accurately reflects what we do. It has also been vetted with our oversight committee and numerous others. An alternative is the name BMSF, Biomolecular Mass Spectrometry Facility, if you find BMSC unacceptable. BMSC might have some overlap with the acronym for Bachelors Medical Science, however I doubt this is significant and our preference is BMSC.

I thank you for your time and attention to this matter.  
Attached is the official form

Yours sincerely,



L. Fliegel, Ph.D.  
Professor and Associate Chair  
Department of Biochemistry  
University of Alberta  
347 Medical Sciences Building  
Edmonton, Alberta  
Canada, T6G 2H7  
Director, Institute for Biomolecular Design.



cc Associate Dean Dr. Tom Hobman,  
Associate Director of IBD, Dr. Richard Fahlman  
Director of Research Core Facilities and Special Initiatives, Faculty of Medicine, Dr. Karen Robinson  
Dr. Charles Holmes, Chair, Department of Biochemistry  
Colleen Iwanaka, Assistant Chair, Department of Biochemistry

21.



Office of the Provost and Vice-President (Academic)

NAMING REQUEST PROPOSAL FOR ACADEMIC ENTITIES

The Dean or Director consulted with the Provost and Vice-President (Academic) before beginning the naming process.

Date: January 22, 2010

Type of Naming:  Philanthropic  Honorific  Functional  Use of Name

Purpose

- The purpose of this naming request is to change the name of the "Institute for Biomolecular Design, IBD" to the "Biomolecular Mass Spectrometry Core, BMSC".

Background/Rationale

Provide background on the naming opportunity including proposed name of the academic unit, The Institute for Biomolecular Design, is a core facility that provides mass spectrometry for the University, along with a few other services. The name originated in 1997 in a CFI grant when there was some thought of molecular design, which never came to be. As noted, we are principally a mass spectrometry facility. We provide services to a large number of faculty including increasingly, clinicians. The name IBD is inappropriate because it has little to do with the services we provide. Also, it has the unfortunate identical acronym to "Inflammatory Bowel Disease", which is commonly used medically.

We would like to change the name to "Biomolecular Mass Spectrometry Core", which has the acronym BMSC. The name more accurately reflects what we do. It has also been vetted with our oversight committee and numerous others. An alternative is the name BMSF, Biomolecular Mass Spectrometry Facility, if you find BMSC unacceptable. BMSC might have some overlap with the acronym for Bachelors Medical Science, however I doubt this is significant and our preference is BMSC.

Support

- We have vetted the proposed name change with our oversight committee which finds it acceptable.

Due Diligence Checklist

- Philanthropic Naming of Academic Entities/Honorific Naming of Academic Entities Procedure
- Naming Guidelines/Fundamental Gift Acceptance Principles/Controversial Donations Guidelines
- Gift Agreement

Submit this completed form and all pertinent attachments to:  
Office of the Provost and Vice-President (Academic)  
2-10 University Hall

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2-36 South Academic Building (SAB)  
Edmonton, Alberta, Canada T6G 2G7  
Tel: 780.492.2280  
Fax: 780.492.1438  
[www.provost.ualberta.ca](http://www.provost.ualberta.ca)

February 4, 2013


Dr L Fliegel  
Department of Biochemistry  
347 Medical Sciences Bldg.  
University of Alberta

Dear Dr Fliegel:

**RE: Renaming the Institute for Biomolecular Design**

Thank you for your letter of January 24 on renaming the Institute for Biomolecular Design as the Biomolecular Mass Spectrometry Core. Your request for renaming is accepted, and I will now work with Dean Miller and Acting Provost Ferguson-Pell to obtain the necessary GFC and PEC approvals for this name change.

Sincerely yours,



**Murray Gray**  
Vice-Provost (Academic) and Associate Vice-President (Research)

mrg

cc Martin Ferguson-Pell, Acting Provost  
D. Douglas Miller, Dean, FOMD  
Charles Holmes, Chair, Department of Biochemistry

23.

