
The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, February 01, 2023 meeting:

Agenda Title: **Proposed Suspension of the Graduate Certificate in Bridging to Canadian Physical Therapy Practice, Rehabilitation Medicine and FGSR**

CARRIED MOTION:

THAT the GFC Academic Planning Committee recommend that the General Faculties Council approve the suspension of the Rehabilitation Medicine Graduate Certificate in Bridging to Canadian Physical Therapy Practice, to take effect July 21, 2023.

FINAL Item 4.

Agenda Title: **Proposed Suspension of the Graduate Certificate in Stroke Rehabilitation, Rehabilitation Medicine and FGSR**

CARRIED MOTION:

THAT the GFC Academic Planning Committee recommend that the General Faculties Council approve the Suspension of the Rehabilitation Medicine Graduate Certificate in Stroke Rehabilitation, to take effect July 1, 2023.

FINAL Item 5.

Agenda Title: **Non-Regulated Exclusion to Program Fee Proposals**

CARRIED MOTION

THAT the motion be divided into parts as set out as follows:

- the proposals for a new Non-Regulated Exclusion to Program Fees for the Faculty of Nursing Collaborative Program, Bilingual Program and After Degree program; be divided from
- the proposed new non-regulated exclusion to tuition fee for the School in Cortona

CARRIED MOTION

THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the BFPC approve the proposed Change to Non-Regulated Exclusion to Program Fees for the Faculty of Nursing (set forth in Attachment 1*).

CARRIED MOTION

THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the BFPC approve the proposed New Non-Regulated Exclusion to Program Fees for the School in Cortona (set forth in Attachment 2*).

* 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.

FINAL Item 6.

FINAL Item No. 4

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Suspension of the Graduate Certificate in Bridging to Canadian Physical Therapy Practice, Rehabilitation Medicine and FGSR
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Motion

THAT the GFC Academic Planning Committee recommend that the General Faculties Council approve the suspension of the Rehabilitation Medicine Graduate Certificate in Bridging to Canadian Physical Therapy Practice, to take effect July 21, 2023.

Item

Action Requested	Approval X Recommendation
Proposed by	Tammy Hopper, Dean - Rehabilitation Medicine Faculty of Rehabilitation Medicine
Presenter(s)	Bernadette Martin, Associate Dean - Rehabilitation Medicine Roger Epp, Interim Vice-Provost and Dean, FGSR

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to approve the suspension of Graduate Certification in Bridging to Canadian Physical Therapy Practice
Executive Summary <i>(outline the specific item – and remember your audience)</i>	This is a tuition-supported Certificate. Enrollment has been lower than the level required to sustain the program. Transition of the Certificate content and learning activities to a non-credit format is being explored to maintain continuing professional education opportunities for internationally educated physical therapists. There are currently 5 students in this program who will complete the program this academic year.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> All five current students have been informed of the planned suspension and will be able to complete their programs within the 2022-23 academic year.
<For information on the protocol see the Governance	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> There are no inactive students in this program.

Item No. 4

Resources section Student Participation Protocol >	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> Faculty webpage information has been updated for those inquiring about the program. Inquiries are being responded to on an individual basis.
<p>Approval Route (Governance) (including meeting dates)</p>	<ul style="list-style-type: none"> Graduate Studies Support Team October 3, 2022 FRM Faculty Council Oct 26, 2022 Policy Review Committee November 10, 2022 FGSR Council December 7, 2022 GFC Programs Committee December 8, 2022 GFC Academic Planning Committee (APC) February 1, 2023 General Faculties Council (GFC) February 26, 2023

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>21. OBJECTIVE Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>22. OBJECTIVE Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals.</p> <p>iii. Ensure responsible and accountable stewardship of the university's resources and demonstrate to government, donors, alumni, and community members the efficient and careful use of public and donor funds.</p>			
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="553 1220 1521 1430"> <tr> <td data-bbox="553 1220 1073 1430"> <input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1073 1220 1521 1430"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success			
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act UofA Calendar General Faculties Council Faculty of Graduate Studies & Research Faculty of Rehabilitation Medicine</p>			

Attachments

1. Rehab Med SUSPENSION Bridging to Can PT Practice Grad Certificate Sep2022

Prepared by: Bernadette Martin, Associate Dean - Rehab Med (berni.martin@ualberta.ca)

Proposal Template: Program Suspension and Extension of Suspension

Use this template for proposals to suspend approved programs or specializations or to propose an extension to a current suspension.

Fill in the section below that is relevant to your proposal:

- Section A: if you are proposing a suspension of a ministry-approved program or specialization;
- Section B: if you are proposing an extension to a suspension previously approved by the ministry which is still in effect for a program or specialization.

Institutions should:

- ensure that submission content is concise. Any additional information may be appended;
- indicate “not applicable” when questions are not relevant to a particular proposal; and
- ensure that applicable supporting documents are attached to the proposal.

Basic Information (all proposals must complete this section)

Institution	University of Alberta
Program Name	Graduate Certificate
Specialization Name	Bridging to Canadian Physical Therapy Practice
Credential Awarded	Graduate Certificate
Proposed start date of suspension	July 1, 2023
Proposed end date of suspension	June 30, 2028

SECTION A: PROGRAM SUSPENSION

SECTION A: RATIONALE

1. Suspension Rationale

- a. Identify the purpose for the suspension with supporting rationale and evidence (e.g., low student demand, declining labour market demand, institutional capacity, need for program redevelopment, quality assurance review recommendation, etc.).
- This Graduate Certificate was developed with a Health Canada grant (2013-2015) and received Ministry Approval as a non-funded / tuition supported Graduate Certificate program in 2016. The Certificate has been offered since the 2017-18 academic year. Unfortunately the enrollment numbers have declined consistently each year since the inception of the Certificate and it is not financially sustainable. CPE would like to explore a transition from the current Graduate Certificate to a series of non-credit CPE courses that will continue to support the learning needs of internationally educated Physical Therapists (IEPTs) entering the healthcare workforce in Canada.

b. Document enrolments (by head count) for the most recent 5-year period, including the current academic year if available.

