Call to Order

The Chair called the meeting to order at 9:30 a.m.

1. APPROVAL OF AGENDA

   1.1 Motion 19-01 That Academic Planning and Policy Committee approves the agenda as amended.

      Walsh

      Amendments - add under other business:
      • External Funding Opportunities
      • Sustainability Task Force

      Carried

2. CONFLICT OF INTEREST

   2.1 Action Subject to the Conflict of Interest provision of the General Faculties Council General By-Laws, members were asked by the Chair to declare any conflict they may have with respect to the meeting agenda.

      No conflicts declared.

3. MINUTES

   3.1 Motion 19-02 That Academic Planning and Policy Committee approves the minutes of Meeting 18, held February 10, 2015 as presented.

      Fabbro Carried

4. BUSINESS ARISING FROM THE MINUTES

   None

5. ACTION ITEMS

   5.1 Action Approve Vancouver College of Dental Hygiene as an acceptable sending institution under the university’s Approval of Non-Collegiate Organization Policy

      Motion 19-03 That Academic Planning and Policy Committee approves the Vancouver College of Dental Hygiene as an acceptable sending institution under the university’s Approval of Non-Collegiate Organization Policy, effective March 31, 2015.
Kinshuk

Farook Al-Shamali, Program Director, Faculty of Science and Technology presented this item.

Member Park inquired about the process for the transfer of credits from an organization recognized under the Non-Collegiate Organization Policy. The Acting Registrar outlined the process to transfer credits, noting AU must recognize an organization before transfer of credit can be considered.

Carried

5.2 Action

Approve changes to the Master of Science in Information Systems Program Regulations

Motion 19-04

That Academic Planning and Policy Committee approves the following changes to the Master of Science in Information Systems Program Regulations, effective May 01, 2015:

Application Procedures

6. Revise second sentence to read: ‘All applications will be reviewed for approval during the two week period after the application deadline.’

8. Revise to read: ‘In addition to the online application, you must submit all the supplementary application materials.’

Exemptions from IS Foundations

Delete the following:

Exemptions from IS Foundations

Flexible entrance requirements are designed to recognize the range of academic credentials held by IT professionals applying to the program. Exemptions from IS foundations are based on appropriate undergraduate or graduate academic credentials supported by relevant professional-level work experience.

Advanced standing is limited by program residency requirements.

Depending on the incoming student's credentials, the IS Foundations of the MSc IS program may be completed in as few as three credits (one course) or may require a maximum of 12 credits (four courses). That is, to meet the MSc IS Foundation requirements, a student should complete or get exempted from three of the following courses in addition to mandatory COMP 601:

COMP 501, COMP 503, COMP 504, COMP 505, and COMP 506.

Advanced Standing and Transfer Credit

Revise to read:

Advanced Standing

Students may be eligible for advanced standing through evaluation of coursework applicable to the MSc IS program completed at other post-secondary institutions. Advanced Standing is implemented primarily through exemptions from IS
Foundations courses.

**Exemptions from IS Foundations**

Flexible entrance requirements are designed to recognize the range of academic credentials held by IT professionals applying to the program.

- Advanced standing is limited by program residency requirements.
- Exemptions from IS foundations are based on appropriate undergraduate or graduate academic credentials supported by relevant professional-level work experience.
- An applicant may gain exemptions for a maximum of 9 credits through this process.

Depending on the incoming student's credentials, the IS Foundations of the MSc IS program may be completed in as few as three credits (one course) or may require a maximum of 12 credits (four courses). That is, to meet the MSc IS Foundation requirements, a student should complete or get exempted from three of the following courses in addition to mandatory COMP 601: COMP 501, COMP 503, COMP 504, COMP 505, and COMP 506.

**Credit for Career Track Requirements**

Delete Credit for Career Track Requirements.

**Transfer Credit**

Add the following:

Students can apply for transfer of credits on the basis of appropriate graduate level coursework completed at other post-secondary institutions. These courses should have been completed before joining the program.

Transfer Credit is limited by the MSc IS program residency requirements. The transferred credits cannot be applied toward foundation courses. The course work should be less than 7 years old at the time of application to the transfer of credits.

Only graduate level course that were successfully completed with a final grade of B- (70 per cent) or higher, will be considered for transfer credit.

Requests for Transfer Credit should be made AFTER the applicant is admitted to the program.

