



# Athabasca University General Faculties Council

## Academic Planning, Policy, and Standards Committee

Approved Minutes for Meeting 10 of the Academic Planning, Policy, and Standards Committee held on January 17, 2017, in Governing Council Chambers, AU-Athabasca.

**Present:** Cindy Ives (Chair), Alain May, Donna Romyn, Richard MacLeod, Jane Arscott, Margaret Kierylo, Helen Mayes, Helen Salzl, Nancy Parker and via teleconference: Deborah Hurst, Veronica Thompson, Pamela Hawranik, Lisa Carter, Margaret Edwards, Mohamed Ally, Karen Cook, Shandip Saha, Dietmar Kennepohl, Kay Devine, Debbie Fraser, Larbi Esmahi, Susan Moisey, Eric Strikwerda

**Governance Staff:** Carol Lund (University Secretary), Eileen Hendy (Recording Secretary)

**Others:** Estelle Lo, John Latremouille, Rick Harland, David Head, Mark Crawford, Gustavo Carrero, Farook Al-Shamali, Karie Chambers, Ann Reynolds

**Regrets:** Jacob Musila, Ken Munyikwa, Tilly Jensen

### Call to Order

The Chair called the meeting to order at 9:32 a.m.

#### 1. APPROVAL OF AGENDA

- 1.1 **Motion 10-01** That Academic Planning, Policy, and Standards Committee approves the agenda as presented.

Hurst

Carried

#### 2. CONFLICT OF INTEREST

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

No conflicts declared.

#### 3. DISCUSSION ITEM

- 3.1 **Discussion on the Business and Student Services Administrative Practices Progress Report.** Vice President Finance and Administration, Interim Vice President Information Technology and Chief Information Officer and Vice President Advancement (Interim) were presented for this discussion. The Vice President Finance and Administration provided introductory comments.

Member Arscott asked the Vice Presidents what they thought was the quality of the report. The Vice Presidents overall responses were the report was a good exercise and starting point.

Member Saha inquired about the statement on page 42 that core applications (such as Banner) did not meet manufacturer's standards. The Interim Vice President Information Technology & Chair Information Officer noted the Banner student system contains customized coding that is not fully supported by the manufacturer. He further noted customization to Moodle is supported.

Member Hurst noted concern regarding the assumptions made and recommendations based on the assumptions. The Vice President Finance and Administration noted all factors need to be considered for each recommendation.

Member Parker noted table 4 on page 7 implies there is an implementation roadmap and priorities need to be identified.



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Member Arscott inquired how has the report been received and was informed Executive Group received the report, not approved the report. It was also noted no actions have been taken on the recommendations and no open conversations on the report have been held.

The Vice President Academic (Interim) noted it was agreed at GFC to wait until the third party review was conducted before having a general discussion on this report.

#### 4. MINUTES

- 4.1 **Motion 10-02 That Academic Planning, Policy, and Standards Committee approves the minutes of Meeting 09, held November 22, 2016, as amended.**

Hurst

**Amendment:**

Page 3 – Action item 5.1 ‘principles’ should read ‘principals’

**Carried**

#### 5. BUSINESS ARISING FROM THE MINUTES

- 5.1 **Action Update on Pre-requisite Working Group.**

The Vice President Academic (Interim) informed members the working group has been meeting and discussing pre-requisites.

Member Arscott inquired about the membership composition of the working group and was informed members included the Vice President Academic (Interim); Deans; Helen Salzl, Associate Registrar Admissions and Transfer Credit Services; Helen Mayes, Coordinator, Academic Services; and the Director, Academic Planning and Priorities.

#### 6. ACTION ITEMS

- 6.1 **Action Approve cross-listing Political Science 330 with International Relations 330.**

- Motion 10-03 That the Academic Planning, Policy, and Standards Committee approves cross-listing Political Science (POLI) 330: International and Global Politics with International Relations (INTR 330), effective January 17, 2017, as recommended by the Faculty Council of Humanities and Social Sciences and the Bachelor of Arts Program Council.**

Thompson

The Assistant Professor, Political Science presented this item.

Member Hurst inquired about changing the name of the course instead of cross-listing the course. The Dean, Faculty of Humanities and Social Sciences noted the name of course needed to be retained as there is a major and a minor in political science.

Member Parker inquired about the relationship between international relations and global studies and was informed thoughts are global studies has a broader focus that international relations.