Enrolment	2022-23	2021-22	2020-21	2019-20	2018-19
Total Head count	5	9	9	9	10
● 1 st Year of Study	5	9	9	9	10
● Completed Certificate (5 of 5 courses)	0 TO DATE	6	8	5	7

Reviewer's Comment:

a. Indicate when admissions into program/specialization will be or were closed.

- July 1 2023

b. Briefly explain how the proposed end date of the suspension was determined.

- The typical five-year suspension period will ensure adequate time for any necessary teach-out.

c. Provide specific information about which internal governance body approved the suspension, and provide date of approval.

- Graduate Studies Support Team October 3, 2022
- FRM Faculty Council October 26, 2022
- Policy Review Committee November 10, 2022
- UA Programs Committee TBD
- UA Academic Planning Committee (APC) TBD
- UA General Faculties Council (GFC) TBD
- UA Board Learning Research Student Experience Committee (BLRSEC) TBD
- UA Board of Governors TBD

d. Check the applicable box to specify the longer-term plan. To terminate the program.

To reactivate the program.

SECTION B: ACCESS

a. Identify potential student access considerations and risks to the Alberta Adult Learning System that the suspension of this program could pose (include both (a) information about related programs available to prospective students internally at your institution; and (b) externally at other Alberta institutions).

- The Faculty of Rehabilitation Medicine (FRM) offers non-credit coursework in some of the same content area as is covered within the Certificate. There are currently no other graduate certificates in bridging to Canadian PT practice offered in Alberta.

- b. If the program or specialization is unique in the province, briefly describe consultation within the Alberta Adult Learning System to investigate feasibility of program/specialization transfer.
- The Faculty has consulted with IEPTs, clinicians and the College of Physiotherapist of Alberta. There is ongoing discussion about a more modular series of non-credit courses to meet the learning needs of IEPTs. There is consensus that more accessibility to education and mentorship to successfully bridge is desired.
- c. Briefly describe the consultation process that occurred with students at your institution regarding this programming change.
- Certificate graduates and students currently enrolled have been consulted through email or in discussions with the program director. Those inquiring or considering application for 2023 have been advised that the format will likely be changing and they will be provided with more information when available.

- d. Briefly describe your institution's plans to assist active students, if any remain, in completing graduation requirements during the suspension period, including information about formal communication and student advising plans.
- The current cohort will not see any change and should be able to complete the Certificate in the 1-year timeframe. Typically most students complete this Certificate within a year with their admission cohort and deferral of courses is rare. Offering a course(s) to allow student completion will be scheduled as needed.
- e. Briefly describe your institution's plans to accommodate stop-out students, if any have been identified, including information about formal communication plans.
- There are currently no stop-out students in this Certificate.
- Reviewer's Comment:**

SECTION C: IMPACT

- a. Identify which stakeholder groups were consulted regarding demand/need for this program:
- ✓ Faculty
 - ✓ Regulator and/or accreditation bodies
 - ✓ Employers and professional associations
 - Advisory Committee(s)
 - ✓ Other (please identify) Survey of Certificate Students
- b. Briefly describe the consultation process conducted with these stakeholders and summarize the feedback received.
- Discussions were held with clinicians, current Certificate instructors and faculty members who have taught in this content area in other programs. Early discussions with the College of PTs of AB have also been held. Generally there is support for a series of courses that can be customized for an individual IEPT and which are less expensive and accessible more often during the calendar year. The graduate certificate level of credential is not considered essential.

<p>c. Identify financial impacts and plans for reallocation of internal resources, particularly staff and classroom and lab space.</p> <ul style="list-style-type: none"> ● Given that the Certificate courses have always been offered using a hybrid format with mainly online learning and a few days of weekend in-person lab sessions, and some of the content is offered at affiliated clinical sites, there are no space impacts. As the Certificate instructors are hired on short term contracts, and staff members support several programs, the suspension of this Certificate will not impact staff.
Reviewer's Comment:

SECTION B: SUSPENSION EXTENSION

SECTION A: RATIONALE

<p>a. Briefly describe the rationale for original suspension request. (Attach ministry approval letter for the original suspension.)</p> <ul style="list-style-type: none"> ● N/A
<p>b. Briefly explain why the extension is needed and include supporting evidence (e.g., active students have not completed graduation requirements).</p> <ul style="list-style-type: none"> ● N/A
<p>c. If there are students still in the program, describe how they will be supported to complete graduation requirements while the suspension is in place.</p> <ul style="list-style-type: none"> ● N/A
<p>d. Explain how the duration of the suspension extension was determined.</p> <ul style="list-style-type: none"> ● N/A
Reviewer's Comment:

SECTION B: OTHER CONSIDERATIONS

Other considerations
<p>a. Are there other factors or considerations the Ministry should take into account when reviewing this proposal?</p> <ul style="list-style-type: none"> ● Many professionals are inquiring and enrolling in the easily accessible, non-credit, lower cost micro-credential courses within our Faculty. These tend to fit with the schedule and budget for working professionals. IEPTs are a unique student population who truly appreciate educational opportunities that can advance their integration into the Canadian workplace. Most IEPTs have limited budgets and are not seeking a graduate certificate credential.
Reviewer's Comment:

RECOMMENDATION (FOR DEPARTMENT USE)
Recommendation(s):

Rationale for Recommendation:

Reviewer(s):

Date Completed:

FINAL Item No. 5

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Suspension of the Graduate Certificate in Stroke Rehabilitation, Rehabilitation Medicine and FGSR
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Motion

