General Faculties Council
ACADEMIC PROGRAM SUBCOMMITTEE
Approved Minutes

September 12, 2022, 2:00 p.m.   A167

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Voting Members
Leslie Reid, Co-Chair
Jocelyn Hayley, Academic Co-Chair
Amy Burns
Amy Dambrowitz -arrived during Item 2
Kathryn King-Shier
Lorelli Nowell

Regrets
Ryan Hamilton
Jason Wiens
Shaziah Jinnah

Guests and Observers
Elizabeth Pando, Program Proposal Specialist, Office of the Provost - present for Item 3

Non-Voting Members
Christine Johns
Justine Wheeler

Meeting Secretary
Cherie Tutt

Scribe
Holly Lywin

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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 September 12, 2022 Academic Program Subcommittee meeting be approved.

Carried

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

The Co-Chair and the Academic Co-Chair welcomed new member, Amy Burns, to the first meeting of the academic year as a new academic appointee on the Committee.

3.   Orientation to the Work of the Academic Program Subcommittee

The Co-Chairs presented this item.

Highlights:

- The Co-Chair presented an overview of the program proposal approval process and described the format of the Committee meetings, highlighting the importance of the work of the Committee and ensuring the right tone is set when working with proponents

- The Committee reviewed the [Courage and Renewal Touchstones](#) document and each member articulated which sections resonated with them, and how it should be used during Committee meetings. These included:

    o That the Committee's main goal is to ensure strong proposals that will work well when implemented - within our system and for those it is intended for. This can be encouraged by providing guidance and working with the proponent(s) to bridge gaps between intentions, institutional systems, and the end user.

    o Ensuring that all Committee members review proposals with a balanced, self-reflective approach that stays open to possibilities and provides feedback that inspires growth

    o That Committee members should not become defensive but be openminded to wonder about new or different ways of doing things i.e., recognize different faculty cultures, changes in technology, or new needs in our society. The Committee should work to provide explanations and guidance for proponents on institutional guidelines.

    o That the Committee ensures a welcoming space where ideas can be challenged in a good way, and members were encouraged to share back positive points relating to the proposal

- The Committee discussed how to share these intentions with proponents who will be coming to Academic Programs Subcommittee (APS). The Co-Chairs agreed to think about this further and suggested the Committee discuss this at the mid-year check-in, in December.

4. **Recommendations for Program Proposal Development**

    A. **ii' taa'poh'to'p and Indigenous Engagement**
    B. **Equity Diversity Inclusion and Accessibility**

Documentation was circulated with the Agenda. Leslie Reid, Vice-Provost (Teaching and Learning), Christine Johns and Elizabeth Pando presented this item.

Highlights:

- The presenters reported that the ii' taa'poh'to'p and Indigenous Engagement and Equity Diversity Inclusion and Accessibility (EDIA) recommendations for program proposal development were developed last year in response to feedback and direction from the committees governing program approvals, in particular the Academic Planning and Priorities Committee (APPC)

- The presenters then reviewed the process for developing the guidelines and outlined the groups and individuals consulted, noting that the documents were reviewed and endorsed by the APPC in June 2022 and are now being shared with its subcommittees and beyond

- It was explained that that these recommendations are a starting point to prompt individuals to think reflectively on how to embed Indigenous Engagement and EDIA in their programs and that there is still work to do institutionally on providing resources/resourcing to support faculties and academic units in incorporating these recommendations. The guidelines are not intended to be static and will be updated as appropriate and will help create shared expectations.

- In response to questions, the presenters explained that the documents do not need to be considered for every proposal that comes through the Committee i.e., load changes versus ensuring a new program

- The Committee determined that senior leaders need to be aware of the two documents to ensure they are utilized in many types of faculty development or review i.e., website, advising, and program content.

- For example, the Committee suggested:
    - A call out to all associate deans to ensure they know that the guidelines exist
    - Distribution at a Deans Council meeting to expose senior leaders
    - Bringing the guidelines to Faculty of Graduate Studies Council meeting
    - Accessing networks within the Vice Provost, Equity, Diversity, and Inclusion, and the Vice Provost Indigenous Engagement offices

- After the guidelines have been considered on the proposals coming in the fall, the Committee agreed to revisit at its December meeting

5.　　Status of Program Approvals

Documentation was circulated with the Agenda for information only. For questions or concerns, please reach out to the Program Innovation and Planning office.

6.　　Other Business

The Co-Chairs discussed with the Committee meeting modality for 2022/2023 and agreed to revisit in December.

7.　　Adjournment

| **Moved/Seconded** |
| That the Academic Program Subcommittee adjourn the September 12, 2022 meeting. |
| **Carried** |

The meeting was adjourned at 3:13 p.m.

Cherie Tutt
Meeting Secretary