**Carried**



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**6.2** Action Approve changes to the Bachelor of Science Program Regulations.

**Motion 10-04** That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Science Program Regulations (excluding the Bachelor of Science in Architecture), effective September 1, 2017, as recommended by the Faculty of Science and Technology Faculty Council and the Faculty of Science and Technology Undergraduate Program Council:

**Bachelor of Science (4 years) and Bachelor of Science (Post Diploma) (4 years)**

- Revise program requirements for minimum credits requirements, maximum credit requirements, and core course requirements
- Revise 'specific regulations', now called 'additional program regulations'
- Revise program requirements for minimum credit requirements, core and elective course requirements for the following Majors:
  - Applied Mathematics
  - Computing and Information Systems
  - Human Science
- Addition of and regulations for the following Minors:
  - Applied Mathematics
  - Computing
  - Information Systems
  - Human Science
  - Biology
  - Geoscience
  - Physical Sciences
  - Architecture
  - Learning Technology
  - Game Programming
  - Game Design and Development
  - Web Development
  - Information Systems Management
  - Psychology
  - Business Administration
  - Finance Management

And, further that the Academic Planning, Policy, and Standards Committee approves the addition of the provision for double majors in the Bachelor of Science (4 years) Program Regulations (excluding the Bachelor of Science (Post Diploma) (4 years)), effective September 1, 2017, as recommended by the Faculty of Science and Technology Faculty Council and the Faculty of Science and Technology Undergraduate Program Council.

**Carter**

The Undergraduate Program Director and Academic Coordinator presented this item.

Member Arscott noted students may not be able to move freely between majors and minors, and suggested the faculty track student comments regarding this matter. Member May commented students needed to be made aware of the restrictions.



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Member Salzl suggested the restrictions noted in the major also be noted in the minors. The presenter noted the suggestions.

It was noted the replaces/revises section on the outline of issue form should read *'Current Bachelor of Science, The Bachelor of Science Major in Human Science, the Bachelor of Science Major in Applied Mathematics, and the Bachelor of Science Major in Computing and Information Systems as well as the corresponding Post Diploma programs.'*

**Carried**

### 6.3 Action

Approve changes to the Bachelor of Management 3 year and 4 year Program Regulations.

#### **Motion 10-05**

That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Management 3 year and 4 year Program Regulations (all routes), effective September 1, 2010 to September 1, 2016, as recommended by the Faculty Council of the Faculty of Business and Faculty of Business Undergraduate Program Council:

- Add: Interpersonal Communication (COMM 243) or Group Communication (COMM 277) to the required course Mediated Interpersonal Communication (COMM 329)

#### **Hurst**

The Dean, Faculty of Business presented this item.

Member Parker inquired about the effective dates and was informed the reason for the effective date range was to capture the regulations this change affects.

It was suggested the addition of the courses to the required course Mediated Interpersonal Communication (COMM 329) be presented as follows:

Under Required Courses

From:

Mediated Interpersonal Communication (COMM 329)

To:

Mediated Interpersonal Communication (COMM 329)

or

Interpersonal Communication (COMM 243)

or

Group Communication (COMM 277)

The mover accepted this as a friendly amendment. The motion (restated) now reads:

**That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Management 3 year and 4 year Program Regulations (all routes), effective September 1, 2010 to September 1, 2016, as recommended by the Faculty Council of the Faculty of Business and Faculty of Business Undergraduate Program Council:**

**Under Required Courses**

**From:**

**Mediated Interpersonal Communication (COMM 329)**



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To:  
Mediated Interpersonal Communication (COMM 329)  
or  
Interpersonal Communication (COMM 243)  
or  
Group Communication (COMM 277)

Hurst

Carried

6.4 Action Approve changes to the Bachelor of Commerce Post-Diploma Program Regulations.

**Motion 10-06** That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Commerce (Post-Diploma) Program Regulations, all routes, effective September 1, 2010 to September 1, 2016, as recommended by the Faculty Council of the Faculty of Business and Faculty of Business Undergraduate Program Council:

- Add: Interpersonal Communication (COMM 243) or Group Communication (COMM 277) to the required course Mediated Interpersonal Communication (COMM 329)

Hurst

The Dean Faculty of Business presented this item.