To apply for transfer credits, please complete the following steps:

1. Carefully review the transfer credit allowance for the program. You can access the program residency requirements and the program courses from the program regulations.
2. Complete the Transfer credit assessment form, making sure to include the following information for each course:
   - A clear indication of which COMP course in the MSc IS program you are targeting by the transfer.
   - Complete information about the course you have completed (course title and number, institution, and number of credits).
3. Submit a complete syllabus for each course, including course description, learning outcomes or objectives, list of the course material, outline of
covered topics, and course regulations related to mark for a passing grade.
4. Pay a non-refundable transfer credit evaluation fee for each course at the time of application for the transfer credit.

**Laddering the post-baccalaureate certificate in information technology management (PBC-ITM), post-baccalaureate certificate in data analytics (PBC-DA), and post-baccalaureate certificate in information security (PBC-IS) into the Master of Science in Information Systems**

Students who are admitted the MSc IS after completing one of the post-baccalaureates certificates (PBC-ITM, PBC-DA, and PBC-IS) will be able to transfer completed AU graduate COMP courses toward their Master program. Courses completed within the certificate will be considered for credit toward the MSc IS if they satisfy the following requirements:

- The course work is less than 7 years old at the time of admission to the program,
- The course satisfies the lowest acceptable grade specified in the MSc IS program regulations.

AU graduate courses completed as non-program students will be considered for credit toward the MSc IS. These courses must also be less than seven years old at the time of admission and must satisfy the lowest acceptable grade.

**Course Withdrawals and Refunds**

Revise ‘Withdrawal’ section to read:

**Withdrawal**
(After 30 Days of Course Start Date)

Students may withdraw from a course before the course end date without academic penalty. A "W" (Withdrawal) will appear on the transcript, which means the student has withdrawn without credit and without penalty. There is no refund, and learning resources should not be returned to Athabasca University. Students will not be able to withdraw from a course without academic penalty in any of the following cases:

- The course has no final exam and all coursework is deemed to have been submitted for marking.
- The course has final exam and the student has completed the final exam.

Under ‘Late Course Withdrawal’ section, delete the following:

(Less Than 30 Days Before the Course End Date)

If a student formally withdraws less than 30 days before the course end date, the official record will reflect a "WF" (Withdrawal Failure), and will be without academic penalty.

And, revise the following sentence to read:

The course end date is the scheduled end of an independent paced session for grouped study courses, and the expiry date of the course-contract period for individualized study courses.

And delete the following sentence:

This is program specific and should be in the program regulations and not course
regulations.

Kinshuk

Larbi Esmahi, Program Director, School of Computing and Information Systems presented this item.

Carried

5.3 Action

Approve changes to the Master of Education in Distance Education Program Regulations

Motion 19-05 That Academic Policy and Planning Committee approves the following changes to the Master of Education in Distance Education Program Regulations, effective September 01, 2015:
  • Change the number of required core credits from 18 credits (6 courses) to 15 credits (5 courses)
  • Change the number of required elective credits from 3 credits (1 course) to 6 credits (2 courses) for the thesis route and from 15 credits (5 courses) to 18 credits (6 courses) for the course-based route

And

• Change the core course requirements from MDDE 601, MDDE 602, MDDE 603, MDDE 604 and MDDE 605 to MDDE 601, MDDE 602, MDDE 603 and either MDDE 604 or MDDE 605

Murray

Marti Cleveland-Innes, Chair, Centre for Distance Education presented this item, noting ‘either MDDE 610 or 620’ needed to be added to the last bullet. This was accepted as a friendly amendment by mover.

The motion (restated) now reads:

That Academic Policy and Planning Committee approves the following changes to the Master of Education in Distance Education Program Regulations, effective September 01, 2015:
  • Change the number of required core credits from 18 credits (6 courses) to 15 credits (5 courses)
  • Change the number of required elective credits from 3 credits (1 course) to 6 credits (2 courses) for the thesis route and from 15 credits (5 courses) to 18 credits (6 courses) for the course-based route

And

• Change the core course requirements from MDDE 601, MDDE 602, MDDE 603, MDDE 604 and MDDE 605 to MDDE 601, MDDE 602, MDDE 603 and either MDDE 604 or MDDE 605 and either MDDE 610 or 620

