

Academic Planning and Oversight Committee (APOC) Report

1. MEETING DATES IN 2023-2024

APOC met 7 times in 2023-2024.

2023: October 2nd, December 4th

2024: January 8th, February 5th, March 4th, April 8th and May 6th

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

Voting:

- Dr. Janis Goldie, Committee Chair and Dean, Academic Programs
- Arif Ansari, Registrar
- Nicole Hamilton, Dean, Innovation, Learning and Development
- Michelle Housley, Associate Dean, Innovation, Learning and Development
- Dr. Alex Link, Associate Dean, Undergraduate Studies
- Dr. Rob Stone, Associate Dean, Research, Internationalization and Graduate Studies
- Zimra Beiner, School Director, SCEM
- Richard Brown, School Director, SVA
- Dr. August Klintberg, School Director, SCCS
- Naoko Masuda, School Director, SCD
- Richard Clements, Academic Staff Member
- Dr. Benedict Fullalove, Academic Staff Member
- Mitch Kern, Academic Staff Member
- Barbara Sutherland, Academic Staff Member

Non-Voting:

- Dr. Pablo Ortiz-Hernández, Dean of Students
- Tara Niscak, Studio Manager
- Cherie Tutt, Secretary, General Faculties Council

Meeting Resource

- Su Soyer, ORAA Meeting Resource
- Carissa Cameron Matthews, Director, Academic Resources

3. ITEMS APPROVED BY APOC

Approval of the MFA Program Review Executive Summary and Action Plan (Jan. 2024)

The Committee reviewed the program review process. The Committee received the executive summary and action plan resulting from the MFA program review and learned that the external review teams' report was positive, and that the program agrees with many of the recommendations made in the report. The Committee discussed the recommendations and requested editorial corrections to the executive summary.

Motion: That the Academic Planning and Oversight Committee approve the MFA Program Review Executive Summary and Action Plan in the form presented to the Committee with the requested amendments to the Executive Summary.

4. ITEMS RECOMMENDED FOR APPROVAL

Recommendation of the Academic Quality Assurance Policy and the Credit Curriculum Approval Procedure and Associated Changes to the GFC Standing Committee Terms of Reference (Mar. 2024)

An overview of the updates made since the Policy, Procedure and Terms of Reference were shared at the February meeting was provided.

Motions: That the Academic Planning and Oversight Committee (APOC) recommend that the General Faculties Council approve:

1. *the creation of the Academic Program Quality Assurance Policy and the Credit Curriculum Approval Procedure, and*
2. *repealing the Minors Procedure and Curricular Change Procedure*

as set out in the forms provided to APOC, effective immediately.

Motion: That the Academic Planning and Oversight Committee (APOC) recommend that the Steering Committee recommend that the General Faculties Council approve:

1. *the changes to the APOC Terms of Reference with the addition of oversight of non-credit professional credentials contingent on approval of the Non-Credit Continuing and Professional Education Credential Policy and Framework, and*
2. *the dissolution of the Curriculum Committee as a Standing Committee of the General Faculties Council.*

as set out in the documents provided to the Committee.

Motion: That the Academic Planning and Oversight Committee (APOC) establish the Curriculum Subcommittee and recommend that the Steering Committee approve the Curriculum Subcommittee's Terms of Reference.

Recommendation of the Non-Credit Credential Policy and Framework and Review of the Micro-Credential Proposal Template (Apr. 2024)

An overview of the updates made to the Non-Credit Credential Policy and Framework since the documents were last presented to the Committee in February was provided to the Committee. The Committee discussed the assessment types associated with the various credentials. The Committee reviewed the Micro-Credential Proposal template.

Motion: That the Academic Planning and Oversight Committee (APOC) recommend that the General Faculties Council approve the creation of the Non-Credit Credential Policy and Framework and the changes to the APOC Terms of Reference as set out in the documents provided to the APOC, effective immediately.

Dissolution of the Transfer and Articulation Sub-committee (May 2024)

The Committee were provided with the rationale for dissolving the Transfer and Articulation Sub-committee and learned that the agreements will continue to be presented to the Committee prior to being submitted to the President for approval.

Motion: That the Academic Planning and Oversight Committee recommend that the Steering Committee dissolve the Transfer and Articulation Agreements Sub-committee, effective immediately, as presented to the Committee.

5. ITEMS DISCUSSED

Registration Policy and Procedure (Oct. 2023)

The Committee reviewed the revisions made to the Registration Policy and Procedure (undergraduate). The Committee learned that the changes focus on adding clarity and updating practices to enhance student retention. The Committee discussed, course withdrawals, deregistration for failure to attend classes, benefits, and drawbacks of potentially standardizing the course extension timeframe and changes to the add/drop period.