It was suggested the addition of the courses to the required course Mediated Interpersonal Communication (COMM 329) be presented as follows:

Under Required Courses

From:  
Mediated Interpersonal Communication (COMM 329)

To:  
Mediated Interpersonal Communication (COMM 329)  
or  
Interpersonal Communication (COMM 243)  
or  
Group Communication (COMM 277)

The mover accepted this as a friendly amendment. The motion (restated) now reads:

**That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Commerce (Post-Diploma) Program Regulations, all routes, effective September 1, 2010 to September 1, 2016, as recommended by the Faculty Council of the Faculty of Business and Faculty of Business Undergraduate Program Council:**

**Under Required Courses**

**From:**  
**Mediated Interpersonal Communication (COMM 329)**

**To:**



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**Mediated Interpersonal Communication (COMM 329)  
or  
Interpersonal Communication (COMM 243)  
or  
Group Communication (COMM 277)**

**Hurst**

**Carried**

**6.5** Action Approve changes to the Bachelor of Management 4 year Human Resources Management Major Program Regulations.

**Motion 10-07** That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Management 4-year Human Resources Management Major Program Regulations, effective September 01, 2002, as recommended by the Faculty Council of Business and the Faculty of Business Undergraduate Program Council:

- students in the Bachelor of Management 4-year Human Resources Management Major required courses (regular and post diploma route) are required to take Conflict and Accommodation (IDRL 312) or Introduction to Labour Relations (IDRL 215), and that students who had taken IDRL 312 are precluded from taking IDRL 215 for credit

**Hurst**

The Dean, Faculty of Business presented this item.

It was noted the word 'or' is missing between IDRL 312 and IDRL 215 in attachment 2 (Bachelor of Management: Human Resources Management Major Program Regulations tracked changes version) and attachment 3 (Table of Amendments).

**Carried**

**6.6** Action Approve changes to the Doctor of Business Administration Program Regulations.

**Motion 10-08** That the Academic Planning, Policy, and Standards Committee approves the following change to the Doctor of Business Administration Program Regulations, effective January 17, 2017, as recommended by the Faculty Council of Graduate Studies, Faculty Council of Business and the Faculty of Business Doctor of Business Administration Program Council:

- Delete the Graduate Management Admission Test (GMAT) from the admission requirements

**Hurst**

The Doctor of Business Administration Program Director presented this item.

**Carried**

**6.7** Action Approve Changes to the Master of Business Administration Program Regulations.

**Motion 10-09** That the Academic Planning, Policy, and Standards Committee approved the following changes to the Consolidated Regulations for the award of the Post Baccalaureate Diploma in Management (PBDM) and Master of Business



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Administration (MBA), effective January 01, 2004, as recommended by the Faculty Council of Graduate Studies, Faculty Council of Business, and the Faculty of Business Doctor of Business Administration Program Council:

- Add MBA Orientation 598 to the program requirements

### Hurst

The Dean, Faculty of Business presented this item, noting the Faculty of Business Doctor of Business Administration Program Council should be the Faculty of Business Graduate Management Program Council.

This was accepted as a friendly amendment. The motion (restated) now reads:

**That the Academic Planning, Policy, and Standards Committee approved the following changes to the Consolidated Regulations for the award of the Post Baccalaureate Diploma in Management (PBDM) and Master of Business Administration (MBA), effective January 01, 2004, as recommended by the Faculty Council of Graduate Studies, Faculty Council of Business, and the Faculty of Business Graduate Management Program Council:**

- **Add MBA Orientation 598 to the program requirements**

Member MacLeod inquired if there were any students that have not taken this course and was informed all the students have taken this course.

The Dean, Faculty of Graduate Studies noted this proposal was presented at the Faculty of Graduate Studies Faculty Council and the student representatives did not express any concerns regarding this proposal.

**Carried**

- 6.8** Action Approve removal of cross-listing Mobile Computing and Commerce (ECOM 410) and Mobile Computing and Commerce (COMP 409).

**Motion 10-10 That the Academic Planning, Policy, and Standards Committee approves the removal of the cross-listing of Mobile Computing and Commerce (ECOM 410) and Mobile Computing and Commerce (COMP 409) effective January 17, 2017, as recommended by the Faculty Council of Business and the Faculty of Business Undergraduate Program Council.**

### Hurst

The Dean, Faculty of Business presented this item.

Member Romyn inquired about using the same name when cross-listing a course and was informed it is standard practice for cross-listed courses to have the same name.

**Carried**



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**6.9** Action Recommend approval of the Faculty of Business revised organization structure.

