



# UNIVERSITY OF ALBERTA

## UNIVERSITY GOVERNANCE

---

General Faculties Council  
Academic Standards Committee  
Approved Open Session Minutes

Thursday, May 18, 2017  
2-31 South Academic Building (SAB)  
10:00 AM - 12:00 PM

---

### **ATTENDEES:**

#### Voting Members:

Tammy Hopper	Chair (Delegate), Provost and Vice-President (Academic)
Radim Barta	Member (Delegate), Vice-President (Academic), Graduate Students' Association
Dion Brocks	Member (Delegate), Dean
Deborah Burshtyn	Member (Delegate), Dean
Jason Carey	Member (Delegate), Dean
Sandra Davidson	Member (Delegate), Dean
Fay Fletcher	Member (Delegate), Dean
Elaine Geddes	Member (Delegate), Dean
Clive Hickson	Member (Delegate), Dean
Scott Jeffrey	Member (Delegate), Dean
Nathalie Kermoal	Member (Delegate), Dean
Paulin Mulatris	Member (Delegate), Dean
Rebecca Nagel	Member (Delegate), Dean
Melissa Padfield	Member (Delegate), Vice-Provost and University Registrar
Carla Peck	Member, Academic Staff, member of GFC
Shane Scott	Member, Vice-President (Academic), Students' Union
Marc Johnson	Member (Delegate), Director (Student Ombuds)
Alexander Wong	Member, Undergraduate Student at-Large

#### Presenter(s):

Tammy Hopper	Vice-Provost (Programs) and Chair, GFC ASC
Melissa Padfield	Deputy Registrar
Meg Brolley	Secretary to GFC and Manager of GFC Services
Kate Peters	Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

#### Staff:

Meg Brolley, Coordinator, GFC Academic Standards Committee  
Amissa Jablonski, Scribe

### **OPENING SESSION**

#### 1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Motion: Jeffrey/Carey

THAT the GFC Academic Standards Committee approve the Agenda.

**CARRIED**

2. Approval of the Open Session Minutes of February 16, 2017

Materials before members are contained in the official meeting file.

Motion: Brocks/Burshtyn

THAT the GFC Academic Standards Committee approve the Minutes of April 20, 2017.

**CARRIED**

3. Comments from the Chair

The Chair commented on the following:

- there are new government templates for program name changes, program reactivations, and load changes: these templates are available on the governance website
- that the report of the ad hoc committee is on the agenda for discussion and expressed thanks to Dr Burshtyn and Dr Geddes for their participation on that committee
- there is no update on tuition fee regulation exemptions with respect to course based professional masters programs
- the review of Peter Loughheed Leadership College (PLLC) is complete; the report and response is posted on The Quad.
- the Learning Outcomes retreat, led by Dr Sarah Forgie and Dr Burshtyn, was attended by about 30 people; it will be the first of many opportunities to discuss program learning outcomes.

**ACTION ITEMS**

4. Items Deemed Minor/Editorial

Materials before members are contained in the official meeting file.

Motion: Jeffrey/Brocks

4A. Office of the Registrar: Proposed Approvals of Transfer Credit for May 2017

THAT the GFC Academic Standards Committee approve, under delegated authority from General Faculties Council, proposed changes to transfer credits, as submitted by the Office of the Registrar, to be effective upon approval.

**CARRIED**

5. Increase to Required English Language Proficiency (ELP) Scores for Undergraduate Admissions

Materials before members are contained in the official meeting file.

*Presenter(s):* Melissa Padfield

*Purpose of the Proposal:* To make changes to the minimum overall TOEFL score and the minimum band score for the IELTS Academic to better support student success and increase the likelihood of improved academic outcomes. The proposed changes are supported by research undertaken by the Office of the Registrar.

*Discussion:*

Ms Padfield noted the correlation between higher scores and student success and indicated that the proposal provides a balance between higher student success levels and international student enrolment targets. She stressed the importance of early implementation for the 2018/19 admission cycle which begins fall 2017.

Members discussed higher Faculty specific ELP requirements, the reliability of test scores with respect to verbal communication proficiency, and that the data provided was aggregate due to small sample sizes. Mr Scott noted that the International Students' Association and the Chinese Students and Scholars Association expressed support of the proposal in discussions with the Students' Union.

Motion: Nagel/Davidson

THAT the GFC Academic Standards Committee recommend to the GFC Academic Planning Committee the approval of:

- the minimum overall TOEFL score be increased 4 points to 90, with no change to the required score of 21 on each band.
- the minimum band score for the IELTS Academic be increased from 5.0 to 5.5, with no change to the required minimum overall score of 6.5.