Cindy Watt <cindy.watt@ualberta.ca> 10:42 AM (2 hours ago) Reply  
to Cindy

----- Forwarded message -----

From: D. Douglas Miller <ddm@ualberta.ca>  
Date: Fri, Nov 15, 2013 at 1:14 PM  
Subject: Re: Institute for Biomolecular Design - Renaming  
To: Tom Hobman <thobman@ualberta.ca>  
Cc: David Evans <devans@ualberta.ca>, Murray R Gray <gray@ualberta.ca>, "D. Douglas Miller" <ddougmillier@ualberta.ca>, Cindy Watt <cindy.watt@ualberta.ca>, Mark Taylor <mtaylor4@ualberta.ca>

Then I guess we are agreed on the de-designation as an Institute'... The new name can be worked on.

Thanks,  
Doug

Sent from my iPhone

On Fri, Nov 15, 2013 at 10:55 AM, David Evans<devans@ualberta.ca> wrote:  
Hi Doug and Murray - I would recommend we approve that IBD be redesignated as "an academic entity providing a research service". It is clearly not an Institute. Presumably they'll have to start operating under a different name?

David

---

David Evans, Ph.D.

Professor and Vice-Dean (Research)  
Faculty of Medicine & Dentistry  
University of Alberta  
Edmonton, Alberta, T6G 2E1

Phone: 780.492.2109  
E-mail: devans@ualberta.ca

On 2013-11-14, at 4:11 PM, Cindy Watt <cindy.watt@ualberta.ca> wrote:

Dear Dean Miller,

I've attached correspondence from M. Gray and L. Fliegel regarding renaming of IBD. In order for the proposal to proceed to GFC APC and President's Executive Committee, your agreement and approval is required. A brief email indicating your approval would be sufficient. If you are in agreement, please send the email to Murray Gray (murray.gray@ualberta.ca), with a copy to me.

Very best regards, C.

Cindy Watt | Committees Manager, Office of the Provost and Vice-President (Academic) University of Alberta T6G 2G7 | 2-36 South Academic Building | phone: 780.492.6643 | cindy.watt@ualberta.ca



## **Motion 2**

### **2a. Faculty of Business:**

- **Canadian Centre for Social Entrepreneurship (to be renamed as the Canadian Centre for Corporate Social Responsibility)**
- **Canadian Centre for Retailing and Services (to be renamed as the School of Retailing)**





**OFFICE OF THE DEAN**

July 23, 2013

**Dr. Martin Ferguson-Pell**  
**Acting Provost and Vice-President (Academic)**  
**2-10 University Hall**

**Dear Dr. Ferguson-Pell:**

**RE: Renaming the *Canadian Centre for Social Entrepreneurship* to the *Canadian Centre for Corporate Social Responsibility***

The *Canadian Centre for Social Entrepreneurship (CCSR)* has been re-profiled; therefore, I request that the Academic Planning Committee officially vote to rename this centre. The centre has an updated governance and infrastructure that aligns with the new name, including new director leadership, new Sustainable Management education stream, and expansion of research work associated with two new faculty hires in July, 2012. These changes align with the new name for the centre.

The revised *Canadian Centre for Corporate Social Responsibility* mandate provides for fundraising, community engagement, education, and research to raise the profile of social entrepreneurship issues at stakeholder events, with alumni, and with students.

The Centre has developed long-term relationships through its ongoing NET-IMPACT engagement activities.

I hereby request renaming of the *Canadian Centre for Social Entrepreneurship* to the *Canadian Centre for Corporate Social Responsibility*

Sincerely yours,

**Joseph Doucet**  
**Stanley A Milner Professor and Dean**

---

**UNIVERSITY OF ALBERTA**

4-40 Business Building | Alberta School of Business | University of Alberta | Edmonton, Alberta, Canada T6G 2R6  
Tel: 780.492.4083 | Fax: 780.492.2510 | [www.business.ualberta.ca](http://www.business.ualberta.ca)

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OFFICE OF THE DEAN

July 23, 2013

Dr. Martin Ferguson-Pell  
Acting Provost and Vice-President (Academic)  
2-10 University Hall

Dear Dr. Ferguson-Pell:

**RE: Renaming the Canadian Institute of Retailing and Services to the School of Retailing**

The *Canadian Institute of Retailing and Services (CIRASS)* has been re-profiled from an institute to the *School of Retailing* within the Alberta School of Business; therefore I request that the Academic Planning Committee officially vote to rename this centre. The *School of Retailing's* updated mandate by which it now operates is more comprehensive, with a stronger focus on academic involvement and greater emphasis and resources applied to education of students in the retailing service sector.

