General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #28
May 9, 2016, 2:00 – 4:00 p.m.   A167

Voting Members	*Non-Voting Members*
Lynn Taylor, Co-Chair	Christine Johns
Lorraine Doepel, Academic Co-Chair	
Alicia Lunz	
Mary O'Brien	
Angelique Saweczko	
Abu Sesay – arrived during Item 3	
Joelle Welling	

Regrets
Heather Addy
Kent Donlevy
Kyle O'Keefe

Secretary	*Scribe*
Susan Belcher	Cherie Tutt, Governance Coordinator

Guests
Violet Baron, Director, School Operations, Werklund School of Education – present for Item 4
Dianne Gereluk, Associate Dean, Undergraduate Programs, Werklund School of Education – present for Item 4
Sheila LeBlanc, Director, Continuing Education – present for Items 5, 6, 7, & 8
Lindsay Penner, Program Proposal Support Specialist – present for Item 4
Mark Schipper, Program Lead, Continuing Education – present for Items 5, 6, 7, & 8
Heather Smith-Watkins, Analyst (Planning and Reviews)

The Co-Chair called the meeting to order at 2:03 p.m. and confirmed quorum. Alicia Lunz, the new Students' Union Vice-President (Academic), was welcomed to her first Committee meeting.

1. **Approval of the Agenda**

Moved/Seconded
That the Agenda for the May 9, 2016 Academic Program Subcommittee meeting be approved.
Carried

2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair provided the Committee with an update on the progress of items moving from the Academic Program Subcommittee to the Academic Planning and Priorities Committee (APPC).

The Academic Co-Chair made no remarks.

3. Approval of the April 11, 2016 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded
That the Minutes of the Academic Program Subcommittee meeting held on April 11, 2016 be approved, with the requested amendment.
Carried

4. Recommendation of the Creation of New Concentrations in Teachable Subject Areas within the 120-unit Bachelor of Education Program

Documentation for this item was circulated with the Agenda. Dianne Gereluk, Associate Dean, Undergraduate Programs, Werklund School of Education, Violet Baron, Director, School Operations, Werklund School of Education, and Lindsay Penner, Program Proposal Support Specialist, Provost's Office, presented this item.

Highlights:

- It was explained that the original 120-unit Bachelor of Education (BEd) was developed for students in rural and remote locations. Based upon feedback from program advisors and participants a campus based pathway for the 120-unit BEd was created.

- In order to attract highly qualified students to the 120-unit BEd and to provide these students with maximum flexibility and more specific disciplines, it is being proposed that 15 new concentrations in teachable subject areas be added to the 120-unit BEd

- The proponents outlined the consultation process and support for the proposal

- In response to questions, it was reported that:

  - The phrase 'teachable subject areas' is in line with nomenclature used by the Alberta Ministry of Education, and signifies a students' area of specialization

  - The Alberta Ministry of Education will be changing the nomenclature for 'English as an Additional Language' to 'English Language Learners'. The Committee suggested that the proposal be updated to use 'English Language Learners', and that a footnote be added to the table of proposed concentrations to explain this

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation, effective September 2017, of the following fifteen new concentrations in teachable subject areas within the 120-unit Bachelor of Education:

Early Years:
1.   Early Childhood Education

K-12:
2.   English Language Learners
3.   Second Languages

Elementary:
4.   English Language Arts
5.   Fine Arts Education
6.   Mathematics
7.   Science
8.   Social Studies

Secondary:
9.   English Language Arts
10.   Fine Arts Education – Drama
11.   Fine Arts Education – Visual Studies
12.   Mathematics
13.   Science – Biology
14.   Science – Physics
15.   Social Studies

as set out in the proposal provided to the Committee.

Carried

5.   Recommendation of a Certificate in Business Intelligence and Analytics

Documentation for this item was circulated with the Agenda. Sheila LeBlanc, Director, Continuing Education, and Mark Schipper, Program Lead, Continuing Education, presented this item.

Highlights:

- The Co-Chair introduced the item and confirmed that the APPC is the final approval authority for proposals from Continuing Education (CE)

- The Committee discussed the development of a credentials framework for CE, and it was reported that this is currently under development, and among other things will include nomenclature for CE credentials

- The proponents explained the background and rationale for proposing the suspension and termination of the Certificate in Business Intelligence (BI) and the creation of a Certificate in Business Intelligence and Analytics (BIA), including demand from industry for BI employees to increase their depth and breadth of skills and knowledge. It was reported that the change of name is consistent with trends in industry.

- In response to questions, it was confirmed that:

  o Because of the significant difference in contact hours between the proposed BIA Certificate and the existing BI Certificate, it was decided that CE suspend and terminate the BI Certificate and propose the creation of a new BIA Certificate

  o ICT 128 Relational Databases Fundamentals is not a required course, but it is a prerequisite for ICT 706 Data Preparation and Dimensional Modeling, which is required. It was explained that courses for the BIA Certificate have been designed with different entry levels to acknowledge the various backgrounds of students, and CE may waive prerequisites based on a student's knowledge and skills.

  o To manage risk, CE has to continually analyse and update their course offerings to meet market demand

- The Committee discussed the budget for the proposed BIA program and the techniques that CE can use to absorb loss if enrolment targets are not met for a course, including cancelling or accepting additional students in other courses

- The prerequisite sequencing in CE was discussed, and it was suggested that CE should consider developing a more consistent sequencing pattern, e.g. a 200 level course as a prerequisite for a 300 level course

- The Committee made the following suggestions to help strengthen the proposal and directed that these also be made for the Certificate in Change Management, the Certificate in .Net Application Development and the Certificate in Business Analysis proposals:

  o Add an explanation to the budget section of the proposals to explain why there are differential costs of courses within and across programs

  o Add an explanation regarding variation in instructor rates, and a statement to confirm that CE covers the costs of instructor orientation and teaching workshops

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Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a non-degree credit Certificate in Business Intelligence and Analytics, in Continuing Education, as set out in the documents provided to the Committee.

