

General Faculties Council
Academic Standards Committee
Approved Minutes

Thursday, September 15, 2011
3-15, UHALL
9:00 am – 12:00 pm

ATTENDEES:

Bill Connor (Delegate) - Chair, Ada Schmude, Emerson Csorba, Vikki Northrup, Natalie Sharpe, William Street (Delegate), Nat Kav (Delegate), Harry Prest (Delegate), Elaine Geddes (Delegate), Clive Hickson (Delegate), Doug Clark (Delegate), Walter Archer (Delegate), René Poliquin (Delegate), John Law (Delegate), Marc Moreau (Delegate), Carolyn Ross (Delegate), Janice Causgrove-Dunn (Delegate), Sentil Senthilselvan (Delegate), Ed Blackburn (Delegate), Brenda Leskiw (Delegate), Tarek el-Bialy, Matthew Li, Pat Dalton, Garry Bodnar (Coordinator & Scribe)

PRESENTERS AND GUESTS:

Garry Bodnar, Coordinator, GFC Academic Standards Committee
Bill Connor, Interim Vice-Provost (Academic)
Pat Dalton, Associate Registrar and Director of Enrolment Management, Office of the Registrar and Student Awards
Marion Haggarty-France, University Secretary
Gerry Kendal, Vice-Provost and University Registrar
Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Kav/Prest

THAT the GFC Academic Standards Committee approve the Agenda.

CARRIED

2. Approval of the Minutes of June 16, 2011

Materials before members are contained in the official meeting file.

Motion: Northrup/Prest

THAT the GFC Academic Standards Committee approve the Minutes of June 16, 2011.

CARRIED

3. Comments from the Chair (no documents)

The Chair commented on a number of issues of interest to members.

3A. Orientation and Kick-off

Presenters: Bill Connor, Interim Vice-Provost (Academic) and Chair, GFC Academic Standards Committee; Garry Bodnar, Coordinator, GFC Academic Planning Committee; Marion Haggarty-France, University Secretary

Purpose of the Proposal: To provide new and continuing members of the GFC Academic Standards Committee (ASC) with an (annual) orientation to the legislative and administrative frameworks in which this standing committee of General Faculties Council (GFC) will operate during the Academic Year 2011-2012.

Discussion:

Ms Haggarty-France welcomed members to the new academic year and provided a general overview of the orientation process undertaken by University Governance.

Mr Bodnar provided to members a formal orientation, aided by a web-based presentation, highlighting the following: the *Post-Secondary Learning Act (PSLA)*; various GFC and GFC Standing Committee Terms of Reference; samples of GFC ASC Agendas, Minutes, and Outlines of Issue; and other relevant resource documentation upon which members can draw as they perform their duties on GFC ASC.

ACTION ITEMS

4. The Following Proposal(s) are Deemed Minor/Editorial (GFC ASC's Terms of Reference (Mandate) (3.A.i and iii)) by the Interim Vice-Provost (Academic) and Chair, GFC ASC, and are APPROVED UNDER DELEGATED AUTHORITY FROM GFC IN A SINGLE OMNIBUS MOTION.

Materials before members are contained in the official meeting file.

Presenter: Bill Connor, Interim Vice-Provost (Academic)

Purpose of the Proposal: See individual items for detail on proposed changes submitted by Faculties and the Office of the Registrar and Student Awards.

Discussion:

Members were informed by the Coordinator that there was a minor alteration to Item 4A. The proposed change to *University Calendar* Section 33.4.(3)d. was withdraw in order for the Faculty of Agricultural, Life and Environmental Sciences to consider alternate wording to that originally proposed within this section.

- 4A. Faculty of Agricultural, Life and Environmental Sciences Proposed Changes to Existing Admissions/Transfer and Academic Standing/Graduation Requirements

Motion:

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer and academic standing/graduation requirements, as submitted by the Faculty of Agricultural, Life and Environmental Sciences and as set out in Attachment 4A of the documentation (as amended), to be effective in 2012-2013.