<p>THAT the GFC Academic Planning Committee recommend that the General Faculties Council approve the Suspension of the Rehabilitation Medicine Graduate Certificate in Stroke Rehabilitation, to take effect July 1, 2023.</p>
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Item

Action Requested	Approval X Recommendation
Proposed by	Tammy Hopper, Dean - Rehabilitation Medicine, Faculty of Rehabilitation Medicine
Presenter(s)	Bernadette Martin, Associate Dean - Rehabilitation Medicine Roger Epp, Interim Vice-Provost and Dean, FGSR

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to approve the suspension of the Graduate Certificate in Stroke Rehabilitation.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>This is a tuition-supported Certificate. Enrollment has been lower than the level required to sustain the program.</p> <p>Transition of the Certificate content and learning activities to a non-credit format is being explored to maintain continuing professional education opportunities for health professionals interested in stroke rehabilitation.</p> <p>The program will be suspended for the next five years: there are 3 students currently enrolled in the program who will complete it this year. No new admission applications were received this year.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> All current active students were individually emailed and asked for feedback and provided with the 2022-23 course schedule to plan their program completion.
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> All inactive students who have partially completed the program were individually emailed and provided with information regarding the planned suspension. None choose to return to the program.
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> No new admission applications were received for 2022-23.

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Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> • Graduate Studies Support Team October 3, 2022 • FRM Faculty Council Oct 26, 2022 • Policy Review Committee November 10, 2022 • FGSR Council December 7, 2022 • GFC Programs Committee December 8, 2022 • GFC Academic Planning Committee February 1, 2023 • General Faculties Council February 27, 2023
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Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>21. OBJECTIVE Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>22. OBJECTIVE Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals.</p> <p>iii. Ensure responsible and accountable stewardship of the university's resources and demonstrate to government, donors, alumni, and community members the efficient and careful use of public and donor funds.</p>			
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="560 1123 1516 1323"> <tr> <td data-bbox="560 1123 1071 1323"> <input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1071 1123 1516 1323"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success			
Legislative Compliance and jurisdiction	<p>Post-Secondary Learning Act UofA Calendar General Faculties Council Faculty of Graduate Studies & Research Faculty of Rehabilitation Medicine</p>			

Attachments

1. Rehab Med SUSPENSION Stroke Rehab Certificate Sep2022

Prepared by: Bernadette Martin, Associate Dean - Rehab Med (berni.martin@ualberta.ca)

Proposal Template: Program Suspension and Extension of Suspension

Use this template for proposals to suspend approved programs or specializations or to propose an extension to a current suspension.

Fill in the section below that is relevant to your proposal:

- Section A: if you are proposing a suspension of a ministry-approved program or specialization;
- Section B: if you are proposing an extension to a suspension previously approved by the ministry which is still in effect for a program or specialization.

Institutions should:

- ensure that submission content is concise. Any additional information may be appended;
- indicate “not applicable” when questions are not relevant to a particular proposal; and
- ensure that applicable supporting documents are attached to the proposal.

Basic Information (all proposals must complete this section)

Institution	University of Alberta
Program Name	Graduate Certificate
Specialization Name	Stroke Rehabilitation
Credential Awarded	Graduate Certificate in Stroke Rehabilitation
Proposed start date of suspension	July 1, 2023
Proposed end date of suspension	June 30, 2028

SECTION A: PROGRAM SUSPENSION

SECTION A: RATIONALE

1. Suspension Rationale
<p>a. Identify the purpose for the suspension with supporting rationale and evidence (e.g., low student demand, declining labour market demand, institutional capacity, need for program redevelopment, quality assurance review recommendation, etc.).</p> <ul style="list-style-type: none">● This Graduate Certificate was developed in consultation with the AB Stroke Council and received Ministry Approval in 2010 as a non-funded / tuition supported program. It has been offered by the Faculty of Rehabilitation Medicine (FRM) Continuing Professional Education (CPE) Unit for 11 years. Unfortunately enrollment numbers have never met projected targets and have decreased from an initial cohort of 20 (2011) to 8 (2022) with a relatively low completion rate of ~ 49% overall. This current enrollment level is not financially sustainable. During a formal curriculum review, the Certificate courses were significantly revised and updated based on student and instructor feedback (2018) but that has not led to more applicants or improved the Certificate completion rate. CPE would like to explore a transition of the current

Graduate Certificate to a series of non-credit CPE courses.

b. Document enrolments (by head count) for the most recent 5-year period, including the current academic year if available.

Enrolment	2021-22	2020-21	2019-20	2018-19	2017-18
Total Head count	8	14	16	3	7
● 1 st Year of Study	8	7	10	0	7
● Completed Certificate (3 of 3 courses)	0	7	6	3	0
Reviewer's Comment:					

- a. Indicate when admissions into program/specialization will be or were closed.
- July 1, 2023
- b. Briefly explain how the proposed end date of the suspension was determined.
- The typical five-year suspension period will ensure adequate time for any necessary teach-out.
- c. Provide specific information about which internal governance body approved the suspension, and provide date of approval.
- Graduate Studies Support Team October 3, 2022
 - FRM Faculty Council Oct 26, 2022
 - UA Programs Committee TBD
 - UA Academic Planning Committee (APC) TBD
 - UA General Faculties Council (GFC) TBD
 - UA Board Learning Research Student Experience Committee (BLRSEC) TBD
 - UA Board of Governors TBD
- d. Check the applicable box to specify the longer-term plan.
- To terminate the program.
- To reactivate the program.

