Academic Policy Committee (APC) Report

1. MEETING DATES IN 2023-2024

The Academic Policy Committee met 8 times in 2023-2024.

2023: September 11th, October 2nd, December 4th
2023: January 8th, February 5th, March 4th, April 8th and May 6th

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
- Dr. August Klintberg, School Director, SCCS
- Natali Rodrigues, Faculty Member (Fall Term 2023)
- Jill Ho-You, Faculty Member (Winter Term 2024)
- Dr. Christopher Willard, Faculty Member
- Tyler Rock, Faculty Member
- Morgan Calenso, Students' Association Representative
- Cherie Tutt, Secretary to General Faculties Council

Meeting Resource
- Terry Bean, Assistant Registrar

3.   ITEMS APPROVED BY APC

Approval of the 2024-2025 Academic Schedule (Jan. 2024)
The Committee were provided with an overview of updates made to the 2024-2025 Academic Schedule since it was presented to the Committee for discussion in October. The Committee requested that the last day of classes for each day of the week be listed in the schedule.

Motion: That the Academic Policy Committee (APC) approve the 2024-2025 Academic Schedule in the form provided to the APC with the requested amendment.

Approval of Changes to the Undergraduate Program Admissions and Graduate Program Admissions Sections of the Academic Calendar* (see overview on Page 4) (Feb. 2024)

Motion: That the Academic Policy Committee (APC) approve the changes to the Undergraduate Program Admissions and Graduate Program Admissions section in the Academic Calendar, in the form provided to the APC, effective Fall Term 2024 with the requested amendments.

Approval of a Revision to the Academic Schedule for 2024-2025 (Apr. 2024)

The Committee approved a revision to the Academic Schedule to update the add/drop dates and fee deadlines to align with the requirements set out in the Registration Policy and Procedure.

Motion: That the Academic Policy Committee approve the amended 2024-2025 Academic Schedule, in the form provided to the Committee.

Approval of Revisions to the Academic Calendar (Apr. 2024)

The Committee approved the annual changes to the Academic Calendar. The Registrar reported that efforts were made this year to better differentiate undergraduate and graduate content and to increase useability for students by removing redundant information and simplifying content. The Committee suggested editorial amendments.

Motion: That the Academic Policy Committee approve the 2024-2025 Academic Calendar as set out in the documents provided to the Committee and authorize the Registrar to make non-substantive edits prior to publication.

4.   ITEMS RECOMMENDED FOR APPROVAL

Recommendation of the Revisions to the Academic Date Setting Procedure (Sept. 2023)
The Committee reviewed the updates to the Academic Date Setting Procedure, which simplified the procedure by focusing on elements related purely to the setting of term dates (start of term, first and last days of classes, evaluation periods and term breaks). The Committee suggested editorial changes.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council approve the revisions to the Academic Date Setting Procedure, in the form provided to the APC, effective immediately, with the requested amendments.

Recommendation of the Death of a Student Policy and Procedure (Oct. 2023)
The Committee reviewed the updated Death of a Student Policy and Procedure and discussed the use of inclusive language in the documents, the impacts on the community that a death of a student has, and cultural differences that may need to be considered in these circumstances.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council approve the Death of a Student Policy and Procedure, in the forms provided to the APC, effective immediately.

Recommendation of Changes to the Registration Policy and Procedure (Dec. 2023)
The Registrar provided the Committee with an overview of the changes to the Registration Policy and Procedure, which included renaming to the Undergraduate Registration Policy and Procedure, removing redundant information, increasing clarity. The changes aim to enhance student retention. The Committee discussed the changes to the waitlist process, attendance expectations, and course extension deadlines. The Committee provided several suggestions to strengthen the policy and procedure language.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council approve the revisions to the Registration Policy and Procedure and the retirement of the No Show Procedure, in the forms provided to the APC, effective for Fall 2024, with the requested amendments to the Policy and Procedure.

Recommendation of the Final Grading Procedure and the Undergraduate Academic Standing and Graduation Policy and Procedure (Jan. 2024)

The Registrar presented the proposed changes to the Final Grading Procedure and reviewed the new Undergraduate Academic Standing and Graduation Policy and Procedure. In regard to the Final Grading Procedure, the Committee discussed the changes to the process for calculating a student's GPA, the streamlined grade appeal process and reasons for grade changes and timelines for extensions. Suggestions were provided around the appeal process. Regarding the Undergraduate Academic Standing and Graduation Policy and Procedure the Committee discussed the academic alert process, best practices around issuing feedback to students, student progression while under appeal, and residency requirements. The Committee requested minor editorial amendments to the Procedure.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council approve the changes to the Undergraduate Final Grading Procedure, including a name change to the Final Grading Procedure and incorporation of Grade Appeal Procedures, in the form provided to the APC, effective Fall Term 2024 with the requested amendments.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council approve the creation of a new Undergraduate Academic Standing and Graduation Policy and Procedure, in the forms provided to the APC, effective Fall Term 2024 with the requested amendment to the Procedure.

