



General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #42
January 21, 2019, 2:00 p.m.

A 167

Voting Members

Leslie Reid, Co-Chair
Jim Brandon, Academic Co-Chair
Peggy Hedges
Jennifer Lock
Paul Mains
Mary O’Brien – arrived during Item 5
Jessica Revington
Angelique Saweczko
U.T. Sundararaj

Non-Voting Members

Christine Johns
Rob Malach

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Guests

Sheila LeBlanc, Director, Continuing Education – present for Item 5
Nancy Marlett, Director, Community Rehabilitation and Disability Studies, Cumming School of Medicine – present for Item 5
Meagan Twissell, Program Specialist - Indigenous, Continuing Education – present for Item 5
Michelle Verburg, Program Manager - Learning, Haskayne School of Business – present for Item 4

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 January 21, 2019 Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair remarked that the practice of holding a pre-discussion before inviting proponents into the meeting room will continue, as members have expressed that they appreciate this format, and noted that the

Committee's constructive feedback helps ensure that program proposals moving forward to the Academic Planning and Priorities Committee (APPC) are of high quality.

The Academic Co-Chair made no remarks.

3. Approval of the November 19, 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 November 19, 2018 be approved.

Carried

4. Recommendation of the Creation of a Non-Credit Certificate in Business Essentials: Business Leadership Development Program

Documentation for this item was circulated with the Agenda. Michelle Verburg presented this item.

Highlights:

- The proponent reported that the Haskayne School of Business (HSB) has offered the Business Essentials: Business Leadership Development Program (BDLP) as an Executive Education certificate of completion for the past nine years, and it is now being proposed to transition this to be a formal non-credit certificate, in order to align with other non-credit programs at the University and to increase the perceived value of the BLDP
- In response to questions, it was reported that:
 - The administration and record retention for the program will be converted to the Destiny One system under the HSB umbrella
 - Because it is non-credit, the certificate cannot ladder into other HSB programs, but it might be recognized for admission purposes
 - The ideal number of students in this program is 24-32
 - The revenue and costs table has not been completed for this proposal because upcoming changes will impact the budget, such as the construction of Matheson Hall which will reduce the need for the HSB to lease spaces
- The Committee discussed that an articulation of the program's assessment strategies will be necessary once the University's non-credit certificate framework is approved by the General Faculties Council later this year
- The Committee suggested that:
 - The proponent add letters of support, such as from the business community and former students, to the package prior to it being provided to the APPC
 - The table comparing the HSB's program to the University of Alberta's program be revised to ensure that the points are comparable (e.g. the program delivery column appears more detailed on the University of Calgary side). The Committee further suggested that the proponent consider expanding this table to compare the University of Calgary's program to that of more

institutions.

- The proponent be prepared to explain to the APPC how the business programs offered at Mount Royal University differ from those at the University of Calgary

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the non-credit Certificate in Business Essentials: Business Leadership Development Program, as set out in the proposal provided to the Committee, with the requested amendments.

Carried

5. Recommendation of the Creation of a Non-Credit Certificate in Patient and Community Engagement Research, Continuing Education

Documentation for this item was circulated with the Agenda. Nancy Marlett, Sheila LeBlanc, and Meagan Twissell presented this item.

Highlights:

- The proponents reported that the O'Brien Institute for Public Health has operated the Patient and Community Engagement Research (PACER) program for the past six years, and that it is now being proposed to convert PACER from a certificate of participation program to a formal non-credit certificate program. Management of the PACER program is now shared between Continuing Education (CE) and the O'Brien Institute for Public Health.
- In response to questions, it was reported that:
 - This is a blended program with on-campus intensive learning and distance delivery to remote and non-traditional learners. The proponents indicated that the program may be offered completely online in the future.
 - It will be possible to scale the program for four to seven cohorts
 - Sponsorships pay for the students' tuition, travel and incidental costs (e.g. computers)
 - The mentors play a variety of roles within the program, including participating in selection interviews, working with the sponsors, classroom teaching, online teaching, observing the students' research interviews, and general advising
 - The mentors are contracted (and paid) by CE in a similar manner to teaching assistants
 - There is a system in place to ensure that students receive appropriate ethics approvals for their research
- During discussion, the proponents emphasised that the program is special in that it results in the creation of new research methodologies and social innovation
- The Committee suggested that:
 - The proponents make clear in the proposal that the program is not targeted only to Indigenous students
 - Letters of support be added to the package prior to it being provided to the APPC
 - The proponents be prepared to explain the program's unique delivery model and resulting outcomes to the APPC

Moved/Seconded

That the Academic Program Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the non-credit Certificate in Patient and Community Engagement Research, as set out in the proposal provided to the Committee, with the requested amendments.

Carried

6. Status of Program Approvals

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

7. Other Business

There was no other business.

8. Adjournment

Moved/Seconded

That the Academic Program Subcommittee adjourn the January 21, 2019 meeting.

Carried

The meeting was adjourned at 3:18 p.m.

Susan Belcher
University Secretary