Carried

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective December 31, 2016, and the eventual termination of the non-degree credit Certificate in Business Intelligence, in Continuing Education, as set out in the documents provided to the Committee.

Carried

6.   Recommendation of a Certificate in Change Management

Documentation for this item was circulated with the Agenda. Sheila LeBlanc, Director, Continuing Education, and Mark Schipper, Program Lead, Continuing Education, presented this item.

Highlights:

- The proponents explained the rationale for creating a Certificate in Change Management, including student demand and the emerging field of change management as a recognized profession

- The Committee made the following suggestion:

  o That section 4.2 be updated to remove the specific reference to $445 as the fee per course and replace it with the average course fee

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Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a non-degree credit Certificate in Change Management, in Continuing Education, as set out in the documents provided to the Committee.

Carried

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7.   Recommendation of a Certificate in .Net Application Development

Documentation for this item was circulated with the Agenda. Sheila LeBlanc, Director, Continuing Education, and Mark Schipper, Program Lead, Continuing Education, presented this item.

Highlights:

- The proponents explained the background and rationale for proposing the suspension and termination of the Certificate in .Net Development and the creation of a Certificate in .Net Application Development, including student demand for additional programming courses to respond to new methodologies and applications being developed by Microsoft

- It was confirmed that the Certificate in .Net Application Development will be 240 hours, and that all but one of the courses in the Certificate are currently being offered by CE

- The Committee suggested that page 2 of the .Net Application Development proposal be updated to reflect that there is only one new course for this Certificate, and that the agile methodology course was introduced in the Spring 2016 term

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Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a non-degree credit Certificate in .NET Application Development, in Continuing Education, as set out in the documents provided to the Committee.

Carried

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective December 31, 2016, and the eventual termination of the non-degree credit Certificate in .NET Development, in Continuing Education, as set out in the documents provided to the Committee.

Carried

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8. <u>**Recommendation of a Certificate in Business Analysis**</u>

Documentation for this item was circulated with the Agenda. Sheila LeBlanc, Director, Continuing Education, and Mark Schipper, Program Lead, Continuing Education, presented this item.

Highlights:

- The proponents explained that, in 2014, a new business analysis course was introduced to an existing CE Certificate. Based on the success of the course and demand from students a Certificate in Business Analysis was developed.

- In response to a question, it was confirmed that 'non-credit' and 'non-degree credit' are used in the proposal documents only, and are not part of the certificate name, nor do they appear on CE transcripts or parchments

- The Committee requested that the tuition fee for ICT 705 be checked and revised appropriately to ensure that the correct fee is listed in the proposal

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Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a non-degree credit Certificate in Business Analysis, in Continuing Education, as set out in the documents provided to the Committee.

Carried

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9. <u>**Recommendation of the University of Calgary Framework for Credit Certificates and Diplomas**</u>

Documentation for this item was circulated with the Agenda. Lynn Taylor, Vice-Provost (Teaching and Learning), and Christine Johns, Senior Director, Academic and International Strategies, presented this item.

Highlights:

- The proponents explained that in 2014-15 the Ministry of Advanced Education developed a provincial credentials framework that provides guidelines and sets common standards for the 17 post-secondary credit credentials awarded through Campus Alberta. To help clarify the process and bring consistency to credit certificate and diploma programs the University has developed a complementary University of Calgary Credit Certificate and Diploma Framework (University Framework).

- It was reported that a non-credit framework is also in development by the University

- The proposed University Framework also includes a new institutional credential, the embedded

certificate. The embedded certificate is not a standalone credential, but is earned in conjunction with the student's degree and will appear on their transcript.

- In response to questions, it was reported that:
    - o The provincial framework has not yet been released by the Ministry of Advanced Education, but the University is aware of its contents and has developed the University Framework to align with the provincial framework. If when released the provincial framework is different, the proponents will bring any material changes back through the approval process
    - o Completing an embedded certificate is not intended to extend a student's degree, and students should be able to use their elective courses to gain the credential. However, it is recognized that it may extend a degree or be unavailable to students in certain prescriptive programs, such as Nursing and Engineering

- The Committee discussed the difference between an embedded certificate and a concentration. It was explained that a concentration has to be tied to a specific degree program but that students from a variety of different programs would be able to complete an embedded certificate.

- The Committee discussed the approval process for the University Framework, and it was explained that the General Faculties Council has the final approval authority

- The Committee suggested that the word 'credits' be replaced with 'units' in the University Framework to be consistent with current University terminology

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Moved/Seconded

That the Academic Program Subcommittee recommend to the Academic Planning and Priorities Committee, the University of Calgary Credit Certificate and Diploma Framework, in the form provided to the Committee.

Carried

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10. <u>Status of Program Approvals</u>

Documentation for this item was circulated with the Agenda for information only.

11. <u>Other Business</u>

There was no other business.

12. <u>Adjournment</u>

The Academic Program Subcommittee adjourned the May 9, 2016 meeting by consensus.

The meeting was adjourned at 4:00 p.m.