

**2021-2022
General Faculties Council Standing Committee Annual Report
Academic Policy Committee**

1. MEETING DATES IN 2021-2022

The Academic Policy Committee met 8 times in 2021-2022.

2021: September 13th, October 18th, October 28th, December 6th

2022: January 17th, February 7th, March 7th, May 2nd

2. COMPOSITION AND MEMBERSHIP

Composition

a. Voting Members:

- i) Registrar, Chair
- ii) 2 School Chairs
- iii) 2 Faculty members, appointed by the School Council Chairs
- iv) Associate Vice President, Research and Academic

b. Non-Voting Members:

- i) Secretary to General Faculties Council
- ii) 1 Student Association member, appointed by the Student Association

Membership

- Susie Kennedy, Committee Chair and Registrar
- Dr. Ben Fullalove, SCCS Chair
- Kurtis Lesick, SCEM Chair
- Jill Ho-You, Academic Staff
- Charles Bell, Academic Staff
- Dr. Alex Link, Associate Vice President, Research and Academic
- Andrea Power, Secretary to General Faculties Council
- Quynn Covey, Student's Association Representative

Meeting Resource

- Terry Bean, Assistant Registrar

3. ITEMS APPROVED WITH DELEGATED AUTHORITY FROM GFC

- Draft Updates: 2022-2023 AUArts Calendar as presented. (Defeated)
- 2022-2023-Academic Calendar edits for Transfer Credit, as presented.
- 2022-2023-Academic Calendar edits related to undergraduate final grading, as presented.

4. ITEMS RECOMMENDED FOR APPROVAL

- Draft Academic Date Setting Procedure and the 2022-2023 Academic Dates, as presented.
- Draft Academic Date Setting Procedure, as presented.
- Draft 2022-2023 Academic Schedule, as presented.
- Revised Transfer Credit Procedure, as presented.
- Revised Undergraduate Final Grading Procedure as presented.
- Draft Academic Policy Committee Terms of Reference, as revised.
- Draft Parchment Procedure, as presented.

5. ITEMS DISCUSSED

- New Fall Break
 - The following recommendations were noted for Winter 2022:
 - School Directors: Consultation with all faculty regarding Fall final assessment event (exam, assessment, critique) to prepare the 2022 Fall Exam Schedule
 - APC Review: Undergraduate Course Management Procedure:
 - Fall & Winter Breaks and impact on student workload
 - Final Exam/Assessment Rules and Regulations
- Undergraduate Final Grad Appeal Procedure:
 - The Academic Policy Committee reviewed the updated Draft Undergraduate Final Grade Appeal Procedure and provide feedback and edits to both the draft procedure and form.
 - Action Required: Academic Policy Committee review and provide feedback based on the option that was favored at the last meeting and at Provost Leadership Team.
 - Action Item: The Chair will rewrite the draft procedure to review at the next APC meeting.
- Undergraduate Course Management Procedure:
 - That the Academic Policy Committee considered which approach to take in updating the Undergraduate Course Management Procedure and provide feedback about the form the procedure(s) should take.
 - Action Required: Academic Policy Committee discuss and provide feedback about the suggested repurposing of the Course Management Procedure.
- APC Composition:
 - The Academic Policy Committee is being asked by the GFC Steering Committee (SC) to review their committee composition as contained in the APC Terms of Reference. The SC are responsible for preparing governance rules and procedural oversight, which includes the preparation of any recommended changes to the composition and membership of GFC and the GFC standing committees.

- Recommendations to committee composition:
 - Remove “2 School Directors”
 - Add “2 Associate Deans”
 - Specifying that this number includes 1 Dean for Undergraduate Programming and 1 Dean for Graduate Programming.
 - Specifying that this number includes 1 School Director and 1 instructor in Graduate Programming
 - Change the Student Association representative from a non-voting member to a voting member.
- Approval of Draft Parchment Procedure:
 - The production of the parchment has been moved to the Registrar’s Office. A procedure for the parchment is important for the following reasons:
 - Meet the requirements of the Post Secondary Learning Act
 - Brand compliant
 - Present a parchment that is recognizable
 - Document those decisions about our parchment to ensure consistency in our parchment and parchment procedures
- Student Awards:
 - The Academic Policy Committee discussed the creation of a Student Awards policy, reviewed the draft modifications to the Awards Committee memberships, and provided advice on the following related issues:
 - The prioritization of full-time registration status for merit-based awards.
 - The role of the University Registrar/Registrar’s Office in the establishment/oversight of Graduate Awards
 - The roles for faculty, staff, students on Award Committee
 - The potential impact of UDRW-led changes on Student Awards
- Consideration for September 30th:
 - The Academic Policy Committee reviewed the revised Academic Date Setting Procedure, and the Academic Policy Committee reviewed the proposed update to the 2022-23 Academic Schedule all with a vision to adding a September 30 day to recognize the National Day for Truth and Reconciliation.
- Draft Undergraduate Final Grade Appeal Procedure:
 - The revisions to the procedure are important:
 - To recognize that instructors are responsible for assessing student work and assigning the final grade.
 - To recognize that students have the right to a fair assessment.
 - To define the scope of a final grade appeal and aspects related to it.
 - To clearly define a process whereby students can appeal their final grade provided they can show that they have the grounds to do so.
 - To describe pathways to resolution and to confirm dates and deadlines.
- Student Awards:
 - The committee received the Draft Student Awards Policy, Draft Student Awards Procedure, and current Student Award Procedure for review. Currently there is no policy document for student awards and a new policy document regarding the administration

of awards has been included. There is also a draft procedure document. Both work in alignment with several procedures including the Endowment Management Procedure.

- There are too many gaps in the current procedure which makes the administration of awards difficult. We are unable to serve students well without clarity in the procedure and transparency in our decision making.
 - Consultation has taken place with: Advancement, Cabinet, Finance, GFC Student Affairs Committee, Director – MFA Craft & Emerging Media, Registrar’s Office, GFC Policy Committee (March), GFC Student Affairs Committee (April)
 - It is anticipated the draft documents will be recommended by APC to GFC for approval in Fall 2022.
- Academic Date Setting Procedure:
 - The Academic Policy Committee reviewed the draft Academic Date Setting Procedure and provided feedback with respect to changes that may need to happen if September 30 is a day without classes going forward.
 - It was noted that the only two PSIs with 2024-25 calendars published are not grading until January. Grading in January at AUArts would disrupt the deregistration process.

Terms of reference for the APC can be found [HERE](#).

Submitted by: Susie Kennedy, Chair
Academic Policy Committee

Date: