



Athabasca University General Faculties Council

Academic Planning, Policy, and Standards Committee

Approved Minutes for Meeting 13 of the Academic Planning, Policy, and Standards Committee held on May 16, 2017, in Governing Council Chambers, AU-Athabasca.

Present: Cindy Ives (Chair), Donna Romyne, Richard MacLeod, Pamela Hawranik, Margaret Kierylo, Helen Mayes, Nancy Parker, Helen Salzl and via teleconference: Alain May, Deborah Hurst, Veronica Thompson, Lisa Carter, Shandip Saha, Eric Strikwerda, Debbie Fraser, Ken Munyikwa, Dietmar Kennepohl, Larbi Esmahi, Susan Moisey

Regrets: Margaret Edwards, Mohamed Ally, Jacob Musila, Kay Devine, Tilly Jensen, Karen Cook

Governance Staff: Eileen Hendy (Recording Secretary)

Others: Ann Reynolds, Terra Murray, Linda Chmiliar, Lawris Ellefson, Gwen Rempel, Cynthia Tibbets, Joy Fraser, Jason Foster, Debra Hoven, Rick Harland, Laura Barakeris

Call to Order

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

1. APPROVAL OF AGENDA

- 1.1 **Motion 13-01** That the Academic Planning, Policy, and Standards Committee approves the agenda as amended.

Agenda items 5.6 and 5.7 were withdrawn.

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. MINUTES

- 3.1 **Motion 13-02** That the Academic Planning, Policy, and Standards Committee approves the minutes of Meeting 12, held April 11, 2017, as presented.

Moisey

Carried

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 **Update** **MSCHE Review Update**

The Director, Institutional Studies noted work was underway on AU's response and a draft will be ready by the end of June.

5. ACTION ITEMS

- 5.1 **Action** Approve changes to the Master of Education in Distance Education focus area courses.



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Motion 13-03 That the Academic Policy, Planning, and Standards Committee approves the following changes to the Master of Education in Distance Education specific focus area core courses, effective, May 16, 2017, as recommended by the Faculty Council of Graduate Studies and the Centre for Distance Education Council:

Focus Area: Leadership in Education (Course-based route)

- Change the core structure:

From

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training
- MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training
- MDDE 694: Capstone e-Portfolio Project

To

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 605: Planning and Management in Distance Education and Training
- MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training
- MDDE 694: Capstone e-Portfolio Project

Focus Area: Leadership in Education (Thesis-route)

- Change the core structure:

From

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training
- MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training

To

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 605: Planning and Management in Distance Education and Training
- MDDE 610: Survey of Current Education Technology; Or



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MDDE 620: Technology in Education and Training

Focus Area: Instructional Design (Course-based route)

- Change the core structure:

From

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training
- MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training
- MDDE 694: Capstone e-Portfolio Project

To

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education
- MDDE 610: Survey of Current Education Technology
- MDDE 694: Capstone e-Portfolio Project

Focus Area: Instructional Design (Thesis-route)

- Change the core structure:

From

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training
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To

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education
- MDDE 610: Survey of Current Education Technology

Focus Area: Mobile Learning (Course-based route)

- Change the core structure:

From



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- MDDE 601: Introduction to Distance and Training
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Focus Area: Mobile Learning (Thesis-route)

- Change the core structure:

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- MDDE 604: Instructional Design in Distance Education
- MDDE 610: Survey of Current Education Technology

Focus Area: K-12 Blended and Online Learning (Course-based route)

- Change the core structure:

From

- MDDE 601: Introduction to Distance and Training
- MDDE 602: Research Methods in Distance Education
- MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory
- MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training



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- MDDE 610: Survey of Current Education Technology; Or
MDDE 620: Technology in Education and Training
- MDDE 694: Capstone e-Portfolio Project

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Focus Area: K-12 Blended and Online Learning (Thesis-route)

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- MDDE 604: Instructional Design in Distance Education
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MDDE 620: Technology in Education and Training

Moisey

Member Moisey presented this item.

Members discussed:

- Effective date of May 16, 2017 for current students – it was noted current students would not be impacted by the changes. It was suggested the effective date be changed to September 01, 2017.
- Focus area appearing on transcript/parchment
- Calendar (Attachment 2) - Revise wording to reflect the required elective courses are for the focus area
- Learning outcomes for courses – it was noted learning outcomes are stated in each course
- Calendar (Attachment 2) - Focus area Instructional Design states 2 elective courses but 3 courses are listed – it was noted the word ‘or’ is missing – should read “MDDE 618 or MDDE 619”



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The suggestion to change the effective date from May 16, 2017 to September 01, 2017 was accepted as a friendly amendment by the mover.

