



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council
Academic Planning Committee
Approved Open Session Minutes

Wednesday, February 11, 2015
2-31 South Academic Building (SAB)
2:00 PM - 4:00 PM

ATTENDEES:

Voting Members:

Olive Yonge	Chair, Interim Provost and Vice-President (Academic)
Nathan Andrews	Member, President of the Graduate Students' Association
Lorne Babiuk	Member, Vice-President (Research)
Philip Stack	Member (Delegate), Vice-President (Finance and Administration)
Nadir Erbilgin	Member, Academic (A1.0) Staff-at-large
Lise Gotell	Member, Academic Staff, Member of GFC
Loren Kline	Member, Academic (A1.0) Staff-at-large
William Lau	Member, President of the Students' Union
John Law	Member, Academic Staff, Member of GFC
Larry Prochner	Member, Department Chair-at-large
Jeremy Richards	Member, Academic Staff, Member of GFC

Non-Voting Members:

Lisa Collins	Member, Vice-Provost and University Registrar
Bob Luth	Vice-Provost (Academic Programs and Instruction)

Presenter(s):

Lorne Babiuk	Vice-President (Research)
Lisa Collins	Vice-Provost and University Registrar
Debra Pozega Osburn	Vice-President (University Relations)
Philip Stack	Associate Vice-President, Risk Management Services (and Delegate, Vice-President (Finance and Administration))
Olive Yonge	Interim Provost and Vice-President (Academic)
Erasmus Okine	Associate Vice-President (Research) and Associate Vice-President (Academic)

Staff:

Garry Bodnar, Coordinator, GFC Academic Planning Committee
Marion Haggarty-France, University Secretary
Andrea Patrick, Scribe

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee (APC)

Motion: Kline/Erbilgin

THAT the GFC Academic Planning Committee approve the Agenda.

CARRIED

2. Approval of the Open Session Minutes of January 21, 2015

Materials before members are contained in the official meeting file.

Presenter(s): Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee (APC)

Discussion:

Members pointed out two minor corrections within the Minutes of January 21, 2015.

Motion: Gotell/Kline

THAT the GFC Academic Planning Committee approve the Minutes of January 21, 2015, as amended.

CARRIED

3. Comments from the Chair

The Chair commented on a number of relevant issues to members.

ACTION ITEMS

4. Proposed Changes to Existing Mandatory Student Instructional Support Fees, Proposed New Mandatory Student Instructional Support Fees, Proposed Changes to Other Existing Fees, and the Updated Non-Instructional Fee Schedule

Materials before members are contained in the official meeting file.

Presenter(s): Lisa Collins, Vice-Provost and University Registrar

Purpose of the Proposal: To establish new Mandatory Student Instructional Support Fees, to change certain existing Mandatory Student Instructional Support fees, and to change other existing fees as outlined in each proposal.

Discussion:

Ms Collins began her presentation by providing members with an update regarding proposed changes to existing Mandatory Student Instructional Support Fees, specifically highlighting changes related to certain field courses being offered in Spring, 2015. She noted that she was following up on the implementation of these particular fees as she had been asked to do by members at last year's GFC APC meeting at which the fees had been discussed and approved.

In relation to this, a member enquired whether students are charged for actual costs of the affected field experiences.

Ms Collins then briefed members on the additional elements of the overall proposal that was before them, including proposed changes to existing other fees, as well as the introduction of (proposed) new Mandatory Student Instructional Support Fees. She explained the processes involved in determining the amounts of such fees.

Motion: Kline/Erbilgin

THAT the GFC Academic Planning Committee recommend to the Board of Governors the approval of the proposed changes to existing Mandatory Student Instructional Support Fees (set forth in Attachment 1), proposed new Mandatory Student Instructional Support Fees (set forth in Attachment 2), and proposed changes to other existing fees (set forth in Attachment 3), as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

Members, during the discussion surrounding this proposal, expressed a number of questions and comments, including, but not limited to: clarification regarding the fees proposed by the Faculty of Education for facilitator travel costs; clarification regarding the costs associated with the AUGER 200 course; a request for more information regarding the proposed Faculty of Law non-refundable deposit and whether the trend of increasing such deposits is occurring at other Canadian universities; and clarification surrounding receipts provided by the University to students for their payment of fees. On the last point, the Registrar noted she did not have the answer to this query and would report back to the questioner accordingly.

