

Academic Standards Committee
December 5, 2023 at 3pm – 5pm
University Boardroom A341

IN ATTENDANCE:

Lee Easton	GFC Academic Staff Member, CHAIR
Karim Dharamsi	Vice-Provost, Academic, VICE-CHAIR
Phil Warsaba	Vice-President, Students
Marc Schroeder	MRFA Academic Policy and Governance Officer
Mary-Lee Mulholland	GFC Academic Staff Member (Arts)
Anh Nguyen	GFC Academic Staff Member (Business & Communication Studies)
Chris Moxham	Academic Staff Member (Teaching & Learning)
Kalen Keavey	Academic Staff Member (University Library)
Tala Abu Hayyaneh	Student Representative
Fiona Chetty	Student Representative

Resources

Geri Lynn Gouglas	University Registrar & Associate Vice-President, Enrolment Management
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

Guests

Evan Cortens, Director, Institutional Research and Planning
Chad London, Provost and Vice-President, Academic
Jennifer Pettit, Dean, Faculty of Arts

NOT IN ATTENDANCE:

Jon Mee	GFC Academic Staff Member (Science and Technology)
Joyce Totton	GFC Academic Staff Member (Health, Community and Education)
Kelly Williams-Whitt	Dean Representative

The Chair called the meeting to order at 3:02pm.

1. Approval of Agenda

Moved and seconded:

THAT the Agenda for the December 5, 2023 Academic Standards Committee meeting be approved.

Motion carried

2. Approval of Meeting Minutes

2.1. Minutes from October 31, 2023

Moved and seconded:

THAT the Minutes of the October 31, 2023 Academic Standards Committee meeting be approved.

Motion carried

2.2. Business Arising from the Minutes

The Chair informed members that the two program reviews from the previous meeting were revised as per ASC's advice and provided for information at the November 24, 2023 GFC meeting.

3. Academic Program Review Policy & Procedure

Moved and seconded:

THAT ASC recommends to the General Faculties Council approval of the updates to the Academic Program Review Policy.

Discussion:

- In response to a question, additional clarification was provided on how the scope of the policy includes Ministry- approved occupational programs, and that a separate Procedures document will be developed for those programs and will accompany this Policy.

Motion carried

Moved and seconded:

THAT ASC recommends to the General Faculties Council approval of the updates to the Academic Program Review Procedure.

Discussion:

- With respect to previous discussions about mid-cycle check-ins with ASC after ASC approves a program review and advancement plan, it was considered if subsection 6.2. should be moved under the "Implementation" section instead of "Communication" (reference: 6.2. *The Academic Standards Committee will receive a mid-cycle update on the advancement plan implementation.*)
- It was agreed to keep subsection 6.2. under "Communication", where ASC will be receiving updates for information, and that if it moves under "Implementation" it could imply it as an operational responsibility rather than governance oversight.

Motion carried

E. Cortens left the meeting.

5. Reports

5.1 Update on Academic Program Reviews

A written update was provided on current, upcoming and in progress program reviews.

5.2. Report from the Senior Administrator to the Committee

- Discussion of *Comprehensive Program Review* summary

A copy of the Executive Summary for the 2020 Comprehensive Evaluation was reviewed and questions were responded to about the purpose of the evaluation. A copy of the full review is available for ASC members upon request.

C. London and J. Pettit joined the meeting.

4. Tenure, Permanency and Promotion (TPP) Handbook

Background information on the proposed revisions was summarized. It was clarified that these were required editorial changes resulting from the MOU *“Regarding Sabbatical Applications and tenure and Promotion Dossier Handling”*.

A concern was discussed regarding the use of the language “peer” when referring to evaluations of teaching in the *Handbook* and the high number of evaluations required. It was requested if substantial revisions to remove this language and to reduce the number evaluations required for tenure could be made to this proposed version 3.0. It was explained that the revisions in this proposed version were editorial changes needed to move forward in a timely manner to meet the terms of the MOU Agreement, and that substantive changes be proposed separately.

Discussion ensued about conducting a separate review of the *Handbook* to propose substantive changes, and look at following sources to develop of list of areas of the Handbook that could also be reviewed:

- possible required changes based on lessons learned that were noted as the editorial changes were being made;
- evaluations of teaching and number of evaluations, including looking at the MRFA report on evaluations; and,
- any changes that may be required when the *Institutional Tenure and Promotion Criteria* revisions to recognize Indigenous ways of knowing are done.

Moved and seconded:

THAT the Academic Standards Committee recommend General Faculties Council approve the Tenure, Permanency and Promotion Handbook (v3.0).

Motion carried

C. London and J. Pettit left the meeting.

Based on the discussions, the following motion was made:

Moved and seconded:

THAT ASC explore changes to the Tenure, Permanency and Promotion Handbook regarding evaluations of teaching, potential revisions to the *Institutional Tenure and Promotion Criteria*, and any lessons learned from the recent editorial changes.

Discussion:

- It was suggested that a review of the *Handbook* to recommend substantive changes occur within this academic year.
- Clarification was provided about the relationship between the Handbook and the Collective Agreement.
- Background information was shared on how the Handbook was created, which was the result of a full review of the Tenure and Promotion system, and proposed revisions cannot veer toward changes to the system be it is outside of ASC's scope; an understanding of "substantive changes" should be defined within ASC's scope.
- Discussion ensued on a work plan and approach for ASC to undertake this review. It was suggested that a list of areas to consider be reviewed at the next meeting so the focus of the meeting can be on developing the work plan (including consultations).

Motion carried

Next steps for the next ASC meeting:

- Mary-Lee Mulholland will meet with Sabrina Reed to gather a list of areas identified during the editorial updates work (v3.0).
- Lee Easton will bring an update for the revisions to the *Institutional Tenure and Promotion Criteria* pending the Indigenous Faculty Collective's recommendations.
- Marc Schroeder will share the MRFA's report on faculty evaluations.

With respect to other items within ASC's work plan for this academic year, it was noted that the Provost has an AI working group established and their recommendations may come to ASC. ASC could review their Charter to assist in identifying which type of recommendations could come forward.

5.3. Committee Chair Report

- Copy of ASC Committee Chair's Report to GFC (October 2023 ASC meeting)
Received for information.
- Update on changes to *Institutional Tenure and Promotion Criteria* to recognize Indigenous ways of knowing and doing
The aim is to provide proposed changes to ASC at the next meeting for consideration.

6. New Business

There was no new business.

7. Adjournment 4:31PM