



**UNIVERSITY OF ALBERTA**  
**UNIVERSITY GOVERNANCE**

General Faculties Council  
 Academic Planning Committee  
 Approved Open Session Minutes

Wednesday, November 06, 2019  
 2-31 South Academic Building (SAB)  
 2:00 PM - 4:00 PM

**ATTENDEES:**

Steven Dew, Chair  
 Jason Acker  
 Chris Andersen  
 Laura Beard (delegate)  
 Akanksha Bhatnagar  
 Shannon Erichsen  
 Jelena Holovati  
 Gitta Kulczycki

Chantal Labonté (delegate)  
 Christopher Mackay  
 Melissa Padfield  
 Jerine Pegg  
 Susan Sommerfeldt

**REGRETS:**

Fahed Elian  
 Susanne Luhmann  
 Pirkko Markula

Matthias Ruth  
 Samantha Tse  
 Ding Xu  
 Yan Yuan

Staff:

Marion Haggarty-France,  
 University Secretary  
 David Epp, Scribe

**OPENING SESSION**

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic), and Chair, GFC APC

Motion: Andersen/Padfield

THAT the GFC Academic Planning Committee approve the Agenda.

**CARRIED**

2. Comments from the Chair (no documents)

There were no comments.

**CONSENT AGENDA**

Consent Agenda Mover and Seconder: Bhatnagar/Erichsen

3. Approval of the Open Session Minutes of October 23, 2019

Materials before members are contained in the official meeting file.

THAT the GFC Academic Planning Committee approve the Open Session Minutes of October 23, 2019.

**CARRIED**

4. Proposed changes to the calendar language for the Faculty of Graduate Studies Professional Development Requirement for the Department of Secondary Education

*Purpose of the Proposal:* The proposal is before the committee because FGSR is clarifying the calendar language for the Professional Development Requirement.

THAT the GFC Academic Planning Committee, with delegated authority from General Faculties Council, approve the proposed revisions to the calendar language for the FGSR Professional Development requirement in the Graduate Programs calendar entry for the Department of Secondary Education as set forth in Attachment 1, to take effect upon approval and to be published in the 2020-2021 Calendar.

**CARRIED**

5. Changes to Undergraduate English Language Proficiency Requirements (for information)

*Purpose of the Proposal:* The Office of the Registrar is proposing changes to the University Calendar that will increase the level of required English language proficiency for undergraduate admissions.

**DISCUSSION ITEMS**

6. APC's Role in Changes to Academic Units

Materials before members are contained in the official meeting file.

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic), and Chair, GFC APC

*Purpose of the Proposal:* The proposal is before the committee to build and ensure understanding of the role that APC plays in considering various kinds of changes to academic units.

*Discussion:* The Chair noted that APC is responsible for reviewing proposals for any changes in academic unit structure and ultimately the Board must give final approval. Academic unit reorganization is less common than name changes and is normally stimulated by budget cuts. The Chair noted that this item is for discussion so that APC members are prepared if such proposals come forward following budget discussions. The Chair then gave examples of the most recent instances of academic unit changes.

The University Secretary noted that she will research some previous academic unit changes and circulate those proposals to APC members for their information.

Comments and questions from members included, but were not limited to: holding closed session APC meetings if required for sensitive discussions; how proposals would be initiated either by a dean or a working group; creating a checklist to help expedite the process and ensure all steps are taken; providing proposers with guidelines, potential questions that APC might ask, and who to consult with prior to submitting the proposal; the need to maintain personal confidentiality in proposals, including budget submissions; considering the consequences of changes to the learning environment and student experience; equity, diversity, and inclusivity issues; how changes may affect research productivity and metrics; performance metrics for new programs; impact on graduate student supervision; and the need to retain inter-disciplinarity while retaining the specific focus of each Faculty/Department.

7. Budget Update

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic), and Chair, GFC APC;  
Gitta Kulczycki, Vice-President (Finance and Administration)

*Discussion:* The Chair noted that the province delivered their 2019-2020 budget on October 24, 2019 and that he, the President, and the Vice-President (Finance and Administration), shared details of the budget through a campus-wide email, a Quad Post, meetings the following week with Deans' Council and the Chairs' Council, and a Town Hall. On November 1, 2019 the Board Chair and President met with the Premier and the Minister.

The Chair reviewed the details regarding the university's budget cut, retroactive to April 1, 2019: there will be a \$44M (6.9%) cut to the Campus Alberta grant in this 2019-20 fiscal year; the Infrastructure Maintenance Program (IMP) funding, which was \$35M last year, has been reduced to zero on a one-time basis this year; and

the total cut for 2019-20 is \$79M. The Chair noted that the 2019-20 university budget will not be reopened but deans and administrators will implement a one-time cut in that budget and then integrate the continuing cut into the 2020-21 budget. On an institutional level, administrators are looking at ways to absorb the cut for this fiscal year, including canceling every maintenance project that can be stopped. In addition, every Faculty will need to implement a 4.7% cut, while administration will plan for an 8% cut.

The Vice-President (Finance and Administration) noted that her office posted a university budget web page following the town hall with links to details of the operating and consolidated budgets. She then clarified that the university's endowments were considered assets by the provincial government even though by definition they cannot be liquidated for cash. The Vice-President (Finance and Administration) noted that full details of the budget will only be known after receiving the formal budget letter, and the accompanying analysis should be complete by early 2020.

Comments and questions from members included, but were not limited to: the consolidated statement and the way endowments, investments, benefit surpluses, and carry forwards are reported; institutional investments; the need for a long-term plan for buildings; Board oversight for investments; and how advancement income affects the Campus Alberta grant.

The Chair noted that there will be less time to plan the 2020-21 budget year, which begins April 1, 2020. The Chair noted that for 2020-21 and the following two years it appears that the government is advocating a reduction in total university spending, not just a reduction in the Campus Alberta grant. The Chair noted that a new funding formula, and potential performance metrics, will be likely be introduced for April 1, 2020.

The President, Students' Union, reported that in a recent meeting with the minister they were informed that the ministry is proposing a predictable model for institutions with three revenue 'buckets': operations, performance metrics, and government priorities. The percentage of funding will be based on these metrics.

Comments and questions from members included, but were not limited to: transparency within Faculties and between Faculties; the difference in Faculties' ability to absorb cuts or generate revenue; the possible 7% tuition increase; the government's plan for enrollment targets to be released in December; and whether tuition increases should be linear or reflect the cost of delivery and market demand.

#### 8. Question Period

There were no questions.

### **INFORMATION REPORTS**

#### 9. Items Approved by GFC Academic Planning Committee by email ballots (no items to date)

#### 10. Information Items Forwarded to Committee Members Between Meetings (no items to date)

### **CLOSING SESSION**

#### 11. Adjournment

The Chair adjourned the meeting at 3:30 p.m.