

## **GFC Academic Planning Committee Terms of Reference**

### **1. Authority**

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of Governors on a number of matters, including "the budget" and "academic planning." GFC has thus established an Academic Planning Committee (GFC APC), as set out below. GFC delegates certain of its powers to the GFC Academic Planning Committee.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

### **2. Composition of the Committee**

#### **Ex officio**

- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance & Administration)
- President of the Students' Union
- President of the Graduate Students' Association

#### **Members Elected by General Faculties Council**

- Four academic staff elected by and from GFC (Category A1.1 and A1.6 and their counterparts in A1.5 and A1.7)
- Two academic staff-at-large (Category A1.1 and A1.6 and their counterparts in A1.5 and A1.7)
- One NASA member (Category S1.0) at-large
- One Dean
- One Department Chair-at-large
- One undergraduate student-at-large
- One graduate student-at-large

#### **Non-Voting Members**

- One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive.
- The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized the Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resource person. (GFC 29 SEP 2003)

NOTE: APC will elect one of the APC academic staff members to serve as Vice-Chair.

APC shall appoint one of its elected faculty members as a cross-representative to the FDC.

The President, as Chair of GFC, may attend at his or her discretion any meeting of APC in order to present any item or to receive advice from APC.

### **3. Mandate of the Committee**

The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. As such, it is not only responsible to GFC (or the Board) for the specific matters itemized below, but may also ask to consider or recommend to GFC on any academic issue, including 1) those issues under the purview of other GFC committees, 2) any academic issue related to restructuring, 3) any research-related issue, or 4) issues linked to academic service units where those issues have a significant academic impact. In like manner, the President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies. (GFC 29 SEP 2003)

APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following:

### **1. Planning and Priorities**

To recommend to GFC and/or the Board of Governors on planning and priorities with respect to the University's longer term academic, financial, and facilities development. (GFC 29 SEP 2003)

### **2. Units**

a. Subject to Article 32 of the Faculty Agreement, to recommend to GFC on the establishment and termination of Faculties, Departments, Schools and divisions, and on mergers involving Faculties, Departments or Schools. (Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.)

With respect to any proposal to terminate, merge or reorganize a Faculty, Department or School, the Provost and Vice-President (Academic) will ensure that before a proposal is placed before APC, the Dean(s) is notified, provided with supporting documentation, and is given a reasonable amount of time to take the matter to the Faculty Council(s).

b. To recommend to the Board of Governors on the assignment of priorities for the establishment of new Faculties, Departments or Schools, and on the establishment, merger, or termination of support units, except ancillary units.

c. To receive and discuss recommendations from the President or the appropriate Vice-President concerning reviews of campus units and to take appropriate action.

### **3. Enrollment and Planning**

a. To recommend to GFC on University-wide enrollment targets for undergraduate and graduate students.

b. To recommend to GFC on enrollment management processes, including the establishment of new quotas for individual Faculties and programs.

c. To recommend to the Board of Governors on changes to existing quotas for individual Faculties or programs.

### **4. Budget Matters**

a. To recommend to GFC on budget principles.

b. To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units.

c. To seek the recommendation of GFC regarding any new fee that will be levied upon a substantial group of students, prior to the recommendation by APC of any such fees to the Board of Governors. (A substantial group of students is defined as any one (or all) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level.)

Note: On February 12, 1996, General Faculties Council agreed that:

- a. An information session on the proposed budget take place at GFC each year just prior to being introduced to the [APC] and Board approval process; and
- b. Information, however 'soft,' be provided to GFC at its first meeting in September. (GFC 12 FEB 1996)

## **5. Facilities**

- a. To recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities. (GFC 29 SEP 2003)
- b. To recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University. (GFC 29 SEP 2003)
- c. To recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities.
- d. To recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic and/or financial impact on the University. (The determination of what constitutes a "significant academic and/or financial impact" will be made by the Provost and Vice-President (Academic).

## **6. Teaching and Learning**

- a. To recommend to GFC on broad policy directions for excellence in teaching and learning in a manner that ensures accountability of all Faculties in this matter.
- b. To receive and discuss advice and/or recommendations from the GFC Committee on the Learning Environment, when provided, and to take appropriate action. (GFC 29 SEP 2003)

## **7. Admission, Transfer and Academic Standing**

- a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change
- b. To consider advice or recommendation from the GFC ASC on proposals which involve substantial change to admission/transfer regulations or to academic standing regulations.

## **8. Establishment/Termination of Academic Programs**

NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.

- a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.
- b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)

c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.

d. Where additional funding and/or space is required to support the offering of a proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) the certificate required Government approval, ASC would provide a recommendation on the (proposed) initiative to APC. APC, in turn, would have the GFC delegated authority to give final approval for the proposal in those cases where Government approval of the certificate is not required; in cases where Government approval is required, APC would provide recommendation on the proposal to the Board of Governors (or delegate body). (GFC 31 MAY 2005).

## **9. Name Changes of Faculties, Departments, and Divisions**

- a. To recommend to GFC on proposals to change the names of Faculties.
- b. To approve name changes of Departments and divisions.

## **10. Endowed and Funded Chairs**

To establish or terminate endowed and funded chairs.

## **11. Centres and Institutes**

All proposals for establishment of academic centres and institutes shall be submitted in accordance with University policy and procedure as set out in the University of Alberta Policies and Procedures Online (UAPPOL). (GFC 27 MAY 2002)

## **12. Graduate Degree Specializations**

All proposals for establishment of graduate degree specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these approvals to APC. Proposals which constitute new programs and/or which do involve base operating or capital funds will be considered and decided upon by APC.

## **13. Existing Undergraduate and Graduate Academic Programs:**

- Extension and/or Substantive Revision of Existing Programs**
- Revisions to or Extension of Existing Degree Designations**

All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic). (Minor program changes are circulated for challenge to interested parties as set out in Section 37 of this Manual.) In cases where it is not clear if a change is major or minor, the Vice-President (Academic) will decide.

The Provost and Vice-President (Academic), after consultation with relevant Offices, committees or advisers will place the proposal before APC. APC has the final authority to approve such proposals unless, in the opinion of the Vice-President (Academic), the proposal should be forwarded to GFC with an attendant recommendation from APC. The Provost and Vice-President (Academic) may seek the advice of FDC on space-related matters inherent to the proposal prior to its consideration by APC.

Where additional funding and/or space is required for new non-credit programs and program expansions in the Faculty of Extension, the GFC ASC will recommend to APC.

#### **14. Diploma Programs Offered by Centre collégial de l'Alberta de l'University of Alberta**

GFC delegates to APC the sole authority to consider and approve proposals from Centre collégial de l'Alberta de l'University of Alberta for the establishment of or termination of diploma programs (including all admission/transfer, academic standing/graduation, and related matters) to be offered by this unit. Where a new funding model is proposed for a new or existing diploma program, however, APC will forward the proposal (with recommendation) on to the appropriate standing committee of the Board of Governors. (GFC EXECUTIVE COMMITTEE 03 DEC 2012)

#### **15. Other**

- a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.
- b. To decide on any routine academic matters not already covered by GFC's delegations to the Provost and Vice-President (Academic) or its other committees.

#### **4. Committee Procedures**

See General Terms of Reference.

#### **5. Additional Reporting Requirements**

None.

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Approved November 26, 2007 (GFC)