The *School of Retailing* updated mandate provides for instruction in advanced management practices that enhance the professionalism of the retailing industry and the school focuses on educating business students to become successful in retail-related careers and advancing retailing by building stronger relationships among businesses, students, and the academic community. This is accomplished through a wide range of education programs, research endeavours and professional partnerships across Canada and around the world.

The School operates on a cost recovery basis and currently holds positions for an Executive Director, two staff, with an associated academic director.

The School has successfully developed and increased donor involvement through long-term funding relationships with corporate and private donors.

I hereby request renaming of the *Canadian Institute of Retailing and Services* to the *School of Retailing*.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Joseph Doucet".

Joseph Doucet  
Stanley A Milner Professor and Dean

---

UNIVERSITY OF ALBERTA

4-40 Business Building | Alberta School of Business | University of Alberta | Edmonton, Alberta, Canada T6G 2R6  
Tel: 780.492.4083 | Fax: 780.492.2510 | www.business.ualberta.ca

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## **Motion 2**

### **2b. Faculty of Engineering:**

- **Imperial Oil Centre for Oil Sands Innovation  
(to be renamed as the Imperial Oil Institute  
for Oil Sands Innovation)**



**Office of the Dean  
Faculty of Engineering**

EG 050 Engineering Teaching and Learning Centre  
Edmonton, Alberta, Canada T6G 2G4

[www.engineering.ualberta.ca](http://www.engineering.ualberta.ca)

Tel: 1.780.492.5330  
Fax: 780.492.5328  
Toll Free: 1.800.497.8264

September 3, 2013

**Dr. Murray R Gray, Vice-Provost (Academic)  
Office of the Provost & Vice-President (Academic)  
2-36 South Academic Building**

**Re: Renaming the Imperial Oil Centre for Oil Sands Innovation as an Institute**

Dear Dr. Gray:

The Imperial Oil Centre for Oil Sands Innovation (COSI) has grown into a successful unit that sponsors a research program of approximately \$4 million per year, supported by its partners Imperial Oil and Alberta Innovates Energy and Environment Solutions. The centre was reviewed in 2012 and approved by the University of Alberta for a second five-year term. Imperial Oil has also renewed its commitment of \$2 million per year for another five years.

The majority of the research activity is in the Faculty of Engineering, but the centre also has projects in ALES and Science, as well as at several other universities and research organizations.

In recognition of its success, we request that the University of Alberta approve a new name for this unit, the Imperial Oil Institute for Oil Sands Innovation (IOSI). This renaming would achieve two goals; first to recognize that the research program now spans multiple faculties and organizations and comprises a major research effort, and second to avoid confusion with a new industry association, Canada's Oil Sands Innovation Alliance (COSIA). Although the current acronym for the centre, COSI, is well recognized, it is too close to COSIA to be effective in the oil sands industry in the future.

This change of name would not change any of the governance or reporting arrangements. The endowment would continue to be managed by the Dean of Engineering. The Institute would report to the Dean of Engineering, who in turn would be responsible for annual monitoring of performance and for periodic strategic reviews.

The partners in the unit, Imperial Oil and Alberta Innovates Energy and Environment Solutions, have written to indicate their support of this change in name to the Imperial Oil Institute for Oil Sands Innovation (IOSI), with continuing operation under the existing governance and reporting relationships.

I request that you convey this request for a change in name to the GFC Academic Planning Committee for approval.

