



The following Motions and Documents were considered by the Board of Governors at its December 14, 2012 meeting:

Agenda Title: **University of Alberta 2013-2014 General Tuition Fee Proposal**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee and the General Faculties Council Academic Planning Committee, approve a proposal from the University Administration for a general tuition fee increase of 2.15%, effective September 1, 2013 and as illustrated in the table below.

<b>Undergraduate Tuition Fee Proposal</b> <sup>a, c</sup>	<b>2012-13</b>	<b>2013-14</b>	<b>Change</b> <sup>b</sup>	
			<b>\$</b>	<b>%</b>
Domestic (Arts and Science)	\$5,269.20	\$5,382.00	\$112.80	2.14%
International, Base (Arts and Science)	\$5,269.20	\$5,382.00	\$112.80	
International, Differential (Arts and Science)	<u>\$13,048.80</u>	<u>\$13,328.40</u>	<u>\$279.60</u>	2.14%
Total International (Arts and Science)	\$18,318.00	\$18,710.40	\$392.40	
<b>Business Administration Diploma</b> <sup>a</sup>	<b>2012-13</b>	<b>2013-14</b>	<b>Change</b> <sup>b</sup>	
			<b>\$</b>	<b>%</b>
Domestic	\$2,799.60	\$2,859.60	\$60.00	2.14%
International, Base	\$2,799.60	\$2,859.60	\$60.00	
International, Differential	<u>\$6,943.20</u>	<u>\$7,092.00</u>	<u>\$148.80</u>	2.14%
Total, International	\$9,742.80	\$9,951.60	\$208.80	
<b>Graduate Tuition Fee Proposal</b> <sup>a, c</sup>	<b>2012-13</b>	<b>2013-14</b>	<b>Change</b> <sup>b</sup>	
			<b>\$</b>	<b>%</b>
Domestic, Course Based	\$3,708.00	\$3,787.20	\$79.20	2.14%
International, Course Based (Base Tuition)	\$3,708.00	\$3,787.20	\$79.20	
International, Course Based (Differential)	<u>\$3,708.00</u>	<u>\$3,787.20</u>	<u>\$79.20</u>	2.14%
Total International (Course Based)	\$7,416.00	\$7,574.40	\$158.40	
Domestic, Thesis 919 <sup>d</sup>	\$2,312.80	\$2,362.52	\$49.72	2.15%
International, Thesis 919 (Base Tuition)	\$2,312.80	\$2,362.52	\$49.72	
International, Thesis 919 (Differential)	<u>\$2,312.80</u>	<u>\$2,362.52</u>	<u>\$49.72</u>	2.15%
Total International Thesis 919 <sup>d</sup>	\$4,625.60	\$4,725.04	\$99.44	
Domestic, Thesis Based <sup>e</sup>	\$2,778.00	\$2,837.64	\$59.64	2.15%
International, Thesis Based (Base Tuition)	\$2,778.00	\$2,837.64	\$59.64	
International, Thesis Based (Differential)	<u>\$2,769.48</u>	<u>\$2,829.00</u>	<u>\$59.52</u>	2.15%
Total International, Thesis <sup>e</sup>	\$5,547.48	\$5,666.64	\$119.16	

- (a) Values are based on a full-time per term and full-time per year.
- (b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15%.
- (c) Excludes applicable market modifier and/or program specific differential fees.
- (d) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (e) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).

**Agenda Title: University of Alberta 2013-2014 Program/Course Differential Fee and Market Modifier Fee Proposal**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee and the General Faculties Council Academic Planning Committee, approve a proposal from the University Administration for a fee increase to program differentials, course differentials, and market modifiers of 2.15%, effective September 1, 2013, for:

- a) Faculty of Law, Juris Doctor (JD) program;
- b) Faculty of Business, Master of Business Administration (MBA) program;
- c) Faculty of Medicine and Dentistry, Doctor of Medicine (MD) program;
- d) Faculty of Business, Undergraduate Business courses;
- e) Faculty of Engineering, Undergraduate Engineering courses;
- f) Faculty of Pharmaceutical Sciences, Pharmacy program; and,
- g) Graduate Studies, Thesis Based.

as set out in the table below.

Program & Course Differential Fee Proposal <sup>a</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Juris Doctor (JD) Program	\$4,500.60	\$4,597.36	\$96.76	2.15%
MBA Program	\$591.96 per course	\$604.68 per course	\$12.72 per course	2.15%
MD Program	\$4,500.60	\$4,597.36	\$96.76	2.15%
Market Modifier Fee Proposal <sup>a, c</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Business	\$207.72 per course	\$212.18 per course	\$4.46 per course	2.15%
Engineering	\$175.64 per course	\$179.40 per course	\$3.76 per course	2.14%
Pharmacy	\$400.20 per course	\$408.72 per course	\$8.52 per course	2.13%
Graduate, Thesis Based <sup>d</sup>	\$848.28	\$866.40	\$18.12	2.14%

- (a) Values are based on a full-time per term and full-time per year, unless otherwise stated.
- (b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15%.
- (c) A grand-parenting structure applies in each case to allow for the exemption of these fees, under specific conditions, for students registered prior to September 2011.
- (d) Graduate Market Modifier applies only to thesis students beginning their program of study in Fall 2011 or later and is based on an annual fee assessment (including spring/summer).

Final Recommended Item: 4.2

Agenda Title: **2013-2014 Residence Rental Rate Proposal**

DEFEATED MOTION: THAT the Board of Governors amend the 2013-2014 Residence Rate Proposal to limit the aggregate rent increase from exceeding 2.15% (CPI).

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the 2013-2014 Residence Rate Proposal, as set forth in Attachment 1, effective May 1, 2013.

Final Recommended Item: 4.3

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Agenda Title: **Board of Governors' Delegation to General Faculties' Council**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, affirms the delegation of authority to General Faculties Council (GFC) for the responsibilities as per the Terms of Reference for GFC Facilities Development Committee (FDC).

Final Recommended Item: 4.4

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Agenda Title: **Proposal to Establish a Department of Women's and Gender Studies (Faculty of Arts) (and Concurrent Termination of the Faculty's Women's Studies Program)**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and General Faculties Council, approve the proposal from the Faculty of Arts for the formal establishment of the Department of Women's and Gender Studies, as submitted by the Dean of the Faculty of Arts and as set forth in Attachment 1, and the concurrent termination of the Faculty of Arts' Women Studies Program, all to take effect January 1, 2013.

Final Recommended Item: 5.1

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Agenda Title: **Board Committee Appointments**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Chair, Mr Douglas Goss, approve the appointments to the Board and other Committees as set forth in Attachment 1 to the agenda documentation.

Final Recommended Item: 13.1

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**OUTLINE OF ISSUE**

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- (b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15%.
- (c) Excludes applicable market modifier and/or program specific differential fees.
- (d) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (e) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Phyllis Clark, Vice-President (Finance and Administration)

Subject	Tuition for 2013-2014
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**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To set tuition fees for the 2013-2014 academic year.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Tuition proposal set by the Board of Governors on December 9, 2011 for September, 2012.
Timeline/Implementation Date	September, 2013
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	Comprehensive Institutional Plan; <i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Ministerial Letter Regarding the New Tuition Fees Regulation:</b> A letter to the President, University of Alberta, dated August 28, 2012, from the Ministry of Enterprise and Advanced Education (EAE) states that: "In accordance with the <i>Public Post-secondary Institutions' Tuition Fee Regulation</i>, the maximum allowable weighted average tuition fee increase across the entire institution for 2013/2014 shall not exceed 2.15 per cent."</p> <p>2. <b>Post-Secondary Learning Act (PSLA), Sections 61(1) and 61(2)(a):</b>  <b>61(1)</b> The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.  <b>61(2)</b> The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre  (a) must be set in accordance with the regulations[.] [...]"</p> <p>3. <b>PSLA - (Section 26(1)(o))</b> states:  "Powers of general faculties council  26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to  (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...]."</p> <p>On the line-by-line <u>budget</u>, including consideration of matters related to tuition, GFC has delegated this responsibility to its senior standing</p>

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	<p>committee, the GFC Academic Planning Committee (APC), as noted in the following.</p> <p><b>4. GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b)):</b></p> <p>“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: [ . . . ]</p> <p><b>4. Budget Matters</b> To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...].”</p> <p><b>5. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)):</b></p> <p>“3. Without limiting the generality of the foregoing, the Committee shall: [...]”</p> <p>d) review and recommend to the Board tuition and other like fees[.]”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	President’s Executive Committee (Operations) – October 11, 2012 (for endorsement); Tuition Budget Advisory Committee – November 5, 2012 (for review)
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (APC) – November 14, 2012 (for recommendation); Board Finance and Property Committee (BFPC) – November 27, 2012 (for recommendation); Board of Governors – December 14, 2012 (for final approval)
Final Approver	Board of Governors

Attachments:

1. University of Alberta 2013-2014 Tuition Proposal (3 pages)
2. Letter from the Ministry of Enterprise and Advanced Education (EAE) to the President, University of Alberta (1 page)

*Prepared by:* Ray Wong, Director, Resource Planning (with assistance from University Governance)



# University of Alberta Tuition Proposal, 2013-14

## **TUITION POLICY**

Under the provincial *Public Post-Secondary Institutions' Tuition Fees Regulation*, annual tuition increases are tied to the Alberta Consumer Price Index (CPI) based on average monthly increases from July to June. For 2013-14, Alberta Ministry of Enterprise and Advanced Education calculated the maximum allowable tuition increase to be 2.15 percent.

## **THE BUDGET CONTEXT**

Tuition fee revenue is integral to the University's continued vitality and success. It is the second largest source of unrestricted operating funds and represents approximately 23 percent of total operating revenues.

With limited improvements in the fiscal environment the university continues to face significant budget pressures. While the province has committed to 2% annual grant increases to 2014-15 this falls short of the 4% requirement as outlined in the Comprehensive Institutional Plan.

Despite consecutive years of budget re-allocations the university continues to face challenges in balancing limited growth in operating revenue against rising investment costs for teaching and research (faculty, staff and facilities). With limited grant funding and a stagnant investment climate, the university must continue to maximize all revenue opportunities.

## **TUITION PROPOSAL**

It is recommended that all general, differential and market modifier tuition fees increase by 2.15 percent effective September 1, 2013. In addition, consistent with the University of Alberta's principle that international students pay the full cost of their education, it is recommended that international tuition (base plus differential) also increase by 2.15 percent. Details of the proposal are outlined below.

### **1) General Tuition Fee Proposal**

<b>Undergraduate (Arts and Science) <sup>a, c</sup></b>	<b>2012-13</b>	<b>2013-14</b>	<b>Change <sup>b</sup></b>	
			<b>\$</b>	<b>%</b>
Domestic	\$5,269.20	\$5,382.00	\$112.80	2.14%
International, Base	\$5,269.20	\$5,382.00	\$112.80	2.14%
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Total, International	\$18,318.00	\$18,710.40	\$392.40	
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Total, International	\$9,742.80	\$9,951.60	\$208.80	

(a) Values are based on a full-time per term and full-time per year.

(b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15.

(c) Excludes applicable market modifier and/or program specific differential fees.



**2) Graduate Tuition Fee Proposal, General <sup>a</sup>**

Course Based	2012-13	2013-14	Change <sup>a</sup>	
			\$	%
Domestic	\$3,708.00	\$3,787.20	\$79.20	2.14%
International, Base Tuition	\$3,708.00	\$3,787.20	\$79.20	2.14%
International, Differential	<u>\$3,708.00</u>	<u>\$3,787.20</u>	<u>\$79.20</u>	
Total, International	\$7,416.00	\$7,574.40	\$158.40	
Thesis 919 <sup>b</sup>	2012-13	2013-14	Change <sup>a</sup>	
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International, Differential	<u>\$2,312.80</u>	<u>\$2,362.52</u>	<u>\$49.72</u>	
Total, International	\$4,625.60	\$4,725.04	\$99.44	
Thesis Based <sup>c, d</sup>	2012-13	2013-14	Change <sup>a</sup>	
			\$	%
Domestic	\$2,778.00	\$2,837.64	\$59.64	2.15%
International, Base Tuition	\$2,778.00	\$2,837.64	\$59.64	2.15%
International, Differential	<u>\$2,769.48</u>	<u>\$2,829.00</u>	<u>\$59.52</u>	
Total, International	\$5,547.48	\$5,666.64	\$119.16	

- (a) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15.
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- (d) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).

**3) Program Differential Fee Proposal**

Program Differential <sup>a</sup>	2012-13	2013-14	Change	
			\$	%
Juris Doctor (JD) Program	\$4,500.60	\$4,597.36	\$96.76	2.15%
Master of Business Administration (MBA) Program	\$591.96 per course	\$604.68 per course	\$12.72 per course	2.15%
Doctor of Medicine (MD) Program	\$4,500.60	\$4,597.36	\$96.76	2.15%

- (a) Values are based on a full-time per term and full-time per year.

**4) Market Modifier Fee Proposal**

Market Modifier <sup>b</sup>	2012-13	2013-14	Change <sup>a</sup>	
			\$	%
Business <sup>c</sup>	\$207.72	\$212.18	\$4.46	2.15%
Engineering <sup>c</sup>	\$175.64	\$179.40	\$3.76	2.14%
Pharmacy <sup>c</sup>	\$400.20	\$408.72	\$8.52	2.13%
Graduate, Thesis Based <sup>d</sup>	\$848.28	\$866.40	\$18.12	2.14%

- (a) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15.
- (b) A grand-parenting structure applies in each case to allow for the exemption of these fees, under specific conditions, for students registered prior to September 2011.
- (c) Values listed are per course (assumes 3 units of course weight per course).
- (d) Graduate market modifier applies only to thesis students beginning their program of study in Fall 2011 or later, and is based on an annual fee assessment (including spring/summer).

August 28, 2012

Dr. Indira V. Samarasekera, O.C.  
President and Vice-Chancellor  
University of Alberta  
3 – 1 University Hall  
Edmonton, AB T6G 2J9

Dear Dr. Samarasekera:

In accordance with the *Public Post-secondary Institutions' Tuition Fee Regulation*, the maximum allowable weighted average tuition fee increase across the entire institution for 2013/2014 shall not exceed 2.15 per cent. The allowable increase is based on the change of the average monthly Alberta Consumer Price Index for the 12-month period ending June 30, 2012 over the average monthly change for the 12-month period ending June 30, 2011.

It is anticipated that the draft 2013/2014 Tuition Fee Compliance template will be sent out for processing by the end of September 2012. I am requesting that you complete these templates and submit your initial draft for review by December 3, 2012. Once the review is complete and all issues are addressed, your board's formal approval of the 2013/2014 tuition fees and your Vice-President's final sign off of the template is to be submitted by March 15, 2013.

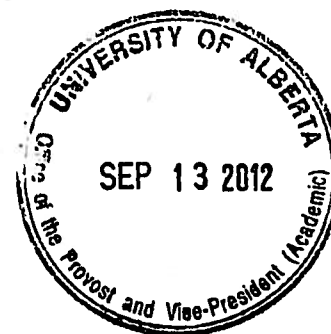
If you have questions with regard to the above, please contact Mr. Tom Roach, Director, Accountability/Outcomes Reporting by telephone at 780-638-3810 or by email at [Tom.Roach@gov.ab.ca](mailto:Tom.Roach@gov.ab.ca).

Thank you for your assistance in this matter.

Sincerely,



Gord Johnston  
Assistant Deputy Minister  
Post-secondary and Community Education



cc: Ms. Phyllis Clark, Vice-President, Finance and Administration and Chief Financial Officer  
Dr. Martin Ferguson-Pell, Acting Provost and Vice-President, Academic

**OUTLINE OF ISSUE**

Agenda Title: **University of Alberta 2013-2014 Program/Course Differential Fee and Market Modifier Fee Proposal**

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- a) Faculty of Law, Juris Doctor (JD) program;
- b) Faculty of Business, Master of Business Administration (MBA) program;
- c) Faculty of Medicine and Dentistry, Doctor of Medicine (MD) program;
- d) Faculty of Business, Undergraduate Business courses;
- e) Faculty of Engineering, Undergraduate Engineering courses;
- f) Faculty of Pharmaceutical Sciences, Pharmacy program; and,
- g) Graduate Studies, Thesis Based.

as set out in the table below.

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Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Phyllis Clark, Vice-President (Finance and Administration)
Subject	Program Differential and Market Modifier Fees for 2013-2014

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To set differential/market modifier fees for the 2013-2014 academic year.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Program differential fees set by the Board of Governors on December 9, 2011 for September, 2012.
Timeline/Implementation Date	September, 2013.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	Comprehensive Institutional Plan; <i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Ministerial Letter Regarding the New Tuition Fees Regulation:</b> A letter to the President, University of Alberta, dated August 28, 2012 from the Ministry of Enterprise and Advanced Education states that: "In accordance with the <i>Public Post-secondary Institutions' Tuition Fee Regulation</i>, the maximum allowable weighted average tuition fee increase across the entire institution for 2013/2014 shall not exceed 2.15 per cent."</p> <p>2. <b>Post-Secondary Learning Act (PSLA), Sections 61(1) and 61(2)(a):</b></p> <p style="padding-left: 40px;"><b>61(1)</b> The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.</p> <p style="padding-left: 40px;"><b>61(2)</b> The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre</p> <p style="padding-left: 80px;">(a) must be set in accordance with the regulations[.] [...]"</p> <p>3. <b>PSLA - (Section 26(1)(o))</b> states:</p> <p style="padding-left: 40px;">"Powers of general faculties council</p> <p>26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to</p> <p>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...]"</p> <p>On the line-by-line <u>budget</u>, including consideration of matters related to tuition, GFC has delegated this responsibility to its senior standing committee, the GFC Academic Planning Committee (APC), as noted in the following.</p>

Item No. 4.2

	<p><b>4. GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b)):</b> “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: [ . . . ]</p> <p><b>4. Budget Matters</b> To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...].”</p> <p><b>5. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)):</b> “3. Without limiting the generality of the foregoing, the Committee shall: [...] d) review and recommend to the Board tuition and other like fees[.]”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	President’s Executive Committee (Operations) – October 11, 2012 (for endorsement); Tuition Budget Advisory Committee – November 5, 2012 (for review)
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (APC) – November 14, 2012 (for recommendation); Board Finance and Property Committee (BFPC) – November 27, 2012 (for recommendation); Board of Governors – December 14, 2012 (for final approval)
Final Approver	Board of Governors

Attachments: *The attachments for this item are exactly the same as those included with Agenda Item #4.1.*

1. University of Alberta 2013-2014 Tuition Proposal (3 pages) (see Item 4.1)
2. Letter from the Ministry of Enterprise and Advanced Education (EAE) to the President, University of Alberta (1 page) (see Item 4.1)

*Prepared by:* Ray Wong, Director, Resource Planning, with assistance from University Governance

**OUTLINE OF ISSUE**

 Agenda Title: **2013-2014 Residence Rental Rate Proposal**

**Motion:** THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the 2013-2014 Residence Rate Proposal, as set forth in Attachment 1, effective May 1, 2013.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Don Hickey, Vice-President (Facilities and Operations)
Presenter	Don Hickey, Vice-President (Facilities and Operations); Doug Dawson, Executive Director, Ancillary Services, Facilities and Operations
Subject	2013-2014 Residence Rental Rate Proposal

**Details**

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	To present the proposal for the 2013-2014 residence rate increases. A base increase of 2.15% and increases of between 2.50% and 5.00% to select units, as set forth in Attachment 1.
The Impact of the Proposal is	Ancillaries do not receive base operating or capital dollars to build and maintain the student residences. As per Board of Governors direction, Ancillaries must operate the student residences as self-sustaining operations. As such, the financial pro forma must reflect the full and true cost of replacement and renewal of their capital assets through operations and reserves, including the repayment of debt and related interest. In addition, the residences are subject to municipal property taxation.
Replaces/Revises	n/a
Timeline/Implementation Date	Effective May 1, 2013
Estimated Cost	n/a
Sources of Funding	n/a
Notes	<ul style="list-style-type: none"> <li>For the 2013-2014 fiscal year, Ancillary Services is recommending a base residence rent increase of 2.15% with a weighted increase of 2.36% on its Edmonton campus. The weighting is due to a differential pricing strategy being adopted, as set forth in Attachment 1. This strategy is required to manage risk associated with vacancies in the Winter Term where 4 and 8 month terms are offered, as well as to appropriately differentiate properties that add additional value for students. At the request of the RBAC membership, required increases will be phased in over a two year period.</li> <li>Proposed increases that exceed the base increase of 2.15% comprise approximately 12.5% of the total inventory.</li> <li>As in previous years, the increases are required to address expense inflation, continued deferred maintenance challenges, and contribution to reserves and risk.</li> </ul>

**Alignment/Compliance**

Alignment with Guiding Documents	<ul style="list-style-type: none"> <li>Facilities and Operations, Ancillary Services' Business Plan and Budget.</li> <li>Residence Services Capital Reserve Strategy</li> </ul>
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Item No. 4.3

<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)</p>	<p><u>University Academic Plan</u></p> <p><u>BFPC Terms of Reference – Sections 3 (d) and 4 (e) state:</u></p> <p>3. <u>MANDATE OF THE COMMITTEE</u></p> <p><i>Without limiting the generality of the foregoing, the Committee shall:</i></p> <p>d) <i>review and recommend to the Board tuition and other like fees;</i></p> <p>4. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p><i>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</i></p> <p>(e) <i>approve tuition and other like fees;</i></p>
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**Routing** (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Residence Budget Advisory Committee (RBAC) – ongoing meetings Strategic Initiatives Group (SIG) – October 16, 2012 President’s Executive Committee – Operations (PEC-O) – November 1, 2012</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Board Finance and Property Committee (BFPC) – November 27, 2012 (for recommendation to Board of Governors) Board of Governors (BG) – December 14, 2012 (for approval)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachment:

1. Ancillary Services 2013-2014 Proposed Residence Rates (1 page)

*Prepared by:*

Doug Dawson  
Executive Director  
Ancillary Services  
1-050 Lister Centre  
Phone: 780.492.1421  
Email: [doug.dawson@ualberta.ca](mailto:doug.dawson@ualberta.ca)

Ancillary Services 2013-2014 Proposed Residence Rates 2.15% base, 2.36% weighted average

		2012-2013 Rent	Proposed Rent 2013-2014	% Inc
<b>Campus Saint-Jean</b>				
Single	8 mos	\$587	\$600	2.15%
Single	4 mos	\$587	\$616	5.00%
<b>East Campus Village Apartments</b>				
1 Bedroom		\$934	\$954	2.15%
2 Bedroom		\$623	\$636	2.15%
4 Bedroom		\$482	\$492	2.15%
<b>IHouse</b>				
Single/bath	8 mos	\$675	\$690	2.15%
Single/bath	4 mos	\$675	\$709	5.00%
<b>HUB</b>				
Bachelor		\$710	\$725	2.15%
Furnished Bach		\$771	\$788	2.15%
1 Bedroom		\$934	\$954	2.15%
2 Bedroom/person		\$581	\$583	2.15%
4 Bedroom/person		\$421	\$430	2.15%
<b>Lister</b>				
Single	8 mos	\$550	\$562	2.15%
Single	4 mos	\$595	\$625	5.00%
Double	8 mos	\$350	\$358	2.15%
Double	4 mos	\$365	\$383	5.00%
Single/bath	8 mos	\$658	\$672	2.15%
Single/bath	4 mos	\$658	\$691	5.00%
<b>Michener Park</b>				
Row House 2 Bedrm		\$806 - \$874	\$823-\$893	2.15%
Row House 3 Bedrm		\$1008 - \$1063	\$1030-\$1086	2.15%
2 Bedrm Walk-up		\$773 - \$808	\$790-\$825	2.15%
Vanier House		\$820-\$870	\$838-\$889	2.15%
<b>Newton Place</b>				
Bachelor		\$785 - \$850	\$805-\$871	2.50%
1 Bedroom		\$959 - \$1034	\$993-\$1070	3.50%
2 Bedroom		\$1274 - \$1367	\$1301-\$1396	2.15%
<b>ECV Houses</b>				
Houses		\$415 - \$1019	\$424-\$1041	2.15%
<b>Graduate Student Residence</b>				
Studio Suites		\$915	\$947	3.50%
2 Bedroom		\$762	\$778	2.15%
<b>Augustana (Room &amp; Board)</b>				
Single Room 8 month		\$902	\$921	2.15%
Double Room 8 month		\$764	\$780	2.15%
Single Room 4 month		\$946	\$966	2.15%
Double Room 4 month		\$803	\$820	2.15%
<b>WEIGHTED % INCREASE</b>				<b>2.36%</b>



**OUTLINE OF ISSUE**

Agenda Title: **Board of Governors’ Delegation to General Faculties’ Council**

**Motion:** THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, affirms the delegation of authority to General Faculties Council (GFC) for the responsibilities as per the Terms of Reference for GFC Facilities Development Committee (FDC).

