



General Faculties Council  
Academic Planning Committee  
Approved Open Session Minutes

Wednesday, September 28, 2016  
2-31 South Academic Building (SAB)  
2:00 PM-4:00 PM

---

**ATTENDEES:**

Voting Members:

|                         |   |
|-------------------------|---|
| Steven Dew              | Chair, Provost and Vice-President (Academic)        |
| Lorne Babiuk            | Member, Vice-President (Research)                   |
| Philip Stack (delegate) | Member, Vice-President (Finance and Administration) |
| Ali Talaei (delegate)   | Member, President, Graduate Students' Association   |
| Loren Kline             | Member, Academic Staff-at-large                     |
| Pierre-Yves Mocquais    | Member, Dean Representative                         |
| Roger Moore             | Member, Academic Staff, Member of GFC               |
| Fahim Rahman            | Member, President, Students' Union                  |
| Brayden Whitlock        | Member, Graduate Student-at-Large                   |

Presenter(s):

|                        |   |
|------------------------|---|
| Steven Dew             | Chair, Provost and Vice-President (Academic)  |
| Marion Haggarty-France | University Secretary  |
| Meg Brolley            | Secretary to GFC and Manager of GFC Services  |
| Amy Dambrowitz         | Strategic Development Manager, Office of the Provost and Vice-President (Academic)                        |
| Adrian Sheppard        | Director, Copyright Office  |
| Philip Stack           | Associate Vice-President (Risk Management Services)   |
| Andrew Sharman         | Vice-President (Facilities and Operations)  |
| Trina Innes            | Chief Sustainability Officer  |
| Naomi Krogman          | Director of Sustainability Scholarship and Education, Office of the Provost and Vice-President (Academic) |

Staff:

Meg Brolley, Coordinator, GFC Academic Planning Committee  
Marion Haggarty-France, University Secretary  
Andrea Patrick, Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter:* Steven Dew

Motion: Kline/Mocquais

THAT the GFC Academic Planning Committee approve the Agenda.

**CARRIED**

2. Approval of the Open Session Minutes of June 22, 2016

Materials before members are contained in the official meeting file.

*Presenter:* Steven Dew

Motion: Kline/Babiuk

THAT the GFC Academic Planning Committee approve the Minutes of June 22, 2016.

**CARRIED**

3. Comments from the Chair

The Chair welcomed members to the 2016-2017 academic year and provided various updates to the Committee. He noted several current and recent events including the State of the University Address on September 27, 2016 which launched *For the Public Good*, the *Building Reconciliation Forum* hosted by the U of A on September 28-29, and another successful *Celebrate! Teaching.Learning.Research* event which was held on September 21, 2016.

Dr Dew reported on various recent funding announcements, including \$75 million from the Canada First Excellence Research Fund and \$82.5 million towards campus infrastructure and renewal from the Strategic Investment Fund.

He congratulated GFC APC member Lorne Babiuk on his recent 2016 World Agriculture Prize Laureate distinction, and announced several changes in senior leadership including Andrew Sharman as the new Vice-President (Facilities and Operations), Gitta Kulczycki who would be joining the University as Vice-President (Finance and Administration) and Jacqui Tam as Interim Vice-President University Relations.

4. Welcome and Committee Member Development and Orientation

There were no documents.

*Presenter(s):* Marion Haggarty-France; Meg Brolley

*Purpose of the Proposal:* To provide a Committee orientation to all new and returning members of GFC APC.

*Discussion:*

Ms Haggarty-France welcomed new and returning members for the new academic year. Along with Ms Brolley, she provided an overview of the Committee's role and mandate, availability of resource materials, and updated the Committee on items related academic governance including the GFC *ad hoc* Committee on Academic Governance and Delegated Authority.

**ACTION ITEMS**

5. Election of a Vice-Chair

There were no documents.

*Presenter:* Steven Dew

*Purpose of the Proposal:* To elect a Vice Chair for the Committee.

*Discussion:*

Dr Babiuk nominated Loren Kline as the elected faculty member to serve as Vice-Chair of the Committee and, following his acceptance of the nomination, the Chair declared him elected by acclamation.

## **DISCUSSION ITEMS**

### 6. For the Public Good - Update

There were no documents.

*Presenter(s):* Steven Dew

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

The Chair reported that since the unanimous approval by the Board of Governors in June, 2016 of *For the Public Good*, senior administration including Deans had engaged in several planning sessions in regards to the formal implementation of the plan. He explained that the next steps would involve prioritization, measures and accountability, and the development of a reporting process. He noted that some initiatives would have an easily identified lead, while others would include wider support from across the institution. Dr Dew spoke briefly on plans to develop a process to identify signature research areas which would bring together good ideas from various areas and would also seek out future areas of development.

### 7. Update on the Budget

There were no documents.

*Presenter(s):* Steven Dew; Philip Stack

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

Mr Stack noted that his team has committed to improving budget literacy across the institution in an effort to ensure that members of the community can engage in and follow developments of the budgeting process with confidence.

He then provided an overview of the assumptions for the 2016-2017 budget, noting that normally the University would have received an indication from government on changes to base budget and tuition, but this had not yet occurred. Other assumptions relate to: backfill tuition funding, increases to mandatory non-instructional fees at the rate of inflation, new agreements with AASUA and NASA and the recent funding announcements in regards to infrastructure renewal and investment in energy and environmental research. He then outlined some of the budget risks, including the impact of the Alberta economic downturn, enrolment numbers, exchange rates, equity markets, fund development activities, the impact of the carbon levy, changes to minimum wage, deferred maintenance costs and the costs associated with pensions and benefits.