The motion (restated) now reads:

That the Academic Policy, Planning, and Standards Committee approves the following changes to the Master of Education in Distance Education specific focus area core courses, effective, September 01, 2017, as recommended by the Faculty Council of Graduate Studies and the Centre for Distance Education Council:

Focus Area: Leadership in Education (Course-based route)

- ***Change the core structure:***

From

- ***MDDE 601: Introduction to Distance and Training***
- ***MDDE 602: Research Methods in Distance Education***
- ***MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory***
- ***MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training***
- ***MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training***
- ***MDDE 694: Capstone e-Portfolio Project***

To

- ***MDDE 601: Introduction to Distance and Training***
- ***MDDE 602: Research Methods in Distance Education***
- ***MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory***
- ***MDDE 605: Planning and Management in Distance Education and Training***
- ***MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training***
- ***MDDE 694: Capstone e-Portfolio Project***

Focus Area: Leadership in Education (Thesis-route)

- ***Change the core structure:***

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- ***MDDE 601: Introduction to Distance and Training***
- ***MDDE 602: Research Methods in Distance Education***
- ***MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory***
- ***MDDE 604: Instructional Design in Distance Education; Or MDDE 605: Planning and Management in Distance Education and Training***
- ***MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training***

To

- ***MDDE 601: Introduction to Distance and Training***



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- **MDDE 602: Research Methods in Distance Education**
- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
- **MDDE 605: Planning and Management in Distance Education and Training**
- **MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training**

Focus Area: Instructional Design (Course-based route)

- **Change the core structure:**

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- **MDDE 601: Introduction to Distance and Training**
- **MDDE 602: Research Methods in Distance Education**
- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
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- **MDDE 601: Introduction to Distance and Training**
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- **MDDE 604: Instructional Design in Distance Education**
- **MDDE 610: Survey of Current Education Technology**
- **MDDE 694: Capstone e-Portfolio Project**

Focus Area: Instructional Design (Thesis-route)

- **Change the core structure:**

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- **MDDE 602: Research Methods in Distance Education**
- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
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- **MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training**

To

- **MDDE 601: Introduction to Distance and Training**
- **MDDE 602: Research Methods in Distance Education**
- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
- **MDDE 604: Instructional Design in Distance Education**



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- **MDDE 610: Survey of Current Education Technology**

Focus Area: Mobile Learning (Course-based route)

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From

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- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
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- **MDDE 610: Survey of Current Education Technology**
- **MDDE 694: Capstone e-Portfolio Project**

Focus Area: Mobile Learning (Thesis-route)

- **Change the core structure:**

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- **MDDE 601: Introduction to Distance and Training**
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- **MDDE 604: Instructional Design in Distance Education**
- **MDDE 610: Survey of Current Education Technology**

Focus Area: K-12 Blended and Online Learning (Course-based route)

- **Change the core structure:**

From



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- **MDDE 601: Introduction to Distance and Training**
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- **MDDE 694: Capstone e-Portfolio Project**

Focus Area: K-12 Blended and Online Learning (Thesis-route)

- **Change the core structure:**

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- **MDDE 602: Research Methods in Distance Education**
- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
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- **MDDE 603: Foundations of Instructional Design: Systems Analysis and Learning Theory**
- **MDDE 604: Instructional Design in Distance Education**
- **MDDE 610: Survey of Current Education Technology; Or MDDE 620: Technology in Education and Training**

Carried

5.2 Action Approve cross listing NURS 609 Health: Trends and Issues and changes to the Master of Nursing Generalist Stream Program Regulations and the Master of Health Studies Program Regulations.

Motion 13-04 That the Academic Planning, Policy, and Standards Committee approves cross-listing NURS 609 Health: Trends and Issues as MHST 609 Health: Trends and Issues, effective May 16, 2017, as recommended by the Faculty



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Council of Health Disciplines and the Master of Nursing Generalist Stream (MNGen)/Master of Health Studies (MHS) Program Council.