**CARRIED**

## **DISCUSSION ITEMS**

6. Report and Recommendations of the ad hoc committee on Academic Governance Including Delegated Authority with respect to the GFC Academic Standards Committee and the Subcommittee on Standards

Materials before members are contained in the official meeting file.

*Presenter(s):* Meg Brolley; Tammy Hopper

*Purpose of the Proposal:* To review and discuss the recommendations of the ad hoc committee and the impact on the mandate and responsibilities of the GFC Academic Standards Committee as reflected in the terms of reference.

*Discussion:*

Ms Brolley provided an overview of the report and recommendations and indicated that the four approved documents were created to guide and inform the recommendations. A new template for committee terms of reference was developed to provide standardization across committees, clarity on the role of the committee, and improved transparency delegation and sub-delegation of authority. She noted some of the implications for ASC including the inclusion of more elected GFC academic members and the election of a Vice-Chair, ideally a GFC member. GFC Executive will be receiving regular reports on the implementation of the recommendations, with the intention that some committee terms of reference will be coming for approval as early as Fall 2017.

Dr Burshtyn provided a brief overview of the comments made at GFC during the consideration of the report and indicated there was general support for the changes being proposed. GFC was assured that the new terms of reference were in a draft stage and would be going first to the standing committees themselves for revision and then to full GFC for final approval. Dr Geddes assured ASC that most changes being proposed specific to the committee were to streamline processes, address negative perceptions, align committee expertise, and formalize the role ASC is already fulfilling. It was noted that GFC Academic Planning Committee was in support of changes impacting both it and ASC.

The Chair noted that the committee will be working through the draft terms over the next few meetings and SOS will also be having discussions about the ad hoc committee's report over the coming months.

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

There were no documents.

*Presenter(s):* Kate Peters; Tammy Hopper

*Purpose of the Proposal:* To provide an update to the Committee in regards to current proposals being considered by the Provincial Government.

*Discussion:*

Kate Peters provided an update in regards to proposals being considered by the Provincial Government:

Recently approved:

- Name change of Bachelor of Commerce in 'Entrepreneurship and Family Enterprise' to 'Entrepreneurship and Innovation', approved by APC December 16, 2016
- Name Change of Bachelor of Science in Family Ecology to Family Science, approved by APC December 16, 2016
- (New) PhD in Indigenous Studies approved by APC December 10, 2015

To be Proposed to Government:

- (New) Load Change in BSc Dental Hygiene: Substantive changes approved by APC November 16, 2016; Published in 2017-18 calendar, first intake of students in September 2017.
- (New) Health Care Aide (Préposé aux soins de santé (PSS) Certificate Program, Centre collégial de l'Alberta, Campus Saint-Jean approved by APC April 19, 2017

Currently with AE undergoing System Coordination Review:

- (New) Major in Fashion Business Management in the Bachelor of Science approved by APC February 10, 2016
- (New) University Certificate in Digital Learning approved by BLDC February 29, 2016
- (New) Specialization in Human Resource Management in the Techniques en Administration des affaires program - Centre collégial de l'Alberta approved by APC January 18, 2017
- (New) Freestanding For-Credit University Certificate in Teaching Students with Complex Communication Needs, Faculty of Education approved by BLDC February 27, 2017

External reviews requested:

- Grant MacEwan University for a new Legal Studies in Business major in its Bachelor of Commerce program
- Mount Royal University for 3 new majors (Finance, International Business, and Supply Chain Management) in its Bachelor of Business Administration program
- Ivey Business School, University of Western Ontario for delivery of the Executive Master of Business Administration in Calgary
- University of Calgary's Doctorate in Business Administration program proposal

8. Question Period

Meg Brolley indicated that the Governance Office annually contacts the Deans to make sure the delegates offered to ASC are still appropriate and for members not to be concerned if they are asked about their membership on the committee.

It was noted that examinations are being recommended to become part of the purview of ASC under the ad hoc committee's report. Members indicated they would like to have a discussion around university policies and procedures for providing exams in light of some of the issues (i.e. fire alarms) this exam cycle so that all

Faculties are up to speed. The RO is happy to take the lead on this as they have noticed a lot of variance in the training, understanding and knowledge around administering examinations.

### **INFORMATION REPORTS**

9. Items Approved by the GFC Academic Standards Committee by email ballots (non-debatable)  
- Item approved February 27, 2017 by email vote  
- Items A, B, C approved April 20, 2017 by email vote

10. Information Items Forwarded to Committee Members Between Meetings

There were no items.

### **CLOSING SESSION**

11. Adjournment

The meeting was adjourned.