

## Completing an Outline of Issue Form (September 2015)



### Athabasca University General Faculties Council

<NOTE:a template is available for each GFC Standing Committee on the OUS website>

For the Meeting of <month,date,year>

**AGENDA ITEM NO. OUS will add**

#### OUTLINE OF ISSUE

**Agenda Title:** [the title that will appear on the agenda – OUS will revise accordingly]

**Motion:** THAT [the motion to be presented at the meeting – OUS will revise accordingly]

If a proposal is an information and discussion item change 'Motion' to 'Action' and enter what action is to be taken (e.g., For information and discussion only).

**NOTE:** To provide clarity and concise accurate records of the actions taken at General Faculties Council and Standing Committee meetings, please use full proper names with acronyms in brackets when wording motions for agenda item submissions. For example:

- Psychology (PSYC) 290: General Psychology **instead of** PSYC 290
- Bachelor of Arts **instead of** BA

#### Item

<b>Action Requested</b>	<input type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Recommendation</b> <input type="checkbox"/> <b>Discussion/Advice</b> <input type="checkbox"/> <b>Information</b> Double click on the checkbox you want to check off and a field options box will open. Click "checked" in the default value field. You may check more than one box.
<b>Proposed by</b>	Enter name and title of the officer (e.g., President/Vice President/Dean) bringing the item forward. (e.g., Cindy Ives, Vice President, Academic (Interim)) Do not use abbreviation (e.g., VPA)
<b>Presenter</b>	Enter name and title of person presenting (e.g., Richard MacLeod, Registrar)
<b>Subject</b>	Enter brief title – could be same as agenda title

#### Details

<b>Responsibility</b>	< provide name of the Office that holds responsibility for the issue> (e.g., Vice President, Academic)
<b>The Purpose of the Proposal is (please be specific)</b>	Describe the purpose of the proposal. Be as specific as possible.  <b>Example:</b> To remove ORGB 430 Information Systems and Organizational Design as an e-Commerce major core course from the Bachelor of Commerce e-Commerce program regulations (all routes) as it has been permanently closed and is no longer being offered.
<b>The Impact of the Proposal is</b>	Briefly describe the impact of the proposal.  <b>Example:</b> To clarify the major core courses for students and that ORGB 430 is no longer an available selection.
<b>Replaces/Revises (eg, policies, resolutions)</b>	If applicable, list what the proposal replaces or revises.  <b>Example:</b> The current Bachelor of Commerce e-Commerce Program Regulations

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<b>Timeline/Implementation Date</b>	Enter the date for when the proposal is to come into effect. If the proposal is to come into effect on the date it is approved, then enter the date of the meeting the proposal is to be approved. This date will be included in the motion as the effective date.  <b>Note: When selecting the date the proposal is to come into effect, take into consideration a meeting may be cancelled or no actions may be made at the meeting due to lack of quorum at the meeting.</b>
<b>Notes</b>	Any additional information that may be informative.

#### Alignment/Compliance

<b>Alignment with Guiding Documents</b>	<Strategic University Plan, Comprehensive Institutional Plan, other>  Enter full name of plan/other, including the specific goal(s) and objective(s)  <b>Examples:</b> Strategic University Plan 2011-16 – Goal 1: To be the Leader in Quality Open and Distance Education - Strategic Objective 1.1: Strengthen the quality and responsiveness of undergraduate and graduate courses and programs.  Comprehensive Institutional Plan 2015-2018 – Goal: Quality
<b>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</b>	<PSLA, Mandate, University Policy and Procedure, BoG, GFC, Committee Terms of Reference, University Calendar, other>  Enter full name, including section or provision.  <b>Examples:</b> Section 26(1)(m) <i>Post-Secondary Learning Act</i> Course Development Policy