CARRIED

4B. Office of the Registrar and Student Awards Course Approvals for September, 2011

Motion:

THAT the GFC Academic Standards Committee approve, under delegated authority from GFC, the proposal for approval of courses for transfer credit, as submitted by the Office of the Registrar and Student Awards.

CARRIED

4C. Faculty of Nursing Proposed Changes to Existing Academic Standing/Graduation Requirements

Motion:

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing academic standing/graduation requirements, as submitted by the Faculty of Nursing and as set out in Attachment 4C of the documentation, to be effective in 2012-2013.

CARRIED

4D. Faculty of Business Proposed Changes to Existing Admission/Transfer Requirements for the Bachelor of Commerce (BCom) Honors Program

Motion:

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer requirements for the Bachelor of Commerce (BCom) Honors program, as submitted by the Faculty of Business and as set out in Attachment 4D of the documentation, to be effective in 2012-2013.

CARRIED

4E. Faculty of Graduate Studies and Research Proposed Changes to Existing Admissions/Transfer Requirements for Graduate Programming

Motion:

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to existing admission/transfer requirements for graduate programming, as submitted by the Faculty of Graduate Studies and Research and as set out in Attachment 4E of the documentation, to be effective in 2012-2013.

CARRIED

4F. Courses Approved for Advanced Standing and 'Admissions Chart 7 – Advanced Placement (AP)' in the *University Calendar*

Motion:

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed *University Calendar* revisions to 'Admissions Chart 7 – Advanced Placement (AP) Courses Approved for Advanced Standing', as submitted by the Office of the Registrar and Student

Awards and set out in Attachment 4F, to take effect upon approval.

CARRIED

Omnibus Motion: Geddes/Kav

THAT the Academic Standards Committee approve, under delegated authority from GFC, the above-noted editorial changes to academic standing/graduation/promotions, admission/transfer requirements, and changes to the University Calendar for Items 4A – 4F.

CARRIED

DISCUSSION ITEMS

5. External Programs for Review and Programs in Progress on Campus: Standing Item (no documents)

There were no documents.

Presenters: Bill Connor, Interim Vice-Provost (Academic); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Purpose of the Proposal: For discussion/information.

Discussion:

Ms Brough reported to members on the following:

External Reviews -

- Review of a proposal from DeVry University for a Bachelor of Business and General Studies is being undertaken by the School of Business.
- Review of a proposal from Athabasca University for a Bachelor of Arts (BA) in Philosophy is being undertaken by the Faculty of Arts.
- Review of a proposal from St. Mary's College for a BA in Psychology is being undertaken by the Faculty of Arts.
- Review of a proposal from Grant MacEwan University (GMU) for a Bachelor of Psychiatric Nursing program has been completed by the Faculty of Nursing.
- Review of a proposal from GMU for a Bachelor of Commerce, Human Resources Management and Marketing Major, has been completed by the School of Business.

Program Proposals from the University of Alberta -

- Bachelor of Science (BSc)/BA in Planning - Approved by the Minister of Advanced Education and Technology (AET) for implementation in Fall, 2012.
- Doctor of Philosophy (PhD) in History of Art, Design and Visual Culture – Campus Alberta Quality Council (CAQC) has completed their review of this program and has sent their recommendation to the Minister.
- Doctor of Pharmacy (PharmD) - CAQC has completed their review of this program and has sent their recommendation to the Minister.
- PhD in Performance Studies – Advanced Education and Technology (AET) has completed the system coordination review and has forwarded the proposal to the CAQC. The Office of the Provost is in the process of completing the necessary support documents for the CAQC review.
- Collège Saint-Jean Diploma Program in techniques d'administration des affaires (Business Administration) – was submitted to AET via the Program Registry System (PRS) (as is done with all

diplomas and certificates). AET sent some clarifying questions, and the Office of the Provost is pulling together responses to those questions.

