



General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #41

November 19, 2018, 2:00 p.m.

Governors Boardroom A167

Voting Members

Leslie Reid, Co-Chair

Jim Brandon

Peggy Hedges - arrived during Item 4

Jennifer Lock - arrived during Item 5

Donna-Marie McCafferty

Mary O'Brien - left after Item 7

Jessica Revington

Angelique Saweczko

U.T. Sundararaj

Non-Voting Members

Christine Johns

Secretary

Susan Belcher

Scribe

Jyoti Myers

Regrets

Rob Malach

Guests

Sheila LeBlanc, Director, Continuing Education – present for Item 6

Aimee Newton, Program Manager, Continuing Education – present for Item 6

Robert Schulz, Professor, Faculty – Executive Education, Haskayne School of Business – present for Item 5

Virginia Tumas, Senior Instructor, Department of Classics & Religion, Faculty of Arts – present for Item 4

Sherry Weaver, Associate Dean, Undergraduate Programs, Haskayne School of Business – present for Item 5

Observers

Heather Smith-Watkins, Analyst, Planning and Reviews, Office of the Provost

The Co-Chair called the meeting to order at 2:04 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the November 19, 2018 Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair commented that the success of the Committee is leveraged by the different strengths and unique “superpowers” that members bring to the meetings and the thoughtful preparation placed towards improving the program proposals.

3. Approval of the October 22, 2018 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Academic Program Subcommittee meeting held on October 22, 2018 be approved.

Carried**4. Recommendation for the Suspension and Termination of the Concentration in Media Arts**

Documentation for this item was circulated with the Agenda. Virginia Tumas presented this item.

Highlights:

- The proponent provided an overview of the Media Arts Concentration and noted that since its creation in 2009, there have only been six students that have declared the concentration and currently there is only one student enrolled. It was noted that some of the courses are no longer being offered as there is no demand.
- There were no questions

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension and eventual termination of the Concentration in Media Arts, as set out in the proposal provided to the Committee.

Carried

Secretary's Note: Items 5A-5C were dealt with together.

5A. Recommendation for the Suspension and Termination of the BComm Concentration in Energy Management**5B. Recommendation for the Termination of the BComm Concentration in Petroleum Land Management****5C. Recommendation for the Creation of the BComm Concentration in Energy and Professional Land Management**

Documentation for these items was circulated with the Agenda. Sherry Weaver and Robert Schulz presented these items.

Highlights:

- The proponents provided an overview of the concentration in Energy Management (ENMG) within the Bachelor of Commerce (BComm) program and reported that since its creation in 2006, there has been significant changes in the energy industry and this has resulted in a steady decline in enrolment in the program. It was noted that the concentration is no longer reflective of the present nature of the profession and does not prepare graduates for employability adequately. Therefore, it is being proposed that the program be suspended and terminated.
- The proponents reported that the proposed termination of the Petroleum Land Management (PLMA) concentration is a result of a decline in student demand and changes in the industry and that students would be better positioned for employment through an integrated concentration in Energy and Professional Land Management (EPLM)
- The proponents reported that the 25 remaining students in the ENMG concentration will have the option of completing the ENMG concentration or switching to the proposed EPLM concentration, which will better prepare students for successful and flexible careers in the general energy sector, related government sectors and the land management profession
- In answer to questions, it was explained that:
 - Students in the ENMG concentration will have sufficient time for completion of the coursework during the suspension period, and will have access to academic advising to aid in the planning of their programs
 - The proposed EPLM concentration provides more flexibility for students to align their course choices with their intended career stream, by increasing the number of elective course options and offering more courses related to professional land management and energy management
 - There was extensive consultations with stakeholders regarding the proposals and it was noted that all stakeholders are supportive of the proposed suspension and eventual termination of the ENMG concentration, the termination of the PLMA concentration and the creation of the EPLM concentration
- The Committee discussed the proposed integration of the concentrations, the enrolment plan, the demand analysis, the proposed cohort size, course content, timetabling concerns and noted that the benefits of the integration include: an alignment with the Haskayne School of Business's priorities, responding to the needs of industry and ensuring that graduates are equipped with the necessary knowledge and skills to pursue their intended career paths
- The Committee requested that, prior to the proposal going forward to the Academic Planning and Priorities Committee:
 - Letters of support from the Schulich School of Engineering, stakeholders within the industry and students also be included with the proposals
 - The proposed termination of the PLMA concentration have an implementation date of July 1, 2019
 - The proposed creation of the EPLM concentration have an implementation date of July 1, 2019

MOTION 1:**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension and eventual termination of the Energy Management concentration within the Bachelor of Commerce degree program, as set out in the proposal provided to the Committee.