#### Routing (Include meeting dates)

<b>Consultative Route (parties who have seen the proposal and in what capacity)</b>	List all parties who have been consulted and in what capacity, including date or time frame. Consider including a brief statement of the consulting party's comments/response.  <b>Examples:</b> Office of the Registrar – September 2014 Commented no suggestions for revisions to the program regulations  Director, Library Services – September 2014 Suggested including links to library resources available  Centre for Nursing & Health Studies (CNHS) Program Council – October 2014 Commented proposed change did not impact any program  Dean, Faculty of Health Disciplines – December 2014 Expressed concerns regarding terminology used in the program description. The proposal was revised to address these concerns.
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<p><b>Approval Route (Governance) (including meeting dates)</b></p>	<p>List all bodies (full name) that have approved the proposal up to the time the proposal is submitted to a GFC Standing Committee for consideration. For each approval include the meeting date, motion number (if any) and motion. Once a proposal is submitted for consideration by a GFC standing committee, OUS will add the approval before the proposal is submitted to the next GFC Standing Committee for consideration. If the proposal requires revision, then the submitter is responsible for adding the GFC Standing Committee approval. Also, list all approvals yet required.</p> <p><b>Examples:</b></p> <p>Approved, [name] Program Council, September 24, 2015</p> <p style="padding-left: 40px;"><i>Motion XX-XX: That the NAME Program Council recommends to the Faculty Council of Humanities and Social Sciences approval of the NEW PROGRAM NAME, effective September 1, 2020.</i></p> <p>Approved, Bachelor of Arts Program Council, September 24, 2015</p> <p style="padding-left: 40px;"><i>Motion XX-XX: That the Bachelor of Arts Program Council recommends to the Faculty Council of Humanities and Social Sciences approval of the following changes to the Bachelor of Arts Humanities Major Program Regulations, effective September 1, 2020:</i>  <span style="padding-left: 80px;"><i>[list the proposed changes]</i></span></p> <p>Approved, Faculty of Humanities &amp; Social Sciences, September 25, 2015</p> <p style="padding-left: 40px;"><i>Motion XX-XX: That the Faculty Council of Humanities and Social Sciences recommends the Faculty Council of Graduate Studies recommends to the Academic Planning, Policy and Standards Committee approval of the NEW PROGRAM, effective September 1, 2020, as recommended by the Bachelor of Arts Program Council.</i></p> <p>Approved, Faculty of Humanities &amp; Social Sciences, September 25, 2015</p> <p style="padding-left: 40px;"><i>Motion XX-XX: That the Faculty Council of Humanities and Social Sciences recommends to the Academic Planning, Policy and Standards Committee approval of the following changes to the Bachelor of Arts Humanities Major Program Regulations, effective September 1, 2020, as recommended by the Bachelor of Arts Program Council:</i>  <span style="padding-left: 80px;"><i>[list the proposed changes]</i></span></p> <p>Approved, Faculty of Graduate Studies Faculty Council, September 26, 2015</p> <p style="padding-left: 40px;"><i>Motion XX-XX: That the Faculty Council of Graduate Studies recommends to the Academic Planning, Policy, and Standards Committee approval of the NEW PROGRAM, effective September 1, 2020, as recommended by the Faculty Council of Humanities and Social Sciences and the Bachelor of Arts Program Council.</i></p>
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#### AGENDA ITEM NO. **OUS will add**

	<p>Approved, GFC Academic Planning, Policy, and Standards Committee, September 27, 2015</p> <p style="text-align: center;"><i>Motion XX-XX: That the Academic Planning, Policy, and Standards Committee recommends to General Faculties Council approval of the NEW PROGRAM, effective September 1, 2020, as recommended by the Faculty Council of Graduate Studies, the Faculty Council of Humanities and Social Sciences and the Bachelor of Arts Program Council.</i></p> <p>Approved, GFC Academic Planning, Policy, and Standards Committee, September 27, 2015</p> <p style="text-align: center;"><i>Motion XX-XX: That the Academic Planning, Policy, and Standards Committee approves the following changes to the Bachelor of Arts Humanities Major Program Regulations, effective September 1, 2020, as recommended by the Faculty Council of Humanities and Social Sciences and the Bachelor of Arts Program Council: [list the proposed changes]</i></p> <p>Approvals Yet Required:</p> <ul style="list-style-type: none"> <li>• General Faculties Council</li> <li>• Board of Governors, Academic Affairs Committee</li> <li>• Board of Governors</li> <li>• Alberta Innovation and Advanced Education</li> </ul>
<b>Final Approver</b>	<p>List final approver for the proposal.</p> <p><b>Examples:</b></p> <p style="padding-left: 20px;">General Faculties Council Academic Planning, Policy, and Standards Committee</p> <p style="padding-left: 20px;">General Faculties Council</p> <p style="padding-left: 20px;">The Board of Governors of Athabasca University and Alberta Innovation and Advanced Education</p>

Attachments (each to be numbered 1 - <>) ensure each attachment is named or titled accurately and listed below.

1. Title of attachment (page(s) 1 - <>)

**Examples:**

1. Table of Amendments – Master of Education in Distance Education Program Regulations (pages 1-5)
2. Master of Education in Distance Education Program Regulations (tracked changes) (pages 1-8)

**Please note:**

The order for attachments is:

1. Table of Amendments (if required) (pages x-x)
2. Tracked change document (if required) (pages x-x)
3. Additional documents as required (pages x-x)

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For policies, the order for attachments is:

1. Table of Amendments – Parchment Replacement Policy (pages x-x)
2. Parchment Replacement Policy – Draft (pages x-x)
3. Parchment Replacement Policy - Policy Development Form (pages x-x)
4. Parchment Replacement Policy - Policy Notification Form (pages x-x)
5. Parchment Replacement Procedures (pages x-x)
6. Parchment Replacement Procedures - Procedure Development Form (pages x-x)
7. Parchment Replacement Procedures - Procedure Notification Form (pages x-x)
8. Parchment Replacement Policy – Current (pages x-x)

*Prepared by:* <Name, Title> List the full name and title of the person submitting the proposal.