2024-2025 Draft Academic Schedule (Oct. 2023)

The Committee reviewed the various options for the Academic Schedule for 2024-2025, which was proposed to address the challenges created by the number of statutory holidays falling on Mondays within the Fall Term. The Committee discussed the timing of the Fall examination period and the grade submission deadline, that it would be preferable to move any make up days to the start of the terms versus the end, and university closure versus non-instructional days.

2024-2025 Academic Schedule (Jan. 2024)

The updated Academic Schedule was reviewed with the Committee, which incorporated the feedback received at the October meeting.

MFA Program Review Site Visit Debrief (Oct. 2023)

The Associate Dean, Research, Internationalization and Graduate Studies reported on the MFA Program Review Site Visit.

Academic Standing and Graduation Policy and Procedure and Undergraduate Final Grading Procedure (Dec. 2023)

The Committee reviewed the updates to the Academic Standing and Graduation (ASG) Policy and Procedure and Undergraduate Final Grading Procedure. The Committee learned that the documents have been updated to be more navigable and to support student success. The Committee discussed the changes to GPA calculation practices, how academic withdrawals impact academic standing, the grade appeal process and committee membership.

Restructuring of the Bachelor of Design (BDes) Update (Dec. 2023)

The Committee received an update on curriculum work done within the SCD to support the restructuring of the BDes program.

Admissions Procedure (Jan. 2024)

The Committee reviewed the changes to the Undergraduate Admissions Procedure and learned that one of the key changes is the incorporation of graduate admission information from the Consolidated Graduate Procedure. The Committee also reviewed the subsequent updates to the Calendar admissions section where the actual admissions requirements, which are currently housed within the Procedure will be transferred to. The Committee discussed the categories of admissions and admission requirements for the various programs.

Academic Quality Assurance Policy and the Credit Curriculum Approval Procedure (Feb. 2024)

The Committee learned that Academic Quality Assurance Policy and the Credit Curriculum Approval Procedure have been developed to respond to ongoing work with the Ministry of Advanced Education for the university to clearly outline quality assurance and curriculum review processes to ensure that students receive the highest possible quality of academic programming. The Committee discussed, teaching evaluation and the proposed changes to the governance pathway as well as recommended minor editorial amendments.

Student Attendance (Feb. 2024)

The Committee reviewed proposed language to be included in the Academic Calendar regarding student attendance requirements. The Committee provided feedback for further consideration and suggestions to the language. It was agreed that the information needs further development and will be brought back to the Committee in the future.

Non-Credit Continuing and Professional Education Policy and Framework (Feb. 2024)

The Committee learned that due to the planned growth for employment skilling and professional development training, which is being led by Innovation and Continuing Education, a Non-Credit policy and framework have been developed to create common standards and consistency. The Committee reviewed the proposed Framework, discussing curriculum development and the distinction between credentials. The Committee suggested changes to the Framework to increase clarity.

Student Academic Integrity Policy and Student Academic Misconduct Procedure (Apr. 2024)

The Committee was provided with an overview of the proposed updates to the Student Conduct Procedure, which include creating separate policies and procedures for non-academic and academic misconduct. The Committee walked through the Student Academic Integrity Policy and Student Academic Misconduct Procedure. The Committee discussed how the categories of academic misconduct and the role of the instructor in the investigation and appeal hearing. The Committee provided suggestions regarding the instructor's role, and on membership of the appeal body.

Transfer and Articulation Agreements (May. 2024)

The Committee reviewed the transfer and articulation agreements between AUArts and the following post-secondary institutions: Portage College, the New Brunswick College of Craft and Design, MacEwan University, Medicine Hat College, North Island College, and Red Deer Polytechnic. These agreements will be submitted to the President for approval.

Budget 2024-2025

The Committee received a presentation on the budget for the 2024-2025 year, including revenues and expenses, budget challenges, planned growth within the Centre for Creative Industries and at-risk funding outlined in the Investment Management Agreement between the university and the Ministry of Advanced Education.

Student Academic Integrity Policy and Student Academic Misconduct Procedure (May 2024)

The Committee received an overview of the updates made to the Policy and Procedure since being presented to the Committee in April.

APOC Governance Documents (Oct. 2023)

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.

2020-2025 Academic Plan: Action Tracking Document

The Committee received progress updates on the 2020-2025 Academic Plan at each of its meetings.

School/MFA 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 and the MFA program.

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