### 8. Proposed Use of Copyright Materials Procedure

Materials before members are contained in the official meeting file.

*Presenter(s):* Steven Dew; Adrian Sheppard

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

The Chair reported that this procedure has arrived at the Committee for discussion and consultation purposes.

Mr Sheppard reported that following the expiration of the University of Alberta's agreement with Access Copyright on January 1, 2016, the University must now ensure that its copyright procedures are robust and that there is compliance with copyright laws. He noted that the procedure being developed is a formalization of existing practices and would make these practices more transparent for internal and external communities.

During the discussion following his presentation, Mr Sheppard explained to members that the Copyright Office at the University of Alberta does not police users, but does engage members of the community in information sessions on copyright compliance and procedures, when requested.

#### 9. Quality Assurance Process at the University of Alberta

Materials before members are contained in the official meeting file.

*Presenter(s):* Amy Dambrowitz; Steven Dew

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

The Chair reported that quality assurance measures have been restructured into an integrated process of review, with mandated timeframes and reporting standards. To date, reviews have occurred in three pieces: the unit review which focused on undergraduate programs, the graduate review, and the President's Visiting Committee (PVC) which had a more strategic and research focus. While this process was comprehensive, it was not an integrated one. The new Quality Assurance process will provide a more integrated way to pull these three components together and would also include the Tour of Deans, an annual process where the Provost discusses costs/drivers/budget with each Dean.

Dr Dambrowitz commented on the frequency of reviews noting that the target would be for programs to be reviewed every 5 – 7 years; if programs are externally accredited, reviews would be scheduled to mesh with the accreditation. It was also noted that Faculties may choose to stage unit reviews over a number of years with a single PVC. It was indicated that there will be some flexibility depending on the situation.

APC will be provided with reports on these reviews, and a summary of the reviews will publicly available on the Provost's website.

Dr Dambrowitz noted that the Faculty of Extension has volunteered to undergo the first review under the new system. In addition, she noted that there will be a debrief at the end of the year with all participants of the review in order to gather feedback about the process. The Chair noted that the results of this debrief would be of interest to members of the committee and an update would be provided at that time.

During the discussion surrounding this initiative, members enquired about reporting of various data including the number of sessional staff, class sizes, and staff demographics as part of the reviews.

#### 10. University of Alberta Sustainability Plan 2016-2020 Including A Plan for Deepening Sustainability Education and Scholarship at the University of Alberta

Materials before members are contained in the official meeting file.

*Presenter(s):* Andrew Sharman; Trina Innes; Naomi Krogman

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

Vice President (Facilities and Operations) Mr Andrew Sharman reported that as part of the University of Alberta's reaffirmation of commitment towards sustainability as contained in *For the Public Good*, a new sustainability plan has been developed. He explained that the new sustainability plan includes identified areas for improved sustainability performance and educational programming and that it would be used as a guiding document for strategic decision-making.

Ms Innes explained that the draft phase of the plan included consultation with members of the University community. In addition, she reported that the University of Alberta has an increasingly positive reputation for being a sustainability leader, and has earned a Gold recognition rating in STARS (Sustainability Tracking, Assessment & Rating System) as a result of its performance on institutional sustainability.

Dr Krogman reported that her year long consultation across the campuses of the University of Alberta confirmed a renewed sense of enthusiasm among members of the academy in relation to educational opportunities in this area. She added that common feedback included ideas for multi-disciplinary approaches to teaching sustainability which would draw upon many areas of expertise across the University. She noted that this area reflects a changing shift among students and faculty members and that there is benefit in identifying short and long term educational goals which would incorporate sustainability to capitalize on this shift.

Members, during the discussion, expressed several comments and questions including concern about mandating sustainability courses, and the opportunities to incorporate sustainability concepts into existing courses.

11. Question Period

There were no questions.

**INFORMATION REPORTS**

12. Programs in Progress on Campus

There were no documents.

*Presenter(s):* Steven Dew

*Purpose of the Proposal:* For information/discussion.

*Discussion:*

The Chair provided members with the following update of the status of programs which had been approved through the University governance process.

To be Proposed to Government:

- Suspension of the Master of Engineering in Nutrition and Foods from the Faculty of Engineering and the Faculty of ALES

Currently with Advanced Education undergoing System Coordination Review:

- (New) PBC Bridging to Canadian Physical Therapy Practice
- (New) PBC Indigenous Sport and Recreation
- (New) Major in Fashion Business Management in the Bachelor of Science
- Load Change to the Post-Baccalaureate Certificate in Sexual Health
- (New) PhD in Indigenous Studies
- (New) University Certificate in Digital Learning
- (New) University Certificate in Adolescent Literacy.

Referred to CAQC for Review:

- (New) Program Proposal for MSc in Urban and Regional Planning;

Recently Approved by Government:

- Suspension to Admission in the Adult Education Route of the Bachelor of Education
- (New) PharmD Program
- (New) University Certificate in Early Learning and Childhood Education
- Suspension proposal for Diploma in Dental Hygiene (after July 1, 2016)
- Load change in the Course-based Master of Arts in Communication and Technology

External Reviews Requested of U of A:

- Bachelor of Design with a Specialization in Fashion from the Alberta College of Art and Design (ACAD)
- Bachelor of Design from MacEwan University

13. Items Approved by GFC Academic Planning Committee by e-mail Ballots

There were no items.

14. Revision to Dual Degree Graduate Program (MSc and PhD), University of Alberta and Universidade de Sao Paulo, Brazil (USP)

Materials before members are contained in the official meeting file.

**CLOSING SESSION**

15. Adjournment

The Chair adjourned the meeting at 4:00 p.m.