
Academic Standards Committee
September 16, 2025 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
Peter Ryan	MRFA Academic Policy and Governance Officer
Kelly Williams-Whitt	Dean Representative
Mary-Lee Mulholland	GFC Academic Staff Member (Arts)
Todd Burton	GFC Academic Staff Member (Business & Communication Studies)
Jon Mee	GFC Academic Staff Member (Science & Technology)
Kalen Keavey	Academic Staff Member (University Library)
Christina Lovestone	Continuing Education Representative
Meekena Erkin	Student Representative
Jelena Stojic	Student Representative

Resources

Geri Lynn Gouglas	University Registrar & Associate Vice-President, Enrolment Management
Tabussom Qureshi	Academic Quality Assurance Coordinator
Sheena Dyer	Assistant University Secretary, GFC, RECORDING SECRETARY

Guests

Shea Ellingham	Director, Admissions & Recruitment
Mark Lafave	Associate Dean of Research, Scholarship, & Community Engagement, Faculty of Health, Community and Education
Stephen Price	Dean, Faculty of Health, Community and Education
Gaye Warthe	Vice Dean, Faculty of Health, Community and Education

NOT IN ATTENDANCE:

Joyce Totton	GFC Academic Staff Member (Health, Community & Education)
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The Chair called the meeting to order at 3:00PM and began the meeting with a land acknowledgement.

1. Approval of Agenda***Moved and seconded:***

THAT the Agenda for the September 16, 2025 Academic Standards Committee meeting be approved, as amended.

Amendment:

- Removed Agenda Item 6. *Revised Tenure, Promotion and Permanency Handbook Recommendation*
 - A concern was raised and discussed that the revisions were not yet ready to be presented to ASC for recommendation to GFC. It was felt that additional time was

needed to ensure that all those involved with revisions have been consulted with before it comes forward to ASC for recommendation.

- It was affirmed that this item was not time sensitive to be addressed at this meeting.
- It was also noted that as part of ASC's Annual Plan, a process for amending the Tenure & Promotion Handbook will be addressed.

Motion carried

2. Approval of Meeting Minutes

2.1. Minutes from April 29, 2025

Moved and seconded:

THAT the Minutes of the April 29, 2025 Academic Standards Committee meeting be approved.

Motion carried by unanimous consent

2.2. Business Arising from the Minutes

There was no business arising from the minutes.

3. ASC Orientation

The following information was reviewed and discussed as part of the APCC member orientation:

- 3.1. Academic Standards Committee Charter
- 3.2. Process for Program Reviews at ASC Meetings
 - 3.2.1. Program Review Orientation Presentation
 - 3.2.2. Process Overview
 - 3.2.3. Program Review Feedback Form
 - 3.2.4. Program Review Approval Memo
- 3.3. For Reference:
 - 3.3.1. Quality Assurance Website
 - 3.3.2. Academic Program Review Policy and Procedures – *Policy Website*

Discussion:

- It was agreed to bring back additional information and revisions to process documents on the following areas:
 - Program Review Process – ASC will review draft Program Review Approval Memos prior to the ASC Chair sending them to the Program Review Team, following ASC decision on a Program Review.
 - Program Review Feedback Form Template – consideration of adding a guiding question(s) to prompt members' decision-making to further streamline discussions at ASC meetings (e.g. *Would you pass this review?*)
 - Program Review Approval Memo Template
 - Consider amending to ensure there is consistency between ASC decision outcomes and wording in the memo that refers to "Required/Recommended Changes (i.e. conditional approval means there are required changes) and clarity about what a "Recommended" change means.

- Further discuss the process for mid-cycle updates on the advancement plans with respect to the Academic Program Review Policy and Procedures, as there was some disagreement about this requirement as noted in the memo template.

T. Burton joined the meeting. Guest S. Ellingham joined the meeting. L. Easton, Chair, left the meeting. K. Dharamsi, Vice-Chair, chaired the remainder of the meeting.

4. Revised Admission Policy Recommendation

S. Ellingham reviewed the proposed revisions to the Admission Policy for the Committee's review. The policy required updating due to the change of an English Language Assessment used in the evaluation of English Language Proficiency Requirements for recommendation to GFC.

Moved and seconded:

THAT Academic Standards Committee recommend to the General Faculties Council the approval of the changes to the *Admission Policy* effective for the Fall 2026 admission cycle.

Motion carried

Guest S. Ellingham left the meeting. Guests S. Price, G. Warthe and M. Lafave joined the meeting.

5. Revised Research and Scholarship Criteria, Evidence and Standards for Tenure and Promotion for the Faculty of Health, Community and Education Recommendation

The guests highlighted the context and background information for the proposed revisions. Comments in support of the revisions were shared.

Moved and seconded:

THAT the Academic Standards Committee recommend to the General Faculties Council the proposed revisions to the *Research and Scholarship Criteria, Evidence and Standards for Tenure and Promotion for the Faculty of Health, Community, and Education* for recommendation to the Board of Governors for approval.

Motion carried

Guests S. Price, G. Warthe and M. Lafave left the meeting.

6. Draft ASC Annual Plan 2025-26

The draft ASC Annual Plan 2025-26 was reviewed. It was requested to schedule only one program review per meeting, when possible, to help distribute ASC's workload for this academic year. The final draft will be brought to the next ASC meeting.

7. Reports

7.1. Update on Academic Program Reviews

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

7.2. Report from the Senior Administrator to the Committee

No report.

- 7.3. Committee Chair Report
No report.

8. For Information:

The following items were provided for information:

- 8.1. Program Review Approval Letter: ACCN
- 8.2. ASC Meeting Schedule
- 8.3. ASC Membership

9. New Business

There was no new business.

10. Adjournment 4:10PM