



General Faculties Council  
**ACADEMIC PROGRAM SUBCOMMITTEE**  
Approved Minutes

Meeting #44  
April 22, 2019, 2:00 p.m.

A 167

***Voting Members***

Leslie Reid, Co-Chair  
Paul Mains  
Mary O'Brien  
Jessica Revington  
Angelique Saweczko

***Non-Voting Members***

Christine Johns  
Rob Malach – arrived during Item 2

***Secretary and Scribe***

Elizabeth Sjogren

***Regrets***

Jim Brandon, Academic Co-Chair  
Peggy Hedges  
Jennifer Lock  
U.T. Sundararaj

***Guests***

Sheila LeBlanc, Director - Continuing Education – present for Item 4

***Observers***

Kevin Dang, incoming Students' Union Vice-President (Academic)

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The Co-Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the April 22, 2019 Academic Program Subcommittee meeting be approved.

**Carried**

**2. Remarks of the Co-Chair**

The Co-Chair thanked Jessica Revington, Students' Union (SU) Vice-President (Academic), for her service on the Committee, and Kevin Dang, incoming SU Vice-President (Academic), was welcomed and introduced to the members.

### **3. Approval of the March 25, 2019 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

**Moved/Seconded**

That the Minutes of the Academic Program Subcommittee meeting held on March 25, 2019 be approved.

**Carried**

### **4. Non-credit Professional and Continuing Education: Principles and Credentials Framework**

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

Highlights:

- The proponents reported that non-credit professional and continuing education takes place across disciplines at the University, and that a set of principles and a credentials framework have been developed. These will facilitate consistent use of nomenclature and common standards for the awarding of credentials. The proponents reported that the framework is modeled after the for-credit credentials framework already approved by the General Faculties Council (GFC).
- The proponents reviewed the six categories of non-credit credentials in the framework: 1) certificate of attendance, 2) certificate of recognition/completion/participation, 3) professional certificate, 4) professional diploma, 5) professional executive certificate, and 6) professional executive diploma, and noted that these can also be referred to as continuing education or professional development credentials.
- The Committee discussed that:
  - Certificates of attendance can be given for a 1/2-day workshop, seminar, short course, or presentation, while professional certificates and diplomas can involve 100-250+ hours of learning
  - Certificates of attendance and recognition certificates may not involve any formal assessment, while professional certificates and diplomas must have some form of formal assessment
  - Once the framework is approved, it will be necessary to execute a strong communications plan so that members of the University community are aware of this
- In response to questions, it was reported that:
  - The University's new non-credit registration system, Destiny One, will be used for record keeping and reporting, and this will facilitate consistency in record keeping
  - Templates for non-credit credential parchments will be provided
  - The non-credit professional and continuing education credential programs will need to be approved by a GFC-level committee. Non-credit credential programs currently come to either the Academic Program Subcommittee (APS) or the Graduate Academic Program Subcommittee (GAPS) before approval by the Academic Planning and Priorities Committee (APPC), depending on their target student, but this is currently under review.
  - The transcript is for for-credit programs, and there is a separate non-credit record for students

- The Committee suggested that:
  - A database logging details such as the hours in each non-credit credential offered at the University be made available, as this would assist in efforts such as assessing the significance of any credentials listed on a person's curriculum vitae. It was noted that much of this information is available online and could at least partially meet this need.
  - Once approved, the framework could be published in the University Calendar. The proponent agreed that, at minimum, the credential definitions should be published in order to raise awareness of these.
  - The briefing note for this item be revised before it is provided to the APPC, in order to provide more background information relating to the development of the framework
- The proponents confirmed that the framework will next be discussed by the GAPS and the APPC, and then will be presented to the GFC for approval

#### 5. **Status of Program Approvals**

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

#### 6. **Other Business**

There was no other business.

#### 7. **Adjournment**

**Moved/Seconded**

That the Academic Program Subcommittee adjourn the April 22, 2019 meeting.

**Carried**

The meeting was adjourned at 2:34 p.m.

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Elizabeth Sjogren  
Meeting Secretary