

Academic Standards Committee
April 30, 2024 at 3pm – 5pm
University Boardroom A341

IN ATTENDANCE:

Lee Easton	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
Marc Schroeder	MRFA Academic Policy and Governance Officer
Kelly Williams-Whitt	Dean Representative
Mary-Lee Mulholland	GFC Academic Staff Member (Arts)
Jon Mee	GFC Academic Staff Member (Science & Technology) (<i>via Google Meet</i>)
Chris Moxham	Academic Staff Member (Teaching & Learning)
Kalen Keavey	Academic Staff Member (University Library)
Tala Abu Hayyaneh	Student Representative
Fiona Chetty	Student Representative

Resources

Geri Lynn Gouglas	University Registrar & Associate Vice-President, Enrolment Management
Cheryl Melatdoost	Academic Quality Assurance Coordinator
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

Guests

Adam Cave	Vice-Dean, Bissett School of Business
AnneMarie Dorland	Program Review Team, Bissett School of Business
Catherine Pearl	Program Review Team, Bissett School of Business
Deepa Upadhyaya	Program Review Team, School of Nursing and Midwifery
Elizabeth Van Den Kerkhof	Program Review Team, School of Nursing and Midwifery
Stephen Price	Dean, Faculty of Health, Community and Education

NOT IN ATTENDANCE:

Anh Nguyen	GFC Academic Staff Member (Business & Communication Studies)
Joyce Totton	GFC Academic Staff Member (Health, Community & Education)
Phil Warsaba	Vice-President, Students

The Chair called the meeting to order at 3:02PM.

1. Approval of Agenda

Moved and seconded:

THAT the Agenda for the April 30, 2024 Academic Standards Committee meeting be approved.

Motion carried

2. Approval of Meeting Minutes

2.1. Minutes from March 12, 2024

Moved and seconded:

THAT the Minutes of the March 12, 2024 Academic Standards Committee meeting be approved.

Motion carried

2.2. Business Arising from the Minutes

With respect to the Sociology Program Review, it was requested that ASC provides context when recommending revisions on program reviews. The Chair acknowledged the feedback and will ensure recommended revisions from ASC are provided with rationale, and it will be communicated to Program Review teams that they can request additional clarification at any point during or after the ASC meeting their review is considered at.

3. Program Review: Bachelor of Midwifery

The Chair gave a summary of the member feedback provided in the pre-collection of feedback form for the Midwifery Program Review. A preliminary discussion of the review focused on identifying potential questions to ask the program review guests.

S. Price, D. Upadhyaya and E. Van Den Kerkhof joined the meeting.

Discussion:

- The program review guests gave an overview of their experience and key learnings from the program review process.
- In response to questions, more information and clarification was provided on the following areas of the review:
 - The tension between faculty full-time workloads and their clinical practice, and initiatives underway to address those challenges
 - Response to the external reviewer's recommendations regarding supports for the experiential curriculum (practicum)
 - Accreditation review cycle

S. Price, D. Upadhyaya and E. Van Den Kerkhof left the meeting.

Moved and seconded:

THAT the Academic Standards Committee approves the Bachelor of Midwifery program review, as amended.

Amendment:

- ASC recommended that more information about the initiatives underway to address the tensions between workload and clinical practice be expanded upon in the Advancement Plan. Acknowledged the ways the program intends to address those tensions

Motion carried

4. Program Review: BBA, Marketing

The Chair gave a summary of the member feedback provided in the pre-collection of feedback form for the Marketing Program Review. A preliminary discussion of the review focused on identifying potential questions to ask the program review guests.

A. Cave, A. Dorland and C. Pearl joined the meeting.

Discussion:

- The program review guests gave an overview of their experience and key learnings from the program review process.
- In response to questions, more information and clarification was provided on the following areas of the review:
 - Flexibility for when students are required to declare a major, in consideration of the external reviewer’s recommendation with respect to program identity
 - Benefits of investing in a CRM and how it will help to support students through their program, and consideration of related institution initiatives
 - How the program is addressing the full-time/contract faculty ratio and plans already underway to provide more balance

A. Cave, A. Dorland and C. Pearl left the meeting.

Moved and seconded:

THAT the Academic Standards Committee approves the Bachelor of Business Administration – Marketing program review, as amended.

Amendment:

- ASC recommended that more information be added to the Advancement Plan to address the full-time/contract faculty ratio, and integrating a customer relationship management system to track student participation and program completion.

Motion carried

K. Williams-Whitt, A. Cave, A. Dorland and C. Pearl joined the meeting.

ASC’s decision and recommended revision to the Advancement Plan was communicated to the guests.

A. Cave, A. Dorland and C. Pearl left the meeting.

5. Applying Indigenous Perspectives to the *Institutional Tenure and Promotion Criteria of Service and Scholarship*

The draft Appendix “Applying Indigenous Perspectives to the Institutional Tenure and Promotion Criteria of Service and Scholarship” was reviewed. Questions were responded to for clarification on who this Appendix applies to. It was considered whether or not further consultation with Faculty Council’s was necessary. It was agreed no further consultation was necessary because this version of the Appendix responded to the feedback previously gathered from Faculty Councils and there was subsequent consultation and feedback provided from Indigenous faculty on this version of the document.

A suggestion was made that the name of the Appendix be updated from “Appendix XX” prior to going to GFC for approval based on where it would be added in the *Institutional Tenure and Promotion* document.

Moved and seconded:

THAT Academic Standards Committee recommends to General Faculties Council the addition of Appendix XX “Applying Indigenous Perspectives to the *Institutional Tenure and Promotion Criteria*” Document under section 2.1 Intended Application of the Criteria for recommendation to the Board of Governors for approval.

Motion carried**6. Reports**

6.1. Report from the Senior Administrator to the Committee

6.1.1. ASC Charter Revision (Membership) – Continuing Education Representative

The Senior Administrator brought forward a request to add a Continuing Education representative to ASC’s membership and how it connects to the work of ASC, and future work where Continuing Education program reviews will be reported to ASC.

Discussion:

- It was explained that there are Ministry-approved programs that sit outside of the University’s quality assurance processes, into which it would be beneficial to have a Continuing Education representative on ASC to help assess these program reviews.
- Discussions took place on the rationale presented with the request to add this position, how this would impact the workload and overall composition of the Committee, and if added, how a representative would get designated to ASC (either by appointment or election).
- In consideration of how other Faculty representatives are added to ASC, it was agreed to add this position and have the Continuing Education Faculty Council elect the representative.

Moved and seconded:

THAT the Academic Standards Committee recommends amending the ASC Charter to add a “Continuing Education Representative, elected by the Faculty Council” on the Academic Standards Committee.

Motion carried

6.2. Update on Academic Program Reviews

A written update was provided on current, upcoming and in progress program reviews.

6.3. Committee Chair Report

6.3.1. Update on Review of the Tenure and Promotion Handbook

No update.

6.3.2. ASC 2023-24 Annual Report

The Chair informed ASC that the ASC 2023-24 Annual Report will be drafted to provide to GFC.

6.3.3. Copy of previous ASC Committee Chair's Report to GFC

A copy of the most recent ASC Committee Chair's Report to GFC was received for information.

7. Items for Information

The following items were received for information.

- 7.1. ASC Membership List 2024–25
- 7.2. ASC Meeting Schedule 2024–25

8. New Business

There was no new business.

9. Adjournment 5:14PM