AND further, that the Academic Planning, Policy, and Standards Committee approves the following changes to the Master of Nursing Generalist Stream (MNGen) Program Regulations, effective September 1, 2017, as recommended by the Faculty Council of Health Disciplines and MNGen/MHS Program Council:

- **Remove MHST/NURS 607 Developing Successful Project and Program Proposals (3) as a Core Course**
- **Add MHST/NURS 607 Developing Successful Project and Program Proposals (3) to the list of Curriculum Courses**
- **Add the cross listed MHST/NURS 609 Health: Trends and Issues (3) as a Core Course**
- **Change the number of core courses required in the MN Gen from five to four courses and the number of elective courses required from two to three courses**
- **Remove MHST/NURS 607 Developing Successful Project and Program Proposals (3) as a required course for Post-Baccalaureate Nurse Practitioners seeking admission to the Master of Nursing: Generalist Program**
- **Add MHST/NURS 609 Health: Trends and Issues (3) as a required course for Post-Baccalaureate Nurse Practitioners seeking admission to the Master of Nursing: Generalist Program**

AND further, that the Academic Planning, Policy, and Standards Committee approves the following changes to the Master of Health Studies (MHS) Program Regulations, effective September 1, 2017, as recommended by the Faculty Council of Health Disciplines and MNGen/MHS Program Council:

- **Remove MHST/NURS 607 Developing Successful Project and Program Proposals (3) as a Core Course**
- **Add MHST/NURS 607 Developing Successful Project and Program Proposals (3) to the list of Curriculum Courses**
- **Add MHST/NURS 609 Health: Trends and Issues (3) as a Core Course**

Romyn

Terra Murray, Graduate Program Director, Centre for Nursing & Health Studies/Graduate Programs presented this item.

Members discussed:

- Curriculum courses being elective courses
- Need to cross-list courses

Carried

5.3 Action Approve Cross-Listing Psychology (PSYC) 478: *Autism Spectrum Disorder* as Educational Psychology (EDPY) 478: *Autism Spectrum Disorder*

Motion 13-05 That the Academic Planning, Policy, and Standards Committee approves cross-listing Psychology (PSYC) 478: *Autism Spectrum Disorder* as Educational Psychology (EDPY) 478: *Autism Spectrum Disorder*, effective May 16, 2017, as recommended by the Faculty Council of Humanities and Social Sciences and the Bachelor of Arts Program Council.



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Thompson

Linda Chmiliar, Chair, Centre for Social Sciences presented this item.

Carried

- 5.4** Action Approve change to the Consolidated Regulations for the Award of the Post Baccalaureate Diploma in Management (PBDM) Master of Business Administration – MBA.

Motion 13-06 That the Academic Planning, Policy, and Standards Committee approves the following change to the Post Baccalaureate Diploma in Management (PBDM) Master of Business Administration – MBA, effective May 16, 2017, as recommended by the Faculty Council of Graduate Studies, Faculty Council of Business and the Faculty of Business Graduate Management Program Council:

- Under 2. Admission Requirements, 2.1 c) second paragraph, after ...overall GPA of 3.0, add *in the final 60 credits...* The paragraph would read:

To be eligible for the Accelerated Admission Route, the applicant must have obtained an overall GPA of 3.0 in the final 60 credits in the presenting bachelor degree of business and the degree must have been obtained in the previous ten (10) years. At the discretion of the MBA Admissions Committee, applicants with a bachelor degree in business that is more than ten (10) years old may be admitted through the Accelerated Admission Route but may be required to take one or more Phase 1 and/or Phase 2 core courses in addition to the regular Accelerated Admission Route courses.

Hurst

The Dean, Faculty of Business presented this item.

Members discussed:

- Method of determining courses last taken
- Giving notice to students of the proposed change

Carried

- 5.5** Action Recommend approval of changes to the Deceased Student Policy (115)

Motion 13-07 That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council approves changes to the Deceased Student Policy (115), effective June 14, 2017.

MacLeod

The Coordinator, Enrolment, Records & Examination Services, Office of the Registrar presented this item.

Members discussed:

Definition of 'next of kin' – it was suggested the definition be revised to reflect the provincial government definition for 'next of kin' and provide examples of 'relative'
Add definition 'executor'



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Procedure 2.a. – add academic experts with tutors

Procedure 2.c. - change Library Services to Library and Scholarly Resources

The suggestion to revise the definition of 'next to kin' and add a definition for 'executor' were accepted as friendly amendments to the policy by the mover.