Carried

5.4 Action

Approve changes to the Bachelor of Arts Sociology Concentration Program Regulations
Motion 19-06 That Academic Planning and Policy Committee approves the following changes to the Bachelor of Arts Sociology Concentration Program Regulations, effective September 01, 2015:

Under Requirements in addition to the general program requirements for the 3-year BA with Concentration

Add the following two courses to required core courses

- SOCI 335 Classical Sociological Theory and Its Relevance Today (3)
- SOCI 337 Contemporary Sociological Theory (3)

And

Change minimum of 27 Sociology Concentration Electives to 21 Sociology Concentration Electives

Al-Zyoud

Veronica Thompson, Dean, Faculty of Humanities and Social Sciences presented this item.

Carried

5.5 Action Approve changes to the Bachelor of Arts Anthropology Major, Concentration and Minor Program Regulations

Motion 19-07 That Academic Planning and Policy Committee approves the following changes to the Bachelor of Arts Anthropology Major, Concentration and Minor Program, effective September 01, 2015:

Bachelor of Arts Anthropology Concentration

Under Requirements in addition to the general program requirements for the 3-year BA with Concentration

2. 18 credits in the following designated Anthropology concentration core courses:

Change from ANTH 277 The Archaeology of Ancient Peoples (3) to ANTH 272 Introduction to Archaeology (3) or ANTH 277 The Archaeology of Ancient Peoples (3)

Bachelor of Arts Anthropology Major

Under Requirements in addition to the general program requirements for the 4-year BA with Major

2. 9 junior (200) level Anthropology credits:

Add

- ANTH 272 Introduction to Archaeology (3)
- ANTH 277 The Archaeology of Ancient Peoples (3)
- ANTH 275 Faces of Culture: an Introduction to Cultural Anthropology (3)
- ANTH 278 Human Evolution and Diversity (3)
**Bachelor of Arts Anthropology Minor**

Under Anthropology Minor,

2. 12 core credits:

Change from 12 core credits: ANTH 275, 277, 278, and 354
to 12 core credits: ANTH 275, 272 or 277, 278, and 354

Fabbro

Veronica Thompson, Dean, Faculty of Humanities and Social Sciences presented this item.

Carried

5.6 **Action**

Approve cross-listing Political Economy (POEC) 230 *Globalization of World Politics*,
Political Economy (POEC) 395 *Global Development Policies*, and Political Economy
(POEC) 483 *International Political Economy: The Politics of Globalization* with
International Relations (INTR)

Motion 19-08 That Academic Planning and Policy Committee approves the following cross-
listings, effective March 31, 2015:

- Political Economy/International Relations (POEC/INTR) 230 *Globalization of World Politics*
- Political Economy/International Relations (POEC/INTR) 395 *Global Development Policies*
- Political Economy/International Relations (POEC/INTR) 483 *International Political Economy: The Politics of Globalization*

Walsh

Veronica Thompson, Dean, Faculty of Humanities and Social Sciences presented this item.

Carried

6. **DISCUSSION ITEMS**

None

7. **INFORMATION ITEM**

None

8. **OTHER BUSINESS**

8.1 **Discussion** External Funding Opportunities

Member Arscott requested discussions on the university priorities for the Access to the
Future Fund offered by Alberta Innovation and Advanced Education be held at the
upcoming scheduled meetings of the committee. It was noted the fund was no longer
available and the Vice President Finance and Administration confirmed this.

Member Arscott inquired about the Canada First Research Excellence Fund (CFRER).
She noted the next competition deadline was August 31, 2015 and suggested more
information be obtained. Member Kinshuk noted faculty members of the Faculty of
Science and Technology are partner in a proposal that has recently been submitted.
The decisions on the proposals have not yet been announced.
8.2 Discussion Sustainability Task Force

Member Arscott commented on the appropriateness of the committee to discuss and present options to the task force on academic priorities.

Members agreed a special meeting be scheduled in April to discuss academic priorities of Athabasca University.

9. SCHEDULE OF PENDING ITEMS

9.1 Schedule of pending items presented for information.

The Acting Registrar noted, due to staffing resources, no action has been taken on revising the Undergraduate challenge for Credit Policy.

10. ADJOURNMENT

10.1 Motion 19-09 That the Academic Planning and Policy Committee be adjourned.

Fabbro Carried

The meeting adjourned at 10:34 a.m.