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Don Hickey, Vice-President (Facilities and Operations)
Presenter	Don Hickey, Vice-President (Facilities and Operations); Marion Haggarty-France, University Secretary
Subject	Delegation of Authority to General Faculties Council (GFC)

**Details**

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	A record of the Board of Governors approving such a delegation to General Faculties Council (GFC) cannot be located.
The Impact of the Proposal is	The impact of the proposal is to formalize the current operating practices through a Motion.
Replaces/Revises (e.g., policies, resolutions)	N/A
Timeline/Implementation Date	Effective upon approval by Board of Governors – December 14, 2012
Estimated Cost	N/A
Sources of Funding	N/A
Notes	GFC delegated authority to FDC March 2, 2009. This item is before members to ensure the delegation is formalized. The delegation reflects current practice.

**Alignment/Compliance**

Alignment with Guiding Documents	Comprehensive Institutional Plan, Long Range Development Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><b>Post-Secondary Learning Act (PSLA) Section 19 - Board to consider recommendations</b></p> <p><i>A board must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for</i></p> <p><i>(a) the support and maintenance of the university,</i></p> <p><i>(b) the betterment of existing buildings,</i></p> <p><i>(c) the construction of any new buildings the board considers necessary for the purposes of the university,</i></p> <p><i>(d) the furnishing and equipping of the existing and newly erected buildings,</i></p> <p><b>Board Finance and Property Committee Terms of Reference state:</b></p> <p>3. MANDATE OF THE COMMITTEE</p> <p><i>Except as provided in paragraph 4 and in the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University.</i></p>

Item No. 4.4

	<p><b>4. LIMITATIONS ON DELEGATION BY THE BOARD</b>  <i>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</i></p> <p><i>f) approve policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University;</i></p> <p>General Faculties Council (GFC) – Facilities Development Committee (FDC) Terms of Reference (attached)          Long Range Development Plan (LRDP) – Appendix 18 (attached)          Space Management Policy (attached).</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University Governance General Counsel President
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (BFPC) – Nov. 27, 2012 (for recommendation) Board of Governors – December 14, 2012 (for approval) General Faculties Council – January 21, 2013 – for information.
Final Approver	Board of Governors – December 14, 2012

Attachments:

1. Briefing Note (1 page)
2. General Faculties Council – Facilities Development Committee – Terms of Reference (3 pages)
3. Long Range Development Plan – Appendix 18 (1 page)
4. University of Alberta Policies and Procedures On-Line – Space Management Policy (3 pages)

Prepared by: Don Hickey, Vice-President (Facilities & Operations)  
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 780-492-9238  
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## **Board of Governors' Delegation to General Faculties' Council**

### **Background**

During the development of the Long Range Development Plan (LRDP) in 2002 there was no legislation on how Post-Secondary institutions were to consult and prepare plans for the planning and development of lands owned and/or leased by the university. The Government of Alberta passed the Post-Secondary Learning Act (PSLA) and Land Use Regulation (LUR) in 2003 and 2004 respectively. Within this document, it states that the Board of Governors must approve all plans as it pertains to the LRDP and substantial development.

In accordance with the newly passed PSLA and LUR, the university added Appendix 18 to the 2002 Long Range Development Plan, which outlines how the University would consult with external and neighbouring land owners, as it develops land use plans and moves forward in the development of those plans. Within Appendix 18, it specifies that recommendations will be presented to the Board complete with a consultation summary. In accordance with current governance practices, portions of this responsibility were assumed to be delegated by the Board to General Faculties Council (GFC).

### **Issues**

Within the Terms of Reference for General Faculties Council – Facilities Development Committee (GFC-FDC), it makes reference to the Board and GFC delegating certain approval powers to FDC as it pertains to general space programs, the design and use of new and repurposed facilities, and advice on siting of such proposal. In accordance with the Long Range Development Plan, siting of actual buildings on the campus are viewed as operational in nature and under the delegated authority to the Vice-President (Facilities and Operations), and in accordance with the Board approved Space Management Policy.

The GFC-FDC Terms of Reference clearly outlines the role and authority of FDC for approval of concept plans and preliminary engineering of capital projects, but in a review of the governance records, a formal record of the delegated authority of these duties to GFC is not obvious, but has been assumed.

To ensure that the university governance processes, as they pertain to planning and substantial development, are fully aligned, it is recommended that the Board reaffirm its intent to have approvals of general space programs for academic units, concept plans and preliminary design occur within the GFC mandate, thus capturing it within the governance records of the institution.

It should also be noted that two Vice Presidents also play a role with respect to this issue. The Vice-President (Facilities and Operations) supports the U of A's strategic long-range planning and operationization of strategic documents as they relate to the portfolio. The Vice-President (University Relations) supports the advancement of relationship building, stakeholder outreach and communications.

The Board will continue to be kept apprised of major developments on university lands, and will not lose its authority in approving the capital expenditures under the Capital Expenditure Authorization Request (CEAR) Policy. Nor will the Board lose its authority to approve, revise, or amend the university's LRDP. The delegation of authority only pertains to the development or redevelopment of land holdings or physical assets that are in accordance with an approved LRDP. The Board would still receive updates on these projects either through the CEAR process or reports directly from FDC through Board Finance and Property Committee (BFPC).

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## **GFC Facilities Development 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)), and provides that GFC may make recommendations to the Board of Governors on a "building program" (section 26(1)(o)). Section 19 requires that the Board of Governors "consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for (a) the support and maintenance of the university, (b) the betterment of existing buildings, (c) the construction of any new buildings the board considers necessary to the purposes of the university." GFC has thus established a Facilities Development Committee (FDC), as set out below. Subject to the authority of the Board of Governors, GFC delegates certain of its powers to its Facilities Development Committee.

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

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

Chair - Provost and Vice-President (Academic) or Delegate (*Ex Officio* Member)

Note Regarding the Vice-Chair – The Vice-Chair will be appointed by the GFC Executive Committee from among the faculty members on FDC.

#### **Ex Officio (see above):**

Students' Union Vice-President (Academic) or Delegate

Graduate Students' Association Vice-President (Academic) or Delegate

Vice-President (Facilities and Operations) or Delegate (EXEC 03 FEB 2003)

#### **Members Elected by GFC**

Five members from Category A1.0\*, plus one cross-representative appointed by the Chair of APC from that committee. There shall be no more than one representative from any Faculty (except for the cross-representative).

One member of the support staff (Category B1.0\*), elected by GFC

One undergraduate student (EXEC 14 JUN 2004)

#### **Non-voting members:**

Director of Engineering Infrastructure or Delegate

University Architect or Delegate

Associate Vice-President (Facilities and Operations)

Vice-Provost and University Registrar or Delegate (EXEC 23 JUN 2003)

\* See Section 5 of this Policy Manual for definitions of these categories of staff.

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

#### **1. Policy Matters**

The Facilities Development Committee is responsible for making recommendations to the Academic Planning Committee or the Board of Governors concerning policy matters with respect to the following. (GFC 29 SEP 2003)

## **A. Planning**

1. Comprehensive facilities development plan.

## **B. Facilities**

1. Planning and use of physical facilities, including parking facilities and transportation. (GFC 29 SEP 2003)
2. Use of land owned or leased by the University.
3. Standards, systems and procedures for planning and designing physical facilities.

## **C. Other**

Any other matter deemed by the FDC to be within the purview of its general responsibility.

## **2. Delegation of Authority**

Notwithstanding anything to the contrary in the terms of reference above, the Board of Governors and General Faculties Council have delegated to the Facilities Development Committee the following powers and authority:

### **A. Facilities**

1. To approve proposed General Space Programmes (Programs) for academic units.
2. (i) To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors.  
  
(ii) In considering such proposals, GFC FDC may provide advice, upon request, to the Provost and Vice-President (Academic), Vice-President (Facilities and Operations), and/or the University Architect (or their respective delegates) on the siting of such facilities. (GFC SEP 29 2003)

### **B. Other Matters**

The Chair of FDC will bring forward to FDC items where the Office of the Provost and Vice-President (Academic) and/or the Office of the Vice-President (Facilities and Operations), in consultation with other units or officers of the University, is seeking the advice of the Committee.

### **C. Studies**

In light of the academic priorities set by General Faculties Council, to initiate studies, and respond to requests for studies, opinion, and information within the purview of its general responsibilities and make reports and recommendations to the appropriate office or committee. (GFC 29 SEP 2003)

### **D. Sub-Delegation**

To appoint such subcommittees, and to delegate to such subcommittees or to the Vice-President (Facilities and Operations) such of its powers, duties and functions, or any part thereof, including the power of sub-delegation and subject to such conditions as it deems necessary. (GFC 29 SEP 2003)

**4. Committee Procedures**

See General Terms of Reference.

**5. Additional Reporting Requirements**

None.

G:\FDC\2009\2009 February 24\Items\Working\FDC Terms of Reference Changes - To Bylaws\FDC Bylaws Straightforward Draft III.doc

## **University of Alberta Long Range Development Plan Appendix XVIII – University of Alberta Consultation Protocol**

The University of Alberta continues to consult actively with key stakeholders to all planning and development activity. The following outlines the principal protocol for stakeholder notification for substantial developments, further long range planning, and amendments thereto.

### ***Substantial Development***

- a) Once the Board of Governors has determined that a proposed substantial development is a priority, and is considering site options, owners of land within 60 metres of the proposed project, and the host municipality will be notified. Such notification will include date, time and location for an information session to present the site options and any conceptual plans, and an invitation to review, comment on the proposal(s), in writing, within 10 days following the presentation.
- b) Notification will take the form of a directed letter to each identified stakeholder in a).
- c) University administration will prepare a summary document that they believe accurately reflects the major comments expressed. This document will be reviewed by the stakeholders identified in a), and will be modified until agreement is reached on accuracy. During the planning stage, these concerns will be considered.
- d) When preliminary design of the project has been drawn, University representatives will notify again the stakeholders listed in a), will present the progressive work, and will invite review, and comment on the design work, in writing within 10 days of the presentation. Again, a summary document will be prepared, reviewed and modified. During the design stages, these concerns will be considered.
- e) Should any design changes impact the noted stakeholders, step d) will be repeated.
- f) Recommendations to the Board of Governors with respect to the planning and design of a capital project will include the consultation summary document(s), a document highlighting how administration has used these comments to develop the design and recommendations, and a confirmation that the substantial development conforms with the Long Range Development Plan.

### ***Long Range Development Planning and Amendments***

- a) When the University undertakes a new Long Range Development Plan, or amends its existing LRDP, owners of land within 60 metres of the University's land, and the host municipality will be notified. Such notification will include date, time and location for an information session to present the conceptual plans, or substantive changes, and an invitation to review, and comment on the planning, in writing, within 21 days following the presentation.
- b) Notification will take the form of a directed letter to each identified stakeholder in a). The planning document will be available through the communications website of the University.
- c) Following this presentation and invitation to direct stakeholders, the University shall publish, within a newspaper, newsletter or publication circulating in the areas in which the University's lands are located, notification to the public of its opportunity to review the proposed LRDP, or amendments, and comment upon it(them). The proposed plan/amendments will be available upon the University's communications website. Comments will be received in writing up to 21 days of the notice.
- d) University administration will prepare a summary document that they believe accurately reflects the major concerns and comments expressed. This document will be reviewed by the stakeholders identified in a), and will be modified until agreement is reached on accuracy. During the planning stage, these concerns will be considered.
- e) Recommendations to the Board of Governors with respect to the LRDP and/or its amendments will include the consultation summary document(s), and a document highlighting how administration has used these comments to develop the Plan and recommendations.
- f) Upon Board of Governors approval, the LRDP and/or amendments will be sent to the Minister for review and confirmation that the contents of the amendment/LRDP comply with the Regulations of the Post Secondary Learning Act.



**U of A Policies and Procedures On-Line (UAPPOL)**

Approval Date: March 28, 2008  
 Most Recent Editorial Date: June 22, 2012

## Space Management Policy

<b>Office of Accountability:</b>	Vice-President (Facilities and Operations)
<b>Office of Administrative Responsibility:</b>	Vice-President (Facilities and Operations)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

The *Post-Secondary Learning Act* outlines the authority through which universities **manage** institutional **space**.

### Purpose

This policy defines university space, and outlines responsibilities for space management and administration at the University of Alberta.

### POLICY

University space encompasses all **real property, base building systems and equipment** owned and/or leased by the University of Alberta.

As directed by the Board of Governors, the Vice-President (Facilities and Operations) is responsible for the administration of University space in relation to the following:

- Adhering to the University of Alberta's strategic planning documents when controlling and centrally managing space
- Defining relevant roles and responsibilities
- Ensuring collaboration, efficient and effective stewardship and accountability in all matters
- Ensuring best practices are employed with respect to the allocation, **repurposing**, and **utilization** of space
- Addressing the current and future needs of the University community

Space management is based on Facilities Development Committee (FDC) approved **general space programs**.

The Vice-President (Facilities and Operations) **allocates** space to **units** or to other approved occupants. Units work in collaboration with the Vice-President (Facilities and Operations) to distribute their allocated space by **allotting** it to departments, units or centres.

Departments, units and centres also work with the Vice-President (Facilities and Operations) to **assign** space to faculty members, staff, or to other suitable individuals and groups. Previously assigned space can be re-assigned to meet changing and developing needs.

In accordance with *the Planning and Renovation of Existing Facilities Policy*, and with University of Alberta policies on leasing and sub-leasing, any department or unit requiring the repurposing of space must consult with the Vice-President (Facilities and Operations).

Space is also entrusted to the Office of the Registrar for the purpose of academic and casual scheduling of classroom space.

Total faculty space allocations, as well as administrative allocations, are reviewed on a regular basis by the Vice-President (Facilities and Operations).

The allocation of space to a faculty, department, centre, institute, or administrative unit within the University, as well as the allotment and assignment of space within those groups, may be subject to readjustment as the needs and priorities of the campus community change.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Central Management / Manage</b>	Refers to the central space management of all University space under the administration of the Vice-President (Facilities and Operations).
<b>Space</b>	All real property, base building systems and equipment owned and/or leased by the University of Alberta
<b>Real Property</b>	Lands and buildings, including permanent and temporary structures and their fixtures, as well air, water and mineral rights issuing out of, annexed to and exercisable within or about the land.
<b>Base Building Systems</b>	Those elements of a building, including exiting systems, mechanical and electrical infrastructure, fire alarms and public circulation required and necessary for the functioning of a building for its intended purpose.
<b>Equipment</b>	Affixed machines, tools and furnishings necessary to the facility for the completion of University business.
<b>Repurposing</b>	Redevelopment of space for another purpose and/or functional use (e.g., modernization or the addition of equipment that impacts building systems).
<b>Utilization</b>	Compliance with the Province's established matrices for the efficient use of space in post-secondary institutions.
<b>General Space Programs</b>	A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period.
<b>Allocation / Allocated</b>	The distribution of space by the Office of the University Architect in accordance with prioritized need to support the ongoing growth and development of the University.
<b>Units</b>	Administrative and/or organizational groups including faculties, departments, centres, institutes, administrative units, and non-departmental units.
<b>Allotment / Allotted</b>	The redistribution of space by a faculty to a department, unit or centre.
<b>Assignment / Assigned</b>	Distribution of space by a department for the placement of individuals, purposes and functions for a period of time.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Capital Plan](#) (University of Alberta)

[Emeritus Policy](#) (UAPPOL)

[GFC-Facilities Development Committee Terms of Reference](#) (University of Alberta)

[Long Range Development Plan Compliance Policy](#) (UAPPOL)

[Maintenance Policy](#) (UAPPOL)

[Planning and Renovation of Existing Facilities Policy](#) (UAPPOL)

[Real Property Compliance Policy](#) (UAPPOL)

[Space Management Process \(Infodoc\)](#) (University of Alberta)

[University Business Plan](#) (University of Alberta)

### **PUBLISHED PROCEDURES OF THIS POLICY**

[Casual Event Booking Procedure](#)

[Classroom Scheduling for Courses Procedure](#)

[Outdoor Event Site Booking Procedure](#)

[Pets on Campus Procedure](#)

[Posting Announcements, Notices and Banners Procedure](#)

[Space Management Procedure](#)

[Use of University Equipment by Professors Emeriti Procedure & Guideline](#)

[Vending Procedure](#)

**OUTLINE OF ISSUE**

Agenda Title: **Proposal to Establish a Department of Women’s and Gender Studies (Faculty of Arts) (and Concurrent Termination of the Faculty’s Women’s Studies Program)**

**Motion:** THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and General Faculties Council, approve the proposal from the Faculty of Arts for the formal establishment of the Department of Women’s and Gender Studies, as submitted by the Dean of the Faculty of Arts and as set forth in Attachment 1, and the concurrent termination of the Faculty of Arts’ Women Studies Program, all to take effect January 1, 2013.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Lesley Cormack, Dean, Faculty of Arts.
Subject	Proposed Establishment of the Department of Women’s and Gender Studies in the Faculty of Arts (with Concurrent Termination of the Faculty’s Women’s Studies Program)

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To transform the existing Women’s Studies Program into a Department of Women’s and Gender Studies. The Program currently operates much like a Department, with a Chair who sits on the Faculty Evaluation Committee (FEC), pre-tenured and tenured faculty, and the responsibility for managing its own budget and teaching plan. The proposal is also a response to the recommendation of the 2008 Academic Unit Review that the Program become a Department.
The Impact of the Proposal is	The establishment of a Department of Women’s and Gender Studies is a resource-neutral move that both formalizes the <i>status quo</i> and allows the unit to respond to scholarly developments in the academic field. It will also create effective governance structures without requiring additional costs.
Replaces/Revises (eg, policies, resolutions)	The Women’s Studies Program will be terminated in favour of the formal establishment, in the Faculty of Arts, of the Department of Women’s and Gender Studies.
Timeline/Implementation Date	January 1, 2013.
Estimated Cost	The change is cost neutral.
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i> , University of Alberta Comprehensive Institutional Plan (CIP), and the 2008 Academic Unit Review of the Women’s Studies Program
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives 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; Section 26(1)(l) provides that GFC may make recommendations to the Board of Governors on the establishment of Faculties, Schools, Departments,

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Chairs, and programs of study in the University in any subject that GFC thinks fits. GFC has thus established an Academic Planning Committee (GFC APC), as set out in Section 3 of the GFC Policy Manual. GFC delegates its power to recommend to the Board on the budget to the GFC APC.

**2. GFC Academic Planning Committee (APC) Terms of Reference/3. Mandate of the Committee:**

“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: [...]

**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.)”

**3. Board Learning and Discovery Committee (BLDC) Terms of Reference:**

**“3. MANDATE OF THE COMMITTEE**

Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the *Post-Secondary Learning Act*, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:  
[...]

l. review proposals and recommendations of GFC concerning the establishment, continuation and re-organization of faculties, schools, departments and make recommendations to the Board in respect thereof[.] [...]

**4. LIMITATIONS ON DELEGATION BY THE BOARD**

This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:

a. the establishment, continuation, reorganization or abolition of

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	faculties, schools and departments; b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).”
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Faculty of Arts Chairs Council (February 15, 2012) – for information; Faculty of Arts Council (April 11, 2012) – for information; Vice-Provost (Academic), Office of the Provost; Strategic Initiatives Group (May 15, 2012) – for discussion
Approval Route (Governance) (including meeting dates)	Women’s Studies Executive Committee (December 13, 2010) – for recommendation; Women’s Studies Council (November 10, 2011) – for recommendation; Faculty of Arts Executive (February 9, 2012) – for recommendation; GFC Academic Planning Committee (May 23, 2012) – for recommendation; General Faculties Council (October 1, 2012) – for recommendation; Board Learning and Discovery Committee (November 19, 2012) – for recommendation; Board of Governors (December 14, 2012) – for final approval.
Final Approver	Board of Governors

Attachment:

1. Faculty of Arts’ Proposal for the Establishment of a Department of Women’s and Gender Studies (with Concurrent Termination of the Existing Women’s Studies Program) (77 pages)

Appendices:

- A. Women’s Studies Executive Committee Support for Department of Women’s and Gender Studies (p 13)
- B. Women’s Studies Undergraduate Association letter of support (p 14)
- C. Women’s Studies Organizational Chart (p 15)
- D. New Academic Program Library Impact Statement Certification (p 16 – 18)
- E. Operating Costs of Proposed Department (p 19 – 20)
- F. MA in Women’s and Gender Studies Proposal (p 21 – 77)

*Prepared by:* Joanne McKinnon, Assistant Chair (Administration), Women’s Studies Program, Faculty of Arts,  
[joanne.mckinnon@ualberta.ca](mailto:joanne.mckinnon@ualberta.ca)



9 May 2012

Carl Amrhein, Provost  
University of Alberta

Dear Carl:

I am writing in support of the establishment the Department of Women's and Gender Studies. I have reviewed the proposal, including appendices, and I am happy to endorse this initiative.

It is important to emphasize that this is a *resource-neutral proposal*. Unusually, the Program in Women's Studies already boasts 6 FTE in permanent academic staff (4 full-time professors and 2 partial appointments). The Chair of the Program sits on FEC and functions in every tangible respect like a Department Chair. The budget for the Program will remain steady once it becomes a department (though we do anticipate extended two Teaching Assistantships once the MA program is established: more on this program below).

We are particularly proud of this area because it has proved a magnet for students over the last few years. While some other programs in Canada have seen enrolments in Women's Studies slip, our program has flourished. Enrollments have increased by 47% since 2007-2008. The professors who work in this area are among our Faculty's finest teachers and researchers. Many carry SSHRC grants, all are sought out nation-wide for their expertise, and both Lise Gotell and Michelle Meagher have recently won teaching awards (Gotell, Rutherford Award for Excellence in Undergraduate Teaching 2011, Meagher, Faculty of Arts Teaching Award 2012). In addition to attracting excellent students and excellent faculty, the Program in Women's Studies can call on a wide base of expertise in gender, women, sexuality and feminist methods in every single department in Arts. This is an extremely strong program.