**Motion 10-11** That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council recommends that the Board of Governors approve the Faculty of Business revised organization structure as follows, effective March 30, 2017:

**From:**

**Faculty of Business  
Centre for Innovative Management  
Centre for Organizational Behaviour and Marketing  
Centre for Accounting and Taxation  
Centre for Finance, Economics, E-Commerce and Decision Sciences**

**To:**

**Faculty of Business  
Department, Accounting & Taxation  
Department, Organizational Analysis  
Department, Marketing, Entrepreneurship & Information Systems  
Department, Economics, Finance & Operations Management**

**Hurst**

The Dean, Faculty of Business presented this item.

Member Romyn inquired how the proposed name changes will impact Banner and was informed the name changes will not affect the student interaction side of Banner but changes will need to be made to the administrative side of Banner.

Member May noted the name change from 'centre' to 'department' will impact policies and procedures.

Member Edwards noted the Faculty of Health Disciplines is reviewing the naming of its centres also.

**Carried**

**6.10** Action Recommend approval of the addition of Hockey Management specialization within the Master of Business Administration.

**Motion 10-12** That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council recommends the Board of Governors approve the addition of hockey management specialization within the Master of Business Administration (MBA), effective March 30, 2017.

**Hurst**

The Dean, Faculty of Business presented this item, noting the proposal requires approval by Alberta Advanced Education and proposed the motion be revised to read:





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**That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council recommends the Board of Governors approve the addition of hockey management specialization within the Master of Business Administration (MBA), effective March 30, 2017, or thereafter at the discretion of the Vice President Academic, pending approval by Alberta Advanced Education.**

This was accepted as a friendly amendment.

Member May inquired about the Business of Hockey Institute's evaluation criteria for requirements for admission. The Dean, Faculty of Business outlined the approved evaluation criteria, noting the Faculty of Business reviewed and approved the criteria.

**Carried**

**6.11 Action** Recommend approval of the Research and Study Leave Travel and Relocation Policy.

**Motion 10-13** **That the Academic Planning, Policy, and Standards Committee recommends to Executive Group approval of the draft Research and Study Leave Travel and Relocation Policy, effective January 30, 2017; and that the Executive Group rescinds the existing Research and Study Leave Travel and Relocation Guidelines (dated April 01, 2002), effective January 30, 2017.**

**Romyn**

The Associate Vice President Research presented this item, noting the terms of office for members will be staggered to provide for overlapping terms of office and the budget for this committee will be transferred to the Research Centre.

**Carried**

## **7. INFORMATION AND DISCUSSION ITEMS**

### **7.1 FST Annual Undergraduate Program Update Report**

The Undergraduate Program Director, Faculty of Science and Technology presented this item.

### **7.2 Master of Science in Information Systems Annual Program Update**

The Graduate Program Director, Faculty of Science and Technology presented this item.

### **7.3 Undergraduate Online Course Evaluations**

The Director, Institutional Studies presented this item, noting detailed reports can be provided upon request.

### **7.4 Exploring Alberta Undergraduate Growth**

The Director, Institutional Studies presented this item.

### **7.5 2017-20 Comprehensive Institutional Plan (CIP) Guideline**

The Vice President Academic (Interim) presented this item.

Member Arscott inquired if the Advanced Education goals are listed in priority order. The Vice President Academic (Interim) responded she did not know if the goals are listed in priority order.

Member May noted Athabasca University's flexible system benefited student's with mental health issues.



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Member Arscott noted Athabasca University was over-subscribed with students with mental health and disability issues and did not receive adequate funding for services and support to these students.

Member Moisey noted it was important to differentiate between mental health and mental health issues caused by trauma.

Member Arscott noted the system of coordination refers to Campus Alberta and that this may be contentious. She suggested meetings be held with stakeholders. The Vice President Academic (Interim) noted an example of coordination is the collaborations Athabasca University has with other institutions.

Member Romyn inquired about the performance indicators and was informed performance indicators must measure actual performance.

### **7.6 University and Colleges Applicant Survey 2016 Results (CONFIDENTIAL)**

The Director, Institutional Studies presented this item.

### **7.7 National Survey of Student Engagement – Summary Results**

The Director, Institutional Studies presented this item.

### **8. SCHEDULE OF PENDING ITEMS**

None

### **9. ADJOURNMENT**

#### **9.1 Motion 10-14 That the Academic Planning, Policy, and Standards Committee be adjourned.**

**Romyn**

**Carried**

The meeting adjourned at 12: 00 p.m.