Discussion continued with a member seeking clarification regarding the proposed fee increase for parchment reprints and providing a suggestion for a 'friendly amendment' to the proposal for an increase in the fee from the proposed amount of \$80 to, instead, \$100, with the provision that the Office of the Registrar conduct a review of this fee in five years' time. As this particular matter was discussed, members noted the following: that such an amendment should not be considered "friendly," given that some members had concern with this additional increased amount; that the suggested increase to this fee is reasonable; that mandating a five-year review of this fee by the Office of the Registrar could be problematic and, as a member later suggested, an annual review was actually in keeping with the Registrar's current practice of reviewing all fees each year; a suggestion that the proposal be unchanged this year but that the parchment fee be increased next year; and commentary that the process associated with altering this fee to cover the true costs of re-issuing parchments should be simplified.

Professor Law proposed a Motion to Amend.

Motion to Amend: Law/Richards

THAT the GFC Academic Planning Committee recommend to the Board of Governors the approval of a proposed change to the Parchment Reprint Fee (as set out in Attachment 3 of the material before members), with the (proposed) amount of the fee set to \$100.

The Motion to Amend was PUT and CARRIED.

There was no additional discussion.

The original Motion, so amended, was PUT and CARRIED.

[Note from University Governance: Following the meeting, Ms Collins, having checked with the University's Financial Services, confirmed that most Mandatory Student Instructional Support Fees are collected by individual departments, and Financial Services has oversight responsibility for fees collection policy and procedure, including the proper issuance of receipts to students.]

5. University of Alberta's Comprehensive Institutional Plan (CIP) (2015)

Materials before members are contained in the official meeting file.

Presenter(s): Olive Yonge, Interim Provost and Vice-President (Academic) and Chair, GFC Academic Planning Committee (APC); Debra Pozega Osburn, Vice-President (University Relations); Philip Stack, Associate Vice-President, Risk Management Services (and Delegate, Vice-President (Finance and Administration)); Lorne Babiuk, Vice-President (Research); Erasmus Okine, Associate Vice-President (Research) and Associate Vice-President (Academic)

Purpose of the Proposal: Under guidelines from Innovation and Advanced Education (IAE), the University of Alberta has prepared the Comprehensive Institutional Plan (CIP) that incorporates the University's access plan, research plan, capital plan, and budgets into one comprehensive document. The CIP is for approval by the Board of Governors and is then filed with the Minister of IAE. The CIP is written in support of the University's vision and mission as outlined in *Dare to Discover* and its Academic Plan, *Dare to Deliver*. The CIP outlines the University's academic and research priorities as articulated in the 'Academic Chapter', which in turn drives the University's capital and resource allocation priorities. The CIP enables the University to move toward fulfilling its vision and mission and authorizes the Administration to allocate resources as outlined in the institutional budgets.

Discussion:

Dr Pozega Osburn began by reminding members that the CIP is required by and submitted to the Provincial Government annually and contains a number of strict content-related requirements, all of which have been factored into the proposed document.

She explained that members of the Board of Governors, as well as GFC APC, recently provided at their respective budget briefings (held on February 6, 2015) additional recommendations for consideration in relation to the draft CIP document, including the benefit of amending the Executive Summary to include key messaging in relation to investment in the University of Alberta; that it should be noted that the University is currently in a leadership transition period; and that there should be specific examples supporting the contention that the University of Alberta is a world-class institution. She stated that these changes have been made to the document, along with several other revisions, including: the correction of an error with respect to the actual amount of the budget cut across the institution in 2015-2016; changes to the introductory section of the 'Executive Summary' in relation to the pursuit of excellence; amendments regarding the University of Alberta's impact within 'The Academy' section of the 'Summary'; the addition of major outcomes of the Helmholtz-Alberta Initiative; typographical changes; changes to support the critical need to invest; tying investment to the benefits to the public; amendments to the conclusion of the 'Executive Summary'; and the addition of information related to the education and health sectors of the Province of Alberta and how the University of Alberta contributes to these sectors.

She concluded that no other major (substantive) changes are being contemplated to the CIP, once recommended by GFC APC, and that any additional editorial changes would be well documented.

