

2022-2023

**General Faculties Council Standing Committee Annual Report
Academic Planning and Oversight Committee (APOC)**

1. MEETING DATES IN 2022-2023

APOC met 7 times in 2022-2023.

2022: September 12th, October 3rd, November 14th

2023: January 9th, February 13th, March 13th, April 3rd

2. COMPOSITION AND MEMBERSHIP

Composition

a. Voting Members:

- i) Chair: Dean, Academic Programs
- ii) Associate Dean, Research, Internationalization and Graduate Studies
- iii) Associate Dean, Undergraduate Studies
- iv) Dean, Innovation, Learning and Development
- v) Registrar
- vi) Four (4) School Directors
- vii) Four (4) full-time academic staff members, one from each School, appointed by the Dean, Academic Programs for a term of no less than two academic years.

b. Non-Voting Members:

- i) Dean of Students
- ii) Studio manager
- iii) Secretary, General Faculties Council

Membership

- Dr. Janis Goldie, Committee Chair and Dean, Academic Programs
- Dr. Rob Stone, Associate Dean, Research, Internationalization and Graduate Studies
- Dr. Alex Link, Associate Dean, Undergraduate Studies
- Nicole Hamilton, Dean, Innovation, Learning and Development
- Arif Ansari, Registrar
- Paul Robert, School Director, SCEM
- Richard Brown, School Director, SVA
- Dr. Ghada Alatrash, School Director, SCCS
- Naoko Masuda, School Director, SCD
- Mackenzie Frere, Academic Staff Member
- Mitch Kern, Academic Staff Member
- Richard Clements, Academic Staff Member
- Heather Huston, Academic Staff Member
- Dr. Pablo Ortiz-Hernández, Dean of Students

- Tara Niscak, Studio Manager
- Andrea Power, Secretary, General Faculties Council

Meeting Resource

- Neny Kwasitsu, ORAA Meeting Resource
- Carissa Cameron Matthews, Director, Academic Resources

3. ITEMS APPROVED BY APOC

- That the Academic Planning and Oversight Committee approve the changes to the first-year studies program planning guides as amended, effective fall 2023.
- That the Academic Planning and Oversight Committee approve the revised animation minor and associated course changes, as presented.

4. ITEMS RECOMMENDED FOR APPROVAL

- That the Academic Planning and Oversight Committee recommend the draft Cyclical Review of Academic Programs Policy and Procedure, as presented, for approval to the Academic Policy Committee.

5. ITEMS DISCUSSED

2020-2025 Academic Plan: Draft Action Tracking Document:

- The Committee reviewed the 2020-2025 Academic Plan Action Tracking document (APAT) over several meetings. The Committee discussed the purpose, format, priorities, goals, and measures of success included in the APAT document and suggested at its first meeting that it should be an evolving versus static document and that updates be presented to APOC regularly.
- The Committee discussed:
 - The value of creating opportunities to receive feedback from the external community and that there is a desire for professional advisory committees and for guidelines on creating these bodies is needed.
 - Work is ongoing on creating several quality assurance processes, a new course outline template, a new course proposal document, transfer and articulation agreements, student recruitment, and BFA common curriculum.
 - That there is a need to integrate research into the Academic Plan
 - Ongoing work on Priority 4 *Commit to a Culture of Inclusion and Respect*, specifically the Indigenous Strategy and Equity, Diversity, Inclusion and Accessibility and how this work relates back to the Strategic Plan and beyond Academic Programs.
 - Discussions within the Teaching and Learning Working Group on professional development opportunities for faculty.
 - Supports for International and English as a Second Language students.
 - Plans for new faculty hires.

- The timeline for applying to become a member of Universities Canada and what this involves.
- That GFC should receive an update on the progress on the Academic Plan priorities prior to the end of the year.
- The APAT will be refined over the summer months.

APOC Governance Documents:

- The APOC reviewed and discussed its Terms of Reference, in particular changes to its membership, APOC's annual Work Plan and the 2021-2022 APOC annual report.

Programming:

- The Committee learned that the Dean of Academic Programs, the Dean of Students, the Associate Dean, Undergraduate Studies, the Director Academic Resources, and the Registrar were consulted on a project led by the Dean of Innovation, Learning & Development involving 3 external consultants from a Market research firm, an Instructional Designer, and micro credential specialist to identify some prospective growth opportunities in programming. The initial project explored: how/if/when/what new programming ideas could be integrated with existing degrees, including development of short-term credentials e.g., micro credentials and certificates (pre and post grad) and how to leverage these programs as pathways into new degree level programming. The Working Group also considered what programming would best address government interests and funding opportunities. An analysis of the prior institutional market research and sustainability reporting was also performed. Next steps are being explored and will be shared with APOC.
- The Committee received updates on the BFA, BDes and MFA programs. Of particular note, was the common curriculum for the BFA, new direct entry route for the BDes and the MFA cyclical program review.

Transfer and Articulation Agreements Subcommittee (TAA)

- APOC learned that the TAA has begun meeting and is commencing work on internal processes relating to its work and connecting with external institutions to initiate discussions on articulation agreements, including overseas universities. It was noted that several existing agreements are either expired or close to expiry and determining how to proceed with these agreements will be a focus for the Committee.

