



The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, September 23, 2015 meeting:

Agenda Title: **Proposed Changes to the Admission Decision Process Related to Self-Recorded Grades for High School Applicants, Office of the Registrar**

CARRIED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed changes to the Admission Decision Process related to Self-Recorded Grades for High School Applicants, as submitted by the Office of the Registrar and as set forth in Attachment 1, for implementation in 2015-16 (with publication in the University Calendar in 2016-17).

Final Item: 4

Agenda Title: **Proposed changes to the GFC Academic Planning Committee Terms of Reference**

CARRIED MOTION: THAT the GFC Academic Planning Committee recommend to the GFC Executive Committee proposed revisions to the GFC APC Terms of Reference as set forth in Attachment 1, to take effect upon final approval.

Final Recommended Item: 5

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the Admission Decision Process Related to Self-Recorded Grades for High School Applicants, Office of the Registrar**

Motion: THAT Academic Planning Committee approve, under delegated authority from General Faculties Council, the proposed changes to the Admission Decision Process related to Self-Recorded Grades for High School Applicants, as submitted by the Office of the Registrar and as set forth in Attachment 1, for implementation in 2015-2016 (with publication in the *University Calendar* in 2016-2017), as recommended by the GFC Academic Standards Committee.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenter	Lisa Collins, Vice-Provost and University Registrar; Melissa Padfield, Deputy Registrar; Lihong Yang, Assistant Registrar (Admissions)
Subject	(Proposed) changes to the admission decision process regarding self-recording of grades for High School Applicants as reflected in the <i>University Calendar</i>

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To approve proposed changes which will allow students to self-record grades (i.e. manually input data found on official high school transcripts, or upload an official document, directly into the application for admission) in order to be considered for admission. The changes also emphasize that students must submit final and official transcripts by the document deadline. The changes would be implemented in the 2015-2016 academic year and published in the 2016-2017 <i>University Calendar</i> ."
The Impact of the Proposal is	Accepting self-recorded grades for the purpose of admission will allow students to be assessed for admission immediately upon receiving their application, thereby increasing our ability to provide an offer of admission earlier.
Replaces/Revises (eg, policies, resolutions)	<i>University Calendar</i> section 13.5.1
Timeline/Implementation Date	October 2015
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The Registrar's Office indicated at the Academic Standards Committee that the letter of admission would clearly indicate that admission offers would be revoked if false information was submitted through the self-recorded grade submission.

Alignment/Compliance

Alignment with Guiding Documents	Dare to Discover and Dare to Deliver
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	1. <i>Post-Secondary Learning Act (PSLA)</i>: The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the PSLA gives the Board of Governors authority over certain admission requirements and rules respecting enrolment. The Board has delegated its authority over