SECTION B: ACCESS

<p>a. Identify potential student access considerations and risks to the Alberta Adult Learning System that the suspension of this program could pose (include both (a) information about related programs available to prospective students internally at your institution; and (b) externally at other Alberta institutions).</p> <ul style="list-style-type: none"> • The Faculty of Rehabilitation Medicine (FRM) offers non-credit coursework in the same content area. The FRM Masters of Science in Rehabilitation Science (MScRS) is exploring the possibility of transferring some of the coursework from the Certificate to the MScRS curriculum. There are currently no other graduate certificates in stroke rehabilitation offered in Alberta.
<p>b. If the program or specialization is unique in the province, briefly describe consultation within the Alberta Adult Learning System to investigate feasibility of program/specialization transfer.</p> <ul style="list-style-type: none"> • The Faculty has consulted with professionals and team leads within Alberta Health Services to explore options but the designation as a graduate level certificate and the associated work required has made it challenging to support professionals in enrolling and completing the Certificate, especially while working. The proposed transition to a non-credit format currently under consideration by the CPE unit has been positively received.
<p>c. Briefly describe the consultation process that occurred with students at your institution regarding this programming change.</p> <ul style="list-style-type: none"> • Students enrolled in or considering application were individually emailed with information regarding the plan to suspend the Certificate. They were also informed of the timetable for the Certificate courses over the next year.
<p>d. Briefly describe your institution's plans to assist active students, if any remain, in completing graduation requirements during the suspension period, including information about formal communication and student advising plans.</p> <ul style="list-style-type: none"> • Each student has been contacted by email and informed of the timetable for the Certificate courses over the next year.
<p>e. Briefly describe your institution's plans to accommodate stop-out students, if any have been identified, including information about formal communication plans.</p> <ul style="list-style-type: none"> • All active students have been notified and offered the ability to complete the Certificate within program timelines.
<p>Reviewer's Comment:</p>

SECTION C: IMPACT

<p>a. Identify which stakeholder groups were consulted regarding demand/need for this program:</p> <p><input checked="" type="checkbox"/> Faculty</p> <p><input type="checkbox"/> Regulator and/or accreditation bodies</p>	<p><input checked="" type="checkbox"/> Employers and professional associations</p> <p><input type="checkbox"/> Advisory Committee(s)</p> <p><input checked="" type="checkbox"/> Other (please identify) Survey of Certificate Students</p>
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<p>b. Briefly describe the consultation process conducted with these stakeholders and summarize the feedback received.</p> <ul style="list-style-type: none"> • Discussions were held with clinicians, current Certificate instructors and faculty members who have taught in this content area in other programs. Current students were notified and asked for feedback about a non-credit certificate as an alternative – most were supportive of that change.
<p>c. Identify financial impacts and plans for reallocation of internal resources, particularly staff and classroom and lab space.</p> <ul style="list-style-type: none"> • Given that the Certificate courses have always been offered as distance based / online courses, there are no classroom or lab space considerations. CPE staff support several programs, therefore the suspension of this Certificate will not impact staff members.
<p>Reviewer's Comment:</p>

SECTION B: SUSPENSION EXTENSION

SECTION A: RATIONALE

<p>a. Briefly describe the rationale for original suspension request. (Attach ministry approval letter for the original suspension.)</p> <ul style="list-style-type: none"> • N/A
<p>b. Briefly explain why the extension is needed and include supporting evidence (e.g., active students have not completed graduation requirements).</p> <ul style="list-style-type: none"> • N/A
<p>c. If there are students still in the program, describe how they will be supported to complete graduation requirements while the suspension is in place.</p> <ul style="list-style-type: none"> • N/A
<p>d. Explain how the duration of the suspension extension was determined.</p> <ul style="list-style-type: none"> • N/A
<p>Reviewer's Comment:</p>

SECTION B: OTHER CONSIDERATIONS

<p>Other considerations</p>
<p>a. Are there other factors or considerations the Ministry should take into account when reviewing this proposal?</p> <ul style="list-style-type: none"> • Many professionals are inquiring and enrolling in the easily accessible, non-credit, lower cost micro-credential courses within our Faculty. These tend to fit with the schedule and budget for working professionals. Generally graduate certificates are not required for workplace advancement in this practice area.
<p>Reviewer's Comment:</p>

RECOMMENDATION (FOR DEPARTMENT USE)

Recommendation(s):
Rationale for Recommendation:
Reviewer(s):
Date Completed:

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Change to Non-Regulated Exclusion to Program Fees, Proposed New Non-Regulated Exclusion to Program Fees
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Motions

<p>THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the BFPC approve the proposed Change to Non-Regulated Exclusion to Program Fees for the Faculty of Nursing (set forth in Attachment 1*).</p> <p>THAT the GFC Academic Planning Committee recommend, with delegated authority from General Faculties Council, that the BFPC approve the proposed New Non-Regulated Exclusion to Program Fees for the School in Cortona (set forth in Attachment 2*).</p> <p>* 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.</p>

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Vice-Provost and University Registrar and the Faculties and Departments that have proposed new and changed fees.
Presenter(s)	Norma Rodenburg, Acting Vice-Provost and University Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To establish a Change to Existing Non-Regulated Exclusion to Program Fees and to Propose a New Non-Regulated Exclusion to Program Fees
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The impacts of the proposals are stated in the purpose and outline in each attached proposal. Implementation dates for each proposal may vary; see attachments for details.</p> <p>After final approval by the Board Finance and Property Committee, the proposed fees would be implemented by the Office of the Registrar, Financial Services and the corresponding units proposing fee changes. The Office of the Registrar will communicate the approval of all fees to the proposers of the various fees contained in this proposal. All of these categories of fees are listed on the Office of the Registrar’s website and the units initiating the proposal are responsible for communicating any fees to the impacted students.</p>
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> As outlined in various proposals
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(parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> As outlined in various proposals
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – February 1, 2023 Board Finance and Property Committee – March 9, 2023