Carried**MOTION 2:****Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the termination of the Petroleum Land Management concentration within the Bachelor of Commerce degree program, effective July 1, 2019, and as set out in the proposal provided to the Committee.

Carried**MOTION 3:****Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Energy and Professional Land Management concentration within the Bachelor of Commerce degree program, effective July 1, 2019, and as set out in the proposal provided to the Committee.

Carried

Secretary's Note: Items 6A-6C were dealt with together.

- 6A. Recommendation for the Suspension of the Certificate in Health, Safety & Environment (HSE)**
- 6B. Recommendation for the Creation of the Occupational Health & Safety (OHS) Fundamentals Certificate and the OHS Advanced Certificate**
- 6C. Recommendation for the Creation of the Occupational Health & Safety (OHS) Diploma**

Documentation for these items was circulated with the Agenda. Aimee Newton and Sheila LeBlanc presented these items.

Highlights:

- The proponents provided an overview of the proposal for the suspension and eventual termination of the HSE Certificate, the proposal for the creation of the OHS Fundamentals Certificate and an OHS Advanced Certificate, and the proposal for the creation of an OHS Diploma. The proponents explained that an extensive consultation process with students, faculty, and stakeholders revealed that there is a strong demand for a program expansion that will reflect new educational requirements and will ensure alignment with accreditation bodies.

- In answer to questions, the proponents explained that:
 - There is a strong demand for stackable laddered credentials due to the continuous changing needs of the industry and associated professional accrediting bodies and that the proposed design of the new program enables non-traditional learners the flexibility to balance work and professional needs
 - There is a two year period allotted for students to complete the required coursework for the HSE Certificate and both current and past HSE Certificate students will have the option to ladder into the new stackable format within the OHS program
 - Students will receive detailed communication about the certificate suspension and available options for program completion via email in January 2019
- The Committee discussed the program content, rationale, certificate structure and stackability, program delivery, the enrolment plan and noted the benefits of the proposed program including: that this is the only program in Canada to have a laddered program targeted for diverse OHS professionals entering different stages in their career, the anticipated increase in student enrolment, creation of graduates who are equipped with the necessary OHS skills and expertise to meet industry standards and demands

MOTION 1:**Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the suspension, effective January 2019, and eventual termination of the Health, Safety and Environment non-degree-credit Certificate, Continuing Education, as set out in the proposal provided to the Committee.

Carried**MOTION 2:****Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of an Occupational Health and Safety (OHS) non-degree-credit Fundamentals Certificate and an OHS non-degree-credit Advanced Certificate, Continuing Education, effective January 2019, as set out in the proposal provided to the Committee.

Carried**MOTION 3:****Moved/Seconded**

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of an Occupational Health and Safety (OHS) non-degree-credit Diploma, Continuing Education, effective January 2019, as set out in the proposal provided to the Committee.

Carried

7. Revisions to the Quality Assurance Handbook

Documentation for this item was circulated with the Agenda. Christine Johns presented this item.

Highlights:

- The proponent outlined the rationale for the proposed revisions and reported that the revisions are in response to the recommendations provided by the Campus Alberta Quality Council's Quality Audit Team and are administrative in nature to include the streamlining of curricular reviews, the removal of data packages and moving the metrics into the appendices
- The Committee expressed satisfaction with the proposed revisions to the Quality Assurance Handbook and posed no questions

8. What do we bring to the table?

The Committee discussed their roles on the Committee and their individual strengths and stressed the importance of reviewing all proposals from an editorial lens to ensure that the proposals are clear and that anticipated questions are addressed prior to proceeding to the Academic Planning and Priorities Committee.

9. Status of Program Approval Reports

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

10. Other Business

There was no other business.

11. Adjournment

Moved/Seconded

That the Academic Program Subcommittee adjourn the November 19, 2018 meeting.

Carried

The meeting was adjourned at 3:30 p.m.

Susan Belcher
University Secretary