<p>numbers)</p>	<p>admissions requirements and rules respecting enrolment to GFC and the GFC ASC (Academic Standards Committee). (Sections 26(1), 60(1)(c) and (d)).</p> <p>2. GFC Academic Standards Committee (ASC) Terms of Reference (3. Mandate of the Committee):</p> <p>A. Definitions</p> <p>ii. <i>“Substantial”</i> [...]the term “substantial” refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.”</p> <p>B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)</p> <p>iv. “ASC provides advice or recommends to the GFC Academic Planning Committee (APC) on proposals which involve substantial change to admission/transfer regulations or academic standing regulations.”</p> <p>3. UAPPOL Admissions Policy: “Admission to the University of Alberta is based on documented academic criteria established by individual Faculties and approved by GFC. This criteria may be defined in areas such as subject requirements, minimum entrance averages, and language proficiency requirements. In addition to academic requirements for admission, GFC authorizes each Faculty to establish such other reasonable criteria for admission of applicants as the Faculty may consider appropriate to its programs of study, subject to the approval of GFC (e.g. interview, audition, portfolio, etc.)</p> <p>The admission requirements for any Faculty will be those approved by GFC as set forth in the current edition of the University Calendar. In addition to the admission requirements, selection criteria for quota programs, where they exist, will also be published in the current edition of the <i>University Calendar</i>.</p> <p>The responsibility for admission decisions will be vested in the Faculty Admission Committees or in the Deans of the respective Faculties, as the councils of such Faculties will determine.”</p> <p>4. UAPPOL Admissions Procedure:</p> <p>“PROCEDURE</p> <p>1. EFFECTIVE DATE OF CHANGES TO ADMISSION REGULATIONS Following approval by GFC:</p> <p>a. Where changes to admission regulations may disadvantage students in the current admission cycle, normally implementation will</p>
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	<p>be effective after the change has been published in the <i>University Calendar</i> for one full year (i.e., effective the second year that the information is published in the <i>University Calendar</i>).</p> <p>For example, a change approved in May 2005 would be first published in the 2006-2007 <i>University Calendar</i> in March 2006. Therefore the statement cannot come into effect until September 2007 (affecting applicants who apply for the September 2007 term beginning July 2006).” b. Where changes to admission regulations are deemed by the approving body to be “advantageous to students”, normally the date of implementation will be effective immediately or at the next available intake for the admitting Faculty.”</p> <p>5. GFC Academic Planning Committee (APC) Terms of Reference (3. Mandate of the Committee):</p> <p>“7. Admission, Transfer and Academic Standing</p> <p>a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change.”</p> <p>6. GFC Academic Standards Committee Subcommittee on Standards (SOS) Terms of Reference (3. Mandate of the Committee):</p> <p>“To review and make recommendations to the GFC Academic Standards Committee (ASC) with respect to a number of issues which affect all students at the University of Alberta. These include, but are not limited to:</p> <ul style="list-style-type: none"> a. examination policy b. academic definitions c. academic standing regulations d. admission/transfer requirements <p>Consideration of areas in which greater standardization would benefit the University could result in:</p> <ul style="list-style-type: none"> a) the institution being more easily understood by students, staff, and the general public, and b) the introduction of more efficient practices that may result in economies.”
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Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed 	<p>May 29, 2015 Advisory Committee on Enrolment Management (ACEM) meeting</p> <p>Faculties In Attendance: Jan Powell-Leadbeater (ALES), Allen Ball (Arts), Robin Cowan (Arts), Lucas Hudec (Augustana), Lynn McGarvey (Education), Linda Youell (Nursing), Julie Naylor (Science), Nicole Lazorek (Business), Freda Cardinal (Native</p>
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<ul style="list-style-type: none"> • Those who have been consulted • Those who are actively participating 	<p>Studies), John Soltice (UAI), Janice Causgrove-Dunn (Phys Ed), Emma Yellowbird (CSJ).</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Academic Standards Committee Subcommittee on Standards (September 3, 2015) – for discussion; GFC Academic Standards Committee (September 17, 2015) – for recommendation; Academic Planning Committee (October 21, 2015) – for approval</p>
<p>Final Approver</p>	<p>Academic Planning Committee</p>

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 - 2) Office of the Registrar, 2016-2017 University Calendar Changes
2. Attachment 2 (page(s) 1 - 2) Office of the Registrar, Information on Self-recorded Grades

Prepared by: Kate Peters, Portfolio Initiatives Manage, Office of the Provost and Vice-President (Academic)

Revised: 9/17/2015

(2) Postsecondary Transfer applicants

To be considered for admission, applicants must submit official transcripts of all completed postsecondary course work as well as interim transcripts of first term results and second term registration. Some programs may require final and official high school transcripts.

Admitted students will have their admission offers revoked if they do not meet the conditions specified on their offers of admission.

All applicants must submit final and official transcripts by the document deadline. See §12.7.

For more details, please visit www.admissions.ualberta.ca.

(3) Readmission and Internal Transfer applicants

Admission is offered in a number of programs to current University of Alberta students applying for internal transfer, or previous University of Alberta students applying for readmission, who have achieved above average academic standing in their completed coursework.

(4) Admission on Academic Probation

At the discretion of the Faculty an applicant may be admitted on academic probation in the following circumstances:

- a. When the applicant's previous academic attainment is difficult to assess (e.g., refugees lacking academic records); or
- b. When the applicant's previous academic record is either deficient in some respect or below the standard ordinarily required.

