

# Academic Planning Committee Transition Manual

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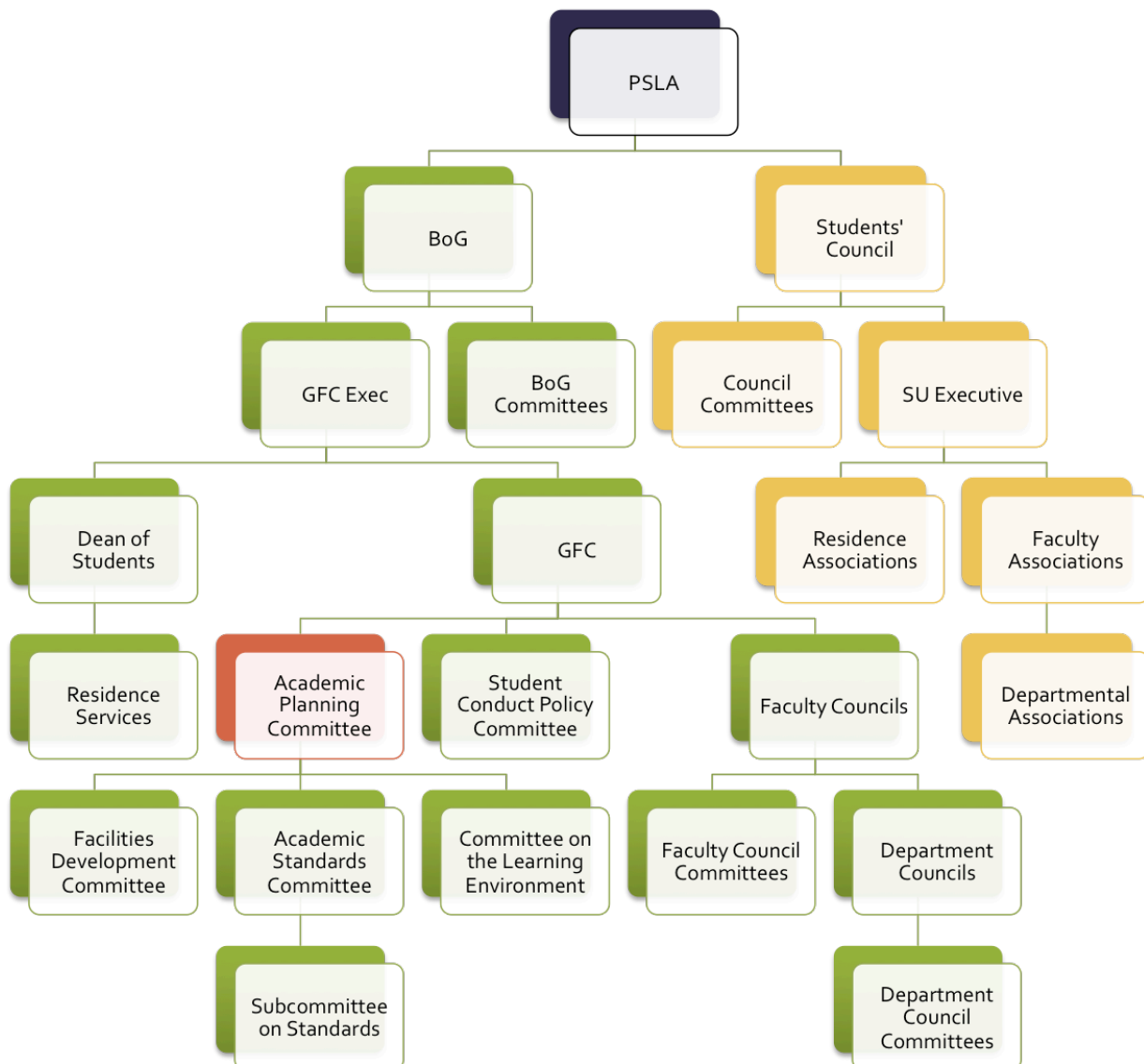
Where this transition manual deviates from University legislation, the University Legislation will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

## What is Academic Planning Committee?

The Academic Planning Committee (APC) is a senior GFC committee that deals with academic, financial, and planning issues. APC may handle issues related to academic restructuring, research, academic service units or other issues that significantly impact academics.

### Role in Governance Structures

The APC provides recommendations to both the Board of Governors and the GFC, and will sometimes work in conjunction with other GFC committees. The President or Provost and Vice-President (Academic) can refer any matter to APC, and APC can request to consider any academic issue.



## Who Sits on this Committee?

Note: some of the representatives listed below may be delegates of the position listed, and therefore don't necessarily formally occupy the position they are listed under, but do currently fill that seat on this committee.

