

**Academic Standards Committee
January 28, 2025 at 3pm – 5pm
University Boardroom A341**

IN ATTENDANCE:

Lee Easton	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
Phil Warsaba	Vice-President, Students
Pearl Herscovitch	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)
Kalen Keavey	Academic Staff Member (University Library)
Christina Lovestone	Continuing Education Representative
Fiona Chetty	Student Representative
Jelena Stojsic	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

Michelle DeWolfe	Professor & Chair, Earth & Environmental Sciences
Shea Ellingham	Director, Admissions and Recruitment
Sarah Hewitt	Associate Dean, Faculty of Science and Technology
David Hyttenrauch	Vice-Dean, Faculty of Arts
Samanti Kulatilake	Associate Professor, Sociology and Anthropology
Jennifer Pettit	Dean, Faculty of Arts (<i>virtual</i>)
Meg Stewart	Assistant Professor & Program Coordinator, Earth & Environmental Sciences
Jonathan Withey	Dean, Faculty of Science and Technology

NOT IN ATTENDANCE:

Brooks DeCillia	GFC Academic Staff Member (Business & Communication Studies)
Joyce Totton	GFC Academic Staff Member (Health, Community & Education)

The Chair called the meeting to order at 3:07PM.

1. Approval of Agenda

Moved and seconded:

THAT the Agenda for the January 28, 2025 Academic Standards Committee meeting be approved.

Motion carried

2. Approval of Meeting Minutes

2.1. Minutes from December 3, 2024

Moved and seconded:

THAT the Minutes of the December 3, 2024 Academic Standards Committee meeting be approved.

Motion carried

2.2. Business Arising from the Minutes

It was suggested that as part of the formal program review process when conditional approval is given, pending amendments to program review documents, that before the final amended documents are submitted to GFC for information that the ASC Chair confirms with ASC that the revisions were made and responded to ASC's feedback. Consideration will be given to instances where substantive program review revisions come back to ASC prior to approval. These suggestions can be formalized in the ASC Process documents that will be reviewed at an upcoming meeting.

3. Program Review: Bachelor of Arts - Anthropology

Jon Mee and Mary-Lee Mulholland were recused from the preliminary discussion as participants in the program review.

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

- Retention strategy and data collection
- Career counseling and student concerns around career opportunities
- Online course offerings
- Work Integrated Learning differentiation from Experiential Learning
- Lab space issue

David Hyttenrauch, Samanti Kulatilake, Jon Mee, Mary-Lee Mulholland, and Jennifer Pettit (virtual) joined the meeting.

In response to questions, the guests provided additional information on various aspects of the program review:

- How student concerns are being addressed and will continue to be addressed regarding post-graduate career opportunities and career counseling raised in the review, and challenges with using Mount Royal's resources to students.
- Articulation of Work Integrated Learning and the differentiation from Experiential Learning, as it also ties in to working with students for post-graduate career opportunities.
- How graduate data received about Anthropology students is helping identify whether or not there is a retention issue or if it is indicative of something else, and how it compares to different rates in Sociology.
- How the program is trying to balance types of course offerings with the resources available.
- Plans to address the lab space issue and overall challenges the Faculty of Arts has faced throughout the Faculty (funding).

David Hyttenrauch, Samanti Kulatilake, Jon Mee, Mary-Lee Mulholland, and Jennifer Pettit left the meeting.

Further discussion:

- Suggestion to be more explicit in their plans for Work Integrated Learning

- Understanding how the program interpreted the data with respect to their retention strategy—suggest that they provide clarity on their understanding of the data as it relates to their retention strategy in the Advancement Plan.

Moved and seconded:

THAT the Academic Standards Committee approves the Bachelor of Arts - Anthropology program review, as amended.

Discussion:

- ASC agreed to request the following revisions to the Advancement Plan:
 - More details about the program's plans for Work Integrated Learning
 - Clarity on the interpretation of the data provided as it relates to the program's retention strategy

Motion carried

J. Mee and Mary-Lee Mulholland rejoined the meeting.

4. Program Review: Bachelor of Science - Geology

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

- Dean's recommendations included in the Advancement Plan (ASC appreciated this being included)
- Retention rates
- 5-year program pathway in consideration of fluctuations in enrolment
- Engaging with the Admissions office regarding increasing program capacity
- Increasing Options available to students

Michelle DeWolfe, Sarah Hewitt, Meg Stewart and Jonathan Withey joined the meeting.

In response to questions, the guests provided additional information on various aspects of the program review:

- Summary of their experience with the program review process and learnings about the program
- Plans for increasing Options available to students will be done in consideration of other course requirements where there may be more flexibility
- Discussions with the Admissions office to explore ways to address barriers as it relates to the plans to increase program capacity (a meeting took place after the Advancement Plan was submitted to ASC)
- Approach for the 5-year program pathway in consideration of fluctuations in enrolment and plan accordingly to ensure students can succeed, which also addresses retention
- Desire to grow and be sustainable as it relates to looking more strategically at qualified applications

Michelle DeWolfe, Sarah Hewitt, Meg Stewart and Jonathan Withey left the meeting.

Further discussion:

- Clarify where they are going to look at opportunities to increase Options and be more specific about those plans
- Update the piece around Admissions and discussions occurring with Admissions for strategies already underway

Moved and seconded:

THAT the Academic Standards Committee approves the Bachelor of Science - Geology program review, as amended.

Discussion:

- ASC agreed to request the following revisions to the Advancement Plan:
 - Clarification of opportunities and plans to increase Options
 - Plans underway regarding Admissions strategies

Motion carried

Shea Ellingham joined the meeting.

5. English Language Proficiency Requirements

S. Ellingham highlighted the update provided in the meeting package and explained the English Language Proficiency Requirements to establish a baseline understanding of the scores and their meaning for ASC members. A question was responded to for clarification on benchmarking.

Shea Ellingham left the meeting.

6. Reports

6.1. Update on Academic Program Reviews

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

6.2. Report from the Senior Administrator to the Committee

No report.

6.3. Committee Chair Report

A copy of the most recent Committee Chair’s Report to GFC was provided for information.

7. New Business

There was no new business.

8. Adjournment 5:00PM