The Faculty may require the student to meet specified course, program, and performance standards to maintain eligibility in the program.

(5) Appeal of Admissions and Readmissions Decisions

Admission and readmission decisions are final. There is no formal appeal to any other body or person within a Faculty or the University. Applicants who wish to improve their qualifications for admission or readmission in a subsequent year may seek advice from the office of the Faculty to which they want to apply.

No further changes

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No further changes



Briefing re: Self-Recorded Grades for Undergraduate Admission Purposes

Background: Prior to our current admission cycle, the Office of the Registrar (RO) accepted self-reported¹ grades, which are grades that are submitted by an applicant based on tentative projections of their mid-term or final grades, for the purpose of offering admission, specifically for high school students. For the 2015 Enrolment Cycle, rather than accepting self-reported grades, the RO required all high school students to submit official documentation sent from the issuing institution(s) via mail or fax in order to make offers of admission. This change in process has resulted in:

- *Confusion:* Applicants and Stakeholders were uncertain of which documents to send and when.
- *Delays:* Processing students for admission was delayed due the increased timeline to receive official documents via mail and fax, especially for international students.
- *Increased Inquiries:* Email and phone inquiries regarding how to submit documents for admission and confirming document receipt increased.

Purpose of Change to Self-Recorded² Grades: Rather than returning to Self-Reported grades, an intentional decision was made to propose accepting Self-Recorded grades instead, which require applicants to enter data from official transcripts or verified documents for the purpose of admission. Accepting self-recorded grades will require domestic undergraduate students to enter course and grade data directly from their transcript onto their Application for Admission. International students will be required to upload a document(s) to their application, prior to final submission of the application. These changes will allow the University of Alberta to process applications more quickly, and assess many students for admission at the time we receive the application, further allowing us to provide an offer of admission earlier in the admission cycle.

Other Benefits:

- *Alignment:* Other U15 institutions allow for the use of self-recorded grades for admission, and/or document uploading capabilities by the student (UBC, U of T, McGill, UCalgary).
- *Timing:* By eliminating the need for students to mail or fax official documents at the time of application, we are able to make offers of admission earlier and faster. In addition, the earlier students receive their offers of admission, the sooner they can move forward with other UAlberta applications, such as residence, awards, and visa applications for international students.
- *Reduced Inquiries:* Creating a straight-forward process to submit grade information electronically will reduce confusion among students and stakeholders, thereby reducing the number of inquiries.
- *Efficiency:* Grade and course information from the application will be automatically uploaded to Campus Solutions. This will speed up processing times and eliminate additional steps required when handling paper documents.

Timing of Implementation:

¹ Self-Reported grades are those submitted by an applicant based on what they currently think their mid-term or final grades are at the time of submission, for the purpose of admission.

² Self-Recorded grades require applicants to enter data from official transcripts or verified documents for the purpose of admission.



- *Amend the Application for Admission:* Incorporate ability to self-reported grades into the Application of Admission (AFA), and revise messaging to ensure applicant clarity – Implement by Oct 1, 2015.
- *Grade Updating System:* Create ability for applicants who are not accepted into their first program choice to update any new final grades electronically in Spring - Implementation January 2016.

OUTLINE OF ISSUE

Agenda Title: **Proposed Revisions to the Terms of Reference for the GFC Academic Planning Committee (APC)**

Motion: THAT GFC Academic Planning Committee recommends to the GFC Executive Committee proposed revisions to the GFC APC Terms of Reference as set forth in Attachment 1, to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Steven Dew, Provost and Vice-President (Academic) and Chair, Academic Planning Committee
Presenter	Steven Dew, Provost and Vice-President (Academic) and Chair, Academic Planning Committee
Subject	Proposed Revisions to the Terms of Reference for the GFC Academic Planning Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To revise the Terms of Reference to include the Deputy Registrar as a non-voting, resource member. To clarify that the GFC Academic Planning Committee would have GFC delegated authority to approve proposals for the establishment of certificates, regardless of the proposing academic unit, only in cases where additional funding and/or space is required.
The Impact of the Proposal is	See 'Purpose'
Replaces/Revises (eg, policies, resolutions)	Revises the Terms of Reference of GFC APC.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	Concurrent changes to the Terms of Reference of the Academic Standards Committee were considered at the September 17, 2015, meeting of that committee.

