Approved minutes for meeting 06 of the Academic Planning and Policy Committee held on October 2, 2012, in Athabasca University Governing Council Chambers, Athabasca, AB.

In Attendance: Dietmar Kennepohl (Chair), Pamela Walsh, Nancy Parker, and via teleconference: Estelle Lo, James D’Arcy, Sharon Moore, Deborah Hurst, Kinshuk, Kennedy Munyikwa, Houda Trabelsi, Shauna Reckseidler-Zenteno

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

Others Present: Cindy Ives, Helen Salzl, Helen Mayes, Roland Treu and via teleconference: Lisa Carter, Ingo Schmidt, Marti Cleveland-Innes, Jill Hunter, Laura Barakeris

Regrets: Frits Pannekoek, Margaret Haughey, Brian Stewart, Derek Briton, Gina Wong, Pamela Hawranik

Call to Order

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

1. **APPROVAL OF AGENDA**

1.1 Motion 06-01 That Academic Planning and Policy Committee approve the agenda as presented.

    Moore 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 06-02 That Academic Planning and Policy Committee approve the minutes of Meeting 04, held May 1, 2012 as presented.

    Kinshuk Carried

3.2 Motion 06-03 That Academic Planning and Policy Committee approve the minutes of Meeting 05, held asynchronously on June 11, 2012 as presented.

    Walsh Carried

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 Motion 06-04 That Academic Planning and Policy Committee rescind motion 05-2 approved by the GFC Academic Planning and Policy Committee on June 11, 2012.

    Motion 05-2 reads:

    *That Academic Planning and Policy Committee approve changing the name of the credential from University Certificate: Health Development Administration to University Diploma in Health Administration, effective September 1, 2012.*
Helen Mayes noted changing the name of a credential requires approval from Alberta Enterprise and Advanced Education and that is the reason for rescinding this motion and proposing the following motion.

**Motion 06-05**

That Academic Planning and Policy Committee approve changing the name of the credential from University Certificate: Health Development Administration to University Diploma in Health Administration, subject to approval by Alberta Enterprise and Advanced Education and effective upon approval by Alberta Enterprise and Advanced Education.

Walsh  
Carried

### 5. ACTION ITEMS

#### 5.1 Action

**Approve Bachelor of Arts Minor in Global Labour Studies**

**Motion 06-06**

That Academic Planning and Policy Committee approve a Bachelor of Arts Minor in Global Labour Studies as presented, effective upon approval by GFC Academic Planning and Policy Committee.

Hurst

Ingo Schmidt presented this item.

During the ensuing discussion, the presenter addressed questions expressed by members concerning the following matters: projected enrolment, Alberta Enterprise and Advanced Education’s criteria and guidelines regarding low enrolment programs, lack of information regarding demand for the program and budgets for marketing of programs.

The mover withdrew the motion. The Chair declared the motion withdrawn.

Withdrawn

The Chair requested the presenter to revise the proposal to include information regarding demand for the program and re-submit the proposal to the November 6, 2012 Academic Planning and Policy Committee meeting.

#### 5.2 Action

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

**Motion 06-07**

That Academic Planning and Policy Committee approve the following changes to the Master of Education in Distance Education Regulations, effective October 2, 2012:

- Under “Required Core Courses” add:

  For all program students, MDDE 601 and MDDE 602 must be taken in that order, either concurrently or consecutively, before any other program course.

- Under “Course-related Procedures” add:

  It is required that program students take MDDE 601 and 602, in that order,
either concurrently or consecutively, prior to other courses in the program.

- Under “MEd Program Structure – 2. Course-based Route” change:

  “At the conclusion of course, a written comprehensive examination or an e-portfolio and oral defense must be passed.”

  to

  “At the conclusion of course work, an e-portfolio must be created and presented and an oral defense must be passed.”

And further,

- for all program students, add the following two new courses to the list of electives, effective October 2, 2012:

  - MDDE 622: Openness in Education
  - MDDE 630: Trends and Issues in K-12 Distance Education

**Kinshuk**

Marti Cleveland-Innes presented this item.

During the ensuing discussion, the presenter addressed questions expressed by members concerning the following matters: the time limit to complete the comprehensive exam and the maintaining of e-portfolio records.

Member D'Arcy asked the note referring to IQAS waiting period in the calendar under MEd Program Application Procedure, section 5 be deleted. This was accepted as a friendly amendment by the mover.

The motion (restated) now reads as follows:

**THAT Academic Planning and Policy Committee approve the following changes to the Master of Education in Distance Education Regulations, effective October 2, 2012:**

- Under “Required Core Courses” add:

  For all program students, MDDE 601 and MDDE 602 must be taken in that order, either concurrently or consecutively, before any other program course.

- Under “Course-related Procedures” add:

  It is required that program students take MDDE 601 and 602, in that order, either concurrently or consecutively, prior to other courses in the program.

- Under “MEd Program Structure – 2. Course-based Route” change:

  “At the conclusion of course, a written comprehensive examination or an e-portfolio and oral defense must be passed.”

  to
“At the conclusion of course work, an e-portfolio must be created and presented and an oral defense must be passed.”

And further,

- for all program students, add the following two new courses to the list of electives, effective October 2, 2012:
  - MDDE 622: Openness in Education
  - MDDE 630: Trends and Issues in K-12 Distance Education

and

- the note contained in brackets regarding the IQAS waiting period in section 5 of the MEd Program Application Procedure of the Calendar be deleted.

Carried

5.3 Action

Recommend approval of the Master of Science in Environmental Science

Motion 06-08

That Academic Planning and Policy Committee recommend approval of the Master of Science in Environmental Science to GFC, effective September 1, 2013 or thereafter at the discretion of the Vice President Academic, pending approval by the Board of Governors and Alberta Advanced Education and Technology.

Kinshuk

Roland Treu presented this item.

During the ensuing discussion, the presenter addressed questions expressed by members concerning the following matters: the number of students that can be supported per year and accommodating students to complete field and lab work who are unable to come to AU-Athabasca.

Carried

5.4 Action

Approve rescinding Change of Grade Policy (081)

Motion 06-09

That Academic Planning and Policy Committee approve rescinding the Change of Grade Policy (081), effective upon approval by the GFC Academic Planning and Policy Committee.

D’Arcy

James D’Arcy presented this item noting this is a “housekeeping” matter as this policy should have been rescinded in 2004 after the Undergraduate Grading Policy (129) and Graduate Grading Policy (130) were approved as they cover the content of the Change of Grade Policy (081).

Carried
5.5 Action       Approve rescinding Letter of Permission: Necessary Conditions Policy (124)

Motion 06-10    That Academic Planning and Policy Committee approve rescinding the Letter of Permission: Necessary Conditions (124), effective upon approval by the GFC Academic Planning and Policy Committee.

Trabelsi

James D’ArCY presented this item noting this policy is no longer followed as the process/conditions are set out in the Undergraduate Calendar.

Carried

5.6 Action       Fair Dealing Policy and Procedures (Draft) - discuss and provide feedback

Cindy Ives presented this item.

The Chair requested members send comments to presenter.

Carried

6.     DISCUSSION ITEMS

6.1 Discussion    Sabbaticals

This item was deferred to the next meeting.

7.     INFORMATION ITEMS

None

8.     OTHER BUSINESS

None

9.     SCHEDULE OF PENDING ITEMS

The Schedule of Pending Items was received for information.

10.    ADJOURNMENT

10.1 Motion 06-11 That the Academic Planning and Policy Committee be adjourned.

Walsh

Carried

The meeting adjourned at 11:00 a.m.