We support, too, the name change from Women's Studies to Women's and Gender Studies. Women's and Gender Studies is an expanding and dynamic area of scholarly endeavour. Not only will this name change more truly reflect the work going on in the unit, but it represents the disciplinary cutting edge. Most of our peer institutions use the more inclusive terminology being proposed here, and we want to remain leaders in the field.

The establishment of the Department of Women's and Gender Studies will allow us to move ahead on the development of an MA in Women's Studies, which in turn will increase graduate enrollment in the Faculty of Arts. As the only MA in this field in the prairie provinces, the University of Alberta program is likely to attract any interested candidates, and thus be able to ensure the admission of high quality graduate students. In turn, of course, the prospect of SSHRC funding is also strengthened. Moreover, the addition of an MA in Women's and Gender Studies may well contribute to the retention of its excellent faculty members. It will certainly enhance their research capacity and their ability to offer enhanced learning experiences to undergraduate students with the support of graduate teaching assistants.

The department proposal was considered and unanimously approved by Arts Executive Committee on February 9, 2012 and endorsed by Arts Faculty Council on April 11, 2012. Since it has moved through governance in tandem with the proposal for an MA in Women's Studies, many of the letters of support speak to both (and were included, for efficiency, in the MA Proposal document). I can attest that consultation has been broad and the response has been enthusiastic endorsement.

I am delighted that the Women's Studies Program has worked so diligently to prepare this proposal and I fully support their initiative.

Sincerely,

A handwritten signature in black ink, reading "Lesley Cormack". The signature is written in a cursive, flowing style with a large initial 'L'.

Lesley Cormack  
Dean of Arts

cc. Lise Gotell, Chair of Women's Studies

LC/sk



## Executive Summary

The purpose of this proposal is to establish a Department of Women's and Gender Studies at the University of Alberta. The Women's Studies Program is a university-wide interdisciplinary program located in the Faculty of Arts with a staff complement of 5.25 FTE and areas of research strength that span the humanities, social sciences and fine arts. **The establishment of a Department of Women's and Gender Studies is a resource-neutral move that both formalizes the status quo and also allows the unit to respond to scholarly developments in the academic field.**

The Women's Studies Program currently operates much like a Department in the Faculty of Arts, with a Chair who sits on the Faculty Evaluation Committee, tenured and tenure-track faculty who hold appointments in the unit, and responsibility for managing its own budget and teaching plan. The move to departmental status responds to the 2008 Academic Unit Review<sup>1</sup> of the Women's Studies Program: "*Given the maturity, momentum, stability and achievements of the Women's Studies Program at the University of Alberta, we recommend that Women's Studies become a department and engage in its own self-governance.*"

The creation of a Department of Women's and Gender Studies fulfills two closely related goals. The creation of a Department will:

1. allow the University of Alberta to respond to an expansion and shift in this interdisciplinary field that has caused most of our comparators to establish *departments, schools or institutes* of Women's and Gender Studies;
2. create effective governance structures without requiring additional costs.

The move to departmental status is part of a set of initiatives that are currently being undertaken to ensure that the University of Alberta is a destination university for undergraduate and M.A. students in this field. These include:

- the transformation of the existing Women's Studies Program into a department;
- the renaming of the unit "Women's and Gender Studies";
- and the creation of an M.A. Program in Women's and Gender Studies, a unique program that includes a mandatory Community Service-Learning component and that will be the first graduate program in the field in the Prairie Provinces (see Appendix F, "Proposal for an M.A. in Women's and Gender Studies"). The proposal for an M.A. Program is a separate and complementary initiative that is following a different governance route.<sup>2</sup>

What is at issue in this proposal is the creation of a Department of Women's and Gender Studies.

An innovative teaching unit with a strong emphasis on undergraduate research, community service-learning and creative projects, Women's Studies has been an area of

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<sup>1</sup> The Women's Studies Program was evaluated by the same methods as Departments in the last unit review exercise.

<sup>2</sup> **Please note that the Proposal for an M.A. in Women's and Gender Studies is included as an appendix for information only.** Approval of the Proposal to Establish a Department of Women's and Gender Studies would not constitute an endorsement of the M.A. proposal.

enrollment growth in the Faculty of Arts: undergraduate enrollments have increased 47% in the past five years. Departmental status would enhance the profile of an already strong research and teaching unit and allow for the recruitment and retention of excellent staff and students drawn by the Department's comprehensive focus on gender, sexuality and feminist research. In short, this proposal advances many of the objectives of *Dare to Deliver*.

## **Background: History and Development of the Women's Studies Program**

The groundwork for establishing a Women's Studies Program at the University of Alberta was laid through the hard work of a generation of faculty members (female and male) and senior university administrators committed to gender equality. In 1984, in response to growing interest in the academic study of women and women's issues, then Vice-President (Academic) Peter Meekison struck an Advisory Committee on Women's Studies. The committee's report (1986) recommended that the University simultaneously establish an Interfaculty Council on Women's Studies, an undergraduate degree program in Women's Studies, and an Institute of Feminist Studies. General Faculties Council approved a formal proposal for an undergraduate Women's Studies Program during the 1986-87 academic year.

The interdisciplinary degree program that was created through these recommendations shared many characteristics of the first Women's Studies programs established elsewhere in Canada and the United States in the 1970s and 1980s. The Program that was formally launched in 1987-88 was largely composed of cross-listed courses; it had no academic appointments and depended upon the good will of faculty members in other units for such basic tasks as Program administration and teaching; and it was guided by the pedagogical goal placing women's experiences at the centre of knowledge. In short, this was a "program" committed to the academic project of making women's experiences visible.

In the years since its founding, the Program has undergone significant growth and institutionalization:

- Its first full-time appointment was made in 1988. Currently, there are four fully-appointed and two jointly-appointed members of the Program and more than 600 students take our courses annually.
- While initially, Women's Studies Faculty Evaluation Committee cases were the responsibility of the Associate Dean, in 1998 the Chair of Women's Studies gained membership on the Arts FEC and took on formal responsibility for supervision and evaluation of faculty members appointed to the Program.
- The Chair of Women's Studies is in charge of the Program's budget and responsible for managing its teaching plan.
- While historically, Women's Studies Chairs have been seconded from outside the unit, the Program appointed its first internal Chair in 2011.
- The Program's formal governing body remains the Women's Studies Executive Committee, a committee with representation from gender, sexuality and feminist researchers in the Faculty of Arts and from the University-wide Women's Studies community. Yet most decision-making has now been delegated to the Women's Studies Council – a body that includes faculty members appointed to the Program, as well as an undergraduate student representative.

- Until now, Program's administrative needs have been met by one full-time NASA staff member – the Women's Studies Administrator—and also through an administrative collaboration with the Department of Anthropology.<sup>3</sup> The Faculty of Arts is presently undergoing an administrative reorganization that will standardize administrative support and ensure equity across larger and smaller units. Through this reorganization, the Faculty of Arts has sought to rationalize administrative support to more efficiently support our core teaching and research missions. The new administrative model is now being put into place, with Women's Studies, Linguistics, Philosophy and East Asian Studies sharing a pod of seven support staff (see below, "Administrative and Governance Structure").
- The Chair of the Women's Studies Program is a member of the Faculty of Arts Chairs' Council and the University's Chairs' Council.

**In most respects, the Women's Studies Program already operates like a department in all but name.**

True to its initial mission as a "university-wide program" housed in the Faculty of Arts, Women's Studies operates as a nucleus for feminist research:

- The University of Alberta – and the Faculty of Arts in particular – is an internationally recognized centre of excellence for feminist work in all areas of Women's and Gender Studies.
- The 2008 external review of the Women's Studies Program remarked on the "depth and sophistication of feminist scholarship at the University of Alberta."
- Women's Studies functions as the hub of a large and active interdisciplinary network of scholars from across the University, including more than 110 who are formally associated with the Program as Research Affiliates (a full list is available on our website at <http://www.womensstudies.ualberta.ca/>).
- Women's Studies faculty members have been engaged in collaborations with researchers in the Faculties of Law, Native Studies, Nursing and Education.

On top of growth and institutionalization, the Women's Studies Program's intellectual focus has shifted significantly since its early years, reflecting the changing focus of scholarship in the field. No longer confined to the exclusive goal of making women's experiences visible, this interdisciplinary field has expanded to include an analysis of gender and sexuality, locally and globally. **Shifts in the pedagogical and research emphases of the unit reflect the discipline's contemporary focus on gender and sexual diversity, masculinities and sexuality studies.**

Our curriculum includes courses that reflect the field's original focus on women (for example, W ST 101 "Representations of Girls and Women"), and also those that examine masculinity (for example, W ST 460 "Masculinities"), gender relations in a global context (for example, W ST 310 "Gender, Development and Beyond") and sexuality (for example, W ST 370 "Feminism and Sexuality"). Our curriculum is updated and reviewed regularly and our courses incorporate an emphasis on discovery-based learning through offering students concrete research experiences (for example, in WST 302 "Feminist Research and Methodologies"), community service-learning (for example, in WST 431 "Feminism and Sexual Assault") and creative projects (for example, in WST 101 "Representations of Girls and Women").

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<sup>3</sup> The Assistant Chair of Women's Studies was the Assistant Chair of Anthropology, 1995-2012.

- **Our innovative teaching in the area of Women's and Gender Studies has been recognized through recent teaching awards:** Professor Lise Gotell, Students' Union Award for Leadership in Undergraduate Teaching Excellence, 2009; Professor Lise Gotell, Faculty of Arts and Rutherford Awards for Excellence in Undergraduate Teaching, 2011; Professor Michelle Meagher, Faculty of Arts Award for Undergraduate Teaching (Early Achievement), 2012.
- Because of excellent teaching, as well as the incorporation of new curricular emphases on gender and sexuality studies, **Women's Studies has seen strong enrollment growth in the last decade.** From 2001-2002 to 2007-2008, our registrations grew from 323 to 415, an increase of 28%. Our registrations for the 2011-2012 year are 612, an increase of 47% from 2007-2008.

The research expertise in the Program is broad and engaged with the study of women **and** gender. The interdisciplinary expertise of core faculty crosses the three major areas represented in the Faculty of Arts: social sciences, humanities, and fine arts:

- Professor Lise Gotell (full-time) works in the area of Canadian and comparative feminist legal and political studies, with expertise in the legal regulation of sexuality and sexual violence.
- Professor Philomina Okeke-Ihejirika (full-time) works in the areas of development studies, immigration studies, and gender representation in tertiary education, particularly in West Africa.
- Professor Felice Lifshitz (0.51, 0.49 at Campus Saint Jean) works in the areas of women's history, women and religion, and the history of feminist thought.
- Associate Professor Susanne Luhmann (full-time) works in the areas of trauma and cultural memory studies (drawing especially from film and literature), as well as feminist and queer theory.
- Assistant Professor Michelle Meagher (full-time) works in the area of feminist visual culture and feminist cultural studies, with particular expertise in genres of self-portraiture.
- Assistant Professor Chloë Taylor (0.75, 0.25 in Philosophy) works in the areas of feminist philosophy, philosophy of sexuality, 20<sup>th</sup>-century French philosophy (especially Foucault), feminist critical animal studies, and the philosophy of food.

## **Rationale and Purpose for the Creation of a Department of Women's and Gender Studies**

**Respond to the recommendations of the 2008 Academic Review of the Women's Studies Program:** As noted in the unit review final report, "The University of Alberta Women's Studies Program has already established a strong academic reputation by means of its small, rigorous undergraduate program and its outstanding researchers." The reviewers lauded the teaching and research excellence of the Women's Studies Program but concluded that, "*at present the unit has an organizational structure that no longer fits its expanded size.*" The reviewers recommended that the Program become a department.

**Enhance the status and visibility of the unit in relation to comparator institutions:** A review of Canadian Women's and Gender Studies reveals that the University of Alberta is out of step with comparator institutions, both in designating the unit as a

program, rather than a department, institute, centre or school, and also in retaining a name -- Women's Studies -- that is tied to an earlier understanding of the field.

- There are currently 45 programs, schools, institutes and departments across the country. Though 26 remain programs, 19 have become department, centres, schools or institutes.
- Larger units, comparable in size and reputation to the University of Alberta's Women's Studies Program, have all transitioned to become departments, centres, schools or institutes: University of British Columbia's *Centre for Women's and Gender Studies* -- 9 jointly-appointed faculty; University of Toronto's *Women and Gender Studies Institute* -- 6 fully-appointed and 9 jointly appointed faculty; Queen's University *Department of Gender Studies* -- 5 fully-appointed and 2 jointly-appointed faculty; University of Western Ontario's *Department of Women's Studies and Feminist Research* -- 3 fully-appointed and 7 jointly appointed faculty.
- Programs are typically small, often with no fully appointed faculty members: Brock University's Women's Studies Program -- 3 jointly-appointed faculty; University of Waterloo Women's Studies Program -- 7 jointly-appointed faculty; University of Wilfred Laurier Women and Gender Studies Program -- 3 jointly-appointed and 2 fully-appointed.
- Only 20 units currently define their scholarly area as "Women's Studies." A plurality of units have changed their names to "Women's and Gender Studies," with some others designating as "Gender Studies, Gender Equality and Social Justice," "Women's Studies and Feminist Research" and "Gender, Sexuality and Women's Studies."
- The main scholarly association for the field, the Canadian Women's Studies Association, is also in the process of changing its name. The CWSA Board of Directors is currently considering a name change and will propose a process for changing the name of the CWSA at the 2012 Annual Meeting.

**Attract and retain outstanding students and faculty:** The designation of the unit as a "Women's Studies Program" misrepresents the scholarly focus and status of the unit, potentially operating as a barrier to the recruitment of top students and faculty whose interests lie in the areas of gender and sexuality studies:

- Many current faculty members and members of the "Women's Studies Community at Large"<sup>4</sup> have strongly argued for the transition to Women's and Gender Studies, as a move that better captures and profiles the thrust of the feminist, gender and sexuality research and teaching carried out at the University of Alberta.
- At present, students of all genders are attracted by the unit's excellent courses in such important and popular areas of the field as masculinities studies and sexuality studies. Yet some of these students see the designation of the unit as a "Women's Studies Program" as a barrier to declaring majors or minors. The re-designation of the unit as the Department of Women's and Gender Studies will be tremendously important in attracting future majors and minors.
- In addition, this re-designation will assist in recruiting the best M.A. applicants who will be drawn by the comprehensive focus of the new Department, by the research strengths of core faculty and by an innovative proposed graduate program that includes a mandatory Community Service-Learning component

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<sup>4</sup> Our Women's Studies Community at Large list includes 167 members.

(see Appendix F -- Proposal for an M.A. Program in Women's and Gender Studies).

**Remove administrative barriers and create effective governance structures:** The current governance structure of the unit is out of step with its expanded size and scholarly development. Its main governing body, the Women's Studies Executive Committee, was created at a time when the unit had only one appointment. Reflecting the interdisciplinary status of the field and the earlier active involvement of faculty members from other units in the teaching and administration of the unit, the Women's Studies Executive Committee includes two representatives from the Women's Studies "Community at Large at the University of Alberta," as well as two representatives of faculty teaching cross-listed courses. What this means in practice is that those without full-appointments to the unit have a substantial say in most aspects of strategic planning and decision-making, including curriculum planning, development of new initiatives, approval of positions and involvement in Chair selection. While committee members from outside the unit understand that faculty members with appointments in Women's Studies are better equipped to make decisions about its direction, gaining approval of the Women's Studies Executive Committee has nevertheless become a barrier to effective decision-making. The establishment of a Department of Women's and Gender Studies would allow the unit to rationalize its governance. With departmental status, the main decision-making body would become the new Department Council, a body composed of continuing academic staff holding appointments in the unit, one undergraduate student representative (with the addition of one graduate student representative once the M.A. Program is approved) and one representative from the Women's and Gender Studies Research Affiliate list. At its December 13, 2010 meeting, the Women's Studies Executive voted in support of its own disbandment (see Appendix A -- Memo Re. Women's Studies Executive Committee's Support for the Establishment of a Department of Women's and Gender Studies).

**Consolidate the growth and development of Women's Studies and Gender Studies at the University of Alberta without additional costs:** The creation of a Department of Women's and Gender Studies involves no new resources and will largely formalize the administrative/governance status quo. In most respects, the Women's Studies Program operates like a department:

- Unlike other interdisciplinary programs in the Faculty of Arts, the Women's Studies Program has faculty members who are appointed to the unit and who have received undergraduate and graduate training in this field.
- Unlike the Directors of other interdisciplinary programs, the Chair of Women's Studies is appointed through UAPPOL's Chair Selection Procedures, sits on the Arts Faculty Evaluation Committee, is responsible for the supervision and evaluation of faculty members, as well as for the management of the unit's budget and teaching plan.
- The Chair of the Women's Studies Program is also a member of the Faculty's Chairs' Council and the University's Chairs' Council.
- The unit's space needs were addressed through the 2008 move to Assiniboia Hall and its administrative needs have been met by the Women's Studies Administrator and through a productive collaboration with the Department of Anthropology (Assistant Chair Joanne McKinnon was also Assistant Chair of Anthropology). While the Faculty of Arts administrative reorganization has impacted the delivery of administrative support to the unit, the result is an

enhancement of resources through sharing with other smaller departments located on the west side of campus (East Asian Studies, Philosophy and Linguistics). **Departmental status will have no impact on this configuration of administrative support – the administrative needs of the Department of Women's and Gender Studies are the same as the existing Women's Studies Program.** The creation of a Department of Women's and Gender Studies would also have no implications for library resources (though a Library Impact Statement has been completed and submitted as a part of the Proposal for an M.A. in Women's and Gender Studies).

**In short, this is a resource-neutral move that formalizes the status quo, while enhancing the status and visibility of Women's Studies and Gender Studies at University of Alberta and allowing for adjustments to the unit's governance structures to enable rational strategic-planning.**

## Consultations

The initial impetus to create a Department of Women's and Gender Studies arose out of the recommendations of the 2008 Academic Unit Review. In the follow-up meeting, attended by Provost Carl Amrhein, former Vice Provost Dru Marshall, former Dean of Arts Daniel Woolf and former Vice Dean of Arts Colleen Skidmore, all expressed their support for this initiative. The former Chair of Women's Studies, Jo-Ann Wallace, was charged with the development of the proposal. The current Chair of Women's Studies, Lise Gotell, took over responsibility for the completion of this task in July 2011 and confirmed Dean Lesley Cormack's support for the creation of a Department of Women's and Gender Studies.

The Women's Studies Program undertook broad consultations on the appended Proposal for an M.A. in Women's and Gender Studies, of which a clear element is the creation of a Department of Women's and Gender Studies. Enthusiastic support for the proposal was confirmed in letters from community agencies, former students, research chairs in feminist studies at the University of Alberta, Department Chairs and Directors from the Faculty of Arts, as well as the Deans of Arts, Native Studies and Extension (see Appendix F – M.A. Proposal in Women's and Gender Studies with letters of support).<sup>5</sup>

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<sup>5</sup> The following letters of support were submitted in support of our M.A. Program in Women's and Gender Studies: Professor Lesley Cormack, Dean of Arts; Professor Katy Campbell, Dean of Extension; Professor Nathalie Kermaal, Dean of Native Studies; Holli Bjerland, President, Academic Women's Association; Professor Jennifer Kelly, Chair, Department of Educational Policy Studies, Faculty of Education; Professor Lisa Phillips, Chair, Department of Anthropology; Professor Sara Dorow, Director, Community Service-Learning Program; Professor Susan Hamilton, Chair, Department of English and Film Studies; Professor Garrett Epp, Interim Chair, Department of Modern Language and Cultural Studies; Professor Bruce Hunter, Chair, Department of Philosophy; Professor Andrew Gow, Director, Religious Studies Program; Professor Helen Boritch, Interim Chair, Department of Sociology; Professor Beverly Lemire, Henry Marshall Tory Chair, Department of History; Professor Cressida Heyes, Canada Research Chair in Philosophy of Gender and Sexuality, Department of Philosophy; Ela Pryzbylo, first interdisciplinary University of Alberta, Women's Studies M.A. (2011) and PhD student in Women's Studies, York University; Samantha Balzer, B.A. Honors Women's Studies (2011) and M.A. student in Women's Studies, McMaster University; Megan Karias, B.A. afterdegree in Women's Studies (2010) and M.A. Women's Studies and Feminist Research (Western, 2011); Mikhaila Skekor, B.A. Sociology (2008); Nikki Bernier, B.A. Women's Studies and Anthropology (2010); Stephanie Carvalho, B.A. Women's Studies (2010); Pearl Bennett, President, on behalf of Board of Caribbean Women's Network; Patricia Garrett, Executive Director, Women's Of Providence; Jan Reimer, Provincial Coordinator, Alberta Council of Women's Shelters; Jennifer Tomaszewski, Chair, Women's Legal

The Women's Studies Executive Committee, a body representing the Women's Studies Community at Large and faculty members teaching cross-listed courses, voted in support of the creation of a Department of Women's and Gender Studies on December 13, 2010 (see Appendix A). In addition, the Women's Studies Undergraduate Association is enthusiastically supportive of this proposal (see Appendix B -- Letter of Support from Women's Studies Undergraduate Association).

The proposal was also considered by governance bodies in the Faculty of Arts. The creation of a Department of Women's and Gender Studies was unanimously approved by the Faculty of Arts Executive Committee (February 9, 2012). The proposal was also on the agenda (for discussion) of the Arts Faculty Council (April 11, 2012) and received unequivocal support.

### **Administrative and Governance Structure**

This proposal will result in the creation of a Department of Women's and Gender Studies from the existing Women's Studies Program. The Department of Women's and Gender Studies will continue to offer the same, though renamed, programs: the B.A. Major in Women's and Gender Studies; the B.A. Minor in Women's and Gender Studies; the Honors B.A. in Women's and Gender Studies; and the Combined Honors B.A. in Women's and Gender Studies. If our Proposal for an M.A. in Women's and Gender Studies receives approval, the new Department will also offer an M.A. Program, the first in the Prairie Provinces.

The Chair of Women's and Gender Studies<sup>6</sup> will serve as the academic leader and chief executive officer of the Department and will continue to report to the Dean of Arts. In addition to the Chair, the formation of a Department of Women's and Gender Studies will require the creation of one Associate Chair position. Currently, the Women's Studies Undergraduate Advisor fulfills most of the functions of an Associate Chair, including representing the Program on the Associate Chairs Committee. Upon creation of the Department, the Undergraduate Advisor position will be reconstituted as the Associate Chair of Women's and Gender Studies.

Membership in the Department will include all those faculty members currently appointed and jointly-appointed to the unit. The nature of joint-appointments will be unaffected by the creation of a Department of Women's and Gender Studies.

The Chair of Women's and Gender Studies will chair the Women's and Gender Studies Departmental Council, a body that will exercise the powers delegated to Departmental Councils by Arts Faculty Council. Departmental Council will replace the Women's Studies Executive Committee as the main internal governing body of the unit. Departmental Council (as specified by s. 42.3 GFC Policy Manual) will include all continuing academic staff who hold appointments in the unit, as well as an undergraduate student representative (with a graduate student representative joining

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Education and Action Fund Board of Directors; Laurie Kehlor, Volunteer Coordinator, Lurana Shelter Society.

<sup>6</sup> The current Chair was appointed in 2011 using UAPPOL's Selection of Department Chair Procedures.



once the M.A. Program accepts its first cohort). In addition, a representative elected by the faculty members holding Women's Studies Research Affiliate positions will be a full member of Departmental Council.

