

**2022-2023  
General Faculties Council Standing Committee Annual Report  
Academic Policy Committee (APC)**

**1. MEETING DATES IN 2022-2023**

The Academic Policy Committee met 7 times in 2022-2023.

**2022:** September 12<sup>th</sup>, October 3<sup>rd</sup>, November 14<sup>th</sup>, December 5<sup>th</sup>

**2023:** February 6<sup>th</sup>, March 6<sup>th</sup>, April 3<sup>rd</sup>

**2. COMPOSITION AND MEMBERSHIP**

**Composition**

**a. Voting Members:**

- i) Chair: Registrar
- ii) Associate Dean, Research, Internationalization and Graduate Studies
- iii) Associate Dean, Undergraduate Studies
- iv) Four (4) Faculty members, appointed by the Dean, Academic Programs. Faculty membership must include one (1) School Director and one (1) member of the MFA Craft Media Committee.
- v) One (1) Student Association member, appointed by the Student Association

**b. Non-Voting Members:**

- i) Secretary, General Faculties Council

**Membership**

- Arif Ansari, Committee Chair and Registrar
- Dr. Rob Stone, Associate Dean, Research, Internationalization and Graduate Studies
- Dr. Alex Link, Associate Dean, Undergraduate Studies
- Paul Robert, School Director, SCEM
- Jill Ho-You, Faculty Member
- Scott Cressman, Faculty Member
- Tyler Rock, Faculty Member
- Morgan Calenso, Students' Association Representative
- Andrea Power, Secretary to General Faculties Council

**Meeting Resource**

- Terry Bean, Assistant Registrar

### **3. ITEMS APPROVED BY APC**

- That the Academic Policy Committee approve the draft 2023-2024 Academic Schedule, with the Fall 2023 first day of classes on September 6, the Winter 2024 term first day of classes on January 4, and the Spring/Summer term first day of classes on May 6.
- That the Academic Policy Committee approve, on behalf of GFC, the draft updates to the 2023- 2024 Academic Calendar, as amended.
- That the Academic Policy Committee approve the revised 2023-2024 Academic Schedule as presented, effective July 1, 2023.

### **4. ITEMS RECOMMENDED FOR APPROVAL**

- That the Academic Policy Committee recommend the draft Academic Date Setting Procedure to GFC for approval, as presented.
- That the Academic Policy Committee recommend the draft Student Awards Policy and Procedure, as amended, for approval by GFC, effective November 1, 2022.
- That the Academic Policy Committee recommend to GFC the approval of the draft Cyclical Review of Academic Programs Policy and Procedure, as presented, effective immediately.
- That the Academic Policy Committee recommend, to the GFC for approval, the definition of Academic Terms Procedure be rescinded by GFC, effective August 1, 2023.
- That the Academic Policy Committee recommend to the GFC, for approval, the Academic Date Setting Procedure, as presented, effective July 1, 2023.
- That the Academic Policy Committee recommend the draft Student Conduct Working Group Terms of Reference to the Steering Committee for approval, as presented, effective immediately.

### **5. ITEMS DISCUSSED**

#### **Additions to the Academic Date Setting Procedure:**

- The Committee reviewed and discussed the Academic Schedule, including the date for New Student Orientation; the last day to add a course, last day to drop a course, and last day to withdraw; the addition of the dates to indicate when the fees assessment will show on the student account, dates for updating majors and how the deadlines intersect with the dates for applying for student awards and applying for student loans/financial aid and that the deadline to apply for annual awards should be included in the Academic Schedule.

#### **Draft Student Awards Policy and Procedure**

- The Committee discussed that further consultation is required on the criteria in the Policy Statement with Human Resources and with Finance on the potential for deferring MFA awards.

**Approval of Student Awards Policy and Procedure:**

- The Committee reviewed the updated Policy and Procedure and recommended changes to add a definition for “Summer Residency” under Types of Awards, to update the wording for “University General Awards” to include the term “concentration” and requested a change to the wording of Award Type “B” from “a term including” to “a term describing”.