6. Annual Report on Enrolment from the Vice-Provost and University Registrar

Materials before members are contained in the official meeting file.

Presenters: Gerry Kendal, Vice-Provost and University Registrar; Pat Dalton, Associate Registrar and Director of Enrolment Management, Office of the Registrar and Student Awards

Purpose of the Proposal: For discussion/information as part of the annual reporting of admission averages, targets and enrolment by Faculty, as required by GFC policy.

Discussion:

Mr Kendal introduced the annual reports to members, noting that it had been some time since these reports had been submitted by the Office of the Registrar and Student Awards to the required legislative bodies for their review. In turn, he went through each report provided to members in some detail. With regard to the international student enrolment numbers noted in Attachments 5 and 6, Mr Kendal commented that there has been, over the past three years, a steady increase in these numbers, very much in keeping with the President's vision. With regard to Aboriginal student enrolment, he stated that the numbers contained within this particular report (Attachment 7) are not necessarily a true reflection of the number of Aboriginal students attending the University of Alberta—many of these individuals choose not to declare, either at the time of application or throughout the duration of their programs, that they are of Aboriginal ancestry.

During the ensuing discussion, the presenters addressed questions and comments from members regarding the following matters: clarification on the minimum averages required for admission to the Faculty of Medicine and Dentistry; clarification on the 2010-2011 enrolment target for the Faculty of Business; the involvement of the Ministry of Advanced Education and Technology (AET) in determining the University's final enrolment targets (*per Faculty*) and the state of negotiations on these matters between Ministry representatives, representatives of the Office of the Provost and Vice-President (Academic), and individual Deans; the nature of follow-up carried out with students who declare themselves of Aboriginal ancestry; and a query as to why there was a recent spike in the number of Aboriginal students enrolled in the Faculty of Physical Education and Recreation and a marked decrease, in the same period (between 2009-2010 and 2010-2011), in the Aboriginal student enrolment in the Faculty of Pharmacy and Pharmaceutical Sciences.

7. Question Period

The Chair asked members if they had any questions they wished to pose at this point in the meeting. Associate Dean Street raised issue with the timely provision of feedback to students on their performance in courses prior to the official course add/drop deadline. He noted that, in some cases, students did not receive any formal feedback on their performance in individual courses until after this deadline had passed—only then, he noted, do they discover they are in academic jeopardy and, potentially, in fear of being required to withdraw. He queried whether or not the University had in place any regulations or policies that require feedback on a student's performance in a course be provided prior to the add/drop deadline. (The response, as discussed by members, was essentially that there are no such regulations in place at the present time.)

Associate Dean Leskiw indicated that a central system for reporting on students in academic jeopardy

would be very helpful and much more efficient that present systems allowed. Associate Dean Causgrove-Dunn noted that she had very recently received a missive from the University of Windsor indicating that that institution was piloting such a system in order to better assist students who were experiencing academic difficulties and to attempt to get them the help they need to better their performance. After some discussion on this point, Ms Schmude agreed to approach those individuals at the University of Windsor overseeing this pilot project and seek further information on the administration of their student intervention program and its reporting mechanisms; she noted she would report back to GFC ASC in due course.

INFORMATION ITEMS

8. Items Approved by the GFC Academic Standards Committee by E-Mail Ballots

GFC ASC - Transfer Course Approvals for July, 2011 (Approved on August 4, 2011)

9. Information Items Forwarded to Committee Members Between Meetings

Assessment and Grading Update, June 7, 2011 (E-Mailed to Members on June 15, 2011)

Draft Assessment Policy, Draft Access to Evaluative Course Material Procedure, Draft Consolidated Final Examinations Procedure, Draft Grading Procedure (E-Mailed to Members on June 15, 2011)

CLOSING SESSION

10. Adjournment

The Chair adjourned the meeting at 10:25 am.