The unit recognizes that the disbandment of the Women's Studies Executive Committee could hold the potential to attenuate the relationship between the new Department and the vibrant community of feminist and gender studies researchers in the Faculty of Arts and the wider University (until now, called the "Women's Studies Community at Large"). The unit is committed maintaining and indeed, to strengthening this relationship. The Department of Women's and Gender Studies will continue to foster research linkages (for example, the new "Animal Ethics and Food Politics" collaboration between feminist researchers at the University of Alberta and Vanderbilt University), nurture the Department's connections with its Research Affiliates (a group of 110 gender studies researchers at the University of Alberta), maintain its list of cross-listed courses from other disciplines and offer its well-attended Feminist Research Speakers Series.

**As a result of the 2012 Arts administrative reorganization, the Women's Studies Program and the Departments of East Asian Studies, Linguistics and Philosophy now share a "pod" of administrative support** that includes one Academic Manager, two Research/Graduate Advisors, two Undergraduate Advisors, one continuing Executive Assistant, one contract Executive Assistant and one Administrative Assistant. While this has meant the loss of our dedicated Administrative Assistant, **administrative sharing with other Departments enhances the resources available to the new Department even as the Faculty of Arts saves money through efficiencies.** Please see Appendix C – Women's (and Gender) Studies Organizational Chart.

## Evaluation Procedures

As was the case for the Women's Studies Program during the last unit review initiative, the Department of Women's and Gender Studies will be evaluated on the same regular basis, and by the same methods, as other Departments in the Faculty of Arts. Neither the existing undergraduate degree programs (B.A. major, B.A. minor, Honors B.A, Combined Honors B.A), nor the proposed M.A. in Women's and Gender Studies require accreditation from a professional body. The evaluation team will normally consist of full professors of Women's and Gender Studies from comparable, research-intensive Canadian and American universities. Comparator data, feedback from students, employers and other interested parties will be integrated into the program's self-study as per normal external review protocols.

## Timetable

The establishment of a Department of Women's and Gender Studies can take place as soon as this proposal receives formal approval. **Since this move requires no new resources, no changes to the internal allocation of resources and only minor changes to internal governing procedures (the disbandment of the Women's Studies Executive Committee and the creation of a Departmental Council), there is no need to phase in the creation of the Department.** Calendar changes that reflect the new name of the unit (e.g. W ST>WGS, B.A. Major/Minor/Honors/ Combined Honors

in Women's and Gender Studies, "Introduction to Women's *and Gender* Studies") will be proposed as soon as the Department Proposal receives formal approval.

### **Space/Physical Needs**

The creation of the Department of Women's and Gender Studies will require no additional space. The current space needs of the unit were met through the 2008 move to Assiniboia Hall.

### **Library Impact Statement**

The establishment of a Department of Women's and Gender Studies will have no impact on Library resources or budgets because the needs of the Department are the same as the needs of the existing Program. A Library Impact Statement is included in the companion proposal for an M.A. in Women's and Gender Studies (see Appendix D -- Library Impact Statement for Proposed M.A. in Women's and Gender Studies).

### **Budget**

The creation of the Department of Women's and Gender Studies is cost-neutral. The budget for the new Department will be the same as the current budget for the Women's Studies Program (see Appendix E -- Budget).

### **Appendices**

- Appendix A -- Memo re. Women's Studies Executive Committee's Support for and M.A. in Women's and Gender Studies
- Appendix B -- Letter of Support from Women's Studies Undergraduate Association
- Appendix C -- Women's Studies Organizational Chart
- Appendix D -- Library Impact Statement for Proposed M.A. in Women's and Gender Studies
- Appendix E -- Budget
- Appendix F -- Proposal for an M.A. in Women's and Gender Studies (for information only)

# Interdepartmental Correspondence

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**Women's Studies Program**  
1-17 Assiniboia Hall  
Edmonton, Alberta, Canada T6G 2E7

Tel: 780.248.1192  
Fax: 780.248.1185  
[www.womensstudies.ualberta.ca](http://www.womensstudies.ualberta.ca)

Date: Monday, November 14, 2011

To: Lesley Cormack, Dean of Arts

From: Lise Gotell, Chair of Women's Studies

Cc:

Re: Women's Studies Executive Committee's Support for a Department of Women's and Gender Studies

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As you know, the Women's Studies Executive Committee is the main governing body of the Women's Studies Program. Membership on Women's Studies Executive Committee includes all continuing academic staff with appointments in the Program, two elected members representing the Women's Studies "Community at Large" (from across the University of Alberta and from the external community), two elected members representing faculty members teaching Women's Studies cross-listed courses in other units and one elected member representing Women's Studies Undergraduate Students. At the December 13, 2010 meeting, the Executive Committee voted unanimously in favour of the establishment of a Department of Women's and Gender Studies from the Women's Studies Program. The Executive Committee also voted unanimously in favour of its own dissolution upon the creation of the Department of Women's and Gender Studies and the formation of its Departmental Council.

At its November 10, 2011, Women's Studies Program Council, a body representing all continuing academic staff with appointments in the Program, as well as a representative of Women's Studies undergraduate students, expressed enthusiastic support for the establishment of the Department of Women's and Gender Studies and endorsed the "Proposal for a Department of Women's and Gender Studies."



Dr. Lise Gotell  
Professor and Chair of the Women's Studies Program



1-15 Assiniboia Hall  
University of Alberta  
Edmonton, AB T6G 2E7  
wsua@ualberta.ca

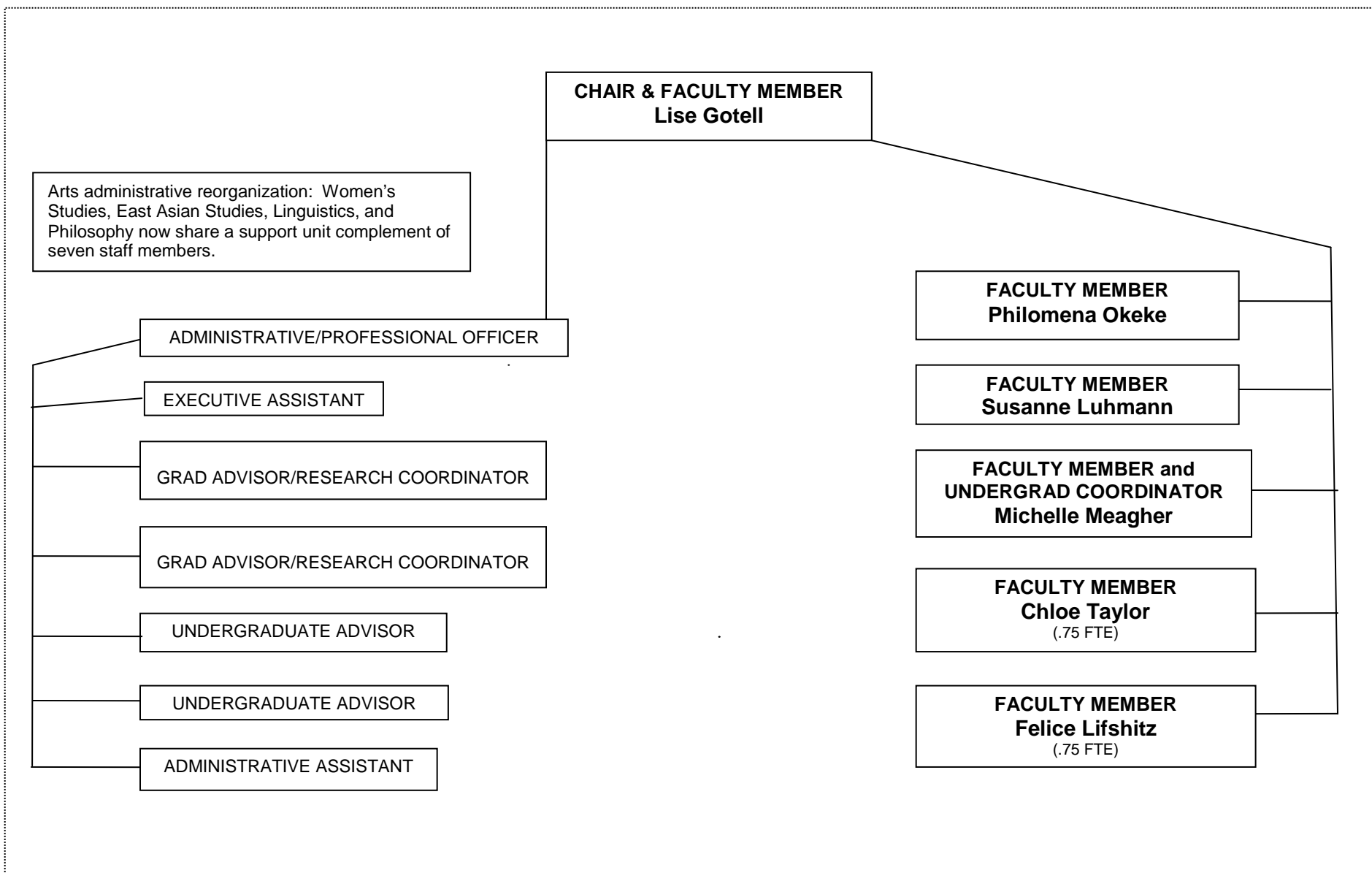
To whom this may concern,

The Women's Studies Undergraduate Association fully supports the Women's Studies Program's endeavour to become the Department of Women's and Gender Studies. As students, we think that this change would better serve the needs of the staff and students. By becoming a department, students with an interest in Women's and Gender Studies will have the option to continue with their education in the form of a M.A. The change will encourage more students to declare majors or minors in the field and allow for the continuance of high quality teaching and research.

Sincerely,

Tessa Murphy and Nicole Ritchie  
Co-Presidents  
Women's Studies Undergraduate Association (WSUA)

**WOMEN'S STUDIES ORGANIZATIONAL CHART**





## UNIVERSITY OF ALBERTA

### NEW ACADEMIC PROGRAM LIBRARY IMPACT STATEMENT CERTIFICATION

Submitted to the Academic Development Committee

The Library has examined the proposal for the **Master of Arts in Gender Studies**. We anticipate that the new program will incur some additional costs for Library acquisitions and professional services. These costs are for additional licenses for electronic resources and a small amount to enhance the print collection for work graduate research in this area.

The attached memo outlines the anticipated impact on Library services and facilities of the above program, indicating the Library's current ability to support the program. It was written based on information provided in the proposal stating that total enrollment in this program would be a full time equivalent of 12 students

We support the creation of the proposed by Master of Arts in Gender Studies program and look forward to working with its instructors and students in the years to come.

#### Executive summary of costs

Total Costs	Start Up	On going (expected annual maintenance costs)
Collections Budget	1,000	1,000 (+inflation at 10% est.)
Capital Budget	0	0
Operating/Staffing Budget	0	0
Incremental Cost for Licensed Resources		200 (+200 for each additional student)
<b>Total Costs: Summary</b>	<b>1,000</b>	<b>1,000 (+ 200 for each student enrolled)</b>

Signed:

A handwritten signature in black ink, appearing to read 'Mary-Jo Romaniuk'.

Mary-Jo Romaniuk  
Acting Chief Librarian

A handwritten signature in black ink, appearing to read 'Christine Brown'.

Christine Brown  
Head, Humanities and Social Sciences Library

Dated:



**UNIVERSITY OF ALBERTA**

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**Interdepartmental Correspondence**

**Humanities and Social Sciences Library**

**1-01 Rutherford South**

**January 17, 2011**

**To:** Christine Brown  
Head, Humanities and Social Sciences Library

**From:** Virginia Pow  
Instruction Librarian – Liaison Librarian Women’s Studies  
Humanities and Social Sciences Library

**Subject: Library Impact Statement – Masters of Arts: Gender Studies**

This memo will serve as the Library Impact Statement for the proposed MA in Gender Studies. Our assessment is that the impact of this proposal on the library will be minimal. We have a strong collection in Women’s Studies and Gender Studies, however there are still some areas that need to be updated and will need to be kept current to maintain an excellent research foundation for the programs MA candidates. These areas will be addressed as the projects and the theses for the program come to light.

**Serials**

I have reviewed the journals and the journal packages that we subscribe to at the University of Alberta and compared them to other Gender Studies MA programs in other Universities in Canada. I have determined that through the comparisons, and due to the interdisciplinary nature of Gender Studies that there will be little impact on Journal/Serial collections. As the program grows this may change and need to be adapted. The cost to accommodate the number of new students would be \$200 per student would require addition of \$1600.00 to the Library budget for electronic resources.

**Monographs**

As Gender Studies is a very multidiscipline area by nature, the monographs that are need are purchased through a number of different areas: Women’s Studies (Gender Studies), Sociology, Anthropology, Economics, Business, Government Documents, and Political Science to include the top areas. However, as new thesis projects are started we will need to expand the gender studies collection to accommodate

study at the graduate level. The addition of \$1000 per year in the budget for would certainly accommodate this expansion.

**Reference**

I do not foresee a large change in the amount of reference and consultation support that will be needed for the MA in Gender Studies as the program is not looking at admitting a large cohort. If there is a significant change in the number of students admitted there would be a slight impact. Most of the consultations for Gender Studies are done through email.

**Instruction**

To date my instructional support for Gender Studies (Women Studies) has included approximately 2-3 sessions a semester. Adding another possible session for graduate students would not be an issue due to the fact that most of the graduate courses would be cross listed with undergraduate courses.

cc. F Ziegler

J. Wallace



**Proposal: Department of Women’s and Gender Studies**

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**Operating Costs of Proposed Department:**

**1. Operating Budget**

There will be no new funds required for the establishment of the Department. Current program resources are listed below:

<u>Category</u>	<u>Base</u>	<u>Full-Scale Operation</u>
Academic Staff:		
FTE	5.25	*5.50
Total salaries	\$567,585	\$567,585
**Temporary Academic Staff:	\$51,427	\$36,427
***Graduate Assistants (TA/RA):		\$30,000 (as of 2013-14)
****Non-Academic Staff:	\$50,182	Budget lines to be determined
FTE	1	6 shared
Staff Benefits:	\$136,880	\$136,880
Total Salaries and Benefits:	\$805,744	\$805,744
Base non-salary budget:	\$8,719	\$8,719
<b>Total base budget:</b>	<b>\$814,463</b>	<b>\$779,281</b>

\* Professor Fellice Lifshitz, who currently holds .51 Women’s Studies and .49 CSJ appointment, is being shifted to a .75 Women’s Studies/.25 Religious Studies appointment fully in the Faculty of Arts. This will occur whether or not the Women’s Studies Program becomes the Department of Women’s and Gender Studies.

\*\* Women’s Studies is proposing the establishment of a new Master’s Program in Women’s and Gender Studies. If approved, the Department will reallocate \$15,000 from the existing Temporary Academic Staff budget line to fund graduate assistantships.

\*\*\* The Faculty of Arts has also agreed to fund two graduate assistantships once the new MA program is established, bring the total funding for this budget line to \$30,000.

\*\*\*\* Currently Women’s Studies has one full-time support staff member. In the Arts re-organization, the Program will be combined administratively with three other Departments (East Asian Studies, Linguistics, and Philosophy). This will result in an overall salary savings for the Faculty, while increasing the actual support staff complement available to the units. Consequently Women’s Studies’ support will increase from 1 FTE dedicated to the Program to 6 FTE shared among the four.

**2. Sources of potential funding**

**3. Reallocation of funds from within budget of proposer's unit**

Funds to finance this proposal are available in the current budget.

**4. Financial impact on University**

The establishment of the Department of Women's and Gender Studies will be on a cost-neutral basis; however, the creation of a new graduate program in the Department would result in increased tuition and fee revenue for the University.



February 14, 2012

Mazi Shirvani, Dean  
Faculty of Graduate Studies and Research  
2-33 Triffo Hall  
Killam Centre for Advanced Study

Dear Mazi:

I am writing in support of the establishment of an MA in Women's and Gender Studies. I have reviewed the program summary, proposal and calendar description and I am happy to endorse this initiative. The MA will provide a unique graduate experience by virtue of the program's mandatory Community Service Learning component and the range of options from which students may choose in order to complete the portfolio requirement. The program embodies rigorous academic standards in its mandatory course requirements, the number of required courses, and the expectations of the thesis and portfolio options. Thus, in terms of its academic virtues, the proposed MA is well conceived and fully in line with other MA programs in the Faculty of Arts.

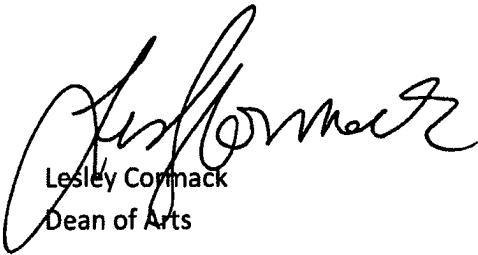
The establishment of an MA in Women's and Gender Studies also promises to increase graduate enrollment in the Faculty of Arts. As the only MA in this field in the prairie provinces, the University of Alberta program is likely to attract any interested candidates, and thus be able to ensure the admission of high quality graduate students. In turn, of course, the prospect of SSHRC funding is also strengthened. Moreover, the addition of an MA in Women's and Gender Studies may well contribute to the retention of its excellent faculty members. It will certainly enhance their research capacity and their ability to offer enhanced learning experiences to undergraduate students with the support of graduate teaching assistants.

Women's and Gender Studies is an expanding and dynamic area of scholarly endeavour. The proposal was considered and unanimously approved by Arts Executive Committee on February 9, 2012. Adding this MA program to our offerings will strengthen the reputation of the University of Alberta as a leading research institution, offering a breadth and depth of

intellectual experiences to its graduate students and contributing to a body of knowledge that concerns very significant and challenging social phenomena. Again, it should be noted that the program embodies the academic plan's commitment to fostering engaged citizens through its CSL program requirement. And in turn, this requirement connects the university to the community in very productive projects and interactions.

I am delighted that the Women's Studies Program has worked so diligently to prepare this proposal and I fully support their initiative.

Sincerely,



Lesley Cormack  
Dean of Arts

cc. Lise Gotell, Chair of Women's Studies

LC/sk

## PROGRAM APPROVAL TEMPLATE C

### **BASIC INFORMATION**

**1. Title of program:** M.A. in Women's and Gender Studies

**2. Proposed start date:** September 1, 2013

**3. Length of the program:** One to two years

**4. University and academic unit:** University of Alberta, Women's Studies Program,<sup>1</sup> Faculty of Arts, Faculty of Graduate Studies

**5. Collaborating partners at other institutions:** N/A

**6. Contact person with telephone and email address:** Lise Gotell, Chair, 780-492-0326, lise.gotell@ualberta.ca.

**7. Approval path:**

- Women's Studies Council<sup>2</sup>
- Women's Studies Program Executive Committee<sup>3</sup>
- Faculty of Arts, Arts Executive Committee<sup>4</sup>
- Faculty of Graduate Studies and Research Council
- Academic Standards Committee Sub-committee on Standards (SOS)
- GFC Academic Standards Committee (ASC)
- GFC Academic Planning Committee (APC)
- Post-Secondary Programs Branch, Alberta Advanced Education and Technology (AET) for System Coordination Review
- Campus Alberta Quality Council (CAQC) for quality review

**8. Attach proposed program and course University Calendar descriptions, overall program structure and requirements, and other supporting documentation:** [see Appendix A, "M.A. Program in Women's and Gender Studies, University Calendar Description and List of Courses to be Changed/Added" and Appendix B, "M.A. Program in Women's and Gender Studies: Summary Document"].

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<sup>1</sup> The Women's Studies Program has also submitted a Proposal to Establish a Department of Women's and Gender Studies [see Appendix K].

<sup>2</sup> The Women's Studies Program Council considered and unanimously approved the final version of this proposal (with appendices) at its January 13, 2012 meeting.

<sup>3</sup> The Women's Studies Executive Committee unanimously approved the proposal (without appendices) at its December 13, 2010 meeting.

<sup>4</sup> The Arts Executive Committee considered and unanimously approved the final version of this proposal on February 9, 2012.

## **RATIONALE AND QUALITY**

### **9. Provide an overview of the program, including distinctive features relative to existing offerings, the modes of program delivery available, and any experiential components.**

The M.A. in Women's and Gender Studies has been designed in reference to four founding principles: the program should be transparent (i.e., easy to navigate); the program should have systems built into it to enable students to move through it in a timely way; the program should recognize that Women's and Gender Studies often attracts non-traditional students; and the program must offer meaningful and rigorous training to students who plan to continue to the PhD, as well as those who plan to enter the workforce.

The M.A. in Women's and Gender Studies is, in part, a traditional Master's program. Students may complete the degree either through a course-based route or with a thesis route. Students completing the degree by course work are required to take 7 courses (or 21 credits), including one 3 credit course with a required Community Service-Learning component, and to complete a capping project. The capping project consists of an M.A. Portfolio, a synthesizing document that highlights students' accomplishments and learning in the program. Although specific contents will vary, all portfolios will be accompanied by a 7-10 page (3500 to 4000 word) introduction and academic or policy-based research work totaling 25-30 pages (10,000 to 12,000 words), or the equivalent in creative work. Students completing the degree by thesis take 6 courses (18 credits) and write a thesis of approximately 80-100 pages (20,000-25,000) words. Both the capping project and the thesis are based upon original research or creative activity. Students choosing the course option will normally complete the degree in 12 months. Students choosing the thesis option will normally complete the degree in 12-24 months. All students must also complete the Graduate Ethics Training requirement of the Faculty of Graduate Studies and Research (FGSR) by taking the web-based course offered by the FGSR. Additional training in research ethics is provided as a component of WGS 5XX (Praxis Workshop) (which includes a workshop on ethical standards in community-based research) and in WGS 5XX (Research Workshop) (which includes the submission of an ethics statement for proposed M.A. research as a required assignment). All students are required to take WGS 5XX and WGS 5XX.

The M.A. Program has two distinctive features relative to other M.A programs in the Faculty of Arts and many other Women's and Gender Studies graduate programs in Canada.

1. First, it has a Community Service-Learning (CSL) component. WGS 5XX (Praxis Workshop), a core required course, includes a 20-hours of CSL. This form of active engagement with non-profit organizations, ranging from women's shelters to literary magazines to centres for new Canadians, offers the following benefits: it breaks down, or troubles, the relationship between

theory and practice; and it permits students to acquire a variety of transferable research tools and skills, including the ability to work collaboratively with people across sectors. The CSL component of the M.A. is aligned with the University of Alberta's commitments to discovery-based learning, giving concrete expression to the goal of community engagement.

2. Second, the two required workshop courses provide "hands on" training in research ethics and practices, including the development of programs of original research, and (through attendance at the Feminist Research Speakers Series) integrate students into cultures of feminist research across campus, exposing them to current issues in interdisciplinary feminist research.

### **10. What is the rationale for the proposed new program?**

The new program responds to ongoing student demand. As indicated in #20 below, the program is unique in the three prairie provinces. Components of the program—including the workshops and the CSL requirement<sup>5</sup>—are unique in Canada. Although the M.A. in Gender Studies and Feminist Research offered by McMaster University has a "Knowledge in Action" community outreach course, ours is the only M.A. in Women's and Gender Studies with a CSL component supported by a longstanding CSL Program with a history of outstanding community partnerships with women's organizations in Edmonton. In addition, the Department of Women's and Gender Studies has been offering a CSL component in two of our undergraduate courses for the last five years (in two sections of 201: "Introduction to Women's Studies" and in 431: "Feminism and Sexual Assault"). We have well-developed expertise in this area.