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>Institutional Strategic Plan – <i>For the Public Good</i>:</p> <p>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>Objective 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>i. Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p> <p>ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.</p>			
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="560 1438 1521 1648"> <tr> <td data-bbox="560 1438 1071 1648"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1071 1438 1521 1648"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success			
Legislative Compliance and jurisdiction	<ol style="list-style-type: none"> Post-Secondary Learning Act (PSLA): Sections 61(1) and (2)(a) “Tuition fees Post-Secondary Learning Act (PSLA) Regulations – Alberta Regulation 228/2018 – Section 2 Post-Secondary Learning Act (PSLA) Board of Governors General Terms of Reference, Section 1 (b) 			

Item No. 6

	5. Board Finance and Property (BFPC) Terms of Reference, Section 3(d) 6. University of Alberta Calendar 7. GFC Academic Planning Committee Terms of Reference
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Attachments (each to be numbered 1 - <>)

1. Attachment 1: Proposal for Changes to Existing Non-Regulated Exclusion to Program Fees (pages 1 - 7)
2. Attachment 2: Proposal for New Non-Regulated Exclusion to Program Fees (page 8 - 13)
3. Attachment 3: Overview of Non-Regulated Exclusion to Program Fee Proposals for 2023-24 Implementation (page 14 – 15)

Prepared by: Angelene Lavers, Specialist – Fees and Registration, angelene.lavers@ualberta.ca

Attachment 1

Proposal for Change to Non-Regulated Exclusion to Program Fees

Course	Implementati on	Current Fee	Proposed Fee	Page Number
Lab Kit – Nursing Collaborative Program	May 1, 2023	\$116 - \$150	\$134 - \$172	2
Lab Kit – Nursing Bilingual Program	May 1, 2023	\$143 - \$185	\$164 - \$213	2
Lab Kit – Nursing After Degree Program	May 1, 2023	\$211 - \$275	\$243 - \$316	2

Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: November 22, 2022

Item No. <03>

Request for Approval for: Nursing Lab Kits

Fee Type ([see end of form for definitions](#)):

- Non-Regulated Exclusion to Program Fees
- Non-Regulated Exclusion to Tuition Fees
- Other

OUTLINE OF ISSUE: Please provide a summary of proposal here.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Nursing
Dean/Chair	Dr. Diane Kunyk
Primary Contact (Name, phone number, and e-mail)	Dr. Tracey Stephen tcs@ualberta.ca 7804923776
Secondary Contact (Name, phone number, and e-mail)	Dr. Shannon Scott Shannon.scott@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Lab Learning Resource Fees Supplies for student learning in laboratory experiences
Proposed Amount	Increase of 15 percent to the current range of fees to ensure student access to needed supplies for laboratory learning experiences Collaborative Program Range \$134 to \$172 Bilingual Program Range \$164 to \$213 After Degree Program Range \$243 to \$316
Previous Fee Amount (if this is a new fee, please indicate that here)	Collaborative Program Range \$116 to \$150 Costs are currently at \$143 for 2022-23 year. Bilingual Program Range \$143 to \$185 Costs are currently at \$171 for 2022-23 year After Degree Program Range \$211 to \$275 Costs are currently at \$243 for 2022-23 year
Requested Implementation Date	May 1, 2023
The Impact of the Fee (number of students affected, etc.)	Will impact 1400+ nursing students
Collected Centrally or by Department	Collected centrally and transferred to department

Course Information (if fee is attached to a course)

Course Name(s)	NURS 125, 221, 225, 321, 325, 323, 327, 485, 335, 330, 345, 431, 435, 433, 437, SC INF 221,
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	These are all existing courses.
New or Existing Program (include name)	Existing programs: Bachelor of Science in Nursing—Collaborative Program Bachelor of Science in Nursing—Bilingual Program Bachelor of Science in Nursing—After Degree Program Bachelor of Science in Nursing—Collaborative Honors Program Bachelor of Science in Nursing—After Degree Honors Program
Course Description(s)	These are the courses with laboratory learning components within the credits. Students require supplies to learn and practice with. Examples include: IV tubing, IV fluids, IV catheters, TPN, sterile dressing trays, blood administration kits, etc,. In order for students to have access to learning and practicing these skills, they need the supplies to work with.

Details

Estimated Costs (Budget information must be included here or as an attachment)	We are requesting the range for Lab Kit Learning Resource Fees be increased by 15 percent. This would account for the increases in shipping fees, overall increases in supply costs, as well as the addition of TPN supplies,
Explanatory Notes	The cost of all supplies has increased substantially over the past 2 years as well as the inclusion of new skills in the programs that require supplies. An example of this is TPN. A single TPN supply kit for one student is approximately \$30. Without this increase in fee range, students will not have the necessary supplies to learn and practice all essential skills including the additional skills related to TPN.

Routing

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dr. Bev Temple, Associate Dean, Undergraduate Programs Ms. Katie Burgess, Director Undergraduate Student Services and Operations Ms. Linda Youell, Director Undergraduate Programs Dr. Shannon Scott, Acting Vice Dean, Faculty of Nursing Year, Program, Coordinator Committee Dr. Dawn MacRitchie, Faculty General Manager, Faculty of Nursing
Student Group Consultative Route – What consultation has occurred and provide outcome	Undergraduate Curriculum Committee—Received positive support from student representative.
Advisory Route (RACF) Include dates	November 22, 2022
Approval Route* (Governance) *The approval process is	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)

initiated in January for the next academic year	
Final Approver	Board Finance and Property Committee (BFPC)

Attachments

1. Kit Quote

SOLD TO:
U OF A SUPPLY MGMT SERVICES
 MATERIALS MGMT BLDG
 116 STREET & 85TH AVENUE
 EDMONTON, AB, T6G 2R3

SHIP TO:
FACULTY OF NURSING U OF A
 ATTN: ASHLEY REEVES
 1- 248 - 11405 - 87 AVE NW
 EDMONTON CLINIC HEALTH ACADEMY
 EDMONTON, AB, T6G 1C9

