

Minutes of the meeting of the **Academic Policy Committee** held in-person in the James Administration building on February 23<sup>rd</sup>, 2023, from 3:00 to 4:00 p.m.

**Present:** Christopher Buddle (Vice-chair), Ahmed Anwar, Axel Hundemer, Chris Lyons, Debra Titone, Derek Tannis, Josephine Nalbantoglu, Kerry Yang, Laura Winer, Lisa Bornstein, Susan Ballinger, Claire Guyatt (Secretary)

**Regrets:** Fabrice Labeau (Chair), Asma Khamis, Charlotte Chan, Gillian Nycum, Heather Durham, Isabelle Cossette, John-Paul Ferguson, Josh Werber, Manon Vennat, Marie Manikis, Michael Fronda, Monzur Murshed, Sandy Philips

**Guests:** Philip Smith, Associate Director, Office of Academic Reviews

### 1. Agenda

APC approved the agenda.

### 2. Minutes

APC approved the minutes of the APC meeting of December 8<sup>th</sup>, 2022.

### 3. New Business

#### i. Subcommittee on Courses and Teaching Programs

- **SCTP Report #3 on the meeting of November 17<sup>th</sup>, 2022**

The SCTP report #3 was presented for information only. APC had no comments.

- **SCTP Report #4 on the meeting of December 1<sup>st</sup>, 2022**

The SCTP report #4 was presented for information only. APC had no comments.

- **Composition of the Subcommittee on Courses and Teaching Programs**

Questions regarding SCTP composition and why SCTP does not have an academic representative from each faculty were raised at the APC meeting of October 20<sup>th</sup>, 2022. The matter was subsequently discussed at the SCTP meeting of December 1<sup>st</sup>, 2022, and SCTP members concluded that a smaller committee composed of members with a high level of engagement in the committee's content is congruent to a more effective and productive committee. Additionally, SCTP is a subcommittee of APC, which has full faculty representation, and APC members are invited to comment in-depth on SCTP items. The SCTP Chair communicated this conclusion to APC and read the following quote from the minutes of the December 1<sup>st</sup> SCTP meeting: "opinions were discussed and SCTP agreed that a smaller committee is more effective and productive for the type of review conducted by SCTP at meetings; the proposers of new programs are invited to present at SCTP and there is usually a very in-depth and healthy question and answer period between members and guests; faculty/school curriculum/academic meetings are the most appropriate committees to review their proposals in-depth before submission to SCTP; many University committees include Faculty representatives, but this does not necessarily require that each Faculty needs representation – in general, Faculty representatives are well positioned to speak to the interests and perspectives of academics in general and not just that of the Faculty to which they belong; as SCTP is a

subcommittee of APC, SCTP reports all proposals reviewed at SCTP meetings for APC discussion and approval and APC has representation from each Faculty/School.” It was stated again that since SCTP does provide a critical and in-depth opportunity for discussions about new academic programs and other larger program changes, it may be nevertheless worthwhile having all Faculties represented on SCTP. Given the broader mandate of APC, there is not always an opportunity for a deeper discussion on curriculum that gets more focused attention at SCTP.

**ii. Dissolution of the Subcommittee of Continuing Education (SCE)**

The APC Subcommittee of Continuing Education (SCE) is no longer an active committee. The Chair of SCE brought the question of its existence to a Deans work group meeting and it was agreed that the committee is no longer a necessary structure; activity in continuing education occurs and will continue without the existence of the SCE. Dr. Tannis, on behalf of the Dean of Continuing Studies, noted that the discontinuation of SCE does not indicate that the School of Continuing Studies does not want to collaborate, but that SCE is not necessary for collaboration to occur. ACP members in attendance approved the motion for the dissolution of SCE, and additional APC members not in attendance later approved the motion by electronic vote on February 27<sup>th</sup>, 2023.

*APC approved the dissolution of the Subcommittee of Continuing Education. It will be reported to Senate for information in APC’s 517th report to Senate for its meeting of March 22<sup>nd</sup>, 2023.*

**iii. Office of the Associate Provost (Teaching and Academic Planning)**

• **Procedures on Academic Reviews**

The Chair and the Associate Director from the Office of Academic Reviews (OAR), Dr. Smith, presented on the new academic unit reviews procedural document and the APC Academic Review Tracker. Revised regulations for unit reviews were approved in Fall 2022 and have been implemented throughout the 2022-2023 academic year, and there has been good feedback from the three academic reviews that have taken place. The academic reviews procedural document is a guide for conducting unit reviews under the previously approved regulations and is a living document that will be continually updated as more unit reviews take place and more feedback is received. Kerry Yang inquired as to student representation on the review committees, and Dr. Smith explained that there used to be two students on each review committee, but that students often do not have the bandwidth to commit two full days to attend reviews. The OAR is planning on doing further outreach to increase student representation within the review process. It was suggested that outreach should also target students outside of SSMU, at faculty and departmental level student societies. The Procedures document will be updated to include additional language about the inclusion of student members on review committees.

• **APC Academic Review Tracker**

The purpose of the APC Academic Review Tracker is accountability and follow-up with respect to the outcomes of academic unit reviews; it provides a snapshot to APC of the

recommendations and the status of subsequent action plans. The Office of Academic Reviews plans to present the tracker to APC once in the fall semester and once in the winter semester so members of APC can engage on outcomes of unit reviews and recommendations. The OAR invites members of APC to comment on the tracker and give feedback with respect to granularity as it is used so that it may be updated accordingly.

*The meeting was adjourned at 3:36 p.m.*