### **11. Outline the University's demonstrated expertise and capacity in this program area. For graduate programs - address the experience of the unit in advanced work and your ability to deliver a quality program by commenting on your depth in the discipline. Provide a list of the names and expertise of faculty members and, where available, the progress of students who have already graduated.**

Four faculty members hold full-time tenured and tenure-track appointments in the Department of Women's and Gender Studies, while another two, also tenured and tenure-track, hold cross-appointments with other departments. The total full-time equivalent (FTE) in faculty appointments is 5.25 positions. Women's and Gender

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<sup>5</sup> In WGS 5XX (Praxis Workshop), CSL is a required component. Students must complete 20-hours of volunteer work in a community placement arranged as part of the Praxis Workshop course. The CSL work is treated as a learning component (that is, it is like readings or akin to a lab). Students are not assessed on the quality of their volunteer work, but instead on how they integrate this experiential learning into traditionally graded assignments that may include seminar participation, presentations, field journals, blogs, community-based research projects and research papers.

Studies is the home department for all six faculty members. Their expertise crosses the three major areas represented in our Faculty of Arts: social sciences, humanities, and fine arts. Professor Lise Gotell (full-time in WGS) works in the area of Canadian and comparative feminist legal and political studies, with expertise in the legal regulation of sexuality and sexual violence. Professor Philomina Okeke-Ihejirika (full-time in WGS) works in the areas of development studies, immigration studies, and gender representation in tertiary education, particularly in West Africa. Professor Felice Lifshitz (0.51 in WGS, 0.49 at Campus Saint-Jean) works in the areas of women's history, women and religion, and the history of feminist thought. Associate Professor Susanne Luhmann (full-time in WGS) works in the areas of trauma and cultural memory studies (drawing especially from film and literature) as well as feminist and queer theory. Assistant Professor Michelle Meagher (full-time in WGS) works in the area of feminist visual culture and feminist cultural studies, with particular expertise in genres of self-portraiture. Assistant Professor Chloë Taylor (0.75 in WGS, 0.25 in Philosophy) works in the areas of feminist philosophy, philosophy of sexuality, 20<sup>th</sup>-century French philosophy (especially Foucault), feminist critical animal studies, and the philosophy of food. Four of the six faculty members appointed to the Department of Women's and Gender Studies hold, or have held, SSHRC Standard Research Grants. All have served on doctoral and master's supervisory committees in other departments or universities.

As indicated in section 17 below, we target an annual intake of 10-12 students annually, for a normal "steady state" of 15 students in the program. With the program's current complement of 5.25 FTE, these student numbers would bring us in line with the Faculty of Arts' desire to move to a 3:1 ratio of graduate students to faculty members. While numbers will vary from year to year, we anticipate that approximately 25% of our M.A. students will opt to complete the degree by thesis, suggesting that faculty in the program can anticipate supervising one thesis student and two course-based students each.

However, we also have additional expertise on which to draw. The University of Alberta – and the Faculty of Arts in particular – is an internationally recognized centre of excellence for feminist work in all areas of women's and gender studies. The 2008 external review of the Women's Studies program remarked on the "depth and sophistication of feminist scholarship at the University of Alberta" (I.1). The Department of Women's and Gender Studies functions as the hub of a large and active interdisciplinary network of scholars, including more than 110 who are formally associated with the Department as Research Affiliates. This cross-faculty network includes leading researchers from the Faculty of Arts, the Faculty of Agriculture, Life and Environmental Sciences, the Faculty of Education, the Faculty of Law, the Faculty of Native Studies, the Faculty of Nursing, the Faculty of Physical Education and Recreation, the Faculty of Rehabilitation Medicine, the School of Business, the School of Public Health, Campus Saint-Jean and the Augustana Campus. A complete list of Research Affiliates is available on our web site at <http://www.womensstudies.ualberta.ca/>. Our Research Affiliates participate in the Department's annual Feminist Research Speakers Series (a component of the



proposed M.A. program), which draws on scholars from across campus, as well as nationally and internationally. The Research Affiliates represent an unusually strong and diverse resource for staffing graduate supervisory committees, providing additional supervisory expertise, and teaching graduate seminars which Women's Studies M.A. students can take (see Appendix C, "Letters of Support from Deans, Chairs and Research Chairs," for letters of support from other graduate programs and indications of their willingness to permit our students to take their seminars, space permitting<sup>6</sup>) and which supplement the graduate seminars that will be offered by the Department of Women's and Gender Studies. Students from other graduate programs on campus are also eligible (and encouraged) to take Women's Studies seminars.

**12. How will the program expose the learner to a high-quality learning experience?**

As indicated in #11 above and #28 below, the program exposes the learner to a high-quality learning experience in the following ways:

- Through the quality of the graduate seminars it offers;
- By providing ongoing mentorship in research (through the workshop format as well as through individual supervisors who are well-recognized within their fields);
- By bringing students into frequent and sustained contact with researchers from across campus and elsewhere (primarily through the Feminist Research Speakers Series);
- By giving students opportunities to acquire a variety of transferable skills through their CSL placements.

**13. Provide a brief demonstration of external support regarding the value of the program.**

Attached (see Appendix D, "Letters of Support from Women's Groups") are letters of support from:

- Pearl Bennett, President (on behalf of Board and Membership), *Caribbean Women's Network for Support and Learning*.
- Patricia Garrett, Director, *Wings of Providence Shelter*.
- Jan Reimer, Provincial Coordinator, *Alberta Council of Women's Shelters*.

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<sup>6</sup> The following letters of support were submitted: Professor Katy Campbell, Dean of Extension; Professor Nathalie Kermoal, Dean of Native Studies; Professor Jennifer Kelly, Chair, Department of Educational Policy Studies, Faculty of Education; Professor Lisa Phillips, Chair, Department of Anthropology; Professor Sue Hamilton, Chair, Department of English and Film Studies; Professor Garrett Epp, Interim Chair, Department of Modern Language and Cultural Studies; Professor Bruce Hunter, Chair, Department of Philosophy; Professor Andrew Gow, Director, Religious Studies Program; Professor Helen Boritch, Interim Chair, Department of Sociology; Professor Beverly Lemire, Henry Marshal Tory Chair, Department of History; Professor Cressida Heyes, Canada Research Chair in Philosophy of Gender and Sexuality, Department of Philosophy.

- Jennifer Tamaszewski, Chair, *Women's Legal Education and Action Fund*.
- Laurie Kehlor, Volunteer Coordinator, *Lurana Shelter Society*.

**14. Describe how this new program is reflected in the University's strategic and academic plans (eg, *Dare to Discover*, *Dare to Deliver*), business plan, and accessibility plan.**

The University has reaffirmed the cornerstones and goals of its strategic plan (*Dare to Discover*) and has finalized revisions of its academic plan (*Dare to Deliver 2011-2015*). The most current version of the accessibility plan is the December 2009 *Institutional Access Plan*. The new program reflects the University's vision and planning documents in the following ways:

- It contributes to a differential increase in graduate student numbers;
- It increases the number of CSL opportunities, crucially and almost uniquely at the graduate level;
- It provides an opportunity for the "best and brightest students" to complete an M.A. in Women's and Gender Studies in Alberta;
- It provides opportunities for "non-traditional" students (e.g., older and returning students, students with family obligations who cannot leave Alberta) to complete a graduate program in Women's and Gender Studies, particularly students who want to complete a degree part-time;
- Through careful program design, it provides graduate training that integrates learning, discovery, and citizenship.

**15. Give information on quality assessment, including criteria to be used for continuous evaluation. How will learner outcomes be measured?**

The Program will continuously evaluate its success through the following measures:

- Its ability to recruit its top-ranked applicants.
- Numbers of external scholarships and awards held by its students.
- Completion rates and times.
- Graduates' success in gaining access to their first choices in further programs in higher education, e.g., doctoral programs, law schools, social work programs, etc.
- Graduates' success in securing employment in the field, especially in the not-for-profit sector.
- Exit interviews of graduating students.

See also comments in response to question #29 below.

**DEMAND AND ADMINISTRATION**

**16. Outline the expected impact of the new program in terms of professional and academic opportunities for current and prospective students.**

The new program will benefit current and prospective students at the University of Alberta (and the universities of Lethbridge, Calgary, Grant MacEwan, and Mount Royal) by allowing them to complete a Master's degree in Women's and Gender Studies in Alberta. Out of province students will be attracted by the caliber of faculty members in the Department of Women's and Gender Studies, the number and variety of feminist researchers across campus who are affiliated with the Department, and the opportunity to test their academic training in CSL placements. The Department of Women's and Gender Studies has an excellent track record in placing its undergraduate alumni in outstanding graduate programs and positioning them to take up leadership positions in the community. Alumni of the program have gone on to do graduate training at top universities and to work as professors, lawyers, policy analysts, research managers, librarians, filmmakers, and physicians. An M.A. in Women's and Gender Studies Program offers advanced training for students who wish to pursue the PhD (or other advanced degree) elsewhere or who want to position themselves for more advanced positions in the job market.

**17. Provide the expected enrolment (or other) impact on the academic unit(s) offering the program and other affected units. Include current enrolment where applicable.**

The expected enrolment impact on the Department of Women's and Gender Studies will be both gradual and manageable, particularly as we will be able to shift supervisory activities to WGS from our commitments to other programs (See Appendix E- Implementation and Enrollment Plan). The enrolment will be phased in over a three-year period, allowing WGS faculty members time to reallocate extensive graduate supervisory responsibilities to our program.<sup>7</sup>

We do anticipate that the presence of a lively M.A. program will have a very positive effect on undergraduates in the department, providing us with teaching assistants for our re-designed and larger introductory courses and foregrounding the research culture of the unit.

We target an eventual intake of 10-12 new students annually, a target we anticipate achieving in approximately three years. Current enrolment at the undergraduate level is approximately 615. While introductory undergraduate classes normally fill to capacity each term, 400-level courses - which will be combined with 500-level graduate seminars - have room to accommodate the projected intake of graduate students. In addition to the two required core courses (Praxis Workshop and Research Workshop), we plan to offer two 500-level graduate seminars annually

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<sup>7</sup> Our faculty members are heavily involved in graduate training in other graduate programs. Professors Taylor and Lifshitz (both jointly-appointed) are engaged in supervision and committee work in Philosophy and Religious Studies. Professors Gotell and Meagher are adjunct in Sociology, where they co-supervise students and sit on committees. Professors Okeke and Luhmann are involved in graduate committee work in the Faculty of Arts and also, for Okeke, in ALES and Education.

and another three-four “slashed” 400/500-level courses. (M.A. students in the 400/500-level courses would be expected to do additional work, and to work at a higher level.) An average annual intake of 10 to 12 M.A. students provides sufficient numbers to create a lively cohort without overtaxing the capacity of the program to deliver high quality graduate seminars and to supervise theses and capping projects (See Appendix E- Implementation and Enrollment Plan).

**18. Do you anticipate an enrolment (or other) impact on programs at other institutions or regulatory bodies? Describe any consultations that have occurred with other institutions and professional organizations.**

We do not anticipate any significant enrolment impact on programs at other institutions or regulatory bodies. As indicated in question #20 below, there is no equivalent program in Alberta (or Saskatchewan or Manitoba).

While there are no M.A. programs in Women’s and Gender Studies west of Ontario and east of Vancouver, the University of British Columbia Vancouver offers both M.A. and Ph.D. programs (as of April 1, 2012, offered by the Institute for Gender, Race, Sexuality and Social Justice). In the past academic year (2011-2012), UBC’s M.A. in Women’s and Gender Studies accepted only four students (all with some funding). The impact of our program on UBC’s is likely to be minimal since there is clearly an untapped market in M.A.-level training in WGS in Canada’s west. Our proposed program is poised to fill a gap.

**19. Provide a program implementation plan by academic year (start to maturity). Include the impact on any programs being phased out, particularly with regard to resources and support.**

See attached, Appendix E -- Implementation and Enrollment Plan and Appendix F -- MA WGS Budget.

**20. Describe how the proposed program fits within the broader Alberta post-secondary system. Is it unique to the province, the country? Does it compete with or complement other programs in the system? If the program is similar to or duplicates an existing program, is the duplication warranted? How does the program advance Campus Alberta?**

The proposed M.A. in Women’s and Gender Studies is unique not only in Alberta but in the three Prairie Provinces.

Athabasca University, the University of Calgary, and the University of Lethbridge offer B.A. programs in Women’s Studies or Women’s and Gender Studies. None of these universities offers a graduate program in the field. The same is true of the University of Regina, the University of Manitoba, the University of Winnipeg, and Brandon University. The Women’s and Gender Studies Program at the University of Saskatchewan plans to develop a graduate program but has not yet done so.

Currently students wishing to pursue a Master's degree in Women's and Gender Studies must leave not only Alberta but the prairies altogether.

The Department of Women's and Gender Studies at the University of Alberta already works with Campus Alberta in facilitating transfer agreements between similar undergraduate programs in the province. The proposed M.A. in Women's and Gender Studies would permit students from the Universities of Athabasca, Calgary, Lethbridge, Grant MacEwan, and Mount Royal to receive graduate training in Women's and Gender Studies without leaving the province.

The CSL component of the proposed M.A. ensures that the program contributes to resolving challenges faced by Albertans and seeking improvements to the quality of life in Alberta.

### **21. Describe the current student demand for the new program.**

The Department of Women's and Gender Studies receives numerous student inquiries about the possibility of completing an M.A. in the area (at least a dozen inquiries a year), even without advertising. Prospective students are attracted by the research excellence of members of the Department and by the University of Alberta's reputation for excellence in feminist research.

Some of our recent graduates have gone on to pursue graduate degrees in Women's and Gender Studies at other institutions. We contacted recent graduates to ask if they would have been or remain interested in pursuing their MA training at the University of Alberta (see Appendix G, "Letters of Support from Recent Graduates). All students who wrote letters emphasized their strong support for an M.A. Program in Women's and Gender Studies at the University of Alberta. Students expressed their interest in the proposed program, noting the exceptional quality of the undergraduate program – "The Women's Studies Program at the University of Alberta is an exceptional program, offering first-class university instruction, engaged and student-focused instructors, and many opportunities to experiment with community-focused learning;" "[B]eing able to complete graduate work under the supervision of the phenomenal professors in the Women's Studies program at the U of A is a possibility that I am exceptionally excited about. Each professor within the Women's Studies department is an absolutely awe-inspiring source of knowledge and insight..." Some emphasized family constraints that make going elsewhere for graduate work difficult or impossible. Notably, letters were received from alumni who are non-traditional students, including one who would need to complete the M.A. part-time because of work and family obligations and another who has a visual impairment. Currently, students like this are prevented from pursuing graduate studies in their field because they cannot leave Edmonton. Students commented on the uniqueness of the program with its required WGS component. In short, these letters suggest a strong interest in the proposed program.

In order to gauge interest among our current students, as one indication of demand, a short questionnaire was administered in 300-level and 400-level Women's Studies classes in November 2011 (see Appendix H, "Brief Student Interest Survey"). Students were told that participation was voluntary and anonymous and that they should only fill out the survey once.<sup>8</sup> A total of 72 students completed the survey; 24 were Women's Studies majors, 22 were Women's Studies minors, 16 were majors and minors in other fields but with an interest in Women's and Gender Studies. Ten students reported being "none of the above" – that is majors and minors in other fields and without an interest in Women's and Gender Studies.

- An overwhelming majority of respondents reported having an interest in an M.A. Program in Women's and Gender Studies at the University of Alberta – 82% of all respondents would definitely or perhaps apply.
- Predictably, a higher proportion of WST<sup>9</sup> majors reported that they would definitely apply to the proposed M.A. Program – 16/24 or 67% -- with 96% of WST majors indicating that they would definitely or perhaps apply.
- Of WST minors responding, 8/22 or 36% indicated that they would definitely apply and 19/22 or 86% would definitely or perhaps apply. Three "definitely not" responses came from students currently applying to pursue graduate or professional training in other fields.
- Even majors in minors in other fields but with an interest in Women's and Gender Studies expressed strong interest in the proposed program, with 12/16 or 75% indicating that they would definitely or perhaps apply.

	Definitely	Perhaps	Definitely Not	Total
<b>WST Major</b>	16 (67%)	7 (29%)	1 (4%)	24
<b>WST Minor</b>	8 (36%)	11 (50%)	3 (14%)	22
<b>Major/Minor in other fields with interest in Women's and Gender Studies</b>	4 (25%)	8 (50%)	4 (25%)	16
<b>None of the Above</b>	1 (10%)	3 (30%)	6 (60%)	10
<b>Total</b>	29 (41%)	29 (41%)	13 (18%)	72

While this questionnaire only taps a slice of the potential demand, focusing as it does only on our own (and often strong)<sup>10</sup> undergraduates, it confirms that there would be a solid market for an M.A. program in Women's and Gender Studies at the University of Alberta. Respondents emphasized the high quality of the undergraduate program, family or personal constraints and a desire to work with

<sup>8</sup> Several students are enrolled in more than one 300-400-level WST class.

<sup>9</sup> The unit is currently named "Women's Studies." The calendar designation is "WST." If the Proposal to Establish a Department of Women's and Gender Studies is approved, our calendar designation will also change to WGS.

<sup>10</sup> Of the last ten WST B.A. or B.A. Honours students who have applied to M.A. programs, there has been a 100% acceptance rate. Moreover, 6/10 have secured SSHRC CGS funding, with another 1/10 students accepted with full funding into an Ivy League M.A. (Yale).

one of the Women's and Gender Studies faculty members as the most frequent reasons for their interest in applying to the proposed program.

**22. Is there labour market demand for this program? What steps were taken to assess labour market demand? The demand analysis should be supported with relevant data.**

It is difficult to assess labour market demand for any Master's program in Arts. However, graduates of the M.A. in Women's and Gender Studies Program will be well equipped to enter specific fields in the labour market. Concrete experience working with a range of not-for-profit organizations—building skills in such areas as community-based research, program evaluation, arts management and policy analysis—will position graduates for senior positions in the not-for-profit sector and the arts and culture sectors. Equipped with rigorous critical thinking and practical writing skills, graduates will also be well-prepared for policy and research positions in municipal, provincial and federal governments and in higher education.

**23. Explain the level and kind of support that will be provided by professional organizations, regulatory bodies, employers, and industry. Provide evidence of consultation and support.**

Master of Arts programs do not typically require support from professional organizations and regulatory bodies. However, our proposed M.A. in Women's and Gender Studies will receive support from the University of Alberta's Community Service-Learning Program in securing placements for our graduate students in the not-for-profit sector. We have consulted with local community agencies and women's groups. Letters of support are included<sup>11</sup> (see Appendix D, "Letters of Support from Women's Groups"). It is important to note that since the Women's sTudies Program began offering courses with a CSL component at the undergraduate level in 2006, several of our graduates have found employment in the not-for-profit sector. M.A. training will improve the qualifications of students for senior level positions in Edmonton's Alberta's non-profit organizations.

**24. Provide evidence that employers will provide sufficient placements to support the clinical, co-op and work experience requirements of the program.**

Over the last six years, the Department of Women's and Gender Studies has worked with the CSL Program to build ongoing and relevant service-learning placements

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<sup>11</sup> Letters of support were received from: Pearl Bennett, President, on behalf of Board of Caribbean Women's Network; Patricia Garrett, Executive Director, Women's Of Providence; Jan Reimer, Provincial Coordinator, Alberta Council of Women's Shelters; Jennifer Tomaszewski, Chair, Women's Legal Education and Action Fund Board of Directors; Laurie Kehlor, Volunteer Coordinator, Lurana Shelter Society.

(currently nearly 80-100 per year) for undergraduate students in not-for-profit organizations working in areas related to women's issues and in the broader field of gender and sexuality. These relationships provide the bases from which to create effective graduate-level praxis placements in areas relevant to student research and professional interests. For example, four faculty members have now participated in a Humanities 101 program housed at a local second-stage women's shelter. This ongoing project, providing remedial and post-secondary experiences for shelter residents, provides a site for graduate praxis placements as tutorial assistants, programs evaluators, and policy analysts. The Women's Studies Program is also in the process of applying for a CSL Partnership Grant with the YWCA. The purpose of this grant is to support the YWCA in a long-term project for girls and to provide the Graduate Program in Women's and Gender Studies with long-term placements for M.A. students. The CSL Program has also built relationships with a range of community partners who could provide diverse graduate-level professional and experiential learning opportunities for our M.A. students. The CSL program and the Department of Women's and Gender Studies have established partnerships with diverse Edmonton-area women's groups as a result of longstanding WGS-CSL course offerings, beginning in 2005. Providing placements for 10-12 WGS graduate students annually is a very manageable goal for the CSL Program which now provides more than 500 placements on a yearly basis. The experiential learning components of the proposed M.A. program have been developed in close collaboration with the CSL program. (See Appendix I, "Letter of Support from Sara Dorow, Director of CSL").

**25. Describe the opportunities graduates will have for progression to further study in this field or in professional fields.**

Women's and Gender Studies is an interdisciplinary field. Graduates holding the M.A. degree who wish to pursue further study typically pursue degrees in Law or Social Work, or doctoral degrees in Women's and Gender Studies (where course-based M.A. degrees are the typical requirement) or in related social sciences or humanities fields. As indicated in #16 above, alumni of the B.A. program have gone on to do graduate training at top universities and to work as professors, lawyers, policy analysts, research managers, librarians, filmmakers, and physicians. Graduates from the M.A. program will be even better prepared for further study in a variety of fields.

**26. Are there any resource implications (budget, information technology (IT), library (Library Impact Statement), laboratory, computers, space, practicum liability insurance, student services, administrative services (eg Registrar's Office), as applicable) for the proposed change, and, if so, where will those resources come from? Provide a budget for any long-term or one-time implementation costs. Provide detail and evidence of consultation with affected unit(s) and/or appropriate University officers/committees.**



In what follows, we outline the budget and resource implications of the new program. See also Appendix F, “MA WGS Budget” for additional budget information.

- Library: A Library Impact Statement, attesting that the Library is already well-equipped to support an M.A. in Women’s and Gender Studies, is attached (see Appendix J, “Library Impact Statement”).
- Space: In May 2008 the Department moved from the Tory Building (where it shared space with the Department of Anthropology) into its own expanded space in Assiniboia Hall. The Faculty of Arts made this space available to the Department of Women’s and Gender Studies on the understanding that we would be developing a new M.A. program. Our current space includes office space for teaching assistants (six per office), a student lounge, a boardroom/seminar room that is well equipped to accommodate graduate seminars, and a small exhibition space.
- Costs associated with CSL placements: The WGS (CSL) component of the proposed M.A. in Women’s and Gender Studies may require that students undergo Police Information Checks or Youth Intervention Checks prior to their placement in some non-profit organizations. The CSL Program manages these processes and absorbs related costs. For the CSL program, the cost of securing placements and of processing security checks for our proposed M.A. program is less than for a small course. The Women’s Studies undergraduate program currently has 80-100 students annually doing CSL placements. The addition of a mandatory CSL requirement for 10-12 graduate students annually is a marginal cost increase for the CSL program. The CSL Program enthusiastically supports our MA program; it will be the first Canadian graduate program in which service-learning is required. See the attached letter of support from Sara Dorow, Director of the CSL Program (Appendix I).
- Student services and administrative services (e.g., Registrar’s Office): The proposed M.A. in Women’s and Gender Studies is a relatively small program with a maximum annual intake of 10 to 12 students. The impact on student and administrative services, including the Faculty of Graduate Studies and Research, is minimal. Current support staff levels in the Department of Women’s and Gender Studies (one full-time Administrative Assistant and additional staff resources shared with the Department of Anthropology<sup>12</sup>) are sufficient to support the new program. The department’s current Administrative Assistant has experience administering a graduate program in another unit (East Asian Studies).<sup>13</sup> The Department’s Associate Chair

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<sup>12</sup> The Women’s Studies Program has had an administrative collaboration with the Department of Anthropology since 1995 (see Appendix K – Proposal for the Establishment of a Department of Women’s and Gender Studies, in particular, Organization Chart). The Faculty of Arts is in the midst of an administrative review and this arrangement may change.

