



General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #51
October 5, 2020, 2:00 p.m.

By Zoom platform

Voting Members

Leslie Reid, Co-Chair
Semhar Abraha
Ryan Hamilton
Jocelyn Hayley
Lorelli Nowell
Angelique Saweczko – arrived during Item 3
Jessica Shaw
Jason Wiens

Non-Voting Members

Christine Johns – arrived during Item 2
Karen Then

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

Kathryn King-Shier

Staff

Tasha Hodzic

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 October 5, 2020 Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair included the following in her remarks:

- Ryan Hamilton, Lorelli Nowell, Jessica Shaw and Jason Wiens were welcomed on this occasion of their first meeting
- The role, responsibilities and operations of the Committee will be reviewed under Item 4. Returning members were encouraged to share their impressions of the Committee and new members were encouraged to ask questions.

3. Recommendation of the 2020-2021 Academic Program Subcommittee Work Plan

Documentation for this item was circulated with the Agenda. The Co-Chair presented this item.

Highlights:

- The Co-Chair noted that the Committee's work plan is very straightforward, given the nature of the work of the Committee
- There were no questions

Moved/Seconded

That the Academic Program Subcommittee (APS) recommend that the Academic Planning and Priorities Committee approve the APS Work Plan for the 2020-2021 academic year, in the form provided to the Committee.

Carried

4. Orientation to the Work of the Academic Program Subcommittee

The Co-Chair presented this item.

Highlights:

- The Co-Chair reported that, because there are five new members of the Academic Program Subcommittee (APS) this year, it was decided to hold a Committee-specific orientation session at this meeting. The Co-Chair then reviewed the role and responsibilities of the Committee and described the normal meeting procedure, and introduced the Committee's resource and support persons. The Co-Chair noted that the members have a broad range of perspectives, expertise and interests, and this helps in the review of proposals.
- In response to questions, it was reported that:
 - Meeting packages are uploaded to the Committee's D2L one week ahead of each meeting
 - The Committee may suggest or require revisions to a proposal before it moves on to the Academic Planning and Priorities Committee (APPC) for approval. Sometimes, a proposal returns to the Committee for a second review before it moves on.
 - The Committee's Co-Chair attends the APPC meetings with the proposal proponents, to introduce the proposals, provide context, and assist with questions
 - The program approval process includes the flow of proposals from Departmental approval to the Provost's Office, to Faculty approval, to Decision Support Team (DST) review, to APS review, to APPC approval, and for final Ministry approval if applicable. It can take up to 18 months for a proposal to move through the entire approval process.
 - Staff in the Provost's Office are available to assist proponents with the preparation of their proposals, and keep a record of the suggestions that are made during DST and APS meetings in order to ensure that comments are addressed before a proposal moves forward to the APPC
 - There are a variety of templates that proponents are required to use, such as for program creation, load changes, and name changes

- The APPC is the final approval authority for some proposals (i.e. the creation of new minor, concentration, specialization, embedded certificate, or combined degree program) and some proposals move on to the Ministry for final approval (i.e. program creation, suspension and termination)
- The Calendar and Curriculum Subcommittee, another subcommittee of the APPC, approves the Calendar entries relating to undergraduate programs
- The Committee sees most of its work later in the Fall term and throughout the Winter and Spring terms, as proposals tend to be developed over the summer and receive Faculty Council approval in the fall
- The Co-Chair remarked that the Committee's thorough and collegial work adds value to proposals as they move through the approval process, and thanked the members for their service

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**

The October 5, 2020 Academic Program Subcommittee meeting was adjourned by consensus.

The meeting was adjourned at 2:55 p.m.

Susan Belcher
University Secretary