### *Voting Members*

- **Chair:** Provost & Vice-President (Academic)
  - Steven Dew - [steven.dew@ualberta.ca](mailto:steven.dew@ualberta.ca)
- Vice-President (Research)
  - Walter Dixon - [walter.dixon@ualberta.ca](mailto:walter.dixon@ualberta.ca)
- Vice-President (Finance & Administration)
  - Gitta Kulczycki - [gitta@ualberta.ca](mailto:gitta@ualberta.ca)
- President of the Students' Union
  - Reed Larsen - [president@su.ualberta.ca](mailto:president@su.ualberta.ca)
- President of the Graduate Students' Association
  - Sasha van der Klein - [gsa.president@ualberta.ca](mailto:gsa.president@ualberta.ca)
- Six academic staff
  - Jason Acker - [jason.acker@ualberta.ca](mailto:jason.acker@ualberta.ca)
  - Christopher Mackay - [csmackay@ualberta.ca](mailto:csmackay@ualberta.ca)
  - Roger Moore - [rwmooore@ualberta.ca](mailto:rwmooore@ualberta.ca)
  - Jerine Pegg - [jerine.pegg@ualberta.ca](mailto:jerine.pegg@ualberta.ca)
  - Sarah Stahlke - [swall@ualberta.ca](mailto:swall@ualberta.ca)
  - Eleni Stroulia - [stroulia@ualberta.ca](mailto:stroulia@ualberta.ca)
- One member of the Non-Academic Staff Association (NASA)
  - Shannon Erichsen - [shannon.erichsen@ualberta.ca](mailto:shannon.erichsen@ualberta.ca)
- One Dean
  - Katy Campbell - [katy.campbell@ualberta.ca](mailto:katy.campbell@ualberta.ca)
- One Department Chair
  - Florence Glanfield - [florence.glanfield@ualberta.ca](mailto:florence.glanfield@ualberta.ca)
- One undergraduate student
- One graduate student

### *Non-Voting Members*

- Vice-Provost and University Registrar - Lisa Collins - [lisa.collins@ualberta.ca](mailto:lisa.collins@ualberta.ca)
- One Faculty Member from GFC Executive

## Duties and Responsibilities of the APC

### *Planning and Priorities*

Make recommendations to GFC and/or the Board of Governors on planning and priorities for the University's long-term development.

### *Units*

Make recommendations to GFC about establishing, terminating, or merging Faculties, Departments, Schools, or support units in the University. Make recommendations to the Board of Governors regarding the establishment of new Faculties, Departments, or Schools.

### *Enrollment and Planning*

Recommend University-wide enrollment targets to GFC. Recommend changes to enrollment management processes, including quotas for individual Faculties or programs.

### *Budget Matters*

Advise GFC on budget principles, the annual budget (excluding ancillary units) and any new fees to be levied upon a substantial group of students.

### *Facilities*

Advise the Board of Governors on policy matters regarding planning and use of facilities, use of land owned or leased by the University, as well as standards, systems, and procedures for planning and designing physical facilities. Any facilities issues that have significant academic and/or financial impact can be brought to APC.

### *Teaching and Learning*

Make recommendations to GFC on policy directions for teaching and learning. Discuss issues brought forward by the Committee on the Learning Environment.

### *Admission, Transfer, and Academic Standing*

APC will consider recommendations from the GFC Academic Standards Committee (GFC ASC) on changes to admission, transferring, or regulations of academic standing. Minor or routine policy changes can be approved by APC itself, but major proposals will then be sent to GFC.

### *Establishment/Termination of Academic Programs*

Oversees the establishment and termination of academic programs, as well as programs administered collaboratively with other post-secondary institutions. If additional funding is required for a proposal, it will first start at the ASC, to be recommended to the APC. If government approval of the proposal is not required, APC has the final approval. If government approval is required, APC will then provide the recommendation to the Board of Governors.

### ***Name Changes of Faculties, Departments, and Divisions***

APC can approve name changes for Departments and divisions, and can recommend that GFC approve name changes for Faculties.

### ***Endowed and Funded Chairs***

APC can establish or terminate endowed and funded chairs. Endowed chairs are essentially investments in a particular field of research, the direction of which is determined by the donor.

### ***Centres and Institutes***

Proposals for the establishment of academic centres and institutes will be submitted to APC.

### ***Graduate Degree Specializations***

The Dean of the Faculty of Graduate Studies and Research will receive proposals for the establishment of graduate degree specializations. Proposals that do not involve base operating or capital funds will be approved or rejected by the Dean, who will report on them to APC. Proposals that do involve those funds will be considered and decided upon by APC.

### ***Revisions or Extensions of Existing Programs and Degree Designations***

The Vice-President (Academic) will receive proposals for any major changes to existing undergraduate or graduate programs, and will then consult with relevant offices, committees, and advisers. The proposal will then be brought to APC, who has the final authority on those proposals unless the Vice-President (Academic) thinks they need to be forwarded to GFC. In this case, APC can still provide recommendations to GFC.

### ***Diploma Programs Offered by Centre collegial de l'Alberta de l'University of Alberta***

APC is the sole authority on proposals from the Centre collegial de l'Alberta de l'University of Alberta, unless a new funding model is proposed, in which case APC will provide recommendations to the appropriate standing committee of the Board of Governors.

## How to Add Agenda Items

Members wishing to add items to the agenda should contact either the Chair of the committee (Steven Dew - [steven.dew@ualberta.ca](mailto:steven.dew@ualberta.ca)) or the GFC Secretary (Meg Brolley - [meg.brolley@ualberta.ca](mailto:meg.brolley@ualberta.ca)) at least two weeks in advance.

## APC Timeline

The agenda items will largely vary each month based on changes that are brought forward, but there are certain items listed below that will likely take place around the same time every year.

### *May:*

Draft University of Alberta Annual Report to Government of Alberta

### *September:*

Committee Welcome and Orientation  
Election of Vice-Chair

### *October:*

Annual Report on Undergraduate Financial Support

### *January:*

Review the Annual Report on Undergraduate Enrolment

### *February:*

Review proposed changes to Mandatory Student Instructional Fees  
Review the General Tuition Proposal

## Who to Ask Questions

The Students' Union representative on this committee (Reed Larsen - [president@su.ualberta.ca](mailto:president@su.ualberta.ca))

The Discover Governance office ([governance@su.ualberta.ca](mailto:governance@su.ualberta.ca))