<sup>13</sup> The Faculty of Arts has confirmed that, in the current reorganization, the graduate advising role will stay with departments. The Faculty Office has also committed itself to creating administrative sharing arrangements that will ensure that small units like WGS have administrative resources that are equivalent to large departments.

(Graduate and Undergraduate)<sup>14</sup> will provide academic advising. The Associate Chair and Chair will be responsible for recruitment, to include contacts with Canadian and American Women's and Gender Studies Chairs and Directors, development of a graduate section of our web-page and dissemination of a poster and a brochure (highlighting the unique features of the program and faculty member's expertise). Based upon our consultations with colleagues in other Canadian Women's and Gender Studies Departments offering M.A. programs, we can expect 50-75 applications annually. Applications will be triaged by the Associate Chair and reviewed by a committee composed of two WGS faculty members.

- **Budget:** The new program requires some modest adjustment to the Department's budget to enable it to (1) continue to offer the same level and quality of undergraduate programming, and (2) offer Teaching Assistantships to qualified applicants.<sup>15</sup> The Faculty of Arts has committed to providing two Graduate Teaching Assistantships (GTAs/GRAs) (\$21,763) to the program. These GTAs/GRAs (as well as, those created by enlarging our 100 and 200 level courses and reducing sessional costs) will provide support for new larger sections of 100-level and 200-level course in ways that free up teaching resources to mount our graduate seminars. (See also Appendix F).

### **ADDITIONAL QUESTIONS – UNIVERSITY OF ALBERTA**

#### **27. How will this proposal distinguish the University of Alberta from other post-secondary institutions?**

As indicated above, this program would be unique in the Prairie provinces. However, it would also bring the University of Alberta in line with major research-intensive universities in Canada, the United States, the United Kingdom, and elsewhere. Within Canada alone, the following major universities already offer an M.A. in Women's and Gender Studies (or an equivalent program name):

- M.A. in Women's and Gender Studies, University of British Columbia ([http://www.wmst.ubc.ca/prgm\\_masters.html#TOP](http://www.wmst.ubc.ca/prgm_masters.html#TOP))
- M.A. in Women and Gender Studies, University of Toronto (<http://www.wgsi.utoronto.ca/>)

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<sup>14</sup> The current equivalent of an Associate Chair Undergraduate (our Undergraduate Advisor) currently performs this work for 1 FCE release. It makes sense to reconstitute this position as Associate Chair (Graduate and Undergraduate) with 2 FCE release. This is a small department where it is efficient to combine the graduate and undergraduate-advising role.

<sup>15</sup> In addition to the equivalent of 2 GTAs (\$21,736) committed by the Faculty of Arts, we are reorganizing our undergraduate curriculum in order to provide support and training to graduate students. The 2 one-term T.A. positions (approximately \$12,000) that are currently offered to graduate students from other programs will be dedicated to our M.A. students. In addition, we will be increasing the size of our 200-level courses (from 45-75), to reduce the number of non-special sessions sections from 8-5 to free up resources (approximately \$18,000) that we can dedicate to M.A. funding. Finally, RA funding will be available through faculty-members research grants.

- MA in Gender Studies, Queen's University (<http://www.queensu.ca/genderstudies/index.html>)
- M.A. in Women's Studies and Feminist Research, University of Western Ontario (<http://www.uwo.ca/womens/grad.html>)
- M.A. in Gender Studies and Feminist Research, McMaster University (<http://gsfr.mcmaster.ca/MA/index.html>)
- M.A. in Women's Studies, York University (<http://www.yorku.ca/gradwmst/ma/index.html>)

Contrary to common belief that Women's and Gender Studies programs are in decline, new programs continue to be developed in response to student demand. The Queen's M.A. in Gender Studies, for example, welcomed its first students in Fall 2009. The University of Western Ontario opened its new PhD program in Gender Studies and Feminist Research in Fall 2010. Enrolment in the undergraduate program in the Department of Women's and Gender Studies at the University of Alberta has increased more than 20% in the last three years, with correspondingly increasing demand for a Master's program.

A unique component of the proposed M.A. in Women's and Gender Studies is the Community Service-Learning (CSL) requirement. Only McMaster University's M.A. in Gender Studies and Feminist Research has a similar requirement: their Knowledge in Action community outreach core course (local community outreach and participatory action research).

Our own CSL requirement is distinguished by its affiliation with the well-established WGS Program at the University of Alberta (<http://www.csl.ualberta.ca/>). The Women's Studies Program has an outstanding track record of involvement in CSL initiatives at the undergraduate level (with ongoing CSL components in sections of WST 201 Introduction to Women's Studies and WST 431 Feminism and Sexual Assault), expertise that will inform our graduate program.

## **28. How will research, scholarly work, and teaching be integrated to enhance student learning?**

Faculty members appointed to the Department of Women's and Gender Studies engage in advanced research in the areas of feminist political and legal studies, gender and development (especially in the nations of West Africa), women and immigration, feminist and queer theory, trauma and cultural memory studies, feminist cultural studies, feminist visual studies, feminist philosophy, philosophy of food, women's history, and women and religion. In addition, the Department serves as the nexus of a broad, university-wide community of feminist scholars (see #11 above). The M.A. in Women's and Gender Studies is designed to draw on these strengths in a way that integrates research, scholarly work, and teaching:

- Faculty members teach in areas of well-established research expertise, bringing their research into the classroom and training students to develop research projects and programs of their own;

- Students attend talks in the annual Feminist Research Speakers Series and participate in the discussion that follows the presentation of research papers by scholars from across campus and elsewhere;
- Student proposals for capping projects or theses are developed in a workshop format (in WGS 5XX) with feedback from peers as well as faculty members;
- Students who hold Graduate Teaching Assistantships receive training, mentoring, and classroom teaching experience of their own.

**29. Further to question #15 above, when should a thorough evaluation of the program (if applicable) be conducted? What should be the composition of the evaluation team that conducts a thorough evaluation (enter information on types of personnel and not actual names)? How will feedback from students, employers, and other interested parties be integrated?**

The M.A. in Women's and Gender Studies should be evaluated on the same regular basis, and by the same methods, as other graduate programs in the Faculty of Arts. The program does not require accreditation from a professional body. The evaluation team will normally consist of full professors of Women's and Gender Studies from comparable, research-intensive Canadian and American universities. Feedback from students, employers and other interested parties will be integrated into the Department's self-study, as per normal external review protocols.

Evaluation criteria will include:

- Its ability to recruit its top-ranked applicants.
- Numbers of external scholarships and awards held by its students.
- Completion rates and times.
- Graduates' success in gaining access to their first choices in further programs in higher education, e.g., doctoral programs, law schools, social work programs, etc.
- Graduates' success in securing employment in the field, especially in the not-for-profit sector.
- Exit interviews of graduating students.

### APPENDIX A UNIVERSITY CALENDAR DESCRIPTION AND LIST OF COURSES TO BE ADDED/CHANGED

#### **205.xx Women's and Gender Studies**

**Department of Women's and Gender Studies**  
**1-17 Assiniboia Hall**  
**University of Alberta**  
**Edmonton, Alberta T6G 2E7**  
<http://www.womensstudies.ualberta.ca>

#### **205.xx.1 General information**

The Department of Women's and Gender Studies offers a program leading to the degree of Master of Arts. The Department of Women's and Gender Studies is home to a well-established, university-wide, interdisciplinary program housed in the Faculty of Arts. It draws from a strong, broad-based community of feminist scholars in one of Canada's top research universities. Core faculty conduct research in the areas of feminist legal studies, gender and development, gender and immigration, sexuality and queer studies, feminist theory, feminist visual culture, feminist cultural studies, feminist philosophy, feminist history, religious studies and memory/trauma studies.

The Department of Women's and Gender Studies encourages applicants to submit their applications January 15 to be considered for admission, awards and graduate assistantship funding.

Application forms are available at [www.gradstudies.ualberta.ca](http://www.gradstudies.ualberta.ca). Detailed graduate program information is available on the Department's homepage at [www.womensstudies.ualberta.ca](http://www.womensstudies.ualberta.ca).

#### **Entrance requirements**

Normally a four-year BA in Women's Studies or a related discipline with a minimum grade point average of 3.3 (or B+) in the last two years of full-time undergraduate work (or graduate work) at the University of Alberta, or an equivalent qualification from a recognized institution, and, where applicable (see §203.2.4), a minimum TOEFL score of 580 (paper-based) or 92 (internet-based). Potential applicants, including non-traditional students, are encouraged to contact the Chair of the department to discuss their qualifications.

#### **Financial assistance**

Financial assistance in the form of graduate assistantships (normally teaching assistantships) for full-time MA students may be available. For further information about awards, scholarships, and financial assistance, please contact the Chair of the department and consult <http://www.gradstudies.ualberta.ca/>.

#### **205.xx.2 The Degree of MA**

#### **Program requirements**

## Appendix F-MA Proposal

There are two options for completing the MA in Women's and Gender Studies: 1) as a thesis-based degree, or 2) as a course-based degree. For the thesis-based MA, normally \*18 of graduate-level courses and a thesis are required. The course-based MA requires \*21 of graduate-level courses and a capping project (WGS 900). The required capping project is a portfolio – a synthesizing document that highlights students' learning in the program and that will include a major research paper, a field statement, a creative project or a policy/program/legal analysis. All students (both course-based and thesis-based) are required to take WGS 5XX (Praxis Workshop), which includes a mandatory Community Service-Learning component and WGS 5XX (Research Workshop). All students must complete a mandatory ethics training requirement (see §203.9). Those who have not already taken a course in Feminist Research Methodologies (or the equivalent) will normally be required to take WGS 302 in addition to their other courses. All students must complete minimum of \*12 courses in WGS (including the required courses, 5XX (Praxis Workshop) and 5XX (Research Workshop)). There is no residence requirement.

### **Length of program**

The time required to complete the MA will vary with the program (thesis- or course-based) and the candidate. Full-time students in the course-based MA program will normally complete the program within 12 months, while those enrolled in the thesis-based program will normally complete within 24 months. However, the Department of Women's and Gender Studies recognizes that many of its students are non-traditional and that part-time registration may be their preferred option. The Faculty of Graduate Studies and Research stipulates that thesis-based students must complete all degree requirements within four (4) years of registering for the program; course-based students must complete all degree requirements within six (6) years of registering.

### **205.xx.3 Graduate Courses**

Graduate courses can be found in §231, Course Listings, under the subject heading Women's and Gender Studies (WGS). Graduate courses offered by other departments may be taken with the consent of the student's Women's and Gender Studies supervisor.

### **231.xx**

**\*5XX (3) Praxis Workshop** (fall term only, 0-3s-0): In addition to attendance at the Feminist Research Speakers Series, students will explore feminist approaches to Community Service-Learning (CSL) and complete 20 hours of CSL work.

**\*5XX (3) Research Workshop** (winter term only, 0-3s-0): In addition to attendance at the Feminist Research Speakers Series, students will examine interdisciplinary approaches to feminist scholarship, and prepare and develop their thesis or research project proposals.

**5XX (3) Approaches to Women's and Gender Studies** (either term, 0-3s-0): An examination of interdisciplinary approaches to feminist scholarship with an emphasis on critical analysis and knowledge production.

## Appendix F-MA Proposal

**5XX (3) Feminist Cultural Studies** (either term, 0-3s-0): Examines gender as a category of analysis in contemporary cultural theory in order to examine how gendered subjects are produced and regulated through everyday cultural practices.

**5XX (3) Gendering Development** (either term, 0-3s-0): Examines the intersection of gender and the developmental process with particular emphasis on feminist discourses of development history, theory and practice.

**5XX (3) Feminist Legal Studies** (either term, 0-3s-0): An advanced examination of feminist legal theories and strategies with an emphasis on the contemporary North American and British context. Topics will vary.

**5XX (3) Feminist Theory Now** (either term, 0-3s-0): Examines current preoccupations within feminist theory. Topics and geographical focus will vary.

**5XX (3) Feminist Historiography** (either term, 0-3s-0): Examines contemporary and historical approaches to writing feminist histories of a variety of regions and time periods.

**500 (3): Directed Readings in Women's and Gender Studies** (variable, unassigned)

**5XX (3): Topics in Women's and Gender Studies** (either term, 0-3s-0)

**410/5XX (3) Feminism/Postmodernism** (either term, 0-3s-0): An introductory exploration of tensions, disadvantages, and advantages of postmodernism for feminist theory and practice in relation to cultural and political issues such as representation, agency, identity/difference/ambiguity, nature, bodies, sexualities, and community. (Not open to students with credit in W ST 410).

**420/5XX (3) Law and Feminism in Canada** (either term, 0-3s-0): A focus on the fundamentally contradictory role of law for women in Canada, building on the insights offered by feminist cross-disciplinary legal scholarship. (Not open to students with credit in W ST 420).

**431/5XX (3) Feminism and Sexual Assault** (either term, 0-3s-0): Interdisciplinary consideration of conceptual, political, and legal strategies that feminists have deployed to confront sexual coercion with an emphasis on the contemporary North American context. (Not open to students with credit in W ST 431)

**440/5XX (3) Body Politics** (either term, 0-3s-0): An examination of contemporary theoretical approaches to bodies and embodiment, with particular emphasis on the ways that race, class, sexuality, gender, and (dis)ability shape bodily experiences. (Not open to students with credit in W ST 440).

**450/5XX (3) Transnational Feminisms** (either term, 0-3s-0): This course provides a deeper understanding of women's issues globally and across nations. Topics may include feminist theorizing, women's movements, development, human rights, reproductive politics and social. (Not open to students with credit in W ST 450).

## Appendix F-MA Proposal

**460/5XX (3) Masculinities** (either term, 0-3s-0): This course surveys the status of masculinity and the emergence of contemporary masculinity studies within, alongside and, at times, against feminism and Women's Studies. (Not open to students with credit in W ST 460)

**470/5XX (3) Sexualities** (either term, 0-3s-0): Special Topics: This course offers advanced examination of selected issues in sexuality studies. (Not open to students with credit in W ST 470).

**498/5XX (3) Special Topics in Women's Studies** (either term, 0-3s-0): Special topics will vary.

**499/5XX (3) Special Topics in Feminist Theory** (either term, 0-3s-0): This course offers advanced study of selected issues in current feminist theorizing (not open to students with credit in W ST 499).

**\*900 (3) Directed Research Project** (variable, unassigned)



## APPENDIX B

**MA in Women's and Gender Studies****Summary document**Course-based MA

- \*21 credits of courses at the graduate level (up to \*9 may be taken outside the Department), including the 2 required courses: 5XX Praxis Workshop (that includes a 90 minute workshop on ethical standards in community-based research) and 5XX Research Workshop (that includes an ethics statement as a required assignment)
- completion of the Graduate Ethics Training (GET course) (see <http://www.gradstudies.ualberta.ca/degreesuperv/ethics/index.htm>)
- an MA portfolio (described below): WGS 900 Directed Research Project
- average completion for full-time students: 12 months
- the Faculty of Graduate Studies and Research stipulates that course-based students must complete all degree requirements within 6 years of registering in the program.

Thesis-based MA

- \*18 credits of courses at the graduate level (up to \*9 may be taken outside the Department), including the 2 required courses: 5XX Praxis Workshop (that includes a 90 minute workshop on ethical standards in community-based research) and 5XX Research Workshop (that includes an ethics statement as a required assignment)
- completion of the Graduate Ethics Training (GET course) requirement; see <http://www.gradstudies.ualberta.ca/degreesuperv/ethics/index.htm>
- a thesis (between 80-100 pages)
- oral defense of the thesis
- average completion time for full-time students: 24 months
- the Faculty of Graduate Studies and Research stipulates that thesis-based students must complete all degree requirements within 4 years of registering in the program.

MA Portfolio

The MA portfolio serves as a capping exercise for students completing the course-based MA in Women's and Gender Studies. When completing this capping project, students must enroll in WGS 900. The portfolio is a synthesizing document that highlights student's accomplishments and learning in the program. Although specific contents will vary (see below), all portfolios will be accompanied by a 7-10 page (3,500 to 4,000 word) introduction. In the introduction, MA candidates will (a) provide an explanation of why particular work has been included in the portfolio, (b) discuss how research and training in Women's and Gender Studies has shaped the work, and (c) reflect upon its bearing on future studies or professional employment.

The portfolio itself will include one of the following or some combination of the following, to be selected and developed in consultation with the student's supervisor:

- A major research paper. The MRP requires students to engage in original research on an approved topic. Typically expanding upon work produced for a seminar class, the MRP will range from 25-30 pages (10,000 to 12,000 words). The goal is to produce an article-length piece of research that would be ready for submission to a peer-reviewed journal.
- A field statement. The FS is a comprehensive, critical review of scholarship that defines the field (or a subfield) of Women's and Gender Studies. It should explain major texts, issues, debates,

**APPENDIX B**

trends, and shifts in the field or subfield under consideration. The FS will range from 25-30 pages (10,000 to 12,000 words). The goal is to produce a paper ready for presentation at an academic conference.

- A creative work. Students may elect to submit materials that are creative in scope, including (but not limited to) creative, journalistic, or blog writing, performance, mixed or mass media, and/or design. The goal is to produce a creative work that could be published or displayed. The size and scope of the creative work will be determined in consultation with the student's supervisor.
- A policy/program/legal analysis. The PPLA requires students to employ scholarship in Women's and Gender Studies to produce a useful and practical analysis of a policy or legal question or to engage in a program evaluation relevant to non-profit community organization. The goal is to use research and policy analysis to produce a legal/policy brief or a program analysis that will be used by a community organization. Typically expanding upon a student's CSL experiences, the PPLD will range from 25-30 pages (10,000 to 12,000 words). Students may elect to produce several shorter policy documents that attend to multiple issues or that make comparisons and connections between organizations.

Owing to the very different projects enabled by the MA program in Gender and Women's Studies, the portfolio's composition must be discussed in consultation with the student's supervisor. Portfolio proposals will normally be due by May 1, and final Portfolios will normally be submitted to primary advisor and an assigned reader by August 1 for approval.

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September 19, 2011

Dr. Lise Gotell  
Professor and Chair, Women's Studies  
1-05 Assiniboia Hall  
University of Alberta  
Edmonton  
Canada T6G 2E7

Dear Dr. Gotell

Re: Proposed MA in Women's and Gender Studies

We are pleased to see the Department's proposal for a graduate degree in this area. Particularly the broader view, gender studies, that has emerged and the inclusion of a community service learning component. We agree with the Department's view that this "distinctive feature" will provide a valuable opportunity for candidates to apply the theoretical concepts that they will be examining, analysing, and critiquing within the proposed program.

We would hope that the Department will also look to the academic and programming resources that are offered within the Faculty of Extension. We would encourage students and supervisors to review our Faculty's graduate course offerings; in such areas as communication, community engagement, and qualitative research methodology, as they design comprehensive programs to support candidate's thesis and capping exercise research requirements.

We look forward to the proposed MA in Women's and Gender Studies receiving approval and to working with members of the academic staff in the further development of learning and research opportunities in areas of mutual interest.

Sincerely



Katy Campbell, PhD  
Dean



Walter Archer, PhD  
Interim Associate Dean, Engaged Learning



September 8, 2011

Dr. Lise Gotell, Chair  
Department of Women's and Gender Studies  
1-17 Assiniboia Hall  
University of Alberta  
Edmonton, Alberta T6G 2E7

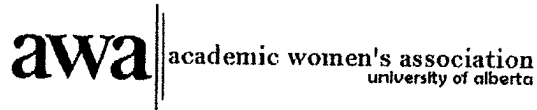
Dear Dr. Lise Gotell,

The Faculty of Native Studies is pleased to support the M.A. in Women's and Gender Studies proposed by the Department of Women's and Gender Studies. After reviewing the proposal, I found that the program offers unique features that include a mandatory Community Service-Learning component and a required research workshop course, which will undoubtedly be very attractive to students. While all of the University of Alberta's major comparator institutions have graduate programs in this field, the M.A. in Women's and Gender Studies will be the first in the prairie provinces, positioning the University of Alberta as a leader in the field. I have no doubt that the courses offered as part of this program will be attractive to many of our students in Native Studies; indeed, scholars have demonstrated that feminism has much to offer Aboriginal women in their colonial struggles.

We wish the Department of Women's and Gender Studies the best of luck in this new and exciting adventure.

Sincerely,

Dr. Nathalie Kermaal  
Dean (Interim)  
Faculty of Native Studies



September 27, 2011

Dr. Lise Gotell, Chair & Professor  
Women's Studies Program  
1-02E Assiniboia Hall  
University of Alberta  
Edmonton, AB T6G 2E7

Dear Dr. Gotell:

I am pleased to submit this letter of support for the establishment of Master of Arts in Women's and Gender Studies on behalf of the University of Alberta's Academic Women's Association. The program will provide stimulating and meaningful content for upper level students who have developed a deep academic interest in these fields and should attract some of the best and the brightest students. The program will also enhance the social sciences and humanities programs offered by this institution. Given the profile of the University of Alberta within Western Canada and beyond, it is appropriate that the Faculty of Arts take the initiative to offer a program that is unique to Western Canada. The proposed Master of Arts in Women's and gender Studies will help to enhance the University of Alberta's reputation among peer institutions.

I must commend the program committee for its decision to offer students a choice to pursue either a thesis or project route. This enables the program to be tailored to individual student needs. I also appreciate the Committee's decision to incorporate a community service learning component into the program. Undoubtedly, the CSL component will provide practical learning opportunities for students and is likely to produce unique learning outcomes. Additionally, this engagement will help to put "theory into practice" and result in significant contributions to our community. The Academic Women's Association also supports efforts to develop e-learning opportunities so that the program is accessible to students who are seeking further education, but are off-site and/or pursuing employment opportunities.

As the President of the Academic Women's Association I whole heartedly support the implementation of a Master of Arts in Women's and Gender Studies. I look forward to the contributions the students and faculty members will make provincially, nationally, and internationally.

Yours truly,

Holli Bjerland, BA  
President (2011-2012)

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**Department of Educational Policy Studies**

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7-104 Education North Building  
Edmonton, Alberta, Canada T6G 2G5[www.uofaweb.ualberta.ca/edpolicystudies](http://www.uofaweb.ualberta.ca/edpolicystudies)

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September 23, 2011

**MA in Women's and Gender Studies**

I write in support of the Women's Studies M.A. in Women's and Gender Studies.

I regard the proposed programme as a useful addition to the University as a whole and more specifically to the Department of Educational Policy Studies.

There are several innovative components of the new MA programme in Women's and Gender Studies that make it a first in relation to other such programmes presently offered in Western Canada. The programme provides the possibility for the University of Alberta to become a leader in this area of work.

Of particular note the inclusion of a Praxis workshop allows students the opportunity to identify how feminist theories encountered in the classroom can be used to analyze experiences garnered during the Community Service Learning component of their courses. In terms of pedagogy, the inclusion of a portfolio will be attractive to students as it enables them to apply critical thinking to variety of scholarly topics. The idea of preparing a major research paper, a creative work or a legal /policy document is an innovative way to cap the Masters level programme and set up a strong foundation for possible future work at the PhD level.