Recommendation of the Admissions Procedure and Approval of Changes to the Undergraduate Program Admissions and Graduate Program Admissions Sections of the Academic Calendar* (Feb. 2024)

An overview of the proposed changes to the Undergraduate Admission Requirements Procedure and the undergraduate and graduate admissions sections in the Academic Calendar was provided and included incorporation of content relating to graduate program admissions, a change to the name of the procedure, moving the program specific admission requirements from the procedures to the Academic Calendar, updates to English Language Proficiency (ELP) requirements and general edits. The Committee discussed the categories of admission and the ELP test options. The Committee provided editorial suggestions to the Procedure and Academic Calendar Entry.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council approve the changes to the Undergraduate Admission Requirements Procedure, including a name change to the Admissions Procedure and the retirement of Admissions Sections in the Consolidated Graduate Procedure, in the documents provided to the APC, effective Fall Term 2024.the Academic Policy Committee (APC) approve the 2024-2025 Academic Schedule in the form provided to the APC with the requested amendments.

Recommendation of the Repealing of the Third Attempt Procedure and the Degree Requirements Procedure (Mar. 2024)

The Committee learned that the Third Attempt Procedure (TAP) and the Degree Requirements Procedure (DRP) need to be repealed as the content is encoded in other documents or is no longer current. Content contained within the TAP is covered in the revised Undergraduate Registration Policy and Procedure and the DRP is covered within the Undergraduate Academic Standing and Graduation Policy and Procedure and the Academic Calendar.

Motion: That the Academic Policy Committee (APC) recommend that the General Faculties Council repeal the:

1. *Third Attempt Procedure*
2. *Degree Requirements Procedure*

in the forms provided to the Committee, effective May 1, 2024.

Recommendation of the Creation of a new Student Conduct Policy and Academic Misconduct Procedure and Student Academic Integrity Policy and Academic Misconduct Procedure and Repealing of the Student Conduct Procedure (May 2024)

The Committee discussed and reviewed the key updates to the conduct policies and procedures. The Committee learned that additional work will be conducted over the summer months to create companion information/resources to support the stakeholders involved in these processes and there is intent to review the process following the Fall and Winter Terms to ensure that the new policy documents are effective. The Committee provided further suggestions to definitions and content within the Student Academic Integrity Policy and Student Non-Academic Misconduct Procedure.

Motion: That the Academic Policy Committee recommend that the General Faculties Council rescind the Student Conduct Procedure and approve the Student Academic Integrity Policy, the Student Academic Misconduct Procedure, the Student Conduct Policy, the Student Non-Academic Misconduct Procedure and appendices, as set out in the documents provided to the Committee, effective for Fall term 2024 with the requested amendments to the Student Academic Integrity Policy, the Student Academic Misconduct Procedure.

5. ITEMS DISCUSSED

Death of a Student Policy and Procedure (Sept. 2023)
The Committee reviewed and discussed the proposed new Death of a Student Policy and Procedure, which address the steps the university will take in the unfortunate event that a student passes away. The Committee suggested several revisions to increase consistency and clarity across the two documents.

Review of the 2023-2024 Academic Policy Committee Work Plan and Academic Policy Committee Terms of Reference (Sept. 2023)
The Committee reviewed the anticipated business for the 2023-2024 meeting year. Editorial changes to the Terms of Reference were introduced to add clarity around the Committee's responsibilities and to address overlap with other GFC standing committees.

2024-2025 Draft Academic Dates (Oct. 2023)
The Registrar presented draft date options for the 2024-2025 academic year, noting the challenges caused by the number of statutory holidays impacting Monday classes. The Committee discussed the proposed schedule and noted that it agreed with a suggestion from the APOC to schedule make-up days earlier in the term versus later. The Committee also discussed the add/drop period and the need for clear communications around grading deadlines following the examination period.

Update to APC Terms of Reference (Mar. 2024)

The Committee learned that the new Academic Program Quality Assurance Policy and the Credit Curriculum Approval Procedure, which outline the governance for curricular changes and quality assurance processes propose that the oversight of the Academic Calendar and Academic Schedule be moved from the APC to the Academic Planning and Oversight Committee. The Committee had no concerns about this change.

Creation of a new Student Conduct Policy and Academic Misconduct Procedure and Student Academic Integrity Policy and Academic Misconduct Procedure and Repealing of the Student Conduct Procedure (Apr. 2024)

The Committee were provided with an overview of the changes to the Student Conduct Procedure, which included separation of Academic and Non-Academic Misconduct into two sets of policies and procedures with an aim to clearly set out the responsibilities of stakeholders and provide guidance on investigating suspected cases, delivering sanctions and the appeal process. The Committee discussed the proposed new policy documents and provided feedback on the definitions, content relating to artificial intelligence within the academic misconduct documents, the investigation and appeal processes, and reporting.

Terms of reference for the APC can be found HERE.

Submitted by: Arif Ansari, Chair
Academic Policy Committee