CLIENT ID: ABUN25

SALES PERSON/ CONTACT INFORMATION	SLS1	DATE
BARB O'BRIEN PH: 780-717-7304	ED2	Feb-02-2022

ITEM ID	UNIT	QTY	QTY/KIT	UNIT PRICE	EXTENSION
ABUN24-B6-BTSa-TPN KIT,STUDENT TPN	EA	1.00		42.33	42.33
WIPE,2% CHLORHEX 70% ISO	EA		4		
MASK EARLOOP 3PLY 50/BX 30BX/CS	EA		1		
SIMULATED TRAVESOL 250ML	EA		1		
SIMULATED LIPIDS 250ML	EA		1		
LOW SORB TUBE SMARTSITE VALVE 1.2 MICRON	EA		1		
LOW SORB TUBE SMARTSITE VALVE 0.2 MICRON	EA		1		
LINE LABEL	EA		2		
SYRINGE,10CC PREFILLED	EA		1		
CAP,DEAD END M/F	EA		2		

SOLD TO:
U OF A SUPPLY MGMT SERVICES
 MATERIALS MGMT BLDG
 116 STREET & 85TH AVENUE
 EDMONTON, AB, T6G 2R3

SHIP TO:
FACULTY OF NURSING U OF A
 ATTN: ASHLEY REEVES
 1- 248 - 11405 - 87 AVE NW
 EDMONTON CLINIC HEALTH ACADEMY
 EDMONTON, AB, T6G 1C9

CLIENT ID: ABUN25

TAXABLE	NON-TAXABLE	FREIGHT	TOTAL SALES TAX	TOTAL
42.33	0.00	0.00	2.12	44.45

STANDARD TERMS & CONDITIONS

ORDERS:

- Only an officer of Associated Health Systems Inc. may alter these terms and conditions.
- Quotations are valid for 5 Business days from date of issue temporarily due to Covid -19.
- Please allow 6 weeks from the date your PO is received by AHS for shipment of all lab skills kits and custom orders.
- Orders are subject to acceptance by Associated Health Systems Inc. (AHS)
- Orders are binding when accepted and confirmed by AHS. Customer accepts all terms and conditions of sale.
- Minimum order for prepaid freight is \$750. AHS does not ship prepaid to the Yukon, NWT or Nunavet. Any orders shipped to locations outside of our carriers regular shipping destinations will be subject to freight charges regardless of dollar value of the order.
- Any shipping related service that is not considered 'standard' will incur additional fees that will be charged to the client. Charges include, but are not limited to: arrival notification, inside delivery, heated service, tailgate/lift gate services or disruptions in delivery due to strikes.

* TEMPORARY Freight Surcharges may apply until further notice

PRICING:

- Prices are subject to change without notice, unless under contract with client.
- Prices published at time of the order will be honored. Errors and omissions excepted.

PAYMENT TERMS:

- Net 30 days – OAC. A service charge of 1.5% interest may be applied on all past due invoices

SHORTAGES, ERRORS & DAMAGES:

- Inspect all shipments carefully upon receipt. Verify total number of pieces.
- In case of damage or shortage in shipments, note any discrepancy on the bill of lading/packing slip before signing for receipt of the order and notify AHS Inc immediately with a copy of the bill of lading/packing slip. Notification must be reported within 5 days of receipt of shipment. Where there is concealed damage, retain the packaging for inspection. For shipments delivered by a courier or freight company, report the claim to the carrier and obtain an inspection report to be forwarded to AHS Inc. Customer Service within 5 days.
- Merchandise damaged due to improper use or abuse will not be accepted for return.

RETURN GOODS POLICY:

- Products cannot be returned without a return goods authorization number issued by an AHS Customer Service Representative.
- All requests to return goods must be made to AHS with the following information:
 - a)Account number
 - b)Invoice and Purchase Order number
 - c)Catalog number
 - d)Quantity and unit of measure
 - e)Reason for return
- All merchandise must be returned clean and unaltered, in the original packaging. Merchandise returned not meeting these conditions will be returned to customer collect and no credit issued.
- Any merchandise not returned within 30 days of the return authorization issue will not be accepted for return.
- A minimum restocking fee of 25% will be imposed on merchandise that is not defective.
- Customer is responsible for freight charges incurred when returning merchandise for reasons other than an AHS error.

ORDER CANCELLATIONS:

- Orders cancelled after a shipment has occurred will be subject to the return goods policy, and the customer will be responsible for the return freight charges.
- Custom and special orders cannot be cancelled if in process by, or in transit from the manufacturer.

ISO 13485-2003 Registered

QUOTE

QUOTE NO: 14114

PAGE 3 OF 3

TRANSACTION ID 00371151

SOLD TO:

U OF A SUPPLY MGMT SERVICES

MATERIALS MGMT BLDG
116 STREET & 85TH AVENUE
EDMONTON, AB, T6G 2R3

SHIP TO:

FACULTY OF NURSING U OF A

ATTN: ASHLEY REEVES
1- 248 - 11405 - 87 AVE NW
EDMONTON CLINIC HEALTH ACADEMY
EDMONTON, AB, T6G 1C9

CLIENT ID: ABUN25

Please ensure your quote is accurate and return with signature for order confirmation.

Name of Authorized Party (please print)

Signature of Authorized Party

Attachment 2

Proposals for Non-Regulated Exclusion to Program Fees

Course	Implementation	Fee	Page Number
School in Cortona	May 1, 2023	\$880 - \$1,200	9

Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: November 22, 2022

Item No. <02>

Request for Approval for: University of Alberta School in Cortona

Fee Type (see end of form for definitions)*:

- Non-Regulated Exclusion to Program Fees
 Non-Regulated Exclusion to Tuition Fees
 Other

OUTLINE OF ISSUE:

The University of Alberta School in Cortona has been run by the Faculty of Arts for 24 years. Students can enroll in a 10-week winter term offered from January to March or three-week spring sessions offered in May and June. Students take University of Alberta courses taught by instructors based in Italy and by University of Alberta instructors. We typically offer five courses in the winter term and three courses in each spring term. Course offerings change annually and include classics, art history, history, political science and literature. Winter term students can also take a course in conversational Italian that pairs them with local high school students. All courses include field trips (either day trips or overnight). The program also includes group activities such as guided hikes to a nearby monastery, a falconry demonstration and tours of the museum and local archeological sites.

