



UNIVERSITY OF
CALGARY

General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

Meeting #58
September 20, 2021, 2:00 p.m.

By Zoom platform

Voting Members

Leslie Reid, Co-Chair
Jocelyn Hayley, Academic Co-Chair
Karen Benzies
Amy Dambrowitz
Ryan Hamilton
Kathryn King-Shier
Lorelli Nowell
Renzo Pereyra
Jason Wiens

Non-Voting Members

Christine Johns
Justine Wheeler

Secretary

Cherie Tutt

Scribe

Tasha Hodzic

Staff

Elizabeth Sjogren

Guests and Observers

Kelly Kay Spurlock, Analyst, Unit Planning and Reviews, Office of the Provost

The Co-Chair called the meeting to order at 2:03 p.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the September 20, 2021 Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair welcomed members to the new meeting year and described the role of the committee.

The Academic Co-Chair remarked that the members' diverse perspectives provide meaningful feedback for the program proposal proponents.

3. Orientation to the Work of the Academic Program Subcommittee

The Co-Chair presented this item.

Highlights:

- The Co-Chair presented an overview of the proposal approval process and described the practices during the Committee meetings, highlighting that:
 - The Academic Program Subcommittee (APS) primarily recommends to the Academic, Planning and Priorities Committee (APPC) proposals for the creation, revision or termination of undergraduate programs
 - The program approval process includes the progression of proposals from Departmental approval, to Faculty approval, to Decision Support Team (DST) review, to APS review, to APPC approval, and to the Ministry for final approval if applicable
 - The Committee may suggest or require revisions to a proposal before it moves on to the APPC for approval or a proposal may return to the Committee for a second review before it is recommended to the APPC
 - The Calendar and Curriculum Subcommittee, another subcommittee of the APPC, approves the Calendar entries relating to undergraduate programs and regulation changes following proposal approval
 - Some members of the APS also sit on the Graduate Academic Planning Subcommittee, providing collaboration across the committees
 - The DST is comprised of a diverse group of members to provide a wide range of feedback to proponents as they progress through the proposal approval process
 - The APS meetings typically start with approval of the agenda and co-chair remarks followed by preliminary discussion among the Committee members on the proposals before proponents give a presentation and take questions from the committee. If ready, members will then vote to recommend proposals to the APPC.
- The Co-Chair introduced new and returning members of the Committee, and acknowledged the support from the Secretariat office and the DST for the Committee and program proposal proponents
- The Committee shared their past experiences and approaches to reviewing program proposals

4. Ministry Program Approval Process Update

Christine Johns, Senior Director, Academic & International Strategies, presented this item.

Highlights:

- The presenter reported that:
 - In addition to the internal approvals through the University governance process, changes to program loads or lengths, name changes, and suspension and terminations of certificate, diploma and degree programs require Ministry approval
 - The briefing note accompanying a program proposal will specify if the Ministry will be approving the proposal or if the authority is within the University governance process

- The Ministry has modified the program approval process to shorten the time needed for approvals from approximately 1 year to a few months. The modified process includes new templates for program approvals and the internal process has changed to align with the Ministry.
- The Campus Alberta Quality Council (CAQC) has determined that the University may complete audits of its programs once every 5 years, and that the CAQC does not need to review every program proposal from the University before it is presented to the Ministry for approval
- There were no questions

5. **Status of Program Approvals**

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

6. **Other Business**

The Co-Chair reported the passing of Jim Brandon, Associate Dean Professional & Community Engagement with the Werklund School of Education and former Academic Co-Chair of APS, and acknowledged his contributions to the University.

7. **Adjournment**

Moved/Seconded

That the Academic Program Subcommittee adjourn the September 20, 2021 meeting.

Carried

The meeting was adjourned at 3:06 p.m.

Cherie Tutt
Meeting Secretary