The motion (repeated) now reads:

That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council approves changes to the Deceased Student Policy (115), effective June 14, 2017, as amended.

Carried

5.6 Action Recommend approval of changes to the Application for Graduation Policy (041)

Motion 13-08 **That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council approves the changes to the Application for Graduation Policy (041), effective June 14, 2017.**

MacLeod

The Associate Registrar, Office of the Registrar presented this item.

Carried

5.7 Action Recommend approval of changes to the Undergraduate Course Extension Policy (096)

Motion 13-09 **That the Academic Planning, Policy, and Standards Committee recommends General Faculties Council approves the changes to the Undergraduate Course Extension Policy (096), effective June 14, 2017.**

MacLeod

The Associate Registrar, Office of the Registrar presented this item.

It was suggested a provision noting students can request course extensions right up to the contract date be added to the procedure. The Registrar agreed.

Carried

6. INFORMATION AND DISCUSSION ITEMS

6.1 **Master of Counseling (MC), Post-Baccalaureate Diploma in Counselling (PBDC), and Post-Masters Certificate in Counselling (PMCC) Annual Program updates.**

Gwen Rempel, Chair/Program Director, Centre for Nursing & Health Studies/Graduate Programs presented this item.

6.2 **Master of Health Studies, Master of Nursing and Post Master's Diploma Nurse Practitioner (PMD:NP) Annual Program updates**

Gwen Rempel, Chair/Program Director, Centre for Nursing & Health Studies/Graduate Programs presented this item.

6.3 **Bachelor of Nursing (Post LPN and Post RN) Annual Program Update (2011 Review)**

Cynthia Tibbetts, Program Director, Centre for Nursing & Health Studies presented this item.



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6.4 2016 BN Program Review

Cynthia Tibbetts, Program Director, Centre for Nursing & Health Studies presented this item.

6.5 Adding pre-requisites to MHS and MNGEN courses in the Centre of Nursing and Health Studies

Terra Murray, Graduate Program Director, Centre for Nursing & Health Studies/Graduate Programs presented this item.

Members discussed:

- Cross-listed courses being pre-requisites
- Pre-requisites changed the order students take courses but not the courses students have to take

It was noted there is no definition for 'pre-requisite' and it was suggested a definition be developed.

6.6 2016-2017 Bachelor of Health Administration Program Annual Update

Joy Fraser, Program Director, Bachelor of Health Administration presented this item.

Members discussed:

- Program learning outcomes
- Courses revised to meet new standards
- Activities being undertaken with the indigenous communities

6.7 2016-2017 Bachelor of Human Resources and Labour Relations Program Annual Update

Jason Foster, Program Director, Bachelor of Human Resources and Labour Relations presented this item.

6.8 2016-2017 Bachelor of Arts Program Annual Update

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

6.9 Doctor of Education in Distance Education Response to Program Review

Debra Hoven, Associate Professor, Centre for Distance Education presented this item.

The Dean, Faculty of Graduate Studies noted the Faculty of Graduate Studies can assist the Centre for Distance Education in meeting its proposed actions. It was agreed the Dean, Faculty of Graduate Studies would follow-up with the Centre of Distance Education.

It was noted not all of the external reviewers' recommendations are included in the response and action plan. The presenter agreed, noting only the recommendations the Centre for Distance Education is responding to are included. It was suggested a list of all the recommendations be included, noting why the recommendations are not being responded to.

6.10 Draft Strategic Enrolment Management Action Plan

The Registrar, Chair of the Strategic Enrolment Management Plan Working Group, presented this item, noting the following priorities have been established:

1. Motivate students near credential completion (recommendation 1) and communicate with students who have not started their course (recommendation 2);
2. Motivate program students with lapsed studies (recommendation 1) and systematic onboarding activities leveraging existing content (recommendation 2);
3. Motivate applicants to first course registration (recommendation 1).

Members discussed:

- Role for learning analytics
- Forms of communicating with students



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- Need to reach out to graduate students

7. SCHEDULE OF PENDING ITEMS
None

8. ADJOURNMENT

- 8.1 Motion 13-10 That the Academic Planning, Policy, and Standards Committee be adjourned.**
Kennepohl **Carried**

The meeting adjourned at 11:30 a.m.