Cortona courses have been offered in the past on a full cost recovery model. We are submitting this RACF proposal in response to the new university budget model. It is also updating costs that have risen due to recent cost inflation in Italy. The proposal uses a non-regulated fee range of \$880 - \$1,200.

Notes:

1. This proposal uses an exchange rate of 1.47 to reflect five-year average rates.
2. CREA is the Cortona-based agency we use for issuing employment contracts to instructors and making purchases from some vendors. In addition, we hire a local coordinator to handle some logistical arrangements for field trips and to provide student support.
3. The proposal allows for the two University of Alberta instructors to make a short-term visit in the winter term to teach (approximately two weeks) and for two University of Alberta instructors (including the Academic Director) to travel to Cortona in the spring to teach.
4. The local academic coordinator receives a housing stipend of 500 euros per month for the winter and spring terms and a stipend for performing program coordinator duties for the winter term.
5. Revenue calculations are based on an estimate of 155 course registrations over the winter and spring terms.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Arts
Dean/Chair	Dr. Robert Wood, Dean
Primary Contact (Name, phone number, and e-mail)	Lori Thorlakson, 780 492 2282 Email: thorlaks@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Trevor Buckle, 780 248 1458 Email: trevor.buckle@ualberta.ca

Item

Purpose of Fee (what it is to be)	The non-regulated fee is proposed to cover all operating costs for the
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Last updated November 20, 2019

used for)	School in Cortona.
Proposed Amount	To account for inflation and exchange rate movements, we propose a non-regulated fee range of \$880-\$1,200 per 3 credit course
Previous Fee Amount (if this is a new fee, please indicate that here)	Previously, students were charged the cost recovery rate of \$1,531.20 per 3 credit course
Requested Implementation Date	May 2023
The Impact of the Fee (number of students affected, etc.)	Average Cortona enrollments are 85 students.
Collected Centrally or by Department	Collected by the Faculty of Arts.

Course Information (if fee is attached to a course)

Course Name(s)	N/A: applied to all Cortona courses
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (note, however, that the Winter program has one required course. All other courses are optional).
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input checked="" type="checkbox"/> Off-Campus
New or Existing Course(s)	All courses are designed for delivery in Cortona, Italy. Courses can vary by year.
New or Existing Program (include name)	The School in Cortona has been in operation since 1999.
Course Description(s)	N/A: see comment above re: course names.

Details

Estimated Costs (Budget information must be included here or as an attachment)	See attached.
Explanatory Notes	See attached.

Routing

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Trevor Buckle, University of Alberta International
Student Group Consultative Route – What consultation has occurred and provide outcome	None for the RACF proposal. However, Cortona programming is adjusted regularly based on student feedback.
Advisory Route (RACF) Include dates	RACF November 22, 2022
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)
Final Approver	Board Finance and Property Committee (BFPC)

Attachments

1. Cortona RACF budget submission 2023

**University of Alberta School in Cortona
Non-Regulated Fee Proposal**

The University of Alberta School in Cortona has been run by the Faculty of Arts for 24 years. Students can enroll in a 10-week winter term offered from January to March or three-week spring sessions offered in May and June. Students take University of Alberta courses taught by instructors based in Italy and by University of Alberta instructors. We typically offer five courses in the winter term and three courses in each spring term. Course offerings change annually and include classics, art history, history, political science and literature. Winter term students can also take a course in conversational Italian that pairs them with local high school students. All courses include field trips (either day trips or overnight). The program also includes group activities such as guided hikes to a nearby monastery, a falconry demonstration and tours of the museum and local archeological sites.

Cortona courses have been offered in the past on a full cost recovery model. We are submitting this RACF proposal in response to the new university budget model. It is also updating costs that have risen due to recent cost inflation in Italy. The proposal uses a non-regulated fee range between \$880 - \$1200 per 3 credit course. The \$977 non-regulated fee will result in no fee increase for students in the spring 2023 program.

Overall, program costs for the 2023-24 fiscal year are projected to increase by 6 percent. This is well under current inflation rates in Italy (11.6 per cent). Our cost increases are largely driven by rental price increases for our classroom space and rental accommodation in Cortona, where we face increases of over 30 per cent. With program delivery adjustments, we have managed to keep our overall cost increases to a minimum. The increase in tuition fees since 2022/23 will cover our current projected program cost increase. Future cost increases, including those that result from adverse exchange rate movement, can be accommodated by our requested fee range.

Table 1: Comparison of 2022/23 and projected 2023/24 Cortona program costs

Item	2022/23	2023/24	% change
Cortona classroom rental	9,594.80	12,495.00	30.2 %
Local instructors	90,880.00	97,640.00	7.4 %
On-site logistical support	14,148.28	5,000.00	-64.7%
Local faculty rent stipend	2,160.00	3,675.00	70.1 %
Professional fees	9,267.00	9,102.00	-1.8 %
UAlberta faculty travel and accommodation	15,915.00	20,160.00	26.7%
Field trips and group activities	38,232.00	42,905.00	12.2 %
TOTAL	180,197.08	190,977.00	6.0 %