Pathways – Study Exchange Agreements:

- It was reported that an exchange agreement has been struck with University Politecnica de Valencia, and that agreements have been renewed with the Duncan of Jordanstone College of Art & Design, Dundee, Scotland and the E. Geppert Academy of Art and Design in Wroclaw, Poland. AUArts is in conversation with Zurich University of the Arts and with the Rochester Institute of Technology. There is a template available to share on request.
- The Committee discussed the number of students currently engaged in exchanges and the challenges of managing student experience for students studying at different institutions and that having clear expectations about student supports in the exchange agreements is important as well as ongoing assessment of the partnerships.

Online Learning Taskforce – draft Terms of Reference:

- APOC learned that the Online Learning Terms of Reference (ToR) focus is on ensuring the quality of online courses and considering blended delivery models. It was noted the ToR will be presented to Steering Committee for approval.
- The Committee discussed the proposed membership of the taskforce.

Online Learning Taskforce Reports and Next Steps

- APOC received reports on the work of the Taskforce, which included:
 - Creation of a draft glossary of terms
 - A review of priorities in terms of course design and delivery online and determining what policies/procedures are necessary.
 - A review and assessment of online teaching methodologies utilized during the pandemic.
 - Establishing minimum quality standards and protocols for online delivery, such as how to manage chat in online courses.
 - A final report containing guidance on next steps was provided at the February meeting. The report will be further refined by APOC before moving forward.
- Next steps include preparation of policy documents, which will be developed by the academic leadership team. The work has commenced and consultation with other art and craft institutions is currently being conducted.

Draft Cyclical Program Review – Policy and Procedure:

- APOC 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 the updated policy and procedure presented outlines best practices amongst universities about how to do so.

The Quality Assurance process includes a self-study, which is submitted for to external review by peers, who then conduct a site visit to gather information for a final report. The report will include recommendations which would then be responded to and then a public report will be created.

- APOC discussed:
 - That the BFA reverting to a single program is captured under the scope of the policy.
 - The external reviewers may not necessarily be Canadian as it might be difficult to find externals at sufficient arm's length.
 - The value of quality assurance processes.
 - The self-study will follow a template.
 - That reviews include campus operations, including technicians.
- The Committee provided suggestions on the definitions section of the Policy.

Undergraduate Course Management Procedure:

- The Committee recommenced work started the prior academic year on the revision of the Undergraduate Course Management (UCM) Procedure. This work was conducted over several meetings. Consultation also occurred with the School Councils. The changes included splitting out content from a single document into two separate procedures and accompanying forms. It was noted that final approval authority for these documents is GFC. Feedback was sought on having the course guidelines separated from the syllabi creation guidelines.
- The Committee suggested that:
 - Greater clarity in terms of participation grades and weights is needed.
 - The format of the syllabus template should be user friendly, and the important links section should include policy abbreviations.
 - Clarification between mandatory and optional requirements is needed.
 - The Academic Definitions Procedure be consulted to ensure that definitions align between the documents.

MFA Work-Integrated-Learning (WIL) – Institutional Management Agreement (IMA) metric:

- APOC learned that the IMA between the University and the government requires that 66% of programs have a WIL component. To date, 33% of the undergraduate programs have a WIL component and so the focus is now on the MFA. The load change form included in the meeting package has gone to the MFA committee and then to Cabinet next for approval.

2023-2024 Add/Drop Period:

- The Registrar reported that currently the University has an early add/drop deadline and an extended drop period that allows for potential attrition but no means to backfill. These dates also bump the fee deadline to September 25 which is quite late. The plan is to bring the AUArts dates in line with other post-secondary institutions, so students have seven (7) business days in which to add/drop a class. This would also align the fee payment deadline which is a week after the add/drop period.

- The Committee expressed their support for this change, given that it will reduce the number of classes a student could miss.

Board of Governors Approved 2023-2024 AUArts Tuition and Fees

- The Vice President Finance and Operations provided an update on the 2023-2024 tuition and fees proposal and reviewed the consultation process and dialogue with students to date that occurs with the students via the Student Consultation Committee.

2023-2024 First Year Studies Program Planning Guides:

- The Registrar reported that the 2022-2023 Academic Calendar includes a separate Program Planning Guide for First Year Studies of the BDes program; this inclusion has created confusion and is not properly representative of how students experience the program. To address this, it is recommended to remove this information and return to the wording in the prior year's calendar.

Revised Animation Minor and Associated Course Changes:

- The School of Communication Design presented a proposal to revise the Animation Minor. It was explained that animation is a distinctive and highly influential form of expression in the dynamic of contemporary global culture. The revised Animation Minor, focuses on facilitating the development of original creators, providing a broad base of academic and technical support for exploration in the conceptualization and creation of digital and analog forms of expression in graphically created motion art works. Changes to the Minor include introduction of story boards, updated prerequisites, and changes to course offerings and content.
- APOC discussed:
 - The resources required to support the changes, and it was confirmed there is not a need for new tech support.
 - It will be critical to ensure all 18 credits required for the minor are attainable prior to graduation.

School Updates:

- The Committee received reports at each of its meetings from the School of Communication Design, the School of Craft + Emerging Media, the School of Visual Art and the School of Critical + Creative Studies.

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

Submitted by: Dr. Janis Goldie, Chair
Academic Planning and Oversight Committee

Date: August 22, 2023