



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Monday October 29, 2019

Time: 9:00am-11:00am

Room: 209 Assumption Hall

Committee Members: Yasin Avci, Dr. Fazle Baki, Dr. Cheryl Collier, Scott Cowan, Dr. James Gauld, Dr. Erika Kustra, Dr. Antonio Rossini (Chair), Dr. Terry Sefton, Dr. Sujith Xavier, Dr. Dan Mennill.

Absent: Mr. Aftab Anwer, Dr. Sue Fox (regrets), Dr. Scott Martyn (regrets), Dr. Wansoo Park (regrets), Siddharth Patel, Lena Sleiman, Dr. Jill Urbanic (regrets).

In Attendance Nick Baker, Ms. Renée Wintermute (University Secretary), Ms Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. E. Kustra/Dr. S. Martyn
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the Academic Policy Committee meeting of September 25, 2018 be approved.

Dr. T. Sefton/Dr. E. Kustra
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

Item for Approval

5 Reports/New Business

5.1 Certificate in Anthrozoology – Admission Requirements (Revisions)

(See document APC181029-5.1 for more details.)

MOTION: That the proposed revisions to the admission requirements for the Certificate in Anthrozoology be approved.

Dr. C. Collier/Dr. T. Sefton

NOTED:

- The proposed change will allow students who are not registered in an undergraduate program eligibility to register for the Certificate as a stand-alone program.
- Currently students may enrol in all of the other existing comparable Certificate programs without needing to be registered in an undergraduate program. (*i.e.*, Certificate in Public Administration,

Certificate in Law and Politics, Certificate in Business Administration, Certificate in Women's and Gender Studies, etc.).

- In response to a question raised about Certificate programs in general, it was noted that they are non-degree programs that recognize a special set of skills and knowledge and follow a set of required courses for completion.
- In response to a question raised regarding enrolment, it was noted that the Certificate in Anthrozoology was approved last May with a projected enrolment of 35 students.
- In response to concern raised about course offerings, it was noted that the courses for the Certificate in Anthrozoology are regularly offered in FAHSS and rotated over the semesters.

AGREED:

- That information regarding the approval date for the Certificate in Anthrozoology be included in the proposal.

CARRIED

Item for Information

5.2 Office of Open Learning Annual Report

(See document APC181029-5.2 for more details.)

NOTED:

- A presentation was provided on the various activities and initiatives of the Office of Open Learning (OOL).
- The Office is a small unit that works collaboratively with faculty to develop and deliver media-rich environments for online courses and programs.
- The Office of Open Learning provides support for instructors of online, open, and hybrid learning and teaching.
- Major highlights of the past year included: providing over 1427 consultations, 45 workshops, 22 conference presentation; creating over 400 custom videos; launching a COOL Certificate and receiving an OOL team award for Best in Show Open Practices.
- A major success is that the Office partnered with faculty from across campus and external partners to complete six eCampus Ontario-funded projects developing online programs, an open textbook and over 51 new online courses.
- There is continued growth in popularity of WordPress ePortfolios which has been very advantageous for students and graduates in terms of employment opportunities.
- The Office has collaborated with the Provost's Office, CTL and Economics for course redesign research with the goal of having higher success rates in grades for students in entry level economics courses. Results indicated that students who participated in the supplemental instruction and watched the video tutorial had greater success in the course than without these resources.
- Some of the major challenges still include the lack of space, and lack of access to a suitable design lab space for efficient and effective rapid eLearning development for online, hybrid, technology-enhanced courses.

The floor was open for comments/questions:

- In response to a question raised regarding licenses for online books, it was noted that the books are all Open Access which means that they can be distributed online and free of cost.
- In response to a question raised about whether the open textbooks are compliant with the *Accessibility for Ontarians with Disabilities Act* (AODA), it was noted that the books are made to be accessible.
- In response to a question about what would be considered a "healthy" failure rate in online courses, it was noted that it should be extremely low (if any) and any course that has a high failure rate should be reviewed and revised.
- In response to a question raised about *Lapster*, it was noted these are Virtual Laboratory Simulations for students.

- In response to concern raised regarding students and UWin graduates using ePortfolios and social media as public platforms to promote themselves and share information publicly which could lead to unintended breaches of privacy by posting photos of clients, students, patients, *etc.*, it was noted that departments should educate and set out some basic guidelines for students regarding appropriate online behavior.
- In response to a question raised about recognition in the renewal, tenure and promotion (RTP) process for developing online courses or developing open access textbooks, it was noted that this is something that could be added to an AAU's Criteria. (*i.e.*, involvement in online courses could be listed in the things that are valued so that if someone chooses to do this then it is recognized in PRT).

AGREED:

- Minor revisions and clarifications were made to the report.
- Consideration could be given to creating a tutorial on Social Media that would provide some basic guidelines when posting content online.

Additional Business

6 Question period/Other business/Open Discussion

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. S. Xavier/Dr. D. Mennill

CARRIED