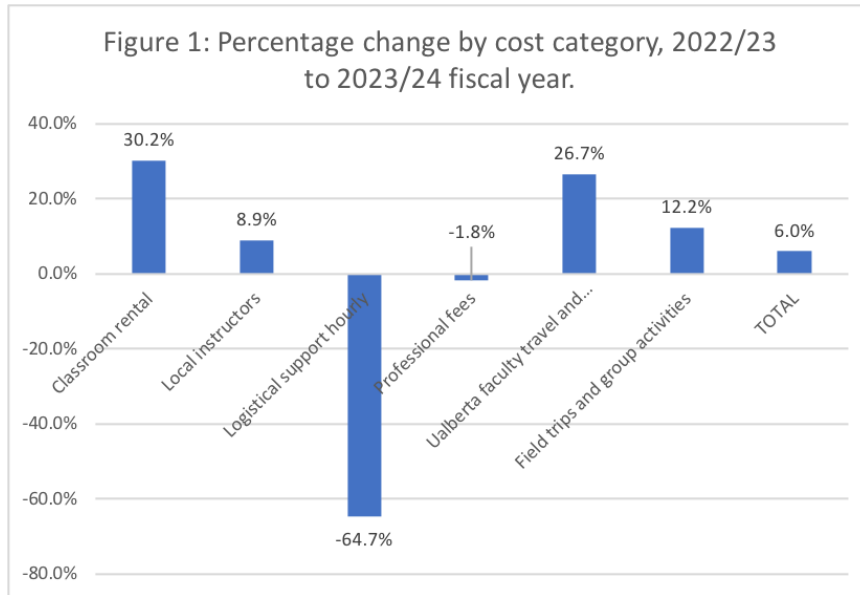


Table 2: Projected Non-regulated fee revenues, 2023/24

	quantity	rate	total
Non-regulated fee per 3*	155	880	136,400
TOTAL			131,750

Notes:

1. This proposal uses an exchange rate of 1.47 to reflect five-year average rates.
2. Figure 1 categorizes costs as follows: *Local instructor costs* include payment for course teaching, a winter coordinator stipend and a housing stipend. *Professional fees* include CREA (the Cortona-based agency we use for issuing employment contracts to instructors and making purchases from some vendors), accountancy, bank fees, internet and annual membership fees for AACUPI (the Association of American College and University Programs in Italy). *Logistical support hourly* includes costs of hiring a local coordinator to handle logistical arrangements for field trips and student support. In 2022 this category included an on-site TA. UAlberta faculty travel includes travel to and from Italy and an accommodation stipend.
3. The proposal allows for the two University of Alberta instructors to make a short-term visit in the winter term to teach (approximately two weeks) and for two University of Alberta instructors (including the Academic Director) to travel to Cortona in the spring to teach.
4. The local academic coordinator receives a housing stipend of 500 euros per month for the winter and spring terms and a stipend for performing program coordinator duties for the winter term.
5. Revenue calculations are based on an estimate of 155 3 credit course registrations over the winter and spring terms. Expenses and revenues presented in tables 1 and 2 do not balance with the non-regulated fees alone. The Cortona program is funded through both the non-regulated fees and tuition fees.

Attachment 3: Overview of Non-Regulated Exclusion to Program Fee Proposals for 2023-2024 Implementation

The following is an overview of the proposals on Non-Regulated Exclusion to Program Fees. These proposals include new Non-Regulated Exclusion to Program Fee and changes to Non-Regulated Exclusion to Program Fee. All proposals have received a technical review by the Registrar’s Advisory Committee on Fees. This overview will be provided to the Board Finance and Property Committee for approval after recommendation by the Academic Planning Committee.

Proposed Change to Non-Regulated Exclusion to Program Fees

Course	Implementation Date	Purpose of Fee	New Amount	Current Amount	Mandatory Course for program	Number of Student Impacted
Nursing Collaborative Program	May 2023	Lab Kit	\$134 - \$172	\$116 - \$150	YES	Approximately 1,400 students in all three programs
Nursing Bilingual Program	May 2023	Lab Kit	\$164 - \$213	\$143 - \$185	YES	
Nursing After Degree Program	May 2023	Lab Kit	\$243 - \$316	\$211 = \$275	YES	

Additional Information:

The Lab Kit is a fee that covers off the expense of supplies for students learning in laboratory experiences. The Faculty of Nursing is proposing an increase of 15% to the current range in order to account for the increases in shipping fees and overall increases to supply cost due to inflation. The cost of supplies has increased substantially over the past two years. Without an increase to the fee range, students will not have the necessary supplies to learn and practice all essential skills. Student Group Consultation has been done with the Undergraduate Curriculum Committee and there has been positive support from student representatives.

Proposed New Non-Regulated Exclusion to Program Fee (Currently Set-Up as a Non-Standard Fee)

New Type of Fee	Current Type of Fee	Course	Implementation Date	Purpose of Fee	New Amount	Current Amount	Mandatory Course for program	Number of Student Impacted
New Non-regulated fee	Non-Standard	School in Cortona	May 2023	Field School Costs	\$880 - \$1,200 per course Example: Total cost of a course = current approved tuition + Field School Costs (\$1,531.72 = \$651.72+\$880)	\$1,531.20 per course (Cost of current approved tuition plus Field School Costs)	NO	On average 85 students

Additional Information:

The School in Cortona has been run by the Faculty of Arts for 24 years. Students can enroll in a term in Italy where they participate in classes along with various activities including guided hikes to a nearby monastery, a falconry demonstration and tour of the museum and local archeological sites. The Faculty would like to move this School of Cortona from the current category of Non-Standard rate to the more appropriate category of Non-Regulated Exclusion to Program Fees. Additionally they would like to add a range that will account for future inflation. The bottom of the proposed range is equivalent to the current rate assessed. The budget has been review by the Registrar’s Advisory Committee on Fees and is found to be in order. Cortona programming is adjusted regularly based on student feedback. On January 9, 2023 they met with the Cortona Alumni Group to discuss these changes and the group is in support of this proposal.