Sincerely yours,

David T. Lynch, PhD. PEng.  
Dean, Faculty of Engineering

Copy: COSI Executive Management Committee Members  
Dr. Lorne Babluk, Vice-President (Research)  
Dr. Martin Ferguson-Pell, Acting Provost and VP(Academic)

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**CENTRES AND INSTITUTES COMMITTEE (CIC)  
2012-2013 Annual Report to PEC-O (August 2012-August 2013) - REVISED**

<b>1. ACADEMIC CENTRES AND INSTITUTES</b>			
<b>Faculty</b>	<b>Name</b>	<b>Date</b>	
<b>APPROVED by GFC Academic Planning Committee (APC): No approvals in 2012-2013</b>			
<b>STRATEGIC REVIEW AND RENEWAL COMPLETED (5 YEAR) (as approved and submitted by Reporting Faculty Dean and/or Vice-President)</b>			
<b>ENG</b>	Centre for Oil Sands Innovation (COSI)	June 2012	
<b>Provost</b>	Alberta Institute for American Studies (AIAS)	October 2012	
	China Institute	September 2012	
<b>Law</b>	Health Law Institute	June 2012	
<b>FOMD</b>	Women's and Children's Health Research Institute (WCHRI)	December 2012	
<b>Science</b>	Institute for Geophysical Research	January 2013	
	Applied Mathematics Institutes	January 2013	
	Centre for Mathematical Biology	January 2013	
<b>TERMINATION OR IN THE PROCESS OF TERMINATION (at the request of Reporting Faculty Dean and/or Vice-President)</b>			
<b>Business</b>	Western Centre for Economic Research - termination	APC December 2013	
	Centre for the Study of Professional Service Firm Management - termination	APC December 2013	
	Centre for Enhanced Corporate Reporting - termination	APC December 2013	
<b>VP Academic</b>	Alberta Institute for American Studies - termination	APC December 2013	
<b>Arts</b>	Canadian Institute for Nordic Studies – termination (will continue to exist as an informal group - Initiative for Nordic Studies)	APC December 2013	
	Centre for Research in Child Development - termination	APC December 2013	
	Canadian Building Energy End-use Data and Analysis Center (CBEEDAC) - termination	APC December 2013	
	Medieval and Early Modern Institute (MEMI) - termination	APC December 2013	
	Milan V. Dimic Institute for Comparative Literature and Cultural Studies - termination	APC December 2013	
	Centre for Criminology - termination	APC December 2013	
<b>Engineering</b>	Alberta Centre for Surface Engineering and Science – termination (to be merged with an academic entity)	APC	
<b>Education</b>	Curriculum and Pedagogy Institute - termination	APC December 2013	
<b>PER</b>	Patricia Austin Centre for Adapted Physical Activity – termination (inactive)	APC	
<b>TERMINATION AND RECLASSIFICATION (at the request of Reporting Faculty Dean and/or Vice-President)</b>			
<b>Rehabilitation</b>	Centre for Studies in Clinical Education – termination and	APC, PEC-O	