Alignment/Compliance

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)).</p> <p>2. General Faculties Council Terms of Reference (Section 3./Mandate of the Committee):</p> <p>“Powers Retained by General Faculties Council</p> <p>All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p>

	<p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...]</p> <ul style="list-style-type: none"> • alterations to the mandate, terms of reference, composition, or structure of a Standing Committee[.] [...]" <p>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee):</p> <p>"To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996) [...]</p> <p>5. Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.</p> <p>[...]"</p> <p>6. The current Terms of Reference for the GFC Academic Planning Committee are set out in the left-hand column of Attachment 1.</p>
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Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p>Director of General Faculties Council Services and Secretary to GFC University Governance and Provost and Vice-President Academic September 26, 2014; Board Learning and Discovery Committee, September 29, 2014 Vice-Provost (Academic Programs and Instruction), University Secretary, GFC Secretary and Manager GFC Services; Chief of Staff, Office of the President; Senior Manager and Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), April 22, 2015 Academic Planning Committee (APC) – September 23, 2015</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee (for recommendation to GFC) – October 7, 2015; General Faculties Council (for final approval) – November 23, 2015</p>
<p>Final Approver</p>	<p>General Faculties Council</p>



Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page(s) 1 – 2) Comparative Table of Proposed Revised GFC Academic Planning Committee (APC) Terms of Reference

Current	Proposed
<p data-bbox="240 233 743 296">GFC Academic Planning Committee Terms of Reference</p> <p data-bbox="240 331 701 363">2. Composition of the Committee</p> <p data-bbox="240 401 293 432">[...]</p> <p data-bbox="240 468 537 499">Non-Voting Members</p> <ul data-bbox="256 506 797 810" style="list-style-type: none"> • One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive • The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized that the Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resources person (GFC 29 SEP 2003) <p data-bbox="240 905 643 936">3. Mandate of the Committee</p> <p data-bbox="240 974 293 1005">[...]</p> <p data-bbox="240 1041 686 1104">8. Establishment/Termination of Academic Programs</p> <p data-bbox="240 1142 797 1289">NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.</p> <p data-bbox="240 1325 797 1440">a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.</p> <p data-bbox="240 1476 797 1623">b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)</p> <p data-bbox="240 1659 797 1871">c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.</p>	<p data-bbox="824 233 1328 296">GFC Academic Planning Committee Terms of Reference</p> <p data-bbox="824 331 1286 363">2. Composition of the Committee</p> <p data-bbox="824 401 878 432">[...]</p> <p data-bbox="824 468 1122 499">Non-Voting Members</p> <ul data-bbox="841 506 1382 831" style="list-style-type: none"> • One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive • The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized that the Deputy-Provost and the Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resources person (GFC 29 SEP 2003) <p data-bbox="824 905 1227 936">3. Mandate of the Committee</p> <p data-bbox="824 974 878 1005">[...]</p> <p data-bbox="824 1041 1271 1104">8. Establishment/Termination of Academic Programs</p> <p data-bbox="824 1142 1382 1289">NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.</p> <p data-bbox="824 1325 1382 1440">a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.</p> <p data-bbox="824 1476 1382 1623">b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)</p> <p data-bbox="824 1659 1382 1871">c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.</p>

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

[...]

13. Existing Undergraduate and Graduate Academic Programs: - Extension and/or Substantive Revision of Existing Programs – Revisions to or Extension of Existing Degree Designations

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

[...]

d. Where additional funding and/or space is required to support the offering of a proposed certificate ASC would provide a recommendation on the (proposed) initiative to APC. APC, in turn, would have the GFC delegated authority to give final approval for the proposal. (GFC 31 MAY 2005).

[...]

13. Existing Undergraduate and Graduate Academic Programs: - Extension and/or Substantive Revision of Existing Programs – Revisions to or Extension of Existing Degree Designations

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

[...]