**APC Governance Documents:**

- The APC reviewed and discussed its Terms of Reference, specifically membership, its annual Work Plan and the 2021-2022 APC annual report.

**Draft Cyclical Review of Academic Programs Policy:**

- The Committee learned that Campus Alberta Quality Council (CAQC) mandates cyclical program reviews of all academic programs at postsecondary institutions as part of quality assurance and assessment practices. These are completed every 5-7 years on a regular basis to ensure students receive the highest possible quality of academic programming. As a member of CAQC, AUArts is required to begin conducting Cyclical Program Reviews immediately and this updated policy and procedure outlines best practices amongst universities about how to do so.
- In addition, academic program review processes are common across all universities within Canada and are necessary to be part of organizations, such as Universities Canada.
- Regular program reviews offer faculty, students, staff, and alumni an important opportunity to reflect on the academic program in terms of curriculum, structure, student needs and interests, alignment with developments in the discipline, strategic institutional interests and more, to consider if adjustments are needed to the program, new courses should be developed, or even if other resources are needed, among many other elements.
- School Directors will lead their respective program reviews. Concerns were noted regarding the increased responsibilities for School Directors. It was explained that Quality Assurance Reviews will take place only every 5-7 years and that the self-study team will also support this work.

**Policy Sponsor Schedules:**

- The policy sponsor lists for the Dean of Students and the Dean, Academic Programs were provided for review. The Chair will generate a priority list for the next year for APC, given the volume of policies under review.

**Undergraduate Course Management Procedure Revisions:**

- The Committee reviewed and discussed the syllabus procedure, template, guidelines, draft procedure of assessment, and learning management system procedure. The relationship to the final grading procedure and the next steps were discussed. Whether the procedure would be an overarching policy for graduate and undergraduate was considered.

**Student Conduct Procedures–Next Steps:**

- It was noted that Pablo Ortiz, Dean of Students will lead the revisions to the student non-academic conduct procedure and Arif Ansari, Registrar will lead the revisions to the student academic conduct procedure.
- The Committee reviewed the Student Conduct Working Group Terms of Reference, suggesting updates to the proposed membership.

**Update: Undergraduate Course Management Procedure Revisions:**

- The Committee received an update on the Undergraduate Course Management Procedure Revisions. The Committee provided suggestions to strengthen clarity of the document.

**Revised 2023-2024 Academic Schedule:**

- It was noted that the 2023-2024 Academic Schedule was originally approved at the October 2022 meeting of APC. However, in reviewing the schedule from an operational and policy perspective, the following changes were proposed:
  - The original schedule included a change in process which separated the add date and the drop date, with the last date to add courses being earlier than the last day to drop. This is a substantive change which should have been addressed through changes to the Registration Policy and Procedure. This has been changed to a common add/drop period, although shortened slightly versus prior years to align with practice at other post-secondary institutions.
  - Alignment of the fee deadline with the add/drop date.
  - “Recognition of” was removed from National Day for Truth and Reconciliation

**Draft Academic Date Setting Procedure:**

- The Academic Date Setting Procedure was originally approved by GFC on October 19, 2022. In reviewing the schedule from an operational and policy perspective, there are a few issues to be addressed.
  - The Academic Date Setting Procedure has an Appendix which encodes dates from other AUArts policies and procedures; this means that changes to those would put this procedure out of alignment. To address this, a clause has been added to clarify the intent of the Appendix as a guideline, and to allow flexibility for updates outside of the formal approval process.
  - Appendix 1 has been updated to provide guidance around the add/drop deadlines, fee deadlines, and payment deadlines.
  - Clarifying language has been added around the first day of classes and date for Convocation.
  - Removed dates set by third parties (i.e. Health and Dental opt-out deadline).

**Discussion: Update: Undergraduate Course Management Procedure Revisions:**

- The Committee learned that new syllabus procedures are in the development phase and will first be discussed by the school councils and then return to APC and APOC for review

**Discussion: Academic Timetabling Policy:**

- It was noted that the Timetabling Policy will be presented in Fall for the 2024-25 Timetable.

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

**Submitted by:** Arif Ansari, Chair  
Academic Policy Committee

**Date:** August 15, 2023