Motion: Stack/Lau

THAT the GFC Academic Planning Committee recommend to the Board of Governors the 2015 University of Alberta Comprehensive Institutional Plan (CIP), as provided by the President's Executive Committee and as set forth in Attachment 1, with the exception of information pertinent to Ancillary Services' budgets which is not within the purview of GFC APC to consider and/or recommend, to take effect upon final approval, and to empower administration to make any editorial changes to the CIP, as needed, as long as the changes do not have the force of policy.

During the discussion with respect to this proposal, members provided a number of comments and questions, including, but limited to: clarification regarding the wording used within the document in relation to the local impact of the University of Alberta and a suggestion to include more about the benefits to the national and international communities; that there is a tendency to over-employ the use of adjectives to describe the academy within the document, which decreases the impact of what is written; a cautionary note regarding the use of examples within the document on the professional contributions of faculty members; clarification regarding what is meant by the term "student demands"; that there is redundant language within the document; a suggestion to include more about the teaching activities of the academy in the next version of the CIP; a suggestion to include specific details regarding the Aboriginal Teacher Education Program; suggested changes to the description in the document of the new Economics Market Modifier; clarification regarding changes to the budget since the Fall of 2014, particularly in relation to additional budget cuts and the impact of across-the-board (ATB) and merit increases; that more notice about the budget cuts could have been provided to Faculties for planning purposes; clarification surrounding the amount of the expected budget cuts; and that financial planning within Faculties is complicated due to unpredictable levels of funding from the Alberta Government

Discussion continued, with members commenting on the following: clarification regarding the status of revenue generation initiatives across the institution; a suggestion to highlight specific examples of revenue generation at the University within the document; clarification regarding data regarding participation rates in the activities organized by the University's Centre for Teaching and Learning (CTL); clarification regarding the cost of construction for Lougheed Hall; whether the increases to bursaries originate from the University's Endowment; clarification regarding recently-approved Market Modifiers and whether this information has been incorporated into the budget set out in the CIP; clarification regarding the strategy in relation to the sustainability of pension plans and that the language in this regard is vague within the document; a suggestion to avoid use of the word "unsustainable"; clarification regarding the member costs associated with the academic pension plan; clarification surrounding the process of incorporating more substantive changes within the document; whether Deans have consented to include very specific revenue-related information within the document; whether it is strategic to include specific institutional and unit-specific planning information within a public document; and expressions of support to amend the CIP to include an appendix related to revenue generation principles at the University of Alberta.

Following a brief discussion in relation to the process and procedures surrounding proposing and incorporating substantive amendments into the document, Professor Law proposed a Motion to Amend.

Motion to Amend: Law/Richards

THAT the GFC Academic Planning Committee recommend to the Board of Governors the inclusion of an additional appendix to the 2015 University of Alberta Comprehensive Institutional Plan (CIP) that reflects institutional intent towards and principles underlying revenue generation at the University of Alberta.

During the discussion surrounding the 'Motion to Amend', members expressed a number of comments and questions, including, but not limited to: whether this information should be included within the CIP, as it is a document clearly prescribed by the Provincial Government, and that inclusion of too much information in

the Plan might not be advantageous to the University in the longer term; that including this type of information might not make a discernable impact and may be labor intensive; clarification regarding the objective of the CIP and that, even if the information on revenue generation is not included within the CIP, it should be accessible somewhere; a suggestion to include this information, instead, on the Change@UAlberta website, especially if it contains a specific plan, and that reference to the website could be made in the CIP; caution regarding providing too-specific information in the appendix; that this document needs to be convincing; that sufficient details about a cohesive strategy on the generation of revenue must be included within the CIP to signal that the University of Alberta has considered its future financial situation in concrete terms; and a suggestion to discuss the continuing value and impact of this document with the Provincial Government.

The Mover and Seconder WITHDREW the Motion to Amend.

Members were supportive of the CIP being amended to include reference to the Change@UAlberta website on which the institutional principles regarding revenue generation could be accessed. There was a further brief discussion, at the end of which members turned their attention to a vote on the original Motion.

The Motion was PUT and CARRIED.

DISCUSSION ITEMS

6. Question Period

There were no questions.

INFORMATION REPORTS

7. Items Approved by the GFC Academic Planning Committee by E-Mail Ballots

There were no items.

8. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

9. Adjournment

The Chair adjourned the meeting at 4:00 pm.