	<b>Medicine</b>	reclassification as an academic entity	
	<b>Science</b>	Statistics Centre – termination and reclassification as an academic entity	APC, PEC-O
		Alberta Cooperative Conservation Research Unit – termination and reclassification as an academic entity	APC, PEC-O
	<b>Business</b>	Alberta Family Business Centre – reclassification as an academic entity	APC, PEC-O
	<b>Education</b>	Child Study Centre – termination and reclassification as an academic entity	APC December 2013, PEC-O
	<b>FOMD</b>	Institute of Biomolecular Design (IBD) – termination, renaming as Biomolecular Mass Spectrometry Core (BMSC), and reclassification as a core facility	APC December 2013, PEC-O
	<b>PER</b>	Sport and Health Assessment Centre – termination and reclassification as an academic entity	APC, PEC-O
		University of Alberta Fitness and Lifestyle Centre – termination and reclassification as a physical entity	APC, PEC-O
<b>RENAMED OR IN THE PROCESS OF RENAMING (at the request of Reporting Faculty Dean and/or Vice-President)</b>			
	<b>Business</b>	Canadian Centre for Social Entrepreneurship – rename as Canadian Centre for Corporate Social Responsibility (CCCSR)	APC December 2013
		Canadian Institute of Retailing and Services – rename as School of Retailing	APC December 2013
	<b>Engineering</b>	Imperial Oil Centre for Oil Sands Innovation rename as Imperial Oil Institute for Oil Sands Innovation (IOSI)	APC December 2013
<b>TRANSFERRED (with agreement of Reporting Deans)</b>			
	<b>FOMD</b>	Centre for Community Pharmacy Research and Interdisciplinary Strategies (c/COMPRIS) - transferred from Pharmacy to FOMD with agreement of Faculty Deans	August 2012
	<b>Rehabilitation Medicine</b>	Glen Sather Sports Medicine Clinic – Transfer from PER to Rehabilitation Medicine	Pending
<b>2. AFFILIATED CENTRES AND INSTITUTES</b>			
<b>APPROVED by the President’s Executive Committee-Operations (PEC-O)</b>			
	<b>Extension</b>	Centre for Public Involvement (CPI)	PEC-O October 11, 2012 (contingent upon execution of agreement with City of Edmonton - pending)
<b>STRATEGIC REVIEW AND/OR AGREEMENT RENEWAL (5 YEAR) (as approved and submitted by Reporting Faculty Dean and/or Vice-President)</b>			
	<b>Law</b>	Alberta Law Reform Institute (ALRI)	October 2012
<b>TERMINATION OR IN THE PROCESS OF TERMINATION (at the request of Reporting Faculty Dean and/or Vice-President)</b>			
	<b>Education</b>	Prairie Metropolis Centre	PEC-O



	HOPE Foundation	PEC-O
<b>Office of the President</b>	Canadian School for Energy and Environment (CSEE)	Preparing to wind down in 2014
<b>Business</b>	Van Horne Institute	Agreement expired June 2013
<b>VP Research</b>	School of Energy and Environment	In process

<b>3. UAPPOL CENTRES AND INSTITUTES POLICY AND PROCEDURE REVISIONS (as approved by GFC Executive Committee, or Board of Governors, or President's Executive Committee) AND FORM DOCUMENT UPDATES (as approved by the Centres and Institutes Committee)</b>		
<b>Centres and Institutes Committee</b>	UAPPOL Form Document – Updated - Academic Centres and Institutes Annual Declaration to the Office of the Provost – <u>Approved</u>  UAPPOL Form Document – Updated Template for Proposals to Establish New Academic Centres and Institutes	11May2012
<b>GFC Executive Committee</b>	UAPPOL Academic Centres and Institutes Establishment Procedure – Revised – <u>Approved</u>	12Dec2012
<b>Board of Governors</b>	UAPPOL Centres and Institutes Policy and Procedure – Revised - <u>Approved</u>	08Feb2013
<b>Centres and Institutes Committee</b>	UAPPOL Form Document – Updated - Affiliated Centres and Institutes (Appendix A) Agreement Requirements – <u>Approved</u>  UAPPOL Form Document – Updated - Affiliated Centres and Institutes Annual Declaration to the Office of the Provost – <u>Approved</u>	01May 2013
<b>President's Executive Committee (PEC-O)</b>	UAPPOL Academic Centres and Institutes Termination Procedure – Revised – Recommended to <u>GFC Executive for final approval</u> *  UAPPOL Affiliated Centres and Institutes Establishment, Operation and Termination Procedures – Revised – <u>Approved</u> *  *Documents are currently with AASUA for review prior to completion of governance approval	04July2013

**Attachments:**

1. Copy of online link to Centres and Institutes at the University of Alberta (<http://faculties.ualberta.ca/centresinstitutes>)
2. Schedule Of Strategic Review (Academic Centres and Institutes)
3. CIC Membership and Schedule 2012-2014
4. CIC Terms of Reference (approved by PEC-O October 12, 2012)

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