The courses identified in the proposal will offer strong intellectual extensions for graduate students in the Department of Educational Policy Studies. Presently we have a number of students who have a strong interest in issues of gender and education and are seeking electives that will strengthen their knowledge in these areas of scholarship. The opportunity to take electives external to our department allows students to become acquainted with faculty members whose areas of research overlaps with their own and who might well become members of supervisory committees.

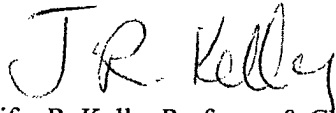
In terms of courses, 450/5XX (3) Transnational Feminisms would offer students a good introduction to this area of work and give depth of knowledge for those interested in learning how to work respectfully in countries of the South. The Global Citizenship Education Research Centre is within the Faculty of Education and the co-Directors, Dr. Ali Abdi and Dr. Lynette Shultz, are faculty members within the Department of Educational Policy Studies. Over the past few years the Centre has attracted a number of new graduate students whose interests are related to education, transnationalism and women.

The inclusion of masculinities (460/5XX (3) Masculinities) as a topic worthy of scholarly exploration will strengthen the work presently undertaken in our department. In particular I applaud the fact that the course will allow for exploration of masculinities "within, alongside and, at times, against feminism and Women's Studies."

Finally, I envisage that students in the M.A in Women's and Gender Studies will find some of our department courses on social movements, critical ontologies and indigenous knowledge,

race, racialization and education useful additions to their in-depth knowledge of gender and women. We have a strong interdisciplinary emphasis in our department and I think this would work well with an MA in Women's and Gender Studies, which aims to highlight the significance and connection of gender to other social categories.

Sincerely,

A handwritten signature in black ink that reads "J.R. Kelly". The letters are cursive and fluid.

Jennifer R. Kelly, Professor & Chair  
Department of Educational Policy Studies.



Department of Anthropology

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22 September 2011

Lise Gotell, PhD  
Professor and Chair, Women's Studies  
University of Alberta  
1-05 Assiniboia Hall  
University of Alberta  
Edmonton  
Canada T6G 2E7

Dr. Professor Gotell,

This letter offers full support from the Department of Anthropology for the proposed MA program in Women's and Gender Studies. In reading through the proposal, it is apparent that students in the graduate program in the Department of Anthropology can benefit from course offerings and that courses currently offered in the Department of Anthropology may be of interest to students in Women's and Gender Studies. For example, in the 2011-12 academic year, we offer a course taught by Dr. Kathleen Lowrey entitled, *Anthropology and the Twentieth Century*, which includes the emergence of new social movements and which addresses feminism, gender, and sexuality among other social factors. The course, *Topics in Medical Anthropology: Engendering Food, Bodies, Health*, taught by Dr. Helen Vallianatos (who was awarded a Graduate Certificate in Women's & Gender Studies in the same year she received her PhD) is focused directly on gendered experiences of biologies and well-being. We would welcome the expansion of courses in the areas of Women's and Gender Studies for our students, and very much appreciate the increased opportunity to take part in graduate training, teaching, and cooperative, cross-faculty and interdisciplinary research in these areas.

In summary, the Department of Anthropology gives enthusiastic support to the proposal to expand the Women's and Gender Studies program to the graduate level. This support may take the form of cross-listed graduate courses, of opening appropriate Anthropology graduate course offerings to students in the Women's and Gender Studies MA program, of faculty members taking part on supervisory committees, and of increased research collaborations between scholars in both programs.

Sincerely,

Lisa Philips, PhD  
Professor and Chair  
Department of Anthropology  
University of Alberta  
13-15 Henry Marshall Tory Building  
Edmonton, AB T6G 2H4





UNIVERSITY OF ALBERTA

7 November 2011

Dr. Lise Gotell, Chair  
Women's Studies Program  
Faculty of Arts

**Re: Proposal for MA in Women's and Gender Studies**

Dear Lise:

I am delighted to write in strong support of Women's Studies proposal to offer an MA in *Women's and Gender Studies*.

The Department of English and Film Studies has a long history of collaboration with Women's Studies, from cross-listing courses to collaborative teaching to participation in Women's Studies governance at every level. The collaboration has always been rich and rewarding for students, instructors, and administrators.

EFS welcomes the opportunities that the graduate courses offered through this new MA will provide to those of our graduate students who seek to expand their studies in literary and film studies through it. Our students will benefit from the increased scholarly and research attention to feminist projects, critical frameworks, and areas of study, which speak directly to the many research interests of graduate students in EFS. And we, in turn, will welcome Women's and Gender Studies MA students in our own EFS courses wherever interest and space makes this possible.

The Department of English and Film Studies offers wholehearted support for this important initiative in graduate studies at the University of Alberta. Its strong vision, combined with the strengths of Women's Studies faculty members, ensures its success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Hamilton', written in a cursive style.

**Susan Hamilton, Professor and Chair**  
**Department of English and Film Studies**

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3-5 Humanities Centre • University of Alberta • Edmonton • Canada • T6G 2E5

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Email: [susan.hamilton@ualberta.ca](mailto:susan.hamilton@ualberta.ca)

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**Subject: RE: Letter of support for MA in Women's and Gender Studies**

**Date:** Wednesday, September 21, 2011 4:40 PM

**From:** Epp, Garrett <garrett.epp@ualberta.ca>

**To:** Lise Gotell <lise.gotell@ualberta.ca>

My apologies for the long delay – I had wanted to put this by a few folks here, and that took longer than expected.

Would you like something very official, on letterhead?

All I would say is that I fully support the proposal, which not only distinctive, building on the unique interdisciplinary strengths of Women's and Gender Studies as the field (and unit) has developed here at the University of Alberta, but also speaks to and builds on strengths across the Faculty of Arts, including this department. Everyone here who has seen the proposal sees it as a good thing for all concerned, an excellent means of bridging our programs and sharing both students and resources.

garrett.epp@ualberta.ca

**From:** Gotell, Lise

**Sent:** Thursday, September 08, 2011 11:05 AM

**To:** Epp, Garrett

**Subject:** Letter of support for MA in Women's and Gender Studies

Dear Garrett:

I hope you are well and surviving this busy time.

I trying to get the Women's and Gender Studies M.A. proposal completed. One of the remaining tasks is to seek internal letters of support. I am writing to request a letter from you as Interim Chair of MLCS.

Please find attached the nearly final draft of the proposal, as well as a summary document and calendar description. This is the latest version of the MA proposal, approved by the Women's Studies Executive Committee and vetted by the Faculty of Arts, FGSR and the Provost's Office.

As you will note, the program will include several unique features that set it apart from existing Women's and Gender Studies M.A. programs, including a mandatory Community Service-Learning component and required research workshop courses. While all of the

UofA's major comparator institutions have graduate programs in this field, ours will be the first in the Prairie provinces.

Should you choose to write a letter of support, it need not be long. We would, of course, be very happy to have your graduate students take our courses. In addition, we hope that it would be possible for our students take gender focussed grad courses in MLCS. If you are able to write a letter of support, it would be useful for you to note that our courses would be attractive to some of your students and that you would be willing to allow our students to take your classes, space and background permitting.

I am aiming for final submission of the proposal in mid October and so it would be helpful if I received letters of support by late September.

Thanks in advance for your time.

Kindest regards,

Lise

--

Lise Gotell, PhD  
Professor and Chair, Women's Studies

University of Alberta

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[Lise.gotell@ualberta.ca](mailto:Lise.gotell@ualberta.ca)

<http://www.uofaweb.ualberta.ca/womensstudies/>



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**UNIVERSITY OF ALBERTA**  
**Interdepartmental Correspondence**

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To: Lise Gotell, Chair  
Department of Women's Studies

Date: October 1, 2011

From: Bruce Hunter, Chair  
Department of Philosophy

Subject: Letter of Support for the proposed M.A. in Women's Studies

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Dear Lise

The Department of Philosophy is pleased to support the establishment of a Master's of Arts programme in Women's Studies at the University of Alberta. The Department has long collaborated with Women's Studies through cross listed courses and other research and teaching initiatives, and expect that, with the establishment of a MA programme in Women's Studies, these connections would be strengthened for the mutual benefit of our graduate programmes. Currently, we have considerably expertise in feminist philosophy, most notably, Dr. Cressida Heyes, Canada Research Chair in the Philosophy of Gender and Sexuality, who regularly teaches seminars in feminist philosophy and related topics, and Dr. Chloe Taylor, with a joint appointment in Philosophy and Women's Studies and offering courses in both departments. Graduate students in Women's Studies would be welcome to take their courses in Philosophy as well as to avail themselves of their supervisory expertise, and we expect that a MA programme in Women's Studies would be welcome by the increasing number of graduate students we attract in feminist philosophy for the opportunities that would offer them for graduate instruction and supervisory assistance. I also note that other members of the department have interests in feminist philosophy and sometimes offer classes that might be of interest to MA students in Women's Studies. Finally, I note that the proposed MA in Women's Studies would not only be the only such on the Prairies, but, with its CSL component, would stand out among graduate programmes in Women's Studies. The proposal has my enthusiastic support.

Yours sincerely,

A handwritten signature in cursive script that reads "Bruce Hunter".

Bruce Hunter, Chair

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**Department of Philosophy**  
**Faculty of Arts**

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14 September, 2011

Prof. Lise Gotell  
Chair, Women's Studies  
1-05 Assiniboia Hall  
University of Alberta  
Edmonton, AB T6G 2E7

Dear Prof. Gotell,

I am delighted to hear of the Women's and Gender Studies M.A. proposal and offer both my personal support and that of the Program in Religious Studies. With one RS faculty member, Dr. Catherine Caufield, already teaching some of her courses in the area of women and religion, and about to devote the vast majority of her teaching to Religious Studies, your new program and both our existing graduate programs all stand to benefit from substantial synergies. The recent appointment of Prof. Felice Lifshitz in WGS further enriches the mix, as most of her classes will be of interest to our students. WGS graduate students would be very welcome to take gender-focused graduate courses in Religious Studies, and your courses in this area would be attractive to many of our students. Because we see our M.A. and Ph.D. programs as inherently interdisciplinary, we would certainly want many of our students to take your graduate classes, space and background permitting. We should plan from the outset to cross-list the appropriate courses so that students in either program can take them for credit in their own area without special permission or paperwork.

Please accept my best wishes for a successful application in this critical area, one that has been missing from our graduate offerings for too long.

Sincerely,

Andrew Gow, Ph.D.  
Professor of History and Adjunct professor of Religious Studies  
Director, Program in Religious Studies  
Office of Interdisciplinary Studies  
Faculty of Arts, University of Alberta



September 22, 2011

Dr. Lise Gotell, PhD  
Professor and Chair, Women's Studies  
University of Alberta

Dear Dr. Gotell:

Re: Proposed MA in Women's and Gender Studies

I am very pleased to write this letter in support of the proposed MA in Women's and Gender Studies. The MA program would be a very important and timely addition to graduate studies at the University of Alberta as there are no equivalent programs in the Prairie provinces, and many other leading institutions in Canada, as well as internationally, have strong Women's Studies graduate programs in place.

The proposed program, which will offer both a course-based and a thesis-based MA, has been carefully and thoughtfully developed to build on the well-established strengths of faculty members and undergraduate programming in the Women's Studies program. In addition, the proposed MA program has several distinctive features that will set it apart from other comparable Women's and Gender Studies graduate programs in Canada, making it very attractive to potential graduate students. In particular, the mandatory Community Service-Learning (CSL) component and the required workshop courses will provide students with the opportunity for active engagement with the community at large, as well as helping to integrate students into the feminist research community.

The Department of Sociology envisions a number of advantages to us from the proposed MA program which will serve to reinforce and expand the positive collaboration and graduate student involvement which has existed for many years between our two departments. First, our graduate students would certainly benefit since the proposed program would offer new graduate courses that would enhance available offerings to our students. At the moment, the Department of Sociology has few course offerings at the graduate level with respect to gender/feminist theory, and we usually have several students who have an interest in such courses to full their "outside" course requirement. In turn, taking courses in the Women's Studies Department may well lead to connecting with faculty members who can serve on committees, which is also beneficial to our students.

Second, we are likely to gain registrations from the Women Studies students which we would welcome, space and student background permitting. We currently have a number of graduate courses which are likely to draw interest from Women's Studies students, both for theory and methods, as well as some of the substantive areas (e.g. criminology and socio-legal studies, gender & family, work, religion). And, third, the proposed MA in Women's and Gender Studies also offers another potential venue from we might recruit students to our PhD program.

For all of the reasons noted above, I am very supportive of the proposed MA program in Women's and Gender Studies. It will serve to strengthen existing ties between our departments, provide new opportunities for our graduate students, and will enhance the University of Alberta's profile making it more attractive to potential graduate students.

Sincerely,



Helen Boritch  
Acting Chair



UNIVERSITY OF  
**ALBERTA**

History & Classics  
Faculty of Arts

2-28 HM Tory Building, University of Alberta

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26 August 2011

Dr. Lesley Cormack  
Dean of Arts  
University of Alberta

Proposed MA in Women's and Gender Studies

Dear Lesley:

The Department of Women's Studies is a pivotal entity in the Faculty of Arts and in the University as a whole. It makes invaluable contributions to the undergraduate programming of the Arts Faculty and to the wider scholarly exchange of faculty and graduate students through its successful speakers series. The proposed MA in Women's and Gender Studies is a timely development, building on its core strengths, while also serving the wider priorities of the University.

The mandate for Community Service-Learning is a particularly innovative element of this proposed MA. It offers great potential for student learning, all the while building bridges between the university and wider communities. Women's Studies is a well-established interdisciplinary field. The elements of this proposed MA offer an excellent opportunity to build on the strengths of this Department and to expand its offerings. No equivalent programme is currently offered in the Prairie regions.

In sum, this proposal represents an excellent opportunity to build on strengths, offer new opportunities for graduate training, and fill a gap not currently served by other regional universities. This proposal has my enthusiastic support.

Sincerely,

Beverly Lemire  
Professor & Henry Marshall Tory Chair





Lise Gotell, Chair  
Women's Studies Program  
Assiniboia Hall

September 8 2011

Dear Dr. Gotell:

**Re: Support for the new MA degree in Women's and Gender Studies**

I am pleased to write in support of your application to institute a new MA program in Women's and Gender Studies (WGST) at the University of Alberta.

I've been here since 1999, and over that time have seen a steady and steadily growing interest among students in scholarship on gender at the undergraduate level. Many excellent students don't find this niche until relatively late in their undergraduate programs, and I teach a lot of fourth years who are keen to continue their work in Women's and Gender Studies at a higher level, but who lack the opportunity to do so through a graduate degree. The new program would thus meet a need for local students who, for professional or personal reasons, don't want to leave Edmonton, but want to continue the education they've received at U of A. It would also meet another need, by providing a prairie-province option for students who want to pursue graduate work in WGST at a major Canadian research university with a strong community of feminist faculty.

I receive many inquiries from such students, but Philosophy does not sustain a strong enough graduate program in feminist philosophy to make our MA a very attractive option for most. Part of the mandate of my Canada Research Chair in Philosophy of Gender and Sexuality is to strengthen graduate-level research in humanistic approaches to the study of gender, and having the option of an MA in WGST to which I might direct prospective applicants would help me recruit more and better students in good faith. Like many other faculty working in the field, I see this new degree program as a way of strengthening existing interdisciplinary synergies between faculty and students in WGST and other units.

In short, I think you have crafted an excellent proposal for a program that will attract a good number of applications from strong and motivated students, locally and nationally. I fully support the proposal and wish you every success making the new MA a reality.

Sincerely,

Dr. Cressida J. Heyes  
Professor of Philosophy  
Canada Research Chair in Philosophy of Gender and Sexuality  
Adjunct Professor of Political Science  
Affiliated Faculty, Women's Studies Program



*Caribbean Women Network of Canada for Support and Learning*

8529-118 Avenue, Edmonton, AB. T5B 0S7

Tel: (780) 758-8800; or c/o 780-424-3443 (President's Home #)

e-mail: [caribbeanwomennetwork@shaw.ca](mailto:caribbeanwomennetwork@shaw.ca)

March 11, 2011

To the various Proposal Review Panels,  
Committees, Faculty, Government Departments  
Edmonton, Alberta

**Regarding the Proposal for M.A. in Women and Gender Studies Program, U of A**

The Caribbean Women Network (CWN) is pleased to submit this letter in support of the proposal for an **M.A. in Women and Gender Studies Program**, at the University of Alberta. Our Board has reviewed a synopsis of the proposal and believes that the Program will provide a good training ground for students who may wish to pursue careers in the not-for profit or public sector in such areas of violence against women, immigration and settlement or anti poverty. Moreover, gender-based research is important for CWN and its work in the community, as information generated from such research will help us to improve our programming in resolving those same types of issues faced by our members - Issues related equity for minority women, to Immigrant social integration, and community engagement in general.

CWN has had opportunity to work with the U of A's Women Studies Department a number of times in the past few years. We have been very impressed with the training and skills of the students who volunteered with us through the Community Service Learning Program. We hope to continue to participate with the department in this way and of being the recipients of the energy, talents and ideas of the wonderful young minds at the University. We note that the proposed Program has a Community Service Learning Component and we are in immense support of this experiential learning requirement.

CWN has also had opportunity to partner with the Women's Studies Department through the work of Professors Lise Gotell and Philomina Okeke-Ihejirika . Dr. Gotell has worked with us on few occasions, most recently last October at Community Undercurrents: A Conference on Migration, Integration and Community Building. Professor Okeke and CWN worked in late 2009 on the public speaking engagement of visiting scholar Dr. Rhoda Reddock from the University of the West Indies, Trinidad. The department's commitment to public education and participation between "lay citizens" and themselves as "experts" in their fields fosters healthy democratic exchanges and helps us to make up our minds on issues of concern to us. We have no doubt this relationship will continue and will even be enhanced with the addition of an MA in Women and Gender Studies Program.

We thank you for considerations extended to this letter of support. The Caribbean Women Network offers its space, its programs and access to interested individuals within its community of women if needed, to support the Department's work in the delivery of the proposed Program. Please feel free to contact the undersigned at either of the numbers or the e-mail address listed if there are any questions concerning this letter.

Yours truly,

Pearl Bennett

President, on behalf of the Board and Membership



March 9, 2011

To Whom It May Concern,

I am writing this letter to support The Women's Studies Program proposal for an MA Program in Women's and Gender Studies. As an Executive Director of a 2<sup>nd</sup> Stage Shelter for women with children who have experienced family violence I believe this MA program would provide advanced training for students. This training would certainly prepare students for careers in the non-profit sector, public sector and research on women, gender and equality. Sadly Alberta leads the country in domestic violence against women so now more than ever we need to continue to look for solutions to ending domestic violence.

At Wings we have had the opportunity for women participating in our program as well as staff to be involved with a Humanities 101 course. The feedback has been very positive from participants and for many of these women it has been the first exposure to a post secondary course. This opportunity has certainly resulted in an increase in their self – esteem, exposure to a university course of which they receive a certificate of completion and most important different perspectives and appreciation of their experiences as women in the community.

The challenges and barriers facing women and children fleeing domestic violence is an epidemic facing all cultures as well as poverty. An MA Program in Women's and Gender Studies would certainly provide opportunities for collaboration with non profit agencies and the public sector as well as valuable research opportunities.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Garrett", written over a horizontal line.

Patricia Garrett

Executive Director



#320 10310 Jasper Avenue  
Edmonton AB T5J 2W4  
P: (780) 456-7000 F: (780) 456-7001  
[voice@acws.ca](mailto:voice@acws.ca) [www.acws.ca](http://www.acws.ca)

March 7, 2011

Lise Gotell, PhD  
Professor, Women's Studies  
1-05 Assiniboia Hall  
University of Alberta  
Edmonton AB T6G 2E7

Dear Dr. Gotell

It is my pleasure to provide this letter of support for your proposal to offer a M.A. in Women's and Gender Studies at the University of Alberta. As the very first such program in Alberta and in the Prairie Provinces, it will continue to build on Alberta's pioneering role in advancing women's rights that began with the strong Cree women who lived in our river valley, through to the Famous Five and beyond.

An MA Program in Women's and Gender Studies would provide advanced training for students who wish to go on to careers in the non-profit and public sectors or to doctoral research on women, gender and sexuality. This would definitely fill a need in our community for gender based analysis when addressing social and economic issues.

The Alberta Council of Women's Shelters has been with Women's Studies student placements through Community Service Learning. We have been most impressed with their skills and acumen; so much so that we were able to hire a few as summer students.

I wish you every success in your efforts to establish this MA Program at the University of Alberta.

Yours truly,

A handwritten signature in black ink that reads "Jan Reimer". The signature is written in a cursive, flowing style.

Jan Reimer  
Provincial Coordinator



Women's Legal Education and Action Fund | Fonds d'action et d'éducation juridiques pour les femmes

Charity Registration Number  
10821 9916 RR001  
Numéro d'enregistrement

March 17, 2011

To Whom It May Concern:

**RE: M.A. in Women's and Gender Studies Program**

Dear Madam or Sir,

I am writing to urge you to approve the application made by the Chair of the Women's Studies Program at the University of Alberta in support of a new Master's of Arts program in Women's and Gender Studies. LEAF is a national charitable organization that works towards ensuring the law guarantees substantive equality for all women. This is no small undertaking, and is one that can only be achieved in partnership with other women's organizations.

When we intervene in cases to reveal how factors such as race, class, Aboriginal status, sexual orientation, ability, and religion compound discrimination against women, we need a reliable network of organizations that represent just such women. Those organizations (largely non-profit), like our organization, benefit when they are staffed by people with sophisticated understandings of gendered inequity. Organizations such as ours depend upon the skills of those with advanced training in Women's and Gender Studies.

In addition to our litigation work, LEAF provides education to young people around equality. The University of Alberta Women's Studies undergraduates are instrumental in the delivery of our "No Means No" program: an important exercise illustrating for junior and senior high school students the importance of consent in sexual activities. Our program has flourished since the Women's Studies students began to work with us, and we are extremely impressed with the skills and training of these committed volunteers. The Women's Studies program has a stellar commitment to public engagement, and we are privileged to work with it.

Finally, I cannot overstate the critical importance of gender-based research for generating new policy approaches to social problems. Social policy is central to both the construction of inequality and the eradication of disadvantage. Policy can play an important role in eliminating disadvantage for all women, if:

1. it is informed by an understanding of the diversity of women's experiences, and
2. it is animated by principles of substantive equality, namely those that recognize that people's differing situations might require different, not the same, treatment in order to achieve an equality of results or outcomes, and to effect concrete changes in the material conditions of women's lives.

The proposed M.A. program would provide an opportunity for the bright and dedicated students of the Women's Studies program to remain in Alberta whilst continuing these studies that provide such invaluable perspective and insight.

LEAF thanks you for this opportunity to lend our support to a program that will be an excellent preparation for work in the advocacy and non-profit sector in the areas of violence against women, anti-poverty and immigration and settlement.

Sincerely,

A handwritten signature in black ink that reads 'Jennifer Tomaszewski'.

Jennifer Tomaszewski  
Chair, LEAF Board of Directors



March 10, 2011

To Whom it May Concern:

I am writing this letter in support of the proposed Master's Program in Women's and Gender Studies at the University of Alberta.

