

General Faculties Council  
Programs Committee  
DRAFT Open Session Minutes

Thursday, March 14, 2024  
South Academic Building (SAB) 2-31  
10:00 AM - 12:00 PM

---

**ATTENDEES:**

Janice Causgrove Dunn, Chair  
Aman Ullah, Vice-Chair  
Brandon Alakas  
Wajid Ali  
Pedro Almeida  
Odile Cisneros  
Jennifer Branch-Mueller  
Anna Hughes  
Riija Kamran

Brian Pardell  
Sujata Persad  
Hanne Pearce  
Tracy Raivio  
Nella Sajlovic(delegate)  
Nathan Thiessen  
*non-voting:*  
Tim Tang  
Kate Peters  
Laurel Wilkie

Staff:  
Faiza Billo  
Carley Roth

**REGRETS:**  
Florence Glanfield  
John Lemieux  
Sean Robertson  
John Ussher

**OPENING SESSION**

The Chair began by acknowledging the territory and reminder of the meeting protocols and voting on motions.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs) and Chair of PC

*Discussion:*

The motion was moved and seconded.

THAT the GFC Programs Committee approve the agenda.

**CARRIED**

2. Comments from the Chair (no documents)

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs) and Chair of PC

*Discussion:* The Chair made comments regarding:

- Pride Week;
- Provincial Budget;
- Dual Credit Course for Rehabilitation Medicine; and
- Context provided for information items in the meeting package.

The Chair invited K Peters to make comments throughout the meeting regarding possible impacts of the approval of changes to the Programs Committee terms of reference.

## **CONSENT AGENDA**

Materials before members are contained in the official meeting file.

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs) and Chair of PC

*Discussion:* The Chair noted that edits had been made to the February 8, 2024 minutes which had been uploaded to the University Governance website.

3. Approval of the Open Session Minutes of February 8, 2024
4. Course, Minor Program, and Minor Regulation Changes
  - Augustana
  - Education
  - Engineering
  - Kinesiology, Sport and Recreation
  - Pharmacy
  - Rehabilitation Medicine
  - School of Public Health
  - Science

The motion to approve the items in the consent agenda was moved and seconded.

THAT the GFC Programs Committee approve the consent agenda as amended.

**CARRIED**

## **DISCUSSION ITEMS**

- 5 Program Development and Approval (no documents)

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs) and Chair of PC

*Discussion:* The presenter provided information on the work of the Office of the Provost and the work of the Programs Support Team (PST) to support program development before proposals are brought to the Programs Committee and GFC for approval. The PST function and composition was reviewed including proposed changes to the PST Terms of Reference, planned process changes, and an infographic distributed with the material. It was noted that On-line and Continuing Education provide similar support for the development of non-credit programs. In addition, the work of the Registrar's Advisory Committee on Fees (RACF) offers a technical review of fee proposals.

Members asked questions and made comments related to:

- Whether this process was meant to capture both the governance and development pathways;
- The role of University of Alberta (International) and the Faculty of Graduate and Postdoctoral Studies for statistics and trends; and
- The impact of removing appointed members from Campus Saint-Jean (CSJ), Faculty of Native Studies (FNS), and Augustana Campus on the committee's work.

6. Proposed Revisions to the GFC Programs Committee Terms of Reference

Materials before members are contained in the official meeting file.

*Presenter(s):* Kate Peters, Secretary to General Faculties Council and Manager, GFC Services

*Discussion:* The Chair noted that K Peters was presenting on behalf of R Dunch, the Chair of the GFC Executive Standing subcommittee on Governance and Procedural Oversight (GPO). K Peters summarized the new format for the Terms of Reference noting that the intention is to more clearly align the authorities delegated to the GFC Standing Committees. She noted a new sub-delegation given to the Provost to approve course and minor course changes as well as undergraduate second-level specialisations. She spoke to the proposed committee composition changes under the new Terms of References and the rationale for removing three appointed members from CSJ, FNS and Augustana Campus.

Members discussed:

- Concern over the removal of the voices of the stand alone faculties (CSJ, FNC and Augustana) as they tend to be isolated and the possibility that their voices will be lost if removed;
- The possibility of guiding principles around the composition of committees that would include EDI so that a committee can decide to appoint a member(s) to reflect diversity; and
- The plan to bring the proposed changes to the last GFC with the students on April 29.

#### 7 External Programs for Review and Programs in Progress on Campus: Standing Item (no documents)

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs) and Chair of PC

*Discussion:* The Chair reminded the membership why this is a standing item on the agenda and reviewed the process for external programs. She noted that updates are provided so the committee can hear the progress of the proposals approved by the committee.

The Chair then provided a summary of what has happened since the February meeting noting there have been no new proposals and three reviews.

#### 8. Question Period

*Presenter(s):* Janice Causgrove Dunn, Vice-Provost (Programs) and Chair of PC

*Discussion:* Members asked questions including:

- How the system coordination process could impact program development;
- The process of system coordination and whether there have been programs that were denied approval;
- The possibility of a cap to admissions in undergraduate and graduate programs; and
- Whether there is a standard timeline - from submitting a proposal to when approved.



### **INFORMATION ITEMS**

#### 9 Information Items and Items Forwarded to Committee Members Between Meetings

- BSc Renewal- Major Mathematical Physics; and Major Physics Course and Minor Program Change Math 102 to Math 125
- Update Business Minor Program Change- BCom General Selection Major
- Items that have been reviewed and approved, with delegated authority from the Provost, by the Vice-Provost (Programs)
- University of Alberta Mail- Electronic Vote- Action and Results

### **CLOSING SESSION**

#### 10. Adjournment

- Next Meeting of PC: April 11, 2024

- Next Meeting of GFC: March 18, 2024