Lurana Shelter Society has been pleased to partner with the Women's and Gender Studies Undergraduate program over the past three years. Working through the Community Service Learning Program, Lurana Shelter has hosted 15 Women's Studies Students as they combine experiential learning with theory-based, classroom instruction.

Without exception, the students have been intelligent, capable people with a passion for social change. I have been extremely impressed by their ability to take complex theoretical ideas and apply them to the everyday work of the shelter. Students identify and articulate gaps between theory and practice and are challenged to consider new ways of thinking about women, gender and sexuality.

This openness and curiosity brings new ideas and energy to our organization and helps staff see their work from a new angle. The students question our assumptions and perspectives while we challenge theirs. Many of the students choose to stay on and continue to volunteer with our program, even years later.

Our relationship with the instructors and students allows our organization access to the exceptional research and expertise of the department. A Masters level program would provide students the opportunity to expand the current feminist research on violence and trauma, immigration and settlement, culture and expression. The community service learning component provides an ongoing conversation between the university and community that will enhance learning on all sides.

If you have any questions or require further information, please feel free to contact me at your convenience.

Yours truly,

Laurie Kehler  
Volunteer Coordinator

c/o 11035 92 Street NW  
Edmonton, Alberta  
T5H 1W5  
www.luranashelter.com

**Lurana Shelter Society**  
*Exploring alternatives with victims of family violence*

## Appendix F-MA Proposal

### Appendix E.

#### Implementation and Enrollment Plan

	2013/14	2014/15
Year 1	5	8
Year 2		1
Total per year	5	9

#### Notes:

We anticipate that 80% of our graduate students will enroll in the Course-based stream. Average completion for full-time students is: 12 months for course-based M.A., and 24 months for thesis-based M.A.

**Appendix F-MA Proposal**

2015/16  
10  
2  
12



Appendix F

MA (Women's and Gender Studies) Proposal Budget

	2013-14	2014-15
Four grad assistantships@12 hr/wk* (4 months)	30000	30000
Supplies & Sundries**	500	500
Program Promotion***	500	500
<b>Total</b>	<b>31000</b>	<b>31000</b>

assistants (GTAs) each year. The Faculty of Arts has also agreed to soft fund two GTAs. These GTAs will provide

\*\*The Department has sufficient non-salary budget to fund the supplies & sundries required.

\*\*\*The Department has sufficient non-salary and endowment funds to promote the Program.

M. A. Women's and Gender Studies,  
University of Alberta

LETTERS OF SUPPORT from Students

My name is Ela Przybylo and I have been a University of Alberta student in various programs and departments for a total of eight years, both as an undergraduate and a graduate student. The Women's Studies Program at the University of Alberta is an exceptional program, offering first-class university instruction, engaged and student-focused instructors, and many opportunities to experiment with community-focused learning.

I myself have sought graduate level instruction in Women's Studies at the University of Alberta when, in 2009, I enrolled in an interdisciplinary Master's in both English and Film Studies *and* the Women's Studies Program, at the University of Alberta, which I completed in 2011. Had an opportunity been present at the time to do an M.A. degree solely in Women's Studies, this would have been the route I would have taken. This would have enabled me to focus strictly on my primary interest and field of study -- Women's Studies -- and complete a thesis project in this vein.

The creation of an M.A. in Women's and Gender Studies would reconfirm the University of Alberta as a centre for feminist research and teaching, attract students from all around Canada, and buttress the already strong link the program shares with Community Service Learning. It is my conviction, that the time has come for the Women's Studies Program at the University of Alberta to create an M.A. in Women's and Gender Studies, and thus to become a first-class hub of feminist learning.

Sincerely,

Elzbieta (Ela) Przybylo

BDes (U of A, 2007), BA Honors Women's Studies (U of A, 2009), MA Women's Studies and English and Film Studies (U of A, 2011)

PhD Women's Studies (York University, in progress)

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As a student who has recently gone through the process of researching, applying to, and selecting a graduate program in the field of Women's and Gender Studies, this proposal appeals to me greatly. Even in the interdisciplinary field of Women's and Gender Studies, few universities in Canada offer programming that works to not only develop traditional academic skills, but that also encourages involvement in the greater community, both within the university and beyond it.

Having completed my undergraduate degree in Women's Studies at the University of Alberta, I am very familiar with the program faculty. Not only would I be excited to continue coursework with these instructors, I am also confident that graduate students in Women's and Gender Studies will receive incredible mentorship and support as they complete their degree requirements. The unique elements of this proposed program, including the CSL component and the Feminist Research Speakers Series, would offer fantastic opportunities for involvement in the university

and Edmonton communities. If this program had been available as I applied to continue academics at the graduate level, I most definitely would have applied.

Sincerely,  
Samantha Balzer  
BA Honors Women's Studies (UAlberta, 2011)  
MA (McMaster, in progress)

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I am hugely supportive of implementing not only a MA in Women's and Gender Studies at the U of A, but hopefully a PhD program one day as well. I did my undergrad at the U of A and had a wonderful experience in all of the WST courses I took, so I was initially disappointed to learn I would not be able to do my MA there as well. In fact, the entire reason I went back to school in the first place was because I planned to do my WST MA at the U of A after being told by a prof that it would probably be accepting students by the time I was ready to apply. Thus, I can safely say that had the MA program existed, I would have happily applied. I am currently undecided about doing my PhD, but again, if I choose to continue my education, the U of A will be my first choice if the program exists.

Sincerely,  
Megan Karius  
B Ed (U of A)  
MA Women's Studies and Feminist Research (Western, 2011)

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I'm so glad all your hard work toward building a W ST MA Program is finally coming to fruition. I think it's what the Faculty of Arts is missing, to be honest. I graduated in 2008 and in the years before I joined the W ST Program I felt like I was floating through school, just waiting to be finished to move on. When I found W ST, I found a community of fantastic people who were/are so passionate not only about Women's Studies, but about learning in general. If it wasn't for W ST, I wouldn't have had anyone meet me on the stage as I walked across at convocation (Lise greeted me!). I still keep in contact with some people from the program, and now that I'm out in the "real world", I miss that sense of camaraderie I had with the W ST students.

I will say, without a doubt, that if the W ST MA program had existed when I was in my final year of undergrad studies, I would've enrolled immediately after graduation. I'm still in Edmonton, I work as an administrative assistant at the Royal Alex Hospital and I don't know if a full time program is a possibility for me now that I've been in the workforce for three years. I heard a rumour that there might even be an option for a part-time master's program, and I'd be all for evening/weekend studies.

Mikhaila Skehor  
BA Sociology (U of A, 2008)

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As a former Women's Studies major at the University of Alberta, and as someone who plans to continue their education in this field, I am extremely excited and optimistic about the possibility of a Women's and Gender Studies M.A. being offered at the U of A in the near future.

When graduating from my undergraduate degree in April of 2010 I had approached the acting Women's Studies graduate advisor to discuss the possibility of pursuing a Women's Studies M.A. at the U of A. I was told that while this was not possible- as they did not offer graduate studies within the Women's Studies program- I had the option of completing a M.A. through my second major (anthropology) that could loosely incorporate feminist theory and research. I made the decision that as a student who had spent 3 years specializing in an area that I was extremely passionate about, informally incorporating my interests into an M.A. that would predominantly be anthropological in theory and content would not suffice.

I spent the next 6 months exploring other options and looking into post-secondary institutions across Canada that are celebrated for their exemplary gender studies M.A. and Ph.D. programs. Being as passionate and as personally invested in the subject matter as I was, I had decided that I would go elsewhere to get the education I currently could not pursue at the U of A. This was a difficult decision to make, as I had spent countless hours over the previous 3 years cultivating relationships with professors that I greatly admired and wanted to continue my education under the guidance and supervision of. However, once I had made this decision and had begun to apply to post-secondary institutions across Canada, I received news that a member of my immediate family was diagnosed with a serious medical condition. As a result, I postponed applying to all graduate programs that required me to leave the province, as my absence was simply not feasible at that time. Since then I have continued to volunteer at various organizations and work at a job that allows me to be as active in my areas of interest as possible. However, pursuing a M.A. in women's and gender studies is something I will absolutely do, when the time is right.

It is for all the above reasons that I emphatically support a Women's and Gender studies M.A. program being implemented at the University of Alberta. For students such as myself who cannot leave the province to continue their education this would be ideal. Furthermore, being able to complete graduate work under the supervision of the phenomenal professors in the Women's Studies program at the U of A is a possibility that I am exceptionally excited about. Each professor within the Women's Studies department is an absolutely awe-inspiring source of knowledge and insight, I should be so lucky as to have to opportunity to spend another 2 years under the guidance of any of them.

Over the past few decades the University of Alberta has created a reputation as a highly respected academic institution. In order to continue building its reputation as one of the world's top post secondary schools it is of the utmost importance that it continues to expand its Arts and Humanities programs. In order to adequately compete with other world renowned academic institutions this is something the U of A must do, as they are currently failing to provide graduate programs to a large number of students who are forced to look elsewhere in order to continue their education. This should not be the case, as the University already possessed the teaching staff that could make programs like a Women's and Gender studies M.A. a phenomenal success.

Should the U of A allow the Women's studies department to establish a graduate program, and begin to offer this to students in the near future, this institution will absolutely be receiving my M.A. application in the mail.

Nikki Bernier  
BA Women's Studies and Anthropology (U of A, 2010)

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I am a recent graduate of the University of Alberta with a major in Women studies. I would like to address the proposal for an MA in women studies and gender studies. I think it is an extremely important and crucial addition to the University of Alberta's graduate programs. I definitely agree that it is a much needed and desirable program that I would consider taking and many students across Canada as well as international students would be drawn to. I am currently in the process of looking at graduate schools and considering going for my masters. I appreciate that the women studies program is pushing for this Masters option for students who want to continue with a masters.

The community service component of the program will allow the University of Alberta to be more attractive to students looking for a unique program compared to other universities that do not have that option. As well, the program will allow for its graduates to be competitive in the job market. My personal experience graduating from the University of Alberta with a major in women studies provided me with excellent professors and with many classes having the CSL component in the classes provides vital work experience that allows branching out into many job opportunities. I am currently looking for work but would have appreciated the opportunity to have returned to school in Alberta while I looked for work and became more competitive.

The CSL component allows graduates to find a location to volunteer that could lead students to find jobs and continue to improve and contribute to the community. If the University of Alberta had a graduate program at the time I graduated I would have considered it while I was in school. The exceptional staff, professors, content, and overall atmosphere in the women studies program allows for a challenging and competitive program and offers an interdisciplinary approach to education and academia. Many future students would benefit with the addition of a gender and women studies program by not having to look outside of Alberta as well as being attractive to other students who are looking for graduate programs around Canada to come to the University of Alberta. Thank you for this opportunity to add my voice to the importance of adding a graduate program in women studies.

Stephanie Carvalho  
BA Women's Studies (U of A)

**Brief Survey: Student Interest in the Development of an M.A. Program in Women's and Gender Studies at the University of Alberta**

**Purpose:** This brief survey is intended to measure student demand for an M.A. Program in Women's and Gender Studies. Your participation is entirely voluntary and your responses are anonymous. Your input is very important to us. **If you have already filled out this questionnaire in another class, please do not complete it a second time.**

**M.A. Proposal:** The Women's Studies Program is preparing a proposal for a new M.A. Program in Women's and Gender Studies. The proposal is in the final stages of preparation and we hope to submit it for University and government approval shortly. Our plan is to have the program up and running by September, 2013. This will be the first Women's and Gender Studies M.A. in the Prairie provinces. Students will have the option of a 12-month course-based program or a 24-month thesis-based program. The program will have a mandatory Community Service-Learning component and will offer an interesting array of courses, including: Praxis Workshop; Research Workshop; Approaches to Women's and Gender Studies; Feminist Cultural Studies; Gendering Development; Feminist Legal Studies; Feminist Theory Now; and Feminist Historiography.

**Questions:**

**1. Your program of study:**

- Women's Studies Major
- Women's Studies Minor
- Major and Minor in other fields but interested in Women's and Gender Studies
- None of the Above

**2. Are you considering graduate studies in any field? (please choose one)**

- definitely not
- perhaps
- definitely

**3. Would you consider pursuing an M.A. in Women's and Gender Studies? (please choose one)**

- definitely not
- perhaps
- definitely

**4. Would you consider applying for admission to a Women’s and Gender Studies M.A. Program at the University of Alberta if one existed? (please choose one)**

definitely not

perhaps

definitely

**5. If you answered “perhaps” or “definitely” to question 4, please explain very briefly why you might be interested in our proposed program (e.g. I need to stay in Edmonton for personal reasons; I have enjoyed my undergraduate courses; I want to work with one of my professors in her area of research...):**

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February 15, 2011

*Letter of Support for the M.A. in Women's and Gender Studies*

The proposed M.A. in Women's and Gender Studies builds on a strong foundation of community-engaged pedagogy in the Women's Studies Program at the University of Alberta. Having worked successfully with the Program for six years, the Community Service-Learning Program is pleased to support the proposed M.A. and eager to collaborate on the development of the Praxis Workshop as one of the required courses of the new degree program.

Community service-learning (CSL) integrates relevant community projects into academic courses. The results of our recent study tracing the impact of CSL participation on students reinforce its potential to not only deepen learning of academic material, but also to develop interpersonal, interdisciplinary, and employment-related skills. While we have supported courses in more than twenty departments across the U of A, Women's Studies is one of a handful of departments and programs where a deep pedagogical commitment to CSL has allowed students to truly benefit from learning at the juncture of theory and practice.

Embedding a praxis workshop (built around a community-based, theoretically-informed graduate student project) into the M.A. degree has multiple benefits:

- It allows the CSL Program and the Women's Studies Program to further solidify and sustain community partnerships developed over the last six years.
- As with other graduate courses that contain a CSL component (e.g., in Anthropology, Modern Languages and Cultural Studies, Educational Policy Studies, Sociology, and Humanities Computing), it maximizes benefit to the community *and* challenges graduate students to expand the scope of their intellectual and professional lives.
- It creates linkages between the graduate and undergraduate programs – CSL is now a regular feature of the undergraduate curriculum in Women's Studies.

The CSL Program will provide for the M.A. program what it provides for all CSL courses: facilitation of community partnerships and student projects, professional development for instructors and mentors, research and evaluation support, and logistical assistance (such as processing police information checks when community organizations require them of student volunteers).

We look forward to this opportunity to build on the already successful partnerships between Women's Studies, CSL, and the non-profit sector. This relationship will help to make the new M.A. Program uniquely attractive, sustainable, and forward-thinking. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sara Dorow  
Director, Community Service-Learning Program  
Associate Professor, Sociology





UNIVERSITY OF ALBERTA

**NEW ACADEMIC PROGRAM LIBRARY IMPACT STATEMENT CERTIFICATION**

Submitted to the Academic Development Committee

The Library has examined the proposal for the **Master of Arts in Gender Studies**. We anticipate that the new program will incur some additional costs for Library acquisitions and professional services. These costs are for additional licenses for electronic resources and a small amount to enhance the print collection for work graduate research in this area.

The attached memo outlines the anticipated impact on Library services and facilities of the above program, indicating the Library's current ability to support the program. It was written based on information provided in the proposal stating that total enrollment in this program would be a full time equivalent of 12 students

We support the creation of the proposed by Master of Arts in Gender Studies program and look forward to working with its instructors and students in the years to come.

**Executive summary of costs**

Total Costs	Start Up	On going (expected annual maintenance costs)
Collections Budget	1,000	1,000 (+inflation at 10% est.)
Capital Budget	0	0
Operating/Staffing Budget	0	0
Incremental Cost for Licensed Resources		200 (+200 for each additional student)
<b>Total Costs: Summary</b>	<b>1,000</b>	<b>1,000 (+ 200 for each student enrolled)</b>

Signed:

Mary-Jo Romaniuk  
 Acting Chief Librarian

Christine Brown  
 Head, Humanities and Social Sciences Library

Dated:



UNIVERSITY OF ALBERTA

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**Interdepartmental Correspondence**

**Humanities and Social Sciences Library**

**1-01 Rutherford South**

**January 17, 2011**

**To:** Christine Brown  
Head, Humanities and Social Sciences Library

**From:** Virginia Pow  
Instruction Librarian – Liaison Librarian Women’s Studies  
Humanities and Social Sciences Library

**Subject: Library Impact Statement – Masters of Arts: Gender Studies**

This memo will serve as the Library Impact Statement for the proposed MA in Gender Studies. Our assessment is that the impact of this proposal on the library will be minimal. We have a strong collection in Women’s Studies and Gender Studies, however there are still some areas that need to be updated and will need to be kept current to maintain an excellent research foundation for the programs MA candidates. These areas will be addressed as the projects and the theses for the program come to light.

**Serials**

I have reviewed the journals and the journal packages that we subscribe to at the University of Alberta and compared them to other Gender Studies MA programs in other Universities in Canada. I have determined that through the comparisons, and due to the interdisciplinary nature of Gender Studies that there will be little impact on Journal/Serial collections. As the program grows this may change and need to be adapted. The cost to accommodate the number of new students would be \$200 per student would require addition of \$1600.00 to the Library budget for electronic resources.

**Monographs**

As Gender Studies is a very multidiscipline area by nature, the monographs that are need are purchased through a number of different areas: Women’s Studies (Gender Studies), Sociology, Anthropology, Economics, Business, Government Documents, and Political Science to include the top areas. However, as new thesis projects are started we will need to expand the gender studies collection to accommodate

study at the graduate level. The addition of \$1000 per year in the budget for would certainly accommodate this expansion.

**Reference**

I do not foresee a large change in the amount of reference and consultation support that will be needed for the MA in Gender Studies as the program is not looking at admitting a large cohort. If there is a significant change in the number of students admitted there would be a slight impact. Most of the consultations for Gender Studies are done through email.

**Instruction**

To date my instructional support for Gender Studies (Women Studies) has included approximately 2-3 sessions a semester. Adding another possible session for graduate students would not be an issue due to the fact that most of the graduate courses would be cross listed with undergraduate courses.

cc. F Ziegler

J. Wallace

**OUTLINE OF ISSUE**

Agenda Title: **Board Committee Appointments**

**Motion:** THAT the Board of Governors, on the recommendation of the Board Chair, Mr Douglas Goss, approve the appointments to the Board and other Committees as set forth in Attachment 1 to the agenda documentation.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mr Douglas Goss, Chair, Board of Governors
Presenter	Douglas Goss, Board Chair; Marion Haggarty-France, University Secretary
Subject	Appointment to Board Committees

**Details**

Responsibility	Chair of the Board of Governors
The Purpose of the Proposal is (please be specific)	To consider a new appointment to Board Committees.
The Impact of the Proposal is	To ensure that the newly-appointed Board member has been appointed to the Committees and that the Committees' membership reflects the appropriate Terms of Reference.
Replaces/Revises (eg, policies, resolutions)	Replaces the current 2012-2013 Committee Membership List approved at the November 14, 2012 Board meeting.
Timeline/Implementation Date	Effective upon approval.
Estimated Cost	n/a
Sources of Funding	n/a
Notes	

**Alignment/Compliance**

Alignment with Guiding Documents	Dare to Discover, Comprehensive Institutional Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><b><u>The Board's General Terms of Reference for Board Standing Committees, Sections 3 and 4 state:</u></b></p> <p>3. <i>A member of a Committee shall be appointed by the Board for a term commencing on a date selected by the Board and expiring on the earliest of:</i></p> <ul style="list-style-type: none"> <li>(i) <i>the effective date of the resignation of that member from the Board;</i></li> <li>(ii) <i>the effective date of the resignation of that member from that Committee;</i></li> <li>(iii) <i>a date selected by the Board;</i></li> <li>(iv) <i>the expiry date of the term of the appointment of a non-Board member to the Committee; and</i></li> <li>(v) <i>the effective date of a general appointment of all members to that committee (ordinarily the first Board meeting in June).</i></li> </ul> <p><i>A member of a Committee is eligible to be reappointed to that Committee.</i></p> <p>4. <i>There shall be members of each Committee who are Board members; non-Board members may be drawn from the University Senate and</i></p>

**Item No. 13.1**

	<p><i>elsewhere within the University or from the community as the Board considers may be appropriate or as may be provided in the Committee's terms of reference. Where the terms of reference of a Committee provide for a number of members in excess of those specifically required to be represented on the Committee, additional members may, subject to the foregoing, be appointed from any constituency.</i></p>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	Board Chair (and consultation with Members of the Board of Governors)
Approval Route (Governance) (including meeting dates)	Board of Governors December 14, 2012
Final Approver	Board of Governors December 14, 2012

Attachments:

1. Proposed 2012-2013 Board of Governors Committee Membership (1 page) – for approval

*Prepared by:*

Doug Goss, Board Chair  
And  
Marion Haggarty-France, University Secretary

**AUDIT COMMITTEE**

Chair: Don Matthew  
Vice-Chair: <vacant>  
\*Gordon Clanachan (November 22, 2015)  
\*Brian Hesje (June 30, 2013)  
Shenaz Jeraj  
Ove Minsos  
Robert Teskey  
Dick Wilson

**FINANCE & PROPERTY COMMITTEE**

Chair: Dick Wilson  
Vice-Chair: Jim Hole  
Ashlyn Bernier  
Don Fleming  
\*Steven Le Poole (June 30, 2013)  
[Christopher Pu](#)  
Wayne Renke  
Colten Yamagishi

**HUMAN RESOURCES & COMPENSATION COMMITTEE**

Chair: Robert Teskey  
Vice-Chair: Shenaz Jeraj  
Don Matthew  
Dick Wilson

**INVESTMENT COMMITTEE**

Chair: \*Bob Kamp (June 30, 2013)  
Vice-Chair: \*Jim Drinkwater (June 30, 2014)  
\*Ken Bancroft (June 30, 2014)  
\*Barbara Belch (June 30, 2013)  
\*Dave Lawson (June 30, 2014)  
\*Allister McPherson (June 30, 2013)  
\*Sandy McPherson (June 30, 2015)  
Jerry Naqvi

**LEARNING AND DISCOVERY COMMITTEE**

Chair: Ove Minsos  
Vice-Chair: Bernd Reuscher  
Miodrag (Mike) Belosevic  
Ashlyn Bernier  
Agnes Hoveland  
Colten Yamagishi

**SAFETY, HEALTH & ENVIRONMENT COMMITTEE**

Chair: Jim Hole  
Vice-Chair: Ove Minsos  
Kelly Baptista-Wyatt (NASA designate) (June 30, 2013)  
Brent Epperson (GSA designate) (June 30, 2013)  
Brent Kelly  
Wayne Renke  
\*Gordon Winkel (June 30, 2013)

**UNIVERSITY RELATIONS COMMITTEE**

Chair: Agnes Hoveland  
Vice-Chair: Don Fleming  
Miodrag (Mike) Belosevic  
Ashlyn Bernier  
\*Ross Danyluk (June 30, 2014)  
\*Louise Hayes (June 30, 2013)  
Brent Kelly  
Jerry Naqvi  
[Christopher Pu](#)  
Bernd Reuscher

**BOARD REPRESENTATION ON UNIVERSITY COMMITTEES**

Senate: Agnes Hoveland, Shenaz Jeraj

Edmonton Community Foundation Nominating Committee: Ove Minsos (effective to December 31, 2013)

**Ex Officio Members on all Board Committees:** Douglas Goss, Board Chair  
Indira Samarasekera, President  
Ralph Young, Chancellor

\* Denotes External Member on a Board Committee

Approved November 14, 2012